



FEDERAL ROAD SAFETY CORPS

NATIONAL HEADQUARTERS, ZONE 3, WUSE DISTRICT, ABUJA

ADMIN AND HUMAN RESOURCES DEPARTMENT

FRSC/HQ/AHR/P&I/94/VOL.8/72

25 Sept 2023

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NOTICE OF COMMENCEMENT OF THE 2023 ONLINE VERIFICATION AND ENROLMENT EXERCISE FOR FEDERAL GOVERNMENT TREASURY-FUNDED MDAs FOR THOSE DUE TO RETIRE BETWEEN JAN AND DEC 2024 AND THOSE WHO HAVE RETIRED BUT HAVE NOT ENROLLED - REQUEST FOR VITAL INFORMATION

The above subject refers.

2. In furtherance to the several circulars drawing the attention of 2024 potential retirees on expectations from them in respect of their final disengagement from service, we hereby remind them, once again, that no retiree can access his/her retirement benefits managed by his/her Pension Fund Administrator (PFA) if he/she does not undergo the National Pension Commission's (PenCom) Verification and Enrolment Exercise.

3. Flowing from above, all 2024 potential retirees are hereby informed that PenCom has announced its readiness to commence verification and enrolment exercise from **Monday, 2nd October 2023 to Friday, 29 December, 2023.**

EXPECTATIONS FROM THE ZONAL COMMANDS

4. Consequent upon the above, Zonal Commanding Officers are to collate the data of the retiring staff in the following format from their Zone and forward same to RSHQ Pensions and Insurance Office on or before **Friday 29 Sept 2023** to enable the production of retirees' Letters of Introduction and conclude other necessary processes before the verification and enrolment proper. These data include:

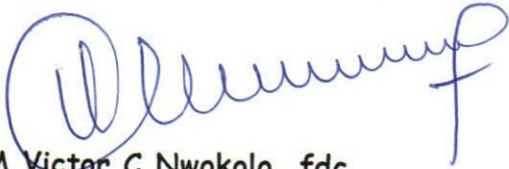
- a. Full Name of retiree (Surname First). No abbreviations.
- b. Rank
- c. Service PIN
- d. Present Command
- e. Name of Pension Fund Administrator (PFA)
- f. Retirement Savings Account (RSA) PIN (beginning with PEN)
- g. Date of First Appointment

- h. Date of present Appointment (if on Transfer of Service)
- i. Date of Retirement
- j. Grade Level/Step as at June 2004
- k. Grade Level/Step as at Jan 2007
- l. Grade Level/Step as at July 2010
- m. Grade Level/Step as at Dec 2013
- n. Grade Level/Step as at Dec 2016
- o. Grade Level/Step as at Dec 2019
- p. Grade Level/Step as at Dec 2022
- q. Current Grade Level/Step as at Aug 2023
- r. GSM No of the Retiree
- s. Private Active email (either yahoo or gmail)
- t. Private Home Address of the Retiree
- u. National Identification Number (NIN)

EXPECTATIONS OF THE RETIREE

- 5. 2024 potential retirees are expected to:
 - a. Supply the above data to their Zonal Commanding Officer for onward submission to RSHQ Pensions Office on or before Friday, 29 Sept 2023.
 - b. Ensure that their data recapture exercise with their PFA has been successfully done.
 - c. Ensure that you resolve any Date of Birth issue with NIMC, FRSC and their PFA before the commencement of the Verification and Enrolment Exercise from Oct 2 2023 in order to have a hitch-free exercise.
 - d. Ensure that you collect your Payslips as contained in par 4(j - q) above. You must liaise with Finance and Accounts Department, RSHQ, Abuja through your Command to collect these payslips. You **CANNOT** undergo this enrolment Exercise without them.
 - e. Ensure that all your promotions from June 2004 to date, Letter of Appointment, Declaration of Age, Staff ID Card are assembled ready for the Exercise. These documents **MUST** be scanned to Pension email p.insurance@frsc.gov.ng as quickly as possible.

6. Commanding Officers are enjoined to bring the content of this Circular to the knowledge and understanding of all prospective retiree under their purview.
7. You are to treat this as very important and acknowledge receipt, please.



DCM Victor C Nwokolo, fdc

Deputy Corps Marshal (Admin & Human Resources)

for: Corps Marshal

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FRSC Staff College, Udi, Enugu State

FRSC Academy, Udi, Enugu State

Marshal Inspectorate Training School, Owa-Alero, Delta State

Training School, Shendam, Plateau State

Sector Commanders

Head NVIS Plants-Awka, Gwagwalada, Lagos, Asaba, Gombe, Kano, Jos & Portharcourt

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