



FEDERAL ROAD SAFETY CORPS
NATIONAL HEADQUARTERS, ZONE 3, WUSE DISTRICT, ABUJA

ADMIN AND HUMAN RESOURCES DEPARTMENT

INTERNAL MEMO

FRSC/HQ/AHR/P&I/484/VOL.52/87

29 April, 2024

See distribution

RE: TEMPLATE FOR STAFF RECORD OF SERVICE (ROS) FOR PENSION COMMISSION (PenCom) VERIFICATION AND ENROLMENT OF PROSPECTIVE RETIREES FOR THE YEAR 2025-REQUEST FOR COMPLETION AND SUBMISSION TO THE NATIONAL HEADQUARTERS, ABUJA

References:

- A. FRSC/HQ/AHR/P&I/484/VOL.52/81 dated 9 Oct, 2024
- B. CM Minutes "A" on Reference A dated 9 Oct, 2024
- C. FRSC/HQ/AHR/P&I/484/VOL.52/86 dated 13 Oct, 2023

Quoted references above are in respect of the subject.

2. In consideration of the need to harmonize the Corps' Records of Service (ROS) with other Ministries Departments and Agencies (MDAs), as it concerns Annual PenCom Verification and Enrolment exercise, the sPension and Insurance (P&I) Section embarked on fact-finding mission to the National Pension Commission in order to be at par with other Sister Agencies.

3. Having concluded our fact finding mission from Pencom, our submission was made to the Corps Marshal with a recommendation to adopting the Template presented to him in order to be at par with other Sister Agencies and to facilitate the completion of the Records of Service of our prospective retirees in good time to avoid any delay which might hinder them from prompt completion of the enrolment exercise.

4. Flowing from the above, the CM has approved the immediate adoption and implementation of the new Records of Service (ROS) Template attached herein, beginning from 2024 enrolment exercise for 2025 retirees.

5. To this end, all prospective retirees for 2025 are by this circular admonished to, as a matter of urgency and necessity directed to duly complete and return same in soft copy to p.insurance@frsc.gov.ng on or before Friday 03 May, 2024.

6. You have been guided accordingly. Treat as imperative, please.



CC Salisu U Galadunci, MLCJ, rsc, FISPON, CMILT
Corps Commander,
Ag. HOS Personnel,
For: Corps Marshal

Distribution

External Action:

Zonal Commands
FRSC Institutions-FCSC, Academy, MITS & RMATS
Sector Commands
NVIS
Print Farm
Corridor Commands
Area Commands
Unit Commands
DLCs
Zebra
Workstations
Clinics

Internal Action:

Departments
Corps Offices
Special Units

Internal Infor:

CM
PSO-CM

File



FEDERAL ROAD SAFETY CORPS RECORDS OF SERVICE (NEW TEMPLATE)

S/N	ITEM	RESPONSE	REMARKS (Office use only)
1	Surname		
2	First Name		
3	Other Name		
4	Date Of Birth		
5	Gender		
6	Functional Phone Number		
7	Rank		
8	National Identification Number (NIN)		
9	Personal Identification Number (PIN)		
10	Date Of First Appointment		
11	Date of Transfer of Service (if any)		
12	Date Of Present Appointment		
13	Date Of Confirmation of Appointment		
14	Date of Death (Deceased only)		
15	Effective Date of Retirement		
16	Pension Fund Administrator's Name		
17	Retirement Saving Account (RSA) PIN		
18	Present / Last Command		
19	Current appointment (if any)		
20	Mode of disengagement (Statutory/Voluntary/Death)		

GRADE LEVEL AND STEP AS FROM JUNE 2004 TO DATE		
PAYSLIP AS AT	GRADE LEVEL	STEP
JUNE 2004		
JANUARY 2007		
JULY 2010		
DECEMBER 2013		
DECEMBER 2016		
DECEMBER 2019		
DECEMBER, 2022		
CURRENT		

PROMOTION DETAILS			
EFFECTIVE DATE	FROM (Rank)	TO (Rank)	
DETAILS OF FOREIGN COURSES			
S/NO	COURSE(S) ATTENDED	DATE	
DETAILS OF PREVIOUS PUBLIC SERVICE (TOS) IF ANY			
PREVIOUS SCHEDULED EMPLOYER	FROM	TO	
NEXT OF KIN DETAILS			
S/N	ITEM(S)	DETAILS	REMARKS
1	Name:		
	Address:		
	Date of Birth:		
	Relationship		
	Functional Phone No:		
2	Name:		
	Address:		
	Date of Birth:		
	Relationship		
	Functional Phone No:		
3	Name:		
	Address:		
	Date of Birth:		
	Relationship		
	Functional Phone No:		
4	Name:		
	Address:		
	Date of Birth:		
	Relationship		
	Functional Phone No:		

PERMANENT HOME ADDRESS AND FUNCTIONAL GSM IN CASE OF ANY
CORRESPONDENCE FOR EMERGENCY PURPOSE(S)

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