



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

**ADMIN AND HUMAN RESOURCES DEPARTMENT**

FRSC/HQ/AHR/P&I/94/VOL.9/16

22 Nov, 2024

See Distribution

ANNUAL NATIONAL PENSION COMMISSION (PENCOM) ENROLMENT AND DOCUMENTATION FOR 2025 RETIREES OF MINISTRIES, DEPARTMENTS, AND AGENCIES (MDAS) TOGETHER WITH THOSE WHO MISSED THE DOCUMENTATION/ENROLMENT-FIXING OF DATE FOR THE EXERCISE: ADMINISTRATIVE INSTRUCTIONS

References:

- A. FRSC/HQ/AHR/P&I/94/VOL.9/14 dated 10 Sept, 2024
- B. FRSC/HQ/AHR/P&I/94/VOL.9/15 dated 16 Oct, 2024

References 'A' & 'B' are in respect of the above subject.

2. The National Pension Commission has started the online enrolment/documentation exercise for 2025 retirees and those who missed the exercise previously. The importance of the exercise, as you are aware, cannot be overemphasized, as it is one of the requirements for a potential retiree accessing his/her retirement benefits domiciled with his/her PFA after final disengagement from service.

3. Consequently, CM has approved the deployment of FRSC Pension Desk Officers from headquarters to each of the Zonal Commands to conduct the exercise for our 2025 potential retirees.

Expectations of the Retirees

- 4. The retirees are expected to:
  - a. Ensure that their data recapture exercise has been successfully done with their respective PFAs, without which the exercise will be effort in futility.
  - b. Assemble all their retirement documents (working documents) ready for the exercise such as:
    - Letter of first appointment
    - Birth Certificate

### Restriction

- Declaration of Age
- Promotion letters from 2004 to date
- Staff ID Card
- c. Open a private e-mail (Yahoo or Gmail)
- d. Get your NIN, and GSM Number ready
- e. Report at their Zonal Office on the date indicated for documentation/enrolment exercise.
- f. Ensure that you do not have any issue of Date of Birth with NIMC, FRSC and your PFA before now; otherwise your enrolment exercise will not be successful.

### Expectations of the Zonal Commands

5. The Zonal Commands are expected to:
- a. Ensure that Internet Facility is effectively working to ensure a smooth online enrolment/documentation exercise in the office
  - b. Assist to contact/inform 2025 potential retirees within their jurisdiction to come for the exercise on the designated centre and date
  - c. Make available a conducive office for FRSC PDOs and the potential retirees to facilitate the enrolment.
  - d. Make a Computer System/Printer available for the exercise.

### DATE FOR THE EXERCISE

6. The date for exercise is scheduled in three (3) phases, as tabulated below:

| PHASES    | ZONES           | COMMENCEMENT                      |
|-----------|-----------------|-----------------------------------|
| PHASE-I   | Zone 1-6        | Wednesday 27 to 29 November, 2024 |
| PHASE-II  | Zone 8-12       | Monday 2 to 4 December, 2024.     |
| PHASE-III | Zone 7 and RSHQ | Monday 10 to 11 December, 2024    |

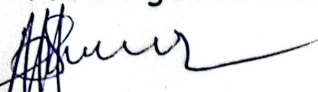
7. The Zonal Commanding Officers, Zonal Admin Officers and the prospective retirees are to contact the following numbers to know the PDOs assigned to each Zone:

- a. Zone RS1HQ - 08146637649
- b. Zone RS2HQ - 08033923488
- c. Zone RS3HQ - 08056038324
- d. Zone RS4HQ - 07030382589
- e. Zone RS5HQ - 08036331548
- f. Zone RS6HQ - 08065380177
- g. Zone RS7HQ - 08033923488
- h. Zone RS8HQ - 08037364543
- i. Zone RS9HQ - 07067292849
- j. Zone RS10HQ - 07037720095
- k. Zone RS11HQ - 08033954119
- l. Zone RS12HQ - 08039666459

### Restriction

## Restriction

8. Retirees and Admin Officers in each Command **SHOULD CALL** the PDO coming to the Zone for further relevant details concerning the enrolment.
9. You are guided accordingly.

  
DCM Abiodun Akinlade, MNSE, MNIM, FISPON

Deputy Corps Marshal (Administration & Human Resources)

For: Corps Marshal

### Distribution

#### External Action

#### Distribution:

#### External Action:

Zones 1-12

Sector Commands

Unit Commands

Camp Commandant, FRSC Academy, Udi, Enugu State

Camp Commandant, Training School, Jos, Plateau State

Camp Commandant, Marshals' Inspectorate School, Owa Alero, Delta State

Camp Commandant, S&T Camp, Benin, Edo State

#### Internal Action:

All Depts

Corps Offices

RSHQ Command

#### Internal Information:

Corps Marshal

PSO-CM

PAU

PIO

File

Restriction