

Restricted



FEDERAL ROAD SAFETY CORPS

NATIONAL HEADQUARTERS, ZONE 3, WUSE DISTRICT, ABUJA

ADMIN AND HUMAN RESOURCES DEPARTMENT

FRSC/HQ/AHR/97/VOL.I/04

25 Mar., 2025

See Distribution

UPDATED CLEARANCE CERTIFICATE: NEED FOR COMPLIANCE

The above subject refers.

2. In the tenets of ISO standards of embracing a culture of continuous improvement, the Corps Marshal has approved and directed the usage of the updated clearance certificate henceforth. *(See attached)*.
3. Commanding Officers are hereby directed to ensure that the updated clearance certificate is used by their respective Commands. Any submission of the old clearance certificate will not be accepted but turned down.
4. Treat as imperative.


DCM Abiodun Akinlade, MNSE, MNIM, FISPON, FirstTA
Deputy Corps Marshal (Admin and Human Resources)
for: Corps Marshal

Distribution

External Action

All Commanding Officers

Internal Action

Departments

Corps Offices

Special Units

Internal Info:

CM

file



FEDERAL ROAD SAFETY CORPS CLEARANCE CERTIFICATE (For Disengaged Staff Only)

PART 1

PERSONAL DATA

FULL NAME: _____

PIN: _____ RANK: _____

LAST INTERNAL DETAILS	PLACE OF RESETTLEMENT
COMMAND: _____	HOUSE NO: _____
APPOINTMENT (if any): _____	STREET: _____
DATE REPORTED (at this comm.): _____	_____
DATE ENLISTED: _____	LGA: _____
DATE DISENGAGED: _____	STATE: _____
TYPE OF DISENGAGEMENT: _____	PHONE NO: _____
	EMAIL ADDRESS: _____

I.....hereby declare that the above information about me is true.

Officer's Signature:Date:

PART 2

CLEARANCE

A. COMMAND CLEARANCE

I hereby certify that the above mentioned staff has handed over the underlisted FRSC property, he is not indebted and is cleared by the Command.

(i) Set of Uniform (ii) Belt (iii) ID Card (iv) CUG (v) Others (specify): _____

B. This is to certify that the staff is not indebted and is cleared as confirmed by the underlisted Officers:

OFFICE	NAME	RANK	DESIGNATION	CLEARANCE STATUS	SIGNATURE/ DATE
Cmd. Admin Officer					
Cmd. Int. Officer					
Cmd. Provost Officer					
Cmd. Coop Chairman					
CO (UC,S/C,ZCO,Others)					

C. RSHQ CLEARANCE

OFFICE	NAME	RANK	DESIGNATION	CLEARANCE STATUS	SIGNATURE/ DATE
Chairman Mega Cooperative					
CIO					
Corps Provost					
DCM TSD					
DCM F&A					
DCM AHR					

PART 3

FINAL CLEARANCE

I hereby certify that the above mentioned staff is cleared and formally disengaged from the service of the Corps.

Name:Rank:Appointment: DCM (AHR)/CS

Signature.....Date:

NB: In the case of Commanding Officer, an endorsed handing over note is mandatory, clearance should accompany the staff resignation letter.