



SPECIAL BULLETIN

This is to inform members of the University staff who are on the University payroll that there will be a personnel verification exercise (2019) to be conducted by officials of the Federal Ministry of Budget and National Planning, Budget office of the Federation.

The exercise will commence from Wednesday, 8th May, 2019 to Wednesday, 22nd May, May, 2019. It will start every day at 9:00 and close at 3:00pm

All staff are required to come along with the following documents for verification.

- 1) Letter of first appointment/officials Gazette
- 2) Letter of confirmation of Appointment/Official Gazette
- 3) Letters of last three promotions
- 4) One copy of recent passport photograph
- 5) Copies of pay-slips for January – March, 2019
- 6) Original copies of the above documents to be presented for sighting
- 7) Copy of Staff Identity Card

Venue – A: [Senate Chamber] for Academic Staff on CONUASS Salary Scale

Venue – B: [Musa Abdullahi Auditorium] for SSANU, NAAT and NASU members on CONTISS Salary Scale

Venue – C: [Staff Training Committee Room] for staff on CONHESS/CONMESS Salary Scale from the Health Service Centre

ANNEX I

BUDGET OFFICE OF THE FEDERATION,
MINISTRY OF BUDGET AND NATIONAL PLANNING, ABUJA,
2019 PERSONNEL VERIFICATION DATA FORM.

Name of MDA :

Date of the Verification Exercise

Staff Location:

Name in full (surname First) Mr/Mrs/Dr/Prof:

Date of birth:

Staff Identity Card No : Staff file No : IPPIS NO.....

Department/Unit: Qualification/Year of Graduation

Date of First Appointment Entry Grade Level :

Date of Confirmation of Appointment

Date of Present Appointment/Promotion

Present Salary Grade Level/Step..... Salary Structure.....

Present Designation/Post.....

ATTESTATION:

I hereby affirm that the above information provided by me are absolutely correct. I accept that any claim discovered to be false afterwards will be treated as an act of **GROSS MISCONDUCT**.

Officer's Signature/Date:

Name of Head of Department..... Signature/Date& Official Stamp.....

ATTACHMENTS REQUIRED:

- i. Letter of First Appointment/Official Gazette
- ii. Letter of Confirmation of Appointment/Official Gazette
- iii. Letters of Last three (3) Promotions
- iv. One copy of recent Passport Photograph
- v. Copies of Pay Sips for Jan - March 2019
- vii. Original copies of above documents to be presented for sighting
- viii. Copy of staff ID

Verifying Officer's Name Signature/Date.....

