



NATIONAL PENSION COMMISSION

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NOTICE ON THE VERIFICATION AND ENROLMENT OF THE FEDERAL GOVERNMENT EMPLOYEES DUE FOR RETIREMENT BETWEEN JANUARY AND DECEMBER, 2015

1. This is to inform all employees of Treasury Funded MDAs of the Federal Government that the Commission is organizing a nationwide verification and enrolment exercise commencing from **12 May, 2014 to 18 June, 2014** for employees in the service of the Federal Government who are due to **retire between January and December, 2015** by virtue of attaining 60 years of age or 35 years in service whichever is earlier or 65 years and or 70 years of age for employees of Tertiary institutions for the purpose of payment of retirement benefits.
2. Affected employees are to personally come along with the original of the under-listed documents for sighting while photocopies of same would be submitted for verification and enrolment:
 - a. Original and photocopy of Letter of Appointment;
 - b. Original and photocopy of Transfer and Acceptance of Service (where applicable);
 - c. Original and photocopy of Birth Certificate or Declaration of Age;
 - d. Original and photocopy of Promotion Letter and Pay Slip indicating **grade level and step as at 30th June 2004**;
 - e. Original and photocopy of Promotion Letter and Pay Slip indicating **grade level and step as at July, 2007**;
 - f. **Current Pay Slip indicating grade level and Step**
 - g. Letter from the Ministry, Department and Agency signifying retirement and first appointment dates, grade level and step as at 30th June 2004, grade level and step as at July, 2007 as well as the current grade level and step;
 - h. Authenticated past records of service;
 - i. Evidence of registration with a Pension Fund Administrator indicating Personal Identification Number (PIN); and
 - j. One Passport Photograph.
3. We also require that Pension Desk Officers (PDOs) of each MDA should be available at the designated centres to authenticate the documents and endorse the retirement registration forms of each potential retiree from his/her MDA.
4. **Please note that medically unfit employees are exempted from the physical enrolment.** However, Pension Desk Officers of the medically unfit employees are advised to come along with a letter from a suitably qualified

physician or medical board certifying that the employee is no longer physically or mentally capable of carrying out the functions of his/her office in addition to documents listed in 2.

- For ease of access of participant, the exercise is scheduled to hold at fourteen centres through-out the Federation; participants are advised to adhere strictly to dates assigned to each service sector. Find below schedule showing grouping per centre, dates and venues for the exercise.

S/no	State Grouping	Centre	Civil Service	Academics	Health	Paramilitary
1	Lagos , Ogun	University of Lagos Akoka, Lagos	12-13 May	14-15 May	16 May	19-20 May
2	Oyo, Osun, Ondo	Conference Centre the Polytechnic Ibadan	28 May	29 May	30 May	2 June
3	Sokoto, Kebbi, Zamfara	Usman Danfodio University Teaching Hospital, Sokoto	12 May	13 May		14 May
4	Kaduna, Katsina Kano, Jigawa	Ahmadu Bello University, Zaria	21 May	22 May	23 May	26-27 May
5	Kwara, Ekiti, Kogi	University of Ilorin Auditorium, Ilorin	12-13 May	14 May	15 May	
6	Benue, Nasarawa, Plateau	J. S. Tarka Foundation, Makurdi	22 May	23 May		26 May
7	Gombe, Adamawa, Taraba	Federal College of Education, Gombe	12 May		13 May	
8	Bauchi, Yobe, Borno	Federal Polytechnic, Bauchi	19 May		20 May	
9	Cross River, Akwa Ibom	Unical Hotel & Conference Centre, Calabar	12 May		13 May	
10	Rivers, Bayelsa	University of Port Harcourt, Port Harcourt	19 May	20 May	21 May	
11	Edo, Delta	University of Benin Teaching Hospital, Benin	28 May	29 May	30 May	2 Jun
12	Imo, Abia, Ebonyi	Mayfair Suites & Conference Hotel Plot 40 Egbu Road, Owerri	12 May	13 May	14 May	15 May
13	Enugu, Anambra	Universal Hotel Enugu, Enugu State	22 May	23 May	26 May	27 May
14	Abuja, Niger	National Centre for Women Development, Abuja	9-10 June	11 June		12-13 June

**SIGNED
MANAGEMENT**