



No. 22 Katsina-Ala Crescent, Off Yedseram Street, Maitama, Abuja.

ANNOUNCEMENT

THE EXECUTIVE SECRETARY
ANNOUNCES
THE COMMENCEMENT OF

The Last Phase of the Verification Exercise for Civil Service Pensioners under the Defined Benefit Scheme (DBS) in the North Central Zone

The Pension Transitional Arrangement Directorate (PTAD), will commence its last phase of verification for Civil Service Pensioners in the North Central Geo-political Zone of the Federal Republic of Nigeria in **FCT, Niger and Nasarawa States** from **11th-16th December, 2017**.

Civil Service Pensioners are to come along with both **originals and photocopies** of their employment records.

The following documents and information are mandatory for all pensioners:

1. Letter/Gazette of First Appointment
2. Letter/Gazette of Confirmation of Appointment.
3. Letter/Gazette of Last Promotion.
4. Letter/Notice of Acceptance of Retirement from by a Competent Authority
5. Evidence of Change of Name (Where Applicable).
6. Approval Letter for Condonation/Merger of Services from the Head of Service of the Federation (where Applicable)
7. Record of Service
8. Bank Verification Number (BVN)
9. Duly stamped and signed NUBAN Bank Statement of Account with the Bank Logo showing the last 12 months of activity.
10. Valid Means of Identification (Driver's License, International Passport, National Identity Card or Voter Identification Card)
11. 1 Coloured Passport Photograph
12. **All Pensioners with complaints of non-enrollment, non-payment or short payment must provide a duly stamped and signed NUBAN Bank Statement of account with the Bank Logo showing activity from date of retirement or 6 months before the complaint, till date.**

The under-listed additional documents and information are required for the following categories of pensioners:

- **Due Pensioners** Birth Certificate/Sworn Affidavit of Age
- **Disengaged Retirees** Evidence of Payment of Gratuity Severance Pay Slip

- **State Pensioners with Federal Share** Computation Sheet duly stamped and signed by the State Auditor General

Duly stamped and signed NUBAN Bank Statement of Account with the Bank Logo showing the last 12 months' payments of state share of monthly pension

- **Steel Rolling Mills Pensioners** Computation Sheet

- **Retired Federal Permanent Secretaries and Heads of Service of the Federation** Letter of Appointment as a Head of Service of the Federation or Federal Permanent Secretary either from the Secretary to the Government of the Federation, or the Head of the Civil Service of the Federation

For the Next of Kin (NOK) of Deceased Pensioners, the following documents are essential:

1. Death Certificate of the Deceased from a Government recognized hospital.
2. Letter of Administration from the probate unit of a High Court.
3. Joint Application Letter by the NOK(s); as listed on the Record of Service.
4. Marriage Certificate (for Spouses)
5. Duly signed and stamped NUBAN Joint Bank Account Statement of the NOK(s), with Bank Logo
6. 1 Coloured Passport Photograph for each NOK
7. NOKs to deceased State Pensioners with Federal Share must provide the deceased's Record of Service.
8. Valid Means of Identification (Driver's License, International Passport, National Identity Card or Voter Identification Card)

- Mobile Verification will be conducted for sick and infirm Pensioners. Please contact PTAD through the toll-free **0800-CALL-PTAD (0800-2255-7823)** for special arrangement to be made.
- Security Agencies will be at the venues. **FRAUDSTERS BEWARE.**

Field verification will commence on the following dates at the following centres:

STATE	DATES	LOCATION
NIGER	11th – 16th December, 2017	Posh Garden Marquee, Plot 12 Eastern Bye Pass, (Beside Hauwa Block Industry), Minna
NASARAWA	11th – 12th December, 2017	Ta'al Conference Hall, Jos Road, Lafia
FCT	11th – 15th December, 2017	Centre 1: M & M Events Limited, Peace Garden, Plot 900 Herbert Macaulay Way, International Conference Centre, Abuja Centre 2: Evelyn Eve Garden & Park Nigeria Ltd, Along 1st Avenue (By 3rd Avenue Junction), Gwarinpa II Estate, Abuja Centre 3: Trinity Event Centre, Behind Holy Trinity Catholic Church, IBB Way (Beside Forte Oil Filling Station), Maitama, Abuja

NOTICE:

For the avoidance of doubt, **Employees of Local Government Councils/Authorities and Teachers in Primary Schools are not eligible for the exercise and should therefore NOT come to the verification centres.**

For further inquiries contact:

Toll Free Lines:
0800-CALL-PTAD (0800-2255-7823)

Phone No:
+234(0)9-462-1700, +234(0)8136048117 (Rates Apply)

Email:
info@ptad.gov.ng, complaints@ptad.gov.ng
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Signed:
MANAGEMENT