



PTAD Nationwide Verification of Civil Service Pensioners

The Pension Transitional Arrangement Directorate (PTAD), an agency created by the Federal Government of Nigeria under the Pension Reform Act 2004 and the new PRA 2014, to manage and administer pensions under the Defined Benefit Scheme (DBS), invites all Civil Service Pensioners in the South-South and the general public to note as follows;

- PTAD will commence its next phase of verification for Civil Service Pensioners in Bayelsa and Rivers States on the **16th January 2017**
- The verification exercise will take place in 2 centres as follows:
 - Yenagoa, Bayelsa State - Chief Gabriel Okara Cultural Center, Yenagoa
 - Port-Harcourt, Rivers State - Port-Harcourt Civic Centre, Moscow Road, Port-Harcourt
- 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 Retirement Approved 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. Bank Verification Number (BVN)
 8. Duly stamped and signed NUBAN Bank Statement of Account with the Bank Logo showing the last **12 months of activity**.
 9. 1 Colored Passport Photograph

The following additional documents and information are required for each of the category of pensioners below:

- **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 6 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

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 12 months before the complaint, till date.

- For the Next of Kin (NOK) of Deceased Pensioners, the following documents are essential:
 - a. Death Certificate of the Deceased from a Government recognized hospital.
 - b. Letter of Administration
 - c. Joint Application Letter by the NOK(s); as listed on the Record of Service.
 - d. Marriage Certificate (for Spouses)
 - e. Duly signed and stamped NUBAN Joint Bank Account Statement of the NOK(s), with Bank Logo
 - f. 1 Colored Passport Photograph for each NOK
 - g. NOKs to deceased State Pensioners with Federal Share must provide the deceased pensioner's Record Service
- Sick and infirm Civil Service Pensioners should contact PTAD through the toll-free **0800-CALL-PTAD (0800-2255-7823)** for special arrangement.
- Please note that EFCC and other law enforcement agencies will be present at the verification exercise and any fraudster will be handed over to the relevant law enforcement agency

The Field Verification will commence on the 16th January till 24th January 2017 in the following locations:

State	Centre	Address	Date
Rivers	Port-Harcourt	-Port-Harcourt Civic Center, Moscow Road	16th to 24th January, 2017
Bayelsa	Yenagoa	-Chief Gabriel Okara Cultural Center	16th to 18th January, 2017

Signed: Management