



Pension Transitional
Arrangement Directorate

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

ANNOUNCEMENT

The Executive Secretary of PTAD ANNOUNCES
THE COMMENCEMENT OF

THE FIRST PHASE OF THE VERIFICATION EXERCISE FOR CIVIL SERVICE PENSIONERS UNDER THE DEFINED BENEFIT SCHEME (DBS) IN THE SOUTH WEST ZONE

The Pension Transitional Arrangement Directorate (PTAD), will commence its first phase of verification for Civil Service Pensioners in the South West Geo-political Zone of the Federal Republic of Nigeria starting with the three **(3) States of Ondo, Ekiti and Osun.**

The verification exercise will take place from 14th August, 2017- 18th of August 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 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. 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. 1 Coloured Passport Photograph
11. **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:**
 - 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 Coloured Passport Photograph for each NOK
- g. NOKs to deceased State Pensioners with Federal Share must provide the deceased's Record of Service

- Mobile Verification will be conducted for sick and infirm Pensioners. Please contact PTAD through the toll-free **0800-CALL-PTAD (0800-2255-7823)** for 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	Centre	Date	Location
Ondo	Akure	14 th – 18 th of August , 2017	Ondo State International Culture and Event Centre (The Dome), Alagbaka, Akure
Ekiti	Ado-Ekiti	14 th – 18 th of August , 2017	YGL Event and Conference Centre ,Opposite Novel Filling Station, Dayo Fajuru Road, Okela, Ado- Ekiti
Osun	Osogbo	14 th – 18 th of August , 2017	Centre 1 Adebimpe Event Centre, New Ikirun Road, Osogbo. Centre 2 Mosab Mega Hall, KM2 West Bye Pass, Opp Nasfat Prayer Centre, Ring Road, Osogbo

- **NOTICE:**
- **For the verification of pensioners in Oyo, Ogun and Lagos States, the dates and locations will be released in due course.**
- **For further enquiries 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
Website: www.ptad.gov.ng

Signed:
MANAGEMENT