



## SUBVENTED CATEGORY-NSP TO BE PAID BY NSS



**NSSGUG4154021**  
**AKYENA KWAKU SARFO**



### LETTER OF APPOINTMENT

**THIS APPOINTMENT LETTER MUST FIRST BE SIGNED BY THE USER AGENCY BEFORE RETURNING TO THE APPROPRIATE REGIONAL DIRECTORATE FOR FINAL VALIDATION**

1. Congratulations! The Board and Management of the Ghana National Service Scheme, having reviewed your enrolment, have the pleasure to inform you that you have been attached to **NATIONAL COMMUNICATION AUTHORITY (NCA) - HEAD OFFICE**, in the **LA DADE KOTOPON MUNICIPAL DISTRICT** of the **GREATER ACCRA** Region to undertake your national service obligations to the State in accordance with the provisions of Act 426.
2. Your period of national service starts from October 01, 2021 and ends on September 30, 2022. You will be entitled to one month terminal leave (usually in the month of September)
3. Please note that appointment is under a SUBVENTED CATEGORY. Service personnel under this category are those posted to Ministries, Agencies and Departments that depend entirely on Government for financial support.
4. While doing your national service, the Scheme will pay you a monthly non-taxable allowance of Five Hundred and Fifty Nine Ghana Cedis, Four Pesewas (GH¢559.04) .
5. However, it is important to note that this monthly allowance would be calculated on the basis of the number of days you show up for work with your User Agency.
6. During this period of service, your supervisor at the User Agency to which you are attached shall be required to submit a completed Monthly Duty Assessment Report on you, duly commented and signed by you to the National Service Scheme towards payment of your allowances and certification at the end of your service.
7. Please note that once a national service appointment is accepted, all personnel are required to strictly observe and comply with the National Service Rules and Regulations, other policies issued by the Scheme, and any other Regulations governing

the establishment of the User Agency to which you are attached.



8. For the purposes of verification and for avoidance of impersonation, you are required to present TWO PHOTOGRAPHIC IDENTITY CARDS with one being identity card of your previous school, to the officials at the NSS Regional Registration Centres before your registration can be authorized.

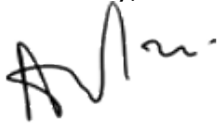
9. Please note that all issues relating to your service should first be directed to or discussed with your District/Regional offices and not headquarters. If necessary, they will redirect your issues to NSS headquarters for redress. For more information, please visit [www.nss.gov.gh](http://www.nss.gov.gh) or contact our Call Centre using the numbers listed on our website.

10. Please ensure that you have a valid National Health Insurance Card at all times to facilitate easy and speedy access to healthcare should the need arise.

11. If for any reason the User Agency to which you are attached has no need for a national service personnel, feel free to contact your District Director immediately for discussions about options available to enable you undertake your service obligations to the State. You are also encouraged to discuss any issues concerning your national service with your District and Regional Directors.

On behalf of the Board and Management, I wish you a pleasant and memorable national service experience as you take your turn to participate in this important patriotic and selfless duty to country.

Sincerely,

A handwritten signature in black ink, appearing to read 'A. Antwi'.

Hon. Osei Assibey Antwi  
Executive Director  
(National Service Scheme)





## USER AGENCY ACCEPTANCE FORM



**NSSGUG4154021  
AKYENA KWAKU SARFO**



**TO BE ENDORSED BY HOD/SUPERVISOR IN NATIONAL COMMUNICATION  
AUTHORITY (NCA) - HEAD OFFICE, LA DADE KOTOPON MUNICIPAL  
DISTRICT, GREATER ACCRA REGION - THEN SCHEDULE AN APPOINTMENT ON  
YOUR PORTAL DASHBOARD AND BRING ENDORSED FORM ALONG ON YOUR  
DATE OF APPOINTMENT TO NSS APPOINTMENT CENTER**

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**DATE OF REPORTING**

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**SIGNATURE**

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**OFFICIAL STAMP**



## **FLOW CHART FOR SERVICE REGISTRATION**



**AFTER ENDORSEMENT BY USER AGENCY ALL NSP MUST BOOK APPOINTMENT THROUGH THEIR PERSONNEL DASHBOARD - PORTAL.NSS.GOV.GH (LOG IN USING YOUR EMAIL YOU SUBMITTED DURING REGISTRATION AND YOUR PASSWORD), FOR REGIONAL VERIFICATION AND ACCEPTANCE**

## FLOW CHART FOR SERVICE REGISTRATION 2021/2022 SERVICE YEAR



### OBSERVE COVID-19 PROTOCOLS

1. Wear face mask
2. Observe social distance
3. Sanitize frequently
4. Wash hands with soap

**Issued by**  
Corporate Affairs Directorate (NSS)