



GHANA NATIONAL SERVICE SCHEME  
HEADQUARTERS  
P.O BOX 46, PATRICE LUMUMBA ROAD  
AIRPORT RESIDENTIAL AREA, ACCRA  
TELEPHONE: +233-302-772714/769194



### MONTHLY REPORT FORM

REGION:	GREATER ACCRA	DISTRICT :	ACCRA METROPOLITAN DISTRICT	MONTH/YEAR :	January 2021
		EZWICH NO.	1511198577		
<b>PART 1: TO BE COMPLETED BY PERSONNEL</b>					
NAME OF PERSONNEL : OSEI Albert					
NSS NUMBER:		NSSGUM5387820		PHONE NUMBER +233542291420	
NAME OF INSTITUTION : UNIVERSITY OF MINES AND TECHNOLOGY					
SIGNATURE OF PERSONNEL:			EMAIL ADDRESS oseialbert072@gmail.com		
<b>PART 2: TO BE COMPLETED BY SUPERVISING OFFICER</b>					
NAME OF ORGANIZATION : OFFICE OF THE HEAD OF CIVIL SERVICE, HEAD OFFICE, ACCRA METROPOLITAN DISTRICT, GREATER ACCRA					
TITLE/RANK		SUPERV. PHONE NUMBER			
NAME OF IMMEDIATE SUPERVISOR:					
GHANA GPS DIGITAL ADDRESS OF ORGANIZATION:			PHONE NUMBER OF YOUR ORGANIZATION		
EMAIL ADDRESS:			REPORTING MONTH January 2021		
TOTAL NUMBER OF WORKING DAYS IN THE MONTH		NUMBER OF DAYS PERSONNEL HAS BEEN AT POST			
		TICK:	VERY GOOD	GOOD	FAIR
PUNCTUALITY OF PERSONNEL			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ATTITUDE TOWARDS WORK			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SUP. OFFICER'S SIGNATURE/OFFICIAL STAMP		DATE			
<b>PART 3: TO BE COMPLETED BY DISTRICT DIRECTOR (NSS)</b>					

REMARKS :


DIRECTOR'S SIGNATURE/OFFICIAL STAMP
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DATE
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\* NSSGUM5387820 \*

PLEASE NOTE: THIS FORM IS TO BE COMPLETED AND SUBMITTED AT THE DISTRICT OFFICE OF THE GHANA NATIONAL SERVICE SCHEME BY THE 15TH DAY OF EVERY MONTH, FAILURE TO DO SO WILL MEAN WITHHOLDING OF PERSONNEL'S ALLOWANCE . A FORM NOT SIGNED AND STAMPED BY SUPERVISOR WILL BE DECLARED INVALID

