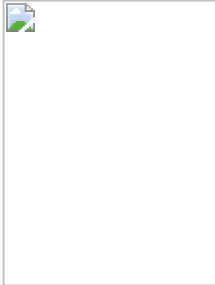




## SUBVENTED CATEGORY-NSP TO BE PAID BY NSS



**NSSGST9289923**  
**ABBAN John Jerry**



### 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 **ENVIRONMENTAL PROTECTION AGENCY - HEAD OFFICE**, in the **KORLE KLOTTEY MUNICIPAL** 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 November 01, 2023 and ends on October 31, 2024. You will be entitled to one month terminal leave (usually in the month of October)
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 seven hundred and fifteen Ghana cedis, fifty seven pesewas (GH¢715.57).
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 purpose of verification, please bring along your Ghana card to the registration centers. This is to prevent impersonation. Only the Ghana card will be accepted at the NSS Regional Registration Centers for all registrations to be authorized .**

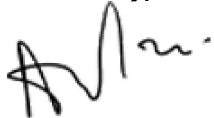
**9. Please note that all issues relating to your service should first be directed to or discussed with your District/Regional offices and not headquarters. If necessary, they will redirect your issues to NSS headquarters for redress. For more information, please visit [www.nss.gov.gh](http://www.nss.gov.gh)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

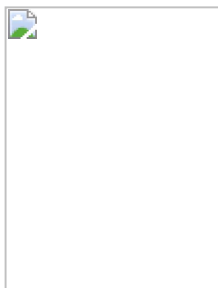


**Hon. Osei Assibey Antwi  
Executive Director  
(National Service Scheme)**





## USER AGENCY ACCEPTANCE FORM



**NSSGST9289923**  
**ABBAN John Jerry**



**TO BE ENDORSED BY HOD/SUPERVISOR IN ENVIRONMENTAL PROTECTION  
AGENCY - HEAD OFFICE, KORLE KLOTTEY MUNICIPAL, 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)