



## NON-SUBVENTED CATEGORY- NSP TO BE PAID BY USER AGENCY



**NSSGTP8384422  
YINWONIBA SOPHIA SAM**



### 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 **THE PALMS BY EAGLES - HEAD OFFICE**, in the **SEKONDI TAKORADI METROPOLITAN** of the **WESTERN** 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, 2022 and ends on October 30, 2023. You will be entitled to one month terminal leave (usually in the month of October)
3. **Please note that appointment is under a NON-SUBVENTED CATEGORY. Service personnel under this category are those posted to financially self-supporting User Agencies including Non-Governmental Organisations, and other organisations in both public and private sectors.**
4. During your period of your national service, you will be paid a monthly non-taxable allowance of Five Hundred and Fifty Nine Ghana Cedis, Four Pesewas (GH¢559.04) by the User Agency to which you are attached. Please note that this monthly allowance would be calculated on the basis of the number of working days you show up for work with your User Agency.
5. **In addition, your User Agency is further required to pay 20% of the personnel allowance as service charge through the Executive Director to the National Service Scheme in a cross check. By endorsing your attachment, your User Agency accepts to pay the service charge. You are however encouraged to inform the supervisor at the User Agency, and follow up regularly to ensure the amount due each month in respect of this service charge is promptly paid.**





6. In the event of an upward review or adjustment in the salaries of public, sector employees across board by government, your User Agency would be informed to effect the necessary amendment to your allowance in accordance with the adjustment, and pay you any accrued arrears if the need arises.

7. 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.

8. 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.

9. Similarly, your User Agency is expected to extend to you any incentives enjoyed by its staff in lieu of overtime and out of station allowances while you are on this important national assignment.

**10. For the purposes of verification and for the avoidance of impersonation, you are required to present only your GHANA CARD to the officials at the NSS Regional Registration Centres before your registration can be authorized.**

**11. 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.**

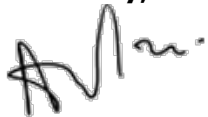
**12. Please ensure that you have a valid National Health Insurance Card at all times to facilitate easy and speedy access to healthcare should the need arise.**

**13. 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.**

**14. Please bring your Ghana card along to the registration centres for verification purposes.**

**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****NSSGTP8384422  
YINWONIBA SOPHIA SAM**

**TO BE ENDORSED BY HOD/SUPERVISOR IN THE PALMS BY EAGLES - HEAD  
OFFICE, SEKONDI TAKORADI METROPOLITAN, WESTERN 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**



## USER AGENCY ACCEPTANCE FORM



**NSSGTP8384422  
YINWONIBA SOPHIA SAM**



**CONTACT PERSON INFORMATION AT THE PALMS BY EAGLES - HEAD OFFICE,  
SEKONDI TAKORADI METROPOLITAN, WESTERN**

**Kindly provide the contact of the person that would be responsible for all communications with NSS, including payment or facilitating payment of NSS administrative charges. Payment of administrative charges by non-subvented agencies is a mandatory condition for completion of National Service.**

**First Name:** \_\_\_\_\_

**Last Name:** \_\_\_\_\_

**Designation/Role in Company:**

\_\_\_\_\_

**Email address:** \_\_\_\_\_

**Phone Number 1:** \_\_\_\_\_

**Phone Number 2:** \_\_\_\_\_





## 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)