

NATIONAL YOUTH SERVICE CORPS

...Service and Humility

National Headquarters, Yakubu Gowon House,
Plot 416, Tigris Crescent, off Aguiyi Ironsi street, Maitama, Abuja

Lagos State Secretariat

12-Feb-2019

R
MANAGING DIRECTOR,
QUITS FINANCE LTD
PLOT 1-7 MURI OKUNOLA STR V/I



POSTING OF 2018 BATCH C MEMBER OF NATIONAL YOUTH SERVICE CORPS

I wish to inform you that the under mentioned corps member is posted to your organization for his one year National Service.

Corps Member's Local Government area is **Eti-Osa**

NAME: **Ozorji, Joshua Chimezie**

SEX: **Male**

NYSC CALL-UP NUMBER: **NYSC/BEN/2018/245278**

STATE CODE NO: **LA/18C/1546**

QUALIFICATION: **BSC.**

FIELD OF SPECIALIZATION: **Business Administration**

DATE OF REGISTRATION: 23-October-2018

PROBABLE DATE OF DISCHARGE: 23-September-2019


(3 weeks Termination Leave Inclusive)

KINDLY quote the State Code No. in any correspondence to this office. Please, let us know when he reports to you by writing to this office using your letter headed paper. I enjoin you to note the following policy guidelines with regards to posting of corps members.

1. Corps Members should be regarded as staff of your establishment and be given adequate job assignment and positions of responsibility commensurate with their qualifications, training and experience.
2. STATUTORY RESPONSIBILITIES OF EMPLOYERS
3. Provide Corps Members with a modest accommodation or at least reasonable allowance per month in lieu.
4. Provide transport for the corps members to and from the place of work or reasonable amount per month in lieu.
5. Extend medical facilities and other welfare services provided for other members of staff to corps members.
6. MONTHLY CLEARANCE LETTER: All Employers must issue clearance letters to only corps members who have satisfactorily performed their duties for the month. Corps members must submit their monthly clearance letters between 1st and 10th of every month to qualify for payment by the secretariat. NYSC pays Corps members monthly allowance through banks approved by NYSC.
7. The accepted line of communication on all issues shall be through Corps member's Employer to the Local Government Inspector to the State Coordinator and vice versa.
8. Release Corps members for Community Development Service (CDS) once a week.
9. Transport Corps members from Orientation Camp at the end of the orientation course to their places of primary assignment or pay an appropriate transportation fare to them on assumption of duty.
10. DISCIPLINE: Paragraph 1 above suggests that corps member shall be issued appropriate internal queries like any other staff member on violation of organization rules/regulations. Other cases of indiscipline which cannot be handled by our organization should be reported immediately to the NYSC State coordinator.
11. Employers are please requested to send quarterly evaluation reports on Corps members using NYSC forms 2B & 2C which will be available to them on quarterly basis.
12. The state Coordinator reserves the right to re-post any Corps member to another establishment if the need arises.
13. No employer has the power to permit a Corps member to travel outside Lagos State. Corps members can only travel for their wedding and convocation on approval by State Coordinator.
14. Corps Employers are not permitted to conduct interview/ examination for Corps members as a prerequisite for acceptance.
15. Our email address is nysclagos@gmail.com for any confirmation on corps member.
16. Corps member's Zonal/ Local Government Inspector is **OLAWOYE MUFUTAU 08054282927**

ANY ALTERATION NOT ENDORSED BY THE UNDERSIGNED RENDERS THIS LETTER INVALID

NYSC Lagos State


State Coordinator
NYSC LAGOS STATE

ACCEPTANCE/REJECTION SLIP

This is to confirm the Acceptance/Rejection of **Ozorji, Joshua Chimezie**, with Call-Up No. **NYSC/BEN/2018/245278**, and State Code **LA/18C/1546** for a year National Service Scheme in our organisation **QUITS FINANCE LTD**.

Date:.....

Name, Designation and Signature:.....