**FEDERAL AIRPORTS AUTHORITY OF NIGERIA**

**MALLAM AMINU KANO INTERNATIONAL AIRPORT**

**P.M.B 3418**

**EXISTING MANPOWER DISPOSITION**

{month}, {year} REPORT

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S/**  **N** | **DEPARTMENT** | **01** | **02** | **03** | **04** | **05** | **06** | **07** | **08** | **09** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | **17** | **TOTAL** |
| #. | {#manpower}{dept} | - | - | {1} | {2} | {3} | {4} | {5} | {6} | {7} | {8} | {9} | {10} | {11} | {12} | {13} | {14} | {15} | {16}{/manpower} |

**FEDERAL AIRPORTS AUTHORITY OF NIGERIA**

**MALLAM AMINU KANO INTERNATIONAL AIRPORT**

**P.M.B 3418**

**STAFF MOVEMENT SUMMARY ANALYSIS**

{month}, {year} REPORT

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **DEPARTMENT** | **NO. OF SENIOR STAFF** | **NO OF JUNIOR STAFF** | **TOTAL NO OF STAFF** | **ENTRY** | **EXIT** | **PROMOTION NO** | **DISCIPLINARY CASES** | **SUSPENSION** | **NO OF ANNUAL LEAVE** | **NO OF COURSE** | **MATERNITY LEAVE** | **SICK LEAVE** | **CASUAL L.** |
| #. | {#manpower}{dept} | - | - | - | - | - | - | - | - | - | - | - | - | {/manpower} |

**FEDERAL AIRPORTS AUTHORITY OF NIGERIA**

**MALLAM AMINU KANO INTERNATIONAL AIRPORT**

**P.M.B 3418**

**MONTHLY REPORT TRAINING MATTERS**

{month}, {year} REPORT

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **DEPARTMENT** | **TOTAL NO OF STAFF** | **NUMBER OF TRAINED** | **NYSC** | **INDUSTRIAL TRAINING** | **SIWES** | **STUDY LEAVE** | **COMPLEATION OF STUDY** |
| 1. | HUMAN RESOURCES |  |  |  |  |  |  |  |
| 2. | OPERATIONS |  |  |  |  |  |  |  |
| 3. | ACCOUNTS |  |  |  |  |  |  |  |
| 4. | CORPORATE AFFAIRS |  |  |  |  |  |  |  |
| 5. | L,W,& SURVEY |  |  |  |  |  |  |  |
| 6. | AUDIT |  |  |  |  |  |  |  |
| 7. | MEDICAL |  |  |  |  |  |  |  |
| 8. | COMMERCIAL |  |  |  |  |  |  |  |
| 9. | ARFFS |  |  |  |  |  |  |  |
| 10. | SECURITY |  |  |  |  |  |  |  |
| 11 | ELECTRICAL |  |  |  |  |  |  |  |
| 12. | ELECTRONICS |  |  |  |  |  |  |  |
| 13. | MECHANICAL |  |  |  |  |  |  |  |
| 14. | CIVIL & BUILDING |  |  |  |  |  |  |  |
| 15. | CREDIT CONTROL |  |  |  |  |  |  |  |
| 16. | STORES |  |  |  |  |  |  |  |
| 17. | TRANSPORT |  |  |  |  |  |  |  |
| 18. | SERVICOM |  |  |  |  |  |  |  |
| 19. | SAFETY |  |  |  |  |  |  |  |
| 20. | ENVIRONMENTAL |  |  |  |  |  |  |  |
| 21 | CARGO |  |  |  |  |  |  |  |
| 22 | PLANNING |  |  |  |  |  |  |  |
|  | **TOTAL** |  |  |  |  |  |  |  |

**FEDERAL AIRPORTS AUTHORITY OF NIGERIA**

**MALLAM AMINU KANO INTERNATIONAL AIRPORT**

**P.M.B 3418**

**DISCIPLINARY**

**QUERIES, WARNING, INTERDICTION, SUSPENSION, STOPPAGE OF SALARY, TERMINATION & DISMISSAL**

{month}, {year} REPORT

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S/NO** | **NAME** | **DEPARTMENT** | **RANK** | **GRADE LEVEL** | **DATE ISSUED** | **OFFENCE** | **REMARKS** |
| {#dis}{sn} | {name} | {dept} | {rank} | {gl} | {date} | {offence} | {rem}{/dis} |

**FEDERAL AIRPORTS AUTHORITY OF NIGERIA**

**MALLAM AMINU KANO INTERNATIONAL AIRPORT**

**P.M.B 3418**

Name of Airport: - MAKIA

Name of the Airport Manager: - ALH. SABO BELLO MOHAMMED.

Name of the Human Resources Officer Marking the Returns\_ MRS. MARYAM ADAMU

**PARTICULAR OF STAFF EMPLOYMENT FOR THE MONTH....** {month}, {year} REPORT

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **NAME** | **POST OF WHICH OFFICER EMPLOYED** | **QUALIFICATION** | **GL** | **DATE OFFICER RESUMED** | **DEPARTMENT EMPLOYED TO WORK** |
| {#sotm}{sn} | {name} | {post} | {qualification} | {gl} | {date} | {dept\_employed\_to\_work}{/sotm} |

**FEDERAL AIRPORTS AUTHORITY OF NIGERIA**

**MALLAM AMINU KANO INTERNATIONAL AIRPORT**

**P.M.B 3418**

**CONTRACT APPOINTMENT**

AIRPORT: - MAKIA {month}, {year} REPORT

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S/NO** | **NAME** | **QUALIFICATION** | **DEPARTMENT** | **EFFECTIVE DATE** | **REMARKS** |
| {#cont\_a}{sn} | {name} | {qualification} | {dept} | {date} | {remarks}{/cont\_a} |

**FEDERAL AIRPORTS AUTHORITY OF NIGERIA**

**MALLAM AMINU KANO INTERNATIONAL AIRPORT**

**P.M.B 3418**

**SECONDMENT**

AIRPORT: - MAKIA {month}, {year} REPORT

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **NAME** | **GL** | **DEPARTMENT** | **EFFECTIVE DATE** | **NEW STATION** | **REMARKS** |
| {#sec}{sn} | {name} | {gl} | {dept} | {date} | {station} | {remarks}{/sec} |

**FEDERAL AIRPORTS AUTHORITY OF NIGERIA**

**MALLAM AMINU KANO INTERNATIONAL AIRPORT**

**P.M.B 3418**

**MONTHLY STAFF DISPOSITION**

Name of Airport: - MAKIA

Name of the Airport Manager: - ALH. SABO BELLO MOHAMMED

Name of the Human Resources Officer Marking the Returns MRS. MARYAM ADAMU

Month\_ {month}, {year} REPORT

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **NAME** | **SUBSTANTIVE RANK** | **GL** | **DEPARTMENT** | **DATE OFFICER LEFT SERVICE** | **REASON FOR LEAVING** |
| {#sdis}{sn} | {name} | {rank} | {gl} | {dept} | {date} | {rea}{/sdis} |

**FEDERAL AIRPORTS AUTHORITY OF NIGERIA**

**MALLAM AMINU KANO INTERNATIONAL AIRPORT**

**P.M.B 3418**

**CHANGE OF NAME**

AIRPORT: - MAKIA {month}, {year} REPORT

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **NAME** | **RANK** | **DEPARTMENT** | **PREVIOUS NAME** | **EFFECTIVE DATE** | **REMARKS** |
| {#c\_name}{sn} | {name} | {rank} | {dept} | {pre\_name} | {date} | {remarks}{/c\_name} |

**FEDERAL AIRPORTS AUTHORITY OF NIGERIA**

**MALLAM AMINU KANO INTERNATIONAL AIRPORT**

**P.M.B 3418**

**CHANGE OF NEXT OF KIN**

AIRPORT: - MAKIA {month}, {year} REPORT

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **NAME** | **DEPT.** | **PREVIOUS NEXT OF KIN** | **CURRENT NEXT OF KIN** | **RELATIONSHIP** | **EFFECTIVE DATE** |
| {#c\_nok}{sn} | {name} | {dept} | {pre\_nok} | {cur\_nok} | {relationship} | {date}{/c\_nok} |

**FEDERAL AIRPORTS AUTHORITY OF NIGERIA**

**MALLAM AMINU KANO INTERNATIONAL AIRPORT**

**P.M.B 3418**

**CHANGE OF STATUS/ NOTIFICATION OF MARRIAGE**

AIRPORT: - MAKIA {month}, {year} REPORT

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S/N** | **NAME** | **DEPARTMENT** | **GL** | **STATUS** | **EFFECTIVE DATE** |
| {#c\_stat}{sn} | {name} | {dept} | {gl} | {status} | {date}{/c\_stat} |

**FEDERAL AIRPORTS AUTHORITY OF NIGERIA**

**MALLAM AMINU KANO INTERNATIONAL AIRPORT**

**P.M.B 3418**

**CONFIRMATION OF APPONTMENT**

AIRPORT: - MAKIA {month}, {year} REPORT

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S/N** | **NAME** | **DEPARTMENT** | **GL** | **DATE OF APPOINTMENT** | **DATE OF CONFIRMATION** |
| {#conf\_a}{sn} | {name} | {dept} | {gl} | {d\_app} | {d\_conf}{/conf\_a} |

**FEDERAL AIRPORTS AUTHORITY OF NIGERIA**

**MALLAM AMINU KANO INTERNATIONAL AIRPORT**

**P.M.B 3418**

**STAFF MOVEMENT**

AIRPORT: - MAKIA {month}, {year} REPORT

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **NAME** | **DESIGNATION** | **DEPT** | **DATE OF POSTING** | **DATE OF ARRIVAL** | **NEW POSTING** | **PREVIOUS STATION** |
| {#smov}{sn} | {name} | {desig} | {dept} | {d\_pos} | {d\_arr} | {n\_pos} | {pre\_s}{/smov} |

**FEDERAL AIRPORTS AUTHORITY OF NIGERIA**

**MALLAM AMINU KANO INTERNATIONAL AIRPORT**

**P.M.B 3418**

**DEPLOYMENT/ INTER-DEPARTMENTAL TRANSFER**

AIRPORT: - MAKIA {month}, {year} REPORT

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **NAME** | **PREVIOUS DEPT.** | **OLD DESIGNATION** | **DATE OFFICER LEFT DEPT.** | **NEW DEPT.** | **NEW DESIGNATION** | **DATE REPORTED** | **REMARKS** |
| {#depl}{sn} | {name} | {pre\_d} | {old\_d} | {d\_left} | {n\_dept} | {n\_desig} | {d\_reptd} | {rem}{/depl} |

**FEDERAL AIRPORTS AUTHORITY OF NIGERIA**

**MALLAM AMINU KANO INTERNATIONAL AIRPORT**

**P.M.B 3418**

**TRAINING MATTER**

**STUDY LEAVE, COMPLETION OF STUDY**

AIRPORT: - MAKIA {month}, {year} REPORT

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S/NO** | **NAME** | **DEPT.** | **GL** | **COURSE/ INSTITUTIONS** | **STARTING YEAR** | **ENDING YEAR** | **REMARKS** |
| {#tra}{sn} | {name} | {dept} | {gl} | {ci} | {s\_year} | {e\_year} | {rem}{/tra} |

**FEDERAL AIRPORTS AUTHORITY OF NIGERIA**

**MALLAM AMINU KANO INTERNATIONAL AIRPORT**

**P.M.B 3418**

**MATERNITY, ANNUAL, SICK, EXAM, COMPASSIONATE & CASUAL LEAVE & LEAVE OF ABSENCE**

AIRPORT: - MAKIA {month}, {year} REPORT

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S/NO** | **NAME** | **DEPARTMENT** | **MONTH** | **EFFECTIVE DATE** | **RESUMPTION DATE** |
| {#sick}{sn} | {name} | {dept} | {month} | {date} | {resum}{/sick} |

**FEDERAL AIRPORTS AUTHORITY OF NIGERIA**

**MALLAM AMINU KANO INTERNATIONAL AIRPORT**

**P.M.B 3418**

**SUSPENSION/COMPULSORY LEAVE**

AIRPORT: - MAKIA {month}, {year} REPORT

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S/NO** | **NAME** | **DEPARTMENT** | **RANK** | **GL** | **NATURE OF OFFENCE** | **PENALTY** | **PERIOD** | **REMARKS** |
| {#susp}{sn} | {name} | {dept} | {rank} | {gl} | {noo} | {pen} | peri | {rem}{/susp} |

**FEDERAL AIRPORTS AUTHORITY OF NIGERIA**

**MALLAM AMINU KANO INTERNATIONAL AIRPORT**

**P.M.B 3418**

**PROMOTION, ADVANCEMENT, UPGRADING & CONVERSION REGISTER**

AIRPORT: - MAKIA {month}, {year} REPORT

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **NAME** | **DEPT** | **PREVIOUS RANK** | **PREVIOUS**  **GL** | **NEW RANK** | **NEW GL** | **EFFECTIVE DATE** | **REMARK** |
| {#prom}{sn} | {name} | {dept} | {pre\_r} | {pre\_gl} | {n\_rank} | {n\_gl} | {date} | {rem}{/prom} |

**FEDERAL AIRPORTS AUTHORITY OF NIGERIA**

**MALLAM AMINU KANO INTERNATIONAL AIRPORT**

**P.M.B 3418**

**STAFF EXIT** {month}, {year} REPORT

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **NAME** | **DESIGNATION** | **DEPARTMENT** | **GL.** | **DATE** | **REMARKS** |
| {#sexit}{sn} | {name} | {desig} | {dept} | {gl} | {date} | {rem}{/sexit} |

**FEDERAL AIRPORTS AUTHORITY OF NIGERIA**

**MALLAM AMINU KANO INTERNATIONAL AIRPORT**

**P.M.B 3418**

**RETIREMENTX** {month}, {year} REPORT

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **NAME** | **DESIGNATION** | **DEPARTMENT** | **GL.** | **EFFECTIVE DATE** | **REMARK** |
| {#reti}{sn} | {name} | {desig} | {dept} | {gl} | {date} | {rem}{/reti} |