**FEDERAL AIRPORTS AUTHORITY OF NIGERIA**

**MALLAM AMINU KANO INTERNATIONAL AIRPORT**

**P.M.B. 3418, KANO**

**(HUMAN RESOURCES DEPARTMENT)**

***{report\_title}***

1. **STAFF STRENGHT:**

The total number of staff at FAAN MAKIA, Kano as at {report\_date} is {total\_num\_of\_staff}

Senior: {num\_of\_senior\_staff}

Junior: {num\_of\_junior\_staff}

Total: {total\_num\_of\_staff}

1. **UPDATING OF STAFF RECORD**
2. **CHANGE OF NAME**

{#c\_name}{#is\_empty}No{/is\_empty}{#not\_empty}{num\_of\_employee\_str} ({num\_of\_employee}){/not\_empty} Staff changed name within the reporting period{#not\_empty}

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| **S/NO** | **NAME** | **RANK** | **DEPARTMENT** | **PREVIOUS NAME** | **EFFECTIVE DATE** | **REMARKS** |
| {#data}{sn} | {name} | {rank} | {dept} | {pre\_name} | {date} | {remarks}{/data} |

{/not\_empty}{/c\_name}

1. **CHANGE OF NEXT OF KIN**

{#change\_of\_nok}{#is\_empty}No{/is\_empty}{#not\_empty}{num\_of\_employee\_str} ({num\_of\_employee}){/not\_empty} staff change their next of kin during the period under review{#not\_empty}

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| **S/NO** | **NAME** | **DEPT.** | **PREVIOUS NEXT OF KIN** | **CURRENT NEXT OF KIN** | **RELATIONSHIP** | **EFFECTIVE DATE** |
| {#data}{sn} | {name} | {dept} | {pre\_nok} | {cur\_nok} | {relationship} | {date}{/data} |

{/not\_empty}{/change\_of\_nok}

1. **CHANGE OF STATUS/ NOTIFICATION OF MARRIAGE**

{#change\_of\_status}{#is\_empty}No{/is\_empty}{#not\_empty}{num\_of\_employee\_str} ({num\_of\_employee}){/not\_empty} staff changed their status within the reporting period.{#not\_empty}

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| **S/**  **NO** | **NAME** | **DEPARTMENT** | **GL** | **STATUS** | **EFFECTIVE DATE** |
| {#data}{sn} | {name} | {dept} | {gl} | {status} | {date}{/data} |

{/not\_empty}{/change\_of\_status}

1. **STAFF CONFIRMATION OF APPOINTMENT:**

{#conf\_of\_appt}{#is\_empty}No{/is\_empty}{#not\_empty}{num\_of\_employee\_str} ({num\_of\_employee}){/not\_empty} staff was confirmed during the reporting period.{#not\_empty}

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| **S/NO** | **NAME** | **DEPARTMENT** | **GL** | **DATE OF APPOINTMENT** | **DATE OF CONFIRMATION** |
| {#data}{sn} | {name} | {dept} | {gl} | {d\_app} | {d\_conf}{/data} |

{/not\_empty}{/conf\_of\_appt}

1. **RECRUITMENT/POSTING:**
2. **TOTAL NO. RECRUITED**

{#total\_no\_recruited}{#is\_empty}No staff were recruited during the period under review.

{/is\_empty}{#not\_empty}{num\_of\_employee\_str} ({num\_of\_employee}) staff were recruited during the period under review.

Senior: ({senior\_no\_employees})

Junior: ({junior\_no\_employees})

|  |  |  |  |  |  |  |
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| **S/NO** | **NAME** | **POST OF WHICH OFFICER EMPLOYED** | **QUALIFICATION** | **GL** | **DATE OFFICER RESUMED** | **DEPARTMENT EMPLOYED TO WORK** |
| {#data}{sn} | {name} | {post} | {qualification} | {gl} | {date} | {dept\_employed\_to\_work}{/data} |

{/not\_empty}{/total\_no\_recruited}

1. **TOTAL NUMBER OF STAFF POSTED IN AND OUT**

{#staff\_posted\_in\_and\_out}{#is\_empty}No numbers of staff were posted in and out of MAKIA {/is\_empty}{#not\_empty} {staff\_posted\_in\_str} ({staff\_posted\_in}) numbers of staff were posted in to MAKIA, while {staff\_posted\_out\_str} ({staff\_posted\_out}) numbers of staff were posted out of MAKIA

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

{/not\_empty}{/staff\_posted\_in\_and\_out}

1. **SECONDED**

{#secondment}{#is\_empty}No{/is\_empty}{#not\_empty}{num\_of\_employee\_str} ({num\_of\_employee}){/not\_empty} secondment of staff during the reporting period {#not\_empty}

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| **S/N** | **NAME** | **GL.** | **DEPT** | **EFFECTIVE DATE** | **NEW STATION** | **REMARK** |
| {#data}{sn} | {name} | {gl} | {dept} | {date} | {station} | {remarks}{/data} |

{/not\_empty}{/secondment}

1. **TRANSFER OF SERVICE**

No transfer of service during the reporting period.

1. **INTERDEPARTMENTAL TRANSFER**

{#inter\_dept\_transfer}{#is\_empty}No{/is\_empty}{#not\_empty}{num\_of\_employee\_str} ({num\_of\_employee}){/not\_empty} inter departmental transfer was recorded within the period under review.{#not\_empty}

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

{/not\_empty}{/inter\_dept\_transfer}

1. **CONTRACT APPOINTMENT**

{#con\_appt}{#is\_empty}No{/is\_empty}{#not\_empty}{num\_of\_employee\_str} ({num\_of\_employee}){/not\_empty} staff was given contract as at the period under review.{#not\_empty}

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| **S/N** | **NAME** | **QUALIFICATION** | **DEPT** | **EFFECTIVE DATE** | **REMARKS** |
| {#data}{sn} | {name} | {qualification} | {dept} | {date} | {remarks}{/data} |

{/not\_empty}{/con\_appt}

1. **PROMOTION:**

{#promotion}{#is\_empty}No{/is\_empty}{#not\_empty}{num\_of\_employee\_str} ({num\_of\_employee}){/not\_empty} staff received their letters of promotion/Conversion and Upgrading during the period under review.{#not\_empty}

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

{/not\_empty}

1. Total no. Promoted:{total\_p}. Senior:{p\_sen} Junior:{p\_jun}
2. Total no. Upgraded:{total\_upgraded} Senior:{upgraded\_sen} Junior:{upgraded\_jun}
3. Total no. Converted:{total\_converted} Senior:{converted\_sen} Junior:{converted\_jun}
4. Total no. Converted and Upgraded:{total\_converted\_and\_upgraded} Senior:{converted\_and\_upgraded\_sen} Junior:{converted\_and\_upgraded\_jun}
5. Advancement: Senior:0 Junior:0
6. Re-designation: Senior:0 Junior:0

{/promotion}

1. **STAFF EXIT**

{staff\_exit\_total} staff exit during the reporting period.

1. **RETIREMENT**

{#retirement}{#is\_empty}No{/is\_empty}{#not\_empty}{num\_of\_employee\_str} ({num\_of\_employee}){/not\_empty} staff retired from the service of the Organization (FAAN).{#not\_empty}

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

{/not\_empty}{/retirement}

1. **DEATH**

{#staff\_exit}{#is\_empty}No{/is\_empty}{#not\_empty}{num\_of\_employee\_str} ({num\_of\_employee}){/not\_empty} staff died during the period under review{#not\_empty}

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

{/not\_empty}{/staff\_exit}

1. **RESIGNATION, TERMINATION, DISENGAGEMENT, DISMISSAL AND WITHDRAWAL**

{#resignation}{#is\_empty}No{/is\_empty}{#not\_empty}{num\_of\_employee\_str} ({num\_of\_employee}){/not\_empty} case concerning the above subject matter as at the reporting period.{#not\_empty}

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| **S/N** | **NAME** | **DEPARTMENT** | **RANK** | **GL** | **DATE ISSUED** | **OFFENCE** | **REMARK** |
| {#data}{sn} | {name} | {dept} | {rank} | {gl} | {date} | {offence} | {rem}{/data} |

{/not\_empty}{/resignation}

**(6) TRAINING MATTERS**

{#training}{#is\_empty}No{/is\_empty}{#not\_empty}{num\_of\_employee\_str} ({num\_of\_employee}){/not\_empty} staff underwent training as at the period under review.{#not\_empty}

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| **S/N** | **NAME** | **DEPARTMENT** | **GL** | **COURSE/**  **INSTITUTION** | **STARTING YEAR** | **ENDING**  **YEAR** | **REMARK** |
| {#data}{sn} | {name} | {dept} | {gl} | {ci} | {s\_year} | {e\_year} | {rem}{/data} |

{/not\_empty}{/training}

(7). **STAFF DISCIPLINE**

{#dis}{#is\_empty}No{/is\_empty}{#not\_empty}{num\_of\_employee\_str} ({num\_of\_employee}){/not\_empty} staff disciplinary case was recorded within the reporting period.{#not\_empty}

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| **S/N** | **NAME** | **DEPARTMENT** | **RANK** | **GL** | **DATE ISSUED** | **OFFENCE** | **REMARK** |
| {#data}{sn} | {name} | {dept} | {rank} | {gl} | {date} | {offence} | {rem}{/data} |

{/not\_empty}{/dis}

(7). **LEAVE MATTERS**

{#leave\_matter}{#is\_empty}No{/is\_empty}{#not\_empty}{num\_of\_employee\_str} ({num\_of\_employee}){/not\_empty} leave matters was recorded within the reporting period.{#not\_empty}

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| **S/N** | **NAME** | **DEPARTMENT** | **MONTH** | **EFFECT DATE** | **RESUMPTION DATE** |
| {#data}{sn} | {name} | {dept} | {month} | {e\_date} | {r\_date}{/data} |

{/not\_empty}{/leave\_matter}

**(8) ACHIEVEMENTS**

During the time under review we conducted the following.

1. Customer service in-house sensitization training program was held on the 4th to 6th semptember, 2018.
2. Promotion Examination.

**(9) NEEDS/ CONSTRAINS**

We need to have a well-equipped training room with modern facilities i.e. projector magic Board e.t.c. for our local training to be effective. Our staff should go for training regularly for better productivity.

There is also the need for newly recruited staff to have an induction course which can help them to acquaint themselves with the job.

**(10) ANY OTHER RELEVANT MATTERS**

No

Submitted for your perusals and further necessary action, please.

***A.G. Abdullahi***

***For: Airport Manager (MAKIA)***