

NNAMDI AZIKIWE UNIVERSITY

P.M.B. 5025,
AWKA

OFFICE OF THE REGISTRAR

Internal Memorandum

To: University Community,

From: Registrar

Ref. No.: NAU/A/R/P/G.121

Date: 25th November, 2022.

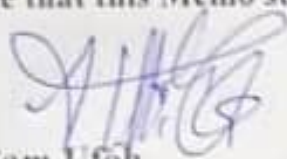
STAFF AUDIT/IDENTIFICATION PARADE

All staff of Nnamdi Azikiwe University, are hereby invited to a special staff audit/identification parade (see attached schedule).

Materials needed for the Parade:

1. Letter of Appointment (Original and photocopy)
2. Mode of Identification (original and photocopy) with current picture (Nat. ID, PVC, Driver's License, University ID)
3. Biro/Pen for signing signature
4. Staff on Leave overseas (Study Leave, Leave of Absence, Research Leave, Sabbatical Leave) are required to forward to their HODs the following items:
 - i. Letter of Appointment
 - ii. Current approval for the Leave/Renewal for the Leave
 - iii. ID Card with recent photograph
5. Staff are to come along with their latest payslip (if any)
6. Heads of Departments/Units are to provide October, 2022 Staff Monthly Returns of their respective offices.

Please note that this Memo supersedes the previous one on the same subject.



Sam Uföh
Deputy Registrar I (Personnel)
FOR: REGISTRAR

SCHEDULE FOR STAFF AUDIT/IDENTIFICATION PARADE

S/N	Faculty/Directorate/ Department/Unit	Time	Date	Venue
1.	Agricultural Sciences	9:00am	Tuesday 29 th , November, 2022	Utility Hall 7 (CEP Building)
2.	Education	11:00am	Tuesday 29 th , November, 2022	Utility Hall 7 (CEP Building)
3.	Environmental Sciences	1:00pm	Tuesday 29 th , November, 2022	Utility Hall 7 (CEP Building)
4.	Social Sciences	2:30pm	Tuesday 29 th , November, 2022	Utility Hall 7 (CEP Building)
5.	Arts	9:00am	Tuesday, 29 th November, 2022	Faculty of Law Board Room (Conference Hall)
6.	Law	11:00am	Tuesday, 29 th November, 2022	Faculty of Law Board Room (Conference Hall)
7.	Library	11:00am	Tuesday, 29 th November, 2022	Faculty of Law Board Room (Conference Hall)
8.	College of P.G Studies	12:30pm	Tuesday, 29 th November, 2022	Faculty of Law Board Room (Conference Hall)
9.	Management Sciences	2:30pm	Tuesday, 29 th November, 2022	Faculty of Law Board Room (Conference Hall)
10.	Pharmaceutical Sciences	9:00am	Wednesday, 30 th November, 2022	Board Room, Agulu Premises
11.	Unizik High School	1:00pm	Wednesday, 30 th November, 2022	Unizik Nursery Primary School Hall, Awka
12.	Unizik Nursery/Primary	1:00pm	Wednesday, 30 th November, 2022	Unizik Nursery Primary School Hall, Awka
13.	Works Services	2:30pm	Wednesday, 30 th November, 2022	Unizik Nursery Primary School Hall, Awka
14.	Central Stores	2:30pm	Wednesday, 30 th November, 2022	Unizik Nursery Primary School Hall, Awka

15.	Engineering	9:00am	Wednesday, 30 th November, 2022	NEEDS ASSESSMENT BUILDING (Faculty of Engineering)
16.	Biosciences	11:00am	Wednesday, 30 th November, 2022	NEEDS ASSESSMENT BUILDING (Faculty of Engineering)
17.	Physical Science	1:00pm	Wednesday, 30 th November, 2022	NEEDS ASSESSMENT BUILDING (Faculty of Engineering)
18.	Senators from these Faculties (Engineering, Biosciences & Physical Sciences)	3:00pm	Wednesday, 30 th November, 2022	NEEDS ASSESSMENT BUILDING (Faculty of Engineering)
19.	Admin Block A (All staff with offices in this block)	9:00am	Thursday, 1 st December, 2022	Multipurpose Hall
20.	Admin Block B	12:00noon	Thursday, 1 st December, 2022	Multipurpose Hall
21.	All Directorates, CEP, Medical Centre, Sandwich, Prescience	9:00am	Thursday, 1 st December, 2022	Utility Hall 7 (CEP Building)
22.	Safety Unit and all other Non-Teaching Departments/ Units not mentioned above.	12:00noon	Thursday, 1 st December, 2022	Utility Hall 7 (CEP Building)
23.	Medicine, Basic Clinical Sciences, All college offices at NAUTH Nnewi.	10:00am	Friday, 2 nd December, 2022	College Building NAUTH Nnewi
24.	Basic Medical Sciences, Health Sciences, All Admin staff and Offices at C.H.S Okofia Nnewi	10:00am	Friday, 2 nd December, 2022	College Auditorium, CHS, Okofia Nnewi