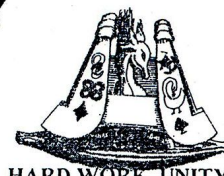


EFFUTU MUNICIPAL ASSEMBLY

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HARD WORK, UNITY
AND PROGRESS

Our Ref: AES.11/VOL.XVIV/120

DATE: 13th July, 2018

Your Ref:.....

INVITATION TO PARTICIPATE IN A NATION-WIDE PAY ROLL AND PERSONNEL VERIFICATION AUDIT (NPPVA) EXERCISE

The above exercise is slated to take place in the Central Region from **Tuesday 17th July to Monday 30th July, 2018**. Officials of the Ghana Audit Service will be at the Municipal Assembly's Office premises to undertake the exercise each day as scheduled from **8:00 a.m. to 5:00 p.m.**

Consequently, all employees on the Government of Ghana (GoG) payroll are to come along with at least two (2) of the following:

- National ID
- Driving License
- Passport
- SSNIT Card

Additionally, all employees are also to come along with the following:

- Most current Pay-Slip
- Latest Promotion or Appointment letter.

Meanwhile, Public Sector Organizations yet to submit their Current Nominal Roll and Separated Staff List from 2015 to date are reminded to submit the completed template (hard copy) to the Audit Service in Winneba and the soft copy to the Payroll Unit, Audit Service, Accra through the following email address: nationalpayrollaudit@gmail.com before commencement of the exercise.

All affected public sector employees are urged to fully participate in the exercise as scheduled.

Please, kindly keep the time and date opened and endeavor to attend.

You are welcome!

(AHMED-RUFAl IBRAHIM)
MUNICIPAL CO-ORDINATING DIRECTOR
for: MUNICIPAL CHIEF EXECUTIVE

DISTRIBUTION

ALL HEADS OF DEPARTMENTS, INSTITUTIONS AND AGENCIES WITH EMPLOYEES ON GoG PAYROLL –
EFFUTU MUNICIPAL ASSEMBLY, WINNEBA