



NATIONAL SERVICE AUTHORITY

HEADQUARTERS

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Kindly quote this number and date on all correspondence
My Ref. No. NSA 35/74/02-26
Your Ref. No. _____
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CIRCULAR

Distribution:

Regional Directors
District Directors
National Service Personnel

UNAUTHORISED MONETARY PAYMENTS IN RELATION TO SUBMISSION OF MONTHLY EVALUATION FORMS

The Authority has received **reports of a pressing nature** indicating that some National Service Personnel (NSP) are being **asked to make monetary payments before their Monthly Evaluation Forms are accepted or processed** at certain district offices.

Management wishes to state unequivocally that **no payment whatsoever is required from any National Service Personnel for the submission, validation, or processing of Monthly Evaluation Forms**. Any demand for money in this regard is **unauthorised, unacceptable, and contrary to the policies and regulations of the Authority**.

Management further wishes to inform all stakeholders that **some District Managers found culpable in similar instances have been sanctioned (suspended) pending further investigation**, in accordance with the Authority's disciplinary procedures. This serves as a clear warning that such conduct will not be tolerated.

In view of the above:

- **District Managers are hereby cautioned to desist immediately from engaging in any form of monetary demand or collection from NSP in relation to Monthly Evaluation Forms.**
- **NSP are strongly advised not to make any payments to any officer or individual for the submission or processing of their Monthly Evaluation Forms.**
- **Any NSP who has been coerced to make such payments is encouraged to report the matter immediately to the appropriate Regional Office or directly to the Head Office of the Authority for prompt investigation and action.**

Management assures all stakeholders that **appropriate administrative and disciplinary measures** will be applied where any officer is found culpable.

The Authority remains committed to transparency, integrity, and fairness in its administration and counts on the cooperation of all stakeholders to uphold these standards.

Accord this circular the **urgency and seriousness it deserves.**

....SIGNED....

RUTH DELA SEDDOH
DIRECTOR-GENERAL