

## INTERNAL CIRCULAR

**REF:** NCC/ADM. 11/VII/130  
**DATE:** 18<sup>TH</sup> JULY, 2024  
**FROM:** HUMAN RESOURCE MANAGEMENT DEPARTMENT  
**TO:** HEADS OF DEPARTMENTS/UNITS/STATE COORDINATORS  
**SUBJECT:** APPROVAL FOR ANY OFFICIAL ASSIGNMENT OUTSIDE YOUR LOCATION

It has been observed that some officers leave their present location to another location on official assignment without the approval of the Director-General.

In view of the above, I am directed to inform you that any officer who intends to leave his/her present location to another location **MUST** seek approval from the Director-General before embarking on such assignments.


The under mentioned are steps to be taken:

1. **Submit a Request:** Notify the Director-General in writing, detailing the purpose, destination, and duration of your official assignment.
2. **Await Approval:** Wait for written approval from the Director-General before proceeding on the official assignment.
3. **Confirmation:** Ensure you have received and documented the approval before leaving your current office.

The above measure is introduced to ensure proper coordination and management of staff members movement and to maintain operational efficiency within the Commission.

You are requested to please bring this circular to the notice of all staff members in your Departments/Units/State Offices.

Thank you.



S. U. Bashorun

**Director, HRM**

For: Director-General

Cc: DG

: Registry