**UNIVERSITY OF NIGERIA, NSUKKA**

**SERVICOM UNIT**

***OFFICE OF THE VICE* CHANCELLOR**

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| **TO:** See distribution  **Our Ref: UN/OVC/SERV/10** | **FROM:** Chairman  Investigation Panel into Cases of Avoidance of Regularization  **Date:** May 28, 2018. |

**SUBJECT:**

**VERIFICATION OF STAFF NORMINAL ROLL: VICE-CHANCELLOR PANEL**

Following from the Vice-Chancellor’s letter of November 03, 2017, Ref. No UN/OVC/SERV/09 on Regularization of Temporary Appointment in the University, you are required to make available to the Vice-Chancellor’s Investigation Panel into Cases of Avoidance of Regularization Process by Temporal Staff of the University of Nigeria, the nominal roll of staff in your Faculty, Department/Unit on the date scheduled below.

In addition, you are expected to religiously allot “C” to each staff if such staff has gotten confirmation of appointment letter from the Personnel Services Unit and/or “R” if the concerned staff’s appointment has undergone regularization. Any others with Temporary Appointments and who have not even taken advantage of the current Regularization Exercise should have “NR“in the afore-mentioned column.

Please note that any Dean, Director, or Head of Department/Units that does not treat this correspondence with dispatch and due seriousness will be subjected to appropriate sanctions, in line with the extant rules and regulations of the University of Nigeria.

The schedule is as follows:

1. **Nsukka Campus**

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| **S/N** | **Faculty** | **Day** | **Time** | **Venue** |
| 1 | Agriculture,  Arts,  Biological Sciences  Education  V C’s Office, Registry, Library, | Wednesday, 6/6/2018 | 10.00am | Dean’s Office  Faculty of Agriculture |
| 2 | Engineering  Pharmacy  Physical Sciences  Social Sciences, Bursar, Student Affairs, Medical Centre | Thursday,  7/6/2018 | 10.00am | Dean’s Office  Faculty of Engineering |
| 3 | Veterinary Medicine  Vocational and Technical Education  General Studies, Works, All Institutes/Centres/Units | Friday  8/6/2018 | 10.00am | Dean’s Office  Faculty of Veterinary Medicine |

1. **Enugu Campus**

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| **S/No** | **Faculty** | **Day** | **Time** | **Venue** |
| 1 | Business Administration  Environmental Studies  Law  General Studies, DVC Office, Registry, Bursar, Students Affairs, Medical Centre, CEMAC, CEDR,IDS, Library. | Monday  11/6/2018 | 10.00am | Dean’s Office  Faculty of Business Administration |

1. **Ituku- Ozalla**

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| **S/N** | **Faculty** | **Day** | **Time** | **Venue** |
| 1 | Basic Medical Sciences  Dentistry  Health Sciences & Technology  Medical Sciences | Tuesday  12/6/2018 | 10.00am | Provost Office |

**Professor Chikelue Ofuebe**

Chairman, Committee on Investigation Panel

Into Case of Avoidance of Regularization

**Distribution:**

DVC (Administration)

DVC (Academic)

DVC (UNEC)

Registrar

Bursar

University Librarian

Provost, College of Medicine

Deans of Faculty

Directors

Heads of Department/ Units