**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:** ChairmanInvestigation 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 SciencesEducationV C’s Office, Registry, Library,  | Wednesday, 6/6/2018 | 10.00am | Dean’s OfficeFaculty of Agriculture |
| 2 | EngineeringPharmacyPhysical SciencesSocial Sciences, Bursar, Student Affairs, Medical Centre | Thursday, 7/6/2018 | 10.00am | Dean’s OfficeFaculty of Engineering |
| 3 | Veterinary MedicineVocational and Technical EducationGeneral Studies, Works, All Institutes/Centres/Units | Friday8/6/2018 | 10.00am | Dean’s OfficeFaculty of Veterinary Medicine |

1. **Enugu Campus**

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| **S/No** | **Faculty** | **Day** | **Time** | **Venue** |
| 1 | Business AdministrationEnvironmental StudiesLawGeneral Studies, DVC Office, Registry, Bursar, Students Affairs, Medical Centre, CEMAC, CEDR,IDS, Library. | Monday11/6/2018 | 10.00am | Dean’s OfficeFaculty of Business Administration |

1. **Ituku- Ozalla**

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| **S/N** | **Faculty** | **Day** | **Time** | **Venue** |
| 1 | Basic Medical SciencesDentistryHealth Sciences & TechnologyMedical Sciences | Tuesday12/6/2018 | 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