

SIGNING OF MONTHLY NOMINAL ROLL - MANDATORY

The University Management wishes to re-emphasize the importance of signing the monthly nominal roll which is a pre-requisite for the collection of monthly salaries.

The College of Medicine should adopt the Main Campus method of distribution of the monthly nominal roll.

The nominal roll should be in three copies to be distributed as follows to the:

- (1) Provost
- (2) Bursary Department of LASUCOM (not Ojo)
- (3) Audit Unit of LASUCOM (not Ojo)

With this mode of distribution, the nominal roll will be given to the Bursary without delay. Also, a time limit of receipt, which is 8th day of every month, has been given as deadline for the submission of nominal roll.

Consequently, Management wishes to advise ALL members of staff of the University to take the signing of the nominal roll seriously. Defaulters may not receive their salaries for the month the nominal roll is not signed.

UNIVERSITY MANAGEMENT