

REPUBLIC OF TOGO

MINISTRY OF HIGHER EDUCATION AND RESEARCH

AFRICAN INSTITUTE OF SCIENCE ADMINISTRATION & COMMERCIAL STUDIES

Agreements: Arrête N°042/MESE/SG et Arrête N°043/MESE/SG du 19 Juillet 2012, Arrête N°2019/153/MESE/SG/DEC du 23 decembre 2019

Chancellor: Dr. Bassabi KAGBARA
B.Sc., M.Sc., Ph.D.

Registrar: Jean-Hermann MENSAH
CAT, B.Sc., MBA, M.Sc.

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Ref: 02/08-042021/REG/ADM/SEC

Date: 2nd September 2021.

MEMO

TO:

- AISOSA Gladys,
Admission officer
- OLAITAN Abiodun,
Records office
- MENSAH Jacques,
Clearance office

FROM:

The Registrar's office
IAEC University,
Lomé, Togo.

NOTICE TO EXPLAIN: PREVENTIVE SUSPENSION

This refers to reports that have reached the management concerning your neglect in the performance of duty and other administrative offenses which are punishable. As you may be aware, these acts constitute sufficient ground for disciplinary action, including suspension and dismissal from work.

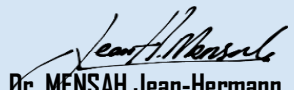
In this light, you are required to explain in writing within forty-eight (48) hours from receipt of this notice why you should not be sanctioned for your acts of misfeasance / malfeasance / nonfeasance. Failure on your part to submit a written explanation within the given period shall constitute a waiver of your right to be heard.

In addition, considering the nature and gravity of the offenses you committed, and the nature of your possession, the management deems your continued employment to pose a serious threat to the life or property of the university and/or of your co/workers. As such, you are hereby placed under preventive suspension for thirty (30) days pending investigation of these incidents, effective upon your receipt of this letter.

Your written explanation shall form part of the records of these cases. After due deliberation, a decision shall be rendered based on the available records.

For your Strict Compliance,

For: Management


Dr. MENSAH Jean-Hermann
Registrar