**DDII (Tech),**

{mda} has forwarded a letter with **Ref No: {referenceNumber}** dated **{requestDate}** requesting the correction of name for one of its Officers on the IPPIS Platform.

2. In view of the sensitive nature of changes on the HR Records in question on the IPPIS Platform, the request has been examined vis-à-vis the attached documents, and the Officer's records on the IPPIS Platform are outlined below.

**CORRECTION OF NAME**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S/N** | **NAME** | **REQUEST** | **SUPPORTING DOCUMENTS** | **OBSERVATION** | **REMARK** |
| {#entries}{sn} | {ippisNumber} | Correction of name from {previousName} to {newName} | {supportingDocsList} | {observation} | {remark} {/entries} |

3. In view of the above observation, I wish to recommend that approval should not be granted at this time and that {mda} should re-submit the request, including all relevant documents for further consideration.

4. If paragraph 3 is approved, please find draft letter a.b.c for vetting

5. Submitted for further directives, please.



Etim, Ndukeabasi Kevin

PA I (Tech)

{date}

**{date}**

**{recipient}**,

{address}

**RE: REQUEST FOR CORRECTION OF NAME**

I am directed to acknowledge receipt of your letter Ref No: **{referenceNumber}** dated **{requestDate}** on the above subject and to inform you that the Head of the Civil Service of the Federation has approved the request for Change of name of the under-listed Officers:

|  |  |  |  |
| --- | --- | --- | --- |
| **SN** | **IPPIS NO** | **Old Name** | **New Name** |
| {#summaryRows}{sn} | {ippisNumber} | {oldName} | {newName} {/summaryRows} |

2. The correction of the name has been effected on the IPPIS Platform and will start to reflect on the officer's payslip from {effectiveMonth}. Kindly note this for your records and inform the Officers accordingly.

3. Please, accept the warm regards of the Head of Civil Service of the Federation.

**Usenekong Akpan**

*Director IPPIS-SW*

For: Head of Service of the Federation