**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. Please note that the required documents for change of Name based on the IPPIS Standard Operating Procedure (SOP) are:

i. Formal request from the officer’s MDA signed by the D(HRM).

ii. Marriage certificate (Where necessary).

iii. Court Affidavit clearly indicating reason for the change of name.

iv. Newspaper Publication.

v. Officer’s recent pay slip (optional).

vi. Any other relevant document

3. 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} | {previousName} {ippisNumber} | Correction of name from {previousName} to {newName} | {supportingDocsList} | {observation} | {remark} {/entries} |

4i. The supporting documents for each case have been reviewed and all requirements have been satisfied, I recommend that approval be granted for the change of names of the under-listed officers on the IPPIS Platform as follows

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

4ii. The {mda} be advised to re-submit the request, including all relevant documents for further consideration for the following officers

{#rejectedSummary}

{sn}. {oldName} ({ippisNumber})

{/rejectedSummary}

4. If paragraph 4i &ii are approved, please find draft letter a.b.c for vetting

5. Submitted for further directives, please.

{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** |
| {#approvedSummary}{sn} | {ippisNumber} | {oldName} | {newName} {/approvedSummary} |

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. It was observed that the following officers did not submit sufficient documents.

{#rejectedSummary}

{sn}. {oldName} ({ippisNumber})

{/rejectedSummary}

Therefore, you are advised to resubmit the request, attaching all relevant documents.

4. 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