**+++++++**

**DDII (Tech),**

{mda} has forwarded a letter with **Ref No: {referenceNumber}** dated **{requestDate}** requesting the correction of date of birth 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 Date Of Birth**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S/N** | **NAME** | **REQUEST** | **SUPPORTING DOCUMENTS** | **OBSERVATION** | **REMARK** |
| {#entries}{sn} | {name}  IPPIS No: {ippisNumber} | Correction of date of birth from {previousDOB} to {newDOB} | {supportingDocsList} | {observation} | {remark}{/entries} |

3i. The supporting documents for each case have been reviewed and all requirements have been satisfied. I recommend that approval be granted for the correction of the following officers' date of birth on the IPPIS Platform.

|  |  |  |  |
| --- | --- | --- | --- |
| **SN** | **NAME** | **Old DOB** | **New DOB** |
| {#approvedSummary}{sn} | {name}  IPPIS No: {ippisNumber} | {previousDOB} | {newDOB} {/approvedSummary} |

3ii. The {mda} be advised to re-submit the request, including all relevant documents for further consideration for the following officers

{#rejectedEntries}

{sn}. {name} ({ippisNumber})

{/rejectedEntries}

4. If paragraph 3i &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 DATE OF BIRTH**

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 correction of date of birth of the under-listed Officers:

|  |  |  |  |
| --- | --- | --- | --- |
| **SN** | **NAME** | **Old DOB** | **New DOB** |
| {#approvedSummary}{sn} | {name}  IPPIS No: {ippisNumber} | {previousDOB} | {newDOB} {/approvedSummary} |

2. The correction of date of birth 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.

{#rejectedEntries}

{sn}. {name} ({ippisNumber})

{/rejectedEntries}

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