DD (Tech.)ii

The {mda} wrote a letter vide Ref: No: **{referenceNumber}** dated **{requestDate}** requesting for change of Next of Kin (NOK) for some of its officers on the IPPIS Platform.

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

i. Formal request from the officer’s MDA signed by D(HRM) clearly indicating the names of previous NOK.

ii. Copy of completed NOK form duly signed, stamped and name of Head of Department clearly written indicating the new NOK.

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

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; and the findings are shown in the table below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SN** | **NAME** | **NATURE OF REQUEST** | **DOCUMENTS ATTACHED/**  **SUBMITTED BY MDA** | **OBSERVATION** | **REMARK** |
| **{#entries}{sn}** | {name}  AD.  IPPIS No: **{employeeIPPIS}** | Change of Next of Kin (NOK) from {previousNOKName} to new{newNOKName} | {supportingDocsList} | {observation} | {remark}{/entries} |

4. 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.

5. If you have no objection to the recommendation above, find abc a draft letter for your vetting.

6. Submitted for your kind consideration and approval, please.

**{date}**

**{date}**

**{recipient},**

{address}

Attention: Director HRM

**RE-CHANGE OF NEXT OF KIN**

I am directed to acknowledge receipt of your letter Ref No: **{referenceNumber}** dated **{requestDate}** on the above subject and to inform you that the request has not been processed for approval by the Head of the Civil Service of the Federation for change of next of kin of the under-listed Officers due to insufficient documents:

|  |  |  |  |
| --- | --- | --- | --- |
| **SN** | **IPPIS NO** | **Previous Next of Kin** | **New Name** |
| {#summaryRows}{sn} | {employeeIPPIS} | {previousNOKName} | {newNOKName} {/summaryRows} |

2. You may wish to resubmit the request attaching the following:

i.) Letter duly signed and addressed to IPPIS-SW

ii.) Previous Next of Kin

iii.) NOK form duly signed, stamped and the Head of Department name boldly written on the form

iv.) payslip

v.) Letter of request from Director HRM

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

**Usenekong Akpan**

Director (IPPIS-SW)

For: Head of the Civil Service of the Federation