DD (Tech.)ii

The {mda} wrote a letter vide Ref: No: **{referenceNumber}** dated **{date}** requesting for change of Next of Kin (NOK) for one 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** |
| i. | {employeeName}  IPPIS No: **{employeeIPPIS}** | Change of Next of Kin (NOK) from {previousNOKName} to new{newNOKName} | {supportingDocsList} | {observation} | {remark} |

4. In view of the above, I recommend that approval be granted for the change of the officer’s next of kin on the IPPIS Platform

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 in respect of {employeeName} with IPPIS No:{employeeIPPIS}**

I am directed to acknowledge receipt of your letter Ref: No: **{referenceNumber}** dated **{date}** requesting for change of Next of Kin (NOK) of one of your officers **{employeeName}** and to inform you that the Head of the Civil Service of the Federation has approved the changes from {previousNOKName} to **{newNOKName}** on the IPPIS Platform

2. The change of next of kin 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 the Civil Service of the Federation.

**Usenekong Akpan**

Director (IPPIS-SW)

For: Head of the Civil Service of the Federation