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 the light of the observations in the table above, it is recommended that the Ministry should be informed of the basic requirement and SOP for approval of the request.

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}**

**{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}** with IPPIS No {employeeIPPIS} and to inform you that it was not processed due to insufficient documents attached.

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