**DDII (Tech),**

{mda} has forwarded a letter with **Ref No: {referenceNumber}** dated **{requestDate}** requesting for the migration of salary pay point and restoration of salary for some of its Officers on the IPPIS Platform.

2. Please note that the required documents for Migration of salary pay point of an Officer on posting from one core MDA to another based on the IPPIS Standard Operating Procedure (SOP) are:

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

ii. Posting Instruction indicating movement of officer from one MDA to another.

iii. Officer’s assumption of duty Certificate dated.

iv. Officer’s copy of ID card in new office (optional).

v. 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 are outlined below.

**MIGRATION OF SALARY PAYPOINT**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S/N** | **NAME** | **REQUEST** | **SUPPORTING DOCUMENTS** | **OBSERVATION** | **REMARK** |
| {#entries}{sn} | {name}  IPPIS No: {ippis} | Restoration and Migration of Salary from {previousMDA} to {newMDA} | {supportingDocs  } | {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 restoration and migration of the under-listed officers on the IPPIS Platform.

|  |  |  |  |
| --- | --- | --- | --- |
| **SN** | **NAME** | **Old MDA** | **New MDA** |
| {#approvedSummary}{sn} | {name}  IPPIS No: {ippis} | {previousMDA} | {newMDA} {/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} ({ippis})

{/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: RE: REQUEST FOR RESTORATION AND MIGRATION of SALARY PAYPOINT**

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 has approved the request for migration of salary pay point and restoration of salary of the under-listed Officers:

|  |  |  |  |
| --- | --- | --- | --- |
| **SN** | **NAME** | **Old MDA** | **New MDA** |
| {#approvedSummary}{sn} | {name}  IPPIS No: {ippis} | {previousMDA} | {newMDA} {/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} ({ippis})

{/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