**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 one 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** |
| i | {name}  IPPIS No: {ippis} | Restoration and Migration of Salary from {previousMDA} to {newMDA} | {supportingDocsList} | {observation} | {remark} |

4. Having satisfied all the requirements, I recommend that approval be given for the restoration of salary and migration of salary pay point for **{name}** from the {previousMDA} to the **{newMDA}**.

5. If paragraph 3 is approved, please find draft letter a.b.c for vetting

6. Submitted for further directives, please.

{date}

**{date}**

**{recipient}**,

{address}

**RE: RE: REQUEST FOR MIGRATION**

**IN RESPECT OF {name} with IPPIS N0: {ippis}**

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 the restoration and migration of **{name}** salary pay point from {previousMDA} to **{newMDA}**.

2. The migration has been effected on the IPPIS Platform and will start to reflect on the officers payslip from {effectiveMonth}. Kindly note this for your records and inform the Officers accordingly.

3. 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