**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 the Migration of the 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 Instructions indicating the officer’s movement from one MDA to another.

iii. The officer’s assumption of duty certificate.

iv. Officer’s copy of ID card in the 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. 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 attaching all relevant documents.

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 convey that the request has not been processed for approval by the Head of the Civil Service of the Federation due to {reasonForRejection}.

2. You may wish to resubmit the request, attaching all relevant documents for further consideration

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