

INTERNAL CIRCULAR

Ref. No. 58786/S.11/C.16/136

General Services Office,
Office of the Secretary to the
Government of the Federation,
Shehu Shagari Complex,
Abuja

29th June, 2018

Chief of Staff to the President,
Deputy Chief of Staff to the President,
Honourable Ministers/Ministers of State,
Permanent Secretaries,
Special Advisers, Senior Special Assistants,
Special Assistants and Personal Assistants
to the President/Vice-President.

RE: EMPLOYEES ONLINE RECORDS UPDATE AND SERVICE-WIDE IMPLEMENTATION OF THE HUMAN RESOURCES (HR) MODULE OF THE INTEGRATED PERSONNEL AND PAYROLL INFORMATION SYSTEM (IPPIS)

With reference to Circular No. HCSF/PS/CMO/POL.III/VOL.III/19 dated 26th June, 2018 from the Office of the Head of the Civil Service of the Federation (OHCSF) on the above subject (copy attached), I wish to inform all staff (including political appointees) under the payroll of the Office of the Secretary to the Government of the Federation (OSGF) that the physical verification of personnel records of staff is scheduled to be conducted by the OHCSF from **Monday, 16th to Friday, 20th July, 2018**. Venue is the OSGF Main Conference Hall, Shehu Shagari Complex, Abuja.

2. For the purpose of efficiency and orderliness, the exercise has been phased as follows:

| Date | GL(s) | Venue |
|-----------------------------------|--|--|
| Monday, 16th | All Political Office Holders/Aides to the President/ Vice-President, Permanent Secretaries, Officers on GLs 15 – 17. | OSGF Main Conference Hall, Ground Floor, Shehu Shagari Complex, Abuja. |
| Tuesday, 17th | Officers on GLs 12 - 14 | |
| Wednesday, 18th | Officers on GLs 09 - 10 | |
| Thursday, 19th | Officers on GLs 07 - 08 | |
| Friday, 20th | Officers on GLs 04 - 06 | |

3. Accordingly, all staff (including political office holders) are required to be physically present for the exercise with the original copies of the following documents:

- (i) Duly endorsed online records update slip
- (ii) Letter of First Appointment
- (iii) Letter of Confirmation of Appointment or Gazette Publications
- (iv) Letter of Last 3 Promotions
- (v) Birth Certificate/Declaration of Age
- (vi) Educational Certificates:
 - a. First School Leaving Certificate
 - b. Secondary School Certificate
 - c. Diploma-OND, HND or NCE
 - d. University Degree
 - e. Higher Degree and/or Professional Certificate
- (vii) Office ID Card
- (viii) IPPIS Payslip
- (ix) Letter of Last Posting

4. Please accept the warm regards of the Secretary to the Government of the Federation.

Signed

Olusegun A. Adekunle, Esq

Permanent Secretary (General Services Office)
for: Secretary to the Government of the Federation