

## CIRCULAR

Ref. No. 58786/S.14/C.2/AB/266

Office of the Secretary to the  
Government of the Federation,  
The Presidency,  
Shehu Shagari Complex,  
Three Arms Zone,  
Abuja.

2<sup>nd</sup> September, 2019.

All Honourable Ministers,  
All Presidential Aides.

### DOCUMENTATION OF POLITICAL OFFICE HOLDERS AND IPPIS ENROLLMENT

I wish to congratulate you on your appointment and to inform you that you are required to enroll into the Integrated Personnel Payroll Information System (IPPIS) Platform for the payment of your salary.

2. To facilitate the enrollment, you are kindly requested to complete the IPPIS Online Registration Form and thereafter submit to the Permanent Secretary (General Services Office), Office of the Secretary to the Government of the Federation, the under-listed documents to enable the Office process your remuneration:

- i. Online IPPIS Registration Form;
- ii. Assumption/ Resumption of Duty Certificate; and
- iii. Two (2) Nos. recent passport photographs.

3. Kindly submit the copy of the completed Online Registration Form by Wednesday 4<sup>th</sup> September, 2019 to enable me arrange for enrollment and subsequent Biometric Capturing Scheduled for Monday 9<sup>th</sup> to 13<sup>th</sup> September, 2019 in the Conference Room of the SGF at 11am daily.

4. The returning Ministers and Presidential Aides are only required to complete and submit the Assumption of Duty Certificate except where there has been fundamental change in status and/or personal details.

5. Please accept the assurances of my highest consideration and regards.

  
Olusegun A. Adekunle, Esq, (KJW)  
Permanent Secretary (GSO)



**THE PRESIDENCY**  
**OFFICE OF THE SECRETARY TO THE GOVERNMENT OF THE FEDERATION**  
**PARTICULARS & PERSONNEL DATA FORM FOR NEWLY**  
**APPOINTED POLITICAL OFFICE HOLDER**

FILE NO:	<input type="text"/>	IPPIS NO.:	<input type="text"/>	Recent Passport Photograph		
OFFICER'S NAME:	<input type="text" value="Surname"/> <input type="text" value="First Name"/> <input type="text" value="Middle Name"/>					
DECORATION/ TITLE:	<input type="text"/>	GENDER:	<input type="text"/>		MARITAL STATUS:	<input type="text"/>
MAIDEN NAME:	<input type="text"/>	MOTHER'S MAIDEN NAME:	<input type="text"/>		SPOUSE NAME:	<input type="text"/>
DESIGNATION/RANK:	<input type="text"/>				BLOOD GROUP:	<input type="text"/>
SALARY GRADE LEVEL:	<input type="text"/>	STEP:	<input type="text"/>			
DATE OF BIRTH:	<input type="text" value="Day / Month / Year"/>		DATE OF 1 <sup>ST</sup> APPT.:		<input type="text" value="Day / Month / Year"/>	
DATE OF CONFIRMATION:	<input type="text" value="Day / Month / Year"/>		DATE OF PRESENT APPT.:		<input type="text" value="Day / Month / Year"/>	
HOME TOWN/PERMANENT HOME ADDRESS:	<input type="text"/>					
STATE OF ORIGIN:	<input type="text"/>	LOCAL GOVT. AREA:	<input type="text"/>		PLACE OF BIRTH:	<input type="text"/>
RESIDENTIAL ADDRESS (IN FCT):	<input type="text"/>					
TRIBE:	<input type="text"/>	NATIONALITY:	<input type="text"/>	RELIGION:	<input type="text"/>	
FORMER MDA:	<input type="text" value="Name of Ministry/Department/Agency"/>			FILE NO:	<input type="text"/>	
	OFFICE:	<input type="text"/>	DEPARTMENT:	<input type="text"/>	DIVISION/UNIT:	<input type="text"/>
PRESENT POSTING:	<input type="text" value="Name of Ministry/Department/Agency"/>					
	OFFICE:	<input type="text"/>	DEPARTMENT:	<input type="text"/>	DIVISION/UNIT:	<input type="text"/>
DATE DEPLOYED TO OSGF:	<input type="text" value="Day / Month / Year"/>		DATE OF ASSUMPTION IN OSGF:	<input type="text"/>		
CURRENT SALARY PAYPOINT:	<input type="text" value="Name of Ministry/Department/Agency"/>					
GSM/PHONE No:	<input type="text"/>		EMAIL:	<input type="text"/>		

PARTICULARS OF CHILDREN (Start from oldest)

S/N	NAME	DATE OF BIRTH

**BANK DETAILS**

BANK TYPE:  BANK NAME:

BANK BRANCH:  ACCOUNT TYPE:

ACCOUNT NAME:

ACCOUNT NO:

**NEXT OF KIN**

NAME:  NAME:

ADDRESS:  ADDRESS:

GSM/PHONE NO:  GSM/PHONE NO:

RELATIONSHIP:  RELATIONSHIP:

OFFICER'S SIGNATURE & DATE: \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

**PREPARED FOR DOCUMENTATION BY**

NAME:

SIGNATURE:

DATE:

**PREPARED FOR NOMINAL ROLL BY:**

NAME:

SIGNATURE:

DATE:

CHECK LIST FOR DOCUMENTS

- 1. Letter of Appointment (Photocopy)
- 2. Two (2) Passport Photographs
- 3. Birth Certificate or Declaration of Age
- 4. Curriculum Vitae (CV)



OFFICE OF THE SECRETARY TO THE GOVERNMENT OF THE FEDERATION (OSGF)  
GENERAL SERVICES OFFICE  
HUMAN RESOURCES MANAGEMENT DEPARTMENT

REVISED 1985  
FEDERAL GOVERNMENT OF THE FEDERATION  
ASSUMPTION/RESUMPTION OF DUTY CERTIFICATE

NAME OF OFFICER:.....
APPOINTMENT:.....
DATE ASSUMED/RESUMED DUTY:.....
POSTING:.....

.....  
Signature of Officer

I certify that the above Information is correct.

.....  
Head of Department

Signature must be authorized  
Officer Stamp

Date:.....