



**Office of the Head of Service of the Federation**  
**THE PRESIDENCY**

Federal Secretariat, Phase II, Shehu Shagari Way, Maitama, Abuja. P.M.B. 248, Tel: 09-2348284

**CIRCULAR**

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Please deal.

DA 12/11/16

HCSF/CSO/HRM/POL.1402/I/37

7<sup>th</sup> November, 2016

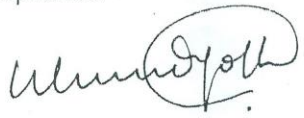
The Chief of Staff to the President, C-in-C,  
The Deputy Chief of Staff to the Vice-President,  
The Secretary to the Government of the Federation  
The Chief Justice of Nigeria  
All Honourable Ministers/Ministers of State  
Service Chiefs/Inspector-General of Police,  
The Chairman, Federal Civil Service Commission,  
All Permanent Secretaries  
Chairman, Police Service Commission,  
Chairman, Code of Conduct Bureau,  
Chairman, National Drug Law Enforcement Agency,  
Clerk of the National Assembly,  
Secretary, National Judicial Council,  
Auditor-General for the Federation,  
Accountant-General of the Federation,  
Surveyor-General of the Federation,  
Chief Executives of Parastatals and Agencies.



Implementation of Human Resource Module of the Integrated Personnel and Payroll Information System (IPPIS)

The Office of the Head of the Civil Service of the Federation had commenced implementation of the Human Resource Module of the Integrated Personnel and Payroll Information System (IPPIS) to improve efficiency of the payroll system, enhance data integrity, eliminate ghost workers and consolidate Staff records and management.

2. Consequently, all Public Servants currently enrolled on the IPPIS Platform are required to complete online HR Data form at <http://verification.ippis.gov.ng> as the portal will be accessible from 21<sup>st</sup> November, 2016. The hard copies of the completed online form along with certified copies of accompanying documents should be submitted through Director, Human Resource of the respective MDAs to Permanent Secretary (Common Services) Office, OHCSF on or before 15<sup>th</sup> December, 2016.
3. Thereafter, physical verification of submitted records and documents as well as biometric capturing will commence across MDAs.
4. Please bring the contents of this circular to the attention of all concerned for strict compliance.



Mrs. Winifred Ekanem Oyo-Ita, FCA  
Head of the Civil Service of the Federation.