

INTERNAL CIRCULAR

TRO/234/1/II/030

18th January, 2018

To all:

**Directors,
Zonal Pay Officers,
Federal Pay Officers,
Heads of Units,
Sec/AGF,**

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

I am directed to inform you that the Office of the Head of Civil Service of the Federation has **reminded** all officers on the **URGENT** need to ensure that they update their **Records** on the online portal **www.verification.ippis.gov.ng** not later than Monday 22nd January, 2018. Officers who have not done so in April to May 2017 or who want to correct their information, are **strongly advised** to do so on or before **Monday 22nd January, 2018** unfliningly.

2. Furthermore, **guidelines** for the usage of the portal can be downloaded from the Office of the Head of Civil Service of the Federation Website: **www.ohcsf.gov.ng**. To this end, all officers are hereby enjoined to access the Portal and update their records accordingly.

3. Please treat as very urgent and endeavour to bring the content of this Circular to the attention of all concerned for prompt compliance.


Alh. Sule B. Alhassan

Director (Administration)
for: Accountant-General of the Federation