

**JOINT ADMISSIONS AND MATRICULATION BOARD
HUMAN RESOURCES DEPARTMENT**

From: Director, HR

To: See Distribution

Ref: JAMB/HR/DO/ 07

Date: 11th February, 2021

Subject: RE: SERVICE WIDE PERSONNEL RECORDS VERIFICATION EXERCISE
FOR THE EMPLOYEES OF NON-CORE MINISTRIES, DEPARTMENTS
AND AGENCIES (MDA'S)

The Office of the Head of the Civil Service of the Federation – IPPIS-SW Department will be conducting Staff Verification exercise from 15th February to 26th February, 2021 at the Board room of the National Headquarters between 9am – 4pm daily.

Consequently, staff should avail themselves on the specific date allotted to each Department for the exercise (please find attached).

Also find attached a Personal Verification form to be filled by each staff and a check-list on what to come along with (original documents).


Ibrahim Maska Abdulkadir

cc: Registrar

Distribution

- i. All National Headquarters Directors
- ii. Zonal Director, FCT
- iii. Registrar's Liaison Office, FCT

Time Table for the Verification Exercise

S/No.	Date (15 th – 26 th February, 2021)	Department
1.	Monday 15 th	Registrar's office, Legal Services
2.	Tuesday, 16 th	Human Resources
3.	Wednesday 17 th	Finance & Accounts, Special Duties
4.	Thursday 18 th	General Services
5.	Friday 19 th	Admissions
6.	Monday 22 nd	ITS, Audit
7.	Tuesday, 23 rd	QA, Psychometrics
8.	Wednesday, 24 th	TA
9.	Thursday, 25 th	TD
10.	Friday 26 th	Registrar's Liaison Office, Abuja Zonal Office

CHECK LIST FOR THE OHCSE (IPPIS -SW)
VERIFICATION EXERCISE 2021

ORIGINAL COPIES OF;

- i. LETTER OF 1ST APPOINTMENT INTO SERVICE;
- ii. ASSUMPTION OF DUTY CERTIFICATE (WHERE NECESSARY)
- iii. LETTER OF TRANSFER OF SERVICE;
- iv. LETTER OF CONFIRMATION OF APPOINTMENT OR GAZETTE PUBLICATIONS;
- v. LETTERS OF THE LAST 3 PROMOTIONS;
- vi. BIRTH CERTIFICATE /DECLARATION OF AGE;
- vii. EDUCATIONAL CERTIFICATES;
 - FIRST SCHOOL LEAVING CERTIFICATE
 - SECONDARY SCHOOL CERTIFICATE
 - DIPLOMA – OND, HND, NCE
 - UNIVERSITY DEGREE
 - HIGHER DEGREE AND/OR PROFESSIONAL CERTIFICATE
- viii. OFFICE ID CARD;
- ix. IPPIS PAY SLIP;
- x. COPY OF LETTER OF LAST POSTING;
- xi. IPPIS ON-LINE UPDATE COMPLETION SLIP;
- xii. DULY COMPLETED AND SIGNED PERSONNEL VERIFICATION FORM (WITH REGENT PASSPORT PHOTOGRAPH AFFIXED).



OFFICE OF THE HEAD OF THE CIVIL SERVICE OF THE FEDERAL GOVERNMENT
INTEGRATED PERSONNEL AND PAYROLL INFORMATION SYSTEM

PERSONNEL VERIFICATION FORM

Affix Passport photograph

PERSONAL INFORMATION:

TITLE: SURNAME: FIRST NAME: OTHER NAMES:
 DATE OF BIRTH: STATE OF ORIGIN:
 PHONE NO: E-MAIL ADDRESS:

EMPLOYMENT INFORMATION:

CADRE AT ENTRY INTO SERVICE:
 RANK AT ENTRY INTO SERVICE:
 GRADE LEVEL/STEP AT ENTRY INTO SERVICE: STEP:
 DATE OF 1ST APPOINTMENT:
 PRESENT CADRE:
 PRESENT RANK:
 PRESENT GRADE LEVEL/STEP: STEP:
 DATE OF PRESENT APPOINTMENT: Authority:

PRESENT APPOINTMENT MOVEMENT TYPE:

PROMOTION: Date: Authority:
 UPGRADING/CONVERSION: Date: Authority:
 REGULARIZATION: Date: Authority:

LAST 3 PROMOTIONS INFORMATION:

	OLD RANK	EFFECTIVE DATE	NEW RANK	EFFECTIVE DATE
1 ST PROMOTION:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2 ND PROMOTION:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3 RD PROMOTION:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

The listed information is as collected and verified from the Officers' records made available at the point and time of verification. The Officer has been duly informed of the content of this form and is in agreement with the information contained.

SIGNED: OFFICERS' SIGNATURE HEAD OF DEPT. SIGNATURE
 DATED THIS OF 201.....