



BUDGET OFFICE OF THE FEDERATION

POST 2019 BUDGET PREPARATION: PERSONNEL COST VERIFICATION IN MDAS

VERIFICATION FORM

NAME OF MDA: DATE OF VERIFICATION:

STAFF LOCATION: IPPIS NO:

NAMES IN FULL (SURNAME FIRST) MR/MRS:

DATE OF BIRTH: STAFF IDENTITY CARD NO: FILE NO:

QUALIFICATION: DEPARTMENT:

DATE OF 1ST APPOINTMENT: ENTRY LEVEL:

DATE OF CONFIRMATION: DATE OF PRESENT APPOINTMENT/PROMOTION:

PRESENT SALARY GRADE LEVEL: STEP:

PRESENT DESIGNATION/POST:

NAME OF BANK: BANK ACCOUNT NUMBER:

ATTESTATION

I hereby affirm that the above information provided by me are absolutely correct, I accept that any claim discovered to be false afterwards will be treated as an act of GROSS MISCONDUCT.

Officer's Signature/Date:

Name of Head of Department: Signature/Date:

ATTACHMENT REQUIRED:

- i. Letter of First Appointment or Official Gazette
- ii. Letter of Confirmation of Appointment of Official Gazette
- iii. Letter of Last Promotion
- iv. One copy of Present Passport Photograph
- v. Copy of Pay Slip for Jan. Feb and March
- vi. Copy of Credentials
- vii. Staff ID
- ❖ Also come along with the originals of the above document

Verifying Officer's Name: Signature/Date: