<table>
<thead>
<tr>
<th>Item</th>
<th>Reference No</th>
<th>Subject</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Ref. No. SGF/OP/1/V11/195 Of 12th February, 2010</td>
<td>Execution of Building Projects by Federal Ministries, Departments and Agencies</td>
<td>3</td>
</tr>
<tr>
<td>3.</td>
<td>Ref. No. HCSF/EMS/CIR/B.64769 of 14th January 2010</td>
<td>Year 2011 Manpower Budget Call Circular</td>
<td>5</td>
</tr>
<tr>
<td>5.</td>
<td>Ref. No. SWC/S04/S.80/224 of 12th March, 2010</td>
<td>Consolidated Polytechnics and Colleges of Education Academic Staff Salary Structure (CONPCASS)</td>
<td>27</td>
</tr>
<tr>
<td>10.</td>
<td>Ref. No. CSF/CMO/AOD/005/ Vol. 1/16 of 5th May, 2010</td>
<td>Returns on Aper Scores for Officers on GradeLevels4-16 in the Pool of the Office of the Head of the Civil Service of the Federation.</td>
<td>47</td>
</tr>
<tr>
<td>11.</td>
<td>Ref. No. SGF/PS/CIR/625/1/227 of 7th May, 2010</td>
<td>Procedure for Signing Agreement and Memorandum of Understanding by Ministries, Departments and Agencies with Foreign Countries and Agencies.</td>
<td>48</td>
</tr>
<tr>
<td>12.</td>
<td>Ref. No. FC6243/S.I/Vol/XVIII/5 of 28th May, 2010</td>
<td>Review (Cancellation) of Policy on Granting of Notional Promotion.</td>
<td>50</td>
</tr>
<tr>
<td>Item</td>
<td>Reference No</td>
<td>Subject</td>
<td>Page</td>
</tr>
<tr>
<td>------</td>
<td>--------------</td>
<td>------------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>19</td>
<td>Ref. No. SWC/S/04/S.08/Vol.1 IV/207 of 5th August, 2010</td>
<td>Review of Pension Rates</td>
<td>76</td>
</tr>
<tr>
<td>20</td>
<td>Ref. No. SWC/S/04/VIII/354 of 14th December, 2010</td>
<td>Consolidated Research and Allied Institutions Salary Structure (CONRAISS)</td>
<td>78</td>
</tr>
<tr>
<td>21</td>
<td>Ref. No. HCSF/062/S.1/120 of 29th December, 2010</td>
<td>Re: Tenure of Office for Permanent Secretaries and Directors.</td>
<td>83</td>
</tr>
</tbody>
</table>
CIRCULAR

Ref. No. SGF/OP/I/S.3/VII/195
Office of the Secretary to the
Government of the Federation,
The Presidency,
P-Wing, Shehu Shagari Complex,
Three Arms Zone,
Abuja.

Principal Secretary to the President,
Principal Secretary to the Vice-President,
All Honourable Ministers,
Head of the Civil Service of the Federation,
Chief Economic Adviser to the President,
Special Adviser/Senior Special Assistants,
Service Chiefs/Inspector-General of Police,
Governor, Central Bank of Nigeria
Chairman, Federal Civil Service Commission,
Chairman, Police Service Commission,
Chairman, Code of Conduct Bureau,
Chairman, Code of Conduct Tribunal,
Chairman, Federal Character Commission,
Chairman, Revenue Mobilization, Allocation and Fiscal Commission,
Chairman, Federal Inland Revenue Service,
Chairman, Independent National Electoral Commission,
Chairman, National Population Commission,
Chairman, Independent Corrupt Practices and Other Related Offences Commission,
Chairman, Economic and Financial Crimes Commission,
Chairman, National Drug Law Enforcement Agency,
All Permanent Secretaries and Heads of Extra-Ministerial Departments.
The Clerk of the National Assembly,
Chief Registrar, Supreme Court of Nigeria
Secretary, National Judicial Council,
Accountant-General of the Federation
Auditor-General for the Federation,
Director-General/Chief Executive of Parastatals, Agencies and Government Owned Companies.

PROCUREMENT RECORDS FOR 2009 FINANCIAL YEAR

Further to my Circular Ref. No. SGF/Op/I/S.3/VII/177 of 31st December, 2009 on the Procurement Plans for 2010, all Accounting Officers are further reminded that they are statutorily required to prepare Procurement Records for the 2009 Financial Year. In this regard and for the avoidance of doubt, Clause

/
16 (13), Part IV (Fundamental Principles for Procurement) of the 2007 Procurement Act provide that:
"Copies of all Procurement Records shall be transmitted to the Bureau not later than 3 months after the
end of financial year and shall show:
(i) Information identifying the procuring entity and the contractors;
(ii) The date of the contract award;
(Hi) The value of the contract; and
(iv) The detailed records of the procurement proceedings"

2. Accordingly, all Accounting Officers of Ministries, Departments/Agencies (MDAs) are required
to collate and thereafter submit copies of their Procurement Records for the 2009 Financial Year to the
Bureau of Public Procurement, your submission which should be in hard and electronic copies should
reach the Office of the Director-General, Bureau of Public Procurement on or before 31st March, 2010.

3. Kindly ensure immediate compliance with the content of this Circular.

Signed
MAHUMUD YAYALE AHMED, CFR
Secretary to the Government of the Federation
CIRCULAR

Ref. No. DASD/16/Vol. 1/29
Federal Ministry of Works, Housing and
Urban Development,
Headquarters -Mabushi,
Abuja.
12th February, 2010.

Principal Secretary to the President,
Principal Secretary to the Vice-President,
Chief Justice of Nigeria,
Honourable Ministers,
Secretary to the Government of the Federation,
Head of the Civil Service of the Federation,
Special Adviser/Senior Special Assistants,
Service Chiefs/Inspector-General of Police,
The Chairman, Federal Civil Service Commission,
All Permanent Secretaries,
The Clerk of the National Assembly,
All Heads of Extra-Ministerial Departments and Statutory Agencies,
Auditor-General for the Federation,
Accountant-General of the Federation,
Surveyor-General of the Federation
Chief Registrar, Supreme Court of Nigeria.

EXECUTION OF BUILDING PROJECTS BY FEDERAL MINISTRIES,
DEPARTMENTS AND AGENCIES

You may wish to note that the implementation, execution and provision of all Public buildings, their associated infrastructure and maintenance is the statutory responsibility of the Federal Ministry of Works, Housing and Urban Development (FMWH &UB). In addition, the Ministry is charged with the formulation, coordination, management and implementation of policy instruments and programmes for all building works. It is for this reason that all five Federal Government Professional Statutory Bodies (ARCON, CORBON, ESVARBON, QSRBN & TOPREC) which regulate the training and practice of the professions of Architecture, Building, Estate Surveying/valuation, Quantity Surveying and Town Planning in Nigeria are under the supervision of the Federal Ministry of Works, Housing and Urban Development.

2. Unfortunately, most Federal Ministries, Departments and Agencies are presently embarking on projects without the recourse to the Federal Ministry of Works, Housing and Urban Development, which is statutorily mandated to render such professional services. Some of the MDAs have also embarked on direct employment of professional sub-professionals in the building industry as their staff to carry out the planning, designs, supervision, and maintenance works, including the purchase
of properties. It is only when problems arise in the execution of projects that such MDAs fall back on the Federal Ministry of Works, Housing and Urban Development for resolution.

3. This practice negates due process and has resulted in serious delays in project implementation, outright abandonment of projects, shoddy jobs and litigation; all of which are detrimental to the interest of Government. Also, the lack of well-articulated and properly coordinated documentation by MDAs that have no initial mandate for executing projects does not make for accountability and standardization of procedures in Government building project delivery.

4. It is to be noted that although budgetary provision for building projects is made in the respective Ministries, Departments and Agencies, the responsibility for the implementation, execution and provision of such buildings, their infrastructure and maintenance lies with the Federal Ministry of Works, Housing and Urban Development. Where the services of Consultants are engaged by MDAs, it is the responsibility of such MDAs to seek both professional and technical advice from the Ministry, while still being responsible for award of contracts through their relevant Procurement/Tender Board Committees and making payments as and when due.

5. In the light of the foregoing, I would like to request all MDAs to utilize the services of the Federal Ministry of Works, Housing and Urban Development; being the Chief Consultant to the Federal Government on building and Urban Development matters, in the Planning, design, Supervision as well as the Maintenance of Public Buildings at no extra cost to Government, please.

Signed

DR. TUKUR BELLO INGAWA, OON, mni
Permanent Secretary
For: Honourable Minister
CIRCULAR

Ref. No. HCSF/EMS/CIR/B.64769
The Presidency,
Office of the Head of the Civil
Service of the Federation
Establishments and Record Office,
Federal Secretariat, Phase II,
Shehu Shagari Way,
Abuja:
14th January, 2010

The Principal Secretary to the President,
Secretary to the Government of the Federation,
Honourable Ministers,
The Chairman, Federal Civil Service Commission,
The Chairman, Federal Character Commission,
The Chairman, Independent National Electoral Commission,
The Chairman, National Population Commission,
The Chairman, Police Service Commission,
The Chairman, Revenue Mobilization, Allocation and Fiscal Commission,
Federal Permanent Secretaries,
Auditor-General for the Federation,
Accountant-General of the Federation,
Surveyor-General of the Federation,
Director-General/Head of Extra-Ministerial Departments.

YEAR 2011 MANPOWER BUDGET CALL CIRCULAR

I wish to refer to our circular HCSF/EMS/EIR/B. 64769 dated 11th January, 2010 where Ministries, Departments and Agencies (MDAs) were informed that the year 2010 manpower budget had been cancelled and subsequently advised to maintain their 2009 Authorised Establishments as approved by the Head of the Civil Service of the Federation (HCSF) for the year 2010.

2. In that regard, you are hereby requested to prepare and submit your manpower budget proposals for the 2011 fiscal year. Each MDAs should submit its proposals in 5 hard copies and a soft copy in the format attached as Annexures 1 (A) and (B). Annexure 1 (A) should reflect the personnel Cost Summary and 1 (B) should reflect the spread of both the existing staff and proposals for new categories of staff for each Department, Division, Branch, Unit and Section.

3. In addition, MDAs are requested to submit their proposals, with an up-to-date Nominal Roll of the Staff as at 31st June, 2009. The nominal roll should be rendered in the formats also attached as Annexures 2 (A), 2(B), and 2 (c). 3 (A) and (B):-
(i) Annexures 2 (A) is the Omnibus Nominal Roll of the MDA. It should also provide the required information on existing staff and should be numbered serially, grade level and grade level, irrespective of Department, starting with the Chief Executive;

(ii) Annexures 2 (B) is the Departmental Nominal Roll. It should provide the required information on each staff, and numbered serially, starting with the Director or the most senior officer in the Department;

(iii) Annexures 2 (C) is the Nominal Roll of the MDAs cadre by cadre. It should provide the required information on each cadre, and numbered serially as well, starting with the most senior officer in each of the cadres;

(iv) Annexures 3 (B) is the Personnel Records Form Summary for all the staff in the MDA.

4. It is mandatory for all staff in post to complete the personnel Form i.e. Form 3 (A) which must be endorsed by the Director of Human Resource management/Administration. These forms should be arranged according to grade levels to facilitate easy processing.

5. DEADLINE FOR SUBMISSION OF MANPOWER BUDGET PROPOSALS
The Manpower Budget Proposals of each MDA must be signed by the Permanent Secretary or Chief Executive/Accounting Officer and it should be submitted not later than 15th February, 2010 to the Office of the Director (Establishments and Industrial Relations), Room 332, 3rd Floor, Block A, Office of the Head of the Civil Service of the Federation, Federal Secretariat, Phase II, Shehu Shagari Way, Abuja.

6. THE SCHEDULE OF MEETINGS
The schedule of meetings with the Ministries, Departments and Agencies is attached as Annex 4. All MDAs are advised to adhere strictly to the dates fixed for the meetings as request for rescheduling may not be entertained. The meetings will hold in the Office of the Director (Establishments and Industrial Relations), Room 332, 3rd Floor, Block A, Office of the Head of the Civil Service of the Federation.

7. Please, give the contents of this letter the urgency it deserves.

Signed
DR EDUGIE ABEIBE, mni
Permanenent Secretary (CSO)
For: Head of the Civil Service of the Federation
<table>
<thead>
<tr>
<th>MINISTRY/AGENCY SALARY GRADE LEVEL</th>
<th>STAFF IN POST 2008</th>
<th>AUTHORIZED ESTAB. 2009</th>
<th>PROPOSED ESTAB. 2011</th>
<th>FINANCIAL PROVISION 2011 (₦)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUB-TOTAL FOR GL 02-06</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUB-TOTAL FOR GL 07-13</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUB-TOTAL FOR GL 14-17</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL FOR GL 02-17</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CONSOLIDATED</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GRAND TOTAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Details of Establishment Positions According to Department

<table>
<thead>
<tr>
<th>S/N</th>
<th>MINISTRY/AGENCY</th>
<th>RANK</th>
<th>GRADE LEVEL</th>
<th>STAFF IN POST 2009</th>
<th>AUTHORIZED ESTAB 2009</th>
<th>PROPOSED ESTAB 2001</th>
<th>REMARK</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**NOMINAL ROLL**

(SERIALLY NUMBERED WITHOUT BREAK)

DEPARTMENT BY DEPARTMENT

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
<td><strong>Grade Level</strong></td>
<td><strong>Nature and Description of Job</strong></td>
<td><strong>Date appointed Substantive Grade</strong></td>
<td><strong>Date appointed to the Federal Civil Service</strong></td>
<td><strong>Geographical deployment</strong></td>
</tr>
</tbody>
</table>

<p>| | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No</td>
<td>Name</td>
<td>Rank</td>
<td>Qualification</td>
<td>Date of Birth</td>
<td>State of Origin</td>
</tr>
<tr>
<td>----</td>
<td>------</td>
<td>------</td>
<td>---------------</td>
<td>---------------</td>
<td>----------------</td>
</tr>
</tbody>
</table>

Annex 2(B)
OFFICE OF THE HEAD OF THE CIVIL SERVICES OF THE FEDERATION NOMINAL ROLL  
(CADRE BY CADRE IN ORDER OF AUTHORITY)

MINISTRY/AGENCY

<table>
<thead>
<tr>
<th>S/No</th>
<th>Name</th>
<th>Grade Level</th>
<th>Rank</th>
<th>Date of 1st Appt.</th>
<th>Date of Press. Appt.</th>
<th>Current</th>
</tr>
</thead>
</table>

11
<table>
<thead>
<tr>
<th>MINISTRY DEPARTMENT</th>
<th>SUBMITTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRADE LEVEL</td>
<td></td>
</tr>
<tr>
<td>02</td>
<td></td>
</tr>
<tr>
<td>03</td>
<td></td>
</tr>
<tr>
<td>04</td>
<td></td>
</tr>
<tr>
<td>05</td>
<td></td>
</tr>
<tr>
<td>06</td>
<td></td>
</tr>
<tr>
<td>SUB-TOTAL FOR GL 02-06</td>
<td></td>
</tr>
<tr>
<td>07</td>
<td></td>
</tr>
<tr>
<td>08</td>
<td></td>
</tr>
<tr>
<td>09</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
</tr>
<tr>
<td>SUB-TOTAL FOR GL 07-13</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td></td>
</tr>
<tr>
<td>SUB-TOTAL FOR GL 14-17</td>
<td></td>
</tr>
<tr>
<td>CONSOLIDATION</td>
<td></td>
</tr>
</tbody>
</table>
OFFICE OF THE HEAD OF THE CIVIL SERVICE OF THE FEDERATION
PERSONNEL RECORDS FORM FOR 2011
MANPOWER BUDGET

1. Ministry/Extra-min Dept:
2. Name of Officer (Surname):
3. Other Names:
4. Ministry/Dept's Identity Card No:
5. Rank/Cadre:
6. Salary Grade Level/Step:
7. Dept/Division/Section:
8. Date of Birth:
9. Date of First Appointment:
10. Date of Present Appointment:
11. Date of Last Appointment:
12. Location/Posting:
13. Residential Address as at 1st January, 2009:

SIGNATURE OF OFFICE

I certify on honour that the part the particulars given above are correct to the best of my knowledge. If otherwise, I should be held liable.

Signature of divisional head/sectional head Signature of Director of
Human Resources Management/Administration

Date.............................................. Date:

Official Stamp

Forms not personally signed by the DHRM/Admin of the Ministry/Extra-Min. Dept. will be rejected.
<table>
<thead>
<tr>
<th>S/No.</th>
<th>Ministries/Departments/Parastatals</th>
<th>Day/Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Public Complaints Commission</td>
<td>Monday 1/3/2010</td>
<td>10:00am</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>11:30am</td>
</tr>
<tr>
<td>2.</td>
<td>Code of Conduct Bureau</td>
<td></td>
<td>11:30am</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1:00pm</td>
</tr>
<tr>
<td>3.</td>
<td>National Planning Commission</td>
<td></td>
<td>2:00pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3:30pm</td>
</tr>
<tr>
<td>4.</td>
<td>Industrial Arbitration Panel</td>
<td></td>
<td>3:30pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>5:00pm</td>
</tr>
<tr>
<td>5.</td>
<td>Ministry of Power</td>
<td>Tuesday 2/3/2010</td>
<td>10:00am</td>
</tr>
<tr>
<td>6.</td>
<td>National Boundary Commission</td>
<td></td>
<td>11:30am</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>11:30am</td>
</tr>
<tr>
<td>7.</td>
<td>Federal Civil Service Commission</td>
<td></td>
<td>1:00pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2:00pm</td>
</tr>
<tr>
<td>8.</td>
<td>Police Service Commission</td>
<td></td>
<td>3:30pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3:30pm</td>
</tr>
<tr>
<td>9.</td>
<td>NIP AD</td>
<td>Wednesday 3/3/2010</td>
<td>10:00am</td>
</tr>
<tr>
<td>10.</td>
<td>National Poverty Eradication Programme (NAPEP)</td>
<td></td>
<td>11:30am</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>11:30am</td>
</tr>
<tr>
<td>11.</td>
<td>National Character Commission</td>
<td></td>
<td>1:00pm</td>
</tr>
<tr>
<td>12.</td>
<td>Federal Inland Revenue Service</td>
<td></td>
<td>2:00pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3:30pm</td>
</tr>
<tr>
<td>13.</td>
<td>Ministry of Justice</td>
<td>Thursday 4/3/2010</td>
<td>10:00am</td>
</tr>
<tr>
<td>14.</td>
<td>Directorate of Technical Corporation in Africa</td>
<td></td>
<td>11:30am</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>11:30am</td>
</tr>
<tr>
<td>15.</td>
<td>Federal Road Safety Commission</td>
<td></td>
<td>1:00pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2:00pm</td>
</tr>
<tr>
<td>16.</td>
<td>National Agency for the Prohibition (Trafficking Person and Other Related Offence) (NAPTP)</td>
<td></td>
<td>3:30pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3:30pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>5:00pm</td>
</tr>
<tr>
<td>S/No.</td>
<td>Ministries/Departments/Parastatals</td>
<td>Day/date</td>
<td>Time</td>
</tr>
<tr>
<td>-------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>----------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>17.</td>
<td>Institute for Peace and Conflict Resolution</td>
<td>Friday</td>
<td>10:00am 11:30am</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5/3/2010</td>
<td>11:30am 1:00pm</td>
</tr>
<tr>
<td>18.</td>
<td>Customs. Immigration and Prisons. Civil Defence. Immigration and Prisons Service Board</td>
<td></td>
<td>3:30pm 5:00pm</td>
</tr>
<tr>
<td>19.</td>
<td>Office of the Auditor-General of the Federation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20.</td>
<td>Department of Petroleum Resources</td>
<td>Monday</td>
<td>10:00am</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8/3/2010</td>
<td>11:30am</td>
</tr>
<tr>
<td>22.</td>
<td>Niger Customs Service</td>
<td></td>
<td>1:00pm</td>
</tr>
<tr>
<td>23.</td>
<td>National Salaries, Income and Wages Commission</td>
<td></td>
<td>2:00pm 3:30pm</td>
</tr>
<tr>
<td>24.</td>
<td>Commission Ministry of Education</td>
<td></td>
<td>3:30pm 5:00pm</td>
</tr>
<tr>
<td>25.</td>
<td>Nigeria Immigration Service</td>
<td>Tuesday</td>
<td>10:00am</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9/3/2010</td>
<td>11:30am</td>
</tr>
<tr>
<td>26.</td>
<td>Geological Survey Agency of Nigeria</td>
<td></td>
<td>1:00pm</td>
</tr>
<tr>
<td>27.</td>
<td>Police Pension Office</td>
<td></td>
<td>2:00pm 3:30pm</td>
</tr>
<tr>
<td>28.</td>
<td>National Human Rights Commission</td>
<td></td>
<td>3:30pm 5:00pm</td>
</tr>
<tr>
<td>29.</td>
<td>Office of the Surveyor-General of the Federation</td>
<td>Wednesday</td>
<td>10:00am</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10/3/2010</td>
<td>11:30am</td>
</tr>
<tr>
<td>30.</td>
<td>Federal Ministry of Aviation</td>
<td></td>
<td>1:00pm</td>
</tr>
<tr>
<td>31.</td>
<td>Ministry of Defence</td>
<td></td>
<td>2:00pm 3:30pm</td>
</tr>
<tr>
<td>32.</td>
<td>National Population Commission</td>
<td></td>
<td>3:30pm 5:00pm</td>
</tr>
<tr>
<td>33.</td>
<td>Budget Office of the Federation</td>
<td>Thursday</td>
<td>10:00am</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11/3/2010</td>
<td>11:30am</td>
</tr>
<tr>
<td>S/No.</td>
<td>Ministries/Departments/Parastatals</td>
<td>Day/date</td>
<td>Time</td>
</tr>
<tr>
<td>-------</td>
<td>----------------------------------------------------------</td>
<td>--------------</td>
<td>------------</td>
</tr>
<tr>
<td>34.</td>
<td>Ministry of Science and Technology</td>
<td>Thursday 11/3/2010</td>
<td>11:30am</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1:00pm</td>
</tr>
<tr>
<td>35.</td>
<td>Ministry of Women Affairs and Social Development</td>
<td></td>
<td>2:00pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3:30pm</td>
</tr>
<tr>
<td>36.</td>
<td>Nigerian Prisons Service</td>
<td></td>
<td>3:30pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>5:00pm</td>
</tr>
<tr>
<td>37.</td>
<td>Code of Conduct Tribunal</td>
<td>Friday 12/3/2010</td>
<td>10:00am</td>
</tr>
<tr>
<td>38.</td>
<td>Ministry of Transport</td>
<td></td>
<td>11:30am</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1:00pm</td>
</tr>
<tr>
<td>40.</td>
<td>Ministry of Agriculture</td>
<td></td>
<td>2:00pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3:30pm</td>
</tr>
<tr>
<td>41.</td>
<td>National Refugees Commission</td>
<td>Monday 15/3/2010</td>
<td>10:00am</td>
</tr>
<tr>
<td>42.</td>
<td>Ministry of Foreign Affairs</td>
<td></td>
<td>11:30am</td>
</tr>
<tr>
<td>43.</td>
<td>Ministry of Information</td>
<td></td>
<td>11:30am</td>
</tr>
<tr>
<td>44.</td>
<td>Ministry of Niger-Delta</td>
<td></td>
<td>1:00pm</td>
</tr>
<tr>
<td>45.</td>
<td>Ministry of Police Affairs</td>
<td>Tuesday 16/3/2010</td>
<td>10:00am</td>
</tr>
<tr>
<td>46.</td>
<td>Ministry of Culture and National Orientation</td>
<td></td>
<td>11:30am</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1:00pm</td>
</tr>
<tr>
<td>47.</td>
<td>Federal Ministry of Agriculture and Rural Development</td>
<td></td>
<td>2:00pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3:30pm</td>
</tr>
<tr>
<td>48.</td>
<td>Federal Inland Revenue Service</td>
<td></td>
<td>3:30pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>5:00pm</td>
</tr>
<tr>
<td>49.</td>
<td>Nigeria Security and Civil Defence Corps</td>
<td>Wednesday 17/3/2010</td>
<td>10.00am</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>11.30am</td>
</tr>
<tr>
<td>S/No.</td>
<td>Ministries/Departments/Parastatals</td>
<td>Day/date</td>
<td>Time</td>
</tr>
<tr>
<td>-------</td>
<td>------------------------------------------------------------------------</td>
<td>---------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>50.</td>
<td>Federal Ministry of Water Resources</td>
<td>Wednesday 17/3/2010</td>
<td>11:30am</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1:00pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2:00pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3:30pm</td>
</tr>
<tr>
<td>51.</td>
<td>Office of the Accountant-General of the Federation</td>
<td></td>
<td>3:30pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>5:00pm</td>
</tr>
<tr>
<td>52.</td>
<td>Ministry of Commerce and Industry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>53.</td>
<td>Ministry of Youth Development</td>
<td>Thursday 18/3/2010</td>
<td>10:00am</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>11:00pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>11:30pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1:30pm</td>
</tr>
<tr>
<td>54.</td>
<td>Federal Inland Revenue Service</td>
<td></td>
<td>2:00pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3:30pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3:30pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>5:00pm</td>
</tr>
<tr>
<td>55.</td>
<td>Office of the Head of the Civil Service of the Federation</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>56.</td>
<td>Ministry of Communication</td>
<td></td>
<td></td>
</tr>
<tr>
<td>57.</td>
<td>Ministry of Petroleum Resources</td>
<td>Friday 19/3/2010</td>
<td>10:00am</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>11:30am</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>11:30am</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1:00pm</td>
</tr>
<tr>
<td>58.</td>
<td>Office of the Secretary to the Government of the Federation</td>
<td></td>
<td>2:00pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3:30pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3:30pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>5:00pm</td>
</tr>
<tr>
<td>59.</td>
<td>Ministry of Labour, Employment and Productivity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>60.</td>
<td>State House</td>
<td></td>
<td></td>
</tr>
<tr>
<td>61.</td>
<td>Ministry of Interior</td>
<td>Monday 22/3/2010</td>
<td>10:00am</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>11:30am</td>
</tr>
<tr>
<td>62.</td>
<td>National Sports Commission</td>
<td></td>
<td>11:30am</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1:00pm</td>
</tr>
<tr>
<td>63.</td>
<td>Ministry of Solid Minerals and Steel Development</td>
<td></td>
<td>2:00pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3:30pm</td>
</tr>
<tr>
<td>64.</td>
<td>Ministry of Finance</td>
<td></td>
<td>3:30pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>5:00pm</td>
</tr>
<tr>
<td>65.</td>
<td>Ministry of Works</td>
<td>Tuesday 23/3/2010</td>
<td>10.00am</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>11.30am</td>
</tr>
</tbody>
</table>
### OFFICE OF THE HEAD OF THE CIVIL SERVICE OF THE FEDERATION

**YEAR 2011 MANPOWER BUDGET DISCUSSION SCHEDULE**

<table>
<thead>
<tr>
<th>S/No.</th>
<th>Ministries/Departments/Parastatals</th>
<th>Day/date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>66.</td>
<td>Nigerian Television Authority (NTA)</td>
<td>Tuesday 23/3/2010</td>
<td>10:00am</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>11:30am</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>11:30am</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1:00pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2:00pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3:30pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3:30pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>5:00pm</td>
</tr>
<tr>
<td>67.</td>
<td>Ministry of Environment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>68.</td>
<td>Ministry of Housing and Urban Development</td>
<td></td>
<td></td>
</tr>
<tr>
<td>69.</td>
<td>Ministry of Health</td>
<td>Wednesday 24/3/2010</td>
<td>10:00am</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>11:30am</td>
</tr>
<tr>
<td>70.</td>
<td>National Orthopedic Hospital Lagos, Kano and Enugu</td>
<td></td>
<td>11:30am</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1:00pm</td>
</tr>
<tr>
<td>71.</td>
<td>National Ear Centre, Kaduna</td>
<td></td>
<td>2:00pm</td>
</tr>
<tr>
<td>72.</td>
<td>National Ear Centre, Kaduna</td>
<td></td>
<td>3:30pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3:30pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>5:00pm</td>
</tr>
</tbody>
</table>
CIRCULAR

Ref. No. HCSF/061/S.I/III/319
Office of the Head of the Civil Service of the Federation,
The Presidency,
Federal Secretariat,
Phase II,
Shehu Shagari Way,
Abuja.
25th February, 2010

Principal Secretary to the President,
Principal Secretary to Acting President, All Honourable Ministers/Ministers of State,
All honourable ministers/Ministers of State
Secretary to the Government of the Federation,
Chief Economic Adviser to the President,
Special Advisers/Senior Special Assistants,
Service Chiefs/Inspector-General of Police,
Governor, Central Bank of Nigeria,
Chairman, Federal Civil Service Commission,
Chairman, Economic and Financial Crimes Commission,
All Department Secretaries and Head of Extra-Ministerial Departments,
Accountant-General of the Federation Auditor-General of the Federation,
Auditor-General of the Federation
Director-General and Chief Executives of Extra-
Ministerial Departments and Agencies.

GUIDELINES FOR THE PROCUREMENT OF GROUP LIFE ASSURANCE FOR EMPLOYEES
OF THE FEDERAL GOVERNMENT FOR 2010

In compliance with the provisions of the Pension Reform Act (2004) and consequent upon the approval
by the Federal Executive Council (FEC) of the rates applied in the procurement of Group Life Assurance
for employees of the Federal Government for 2010, it has become imperative to issue the following
guidelines:

1.1 The Group Life Insurance Cover will take effect from March 1, 2010 and for a period of 12 months;
1.2 The payment of premium shall be made directly to the Insurance Companies by the Office of the
Accountant-General of the Federation;
1.3 For the purpose of standardization and effective monitoring, the procurement will be administered by
the Common Services Office in the Office of the Head of the Civil Service of the Federation, with a
Consortium of the following five insurance brokers: Hogg Robinson Nigeria Ltd, Ark Insurance Brokers
Ltd, Leverage Insurance Brokers Ltd, GlanvillEnthoven Nigeria Ltd, and Standard Insurance brokers,
whose advisory role will be at no cost to the federal Government;
1.4 Rates applicable in the procurement of Group Life Insurance Cover are as stated below:
## SCHEDULE

<table>
<thead>
<tr>
<th></th>
<th>RATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Civil servants (Ministries and Staff of their Agencies; and other affiliated institution).</td>
<td>3.0 per mille</td>
</tr>
<tr>
<td>Para-Military Staff (Customs, Immigration, Prisons, Fire service and Civil Defence)</td>
<td>3.15 per &quot;</td>
</tr>
<tr>
<td>Armed Force (Army, Navy and Air Force)</td>
<td>3.98 per &quot;</td>
</tr>
<tr>
<td>Police and Intelligence Community</td>
<td>4.54 per &quot;</td>
</tr>
</tbody>
</table>

1.5 Group Life Insurance Cover of Federal Government employees in 2010 have been procured from the Insurance Companies and Brokers as listed and allocated below:

<table>
<thead>
<tr>
<th>Min is tries, Departments and Agencies to be Served</th>
<th>Insurance Brokers</th>
<th>Insurance Companies</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No.</td>
<td>No.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No.</td>
<td>Ministries, Departments and Agencies to be Served</td>
<td>Insurance Brokers</td>
</tr>
<tr>
<td>-----</td>
<td>-----------------------------------------------</td>
<td>------------------</td>
</tr>
<tr>
<td></td>
<td>Federal Capital Territory Authority (FCTA)</td>
<td>6 Boff Insurance Brokers</td>
</tr>
<tr>
<td></td>
<td>Nigerian Communications Commission (NCC)</td>
<td>7 African General Insurance Brokers</td>
</tr>
<tr>
<td></td>
<td>Federal Inland Revenue Service (FIRS)</td>
<td>8 RIMS Insurance Brokers</td>
</tr>
<tr>
<td>6.</td>
<td>Office of the National Security Adviser/Intelligence Community</td>
<td>9 Multi-trade Insurance Brokers</td>
</tr>
<tr>
<td></td>
<td>Nigeria Customs Service</td>
<td>10 Chrome Insurance Brokers</td>
</tr>
<tr>
<td>7.</td>
<td>Office of the Secretary to the Government of the Federation (including Federal Road Safety Commission)</td>
<td>11 Sahab Insurance Brokers</td>
</tr>
<tr>
<td></td>
<td>Code of Conduct tribunal</td>
<td>12 Clarkson Edu &amp; Co. Insurance Brokers</td>
</tr>
<tr>
<td></td>
<td>Special Duties</td>
<td>13 Clarkson Edu &amp; Co. Insurance Brokers</td>
</tr>
<tr>
<td></td>
<td>Federal Ministry of Agriculture And Water Resources and its Departments and Agencies and Other Institutions</td>
<td>14 ADS Insurance Brokers</td>
</tr>
</tbody>
</table>

21
<table>
<thead>
<tr>
<th>No.</th>
<th>Ministries, Departments and Agencies to be Served</th>
<th>Insurance Brokers</th>
<th>Insurance Companies</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Presidency (State House; National Boundary Commission, Border Community Development Agency; Office of the Senior Special Assistant to the President on MDAs; Nigeria Institute of Policy and Strategic Studies; Bureau of Public Enterprises; National Emergency Management Agency; Bureau of Public Procurement (BPP); Nigeria Extractive Industries Transparency Initiative (NEITI),</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Police Service Commission</td>
<td>18. Preferred Insurance Brokers</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Federal Ministry of Labour and its Departments and Agencies.</td>
<td>19. Competent Insurance Brokers</td>
<td></td>
</tr>
<tr>
<td></td>
<td>National Planning Commission</td>
<td>20. T.A. Braithwaite Insurance Brokers</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Federal Ministry of Information and Communications and its Departments and Agencies and other Institutions</td>
<td>21. Arimoks Insurance Brokers</td>
<td>Capital Express Ass. Ltd.</td>
</tr>
<tr>
<td>No.</td>
<td>Ministries, Departments and Agencies to be Served</td>
<td>Insurance Brokers</td>
<td>Insurance Companies</td>
</tr>
<tr>
<td>-----</td>
<td>------------------------------------------------</td>
<td>-------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td></td>
<td>Ministry of Police Affairs</td>
<td>23. Vision Trust Insurance Brokers</td>
<td></td>
</tr>
<tr>
<td></td>
<td>National Salaries and Wages Commission</td>
<td>24. Zaphon Insurance Brokers</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Ministry of Foreign Affairs and its Departments and Agencies</td>
<td>25. YO A Insurance Brokers</td>
<td>11 Zenith Life</td>
</tr>
<tr>
<td></td>
<td>Ministry of Aviation its Departments and Agencies; and Other institutions</td>
<td>27. Koguna and Babura Insurance Brokers</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Defence Intelligence Agency</td>
<td>28. Best Deal Insurance Brokers</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Independent National Electoral Commission (INEC)</td>
<td>29. Davisther Insurance Brokers</td>
<td>12 Cornerstone Life</td>
</tr>
<tr>
<td></td>
<td>Ministry of Niger Delta</td>
<td>30. Laudable Insurance Brokers</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Federal Ministry of Finance and its Departments and Agencies</td>
<td>31. Cosmic Insurance Brokers</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Public Complain Commission</td>
<td>32. Linkall Insurance Brokers</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Federal Ministry of Science and Technology and its Departments and Agencies</td>
<td>33. RDS Insurance Brokers</td>
<td></td>
</tr>
<tr>
<td>No.</td>
<td>Ministries, Departments and Agencies to be Served</td>
<td>Insurance Brokers</td>
<td>Insurance Companies</td>
</tr>
<tr>
<td>-----</td>
<td>-----------------------------------------------------------------------------------------</td>
<td>----------------------------------------</td>
<td>------------------------------</td>
</tr>
<tr>
<td>13</td>
<td>Federal Ministry of Women Affairs and Social Developments And Agencies</td>
<td>First Link Insurance Brokers</td>
<td>GNI Life</td>
</tr>
<tr>
<td></td>
<td>Federal Ministry of Commerce and Industry</td>
<td>Magnum Trust Insurance Insurers</td>
<td></td>
</tr>
<tr>
<td></td>
<td>National Sport Commission</td>
<td>Prestige Insurance Brokers</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NIMASA</td>
<td>Source Insurance Brokers</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Federal Ministry of Culture, Tourism and National Orientation and its Departments and Agencies</td>
<td>UniqueFusion Insurance Brokers</td>
<td>Crusader Life Insurance Ltd.</td>
</tr>
<tr>
<td></td>
<td>Office of the Auditor-General for the Federation</td>
<td>Stephen &amp; Solomon Insurance Brokers</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Nigerian Drug Law Enforcement Agency</td>
<td>Alpha Choice Insurance Brokers</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Federal Ministry of Justice</td>
<td>Nigerian Life &amp; Provident Co. Ltd.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Federal Civil Service Commission</td>
<td>Crystal Trust Insurance Brokers</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ministry of Mines and Steel Department</td>
<td>Yaddan-G Insurance Brokers</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Federal Ministry of Works and Housing and its Department and Agencies</td>
<td>Colenson Insurance Brokers</td>
<td>Intercontinental Life</td>
</tr>
<tr>
<td></td>
<td>Federal Ministry of youth Development and its Departments and Agencies</td>
<td>CBO Insurance Brokers</td>
<td></td>
</tr>
<tr>
<td>Ministries, Departments and Agencies to be Served</td>
<td>Insurance Brokers</td>
<td>Insurance Companies</td>
<td></td>
</tr>
<tr>
<td>-------------------------------------------------</td>
<td>-------------------</td>
<td>---------------------</td>
<td></td>
</tr>
<tr>
<td>No.</td>
<td>Name</td>
<td>No.</td>
<td>Name</td>
</tr>
<tr>
<td>National Infrastructure Commission</td>
<td>Alfan Insurance Brokers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Code of Conduct Bureau</td>
<td>Omo-Well Insurance Brokers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ministry of Transport</td>
<td>48. Riskview Insurance Brokers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ministry of Interior excluding Paramilitary</td>
<td>49. Dichmark Insurance Brokers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Ministry of Power and Its Agencies and other Institutions, including Power Holding Company of Nigeria (PHCN)</td>
<td>50. AFN Insurance Brokers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Ministry of Environment</td>
<td>52. Arimoks Insurance Brokers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenue Mobilization</td>
<td>53. Best Deal Insurance Brokers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Character Commission</td>
<td>54. Shepherds Insurance Brokers</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1.6 The Insurance/Pension Desk Officers in the respective MDAs will be responsible for interfacing with the Insurance Brokers and Insurance Companies; and liaise with the Common Service Office, Office of the Head of the Civil Service of the Federation.

2. Departments and Agencies which get their funding on first line charged and independent sources are also to apply the above rates for the procurement of Group Life Insurance cover for their employees.

3. For the avoidance of doubt, those Parastatals and other Agencies for which allocations have not been made are to select from among the list of Insurance Brokers and Insurance Companies and revert to the Head of the Civil Service of the Federation for ratification.

4. For purpose of clarity, this Circular does not apply to the Group Life Personal Accident Insurance or any other cover taken by Ministries, Department, Agencies and other Institutions.

5. Details of claims procedure are available to the website of the Office of the Head of the Civil Service of the Federation (www.oihsef.gov.ng).

6. Please bring the contents of this Circular to all concerned for strict compliance.

STEPHEN ORONSAYE, CON

Head of the Civil Service of the Federation
CIRCULAR

Ref. No. SWC/S.04/S.80/224
National salaries, Income and
Wages Commission,
Office of the Executive Chairman
Wing B, 3rd Floor, Federal Secretariat
Complex, Phase I,
Shehu Shagari Way Abuja

Principal Secretary to the President,
Principal Secretary to Acting President,
Honourable Minister of Education,
Honourable Minister of Agriculture and Water Resources,
Honourable Minister of Defence,
Honourable Minister of Finance,
Honourable Minister of labour and Productivity,
Secretary to the Government of the Federation,
Head of the Civil Service of the Federation,
Executive Secretary, National Commission for Colleges of Education,
Executive Secretary, National board of Technical education,
Auditor-General of the Federation,
Accountant-General of the Federation,
Director-General, Budget Office.

CONSOLIDATED POLYTECHNICS AND COLLEGES OF EDUCATION ACADEMIC STAFF
SALARY STRUCTURE (CONPCASS)

The Acting President, Commander-in-Chief of the Armed Forces of the Federal Republic of
Nigeria has approve a new Salary Structure for the Academic Staff of Federal Polytechnics and Colleges
of Education following the separate collective agreements between the Federal Government of Nigeria
(FGN) on the hand and the Academic Staff Union of Polytechnics (ASUP) and the Colleges of Education
Academic Staff Union (COEASU) on the other, on 17th February, 2010.

2. The new salary structure. Known as the Consolidated Polytechnics and Colleges of Education
Academic Staff Salary Structure (CONPCASS), is attached as Annex I.

3. CONPCASS is a consolidation of the following components, which are shown in Annex II:

(ii) Rent Subsidy as approved by the FGN effective 1st January 2007 (FGN Circular No. SWC/S.04/S.301/1 dated 18th January 2007: and

(iii) The 53.37 per cent 56 per cent increase on existing emoluments.

4. The effective date for the implementation of the CONPCASS is 1st July, 2009.

5. All enquiries arising from this circular should be directed to the Chairman, national salaries, Incomes and Wages Commission.

CHIEF R.O EDGULE, FNIM
Chairman
<table>
<thead>
<tr>
<th>CONPCASS</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>13</th>
<th>14</th>
<th>15</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>1073217</td>
<td>1110095</td>
<td>1146973</td>
<td>1183851</td>
<td>1220729</td>
<td>1257606</td>
<td>1294484</td>
<td>1331362</td>
<td>1368240</td>
<td>14055118</td>
<td>1441995</td>
<td>1478875</td>
<td>1515753</td>
<td>1552630</td>
<td>1589508</td>
</tr>
<tr>
<td>02</td>
<td>1247854</td>
<td>1291257</td>
<td>1334661</td>
<td>1378066</td>
<td>1421470</td>
<td>1464875</td>
<td>1508279</td>
<td>1551684</td>
<td>1595088</td>
<td>1638493</td>
<td>1681897</td>
<td>1725302</td>
<td>1768706</td>
<td>1812109</td>
<td>1855515</td>
</tr>
<tr>
<td>03</td>
<td>1449363</td>
<td>1496525</td>
<td>1543667</td>
<td>1590849</td>
<td>1638010</td>
<td>1685171</td>
<td>1732334</td>
<td>1779495</td>
<td>1826657</td>
<td>1873818</td>
<td>1920981</td>
<td>1968142</td>
<td>2015303</td>
<td>2062465</td>
<td>2109627</td>
</tr>
<tr>
<td>04</td>
<td>1632502</td>
<td>1703912</td>
<td>1775223</td>
<td>1846733</td>
<td>1918144</td>
<td>1989554</td>
<td>2060965</td>
<td>2132375</td>
<td>2203786</td>
<td>2275196</td>
<td>2346607</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05</td>
<td>1823167</td>
<td>1898670</td>
<td>1974171</td>
<td>22049673</td>
<td>2125176</td>
<td>2206777</td>
<td>2276180</td>
<td>2351682</td>
<td>2664963</td>
<td>2746243</td>
<td>2827525</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>06</td>
<td>2014717</td>
<td>2095999</td>
<td>2177279</td>
<td>2258559</td>
<td>2339840</td>
<td>2421120</td>
<td>2502402</td>
<td>2583682</td>
<td>2664963</td>
<td>2746243</td>
<td>2827525</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>07</td>
<td>2723069</td>
<td>2836736</td>
<td>2950403</td>
<td>3064070</td>
<td>3177737</td>
<td>3291403</td>
<td>3405070</td>
<td>3518737</td>
<td>3632404</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>08</td>
<td>3352334</td>
<td>3489726</td>
<td>3627119</td>
<td>3764511</td>
<td>3901903</td>
<td>4039295</td>
<td>4176687</td>
<td>4314079</td>
<td>4451471</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>09</td>
<td>4116868</td>
<td>4276848</td>
<td>4436827</td>
<td>4595247</td>
<td>4756786</td>
<td>4916764</td>
<td>5076745</td>
<td>5236723</td>
<td>5396703</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CONPCASS</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
</tr>
<tr>
<td>----------</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>----</td>
<td>----</td>
<td>----</td>
<td>----</td>
<td>----</td>
<td>----</td>
</tr>
<tr>
<td>01</td>
<td>579331</td>
<td>692424</td>
<td>610993</td>
<td>632344</td>
<td>658705</td>
<td>678048</td>
<td>696407</td>
<td>718348</td>
<td>728912</td>
<td>792171</td>
<td>797752</td>
<td>817053</td>
<td>837454</td>
<td>857306</td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>120034</td>
<td>124565</td>
<td>127574</td>
<td>132948</td>
<td>137142</td>
<td>141338</td>
<td>145500</td>
<td>149734</td>
<td>153918</td>
<td>157305</td>
<td>160031</td>
<td>165304</td>
<td>170668</td>
<td>175004</td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>719767</td>
<td>723862</td>
<td>747847</td>
<td>771852</td>
<td>795937</td>
<td>844027</td>
<td>853672</td>
<td>891627</td>
<td>904247</td>
<td>954353</td>
<td>986640</td>
<td>1012343</td>
<td>1036388</td>
<td>1058960</td>
<td></td>
</tr>
<tr>
<td>04</td>
<td>2073213</td>
<td>2079445</td>
<td>2129885</td>
<td>2173853</td>
<td>2201299</td>
<td>2257686</td>
<td>2304484</td>
<td>2351244</td>
<td>2397332</td>
<td>2443435</td>
<td>2489541</td>
<td>2535648</td>
<td>2581755</td>
<td>2627862</td>
<td></td>
</tr>
<tr>
<td>05</td>
<td>671747</td>
<td>69953</td>
<td>718350</td>
<td>741565</td>
<td>754071</td>
<td>793277</td>
<td>811583</td>
<td>834589</td>
<td>858165</td>
<td>891507</td>
<td>909417</td>
<td>929181</td>
<td>951419</td>
<td>974275</td>
<td></td>
</tr>
<tr>
<td>06</td>
<td>1010579</td>
<td>1021907</td>
<td>1035678</td>
<td>1050884</td>
<td>1066633</td>
<td>1083650</td>
<td>1101951</td>
<td>1121638</td>
<td>1142747</td>
<td>1165287</td>
<td>1189175</td>
<td>1214361</td>
<td>1240847</td>
<td>1268648</td>
<td></td>
</tr>
<tr>
<td>07</td>
<td>871129</td>
<td>860773</td>
<td>841017</td>
<td>825851</td>
<td>812095</td>
<td>791785</td>
<td>765330</td>
<td>734466</td>
<td>700944</td>
<td>665008</td>
<td>635808</td>
<td>606312</td>
<td>579595</td>
<td>555872</td>
<td></td>
</tr>
<tr>
<td>08</td>
<td>1061421</td>
<td>1073912</td>
<td>1087840</td>
<td>1096472</td>
<td>1096472</td>
<td>1096472</td>
<td>1096472</td>
<td>1096472</td>
<td>1096472</td>
<td>1096472</td>
<td>1096472</td>
<td>1096472</td>
<td>1096472</td>
<td>1096472</td>
<td></td>
</tr>
<tr>
<td>09</td>
<td>215442</td>
<td>221443</td>
<td>223644</td>
<td>225845</td>
<td>228046</td>
<td>230247</td>
<td>232448</td>
<td>234649</td>
<td>236850</td>
<td>239051</td>
<td>241252</td>
<td>243453</td>
<td>245654</td>
<td>247855</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>973293</td>
<td>1000579</td>
<td>1023154</td>
<td>1045199</td>
<td>1067444</td>
<td>1090689</td>
<td>1114154</td>
<td>1137719</td>
<td>1161284</td>
<td>1184849</td>
<td>2037885</td>
<td>2061440</td>
<td>2085005</td>
<td>2108570</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>1166738</td>
<td>1221927</td>
<td>1271651</td>
<td>1321375</td>
<td>1371100</td>
<td>1420825</td>
<td>1470550</td>
<td>1520275</td>
<td>1570000</td>
<td>1619725</td>
<td>1669450</td>
<td>1719175</td>
<td>1768900</td>
<td>1818625</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>2012417</td>
<td>2035151</td>
<td>2057885</td>
<td>2080620</td>
<td>2103355</td>
<td>2126090</td>
<td>2148825</td>
<td>2171560</td>
<td>2194295</td>
<td>2217030</td>
<td>2239765</td>
<td>2262500</td>
<td>2285235</td>
<td>2307970</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>107838</td>
<td>233579</td>
<td>247972</td>
<td>262365</td>
<td>276758</td>
<td>291151</td>
<td>305544</td>
<td>319937</td>
<td>334330</td>
<td>348723</td>
<td>363116</td>
<td>377509</td>
<td>391902</td>
<td>406295</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>2054717</td>
<td>2055339</td>
<td>2177279</td>
<td>2299109</td>
<td>2420940</td>
<td>2542771</td>
<td>2664602</td>
<td>2786433</td>
<td>2908264</td>
<td>3030095</td>
<td>3151926</td>
<td>3273757</td>
<td>3395588</td>
<td>3517419</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>1446009</td>
<td>1353060</td>
<td>1258141</td>
<td>1161802</td>
<td>1067227</td>
<td>974423</td>
<td>881618</td>
<td>788813</td>
<td>696008</td>
<td>603203</td>
<td>510408</td>
<td>417603</td>
<td>3248038</td>
<td>2320043</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>2188922</td>
<td>225364</td>
<td>235857</td>
<td>246351</td>
<td>256845</td>
<td>267340</td>
<td>277835</td>
<td>288330</td>
<td>298825</td>
<td>309320</td>
<td>319815</td>
<td>330310</td>
<td>340805</td>
<td>351295</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>3357334</td>
<td>3489134</td>
<td>3621934</td>
<td>3754734</td>
<td>3887534</td>
<td>4020334</td>
<td>4153134</td>
<td>4285934</td>
<td>4418734</td>
<td>4551534</td>
<td>4684334</td>
<td>4817134</td>
<td>4950034</td>
<td>5082934</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>2232199</td>
<td>2312648</td>
<td>2393098</td>
<td>2473548</td>
<td>2553993</td>
<td>263444</td>
<td>2714894</td>
<td>2795345</td>
<td>2875796</td>
<td>2956247</td>
<td>3036747</td>
<td>3117247</td>
<td>3197747</td>
<td>3278247</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>4026309</td>
<td>4026921</td>
<td>4051020</td>
<td>4072125</td>
<td>4094230</td>
<td>4116335</td>
<td>4138440</td>
<td>4160545</td>
<td>4182650</td>
<td>4204755</td>
<td>4226860</td>
<td>4248965</td>
<td>4271070</td>
<td>4293175</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>2654428</td>
<td>2741028</td>
<td>2827638</td>
<td>2914238</td>
<td>2990838</td>
<td>3067438</td>
<td>3144038</td>
<td>3210638</td>
<td>3277238</td>
<td>3343838</td>
<td>3410438</td>
<td>3477038</td>
<td>3543638</td>
<td>3610238</td>
<td>3676838</td>
</tr>
</tbody>
</table>

**CONSOLIDATED POLYTECHNIC AND COLLEGES OF EDUCATION ACADEMIC STAFF SALARY STRUCTURE (CONPCASS)**

FOR ACADEMIC STAFF OF FEDERAL POLYTECHNIC AND COLLEGES OF EDUCATION

---

**Note:** The table above represents salaries for different positions in polytechnics and colleges of education across different years and categories, with increments indicated. Each number represents a salary increment for a specific position or category.
CIRCULAR

Ref. No. SWC/S.04/S.80/228
Office of the Executive Chairman
Wing B, 3rd Floor,
Federal Secretariat Complex, Phase I,
Shehu Shagari Way
Abuja

Principal Secretary to the President,
Principal Secretary to Acting President,
Honourable Minister of Education,
Honourable Minister of Agriculture and Water Resources,
Honourable Minister of Defence,
Honourable Minister of Finance,
Honourable Minister of labour and Productivity,
Secretary to the Government of the Federation,
Head of the Civil Service of the Federation,
Executive Secretary, National Commission for Colleges of Education,
Executive Secretary, National board of Technical education,
Auditor-General of the Federation,
Accountant-General of the Federation,
Director-General, Budget Office.

CONSOLIDATED TERTIARY EDUCATIONAL INSTITUTIONS SALARY STRUCTURE (CONTEDISS)

The Acting President, Commander-in-Chief of the Armed Forces of the Federal Republic of Nigeria has approve a new Salary Structure for the Non-Academic Staff of Federal Polytechnics and Colleges of Education following the separate collective agreements between the Federal Government of Nigeria (FGN) on the hand and the senior Staff Association of Nigeria Polytechnics (SSANIP), the non-Academic Staff Union of Educational and Association Institutions (NASU) and the Senior Staff Union of Colleges of Education in Nigeria (SSUCOEN) on the other, on 17th February 2010.

2. The new salary structure. Known as the Consolidated Tertiary Educational Institutions Salary Structure (CONTEDISS), is attached as Annex I.

3. CONTEDISS is a consolidation of the following components, which are shown in Annex II:
The Consolidated Tertiary Institutions Salary Structure (CONTISS) approved by the Federal Government of Nigeria (FGN) effective 1st January 2007 (FGN Circular No. SWC/S/04/S.301/1 dated 18th January, 2007);

(ii) Rent Subsidy as approved by the FGN effective 1st January 2007 (FGN Circular No. SWC/S.04/S.301/1 dated 18th January 2007; and (iii) The 53.37 per cent 56per cent increase on existing emoluments.

4. The effective date for the implementation of the CONTEDISS is 1st July, 2009.

5. All enquiries arising from this circular should be directed to the Chairman, national salaries, Incomes and Wages Commission.

CHIEF R.O. EDGULE, FNIM
Chairman
### Annex 1

**NATIONAL SALARIES, INCOMES AND WAGES COMMISSION, ABUJA**

**CONSOLIDATED TERTIARY EDUCATIONAL INSTITUTIONS SALARY STRUCTURE (CONTEDISS) FOR NON-ACADEMIC STAFF OF FEDERAL POLYTECHNICS AND COLLEGES OF EDUCATION (PER ANNUM)**

<table>
<thead>
<tr>
<th>CONRAISS</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>13</th>
<th>14</th>
<th>15</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1293051</td>
<td>301403</td>
<td>309755</td>
<td>318107</td>
<td>326459</td>
<td>334811</td>
<td>343163</td>
<td>351515</td>
<td>359867</td>
<td>368219</td>
<td>376571</td>
<td>384923</td>
<td>393275</td>
<td>401627</td>
<td>407777</td>
</tr>
<tr>
<td>2</td>
<td>297110</td>
<td>307376</td>
<td>317642</td>
<td>327908</td>
<td>338174</td>
<td>348440</td>
<td>358707</td>
<td>368973</td>
<td>379239</td>
<td>389505</td>
<td>399771</td>
<td>410037</td>
<td>420303</td>
<td>430569</td>
<td>440777</td>
</tr>
<tr>
<td>3</td>
<td>311442</td>
<td>323774</td>
<td>336105</td>
<td>348437</td>
<td>360769</td>
<td>373100</td>
<td>385432</td>
<td>397764</td>
<td>410095</td>
<td>422427</td>
<td>434759</td>
<td>447090</td>
<td>459422</td>
<td>471753</td>
<td>484888 *</td>
</tr>
<tr>
<td>4</td>
<td>353500</td>
<td>367832</td>
<td>382165</td>
<td>396497</td>
<td>410830</td>
<td>425162</td>
<td>439494</td>
<td>453827</td>
<td>468159</td>
<td>482492</td>
<td>496824</td>
<td>511157</td>
<td>525489</td>
<td>539821</td>
<td>554177</td>
</tr>
<tr>
<td>5</td>
<td>432016</td>
<td>449481</td>
<td>466947</td>
<td>484412</td>
<td>501878</td>
<td>519343</td>
<td>536809</td>
<td>554274</td>
<td>571740</td>
<td>589205</td>
<td>606671</td>
<td>624136</td>
<td>641602</td>
<td>659067</td>
<td>676532</td>
</tr>
<tr>
<td>6</td>
<td>698251</td>
<td>724282</td>
<td>750313</td>
<td>776344</td>
<td>802374</td>
<td>828405</td>
<td>854436</td>
<td>880467</td>
<td>906498</td>
<td>932529</td>
<td>958560</td>
<td>984591</td>
<td>1010621</td>
<td>1036652</td>
<td>1062687</td>
</tr>
<tr>
<td>7</td>
<td>1073217</td>
<td>1110095</td>
<td>1146973</td>
<td>1183851</td>
<td>1220729</td>
<td>1257606</td>
<td>1294484</td>
<td>1331362</td>
<td>1368240</td>
<td>1405118</td>
<td>1441995</td>
<td>1478875</td>
<td>1515753</td>
<td>1552630</td>
<td>1589508</td>
</tr>
<tr>
<td>8</td>
<td>1247854</td>
<td>1291257</td>
<td>1334661</td>
<td>1378066</td>
<td>1421470</td>
<td>1464875</td>
<td>1508279</td>
<td>1551684</td>
<td>1595088</td>
<td>1638493</td>
<td>1681897</td>
<td>1725302</td>
<td>1768706</td>
<td>1812109</td>
<td>1855515</td>
</tr>
<tr>
<td>9</td>
<td>1449363</td>
<td>1496525</td>
<td>1543687</td>
<td>1590849</td>
<td>1638010</td>
<td>1685171</td>
<td>1732334</td>
<td>1779495</td>
<td>1826657</td>
<td>1873818</td>
<td>1920981</td>
<td>1968142</td>
<td>2015303</td>
<td>2062465</td>
<td>2109627</td>
</tr>
<tr>
<td>10</td>
<td>1632502</td>
<td>1703912</td>
<td>1775323</td>
<td>1846733</td>
<td>1918144</td>
<td>1989554</td>
<td>2060965</td>
<td>2132375</td>
<td>2203786</td>
<td>2275196</td>
<td>2346607</td>
<td>2417917</td>
<td>2489227</td>
<td>2560537</td>
<td>2631847</td>
</tr>
</tbody>
</table>

Registrar
Bursar
Librarian 5396703
<table>
<thead>
<tr>
<th>CONTEDISS</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>13</th>
<th>14</th>
<th>15</th>
</tr>
</thead>
<tbody>
<tr>
<td>RENT</td>
<td>15589</td>
<td>161158</td>
<td>166542</td>
<td>169755</td>
<td>170474</td>
<td>178380</td>
<td>182586</td>
<td>186992</td>
<td>191298</td>
<td>195604</td>
<td>199910</td>
<td>204216</td>
<td>208522</td>
<td>212828</td>
<td></td>
</tr>
<tr>
<td>01 TOTAL</td>
<td>39670</td>
<td>40810</td>
<td>41950</td>
<td>43089</td>
<td>44229</td>
<td>45389</td>
<td>46508</td>
<td>47648</td>
<td>48788</td>
<td>49927</td>
<td>51057</td>
<td>52207</td>
<td>53346</td>
<td>54486</td>
<td></td>
</tr>
<tr>
<td>00 EMOLUMENT</td>
<td>395620</td>
<td>201966</td>
<td>207412</td>
<td>212857</td>
<td>218303</td>
<td>223749</td>
<td>229104</td>
<td>234649</td>
<td>240086</td>
<td>245531</td>
<td>250977</td>
<td>256423</td>
<td>261865</td>
<td>267314</td>
<td></td>
</tr>
<tr>
<td>00 TOTAL</td>
<td>32549</td>
<td>333107</td>
<td>341810</td>
<td>349519</td>
<td>357228</td>
<td>364937</td>
<td>372646</td>
<td>380355</td>
<td>388064</td>
<td>395773</td>
<td>403482</td>
<td>411191</td>
<td>418900</td>
<td>426609</td>
<td></td>
</tr>
<tr>
<td>00 CONSULT</td>
<td>34336</td>
<td>339755</td>
<td>336194</td>
<td>332633</td>
<td>329072</td>
<td>325511</td>
<td>321950</td>
<td>318389</td>
<td>314828</td>
<td>311277</td>
<td>307726</td>
<td>304175</td>
<td>300624</td>
<td>297073</td>
<td></td>
</tr>
<tr>
<td>00 CONSULT</td>
<td>34336</td>
<td>339755</td>
<td>336194</td>
<td>332633</td>
<td>329072</td>
<td>325511</td>
<td>321950</td>
<td>318389</td>
<td>314828</td>
<td>311277</td>
<td>307726</td>
<td>304175</td>
<td>300624</td>
<td>297073</td>
<td></td>
</tr>
<tr>
<td>00 CONSULT</td>
<td>34336</td>
<td>339755</td>
<td>336194</td>
<td>332633</td>
<td>329072</td>
<td>325511</td>
<td>321950</td>
<td>318389</td>
<td>314828</td>
<td>311277</td>
<td>307726</td>
<td>304175</td>
<td>300624</td>
<td>297073</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2322199</td>
<td>2312548</td>
<td>2393097</td>
<td>2473546</td>
<td>2553996</td>
<td>2634444</td>
<td>2714993</td>
<td>2795542</td>
<td>2876091</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------</td>
<td>---------</td>
<td>---------</td>
<td>---------</td>
<td>---------</td>
<td>---------</td>
<td>---------</td>
<td>---------</td>
<td>---------</td>
<td>---------</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CONTISS</td>
<td>405819</td>
<td>428921</td>
<td>451023</td>
<td>472125</td>
<td>495227</td>
<td>517328</td>
<td>539431</td>
<td>561532</td>
<td>583634</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RENT</td>
<td>639018</td>
<td>2741549</td>
<td>2844120</td>
<td>2945071</td>
<td>3049222</td>
<td>3157772</td>
<td>3254324</td>
<td>3356874</td>
<td>3459425</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>4047462</td>
<td>4204744</td>
<td>4362027</td>
<td>4517775</td>
<td>4676592</td>
<td>4833873</td>
<td>4981157</td>
<td>5148438</td>
<td>5305720</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>53.37% INCREASE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>justas/ CONTISS</td>
<td>2575791</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>rta/ RENT</td>
<td>583634</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>rariant TOTAL</td>
<td>3459425</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EMOLUMENT</td>
<td>5396703</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50% INCREASE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

35
CIRCULAR

Ref. No. SGF19 S.48/C.2/I/385
Office of the Secretary to the
Government of the Federation
The Presidency,
P-Wing Shehu Shagari Complex,
Three Arms Zone,
Abuja.
16th March, 2010

Principal Secretary to the President,
Principal Secretary to the Vice-President,
All Honourable Ministers/Minister of State,
Head of the Civil Service of the Federation,
Economic Adviser to the President,
Special Adviser/Senior Special Assistants,
Chief of Defence Staff/Service Chiefs/Inspector General of Police,
Governor, Central Bank of Nigeria,
Chairman, Federal Civil Service Commission,
Chairman, Police Service Commission,
Chairman, Code of Conduct Bureau,
Chairman, Code of Conduct Tribunal,
Chairman, Federal Character Commission,
Chairman, Revenue Mobilization, Allocation and Fiscal Commission,
Chairman, Federal Inland Revenue Service,
Chairman, Independent National Electrical Commission,
Chairman, National Population Commission,
Chairman, Independent Corrupt Practices and Other Related Offences Commission,
Chairman, Economic and Financial Crimes Commission,
Chairman, National Drug Law Enforcement Agency,
All Permanent Secretaries, and Heads of Extra-Ministerial Departments,
The Clerk of the National Assembly,
Chief Registrar, Supreme Court of Nigeria
Secretary, National Judicial Council,
Accountant-General of the Federation
Auditor-General for the Federation,
Director-General/Chief Executive of Parastatals, Agencies, and Government Owned Companies.

RE: AFFIRMATION OF THE FEDERAL GOVERNMENTS COMMITMENT TO SERVICOM

In view of the positive impact of the SERVICOM on the attitude of public service to service delivery across the public sector, the Federal Executive Council has re-ferred its commitment to
SERVICOM as the Agency for implementing the Federal Government Service Delivery Initiative.

2. The SERVICOM Office Programmes of Action under the SERVICOM Phase I Project have been guided by the contents of the Extant Service-wide Circulars issued by this Office as follows:

(iii) Establishment of SERVICOM Institute vide FEC Memorandum Ref. No. EC/05/402 19th December, 2005.

There is no doubt that the implementation of Government directive as contained in the various Circulars has contributed to the success of Phase I of the SERVICOM Project.

3. Meanwhile, in order to meet the future challenge of popular demand for SERVICOM Office needs, the Federal Executive Council has approved the adoption of a critical path under the SERVICOM Phase II Project. In this regard, SERVICOM Office will continue to run programmes aimed at sustaining the Service Delivery Initiative including the followings:

(i) Expansion of SERVICOM compliance Evaluation (SCE) to cover more service windows in the sectors of public service;
(ii) Training Activities will be expanded through the development of SERVICOM Institute to cope with the high demand for institutional knowledge about service delivery, from both public and private sectors. In this regard, all MDAs are to note that the SERVICOM Institute is the main institution for training programmes for Service Delivery in the Federation.

1. On the funding of the SERVICOM Project, the Federal Executive Council is satisfied with the successes of the scheme at the cessation of the DFTD Intervention and has re-affirmed its commitment to make fund available to sustain SERVICOM activities. Accordingly all MDAs are to make adequate provision for their budget to meet the cost of future training programmes.

5. Please bring the contents of this Circular to the attention of all concerned.

MAHMUD YAYALE AHMED, CFR
Secretary to the Government of the Federation
CIRCULAR
Principal Secretary to the President, Commander-in-Chief Principal
Secretary to Acting President,
Secretary to the Government of the Federation,
Head of the Civil Service of the Federation,
All Permanent Secretaries,
Auditor-General for the Federation,
Accountant-General of the Federation,
Surveyor-General of the Federation,
All Heads of Extra-Ministerial Offices.

COMBINED YEAR 2009 AND 2010 PROMOTION EXERCISE FOR OFFICERS ON SALARY
GRADE LEVELS 14-16 IN THE FEDERAL CIVIL SERVICE

The Federal Civil Service Commission intends to conduct Promotion Interview/Examination for officers, who are due for promotion to posts on Salary Grade Levels 15-17 in all cadres of the Federal Civil Service as at 1st January, 2009 and 2010. Consequently, MDAs are requested to submit separate briefs for the two years in respect of their eligible officers in their organizations who must have spent:

(i) a minimum of three years on Salary Grade Level 14 and who had their last promotion on or before 1/1/2006 for 2009 and 1/1/2007 for 2010; and

(ii) a minimum of four years on Salary Grade Level 15 and 16 and who had their last promotion on or before 1/1/2005 for 2009 and 1/1/2006 for 2010.

2. All completed briefs on forms A, B, and C (copies attached) and Annual Performance Evaluation Reports (APERS) for qualified candidates should be submitted to the Commission as follows:

(i) Forms A, B, C and APERS for pooled officers through their respective pool authorities; and
(ii) Forms A, B, C and APERS for non-pooled officers by their respective MDAs.

However, for the avoidance of doubt, it should be clearly noted that the Federal Civil Service Commission will not accepts any brief or APERS that is not routed through the above channels.

3. The briefs as embodied in the appropriate forms should be completed as follows:

FORM A: SENIORITY LIST

(i) This should be compiled by the Department of Human Resources Management strictly on seniority basics, clearly indicating the full names of officers, their cadres and their antecedents such as:

(a) Date of Birth;
(b) State of Origin;
   (c) Date of First Appointment;
   (d) Date of Confirmation of Appointment;
   (e) Date of Present Appointment; and
   (f) APER scores for the preceding three or four years as may be applicable.

(ii) A separate form should be used for each cadre stating clearly the correct cadre title, year, establishment, and strength vacancy position and post/salary grade level;

(iii) Appropriate information should be provided in the remarks column in respect of an officer;
   (a) Having spending disciplinary action(s);
   (b) On pending regularization;
   (c) On Secondment/Transfer;
   (d) On Study Leave with/without pay;
   (e) On Leave Absence; and
   (f) On Sick Leave.

It should be clearly noted that the suppression or non-disclosure of information in respect of officers under disciplinary actions or pending regularization will attract sanction from the Federal Civil Service Commission.

FORM B: CARRIER PROGRESSION CHART

(i) The carrier progression of officers should be stated in the brief, such brief should be authenticated by the Director of Human Resources Management and accuracy; and

(ii) A copy of APER for each year of maturity indicating the average scores of each officer should be completed by the Director of Human Resources Management and forwarded to the Commission as follows:

(a) Three year APER covering the period 2006-2008, for officers on Salary Grade Level 14 for 2009 promotion exercise and 2007-2009 for 2010 promotion exercise;


(iii) A copy of letter of last promotion (or present appointment) or gazette publication of the promotion or present appointment; and

(iv) A copy of letter of Appointment, Confirmation of Appointment; and Regularization of Appointment/Transfer of service issued by the Federal Civil Service Commission should be attached to each officer's returns.
FORM C: BRIEF OF EACH OFFICER PRESENTED FOR PROMOTION

This must be duly completed by each officer to be considered for promotion and information supplied accurately with date as appropriate. The Director of Human Resources Management should please ensure that the information supplied is correct and duly signed on the official stamp.

4. Two (2) set of each brief 9A, B, and C) specified above should be forwarded to reach the federal Civil Service Commission not later than Friday, 14th March, 2010. It is therefore strongly advised that the Ministries, Extra-Ministerial Department s/Offices and Agencies should cross-check the briefs and APERS in respect of their officers for accuracy and submit same not later than the deadline as failure to comply would lead to the exclusion of the officer(s) from the promotion exercise. To facilitate processing of promotion briefs each MDA is please advised to forward the briefs for 2009 and 2010 separately.

5. Furthermore, the attention of all MADS is hereby drawn to the Federal Civil Service Commission circular Nos. FC.PS/CIR/Vol. 1/2 of 20th August, 2002 on the responsibilities of MDAS in handling personnel records and making returns on forms A, B, C and APERS, in respect of their officers, to the Commission as well as FC. 6296/Vol. X/38 and FC 6296/Vol. X/39 of 2nd July 2003 on:-

(a) Review of Policy on Granting Notional Promotion; and
(b) Completion and submission of Annual Performance Evaluation Report APER for necessary compliance.

The MDAS are strongly urged to bring the contents of these circulars to the attention of all their staff in the Headquarters and in the field, including those on posts outside the country, for necessary compliance. It is pertinent to reiterate that pursuant to the provision of Guidelines on Appointment, Promotion, and Discipline Revised August 2004, the policy of "NO APER NO PROMOTION", still in force. Failure to submit the APER scores of candidates on or before the deadline stipulated by the Commission, such candidates ineligible for promotion as such candidates will not be allowed to sit for the examination. Candidates are therefore enjoined to personally ensure that their briefs and APERS are submitted to the Federal Civil Service Commission by their MDAS before the deadline in order to avoid unpleasant consequences Returns on Vacancy Positions.

6. All MDAs are hereby further enjoined to submit their returns on vacancies for 2009 and 2010 separately to the Commission for necessary action (i.e. vacancies that occurred 31st December, 2008 for 2009 establishment vacancies that occurred by 31st December, 2009 for 2010 establishment). The returns should indicate inter alia approved and utilized establishment and must be personally signed by the Permanent Secretary/Accounting Officer of the MDA. Only vacancies declared on or before the promotion interview/examination would be entertained.
7. All MDAS should ensure that only officers, who met the specified conditions in the Scheme of Service for appointment into the Officers’ Cadre (including possession of Professional Qualifications and registration of advancement) and have attained the requisite maturity on the present posts, are presented for promotion interview.

ADDITIONAL INFORMATION ON PROMOTION INTERVIEW/EXAMINATION

8. It is important to inform all MDAS that the promotion Interview will take the form of written examination. The duration of the examination shall be one (1) hour. The examination paper will consist of 3 Sections:

(i) Section I - Civil Service Questions,
(ii) Section II - Professional Questions and
(iii) Section III - General Knowledge Questions.

Candidate will be expected to answer all Questions. The date of the examination will be communicated later. Candidates are also to be guided by the syllabus for the examination that had already been circulated.


10. In order to have a hitch free exercise, Permanent secretaries are hereby informed that the Federal Civil Service Commission intends to organize a two day workshop shortly on promotion matters for Directors of Human Resources Management, Deputy Directors, Schedule Officers and Heads of Personnel in charge of Appointment, Promotion and Discipline in all MDAS. A formal request for the release of the participants will be made in due course.

11. The Commission has in recent times notice that some MDAS submit late, false/inaccurate returns on officer's cadres and vacancies that prevented the Commission from taking appropriate decision, thereby leading to unnecessary appeals from candidates. Permanent secretaries and Accounting Officers of MDAS should therefore ensure the accuracy of all submission made to the Federal Civil Service Commission in respect of their staff as they would be held personally liable for non-adherence to the contents of this Circular. They are further implored to bring the contents of this circular to all their staff both within and outside Nigeria for compliance.

FEMI OLAYISADE, mni
*Permanent Secretary F*

*for. Hon. Chairman*
FCSCFORMA (2010)

SENIORITY LIST (FOR EACH CADRE PRESENTED FOR PROMOTION)

<table>
<thead>
<tr>
<th>MINISTRY/OFFICE</th>
<th>CADRE</th>
<th>YEAR</th>
<th>ESTABLISHMENT</th>
<th>STRENGTH</th>
<th>ACTUAL VACANCIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DIVISION</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PRESENT GRADE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PROMOTION</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>S/No</th>
<th>Name</th>
<th>State of Origin</th>
<th>Date Of Birth</th>
<th>Date of First Appt.</th>
<th>Date of Confirmation</th>
<th>Date of Present Appt.</th>
<th>Average</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTE: (i) FOR GRADE LEVEL 14 OFFICERS SEEKING PROMOTION TO GRADE LEVEL 15 THEIR REPORTS SHOULD COVER THE FOLLOWING YEARS-2007, 2008 AND 2009 FOR 2010 PROMOTION INTERVIEW.


D(ADMIN/HR) NAME:________________________
SIGNATURE:________________________
STAMP & DATE:________________________
BRIEF OF EACH OFFICER PRESENTED FOR PROMOTION

MINISTRY OF: .................................................. FILE NO: ....
SURNAME: .................................................. OTHER
NAMES: .................................................. POST FOR WHICH CANDIDATE IS BEEN CONSIDERED.
DEPARTMENT: .............................................. SCHOOLS AND COLLEGES ATTENDED WITH
DATES: ..................................................
QUALIFICATIONS OBTAINED WITH DATES:
PARTICULARS OF CAREER IN THE PUBLIC SERVICE (S)/PREVIOUS EMPLOYMENT. EXTRACT FROM CONFIDENTIAL REPORTS FOR THE LAST 3 OR 4 YEARS

<table>
<thead>
<tr>
<th></th>
<th>2005</th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
<th>AVERAGE SCORES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

THE DIRECTOR OF ADM/HRM, SHOULD CERTIFY THAT THE INFORMATION SUPPLIED ABOVE IS CORRECT HEREUNDER
NAME: .................................................. SIGNATURE/STAMP ...................................
DATE: .................................................. RANK ..............................................

FCSC FORM C (2009)
BRIEF OF EACH OFFICER PRESENTED FOR PROMOTION

MINISTRY OF: .................................................................
SURNAME.................................................................
POST FOR WHICH CANDIDATE IS BEEN CONSIDERED.
SCHOOLS AND COLLEGES ATTENDED WITH DATES.
QUALIFICATIONS OBTAINED WITH DATES:

FILE NO.................................................................
OTHER NAMES.........................................................
DEPARTMENT...........................................................

PARTICULARS OF CAREER IN THE PUBLIC SERVICE (S)/PREVIOUS EMPLOYMENT
EXTRACT FROM CONFIDENTIAL REPORTS FOR THE LAST 3 OR 4 YEARS

<table>
<thead>
<tr>
<th>2006</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>AVERAGE SCORES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

THE DIRECTOR OF ADM/HRM, SHOULD CERTIFY THAT THE INFORMATION SUPPLIED ABOVE IS CORRECT HEREUNDER
NAME:.................................................................
DATE:.................................................................
SIGNATURE/STAMP..................................................
RANK:.................................................................

FOR SGL. 14 OFFICERS SEEKING PROMOTION TO SGL. 15 THEIR REPORTS SHOULD COVER THE FOLLOWING RS 2007, 2008 AND 2009 FOR 2010 PROMOTION INTERVIEW.
CIRCULAR

Ref. No. HCSF/707/S.1/II
Office of the Head of the Civil Service of the Federation,
Federal Secretariat Complex,
Phase II, Abuja.

April 29, 2010.

All Federal Permanent Secretaries,
Accountant-General of the Federation,
Auditor-General of the Federation,
Directors of Human Resource Management in Federal Ministries, Departments and Agencies
(MDAs)

2010 AFRICAN REGIONAL CONFERENCE OF THE COMMONWEALTH ASSOCIATION FOR
PUBLIC ADMINISTRATION ON MANAGEMENT (CAPAM)
ABUJA, MAY, 17-19 2010.

Following the approval of the Federal Government, the Officer of the Head of the Civil Service of the Federation (OHCSF) is organizing the African Regional Conference of the Commonwealth Association for Public Administration and Management (CAPAM) from May, 17-19, 2010.

The Conference, with the theme "Good Governance, Accountability and Trust", is being held in collaboration with Commonwealth Association on Public Administration and Management (CAPAM), at the Transcorp Hilton Hotel, Abuja.

2. The 3 day event provides a unique platform for Public Administration practitioners, experts, academics, researchers and other key stakeholders in the Commonwealth to explore the dynamics of building accountability and strengthening trust in governance involving citizens, political leaders and the public service. The conference particularly offers the Nigerian Public Service a veritable opportunity to improve its effectiveness in enhancing state capability, through peer learning and knowledge exchange, from the perspective of the changing role of public administration and management in different regions of the Commonwealth.

3. Given the importance of the conference, all Federal Permanent Secretaries are to be present at the event, in addition, all Federal Ministries are to nominate two (2) directorate-level officers to attend the conference, whose names should be forwarded to the Permanent secretary, Manpower development Officer (MDO) on or before May, 7, 2010. The discounted registration fee for each delegate is $ 800 (Eight Hundred US Dollars) only which is to be paid through United Bank for Africa (UBA) Account No: 04970131001527 or alternatively at the point of registration. Each Ministry will be responsible for the payment of the registration fee, transportation and local expenses of its nominees. In line with extant regulations.
4. Limited apaces are also available to other arms of the enlarged Federal Public Service, particularly to Chief Executive and Senior Officers from Parastatls and Agencies. This will be offer on the basis of first come first serve. Accordingly, all Permanent secretaries are to bring the content of this circular to the attention of Parastalas and agencies within their respective Ministries, and ensure that the comprehensive list of nominees from these organizations, numbering two per institution is received on or before may 7, 2010.

5. The following help-lines are provided for further enquiries
   (i) Professor Simon ogamdi
       Permanent Secretary, Special Duties
       Office of the head of the Civil Service of the Federation
       Tel: 08037189731

   (ii) Amb. Olukorede Willoughby
        Permanent Secretary
        Manpower Development Office,
        Office of the Head of the Civil Service of the Federation
        Federation Secretary Complex, Abuja
        Tel: 08028876082

   (iii) Local Organizing Committee Secretaries
         Office of the Head of the Civil Service of the Federation
         Block A, Room 423,
         Federal Secretariat Complex, Abuja
         Tel: 08035914784, 08055790058

STEPHEN ORONSAYE, CON
Head of the civil Services of the Federation
CIRCULAR

Ref. No. HCSF/CMO/AOD/005/VOL. 1/16

5th May, 2010

Principal Secretary to the Ag. President,
Chief Justice of the Federation,
Honourable Ministers,
Secretary to the Government of the Federation,
Chairman, Federal Civil Service Commission,
Permanent Secretaries,
Director-General and Head of Extra-Ministerial Department/Agencies
Accountant-General of the Federation,
Surveyor-General of the Federation

RETURNS ON APER SCORES FOR OFFICERS ON GRADE LEVELS 14-16 IN THE POOL OF THE OFFICE OF THE HEAD OF THE CIVIL SERVICE OF THE FEDERATION

Following the issuance of the call circular Ref. No. FC. 6243/S.1/VOL. XIII/I dated 30th March, 2010 by the Federal Civil Service Commission for the year 2009 and 2010 Promotion Exercise for Officers on Grade Levels 14-16, I am directed to request you to urgently forward APER Scores of pool officers on SGL 14-16 in the Office of the Head of the Civil Service of the Federation so as to enable the Office render same to the Federal Civil Service Commission.

2. For the purpose of clarity, the pool cadres for which the exercise is directed are as follows:
   (i) Administration Officers
   (ii) Librarians
   (iii) Computer Engineers
   (iv) System Analysis
   (v) Computer Programmers
   (vi) Statistics

3. Please, endeavour to forward your submission to the undersigned, within one week from the date of the issuance of this circular.

4. All Directors of Administration/Human Resources management are advised to personally ensure that the content of this Circular is strictly adhered to.

IBRAHIM MAHE
Permanent Secretary (CMO)
For: Head of the Civil Service of the Federation
CIRCULAR

Ref. No. SGF/PS/CIR/625/1/227

7th May, 2010

All Permanent Secretaries,
Director-General/Chief Executive Officers of Parastatals and
Extra-Ministerial Departments/Agencies,
Accountant-General of the Federation,
Auditor-General of the Federation.

PROCEDURE FOR SIGNING AGREEMENT AND MEMORANDUM OF
UNDERSTANDING BY MINISTRIES, DEPARTMENTS AND AGENCIES WITH
FOREIGN COUNTRIES AND AGENCIES

It has come to the attention of the Federal Ministry of Justice that the federal Ministries, Departments and Agencies (MDAs) have been entering into Agreement on the behalf of the Federal Government with foreign countries and their Agencies without reference to the Federal Ministry of Justice for necessary advice and vetting. This practice has negatively affected the implementation of most of these Agreements.

2. It should be noted that in accordance with S.3 (1) (b) and (2) (b) of treaties (Making Procedure, etc.) Act, Agreements which impose financial, political and social obligations on Nigeria or which are of Scientific or technological import requires ratification. Moreover, MDAs are expected to comply with the provision of S.4 Treaties (Making Procedure, etc.) Act, which designates the Federal Ministry of Justice as depository of all treaties by forwarding copies of all Agreements signed on behalf of the Federal Government to the Federal Ministry of Justice for record purposes. For the avoidance of doubt, Section 4 of the Treaties (Making Procedure e.t.c) Act provides as follows:-

(i) The Federal Ministry of Justice shall as from the commencement of this Act be the depository of all treaties entered into between the Federation and any other Country; and

(ii) Accordingly, all treaties entered into before the commencement of this Act between the Government of the Federation and any other country by any Ministry, government agency, body or person shall be deposited with the federal Ministry of Justice for record purposes.

3. MDAs are further required to seek the Federal Executive Council approval to enable the Federal Ministry of Justice prepare ratification instruments that will facilitate early implementation of these MOU and Agreements.

4. I wish therefore to use this opportunity to urge MDAs to forward copies of all Agreements entered into by them on behalf of the Federal Government to the Federal Ministry of Justice for record purposes.
5. Please, accept the assurances and the best regards of the Honourable Attorney-General of the Federation and Ministry of Justices

ABDULLAHI A. YOLA
Solicitor-General of the Federation
And Permanent Secretary
Federal Ministry of Justice
CIRCULAR

Ref. No FC 6243/S.I/Vol. XVIII/18

28th May, 2010

REVIEW (CANCELLATION) OF POLICY ON GRANTING OF NOTIONAL PROMOTION

Principal Secretary to the President, Commander-in-Chief Principal Secretary to Acting President, Secretary to the Government of the Federation, Head of the Civil Service of the Federation, All Permanent Secretaries, Auditor-General for the Federation, Accountant-General of the Federation, Surveyor-General of the Federation, All Heads of Extra-Ministerial Offices.

Further to the Commission's Circular Ref. No. 6296/vol. X/38 of 2nd July, 2003 on review of the policy on Notional Promotion to entitled officers in the Federal Civil Service, I am directed to inform you that, the Commission has decided to put an end to the issue of notional promotion will be considered with effect from that date.

2. All MDAs that are in arrears of promotion are hereby directed to conduct promotion interviews and process all Senior Staff Committee recommendations on promotion to the Commission on or before 30th November, 2010.

3. For the avoidance of doubt, any MDAs that fail to conclude its promotion arrears before the above deadline would be held responsible for the non-promotion of its staff and would be accordingly sanctioned.

4. Permanent secretaries and Heads of Extra-Ministerial Departments are advised to ensure strict compliance with this circular, please.

FEMI OLAYISADE, mni
Permanent secretary
CIRCULAR

Ref. No. SWC/S/04/S.310/105
National salaries, Income and
Wages Commission,
Office of the Executive
Chairman,
The Presidency,
Wing B, 3rd Floor,
Federal Secretariat Complex,
Phase I, Shehu Shagari Way,
P.M.B. 346, Garki,
Abuja.
10th June, 2010.

Chief of Staff to President,
Deputy Chief of Staff to the Vice-President,
Principal Secretary to the President,
Honourable Ministers,
Secretary to the Government of the Federation,
Head of the Civil Service of the Federation,
Chairman, Federal Commission,
Permanent secretaries, and Heads of Extra-Ministerial Departments,
Director-general/Chief Executive of Parastatals, Agencies,
Clark of the National Assembly
Auditor-general for the Federation,
Accountant-General of the Federation,
Secretary, National Judicial Council.

REVISED FREQUENCY OF MEETINGS AND RATES OF ALLOWANCES FOR
PART-TIME MEMBERS OF GOVERNMENT COMMITTEES, BOARDS OF FEDERAL AGENCIES,
STATUTORY CORPORATIONS AND GOVERNMENT
OWNED COMPANIES

The President, Commander-in-Chief of the Armed Forces of the Federal Republic of Nigeria has
approved the review of the frequency of meetings and the allowance payable to Part-time Chairman and
members of Committees, Boards of Statutory Corporations and Government Owned Companies. The
revised frequency of meetings and the applicable allowance which take effect from 1st June, 2010 are as follows:
<table>
<thead>
<tr>
<th>Category</th>
<th>Designation</th>
<th>Current Rate (Per Sitting)</th>
<th>New Rate (Per Sitting)</th>
<th>Frequency of Meetings</th>
<th>Current</th>
<th>New</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Category</td>
<td>Chairman</td>
<td>115,000 100,000</td>
<td>150,000 120,000</td>
<td>4</td>
<td>Minimum 4 Maximum 8</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Member</td>
<td>72,000 57,000</td>
<td>100,000 75,000</td>
<td>4</td>
<td>Minimum 4 Maximum 8</td>
<td></td>
</tr>
<tr>
<td>Category A</td>
<td>Chairman</td>
<td>63,000 45,000</td>
<td>85,000 65,000</td>
<td>4</td>
<td>Minimum 4 Maximum 8</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Member</td>
<td>57,000 42,000</td>
<td>75,000 55,000</td>
<td>4</td>
<td>Minimum 4 Maximum 8</td>
<td></td>
</tr>
<tr>
<td>Category C.</td>
<td>Chairman</td>
<td>29,000 23,000</td>
<td>50,000 40,000</td>
<td>Unlimited but Only one sitting Allowance per Month</td>
<td>Not restricted And allowance is payable per sitting</td>
<td></td>
</tr>
<tr>
<td>(unclassified) (a) Presidential</td>
<td>Member</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b) Others</td>
<td>Chairman</td>
<td>29,000 23,000</td>
<td>40,000 30,000</td>
<td>Unlimited but only one sitting allowance per month</td>
<td>Not restricted but allowance is payable for a maximum of 4 meetings/ month</td>
<td></td>
</tr>
</tbody>
</table>
CATEGORIZATION OF BOARDS OF FEDERAL PARASTATALS
SPECIAL CATEGORY

1. Police Service Commission
2. Federal Judicial Council
3. National Judicial Council
5. Central Bank of Nigeria
6. Nigerian National Petroleum Corporation
7. National salaries, Incomes and Wages Commission
8. National Planning Commission
9. National Economic Intelligence Commission
10. National Pension Commission
11. Petroleum Product Pricing Regulatory Agency
12. Federal Mortgage Bank of Nigeria
13. Energy Commission of Nigeria
14. Petroleum Technology Development Fund
15. Economic and Financial Crime Commission (EFCC)
16. Niger Delta Development Commission
17. Federal Capital Development
18. National Boundary Commission
19. Presidential Advisory Council (PAC)
20. National Emergency Management Agency (NEMA)
21. Code of Conduct Tribunal
22. Nigerian Law Reform Commission
23. National Council on Public Procurement
24. Nigerian Nuclear Regulatory Authority (NNRA)
25. Nigerian Extractive Industries Transparency Initiative
26. National Honour Award Committee
27. Presidential Advisory Committee on Prerogative of Mercy
28. Debt Management Office (DMO)
29. Infrastructure Concession Regulatory Commission (ICRC)

CATEGORY 'A'
1. Universal Basic Education Commission
2. Nigerian Shippers Council
3. Nigerian Investment Promotion Commission
4. National Broadcasting Commission
5. Nigerian Communication Commission
7. National Boards for Technical Education
8. West African Examination Council
9. National Youth Service Commission
10. National University Commission
11. Nigerian Television Authority
12. Federal Radio Corporation of Nigeria
13. News Agency of Nigeria
15. Joint Admission and Matriculation Board
16. National Business and Technical Examination Board (NABTEB)
17. Nigerian Deposit Insurance Corporation (NDIC)
18. Corporate Affairs Commission
19. Nigeria Export Promotion Council
20. Education Trust Fund
21. Council for legal Education
22. Nigerian Agriculture Insurance corporation
23. Nigerian Export-Import Bank
24. Nigerian Ports Authority
25. Nigerian Airspace management Agency
26. Federal Airport Authority of Nigeria
27. Nigerian Civil Aviation Authority
28. Securities and Exchange Commission
29. Nigerian Tourism development Corporation
30. Oil and Gas Free Zone, Onne, Port-Harcourt
31. National Petroleum Investment management service
32. Raw Materials Research and Development Council
33. Pipelines and Product marketing Company
34. National Insurance Commission
35. Immigration, Prison and Custom Board
36. Nigerian Postal service
37. National Examination Council
38. Petroleum Equalization Fund management Board
39. Federal Road Safety commission
40. National Agency for Food, drug Administration and Control
41. Standards Organization of Nigeria
42. Agriculture Research Council of Nigeria
43. Urban development Bank of Nigeria Plc
44. National Lottery regulatory Commission
45. Nigerian meteorological Agency
46. Federal Inland Revenue Service (FIRS)
47. Nigerian Agriculture, Co-operative and Rural Development Bank
48. Bank of Industry
49. Defence Industry Corporation of Nigeria
50. Nigerian National Merit Award Board
51. National Drug Law Enforcement Agency
52. National Health Insurance Scheme
53. Voice of Nigeria
54. Maritime Academy of Nigeria, Oron
55. National Primary Health Care Development Agency
56. National Bureau of Statistics
57. Nigerian Railway Corporation
58. National Human Right Commission
59. National War College
60. National Institute for Policy and Strategic Studies
61. National inland Water-ways Authority (NIWA)
62. Medical and Dental Council of Nigeria
63. Nigerian Accounting Standards Board
64. Power Holding Company of Nigeria (PHCN)
65. Federal Road Maintenance Agency (FERMA)
66. National Judicial Council (NJC)
67. National Frequency management Council (NFMC)
68. Fiscal Responsibility Commission
69. Nigerian Maritime Administration and Safety Agency (NIMASA)
70. Nigeria Export Processing Zones Authority (NEPZA)

CATEGORY 'B'

1. Nigerian Institute International Affairs
2. All Federal Universities
3. Nigerian Educational Research and Development council
4. National Teachers Institute
5. All University Teaching Hospitals
6. Project Development Institute
7. Nigerian Stored Products Research Institute
8. National Veterinary Research Institute
9. National Agriculture Extension and Research Liaison Services, ABU, Zaria
10. Institute for Agricultural Research and Training, \textit{QALI Ifid}
11. Federal Institute for Industrial Research, Oshodi
12. Nigerian law School/Council of Legal Education
13. National Hospital
14. Nigerian Institute of Advanced Legal Studies
15. Dental Therapist Registration Board
16. Dental Technology Registration Board
17. Health Records Registration Board
18. Optometrist and Dispensary Opticians Board of Nigeria
19. Medical Rehabilitation Therapist Registration Board
20. Computer Professionals Registration of Nigeria
21. Advertising Practitioners Council of Nigeria
22. Nigerian Institute of Public Relations (NIPR)
23. Nigerian Institute of Science Laboratory Technology, Ibadan
24. Federal College of Chemical and Leather technology, Zaria

55
25. Federal School of Survey
26. Survey Council of Nigeria
27. Council Registered Engineers Nigeria (COREN)
28. Council for Nigerian Mining Engineers and Geo-Scientists (COMECE)
29. National Centre for Women Development
30. Michael Imoudu Institute for Labour Studies
31. Agricultural Credit Guarantees Scheme Fund Board
32. Institute for Medical Laboratory Technology
33. National Centre for Agric. Mechanization, Ilorin
34. Industrial Training Fund, Jos (ITF)
35. Nigerian College of Aviation Technology, Zaria
36. National Directorate of Employment
37. Nigerian Institute of Transport Technology
38. All Federal Polytechnics
39. All Federal Colleges of Education
40. Federal Housing Authority (FHA)
41. National Steel Raw Material Exploration Agency, Kaduna
42. National Metallurgical Research Centre
43. All Specialist Hospitals
44. National Postgraduate Medical College
45. All River Basic Development Authority
46. National Centre for Remote Sensing
47. Scientific Equipment Development Institute
48. National Mathematical Centre
49. Forestry Research Institute of Nigeria
50. Nigerian Institute of Oceanography and Marine Research
51. Lake Chad Research Institute
52. National Institute of Medical Research
53. National Institute for Fresh Water Fisheries Research
54. National Institute for Trypanosomiasis Research
55. Nigeria Institute for Pharmaceutical Research and Development
56. Petroleum Training Institute (PTI)
57. National Cereals Research Institute
58. National Eye Centre
59. All Centres for Energy Research
60. National Root Crops Research Institute
61. Metallurgical Training Institute
62. Cocoa Research Institute of Nigeria (CRIN)
63. National Horticultural Research Institute
64. Rubber Research Institute of Nigeria
65. Nigerian Institute for Palm Oil Research
66. National Research Institute for Chemical Technology, Zaria
67. National Centre for Economic Management and Administration (NCEMA)
68. National Animal Production Research Institute, Shika, Zaria
69. National Engineering Design and Development Centre, Nnewi
70. Administrative Staff College of Nigeria (ASCON)
71. Nigerian Accounting Standard Board
72. Institute of Child Health, UNIBEN, Benin City
73. National Programme on Immunization (NPI)
74. Small and Medium Enterprises Development Agency
75. National Automotive Council
76. National Board for Technology Management
77. Regional Centre for Technology Management
78. Nigeria Metallurgical Development Centre, Jos (NMDC)
79. National Institute for Hospitality and Tourism Studies
80. National Institute for Nigerian Language, Aba
81. National Institute for Education Planning and Administration
82. National Office of Technology Acquisition and Promotion
83. National Commission for Mass Literacy, Adult and Non-Formal Education
84. National Social Insurance Trust Fund (NSITF)
85. Nigerian Football Association
86. Nigerian Olympic Committee
87. Federal Industrial Safety Council of Nigeria
88. Board of national Parks
89. National Board for Community Banks
90. Nigerian Film Corporation, Jos
91. Tafawa Balewa Square management Limited
92. Lagos International Trade Fair Management Board
93. National Library of Nigeria
95. Agricultural Research Management Training Institute (ARMTI)
96. Kainji Lake Research Institute
97. Nigeria Building and Road Research Institute, Lagos
98. Power Equipment and Machine Development Centre
99. All Science Equipment Development Institutes
100. Centre for Adaptation of Technology, Awka
101. National Centre for Technology Management
102. Engineering materials Development Institute, Akure
103. Nigerian Natural Medicine Development Agency
104. Board for Technology Business Incubator Centre
105. Nigeria Petroleum development Company Ltd. Benin City
106. National Orthopedic Hospitals Management Board
107. Psychiatric Hospitals Management Board
108. Utilities Charges commission
110. Institute for Peace and Conflict Resolution (IPCR)
111. Rural Electrification Agency
112. Legal Aid Council
113. National Commission for Museum and Monuments
114. Nigerian Copyright Commission
115. Nigerian security and Civil Defence Corps
116. National Orientation Agency
117. Nigeria Nuclear Regulatory Authority
118. Nigerian Institute for Social and economic Research (NISER)
119. National Agency for Science and Engineering Infrastructure (NASEI)
120. National Institute for Medical Research
121. Sheda Science and Technology Complex
122. National Space Research and Development Agency, Abuja
123. National Information Technology Development Agency
124. Nursing and Midwife council of Nigeria
125. Medical and Dental Council of Nigeria
126. Pharmacist Board of Nigeria
127. Radiographers Registration Board of Nigeria
128. Centre for Management Development (CMD)
129. National Haji Commission
130. Nigeria Christian Pilgrim Commission
131. Environmental and Health Officers Registration Council of Nigeria (EHORECON)

CATEGORY ‘C’
1. National Commission for Nomadic education
2. Medical Laboratory Science Council of Nigeria
3. Nigeria French Language Village, Badagry, Lagos
4. Nigeria Arabic language Village, Ngala, Borao
5. African Regional Centre for Space Science and Technical Education
6. All Federal Medical Centres
7. Institute of Archaeology and Museum Studies, Jos
8. National Raw Materials Exploration Agency
9. Centre for Black and African Arts and Civilization
10. Citizenship and Leadership Training Centre
11. National Productivity Centre
12. National Council for Arts and Culture
13. Federal Government Staff Housing Loans Board
14. All National Parks service
15. National Gallery Art
16. College of Wild Life management, New Bussa
17. All College of Forestry
18. Forestry Mechanization College, Afaka
19. National Oil Spill and Detection Response Agency
20. Hydraulic Equipment Development Centre, Kano
22. National Institute for Sports, Lagos
23. National Institute for Culture Orientation
24. National Technical Aid Corps
25. All Technology Business Incubator Centre
26. National Communication for Refugees
27. National Archives
28. National Troupe of Nigeria
29. National Film and Video Censor Board
30. National Books Development Council
31. Veterinary Council of Nigeria
32. National War Museum
33. Teacher's Registration Council
34. Centre for Automotive Design and Development
35. Federal Road maintenance Agency
36. Institute of Chartered Chemist of Nigeria
37. National Centre for Genetic Resources and Biotechnology
38. National Biotechnology Development Agency
39. Institute of Public Analyst of Nigeria
40. Nigeria Coal Corporation.

CATEGORY 'D'

1. Unclassified Committees
2. Ad-Hoc Committees/Commission/Panels
CIRCULAR

SWC/S/04III/304
Office of the Executive Chairman,
Wing B, 3rd Floor,
Federal Secretariat Complex,
Phase I, Shehu Shagari Way,
Garki-Abuja

1st July, 2010

Chief of Staff to the President,
Principal Secretary to the Vice-President,
Honourable Minister of Police Affairs,
Honourable Minister of Interior,
Honourable Minister of Finance,
Secretary to the Government of the Federation,
Head of the Civil Service of the Federation,
Inspector-General of Police,
Auditor-General for the Federation,
Accountant-General of the Federation,
Director-General, Budget Office.

REVIEW OF THE CONSOLIDATED POLICE SALARY STRUCTURE (CONPOSS)
The President, Commander-in-Chief of the Armed Forces of the Federal Republic of Nigeria has approved the upward review of the Consolidated Police Salary Structure (CONPOSS). A table of the revised salary structure is attached as Annex I.

2. It should be noted that Rent Allowance is not part of the consolidated salary. It is therefore, payable at the rates contained in Annex II, where an officer is not provided accommodation at Government expense.

3. The effective date for the implementation of the Consolidated Police Salary Structure is 1st July, 2010.

4. This pay increase is granted on the condition that there shall be a noticeable improvement in the productivity and conduct of the officers and men of the Nigeria Police Force. The framework on the standards and modalities for achieving this objective will be worked out by government and relevant stakeholders not later than 31st December 2010.

5. All enquiries arising from this circular should be addressed to the National Salaries, Incomes and Wages Commission.

Signed

CHIEF R. O. EGBULE, FNIM
Chairman
<table>
<thead>
<tr>
<th>RANK</th>
<th>CONPOSS</th>
<th>01</th>
<th>02</th>
<th>03</th>
<th>04</th>
<th>05</th>
<th>06</th>
<th>07</th>
<th>08</th>
<th>09</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>13</th>
<th>14</th>
<th>15</th>
<th>16</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Recruit</td>
<td>97433</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>Pol. Cons. H</td>
<td>450621</td>
<td>455032</td>
<td>459443</td>
<td>463854</td>
<td>468265</td>
<td>472676</td>
<td>477087</td>
<td>481497</td>
<td>485908</td>
<td>493419</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>Pol. Cons. I</td>
<td>457819</td>
<td>462240</td>
<td>466662</td>
<td>470084</td>
<td>479505</td>
<td>483917</td>
<td>490328</td>
<td>495740</td>
<td>501152</td>
<td>506564</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>04</td>
<td>Corporal</td>
<td>470846</td>
<td>477360</td>
<td>480883</td>
<td>483397</td>
<td>490810</td>
<td>496323</td>
<td>502835</td>
<td>509348</td>
<td>515861</td>
<td>522374</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05</td>
<td>Sergeant</td>
<td>505896</td>
<td>513463</td>
<td>521030</td>
<td>528597</td>
<td>536165</td>
<td>543732</td>
<td>551299</td>
<td>558866</td>
<td>566434</td>
<td>574001</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>06</td>
<td>S/Maj/Cdt. Instr.</td>
<td>548080</td>
<td>557304</td>
<td>565627</td>
<td>573951</td>
<td>582275</td>
<td>590698</td>
<td>600122</td>
<td>609546</td>
<td>618270</td>
<td>627094</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>07</td>
<td>CDT Instr./Instr.</td>
<td>740799</td>
<td>755122</td>
<td>769445</td>
<td>783768</td>
<td>798091</td>
<td>812415</td>
<td>826738</td>
<td>841061</td>
<td>855384</td>
<td>869708</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>08</td>
<td>Cdt. ASP/ASP II</td>
<td>1363392</td>
<td>1380439</td>
<td>1397486</td>
<td>1414533</td>
<td>1431580</td>
<td>1448627</td>
<td>1465674</td>
<td>1482721</td>
<td>1499768</td>
<td>1516815</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>09</td>
<td>Asst. Sup. of police</td>
<td>1440620</td>
<td>1460917</td>
<td>1481214</td>
<td>1501511</td>
<td>1521808</td>
<td>1542105</td>
<td>1562402</td>
<td>1582699</td>
<td>1602996</td>
<td>1623293</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Cap. Sup. of police</td>
<td>1552966</td>
<td>1575286</td>
<td>1597606</td>
<td>1619926</td>
<td>1642246</td>
<td>1664566</td>
<td>1686886</td>
<td>1709206</td>
<td>1731526</td>
<td>1753846</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Sup. of police</td>
<td>1677909</td>
<td>1712529</td>
<td>1747150</td>
<td>1781770</td>
<td>1816390</td>
<td>1851010</td>
<td>1885630</td>
<td>1920251</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Chief Sup. of police</td>
<td>1776288</td>
<td>1812892</td>
<td>1849495</td>
<td>1886098</td>
<td>1922702</td>
<td>1959305</td>
<td>1995908</td>
<td>2032511</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Asst. COMPOL</td>
<td>1879678</td>
<td>1919087</td>
<td>1958495</td>
<td>1997903</td>
<td>2037312</td>
<td>2076720</td>
<td>2116129</td>
<td>2155537</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Dep. COMPOL</td>
<td>2483746</td>
<td>2536439</td>
<td>2589133</td>
<td>2641826</td>
<td>2694519</td>
<td>2747213</td>
<td>2799906</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>COMPOL</td>
<td>2690377</td>
<td>2726367</td>
<td>2762367</td>
<td>2808367</td>
<td>2854367</td>
<td>2900367</td>
<td>2946367</td>
<td>3002367</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Asst. Ins. Gen</td>
<td>5445504</td>
<td>5557144</td>
<td>5675277</td>
<td>5787384</td>
<td>5903080</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CONPASS</td>
<td>RANK</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>---------------</td>
<td>-------</td>
<td>-------</td>
<td>-------</td>
<td>-------</td>
<td>-------</td>
<td>-------</td>
<td>-------</td>
<td>-------</td>
<td>-------</td>
<td>-------</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01</td>
<td>Recruit</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>Pol. Cons. II</td>
<td>55599</td>
<td>57031</td>
<td>58463</td>
<td>59895</td>
<td>61328</td>
<td>62760</td>
<td>64192</td>
<td>65624</td>
<td>67056</td>
<td>68488</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>Pol. Cons. I</td>
<td>57936</td>
<td>59696</td>
<td>61456</td>
<td>63217</td>
<td>64977</td>
<td>66737</td>
<td>68497</td>
<td>70257</td>
<td>72018</td>
<td>73778</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>04</td>
<td>Corporal</td>
<td>62165</td>
<td>64280</td>
<td>66395</td>
<td>68510</td>
<td>70624</td>
<td>72739</td>
<td>74854</td>
<td>76969</td>
<td>79083</td>
<td>81198</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05</td>
<td>Sergeant</td>
<td>73545</td>
<td>76002</td>
<td>78459</td>
<td>80916</td>
<td>83373</td>
<td>85830</td>
<td>88287</td>
<td>90743</td>
<td>93209</td>
<td>95657</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>06</td>
<td>S/Maj/Cdt. Inspr.</td>
<td>87241</td>
<td>90235</td>
<td>93230</td>
<td>96225</td>
<td>99220</td>
<td>102215</td>
<td>105210</td>
<td>108205</td>
<td>111199</td>
<td>114194</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>07</td>
<td>CDT Inspr/Inspr.</td>
<td>138453</td>
<td>142884</td>
<td>147314</td>
<td>151745</td>
<td>156175</td>
<td>160606</td>
<td>165036</td>
<td>169467</td>
<td>173897</td>
<td>178328</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>08</td>
<td>Cdt. ASP/ASP II</td>
<td>17767</td>
<td>182949</td>
<td>188221</td>
<td>193493</td>
<td>198765</td>
<td>204036</td>
<td>209308</td>
<td>214580</td>
<td>219852</td>
<td>225124</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>09</td>
<td>Asst. Sup. of police</td>
<td>209744</td>
<td>216021</td>
<td>222298</td>
<td>228576</td>
<td>234853</td>
<td>241130</td>
<td>247407</td>
<td>253684</td>
<td>259962</td>
<td>266239</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Cap. Sup. of police</td>
<td>244490</td>
<td>251393</td>
<td>258297</td>
<td>265200</td>
<td>272103</td>
<td>279007</td>
<td>285910</td>
<td>292813</td>
<td>299717</td>
<td>306620</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Sup. of police</td>
<td>274361</td>
<td>285069</td>
<td>295776</td>
<td>306484</td>
<td>317192</td>
<td>327900</td>
<td>338607</td>
<td>349315</td>
<td>359971</td>
<td>372038</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Chief Sup. of police</td>
<td>304787</td>
<td>316107</td>
<td>327427</td>
<td>338747</td>
<td>350067</td>
<td>361386</td>
<td>372706</td>
<td>384026</td>
<td>396548</td>
<td>409573</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Asst. COMPOL</td>
<td>336108</td>
<td>348296</td>
<td>360483</td>
<td>372671</td>
<td>384858</td>
<td>397046</td>
<td>409233</td>
<td>421421</td>
<td>433610</td>
<td>446808</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Dep. COMPOL</td>
<td>455460</td>
<td>475831</td>
<td>496202</td>
<td>516574</td>
<td>536945</td>
<td>557317</td>
<td>577688</td>
<td>598160</td>
<td>618732</td>
<td>639304</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>COMPOL</td>
<td>532144</td>
<td>556627</td>
<td>581110</td>
<td>605592</td>
<td>630075</td>
<td>654558</td>
<td>679132</td>
<td>703710</td>
<td>728288</td>
<td>752864</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Asst. Ins. Gen</td>
<td>722563</td>
<td>650348</td>
<td>67832</td>
<td>705916</td>
<td>733701</td>
<td>761488</td>
<td>789274</td>
<td>817061</td>
<td>844848</td>
<td>872634</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTE: RENT SUBSIDY IS APPLICABLE TO ONLY OFFICERS WHO ARE NOT QUARTERED IN THE BARRACKS AND ARE NOT PROVIDED ACCOMODATION AT GOVERNMENT
CIRCULAR

SWC/S/04VHI/313
National Salaries, Incomes and Wages Commission.
Office of the Executive Chairman,
Wing B, 3rd Floor.
Federal Secretariat Complex.
Phase I, Shehu Shagari Way.
Garki-Abuja.
1st July, 2010

Chief of Staff to the President,
Principal Secretary to the Vice-President,
Honourable Minister of Police Affairs,
Honourable Minister of Interior,
Honourable Minister of Finance,
Secretary to the Government of the Federation,
Head of the Civil Service of the Federation,
Inspector-General of Police,
Auditor-General for the Federation,
Accountant-General of the Federation,
Director-General, Budget Office.

REVIEW OF THE CONSOLIDATED TOP FEDERAL PUBLIC OFFICE HOLDERS' SALARY STRUCTURE (CONTOPSAL)

The President, Commander-in-Chief of the Armed Forces of the Federal Republic of Nigeria has approved the upward review of the Consolidated Top Federal Public Office Holders' Salary Structure (CONTOPSAL). The new salary structure is attached as Annex I.

2. It should be noted that Rent Allowance is not part of the consolidated salary. It is therefore, payable at the rates contained in Annex II, where an officer is not provided accommodation at Government expense.

3. The effective date for the implementation of the new salary Structure and Rent Allowance is 1st July, 2010.

4. All enquiries arising from this circular should be addressed to the National Salaries, Incomes and Wages Commission.

Signed
CHIEFR. O. EGBULE, FNIM
Chairman
# Consolidated Salary Structure for Top Federal Public Office Holders*  
EFFECTIVE FROM 1ST JULY 2010

<table>
<thead>
<tr>
<th>Category</th>
<th>Office</th>
<th>Emolument Per Annum</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Step 1</td>
</tr>
<tr>
<td>1.</td>
<td>Members, industrial Arbitration Panel</td>
<td>4,168,329</td>
</tr>
<tr>
<td>2.</td>
<td>Special Assistant to the President, Chief Speech Writer to the President, Chief Press Secretary to the President, Vice Chairman, Industrial Arbitration Panel</td>
<td>4,697,068</td>
</tr>
<tr>
<td>3.</td>
<td>Chairman, Industrial Arbitration Panel, Chief Physician to the President, Deputy Comptroller-General, Immigration and Prisons, and Federal Fire Service Deputy Commandant-General, Security and Civil Defence Corps, Deputy Corps Marshal, Road Safety Commission</td>
<td>5,297,138</td>
</tr>
<tr>
<td>4.</td>
<td>Senior Special Assistants to the President, Deputy Inspector-general of Police, Comptroller-General, Immigration and Prisons, Federal Fire Service, Commander-general, Security and Civil Defence Corps, Corps Marshal, Road Safety Commission, Clerk of the National Assembly</td>
<td>6,420,218</td>
</tr>
<tr>
<td>5.</td>
<td>Inspector-General of Police</td>
<td>7,250,965</td>
</tr>
<tr>
<td>6.</td>
<td>National Security Adviser</td>
<td>8,225,900</td>
</tr>
</tbody>
</table>

*Consolidated Professional allowances should be added as follows:

**POLICE**
- Dep. Insp.-Gen.-M 1,264,583
- Insp. Gen.-MI, 287, 018

**PARA-MILITARY**
- Dep. Cont.-General - N1, 031,510
- Controller-General - N1, 264, 583.
## Rent Subsidy for Top Federal Public Office Holders

<table>
<thead>
<tr>
<th>Category</th>
<th>Office</th>
<th>Emolument Per Annum</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Step 1</td>
</tr>
<tr>
<td>1.</td>
<td>Members, industrial Arbitration Panel</td>
<td>1,097,372</td>
</tr>
<tr>
<td>2.</td>
<td>Special Assistant to the President, Chief Speech Writer to the President, Chief Press Secretary to the President, Vice Chairman, Industrial Arbitration Panel</td>
<td>1,294,854</td>
</tr>
<tr>
<td>3.</td>
<td>Chairman, Industrial Arbitration Panel, Chief Physician to the President, Deputy Comptroller-General, Immigration and Prisons, and Federal Fire Service Deputy Commandant-General, Security and Civil Defence Corps, Deputy Corps Marshal, Road Safety Commission</td>
<td>1,521,163</td>
</tr>
<tr>
<td>4.</td>
<td>Deputy Chief of Staff to the President, Senior Special Assistants to the President, Deputy Inspector-general of Police, Comptroller-General, Customs, Immigration and Prisons, Commander-General, Security and Civil Defence Corps, Corps Marshal, Road Safety Commission, Clerk of the National Assembly</td>
<td>1,787,680</td>
</tr>
<tr>
<td>5.</td>
<td>Inspector-General of Police</td>
<td>2,100,292</td>
</tr>
<tr>
<td>6.</td>
<td>Chief of Staff to the President; National Security Adviser, Chief Economic Adviser to the President</td>
<td>2,468,198</td>
</tr>
</tbody>
</table>

**NOTE:**

Rent Subsidy is payable to only Officers who are not provided accommodation at Government expense.
## CONSOLIDATED SALARY STRUCTURE FOR TOP FEDERAL PUBLIC OFFICE HOLDERS
**EFFECTIVE FROM 1ST JULY 2010**

<table>
<thead>
<tr>
<th></th>
<th>Emolument Per Annum</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Step 1</td>
<td>Step 2</td>
<td>Step 3 N</td>
<td>Step 4 14</td>
</tr>
<tr>
<td>1.</td>
<td>Members, Industrial Arbitration Panel</td>
<td>4,168,329</td>
<td>5,252,455</td>
<td>6,336,827</td>
</tr>
<tr>
<td>2.</td>
<td>Special Assistant to the President, Chief Speech Writer to the President, Chief Press Secretary to the President, Vice Chairman, Industrial Arbitration Panel</td>
<td>4,697,068</td>
<td>5,794,862</td>
<td>6,889,101</td>
</tr>
<tr>
<td>3.</td>
<td>Chairman, Industrial arbitration Panel, Chief physician to the President, Deputy Comptroller-General, Immigration and Prisons, and Federal Fire Service, Deputy Commander-General, Security and Civil Defence Corps, Deputy Corps Marshal, Road safety Commission</td>
<td>5,297,138</td>
<td>6,394,700</td>
<td>7,489,376</td>
</tr>
<tr>
<td>4.</td>
<td>Senior Special Assistants to the President, Deputy Inspector-general of Police, Comptroller-General, Immigration and Prisons, Federal Fire Service Commander-general, Security and Civil Defence Corps, Corps Marshal, Road Safety Commission, Clerk of the National Assembly</td>
<td>6,420,218</td>
<td>7,518,101</td>
<td>8,611,693</td>
</tr>
<tr>
<td>5.</td>
<td>Inspector-General of Police.</td>
<td>7,250,965</td>
<td>8,348,664</td>
<td>9,442,224</td>
</tr>
<tr>
<td>6.</td>
<td>National Security Adviser.</td>
<td>8,225,900</td>
<td>9,324,409</td>
<td>10,418,287</td>
</tr>
</tbody>
</table>

*Consolidated Professional allowances should be added as follows:

**POLICE**
Dep. Insp.-Gen.-N 1,264,583
Insp. Gen. - N1, 287, 018

**PARA-MILITARY**
Dep. Cont.-General - N 1, 031,510
Controller-General - N1, 264, 583.
CIRCULAR
B.6268/S.46/T 2
The Presidency.
Office of the Head of the Civil Service
of the Federation,
Establishments and Records Office,
12th July, 2010

Chief of Staff to the President,
Deputy Chief of Staff to the Vice-President,
The principal Secretary to the President, C-in-C,
Chief Justice of Nigeria,
All Honourable Ministers/Ministers of State,
Secretary to the Government of the Federation,
Special Advisers/Senior Special Assistants,
Service Chief/Inspector-General of Police,
Chairman, Federal Civil Service Commission,
All Permanent Secretaries,
Clerk of the National Assembly,
All Heads of Extra-Ministerial Departments and Statutory Agencies,
Accountant-General of the Federation,
Auditor-General for the Federation,
Surveyor-General of the Federation,
Chief Registrar, Supreme Court of Nigeria.

SENSITIZATION WORKSHOP IN THE NEW PUBLIC SERVICE RULES

The Office of the Head of the Civil Service of the Federation in collaboration with the Administrative Staff of Nigeria (ASCON) is organizing a workshop on the new Public Service Rules for senior Public Officers on GL 07 and above in all Ministries, Departments and Agencies of the Federal and State Governments.

2. The rationale for the workshop is to ensure that Public Servants imbibe the current Public Service Rules as one document business. In addition, since Public Service Rules is a major subject adopted in the conduct of promotion examination in both Services, adequate knowledge of it will assist public servants while preparing for such examination.

3. The workshop objectives are to:
(i) Analyze and explain the contents and operational modalities of the new Public Service Rules;
(ii) Discuss the roles, responsibilities and duties of public officers in the discharge of their duties; (iii) Arouse the participants' consciousness on the thinking and desire of government in the areas of integrity, honesty, transparency and accountability in the conduct of Government business;
(iv) Enable participants understand and appreciate the justification for the various sanctions for contravening Government rules and regulations; and

67
Provide a central forum for better understanding of Government intentions, plans and programmes for increased productivity and improved service delivery.

4. The expected participants at the workshop are senior Public Officers on GL. 07 and above in MDAs. In view of the importance attached to the workshop, all MDAs are mandated to nominate at least two officers for each segment of the workshop. The first segment made up of the directorate cadre, will take place on the first two days of the workshop, while the second segment made up of schedule officers on GL. 07-14 shall take place on the last two days of the workshop. Participation is mandatory for all MDAs.

<table>
<thead>
<tr>
<th>Date</th>
<th>Venue</th>
<th>Zones</th>
</tr>
</thead>
</table>
| 9th – 12th August, 2010 | University Hotel  
Plot 3, Aguleri Street  
Enugu                      | South-East and  
South-South               |
| 30th August – 2nd Sept. 2010 | ASCON, Badagry, Lagos                    | South-West            |
| 13th – 16th Sept. 2010  | Youth Empowerment Centre, 1 Matasa Drive  
Matasa, off Okada Road, Minna   | North-Central  
North-East and  
North-West  |

5. Workshop Fee: Forty Thousand Naira only (N40, 000.00) to cover workshop materials; tea/coffee, Lunch, conference bag, group photograph and a copy of the Public Service Rules.

6. Mode of Payment: Payment should be made to ASCON on-line, using the Account details provided below:

Sort Code: 032150973  
Account Name: ASCON Project Account Number  
Acct. No: 0201030002886  
Bank Name: Union Bank PLC, Badagry.

Candidates are to come with copies of the mandate to show evidence of payment.

7. Nomination and Workshop Participation: MDAs are required to forward their nominations to the Office of the Head of the Civil Service of the Federation, Block A, Room 613, 6th Floor for compilation.

8. For further enquiries on the workshop, please contact the following:
   (a) Mr. BayoAfolayan,  
   HOD (Research and Consultancy) ASCON, Badagry, Lagos. 0803-3182344

   (b) Mr. I. R. Anifowose  
   Establishment and Industrial Relations Department,  
   Block A, Room 613, 6th Floor, OHCSF, Abuja. 0802-311963.
Signed
Chris Donat
Permanent Secretary,
( Establishment and Records Office)
For: Head of the Civil Service of the Federation
CIRCULAR

Ref. No. SWC/S.04/S.310/105
Office of the Executive
Chairman,
Wing B, 3rd Floor,
Federal Secretariat, Phase I,
Shehu Shagari Way,
P.M.B. 346, Garki-Abuja.

29th July, 2010

Chief of Staff to President,
The principal Secretary to the President,
All Honourable Ministers/Ministers of State,
Secretary to the Government of the Federation,
Head of the Civil Service of the Federation,
Chairman, Federal Civil Service Commission,
All Permanent secretaries, and Heads of Extra-Ministerial Departments,
Clerk of the National Assembly,
Chief Executives of Parastatals/Agencies,
Secretary, National Judicial Council,
Secretary, Federal Judicial Service Commission,
Auditor-General for the Federation,
Accountant-General of the Federation,
Director-general, Budget Office.

REVIEW OF THE CONSOLIDATED TOP FEDERAL PUBLIC OFFICE HOLDERS’ SALARY STRUCTURE (CONTOPSAL)

Further to my circular on the above subject Ref. No. SWC/S.04/VIII/313 dated July 1st 2010, (copy attached), please find attached the correct version of Annex I and Annex II REFERRED TO THEREIN.

2. The discrepancy is regretted.

(Signed)
CHIEF R. O. EGBULE, MFR
Chairman
## CONSOLIDATED SALARY STRUCTURE FOR TOP FEDERAL PUBLIC OFFICE HOLDERS *

**EFFECTIVE FROM 1<sup>st</sup> JULY 2010**

<table>
<thead>
<tr>
<th>Rank</th>
<th>Position Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Members, Industrial Arbitration Panel</td>
</tr>
<tr>
<td>2</td>
<td>Special Assistant to the President, Chief Speech Writer to the President, Chief Press Secretary to the President, Vice Chairman, Industrial Arbitration Panel</td>
</tr>
<tr>
<td>3</td>
<td>Chairman, Industrial arbitration Panel, Chief physician to the President, Deputy Comptroller-General, Immigration and Prisons, and Federal Fire Service, Deputy Commander-General, Security and Civil Defence Corps, Deputy Corps Marshal, Road safety Commission</td>
</tr>
<tr>
<td>4</td>
<td>Senior Special Assistants to the President, Deputy Inspector-general of Police, Comptroller-General, Immigration and Prisons, Federal Fire Service Commander-general, Security and Civil Defence Corps, Corps Marshal, Road Safety Commission, Clerk of the National Assembly</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Emolument Per Annum</th>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
<th>Step 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Members</td>
<td>4,168,329</td>
<td>5,252,455</td>
<td>6,336,827</td>
<td>7,428,638</td>
</tr>
<tr>
<td>Special Assistant</td>
<td>4,697,068</td>
<td>5,794,862</td>
<td>6,889,101</td>
<td>7,986,654</td>
</tr>
<tr>
<td>Chairman</td>
<td>5,297,138</td>
<td>6,394,700</td>
<td>7,489,376</td>
<td>8,586,500</td>
</tr>
<tr>
<td>Senior Special</td>
<td>6,420,218</td>
<td>7,518,101</td>
<td>8,611,693</td>
<td>9,709,333</td>
</tr>
<tr>
<td>Inspector-General</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Consolidated Professional allowances should be added as follows:

**POLICE**
- **Dep. Insp.** - Gen. - ₦1,264,583
- **Insp. Cont.** - General - ₦1, 031, 510

**PARA-MILITARY**
- **Insp.** - Gen. - ₦1, 287,018
- **Controller-General** - ₦1, 264, 583.
### Annex II

RENT SUBSIDY FOR TOP FEDERAL PUBLIC OFFICE HOLDERS

<table>
<thead>
<tr>
<th>Category</th>
<th>Office</th>
<th>Emolument Per Annum</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Step 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>₦</td>
</tr>
<tr>
<td>1. Members, industrial Arbitration Panel</td>
<td></td>
<td>1,097,372</td>
</tr>
<tr>
<td>2. Special Assistant to the President, Chief Speech Writer to the President, Chief Press Secretary to the President, Vice Chairman, Industrial Arbitration Panel</td>
<td></td>
<td>1,294,854</td>
</tr>
<tr>
<td>3. Chairman, Industrial Arbitration Panel, Chief Physician to the President, Deputy Comptroller-General, Immigration and Prisons, and Federal Fire Service Deputy Commandant-General, Security and Civil Defence Corps, Deputy Corps Marshal, Road Safety Commission</td>
<td></td>
<td>1,521,163</td>
</tr>
<tr>
<td>4. Senior Special Assistants to the President, Deputy Inspector-general of Police, Comptroller-General, Customs, Immigration and Prisons, Federal Fire Service Commander-General, Security and Civil Defence Corps, Corps Marshal, Road Safety Commission, Clerk of the National Assembly, Chief Registrar</td>
<td></td>
<td>1,787,680</td>
</tr>
<tr>
<td>5. Inspector-General of Police</td>
<td></td>
<td>2,100,292</td>
</tr>
</tbody>
</table>

**NOTE:**
Rent Subsidy is payable to only Officers who are not provided accommodation at Government expense.
CIRCULAR

Ref. No. SWC/S/04VIII/313
Office of the Executive Chairman.
Wing B, 3rd Floor,
Federal Secretariat Complex,
Phase I, Shehu Shagari Way,
P.M.B. 346, Garki-Abuja


Chief of Staff to the President,
Principal Secretary to the Vice-President,
Honourable Minister/Minister of State,
Secretary to the Government of the Federation,
Head of the Civil Service of the Federation,
Chairman, Federal Commissions,
Permanent Secretaries and Heads of Extra-Ministerial Departments,
Clerk of the National Assembly,
Chief Executives of Parastatals/Agencies,
Secretary, National Judicial Council,
Secretary, Federal Judicial Service Commission,
Auditor-General for the Federation,
Accountant-General of the Federation,
Director-General, Budget Office.

REVIEW OF THE CONSOLIDATED TOP FEDERAL PUBLIC OFFICE HOLDERS' SALARY STRUCTURE (CONTOPSAL)

The President, Commander-in-Chief of the Armed Forces of the Federal Republic of Nigeria has approved the upward review of the Consolidated Top Federal Public Office Holders' Salary Structure (CONTOPSAL). The new salary structure is attached as Annex I.

2. It should be noted that Rent Allowance is not part of the consolidated salary. It is therefore, payable at the rates contained in Annex II, where an officer is not provided accommodation at Government expense.

3. The effective date for the implementation of the Consolidated Police Salary Structure is 1st July, 2010.

4. All enquiries arising from this circular should be addressed to the National Salaries, Incomes and Wages Commission.

Signed
CHIEF R. O. EGBULE, FNIM
Chairman
### CONSOLIDATED SALARY STRUCTURE FOR TOP FEDERAL PUBLIC OFFICE HOLDERS EFFECTIVE FROM 1st JULY 2010

<table>
<thead>
<tr>
<th></th>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
<th>Step 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Members, Industrial Arbitration Panel</td>
<td>4,168,329</td>
<td>5,252,455</td>
<td>6,336,827</td>
<td>7,428,638</td>
</tr>
<tr>
<td>2. Special Assistant to the President, Chief Speech Writer to the President, Chief Press Secretary to the President, Vice Chairman, Industrial Arbitration Panel</td>
<td>4,697,068</td>
<td>5,794,862</td>
<td>6,889,101</td>
<td>7,986,654</td>
</tr>
<tr>
<td>3. Chairman, Industrial Arbitration Panel, Chief physician to the President, Deputy Comptroller-General, Customs Deputy Comptroller-General, Immigration and Prisons, and Federal Fire Service, Deputy Commander-General, Security and Civil Defence Corps, Deputy Corps Marshal, Road safety Commission</td>
<td>5,297,138</td>
<td>6,394,700</td>
<td>7,489,376</td>
<td>8,586,500</td>
</tr>
<tr>
<td>4. Senior Special Assistants to the President, Deputy Inspector-general of Police, Comptroller-General, Immigration and Prisons, Federal Fire Service Commander-general, Security and Civil Defence Corps, Corps Marshal, Road Safety Commission, Clerk of the National Assembly, Chief Registrar</td>
<td>6,420,218</td>
<td>7,518,101</td>
<td>8,611,693</td>
<td>9,709,333</td>
</tr>
<tr>
<td>5. Inspector-General of Police.</td>
<td>7,250,965</td>
<td>8,348,664</td>
<td>9,442,224</td>
<td>10,540,978</td>
</tr>
<tr>
<td>National Security Adviser</td>
<td>8,225,900</td>
<td>9,324,409</td>
<td>10,418,287</td>
<td>11,514,621</td>
</tr>
</tbody>
</table>

* Consolidated Professional allowances should be added as follows:

**POLICE**
- Dep. Insp.-Gen. - ₦1,264,583
- Insp. Gen. - ₦1,287,018

**PARA-MILITARY**
- Dep. Con.- Gen. - ₦1,031,510
- Controller-General - ₦1,264,583.
RENT SUBSIDY FOR TOP FEDERAL PUBLIC OFFICE HOLDERS

<table>
<thead>
<tr>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Special Assistant to the President, Chief Speech Writer to the President, Chief Press Secretary to the President, Vice Chairman, Industrial Arbitration Panel</td>
</tr>
<tr>
<td>2. Chairman, Industrial Arbitration Panel, Deputy Comptroller-General, Customs, Immigration Prisons, Deputy Commandant-General, Security and Civil Defence Corps, Deputy Corps Marshal, Road Safety Commission</td>
</tr>
<tr>
<td>3. Senior Special Assistants to the President, Deputy Inspector-general of Police, Comptroller-General, Customs, Immigration and Prisons, Federal Fire Service Commander-General, Security and Civil Defence Corps, Corps Marshal, Road Safety Commission, Clerk of the National Assembly, Chief Registrar</td>
</tr>
<tr>
<td>4. Inspector-General of Police</td>
</tr>
<tr>
<td>5. Chief of Staff to the President, National Security Adviser, Chief Economic Adviser, Chief Economic Adviser to the President</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Office</th>
<th>Emolument Per Annum</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Step 1</td>
</tr>
<tr>
<td></td>
<td>₦</td>
</tr>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>1,294,854</td>
</tr>
<tr>
<td>3</td>
<td>1,521,163</td>
</tr>
<tr>
<td>4</td>
<td>1,787,680</td>
</tr>
<tr>
<td>5</td>
<td>2,100,292</td>
</tr>
<tr>
<td>6</td>
<td>2,468,198</td>
</tr>
</tbody>
</table>

NOTE:
Rent Subsidy is payable to only Officers who are not provided accommodation at Government expense.

75
CIRCULAR

SWC/S.04/S.08/Vol. IV/207
National salaries, Incomes and Wages Commission,
Office of the Executive Chairman,

5th August, 2010

Chief of Staff to the President,
Principal Secretary to the Vice-President,
Honourable Minister/Minister of State,
Secretary to the Government of the Federation,
Head of the Civil Service of the Federation,
Chairman, Federal Commissions,
Federal Permanent Secretaries and Heads of
Extra-Ministerial Departments,
Clerk of the National Assembly,
Inspectors-General and Chief Executives of Parastatals/Organisations,
Secretary, National Judicial Council,
Secretary, Federal Judicial Service Commission,
Auditor-General for the Federation,
Accountant-General of the Federation,
Director-General, Budget Office.

REVIEW OF PENSION RATES

The President, Commander-in-Chief of the Armed Forces, has approved an increase in the pensions of retired public servants under the old, non-contributory Federal pension scheme. The increase for the different salary structures are shown in the tables below:


<table>
<thead>
<tr>
<th>S/No.</th>
<th>Increases on HATISS/CONTISS</th>
<th>Corresponding Increase on Pension(%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>22% Increase with effect from 1st Ma v. 2001</td>
<td>19.0</td>
</tr>
<tr>
<td>2.</td>
<td>10% Increase on a sliding scale with effect from 1st October 2003</td>
<td>6.0</td>
</tr>
<tr>
<td>3.</td>
<td>15% Increase on Consolidated Emoluments with effect from 1st January 2007</td>
<td>15.0</td>
</tr>
</tbody>
</table>

Increase in Pension arising from the increases granted to Harmonized Public Service Salary Structure (HAPSS/CONPSS) between 2003 and 2007.
<table>
<thead>
<tr>
<th>S/No.</th>
<th>Increases on HATISS/CONTISS</th>
<th>Corresponding Increase on Pension (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>12.5% Increase on a sliding scale with effect from 1st October 2003</td>
<td>6.0</td>
</tr>
<tr>
<td>2.</td>
<td>15% Increase on Consolidated Emoluments with effect from 1st January 2007</td>
<td>15.0</td>
</tr>
</tbody>
</table>

The rates of pension increase applicable to CONPSS should also apply to the Armed Forces, Police and the paramilitary services, because the rates of the remuneration items used in the calculation of terminal benefits are the same.

For the Top Federal Public Office Holders, only the Pension increase of 15% with effect from 1st January 2007 should apply to them, since they were not affected by the 12.5% increase on a sliding scale.

4. All enquiries arising from this circular should be directed to the National Salaries, Incomes and Wages Commission

Signed

CHIEF R. O. EGBULE, MFR
Chairman
CIRCULAR

Ref. No. SWC/S.04/VIII/354
Office of the Executive
Chairman,
National Salaries, Incomes and
Wages Commission,
Wing B, 3rd Floor,
Federal Secretariat Complex,
Phase I, Shehu Shagari Way,
P.M.B. 346, Garki-Abuja.

14th December, 2010

Chief of Staff to the President,
Principal Secretary to the Vice-President,
Honourable Minister of State,
Secretary to the Government of the Federation,
Head of the Civil Service of the Federation,
Permanent Secretaries/Chief Executives of Parastatals,
Secretary, National Judicial Council,
Auditor-General for the Federation,
Accountant-General of the Federation,
Director-General, Budget Office.

CONSOLIDATED RESEARCH AND ALLIED INSTITUTIONS SALARY STRUCTURE
(CONRAISS)

The President, Commander-in-Chief of the Armed Forces of the Federal Republic of Nigeria has approved a new salary structure for Research, Training and allied Institutions in the Federal Public Service. The new salary structure, known as the Consolidated Research and Allied Institutions Salary Structure (CONRAISS) is attached as Annex I

2. CONRAISS embodies an increase on the table of consolidated of the following components, which are shown in Annex II.

(i) The Consolidated Tertiary institutions Salary Structure (CONTISS) approved by the Federal Government of Nigeria (FGN) with effect from 1st January 2007 (FGN) Circular No. SWC/S.04/S.301/1 dated 18th January 2007; and


3. The new salary structure applies to all the staff of Research, Training and Allied Institutions and Agencies that currently operate the consolidated Tertiary Institution Salary Structure (CONTISS) which came into effect on January 1, 2007.

4. The effective date for the implementation of the new salary structure is 1st of July, 21
5. The pay increase is granted on the condition that there shall be a noticeable improvement in the productivity and the conduct of employees of Research. Training and allied Institution in the achievement of the result for which the Agencies were established, the framework on the standards and modalities for achieving this objective will be work out by government and relevant stakeholders not later than 31st January, 2011.

6. All enquiries arising from this circular should be directed to the National Salaries, Incomes and Wages Commission.

Signed
CHIEF R.O. EGBULE MFR
Chairman
### Annex 1

**NATIONAL SALARY, INCOMES AND WAGES COMMISSION, ABUJA**

**CONSOLIDATED RESEARCH AND ALLIED INSTITUTIONS SALARY STRUCTURE (CONRAISS)**

(Per Annum)

Effective Date: 1st July, 2010

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>13</th>
<th>14</th>
<th>15</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>293650</td>
<td>301404</td>
<td>309755</td>
<td>318108</td>
<td>326460</td>
<td>334811</td>
<td>343162</td>
<td>351515</td>
<td>359876</td>
<td>368218</td>
<td>376571</td>
<td>384923</td>
<td>393274</td>
<td>401627</td>
<td>409978</td>
</tr>
<tr>
<td>297110</td>
<td>307376</td>
<td>317642</td>
<td>327908</td>
<td>338175</td>
<td>348440</td>
<td>358706</td>
<td>368973</td>
<td>379240</td>
<td>389505</td>
<td>399771</td>
<td>410038</td>
<td>420303</td>
<td>430569</td>
<td>440836</td>
</tr>
<tr>
<td>311442</td>
<td>322773</td>
<td>333106</td>
<td>343437</td>
<td>353769</td>
<td>364100</td>
<td>374432</td>
<td>384764</td>
<td>395096</td>
<td>405427</td>
<td>415759</td>
<td>426090</td>
<td>436422</td>
<td>446752</td>
<td>457085</td>
</tr>
<tr>
<td>355300</td>
<td>367532</td>
<td>382165</td>
<td>396497</td>
<td>410830</td>
<td>425162</td>
<td>439494</td>
<td>453827</td>
<td>468159</td>
<td>482492</td>
<td>496824</td>
<td>511157</td>
<td>525439</td>
<td>539821</td>
<td>554154</td>
</tr>
<tr>
<td>432016</td>
<td>449481</td>
<td>466947</td>
<td>484412</td>
<td>501878</td>
<td>517343</td>
<td>532809</td>
<td>554274</td>
<td>571740</td>
<td>589205</td>
<td>606171</td>
<td>624136</td>
<td>642102</td>
<td>660067</td>
<td>678133</td>
</tr>
<tr>
<td>609251</td>
<td>724282</td>
<td>750313</td>
<td>776344</td>
<td>802374</td>
<td>828405</td>
<td>854436</td>
<td>880467</td>
<td>906498</td>
<td>932529</td>
<td>958560</td>
<td>984591</td>
<td>1010621</td>
<td>1036652</td>
<td>1062683</td>
</tr>
<tr>
<td>1073217</td>
<td>111009</td>
<td>114597</td>
<td>118385</td>
<td>122079</td>
<td>125766</td>
<td>129444</td>
<td>133132</td>
<td>136820</td>
<td>140511</td>
<td>144199</td>
<td>147887</td>
<td>151573</td>
<td>155263</td>
<td>1589508</td>
</tr>
<tr>
<td>1247851</td>
<td>129157</td>
<td>133481</td>
<td>137806</td>
<td>142147</td>
<td>146487</td>
<td>150827</td>
<td>155168</td>
<td>159508</td>
<td>163849</td>
<td>168189</td>
<td>172530</td>
<td>176771</td>
<td>1812109</td>
<td>1855515</td>
</tr>
<tr>
<td>1449963</td>
<td>149625</td>
<td>154366</td>
<td>159094</td>
<td>163810</td>
<td>168517</td>
<td>173234</td>
<td>177949</td>
<td>182665</td>
<td>187381</td>
<td>192081</td>
<td>196814</td>
<td>2015303</td>
<td>2062485</td>
<td>2109627</td>
</tr>
<tr>
<td>1632502</td>
<td>170912</td>
<td>177523</td>
<td>184133</td>
<td>190744</td>
<td>197355</td>
<td>204967</td>
<td>211576</td>
<td>218187</td>
<td>224798</td>
<td>231409</td>
<td>238020</td>
<td>244631</td>
<td>251242</td>
<td>2578527</td>
</tr>
<tr>
<td>1823167</td>
<td>189867</td>
<td>197417</td>
<td>204967</td>
<td>212517</td>
<td>220067</td>
<td>227618</td>
<td>235168</td>
<td>242718</td>
<td>250268</td>
<td>2578127</td>
<td>2653638</td>
<td>2729149</td>
<td>2804659</td>
<td>2879760</td>
</tr>
<tr>
<td>2014717</td>
<td>2090599</td>
<td>2177279</td>
<td>2263959</td>
<td>2350629</td>
<td>2437299</td>
<td>2524369</td>
<td>2611439</td>
<td>2708509</td>
<td>2805579</td>
<td>2902649</td>
<td>2999719</td>
<td>3096789</td>
<td>3193859</td>
<td>3290929</td>
</tr>
<tr>
<td>2723069</td>
<td>2836736</td>
<td>2950403</td>
<td>3064070</td>
<td>3177737</td>
<td>3291403</td>
<td>3405070</td>
<td>3518737</td>
<td>3632404</td>
<td>3746071</td>
<td>3861738</td>
<td>3977397</td>
<td>4093057</td>
<td>4208716</td>
<td>4324374</td>
</tr>
<tr>
<td>3352334</td>
<td>3489726</td>
<td>3627119</td>
<td>3764511</td>
<td>3901903</td>
<td>4039295</td>
<td>4176687</td>
<td>4314079</td>
<td>4451471</td>
<td>4588863</td>
<td>4726255</td>
<td>4863647</td>
<td>4901039</td>
<td>5038431</td>
<td>5175823</td>
</tr>
<tr>
<td>4047462</td>
<td>4204744</td>
<td>4362027</td>
<td>4517776</td>
<td>4676592</td>
<td>4833873</td>
<td>4991157</td>
<td>5148438</td>
<td>5305720</td>
<td>5463001</td>
<td>5620282</td>
<td>5777563</td>
<td>5934844</td>
<td>6092125</td>
<td>6249406</td>
</tr>
</tbody>
</table>

80
## CONSOLIDATED RESEARCH AND ALLIED INSTITUTIONS SALARY STRUCTURE (CONRAISI)

<table>
<thead>
<tr>
<th>CONRAISI</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>13</th>
<th>14</th>
<th>15</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 CONRAISI (Existing)</td>
<td>152544</td>
<td>155850</td>
<td>161156</td>
<td>165462</td>
<td>169768</td>
<td>174074</td>
<td>178380</td>
<td>182686</td>
<td>186982</td>
<td>191289</td>
<td>195604</td>
<td>199910</td>
<td>204216</td>
<td>208522</td>
<td>212828</td>
</tr>
<tr>
<td>Rent Subsidy 53.37% Pay Increase CONRAISI</td>
<td>38530</td>
<td>39671</td>
<td>40810</td>
<td>40810</td>
<td>41950</td>
<td>43090</td>
<td>44229</td>
<td>45368</td>
<td>46508</td>
<td>48787</td>
<td>49927</td>
<td>51067</td>
<td>52206</td>
<td>53346</td>
<td>54485</td>
</tr>
<tr>
<td>02 CONRAISI (Existing)</td>
<td>154637</td>
<td>159930</td>
<td>165223</td>
<td>170516</td>
<td>175809</td>
<td>181102</td>
<td>186395</td>
<td>191688</td>
<td>196992</td>
<td>202274</td>
<td>207567</td>
<td>212860</td>
<td>218153</td>
<td>223446</td>
<td>228739</td>
</tr>
<tr>
<td>Rent Subsidy 53.37% Pay Increase CONRAISI</td>
<td>39084</td>
<td>40485</td>
<td>41885</td>
<td>43286</td>
<td>44687</td>
<td>46087</td>
<td>47488</td>
<td>50290</td>
<td>48889</td>
<td>51690</td>
<td>53091</td>
<td>54492</td>
<td>55902</td>
<td>57203</td>
<td>58604</td>
</tr>
<tr>
<td>03 CONRAISI (Existing)</td>
<td>162027</td>
<td>168385</td>
<td>174743</td>
<td>181101</td>
<td>187459</td>
<td>193817</td>
<td>200175</td>
<td>206533</td>
<td>212891</td>
<td>219240</td>
<td>225597</td>
<td>231965</td>
<td>238323</td>
<td>244681</td>
<td>251039</td>
</tr>
<tr>
<td>Rent Subsidy 53.37% Pay Increase CONRAISI</td>
<td>4039</td>
<td>4272</td>
<td>44404</td>
<td>46086</td>
<td>47769</td>
<td>49451</td>
<td>51134</td>
<td>52816</td>
<td>54499</td>
<td>56181</td>
<td>57863</td>
<td>59545</td>
<td>61228</td>
<td>62910</td>
<td>645904</td>
</tr>
<tr>
<td>04 CONRAISI (Existing)</td>
<td>183712</td>
<td>191102</td>
<td>198492</td>
<td>205882</td>
<td>213272</td>
<td>220662</td>
<td>228052</td>
<td>235442</td>
<td>242832</td>
<td>250222</td>
<td>257612</td>
<td>265002</td>
<td>272392</td>
<td>279782</td>
<td>287172</td>
</tr>
<tr>
<td>Rent Subsidy 53.37% Pay Increase CONRAISI</td>
<td>4677</td>
<td>4873</td>
<td>50686</td>
<td>52641</td>
<td>54596</td>
<td>56551</td>
<td>58506</td>
<td>60461</td>
<td>62416</td>
<td>64371</td>
<td>66326</td>
<td>68281</td>
<td>70236</td>
<td>72191</td>
<td>74146</td>
</tr>
<tr>
<td>05 CONRAISI (Existing)</td>
<td>224196</td>
<td>232301</td>
<td>240406</td>
<td>248511</td>
<td>256616</td>
<td>264721</td>
<td>272826</td>
<td>280931</td>
<td>289036</td>
<td>297141</td>
<td>305246</td>
<td>313351</td>
<td>321456</td>
<td>329561</td>
<td>337666</td>
</tr>
<tr>
<td>Rent Subsidy 53.37% Pay Increase CONRAISI</td>
<td>5748</td>
<td>59869</td>
<td>62252</td>
<td>64635</td>
<td>67017</td>
<td>69400</td>
<td>71783</td>
<td>74160</td>
<td>76549</td>
<td>78931</td>
<td>81314</td>
<td>83697</td>
<td>86080</td>
<td>88463</td>
<td>90845</td>
</tr>
<tr>
<td>06 CONRAISI (Existing)</td>
<td>367375</td>
<td>376206</td>
<td>385655</td>
<td>403104</td>
<td>420553</td>
<td>438002</td>
<td>455451</td>
<td>472900</td>
<td>490349</td>
<td>507798</td>
<td>525247</td>
<td>542696</td>
<td>551043</td>
<td>553194</td>
<td>555143</td>
</tr>
<tr>
<td>Rent Subsidy 53.37% Pay Increase CONRAISI</td>
<td>79251</td>
<td>90659</td>
<td>99562</td>
<td>108086</td>
<td>106610</td>
<td>110133</td>
<td>113657</td>
<td>117180</td>
<td>120704</td>
<td>124228</td>
<td>127752</td>
<td>131275</td>
<td>134798</td>
<td>138322</td>
<td>141846</td>
</tr>
<tr>
<td>07 CONRAISI (Existing)</td>
<td>879391</td>
<td>899242</td>
<td>919093</td>
<td>938944</td>
<td>958795</td>
<td>978646</td>
<td>998497</td>
<td>1018348</td>
<td>1038348</td>
<td>1058348</td>
<td>1078348</td>
<td>1098348</td>
<td>1118348</td>
<td>1138348</td>
<td>1158348</td>
</tr>
<tr>
<td>Rent Subsidy 53.37% Pay Increase CONRAISI</td>
<td>120366</td>
<td>124560</td>
<td>128754</td>
<td>132948</td>
<td>137142</td>
<td>141336</td>
<td>145530</td>
<td>149724</td>
<td>153918</td>
<td>158111</td>
<td>162306</td>
<td>166501</td>
<td>170695</td>
<td>174889</td>
<td>179083</td>
</tr>
</tbody>
</table>

### Annex II

81
| CONTISS | (Existing) | 671747 | 695953 | 718539 | 741665 | 764971 | 788277 | 811583 | 834889 | 858195 | 881501 | 904907 | 928113 | 951419 | 974725 | 998031 |
|---------|------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| 08      | Rent Subsidy | 141876 | 146870 | 151864 | 156859 | 161853 | 166848 | 171842 | 176837 | 181831 | 186826 | 191820 | 196815 | 201810 | 206803 |
| Increase | CONRAISS   | 643231 | 493334 | 464438 | 479542 | 494446 | 509730 | 524854 | 539958 | 555062 | 570166 | 585270 | 600374 | 615478 | 630581 | 645686 |
| 09      | Rent Subsidy | 167027 | 172518 | 178010 | 183501 | 188992 | 194483 | 199975 | 205466 | 210957 | 216448 | 221940 | 227431 | 232922 | 238413 | 243905 |
| Increase | CONRAISS   | 504152 | 520764 | 537135 | 553587 | 569986 | 586409 | 602821 | 619233 | 635644 | 652055 | 668467 | 684879 | 701290 | 717701 | 734113 |
| 10      | Rent Subsidy | 187129 | 200793 | 214497 | 228201 | 241905 | 255609 | 269313 | 283017 | 296721 | 310425 | 324129 | 337833 | 351538 | 365242 | 378946 |
| Increase | CONRAISS   | 160502 | 170312 | 177323 | 184873 | 191814 | 198855 | 206096 | 213325 | 220786 | 228376 | 236067 | 243758 | 251449 | 259140 | 266831 |
| 11      | Rent Subsidy | 205233 | 221549 | 237865 | 254181 | 270597 | 286913 | 303329 | 319746 | 336162 | 352579 | 369000 | 385421 | 391942 | 408363 | 424784 |
| Increase | CONRAISS   | 182316 | 201860 | 184171 | 204963 | 212176 | 229387 | 246600 | 263812 | 281024 | 298236 | 315448 | 332660 | 349872 | 367084 | 384296 |
| 12      | Rent Subsidy | 230552 | 248129 | 265696 | 283263 | 300830 | 318398 | 335966 | 353534 | 371102 | 388670 | 406238 | 423796 | 441354 | 458912 | 476470 |
| Increase | CONRAISS   | 207015 | 225706 | 244398 | 262991 | 281594 | 300197 | 318700 | 337203 | 355706 | 374209 | 392712 | 411215 | 429718 | 448221 | 466724 |
| 13      | Rent Subsidy | 245809 | 264386 | 282963 | 301540 | 320117 | 338694 | 357271 | 375848 | 394425 | 413002 | 431579 | 450156 | 468733 | 487310 | 505887 |
| Increase | CONRAISS   | 215217 | 234023 | 252829 | 271635 | 290441 | 309247 | 328053 | 346859 | 365665 | 384471 | 403277 | 422083 | 440889 | 459695 | 478501 |
| 14      | Rent Subsidy | 284908 | 303485 | 322062 | 340639 | 359216 | 377793 | 396370 | 414947 | 433524 | 452101 | 470678 | 489255 | 507832 | 526409 | 545986 |
| Increase | CONRAISS   | 253316 | 272222 | 291128 | 310035 | 328941 | 347847 | 366753 | 385660 | 404566 | 423472 | 442378 | 461284 | 480190 | 499096 | 517902 |
| 15      | Rent Subsidy | 322319 | 341226 | 359233 | 377240 | 395247 | 413254 | 431261 | 449268 | 467275 | 485282 | 503289 | 521296 | 539303 | 557310 | 575317 |
| Increase | CONRAISS   | 290824 | 309830 | 328836 | 347842 | 366848 | 385854 | 404860 | 423866 | 442872 | 461878 | 480884 | 500190 | 519396 | 538302 | 557308 |
CIRCULAR

HCSF/062/S.I/1/20
Office of the Head of the Civil
Service of the Federation,
The Presidency,
Federal Secretariat, Phase II,
Abuja
29th December, 2010

Chief of Staff to the President, C-in-C,
Deputy Chief of Staff to the Vice-President,
Honourable Ministers
Honourable Ministers of State,
Secretary to the Government of the Federation,
Special Advisers/Senior Special Assistants,
Service Chiefs/Inspector-General of Police,
Chairman, Federal Civil Service Commission,
Chairman, National Salaries, Incomes and Wages Commission,
Permanent Secretaries,
Accountant-General of the Federation,
Auditor-General for the Federation,
Surveyor-General of the Federation,
Director-General Heads of Extra-Ministerial Department,
Chief Executives of Parastatals and Agencies.

RE: TENURE OF OFFICE FOR PERMANENT SECRETARIES AND DIRECTORS

Further to Circular HCSF/061/S.I/III/68 of August 20, 2009, on the Tenure of Office for Permanent Secretaries and Directors, all Permanent Secretaries, Heads of Extra-Ministerial Departments, relevant Parastatals and Agencies of Government are directed to furnish this Office with the list of Directors who have spent eight (8) years and above on post, in line with the Tenure Policy in the Public Service.

2. The list, which should reach this Office not later than Friday, January 14, 2011, should be accompanied with a comprehensive nominal roll of the directorate level officers of the respective Ministries, Extra-Ministerial Departments, relevant Parastatals and Agencies of Government.

3. Please, ensure compliance.

PROF. OLADAPO AFOLABI, OON
Head of the Civil Service of the Federation
### INDEX TO ESTABLISHMENT CIRCULARS YEAR 2011

<table>
<thead>
<tr>
<th>Item</th>
<th>Reference No.</th>
<th>Subject</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>HCSF/EPO/EIR/RR/63755/T1/149 Of 10th February, 2011</td>
<td>Unauthorized skipping of Grades by staff of Federal Government –Owned Institutions and Agencies Operating the Consolidated Tertiary Institutions Salary Structure (CONTISS) and Allied Salary Structures</td>
<td>7</td>
</tr>
<tr>
<td>6.</td>
<td>PRESS RELEASE</td>
<td>Expiration of the Deadline on the use of Vehicles with Tinted Glasses</td>
<td>11</td>
</tr>
<tr>
<td>Item</td>
<td>Reference No.</td>
<td>Subject</td>
<td>Page</td>
</tr>
<tr>
<td>------</td>
<td>---------------</td>
<td>-------------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>11</td>
<td>Ref. No. HOCSF/CMO/731/12 Of 5th May, 2011</td>
<td>Returns on Vacancies and APER Scores for Officers on Grade Level 14-16 in the Pool of the Office of Head of the Civil Service Federation</td>
<td>31</td>
</tr>
<tr>
<td>12</td>
<td>HCSF/EPO/EIR/B.64304</td>
<td>Inclusion of National Business and Technical Educations in the Scheme of the Service</td>
<td>34</td>
</tr>
<tr>
<td>16</td>
<td>HCSF/061/S.I/V/89 Of 20th September, 2011</td>
<td>Restoration of Security and Overseas Treatment for life, for Retired Heads of the Civil service of the Federation and Federal Permanent Secretaries</td>
<td>46</td>
</tr>
<tr>
<td>18</td>
<td>HCSF/061/S.I/92 Of 31st October, 2011</td>
<td>Removal of Impediments to the Smooth Running of MDAs</td>
<td>51</td>
</tr>
<tr>
<td>20</td>
<td>HCSF/PS/CMO/AOD/051/T2/5 Of 14th November, 2011</td>
<td>Verification of candidates for the Officers on Salary Grade Level 06-13 in the Pool of the Office of the Head of the Civil Service of the Federation</td>
<td>55</td>
</tr>
</tbody>
</table>
# INDEX TO ESTABLISHMENT CIRCULARS YEAR 2011-2012

<table>
<thead>
<tr>
<th>Item</th>
<th>Reference No.</th>
<th>Subject</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>22.</td>
<td>Ref. No. 58544/II/194 Of 5th January, 2011</td>
<td>Re: The Need for Involvement of the Ministry of Foreign Affairs in Matters Relating to International Affairs</td>
<td>61</td>
</tr>
<tr>
<td>23.</td>
<td>HCSF/061/S.I/V/100 Of 14th February, 2011</td>
<td>Proactive Action by Civil Servants in View of the Security Challenges in the Country</td>
<td>63</td>
</tr>
<tr>
<td>24.</td>
<td>Ref. No. HCSF/EPO/EIR/RR/64303/T/ Of 21st February, 2012</td>
<td>Procedure for Seeking for Waiver to Fill Vacancies in Ministries, Departments and Agencies (MDAs)</td>
<td>64</td>
</tr>
<tr>
<td>26.</td>
<td>Ref. No. BRS/DR/GEN/CIR/01/005 Of 17th April, 2012</td>
<td>Reminder in Respect of NUBAN compliance</td>
<td>68</td>
</tr>
<tr>
<td>27.</td>
<td>Ref. No. OHCSF/MSO/24/VOL.I Of 23rd April, 2012</td>
<td>Establishment of Gender units in all Ministries, Departments and agencies</td>
<td>69</td>
</tr>
<tr>
<td>29.</td>
<td>FCSC/CHMN/CL/15/VOL.1/8 Of 9th July, 2012</td>
<td>Breach of Guidelines on Appointments, Secondments and Transfer in Relation to Promotion</td>
<td>73</td>
</tr>
</tbody>
</table>
## INDEX TO ESTABLISHMENT CIRCULARS YEAR 2012

<table>
<thead>
<tr>
<th>Item</th>
<th>Reference No.</th>
<th>Subject</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>30.</td>
<td>HCSF/CSO/DFA/141/1 Of 10th July, 2012</td>
<td>Need for Prompt Retirement of Advances</td>
<td>75</td>
</tr>
<tr>
<td>31.</td>
<td>HCSF/EPO/EIR/C&amp;D/S.100/1/29 Of 1st August, 2012</td>
<td>Conversion of Executive Officer (General Duties) that has Acquired University Degree and has Cognate Experience to the Administrative Officer Cadre</td>
<td>76</td>
</tr>
<tr>
<td>32.</td>
<td>FCSC/CHMN/CL/17/VOL.I/33 Of 14th February, 2012</td>
<td>Procedure for Vacancy Declaration</td>
<td>78</td>
</tr>
<tr>
<td>34.</td>
<td>Ref. No. HCSF/PS/CSO/556/II/131 Of 1st August, 2012</td>
<td>Three months Pre-retirement/ Terminal Leave</td>
<td>84</td>
</tr>
<tr>
<td>35.</td>
<td>Ref. No. HCSF/EPO/EIR/D/S.100/32 Of 8th October, 2012</td>
<td>Review of Entry Qualification into the Environmental health Officer Cadre</td>
<td>86</td>
</tr>
<tr>
<td>36.</td>
<td>Ref. No. HCSF/EPO/EIR/C&amp;D/S.100/35 Of 8th October, 2012</td>
<td>Elongation of Official Reporter Cadre from Grade Level 08-17 and creation of Assistant Official Reporter Cadre, Grade Level 07-14 in the public Service</td>
<td>88</td>
</tr>
<tr>
<td>37.</td>
<td>Ref. No. HCSF/EPO/EIR/C&amp;D/S.100/26 Of 8th October, 2012</td>
<td>Re: Designation of the Registered Builders (Building Officer Cadre) to Builders Cadre</td>
<td>90</td>
</tr>
<tr>
<td>38.</td>
<td>Ref. No. HCSF/EPO/EIR/C&amp;D/S.100/28 Of 8th October, 2012</td>
<td>Elongation of Hospital Secretaries Cadre from Grade Level 13 to Grade Level 14</td>
<td>92</td>
</tr>
</tbody>
</table>
## INDEX TO ESTABLISHMENT CIRCULARS YEAR 2012

<table>
<thead>
<tr>
<th>Item</th>
<th>Reference No.</th>
<th>Subject</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>39</td>
<td>Ref. No. HCSF/EPO/EIR/CND/S.100/29</td>
<td>Strict Compliance with the Scheme of Service for Registered Estate Surveyors and Valuers (land Officer Cadre) in the Public Service</td>
<td>94</td>
</tr>
<tr>
<td>40</td>
<td>Ref. No. HCSF/EPO/EIR/CND/S.100/30 Of 8&lt;sup&gt;th&lt;/sup&gt; October, 2012</td>
<td>Conversion of Typist who had Stagnated for over Five Years to Data Processing Officer Cadre.</td>
<td>96</td>
</tr>
</tbody>
</table>

## INDEX TO ESTABLISHMENT CIRCULARS YEAR 2013

<table>
<thead>
<tr>
<th>Item</th>
<th>Reference No.</th>
<th>Subject</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>41</td>
<td>HCSF/CMO/AOD/012/VII/108 Of 3&lt;sup&gt;rd&lt;/sup&gt; January, 2013</td>
<td>Appointment of Permanent Secretary in the Federal Civil Service</td>
<td>99</td>
</tr>
</tbody>
</table>
Ref. No. HCSF/PSO/004/T2/112
Office of the Head of Civil
Service of the Federation,
The Presidency,
Federal Secretariat Complex,
Phase II,
Shehu Shagari Way,
Abuja.
6th January, 2011

All Permanent Secretaries,

RESUMPTION FOR DUTIES AND CLOSING TIME IN THE FEDERAL CIVIL SERVICE

Ahead of the installation of a clocking electronic device, all Permanent Secretaries should set up a tracking system for monitoring and documenting every officer's resumption and closing time. Henceforth, the resumption and closing time of 8:00am and 4:00pm respectively should be strictly enforced.

2. Please, ensure compliance

Professor Oladapo A. Afolabi, OON
Head of the Civil Service of the Federation
CIRCULAR

Ref. No.
CSF/CSO/HRM/POL.1054/T/10
Office of the Head of Civil
Service of the Federation,
The Presidency,
Federal Secretariat Complex,
Phase II,
Shehu Shagari Way,
Abuja.
10th January, 2011

Principal secretary to the President C-in-C,
Principal Secretary to the Vice President,
Chief Justice of the Federation,
All Honourable Ministers/Ministers of State,
Secretary to the Government of the Federation,
Head of the Civil Service of the Federation,
Special Advisers/Senior special Assistants,
Service Chiefs/Inspector General of Police,
The Chairman, Federal Civil service Commission,
All Permanent Secretaries,
The Chairman, Police Service Commission
Accountant-General for the Federation,
Surveyor-General of the Federation,
Chief Registrar, Supreme Court of Nigeria,
Director-General and Chief Executives of Parastatals and Agencies.

APPOINTMENT OF ACCOUNTANT-GENERAL OF THE FEDERATION

Following the approval of the President to fill the vacant position of the Accountant General of the Federation, you are accordingly requested to forward the list personal, confidential files as well as 15 copies of the curriculum Vitae of all substantive
Directors (Accountant) on Grade Level 17 in your establishment on or before Friday, 21st January, 2011.

2. During the selection process the date of which will be announced in due course, eligible candidates will be evaluated on the following:
   i. Understanding of Government Fiscal Policy
   ii. Management of Government Finances
   iii. Integrity;
   iv. Experience;
   v. Knowledge of global financial trends and issues;
   vi. Information Technology;
   vii. Communication Skills and General Knowledge and;
   viii. Their visioning capacity and firmness in fund control measures and proper management of Public Finances.

3. They will also be assessed in Leadership Qualities, Competence on Rules Process and Procedure, Project Development and Management, Policy Development and Implementation, Familiarity with Contemporary Government Policies and Priorities, Visioning Capacity and Firmness on the rule of Law.

4. These attributes will be evaluated through:
   i. Administration of Questionnaires;
   ii. Written Examination;
   iii. Basic Training and Test in ICT Software such as Word Processing, Excel and Power Point; and
   iv. Oral Presentations to a broad-based Panel of experienced experts in governance.

5. You are reminded to ensure that this circular is brought to the attention of all eligible Directors concerned.

6. Please, accept my warm regards.

Professor Oladapo A. Afolabi, OON
Head of the Civil Service of the Federation
INTERNAL CIRCULAR

To: All Heads of Department
    All Heads of Unit

RE: RESUMPTION FOR DUTIES AND CLOSING TIME IN THE
FEDERAL CIVIL SERVICE

I am directed to refer to a Circular Reference No. HCSF/PSO/004/T2/112 of 6th January, 2011 on the above subject from the Office of the Head of the Civil Service of the Federation for your information and necessary action.

2. In view of this, all Heads of Department and Heads of Unit are advised to take concrete steps to ensure that the resumption and closing time of 8:00am and 4:00pm respectively are adhered to. This does not however prevent officers with responsibilities beyond 4:00pm from doing so. All Heads of Department and Heads of Unit are also reminded that the provisions of the Public Service Rules (PSR) are still in force and sanctions would be applied on proven cases of willful compromise of this directive.

3. A sample of the Attendance Register to be produced and used in the Departments/Units pending the installation of a clocking electronic device is attached for your further necessary action, please. **Weekly report should be submitted to the Director (HRM) every Monday.**

4. Kindly draw the attention of your officers to the contents of this Circular.

Dr. James N. Obiegbu
Director (HRM)
For: Head of the Civil Service of the Federation.
## ATTENDANCE RECORD

**OFFICE OF THE HEAD OF THE CIVIL SERVICE OF THE FEDERATION**

**DEPARTMENT/UNIT:**

<table>
<thead>
<tr>
<th>S/NO</th>
<th>NAME OF OFFICER</th>
<th>DESIGNATION</th>
<th>TIME IN</th>
<th>SIGNATURE</th>
<th>TIME OUT</th>
<th>SIGNATURE</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Page**

**10**
CIRCULAR
HCSF/EPO/EIR/RR/637755/T1/149
Office of the Head of the Civil Service
Of the Federation
The Presidency, Federal Secretariat
Phase II
Shehu Shagari Way, Abuja.
February 10th, 2011.

Chief of Staff to the President;
Deputy Chief of Staff to the Vice-President;
Principal Secretary to the President C-in-C,
All Honourable Ministers/Ministers of State,
Secretary to the Government of the Federation,
Special Advisers/Senior Special Assistants,
Service Chiefs/Inspector General of Police,
The Chairman, Federal Civil Service Commission,
All Permanent Secretaries,
Clerk of the National Assembly;
Secretary, National Judicial Council;
All Heads of Extra-Ministerial Departments and Statutory agencies;
Accountant-General of the Federation,
Auditor-General for the Federation,
Surveyor-General of the Federation,
Chief Register, Supreme Court of Nigeria.

UNAUTHORISED SKIPPING OF GRADES BY STAFF OF FEDERAL
GOVERNMENT-OWNED INSTITUTIONS AND AGENCIES OPERATING
THE CONSOLIDATED TERTIARY INSTITUTIONS SALARY STRUCTURE
(CONTISS) AND ALLIED SALARY STRUCTURES

Sequel to our earlier Circular on the above subject with Ref. No.
HCSF/EPO/EIR/RR/637755/T1/76 dated January 11th, 2010, it is hereby reiterated that there is
no provision for skipping of any grade in CONTISS or other salary structures that recently
sprang off from it, such as the Consolidated Health salary structures that recently sprang off
from it, such as the Consolidated Health salary Structure (CONHESS), the Consolidated
Tertiary Educational Institutions Salary Structure (CONTEDISS), and the Consolidated
Research and Allied Institutions Salary Structure (CONRAISS).
2. Accordingly, no officer shall henceforth be allowed to skip CONTISS Level 10 (or its equivalent) or any other grade, in his/her promotion or advancement, against the provisions of the Scheme of Service. Also, officers who have in the past exceeded their terminal grade and salary with effect from January 1, 2011. However, officers who had earlier skipped grades but have not exceeded their terminal grades are to be allowed to remain their grades and salaries, but further promotions shall be according to the scheme of service.

3. Chief Executives of all affected establishments are to implement this new order without fail and shall be held responsible for any infraction of the Scheme of Service in this regard with effect from January 1, 2011.

4. Any further enquiry on the contents of this Circular should be made to this Officer or the National Salaries, Incomes and Wages Commission.

Professor Oladapo A. Afolabi, OON
Head of the Civil Service of the Federation.
CIRCULAR
Ref. No. MPA/HM/042/T/135
Federal Ministry of Police Affairs

Phase III,
Shehu Shagari Way,
Abuja.

March 10, 2011

All Honourable Ministers/Ministers of State,
Secretary to the Government of the Federation,
Special Advisers/Senior Special Assistants,
Service Chiefs/Inspector General of Police,
The Chairman, Federal Civil Service Commission,
All Heads of Extra-Ministerial Departments and Statutory Agencies;
Accountant-General of the Federation,
Auditor-General of the Federation,
Surveyor-General of the Federation,
Chief Registrar, Supreme Court of Nigeria.

ENFORCEMENT OF THE BAN ON THE USE OF VEHICLES WITH TINTED GLASSES

Following the prohibition by law on the use of vehicles with tinted glasses and the time stated for compliance by the Minister of Police Affairs, officers and men of the Nigeria Police and other security agencies have been mandated to enforce it in line with the provisions of the motor Vehicles (Prohibition of tinted Glasses) act CAP M21.

2. However, since the enforcement commenced on Saturday March 5, 2011, there have been reports of resistance from some prominent personalities, top
Government officials, Political holders, Members of the National Assembly, Senior Officers of the Military and Security Services.

3. While the inconveniences occasioned by the enforcement of the ban are deeply regrettable, it should be noted that the decision to enforce the ban stemmed from the issues of very important national security concern.

4. You may also wish to note that only the President, Vice President, State governors and their Deputies, the Senate President, Senate Leader, speaker of the House of Representatives, the Deputy Speaker and the House Leader are exempted from the ban. This has been adequately publicized in both the electronic and print media (see attached copy of the Press Release).

5. It is in the light of this that I wish to solicit your cooperation, as a stakeholder in the protection of life and property, to ensure compliance by officials of your organization in order to ensure the realization of the objectives of the policy.

6. Please accept the assurances of my highest esteem.

Humphrey Enemakwu Abah,
Honourable Minister
PRESS RELEASE

EXPIRATION OF THE DEADLIN ON THE USE OF VEHICLES WITH TINTED GLASSES

The general public, especially users of vehicles with tinted glasses, covered number plates and unauthorized users of siren should not that the deadline given for the removal of such tints and use of covered number plates and siren expired.

Commissioners of Police in the States and the Federal Capital Territory are now directed to begin physical apprehension and prosecution of offenders, beginning from Saturday, March 5, 2011 with the exception of those with factory-fitted tinted glasses. This is in line with the Motor Vehicles (Prohibition of Tinted Glasses) Act which forbids the use of tinted vehicles on Nigeria road.

For the avoidance of doubt, it should be noted that ban affects all cadres of people including government officials, personnel of the Military, the Police and other security agencies with exception of Mr. President, Vice President, Governors and their deputies, Senate President, the Deputy Senate President, Senate Leader, speaker of the House of Representatives, Deputy Speaker and the House Leader.

The Public should also note that all permits and licenses granted for the use of tinted glasses have been revoked.

Please join the Police to fight crime in the society, as security is the responsibility of all.

James a. Odaudu
Chief Press Secretary
For: Honourable Minister, Police Affairs
CIRCULAR

Ref. No. SGF.OP/I/S.3/VIII/250
Office of the Secretary to the
Government of the Federation,
The Presidency,
P-Wing, Shehu Shagari Complex,
Three Arms Zone,
Abuja.
12th April, 2011

Chief of Staff to the President,
Deputy Chief of Staff to the Vice President,
Principal Secretary to the President,
All Honourable Ministers/Ministers of State,
Head of the Civil Service of the Federation,
National Security Adviser
Economic adviser to the President,
Special Advisers/Senior Special Assistants,
Chief of Defences Staff/Service Chiefs/Inspector-General of Police,
Governor, Central Bank of Nigeria,
Chairman, Federal Civil Service Commission,
Chairman, Police Service Commission,
Chairman, Code of Conduct Bureau,
Chairman, Code of Conduct Tribunal
Chairman, Federal Character Commission,
Chairman, Revenue Mobilization, Allocation and Fiscal Commission,
Chairman, Federal Inland Revenue Service,
Chairman, Independent National Electoral Commission,
Chairman, National Electoral Commission,
Chairman, National Population Commission,
Chairman, Independent Corrupt Practices and
other Related Offences Commission
Chairman, Economic and Financial Crimes Commission,
Chairman, National Drug Law Enforcement Agency,
All Permanent Secretaries and Heads
Of Extra-Ministerial Departments,
Clerk to the National Assembly,
Chief Registrar, Supreme Court of Nigeria,
Secretary, National Judicial Council,
Accountant-General for the Federation,
Directors-General and Chief Executives of
Parastatal, Agencies and Government-Owned Companies.

PATRONAGE OF LOCAL AUTOMOTIVE INDUSTRY PRODUCTS
It will be recalled that as part of Federal Government's determination to promote the growth and development of the local automotive industries, the Federal Government vide official Gazette No. 28 Vol. 81 of 3rd March, 1994 directed all Ministers, Departments and Agencies (MDAs) to procure their vehicles from the brands made by the Local Assembly Plants.

2. Accordingly, Mr. President has directed that in line with extant regulations, Ministries, Departments, and agencies are enjoined to patronize all brands of vehicles made in Nigeria by the Local Assembly Plants as appropriate. However, in the unlikely event the vehicle required from the Local automotive Industries are not available at the time of need necessary clearance must be obtained from Mr. President through this Office before other alternative brands are procured.

3. Please bring the contents of this circular to all concerned for strict compliance.

Mahmud Yayale Ahmed, CFR
Secretary to the Government of the Federation
CIRCULAR

Ref. No. B.54434.10
Office of the Head of the Civil Service
Of the Federation,
The Presidency,
Federal Secretariat, Phase II,
Shehu Shagari Way,
Abuja.
21st April, 2011

Chief of Staff to the President,
Deputy Chief of Staff to the Vice President,
Secretary to the Government of the Federation,
Honourable Minister,
The Chairman, Federal Civil Service Commission,
Chairman of Statutory Commission,
Federal Permanent Secretaries,
The Auditor-General for the Federation,
The Accountant-General for the Federation,
The Surveyor-General for the Federation,
The Director-General/Head of Extra Ministerial Departments.

CLARIFICATION ON THE STATUS OF THE DIPLOMA PROGRAMMES
OF THE FEDERAL TRAINING CENTRES (ETC’s)

Following persistent enquiries for clarification from MDA’s on the status of the Diploma Programmes of the Federal Training Centres (FTC’s), under the supervision of this Office, it has become necessary to state that the process of Technical Education (NBTE) is on-going. This is in line with the resolution of the National Council on Establishments (NCE) at its 30th and 32 Ministerial meetings.

2. The National Board for Technical Education (NBTE) had earlier clarified that “any other Diploma, Higher, Advanced Diploma etc, awarded by any Polytechnic
Or any Institution for that matter, refer to programmes that enjoy no accreditation, and are therefore not equivalent to the nationally recognized National Diploma (ND) and Higher National Diploma (HND). The accreditation of the Diploma Programmes of the FTC’s by the National Board for Technical Education (NBTE) and the approval of the National Council on Establishments (NCE) for inclusion of the Diploma/Certificates awarded in the Schemes of Service, are pre-conditions for the use if such qualification for career advancement in the Public Service.

3. In order to clear doubts and confusion arising from deliberations at the meetings of Junior Staff/Senior Staff Committees of MDA’s, it should be noted that the Diploma Programmes awarded by the FTC’s could be used for career advancement once they have been accredited by the NBTE. However, the following programmes of the FTC’s which have been approved and included in the Schemes of service/extant rules will continue to be recognized for purposes of career advancement viz:

Higher National Diploma in secretarial Studies (HNDSS);
Intermediate National Diploma in Secretarial Studies (INDSS);
Certificate in Supervisory General Management (CSGM);
Advanced Certificate in Typewriting and World Processing (ACTWP); and

5. Please bring the contents of this circular to the attention of all schedule/desk officers concerned.

CHARLES BONAT
Perm. Sec. (Estabs and Records Office)
For: Head of the Civil Service of the Federation
CIRCULAR

Ref. No. OE&MS/70?VOL.II
The Presidency
Office of the Head of the Civil
Service
Of the Federation
Manpower Development Office
Federal Secretariat, Phase II,
Abuja.
19th April, 2011

Chief of Staff to the President,
Commander-in-Chief
Deputy Chief of Staff to the Vice President,
Honourable Ministers,
Secretary to the Government of the Federation,
Service Chief/Inspector-General of Police
Governor, Central Bank of Nigeria,
Chairman, Federal Civil Service Commission
Chairman, Police Service Commission
Chairman, Code of Conduct Bureau,
Chairman, Code of Conduct Tribunal,
Chairman, Federal Character Commission,
Chairman, independent National Electoral Commission
Chairman, Revenue Mobilization, Allocation and Fiscal Commission,
Chairman, National Pension Commission,
All Permanent Secretaries
Clerk Registrar, Supreme Court of Nigeria,
Accountant-General of the Federation,
Auditor-General of the Federation,
Directors-General and Chief Executives of Parastatals,
Agencies and Government-owned Companies,
Heads of Service of State Governments,
Chairman Local Governments
NOMINATION OF CANDIDATES FOR TRAINING COURSES AT THE FEDERAL TRAINING CENTRES 2011/2012 ACADEMIC SESSION

Nominations are hereby invited for admission to full time In-Service Training programmes at the Federal Training Centres for the 2011/2012 academic session.

2. Following a comprehensive review of the FTC Curriculum, courses available at the centres are as follows:

<table>
<thead>
<tr>
<th>S/NO</th>
<th>COURSES</th>
<th>DURATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>i</td>
<td>Professional Dip. In Verbatim Reporting (PDVR)</td>
<td>2 Sessions (4 Semesters)</td>
</tr>
<tr>
<td>ii</td>
<td>Higher Dip. In Office Technology and Management (HDOTM)</td>
<td>2 Sessions (4 Semesters)</td>
</tr>
<tr>
<td>iii</td>
<td>Dip. In Office Technology and Management (DOTM)</td>
<td>2 Sessions (4 Semesters)</td>
</tr>
<tr>
<td>iv</td>
<td>Certificate in Supervisory General Management (CSGM)</td>
<td>1 Sessions (4 Semesters)</td>
</tr>
<tr>
<td>v</td>
<td>Advanced Certificate in Typewriting and Word Processing (ACTWP)</td>
<td>1 Sessions (4 Semesters)</td>
</tr>
<tr>
<td>vi</td>
<td>Intermediate Certificate in Typewriting and Word Processing (ICTWP)</td>
<td>2 Sessions (4 Semesters)</td>
</tr>
<tr>
<td>vii</td>
<td>Diploma in Business Administration and Management (DBAM)</td>
<td>2 Sessions (4 Semesters)</td>
</tr>
<tr>
<td>viii</td>
<td>Diploma in Public Administration (DPA)</td>
<td>2 Sessions (4 Semesters)</td>
</tr>
<tr>
<td>ix</td>
<td>Higher Diploma in Public Administration (HDPA)</td>
<td>2 Sessions (4 Semesters)</td>
</tr>
<tr>
<td>x</td>
<td>Diploma in Computer science (DCS)</td>
<td>2 Sessions (4 Semesters)</td>
</tr>
<tr>
<td>xi</td>
<td>Certificate in Information Technology (CIT)</td>
<td>1 Sessions (4 Semesters)</td>
</tr>
</tbody>
</table>
3. For the purpose of further clarification, the new nomenclature for the old courses offered are as follows:

<table>
<thead>
<tr>
<th>S/NO</th>
<th>OLD NOMENCLATURE</th>
<th>COURSES</th>
<th>DURATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Official Reporter</td>
<td>Professional Dip. In Verbatim Reporting (PDVR)</td>
<td>2 Sessions (4 Semesters)</td>
</tr>
<tr>
<td>ii</td>
<td>Confidential Secretary II</td>
<td>Higher Dip. In Office Technology and Management (DOTM)</td>
<td>2 Sessions (4 Semesters)</td>
</tr>
<tr>
<td>iii</td>
<td>Confidential Secretary III</td>
<td>Dip. In Officer Technology and Management (DOTM)</td>
<td>2 Sessions (4 Semesters)</td>
</tr>
<tr>
<td>iv</td>
<td>Clerical Officer Conversion Course to AEO</td>
<td>Certificate in Supervisory General Management (CSGM)</td>
<td>1 Sessions (4 Semesters)</td>
</tr>
<tr>
<td>v</td>
<td>Typist Grade I</td>
<td>Advanced Certificate in Typewriting and Word Processing (ACTWP)</td>
<td>1 Sessions (4 Semesters)</td>
</tr>
<tr>
<td>vi</td>
<td>Typist Grade II</td>
<td>Intermediate Certificate in Typewriting and Word Processing (ICTWP)</td>
<td>1 Sessions (4 Semesters)</td>
</tr>
</tbody>
</table>

4. **General Admission Requirements**

Trainees for admission into Diploma Programmes must be confirmed staff of the Federal, State or Local Government Civil Service and should have at least four (4) credits at GCE 'O' Level, including English Language at one sitting or five (5) credits in GCE 'O' Level at two (2) sittings. Credits in GCE-related examinations, such as NECO and NABTEB, shall also be accepted on the same value as GCE. Candidates applying for certificate courses must have attended recognized institutions, while working experience will be an added advantage.
### 5. Diploma Courses

<table>
<thead>
<tr>
<th>S/No</th>
<th>Courses</th>
<th>Requirements</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>i.</td>
<td>Professional Diploma in Vibrating Reporting (PDVR)</td>
<td>Candidates should fulfill the general admission requirements. In addition, serving public officers must be on GL. 07 and above with at least two years working experience. They must have obtained the Higher Diploma in Secretarial Studies or its equivalent in a recognized institution.</td>
<td>A pass in French Language at ordinary level is an added advantage.</td>
</tr>
<tr>
<td>ii.</td>
<td>Higher Dip. In Office Technology and Management (HDOTM)</td>
<td>Candidates should fulfil the general admission requirements. In addition, serving public officers must be on GL. 07 and above with at least two years working experience. They must have obtained the Higher Diploma in Office Technology and Management in a recognized institution. The</td>
<td>A pass in French Language at ordinary level is an added advantage.</td>
</tr>
<tr>
<td></td>
<td>Officer must have been converted to confidential secretaries cadre and evidence of conversion must be attached to the application Form.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>----------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>iii.</td>
<td>Dip. In Office Technology and Management (DOTM)</td>
<td>Candidates should fulfil the general entry requirements. In addition, serving public officers must be on GL. 04 and above</td>
<td></td>
</tr>
<tr>
<td>iv</td>
<td>Higher Diploma in Public Administration (HDPA)</td>
<td>Candidates should fulfil the general entry requirements. In addition, serving public officers must be on GL. 06 and above with two years working experience and must have obtained National Diploma Public Administration from a recognized Institution.</td>
<td></td>
</tr>
<tr>
<td>v.</td>
<td>Diploma in Public Administration (DPA)</td>
<td>Candidates should fulfil the general entry requirements. In addition, serving public officers must be on GL. 04 and</td>
<td>A certificate in Supervisory General Management is an added advantage</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Above with two (2) years working experience</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>vi.</td>
<td>Dip. In Business Administration and Management (DBAM)</td>
<td>Candidates should fulfil the general entry requirements. In addition, candidates must be on GL. 04 and above with two (2) years working experience.</td>
<td>A certificate in Supervisory General Management is an added advantage</td>
</tr>
<tr>
<td>vii.</td>
<td>Diploma in Computer Science (DBAM)</td>
<td>Candidates should fulfil the general entry requirements. In addition, serving public officers must be on GL. 04 and above with two (2) years working experience</td>
<td>A certificate in Information Technology from a recognized Institution is an added advantage</td>
</tr>
</tbody>
</table>

Evidence of conversion must be attached to the application form.
6. **Certificate Courses**
For Certificate Courses, candidates must have attended recognized Secondary Schools or Commercial Colleges that are approved by Government. Certificate Courses available are:

<table>
<thead>
<tr>
<th>S/NO</th>
<th>COURSES</th>
<th>REQUIREMENTS</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>i.</td>
<td>Advanced Certificate in Typewriting and Word processing (ACTWP)</td>
<td>Candidates, in addition to the general entry requirements, must have obtained Intermediate Certificate in Typewriting in any of the Federal Training Centres. Self sponsored candidates must possess 35 words per minute in typewriting while serving public officers must be on GL. 05 and above (Typist Grade II)</td>
<td></td>
</tr>
<tr>
<td>ii.</td>
<td>Intermediate Certificate in Typewriting and Word Processing (CTWP)</td>
<td>Candidates should fulfil the general entry requirements and serving public officers must be on GL. 04 and above.</td>
<td></td>
</tr>
<tr>
<td>iii.</td>
<td>Certificate in Information Technology (CIT)</td>
<td>Candidates should fulfil the general entry requirements and serving public officers must be on GL. 04 and above. In addition, candidates must have (at least) a pass in Mathematics</td>
<td></td>
</tr>
<tr>
<td>iv.</td>
<td>Certificate in Supervisory General Management (CSGM)</td>
<td>Candidates should fulfil the general entry requirements for Diploma courses as stated in paragraph 4.0. Candidates must be clerical officers, and should have passed the combined. Confirmation/Promotion Examination at <strong>Accelerated Level</strong></td>
<td>Candidates that have not passed at <strong>Accelerated Level</strong> need not apply.</td>
</tr>
</tbody>
</table>
7. **Completion of Nomination Forms**

Each nominee must complete a copy of the attached Nomination Form, which should be vetted and authenticated by the relevant countersigning officers. For the avoidance of doubt, only professional certificates issued by the following bodies are accepted for admission to the secretarial courses:
The National Secretariat Examination Board;
The Federal Training Centres;
The Polytechnics and Colleges of Education;
State Staff Development Institutions;
Pitmans’ College
WAEC (Business Studies);
NECO;
NABTEB

8. Candidates are accordingly advised to ensure that:
   a. Nomination Forms specimen, attached, are properly completed and vetted by the appropriate authority.

**FORMS NOT COUNTERSIGNED BY THE RELEVANT OFFICERS WILL NOT BE PROCESSED;**

b. Photo-copies of all educational and professional qualifications of each nominee are attached; copies of relevant COMPRO accelerated pass-list for Certificate Course 6.IV, must be attached.

c. Gazette publications or the appropriate Movement Forms of nominees are attached as proof confirmation of Appointment;

d. Passport photographs of the nominated candidates are attached and endorsed at the back by the countersigning officers; and

e. Evidence of conversion from one cadre to another must be attached (especially for Higher Diploma in Secretariat Studies).

9. Minutes, Extra-Ministerial Departments, Parastatals, State and Local Governments are advised to send their candidates completed Nomination Forms through their headquarters' officers to:
The Permanent Secretary,
Manpower Development Office
Office of the Head of the civil service of the Federation,
Federal Secretariat, Phase II, Shehu Shagari Way,
Garki, Abuja. Or

To the nearest Federal Training Centre. The addresses of the Federal Training Centres are as follows:

**FEDERAL TRAINING CENTRE-CALABAR**
Address: Federal Training Centre,
69, Mariam Road,
P.M.B. 1121,
Calabar.

**FEDERAL TRAINING CENTRE-ILORIN**
Address: Federal Training Centre,
Kulende Low Cost Housing Estate,
Illorin.

**FEDERAL TRAINING CENTRE-LAGOS**
Address: Federal Training Centre,
P.M.B. 2070,
70, Isa Kaita Road,
Kaduna

**FEDERAL TRAINING CENTRE-LAGOS**
Address: Federal Training Centre,
Ikoyi Road,
Near Federal Secretariat
Ikoyi, Lagos
FEDERAL TRAINING CENTRE-LAGOS
Address: Federal Training Centre,
P.M.B. 1594
Bama Road,
(Near Custom House),
Maiduguri

FEDERAL TRAINING CENTRE-LAGOS
Address: Federal Training Centre,
Emene,
P.M.B. 1483
Enugu

10. It should be noted that only those application Forms that are duly endorsed by the
designated officers will be accepted.

11. Similarly, request for the deferment of admission will not be entertained.

12. The closing date for the submission of the duly completed Nomination Forms to this Office is 30th June, 2011.

13. Admission Regulations
i. During the course, the FCT Principals shall have the additional responsibility of
applying disciplinary procedures in accordance with the Public Service Rules to officers
undergoing training in the FTCs under their supervision.

ii. Course certificates, to be earned, will be obtained only if the trainee is certified to have
attained a minimum of 90% attendance of the course.

iii. The Federal Training Centre to which an officer has been offered admission will not
change, except strictly upon the Principal making recommendations to the Director
Management Development Institutions, Supportt & Linkages (MD1s/S&L) Manpower
Development Office of the Head of the Civil Service of the Federation.
LATE SUBMISSION OF FORMS WILL NOT BE ENTERTAINED.

NKECHI EJELE (MRS)
Permanent Secretary
Manpower Development Office (MDO)
For: Head of the Civil Service of the Federation

THE PRESIDENCY
OFFICE OF THE HEAD OF THE CIVIL SERVICE OF THE FEDERATION
MANPOWER DEVELOPMENT OFFICE FEDERAL TRAINING
CENTRE ADMINISTRATION DEPARTMENT FEDERAL
SECRETARIAT, PHASE II, ABUJA

NOMINATION FORM

TITLE OF COURSE:

SECTION I

A. NAME OF CANDIDATE: MR/MRS/MISS

...........................................................................................................................................................................

(SURNAME LAST)

B. MINISTRY/EXTRA-MINERAL

...........................................................................................................................................................................

(Please specify)
PRESENT ADDRESS/STATION

C. ...........................................................................................................................................................................

...........................................................................................................................................................................
D. DATE OF FIRST APPOINTMENT;

E. DATE OF CONFIRMATION NOF APPOINTMENT/GAZETTE NO:

F. DATE OF BIRTH:

G. STATE OF ORIGIN:

H. QUALIFICATIONS WITH DATES (EDUCATION/PROFESSIONAL):

I. PRESENT RANK AND GRADE LEVEL:

J. DATE OF PRESENT APPOINTMENT:

K. DATE PASSED COMPRO AT ACCELERATED LEVEL (for certificate in Supervisory General Managements Course Only):

L. CHOICE OF CENTRE 1ST .................................. 2ND ..................................
   3RD ..............................................
SECTION II: (To be completed by the Head of Department)
I certify that the information contained in this Form is correct and that the course is related to
the schedule of duties of Mr/Mrs/Miss:

I also undertake to release him/her for the course if he/she is selected.

NAME OF DEPARTMENTAL TRAINING OFFICER
OF DEPARTMENT
TRAINING OFFICER

NAME OF HEAD DEPARTMENT
OF DEPT.

NAME OF DIRECTOR OF HUMAN RESOURCES
DIRECTOR OF MANAGEMENT
MANAGEMENT

SIGNATURE & STAMP
SIGNATURE & STAMP OF HEAD
SIGNATURE & STAMP OF HUMAN RESOURCE
CIRCULAR

Ref: No. B.54434/S.10
Officer of the Head of the Civil Service of the Federation
Federal Secretariat, Phase II,
Shehu Shagari Way,
Abuja.

5th May, 2011

Chief of Staff to the President,
Deputy Chief of Staff to the Vice President,
Secretary to the Government of the Federation,
Honourable Ministers,
The Chairman of Statutory Commissions,
Federation Permanent Secretaries,
The Auditor-General for the Federation
The Accountant-General for the Federation
The Surveyor-General for the Federation
Director-General/Head of Extra-Ministerial Departments.

RE: YEAR 2012 MANPOWER BUDGET CALL CIRCULAR

With reference to our circular Ref. No. HCS/EMS/EIR/E&B/B.641126 dated 22nd February, 2011 on the above subject, I am directed to inform you that the 2012 Manpower Budget Meetings with the Ministries, departments and Agencies which had been postponed till further notice, due to unforeseen circumstances. A new date has been postponed till further notice, due to unforeseen circumstances. A new date for the commencement of the meetings would be communicated to you in due cause.

2. The inconveniences caused by the postponement is highly regretted.
3. Please accept the warm regards of the Head of the Civil Service of the Federation.

CHARLES BONAT
Permanent Secretary (Estabs and Pensions Officer)
For: Head of the Civil Service of the Federation.
CIRCULAR
Ref. No. HCSF/CMO/731/12
Office of the Head of the Civil Service of the Federation,
Federal Secretariat, Phase II,
Shehu Shagari Way,
Abuja.

5th May, 2011

Principal Secretary to the President
Chief Justice of the Federation,
Honourable Ministers
Secretary to the Government of the Federation,
Chairman, Federal Civil Service Commission,
Permanent Secretaries,
Director-General and Head of Extra-Ministerial Department/Aencies
Auditor-General for the Federation,
Accountant-General of the Federation,
Surveyor-General of the Federation,

RETURNS ON VACANCIES AND APER SCORES FOR OFFICERS ON GRADE LEVELS 14-16 IN THE POOL OF THE OFFICE OF THE HEAD OF THE CIVIL SERVICE OF FEDERATION

Consequent upon the issuance of call circular dated 6th April, 2011 by the Federal Civil Service Commission for the year 2011 promotion exercise for officers in Grade Levels 14-16, I write to request for APER scores of pool officers on SGL 14-16 in the Office of the Head of the Civil Service of the Federation should be forwarded to Career Management office (CMO) directly while those of other non-pooled officers should be forwarded to the Establishment and records office (ERO) and copied to Administration Officers Department (AOD).
2. For clarification, the Pool officers referred to above are as follows:
   i) Administrative Officers
   ii) Statisticians;
   iii) Librarians;
   iv) Computer Engineers;
   v) System Analysts and
   vi) Computer Programmers.

3. Please endeavour to forward your submissions in both hard and soft copy to the undersigned on or before **Tuesday 10th May, 2011**.

4. All Directors of Administration/Human Resources Management are advised to personally ensure that the content of this circular is strictly adhered to.

**DR. TUNJI OLAOPA**  
Permanent Secretary (CMO)  
For: Head of the Civil Service of the Federation.
CIRCULAR
HCSF/EPO/EIR/B.64304
The Presidency
Office of the Head of the Civil
Service of the Federation,
Federal Secretariat, Phase II,
Shehu Shagari Way,
Abuja.

24th May, 2011

Chief of Staff to the President,
Deputy Chief of Staff to the Vice President,
Secretary to the Government of the Federation,
Honourable Ministers,
The Chairman, Federal Civil Service Commission,
The Chairman of Statutory Commission,
Federal Permanent Secretaries,
The Auditor-General for the Federation,
The Surveyor-General of the Federation,
Directors-General/Head of Extra-Ministerial Departments.

INCLUSION OF NATIONAL BUSINESS AND TECHNICAL EDUCATION
BOARD (NABTEB) CERTIFICATES IN THE SCHEMES OF SERVICE

Further to this Office Circular No. HCSF/EPO/EIR/CND/S.100/VOL.1/12 of 4th
August, 2008 in the above subject, and persistent enquiries from MDA’s on the
application of same, it has become necessary to clarify the appropriate areas/cadres
where the certificates awarded by the National Business and Technical Education
Board (NABTEB) are relevant for purposes of career advancement.

2. The NABTEB is a Parastatal of Federal Ministry of Education, established by
Decree 70 of 1993, to among other functions, conduct examinations leading to the
award of the National Technical Certificate (NTC), National Business certificate
(NBC), Advanced National Technical Certificate (ANTC) and advanced National Business Certificate (ANBC), which according to the Decree, replaces all Technical and Business Examinations hitherto conducted by the Royal Society of Arts (RSA) of London, City and Guilds (C&G) of London Institute and the West African Examinations Council (WAEC). The examinations consists of 3 components (Trade Component, Trade Related and General Education), and a candidate is required to meet the conditions for the award of the NTC/NBC within three (3) years inclusive of the year of his/her first attempt. A failure (F9) in any of the subjects renders such certificate(s) of no use, unless there is evidence of a successful resist.

3. Accordingly, it should be noted that NABTEB certificates are technical in orientation and skills based, are, therefore, relevant for purposes of career advancement in the craftsman/technician/technical cadres where the qualifications of the former City and Guilds London, RSA and WAEC Technical were required. They are, therefore, not relevant for purposes of cadres which are not technical cadres.

4. Please ensure the wide circulation of the circular among your staff and Parastals for compliance.

CHARLES BONAT
Permanent Secretary (Estabs and Pensions Officer)
For: Head of the Civil Service of the Federation
CIRCULAR

Re. No. SGF/OP/1/S.3/I/VIII/263
Office of the Secretary to the Government of the Federation,
The Presidency,
Shehu Shagari Complex,
Abuja.

30th June, 2011

Principal Secretary to the President,
Principal Secretary to the Vice President,
Chief Justice of the Federation,
All Honourable Ministers/Ministers of State,
Head of the Civil Service of the Federation,
Chief Economic Adviser to the President,
Special Advisers/Senior Special Assistants,
Service Chiefs/Inspector General of Police,
Governor, Central Bank of Nigeria,
Chairman, Federal Civil Service Commission,
Chairman, Police Service Commission,
Chairman, Code of Conduct Bureau,
Chairman, Code of Conduct Tribunal,
Chairman, Federal Character Commission,
Chairman, Revenue Mobilization, Allocation and Fiscal Commission,
Chairman, Federal Inland Revenue Service,
Chairman, Independent National Electoral Commission,
Chairman, National Population Commission,
Chairman, Independent Corruption Practices and other Related Offences Commission,
Chairman, Economic and Financial Crimes Commission,
Chairman, National Drug Law Enforcement Agency,
All Permanent Secretaries/Heads of Extra-Ministerial Departments,
Clerk to the National Assembly,
Chief Registrar, Supreme Court of Nigeria,
Secretary, National Judicial Council,
CIRCULAR

Ref. No. SGF.OP/I/S.3/VIII/263
Office of the Secretary to the Government
Of the Federation,
The Presidency,
P-Wing, Shehu Shagari Complex,
Three Arms Zone,
Abuja.

30th June, 2011

Principal Secretary to the President,
Principal Secretary to the Vice President,
Chief Justice of the Federation,
All Honourable Ministers/Ministers of State,
Head of the Civil Service of the Federation,
Chief Economic Adviser to the President,
Special Advisers/Senior Special Assistants,
Service Chiefs/Inspector General of Police,
Governor, Central Bank of Nigeria,
Chairman, Federal Civil Service Commission,
Chairman, Police Service Commission,
Chairman, Code of Conduct Bureau,
Chairman, Code of Conduct Tribunal,
Chairman, Federal Character Commission,
Chairman, Revenue Mobilization, Allocation and Fiscal Commission,
Chairman, Federal Inland Revenue Service,
Chairman, Independent National Electoral Commission,
Chairman, National Population Commission,
Chairman, Independent Corruption Practices and other Related Offences Commission,
Chairman, Economic and Financial Crimes Commission,
Chairman, National Drug Law Enforcement Agency,
All Permanent Secretaries/Heads of Extra-Ministerial Departments,
Clerk to the National Assembly,
Chief Registrar, Supreme Court of Nigeria,
Secretary, National Judicial Council,
Accountant-General for the Federation,
Auditor-General for the Federation,
Surveyor-General of the Federation,
Directors-General and Chief Executives of Parastatals, Agencies and Government
Owned Companies.

ENHANCEING SECURITY MEASURES OF MDAs

As a result of the rising incidents of security breaches which have made public premises and
personnel increasingly vulnerable to violent acts, including bomb blasts as recently witnessed
in some parts of the country, it has become necessary to remind MDAs of the need to review
and strengthen security measures in all public buildings and installations under their
supervision. Specifically, MDAs are by this circular directed to:

Install modern explosive/bomb detection equipment in their premises;
Conduct emergency drills at regular intervals;
Embark on security sensitization and consciousness for their personnel; and
Maintain record of movement of persons in and out of their premises.

2. All MDAs are to ensure compliance with the above measures, please.

Senator Anyim Pius Ayim, GCON
Secretary to the Government of the Federation
THE PRESIDENCY

Wing, B 3rd Floor,
Federal Secretariat Complex, Phase 1,
P.M.B 346, Garki-Abuja.

Ref. SWC.04/VOL..IX/482
+234-709-874-1839

Date: 8th July, 2011

CIRCULAR

Chief of Staff to the President,
Deputy Chief of Staff to the Vice President,
Honourable Ministers/Ministers of State,
Secretary to the Government of the Federation
Head of Service of the Federation,
Chairmen, Federal Commissions,
Federal Permanent Secretaries and Heads of Extra Ministerial Departments,
Clerk of the National Assembly
Directors-General and Chief Executives of Parastatals/Agencies,
Secretary, National Judicial Council,
Secretary, Federal Judicial Council,
Secretary, Federal Judicial Service Commission,
The Auditor-General for the Federation,
The Surveyor-General of the Federation,
Directors-General Budget Office
IMPLEMENTATION OF THE NEW NATIONAL MINIMUM WAGE IN THE FEDERAL PUBLIC SERVICE

In compliance with the provisions of the National Minimum Wage (Amendment) Act 2011, the President, Commander-in-Chief of the Armed Forces of the Federal Republic of Nigeria has approved the adjustment of the Consolidated Public Service Salary structure (CONPSS) with effect from 23rd March, 2011.

2. It should be noted that in the Federal Public Service, the minimum pay in each of the existing salary structures is above N18,000 per month. The only exception is the CONPSS which is currently 17,073 per month. Consequently, CONPSS has been adjusted for Salary Grade Levels 01-06 only. Other salary structures in the Federal Public Service remain the same. The New chart for CONPSS is attached herewith.

3. Enquiries relating to this circular should be directed to the Commission.

Chief R.O. Egbulc, PhD, MFR
Chairman
## CONSOlIDATED PUCBLIC SERVICE SALARY STRUCTURE (CONPSS)

### PER ANNUM

(EFFECTIVE FROM MARCH 2011)

<table>
<thead>
<tr>
<th>CONPSS</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>13</th>
<th>14</th>
<th>15</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>216000</td>
<td>220715</td>
<td>225426</td>
<td>230138</td>
<td>234850</td>
<td>239562</td>
<td>244274</td>
<td>248986</td>
<td>253698</td>
<td>258410</td>
<td>263121</td>
<td>267833</td>
<td>272545</td>
<td>277257</td>
<td>281969</td>
</tr>
<tr>
<td>02</td>
<td>219511</td>
<td>225672</td>
<td>231853</td>
<td>237994</td>
<td>244154</td>
<td>250315</td>
<td>256476</td>
<td>262636</td>
<td>268797</td>
<td>274958</td>
<td>281118</td>
<td>287279</td>
<td>293440</td>
<td>299601</td>
<td>305761</td>
</tr>
<tr>
<td>03</td>
<td>222508</td>
<td>230080</td>
<td>237652</td>
<td>245225</td>
<td>252797</td>
<td>260369</td>
<td>267942</td>
<td>275514</td>
<td>283086</td>
<td>290659</td>
<td>298231</td>
<td>305803</td>
<td>313376</td>
<td>320948</td>
<td>328520</td>
</tr>
<tr>
<td>04</td>
<td>235076</td>
<td>242173</td>
<td>251271</td>
<td>260368</td>
<td>269465</td>
<td>278562</td>
<td>287659</td>
<td>296756</td>
<td>305853</td>
<td>314950</td>
<td>324048</td>
<td>333145</td>
<td>342242</td>
<td>351339</td>
<td>360436</td>
</tr>
<tr>
<td>05</td>
<td>264100</td>
<td>274668</td>
<td>285237</td>
<td>295805</td>
<td>306374</td>
<td>316943</td>
<td>327511</td>
<td>338080</td>
<td>348648</td>
<td>359217</td>
<td>369786</td>
<td>380354</td>
<td>390923</td>
<td>401491</td>
<td>412060</td>
</tr>
<tr>
<td>06</td>
<td>3322013</td>
<td>344896</td>
<td>347778</td>
<td>360661</td>
<td>373543</td>
<td>386426</td>
<td>399308</td>
<td>412191</td>
<td>425073</td>
<td>437956</td>
<td>450838</td>
<td>463721</td>
<td>475603</td>
<td>489486</td>
<td>502308</td>
</tr>
<tr>
<td>07</td>
<td>5057165</td>
<td>525918</td>
<td>544671</td>
<td>563423</td>
<td>582176</td>
<td>600928</td>
<td>619681</td>
<td>638433</td>
<td>657186</td>
<td>675938</td>
<td>694691</td>
<td>713443</td>
<td>732196</td>
<td>750949</td>
<td>769701</td>
</tr>
<tr>
<td>08</td>
<td>655384</td>
<td>677064</td>
<td>700024</td>
<td>722344</td>
<td>744663</td>
<td>766983</td>
<td>789303</td>
<td>811623</td>
<td>833943</td>
<td>856263</td>
<td>878583</td>
<td>900903</td>
<td>923223</td>
<td>945543</td>
<td>967863</td>
</tr>
<tr>
<td>09</td>
<td>769856</td>
<td>796430</td>
<td>830005</td>
<td>849579</td>
<td>876154</td>
<td>902278</td>
<td>929303</td>
<td>955277</td>
<td>982451</td>
<td>1009026</td>
<td>1035600</td>
<td>1062175</td>
<td>1088749</td>
<td>1115543</td>
<td>1141898</td>
</tr>
<tr>
<td>10</td>
<td>903711</td>
<td>932934</td>
<td>962157</td>
<td>991381</td>
<td>1020604</td>
<td>1049827</td>
<td>1079050</td>
<td>1108273</td>
<td>1137496</td>
<td>1166719</td>
<td>1195942</td>
<td>1225166</td>
<td>1254389</td>
<td>1283612</td>
<td>1312835</td>
</tr>
<tr>
<td>11</td>
<td>1042408</td>
<td>1087737</td>
<td>1133065</td>
<td>1178394</td>
<td>1223722</td>
<td>1269051</td>
<td>1314379</td>
<td>1359708</td>
<td>1405036</td>
<td>1450365</td>
<td>1495693</td>
<td>1541021</td>
<td>1586349</td>
<td>1631677</td>
<td>1676905</td>
</tr>
<tr>
<td>12</td>
<td>1163433</td>
<td>1211555</td>
<td>1259277</td>
<td>1307199</td>
<td>1355121</td>
<td>1403043</td>
<td>1450965</td>
<td>1498887</td>
<td>1546809</td>
<td>1594731</td>
<td>1642653</td>
<td>1690575</td>
<td>1738498</td>
<td>1786421</td>
<td>1834344</td>
</tr>
<tr>
<td>13</td>
<td>1285018</td>
<td>1336609</td>
<td>1388199</td>
<td>1439790</td>
<td>1491381</td>
<td>1542971</td>
<td>1594562</td>
<td>1646152</td>
<td>1697743</td>
<td>1749334</td>
<td>1800924</td>
<td>1852513</td>
<td>1904093</td>
<td>1955674</td>
<td>2007255</td>
</tr>
<tr>
<td>14</td>
<td>1379816</td>
<td>1435094</td>
<td>1491397</td>
<td>1547746</td>
<td>1604093</td>
<td>1660440</td>
<td>1716787</td>
<td>1773134</td>
<td>1829481</td>
<td>1885828</td>
<td>1942175</td>
<td>1998522</td>
<td>2054870</td>
<td>2111217</td>
<td>2167564</td>
</tr>
<tr>
<td>15</td>
<td>1475814</td>
<td>1535094</td>
<td>1594570</td>
<td>1654006</td>
<td>1713442</td>
<td>1772878</td>
<td>1832314</td>
<td>1891750</td>
<td>1951186</td>
<td>2010622</td>
<td>2069058</td>
<td>2127494</td>
<td>2185930</td>
<td>2244366</td>
<td>2302792</td>
</tr>
<tr>
<td>16</td>
<td>2186877</td>
<td>2247689</td>
<td>2308281</td>
<td>2368873</td>
<td>2429465</td>
<td>2489057</td>
<td>2548649</td>
<td>2608241</td>
<td>2667833</td>
<td>2727425</td>
<td>2783017</td>
<td>2838609</td>
<td>2894191</td>
<td>2949773</td>
<td>3005355</td>
</tr>
<tr>
<td>17</td>
<td>4172800</td>
<td>4331367</td>
<td>4489934</td>
<td>4648491</td>
<td>4807058</td>
<td>4965625</td>
<td>5124202</td>
<td>5282769</td>
<td>5441336</td>
<td>5599903</td>
<td>5758470</td>
<td>5916937</td>
<td>6075394</td>
<td>6233851</td>
<td>6392308</td>
</tr>
</tbody>
</table>

44
<table>
<thead>
<tr>
<th>ENVIRONMENT</th>
<th>STR 4</th>
<th>STR 5</th>
<th>STR 6</th>
<th>STR 7</th>
<th>STR 8</th>
<th>STR 9</th>
<th>STR 10</th>
<th>STR 11</th>
<th>STR 12</th>
<th>STR 13</th>
<th>STR 14</th>
<th>STR 15</th>
</tr>
</thead>
</table>

INTERNAL CIRCULAR

Ref. No. HCSF/SCO/HRM/M.1137/3.1/T/4
Office of the Head of the Civil Service
of the Federation,
The Presidency,
Human Resources Management Dept
Federal Secretarial,
Phase II, Abuja.

20th July, 2011

Permanent Secretary (CSO)
Permanent Secretary (ERO)
Permanent Secretary (CMO)
Permanent Secretary (MDO)
Permanent Secretary (MSO)
SA to the Head of the Civil Service of the Federation,
All Directors,
All Sectional Heads/Units

RE: SCANNING AND BIOMETRIC OF PERSONNEL RECORDS INTO IPPIS

Following the migration of Officers’ records from IPPIS phase I to IPPIS phase II, I am directed to inform all staff of the Office of the Head of the Civil Service of the Federation that the Scanning and biometric Capture of staff from IPPIS phase I to phase II platform would commence on the 24th of July, 2012.

2. The exercise would be conducted by soft Alliance; the IPPIS Solution Provider in the Conference Room, Block D, Office of the Head of the Civil Service of the Federation from 10:00am-4:00pm daily and it would last for two weeks.

Accordingly, all/officers whose salaries are domiciled in the Office of the Head of the Civil Service of the Federation are hereby requested to make themselves available on dates assigned to them with the following document inside and along with their personal files.
Authenticated On-line Registration summary data form generated by individuals upon successful update of his/her records.
Copy of Birth Certificate/Affidavit of Age Declaration
Letter/Gazette of first Appointment
Copy of confirmation of appointment,
Last letter promotion.

4. This notice should be treated with utmost seriousness as anyone who does not make himself/herself available would be treated as a ghost worker and the person’s salary would be stopped.

5. You are to please note that the exercise would be done in line with the attached time table to ensure its orderly conduct.

6. Your cooperation is highly solicited to ensure the success of the exercise, please.

Mr. A.A. Makama
Assistant Director (IPPIS)
For: Head of the Civil Service of the Federation.
CIRCULAR
HCSF/061/S.I/V/89,
Office of the Head of the Civil
Service of the Federation,
Federal Secretariat, Phase II
Shehu Shagari Way,
Abuja.

26th September, 2011

Principal Secretary to the Vice President,
Deputy Chief of Staff to the Vice President,
Chief Justice of the Federation,
All Honourable Ministers/Ministers of State,
Secretary to the Government of the Federation,
Special Advisers/Senior Special Assistants,
Service Chiefs/Inspector General of Police,
Governor, Central Bank of Nigeria,
Chairman, Federal Civil Service Commission,
Chairman, Economic and Financial Crimes Commission,
All Permanent Secretaries and Heads of Extra-Ministerial Departments,
Clerk of the National Assembly,
Chief Registrar, Supreme Court of Nigeria,
Auditor-General of the Federation,
Surveyor-General of the Federation,
Directors-General and Chief Executives of Parastatal/Agencies.

RESTORATION OF PERSONAL SECURITY AND OVERSEAS
TREATMENT FOR RETIRED HEADS OF THE CIVIL SERVICE
OF THE FEDERATION AND FEDERAL PERMANENT SECRETARIES

This is to inform you that, in a bid to ensure enhanced welfare package for the
retire Heads of the Civil Service of the Federation of Nigeria, Dr. Goodluck Ebele
Jonathan, GCFR, has graciously approved the restoration of their Personal Security
and Overseas Treatment for life.

2. Please bring the contents of this Circular to all concerned for immediate
compliance.

Professor O.A. Afolabi, OON
Head of the Civil Service
CIRCULAR
Ref. No. SGF.19/S.81/XIII/704
Office of the Secretary to the
Government of the Federation,
The Presidency,
P-Wing, Shehu Shagari Complex,
Three Arms Zone,
Abuja.
20th October, 2011

Chief of Staff to the President
Deputy Chief of Staff to the Vice President,
Honourable Ministers/Ministers of State,
Head of the Civil Service of the Federation,
Chief Economic Adviser to President,
Service Chiefs/Inspector-General of Police,
Government, Central Bank of Nigeria
Chairman, Federal Civil Service Commission,
Chairman, Police Service Commission,
Chairman, Code of Conduct Tribunal,
Chairman, Federal Character Commission,
Chairman, Revenue Mobilization, Allocation and Fiscal Commission,
Chairman, Federal Inland Revenue Service,
Chairman, Independent National Electoral Commission,
Chairman, National Population Commission,
Chairman, Independent Corruption Practices and other Related Offences Commission,
Chairman, Economic and Financial Crimes Commission,
Chairman, National Drug Law Enforcement Agency,
All Permanent Secretaries/Heads of Extra-Ministerial Departments,
Clerk to the National Assembly,
Chief Registrar, Supreme Court of Nigeria,
Secretary National Judicial Council,
Auditor-General for the Federation,
Accountant-General for the Federation,
Directors-General/Chief Executives of Parastatals,
Agencies and Government-owned Companies,

**DISSOLUTION OF BOARDS OF FEDERAL GOVERNMENT PARASTATALS, AGENCIES, COMPANIES AND INSTITUTIONS**

I write to inform you that President of the Federal Republic of Nigeria, Dr. Goodluck Ebele Jonathan, GCFR in the exercise of his constitutional powers and in the Public Interest has approved the dissolution of the Governing Boards of all Federal Government Parastatals, Agencies, Companies and Institutions.

2. The dissolution does not, however, affect Boards Commissions and Councils listed in the Third schedule, Part I, established by section 153 of the 1999 Constitution of the Federal Republic of Nigeria as amended namely:

   Code of Conduct Bureau;
   Council of State;
   Federal Character Commission
   Federal Civil Service Commission
   Independent National Electoral Commission;
   National Defence Council;
   National Economic Council;
   National Judicial Council;
   National Security Council;
   National Security Council;
   Nigeria Police Council
   Police Service Commission;
   Revenue Mobilization, Allocation and Fiscal Commission.

3. In view of the foregoing development and until such a time new Boards are constituted, the Chief Executive Officers of the Parastatals, Agencies, Companies and Institutions are hereby directed to refer matters requiring the attention of their Board to their respective supervising Ministers or Offices for action.

4. All Ministries, Departments and Agencies are to ensure compliance with the provisions of this Circular which takes effect from Wednesday 19th October, 2011.

*Anyim Pius Anyim, GCON*
*Secretary to the Government of the Federation.*
CIRCULAR

HCSF/061/S.I/V/92
Office of the Head of the Civil
Service of the Federation,
Federal Secretariat, Phase II
Shehu Shagari Way,
Abuja.

31st October, 2011

Chief of Staff to the Vice-President,
Deputy Chief of Staff to the Vice President,
Chief Justice of the Federation,
All Honourable Ministers/Ministers of State,
Secretary to the Government of the Federation,
Service Chiefs/Inspector-General of Police,
Chairman, Federal Civil Service Commission,
Chairman, Economic and Financial Crimes Commission,
All Permanent Secretaries and Heads of Extra-Ministerial Departments,
Accountant-General of the Federation,
Auditor-General of the Federation,
Surveyor-General of the Federation,
Directors-General and Chief Executives of Parastatals/Agencies

REMOVAL OF IMPEDIMENTS TO THE SMOOTH RUNNING OF MDAs
I write to inform you that the issue of some Public Servants constituting themselves as impediments to the effective discharge of the mandates of their MDAs was discussed at the Presidential Retreat with the Private Sector held on October 12th -14th, 2011.

2. The number of contributors who voiced their concern on the issue necessitated Mr. President to direct that those public servants who constitute bottlenecks to the smooth running of their MDAs be identified and dealt within accordance with extant rules and regulations on the subject.

3. Accordingly, you are hereby requested to note Mr. President directive and ensure that no one is allowed to stand in the way of effective and efficient service delivery to the citizens of this country.

4. Please bring this to the attention of all Senior Staff in your MDAs for information and compliance

I.B. Sali, CFR
Head of Civil Service of the Federation
CIRCULAR
HCSF/061/S.I/V/92
Office of the Head of the Civil
Service of the Federation,
Federal Secretariat, Phase II
Shehu Shagari Way,
Abuja.

1st November, 2011

Chief of Staff to the Vice-President,
Deputy Chief of Staff to the Vice President,
Chief Justice of the Federation,
All Honourable Ministers/Ministers of State,
Secretary to the Government of the Federation,
Service Chiefs/Inspector-General of Police,
Chairman, Federal Civil Service Commission,
Chairman, Economic and Financial Crimes Commission,
All Permanent Secretaries and Heads of Extra-Ministerial Departments,
The Accountant-General of the Federation,
The Auditor-General of the Federation,
The Surveyor-General of the Federation,
Directors-General and Chief Executives of Parastatals/Agencies

CONVEYANCE POLICY DECISIONS AND PRESIDENTIAL DIRECTIVES

Arising from the spate of irregularities observed in the conveyance of Government decisions and directives by MDAs, especially in using the name of His Excellency, the President, it has become necessary to re-state the conventional mode of conveying such decisions and directives for strict compliance.

2. The normal practice is that decisions of the Federal Executive Council and those of the President are conveyed as government directives and not those if.
Federal Executive Council or His Excellency except where the constitution of the Federal Republic or the relevant enabling legislation specially vests such power(s) on the Council or the President in person.

3. Another related practice is that which relates to the carelessness of Public Officers in addressing (orally or in writing), the President, the Vice President and other top functionaries of Government incorrectly. Such actions always end up embarrassing the persons concerned and leaving the impression that the officers are not conversant enough with Government procedures and practices. For the purpose of clarification, the proper way to address correspondence which must bear the President’s name is **His Excellency, Dr. Goodluck Ebele Jonathan, GCFR** and in **His Excellency, Arc. Mohammed Namadi Sambo, GCON**, Vice-President, Federal Republic of Nigeria.

4. Consequently, all Civil Servants are strongly advised to acquaint themselves with the proper procedures of conveying Government decisions and use the correct names and designations of the President, the Vice President and other top functionaries of Government in all correspondences, failing which appropriate disciplinary action will henceforth be taken against them.

5. Please, bring the contents of this circular to all concerned for information and compliance.

**I.B. SALI, OON**  
Head of the Civil Service of the Federation
CIRCULAR

Principal Secretary to the Vice President,
Deputy Chief of Staff to the Vice President,
Chief Justice of the Federation,
All Honourable Ministers/Ministers of State,
Secretary to the Government of the Federation,
Special Advisers/Senior Special Assistants,
Service Chiefs/Inspector General of Police,
Governor, Central Bank of Nigeria,
Chairman, Federal Civil Service Commission,
Chairman, Economic and Financial Crimes Commission,
All Permanent Secretaries and Heads of Extra-Ministerial Departments,
Clerk of the National Assembly,
Chief Registrar, Supreme Court of Nigeria,
Auditor-General of the Federation,
Surveyor-General of the Federation,
Directors-General and Chief Executives of Parastatal/Agencies.

VERIFICATION OF CANDIDATES FOR THE 2011 PROMOTION
EXERCISE FOR OFFICERS ON SALARY GRADE LEVELS 06-13 IN THE
FEDERATION

Following the release of the 2010 promotion results of officers on Salary Grade Level 06-13 in the pool of the Office of the Head of the Civil Service of the Federation by Federal Civil Service Commission, this Office has commenced the process of arrangements for the conduct of the 2011 promotion exercise. As part of the preparation for the exercise, verification of eligible candidates has been scheduled the Federation at the following designated venues;
a) States where are Federal Secretariats, the exercise shall hold there;
b) State without Federal Secretariats will have the exercise in their respective Federal Pay Offices; and
c) The verification exercise for candidates/officers in Abuja will hold at the Public Service Institute of Nigeria (PSIN), Kubwa.

2. Candidates are required to come along with the originals and photocopies of the following documents;
   i) Staff Identity Card;
   ii) Letter/Gazette of First Appointment/Transfer
   iii) Letter/Gazette of confirmation of appointment;
   iv) Evidence of conversion/Regulation of appointment/Transfer of Service;
   v) Letter of Present Appointment/Last Promotion;
   vi) Birth Certificate/Sworn affidavit; and
   vii) Two Passport size photographs.

3. Kindly note that Ministers and Extra Ministerial Department will be responsible for the DTA of their officers.

4. The verification exercise will commence in each state and the FCT at 8:00am. General accreditation of all candidates will hold on Tuesday, 6th December, 2011 at the Public Service Institute of Nigeria (PSIN), Kubwa at 8:00am.

Mrs. Kehinde Ajoni
Permanent Secretary (CMO)
For: Head of the Civil Service of the Federation
CIRCULAR

HCSF/EPO/ETR/RR/64751/19
The Presidency
Office of the Head of the Civil Service
Of the Federation
Establishments and Records Office,
Federal Secretariat, Phase II,
Abuja.

17th November, 2011

Chief of Staff to the President,
Deputy Chief of Staff to the Vice President,
Honourable Ministers/Ministers of State,
Secretary to the Government of the Federation,
Service Chiefs/Inspector-General of Police,
Chairman, Federal Civil Service Commission,
Chairman, Federal Judicial Council Commission,
Chairman, National Population Commission,
Chairman, Independent National Electoral Commission,
Chairman, Federal Character Commission,
Chairman, Revenue Mobilization, Allocation and Fiscal Commission,
Chairman, Code of Conduct Bureau,
Chairman, Code of Conduct Tribunal,
Chairman, Police Service Commission,
Federal Permanent Secretaries
Clerk to the National Assembly,
Directors-General and Chief Executives of Parastatals/Agencies
Secretary, National Judicial Service Commission,
Auditor-General of the Federation,
Accountant-General of the Federation,
Surveyor-General of the Federation,
Chief Registrar, Supreme Court,
SALE OF REFERENCE BOOKS IN THE OFFICE OF THE HEAD OF CIVIL SERVICE OF THE FEDERATION

In view of increasing demand for Reference books to guide officials in the performance of their duties, this Office has printed some of the books including updating the editions. The books are now available in the Office of the Head of the Civil Service of the Federation for purchase at the prices stated below:-

<table>
<thead>
<tr>
<th>S/NO</th>
<th>REFERENCE BOOKS/CIRCULAR</th>
<th>PRICE N</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Public Service Rules</td>
<td>1,600.00</td>
</tr>
<tr>
<td>2</td>
<td>Guides to Administrative Procedures</td>
<td>700.00</td>
</tr>
<tr>
<td>3</td>
<td>Administrative Guidelines Regulating Relationship Between Parastatals/Government Owned companies and the Government</td>
<td>200.00</td>
</tr>
<tr>
<td>4</td>
<td>Scheme of Service 2000</td>
<td>2,500.00</td>
</tr>
<tr>
<td>5</td>
<td>Scheme of Service 2003</td>
<td>1,500.00</td>
</tr>
<tr>
<td>6</td>
<td>1981-1994 Establishments circulars</td>
<td>1,500.00</td>
</tr>
<tr>
<td>7</td>
<td>1995-1999 Establishments circulars</td>
<td>1,500.00</td>
</tr>
<tr>
<td>8</td>
<td>2000-2002 Establishments circulars</td>
<td>1,500.00</td>
</tr>
<tr>
<td>9</td>
<td>2003-2005 Establishments circulars</td>
<td>1,500.00</td>
</tr>
<tr>
<td>10</td>
<td>2005-2007 Establishments circulars</td>
<td>1,500.00</td>
</tr>
<tr>
<td>11</td>
<td>2008-2009 Establishments circulars</td>
<td>1,000.00</td>
</tr>
<tr>
<td>12</td>
<td>2010 Establishments circulars</td>
<td>1,000.00</td>
</tr>
</tbody>
</table>

2. All enquiries arising from these circulars and copies of the Reference Books should be addressed to:-

Block ‘A’ Room 332,
Office of the Head of the Civil Service of the Federation,
Federal Secretariat Complex,
Phase II,
Abuja

3. Please bring the contents of this circular to the attention of all concerned.

CHARLES BONAT
Permanent Secretary (Estabs and Records Office)
For: Head of the Civil Service of the Federation
CIRCULAR

Ref. No. 58544/II/194
Office of the Secretary to the Govt.
Of the Federation
The Presidency,
Shehu Shagari Complex,
Three Arms Zone,
Abuja.

5th January, 2012.

Chief of Staff to the President
Deputy Chief of Staff to the Vice President,
Honourable Ministers/Ministers of State,
Head of the Civil Service of the Federation,
Chief Economic Adviser to President,
Service Chiefs/Inspector-General of Police,
Government, Central Bank of Nigeria
Chairman, Federal Civil Service Commission,
Chairman, Police Service Commission,
Chairman, Code of Conduct Tribunal,
Chairman, Federal Character Commission,
Chairman, Revenue Mobilization, Allocation and Fiscal Commission,
Chairman, Federal Inland Revenue Service,
Chairman, Independent National Electoral Commission,
Chairman, National Population Commission,
Chairman, Independent Corruption Practices and other Related Offences Commission,
Chairman, Economic and Financial Crimes Commission,
Chairman, National Drug Law Enforcement Agency,
All Permanent Secretaries/Heads of Extra-Ministerial Departments,
Clerk to the National Assembly,
Chief Registrar, Supreme Court of Nigeria,
Secretary National Judicial Council,
RE: THE NEED FOR INVOLVEMENT OF THE MINISTRY OF FOREIGN AFFAIRS IN MATTERS RELATING TO INTERNATIONAL AFFAIRS

Sequel to Nigeria’s rising profile in international affairs, several opportunities have become available for Nigerians to vie for positions in International Organizations. This is evident from the successes recorded by Nigeria and Nigerian candidates elected to many international organizations within United Nations System in the recent past.

2. It is further observed that these successes are as a result of the well articulated diplomatic engagement deployed by the Ministry of Foreign Affairs which has the technical competence and personnel to support the candidature of Nigeria and Nigerians vying for positions in international organizations.

3. In order to further consolidate these gains recorded by Nigeria in international diplomacy, Mr. President has directed that as a matter of policy, all Ministers, Departments and Agencies (MDAs) should henceforth liaise with the Ministry of Foreign Affairs in nominating candidates and/or prosecuting campaigns for positions in International Organizations. It is further directed that all Ministers, Departments and Agencies (MDAs) should also generally involve the Ministry of Foreign Affairs in all matters relating to international affairs that falls within their purview.

4. Please bring the contents of this circular to all concerned for immediate compliance.

Anyim Pius Aynim, GCON

Secretary to the Government of the Federation
CIRCULAR

HCSF/061/S.I/V/100
Office of the Head of Civil Service
of the Federation,
The Presidency,
Federal Secretariat, Phase II,
Shehu Shagari Way,
Abuja.

14th February, 2012

All Permanent Secretaries and Heads of Extra-Ministerial Departments,
Accountant-General of the Federation,
Auditor-General of the Federation,
Surveyor-General of the Federation,
Directors-General and Chief Executives of Parastatal and Agencies

PROACTIVE ACTION BY CIVIL SERVANTS IN VIEW OF THE SECURITY CHALLENGES IN THE COUNTRY

I write to draw your attention to the recent security challenges the country has been facing and the need for greater vigilance and proactive action from top Civil Servants towards ensuring the security of human lives and property in the various MDAs.

2. Accordingly, all Civil Servants are hereby enjoined to be more security conscious and take necessary steps to ensure adequate protection of their lives and that of their family.

3. Please bring the contents of this Circular to the attention of all concerned for their information and necessary action.

I.B. SALLI, CFR
Head of Civil Service of the Federation
CIRCULAR

Ref. No. HCSF/EPO/EIR/RR/64303/T/
Office of the Head of the Civil Service of the Federation,
Federal Secretariat Phase II,
Abuja.

21st February, 2012

Principal Secretary to the President, C-in-C
Principal Secretary to the Vice President,
Deputy Chief of Staff to the Vice President,
Chief Justice of the Federation,
All Honourable Ministers/Ministers of State,
Secretary to the Government of the Federation,
Special Advisers/Senior Special Assistants,
Service Chiefs/Inspector General of Police,
Governor, Central Bank of Nigeria,
Chairman, Federal Civil Service Commission,
Chairman, Economic and Financial Crimes Commission,
All Permanent Secretaries and Heads of Extra-Ministerial Departments,
Clerk of the National Assembly,
Chief Registrar, Supreme Court of Nigeria,
Auditor-General of the Federation,
Surveyor-General of the Federation,
Directors-General and Chief Executives of Parastatal /Agencies.

PROCEDURE FOR SEEKING FOR WAIVER TO FILL VACANCIES IN MINISTRIES, DEPARTMENTS AND AGENCIES (MDAs)

Arising from the frequency of requests for waivers to fill vacancies by MDAs, it has become necessary to reiterate the provisions of circular no. HCSF/183/3 of 11th October, 1999, that such requests must be based on the availability of vacancies derived from the approved Authorized Establishments of the MDAs for the particular year. As a means of Establishment control, such requests from MDAs areas critical to the attainment of the mandate of the MDAs.
2. Accordingly, when it is absolutely necessary to fill such critical vacancies, an application for waiver endorsed by the Permanent secretary/Director-General/Chief Executive of the MDA shall be forwarded to this Office supported by the following documents/information:

Approved establishment for the year showing clearly unfilled vacancies; present staff strength;
Justification or reasons for filling the vacancies;
Financial implication for filling the vacancies including evidence of funding;
Confirmation that filling the vacancies will not jeopardize the career prospects of servicing officers; and
For Parastatals and Agencies, endorsement by their supervising Ministries.

3. All Permanent Secretaries and Chief Executive Officers for Parastatals are to be guided accordingly, please.

I.B. SALI, CFR
Head of Civil Service of the Federation
CIRCULAR
Ref. No. HCSF/061/S.I/IV/228
Office of the Head of the Civil Service
of the Federation,
The Presidency,
Federal Secretariat, Phase II,
Shehu Shagari Way,
Abuja.

22\textsuperscript{nd} March, 2012

Chief of Staff to the President, C-in-C,
Deputy Chief of Staff to the Vice President,
Chief Justice of the Federation,
All Honourable Ministers/Ministers of State,
Secretary to the Government of the Federation,
Service Chiefs/Inspector General of Police,
Chairman, Federal Civil Service Commission,
Chairman, Economic and Financial Crimes Commission,
All Permanent Secretaries and Heads of Extra-Ministerial Departments,
Accountant-General of the Federation,
Auditor-General of the Federation,
Surveyor-General of the Federation,
Directors-General and Chief Executives of Parastatal /Agencies.

**RE: ATTITUDE TO WORK**

Arising from observations made since my assumption of duty as Head of
Civil Service of the Federation, it has become necessary to reiterate the directive
given to Permanent Secretaries and Heads of Departments on the Issue of punctuality
to work by all Public Servants.

2. Permanent Secretaries and Heads of Departments are once again reminded
that they will be held responsible for the behavior of officers in the Ministers/Extra
Ministerial Departments (MDAs) and that they should remind their Director that
they have a personal responsibility for the attendance and time-keeping of their staff.
In that regard, staff attendance should be recorded daily and the data should be
collated monthly in all MDAs with copies sent to my office.

3. Please bring the contents of this circular to all staff of your MDA for
information and strict compliance.

**I.B. SALI, CFR**
Head of Civil Service of the Federation
CIRCULAR NO: BPS/DIR/GEN/CIR/01/005

CENTRAL, BANK OF NIGERIA

Central Business District,
Garki – Abuja.

April 17th, 2012

TO: ALL DEPOSIT MONEY BANKS (DMBs)

REMINDER IN RESPECT OF NUBAN COMPLIANCE

Please refer to our circular No. 02/033 dated 13th June, 2011, which extended the transition period for compliance with the Nigerian Uniform Bank Account Number (NUBAN) code standard by one year. During the transition period, the old account numbers were to run concurrently with the NUBAN codes.

This is to remind you that the transition period for Compliance with NUBAN standard by that date.

Please note that with effect from 1st June, 2012, any payment instrument that is not NUBAN compliant will not be allowed to pass through the Automated Clearing system.

For the avoidance of doubt, any bank that flouts this directive shall face the penalty, as outlined in the Guidelines.

Compliance shall be strictly monitored.

T.O. Fatokun
Director, Banking & Payments System Department
CIRCULAR
Ref. No. OHCSF/MSO/24/Vol. I
Office of the Head of the Civil
Service of the Federation,
Management Services Office,
Federal Secretariat, Phase II,
Shehu Shagari Way,
Abuja.

23rd April, 2012

Chief of Staff to the President,
Deputy Chief of Staff to the Vice President,
Chief Justice of the Federation,
All Honourable Ministers/Ministers of State,
Secretary to the Government of the Federation,
Special Adviser/Senior Special Assistants
Chairman, Federal Civil Service Commission,
Chairman, Police Service Commission,
All Permanent Secretaries,
Accountant-General of the Federation,
Auditor-General of the Federation,
Surveyor-General of the Federation,
Directors-General and Chief Executives of Parastatal /Agencies.

ESTABLISHMENT OF GENDER UNITS IN ALL MINISTERS,
DEPARTMENTS AND AGENCIES

The Federal Executive Council at its 19th meeting held on 17th March, 2010 approved that Gender Units be established in all MDAs to be headed by an Officer not below Salary Grade Level 15 to co-ordinate Nigeria’s attainment of her National and Internal Commitments on gender issues.
2. In order to facilitate hitch free implementation of the decision, the Office of the Head of Civil Service of the Federation has commenced the process of establishment of Gender Cadre to ensure.

3. Accordingly, all interested officers on Salary Grade Level 08 and above in all MDAs are hereby requested to apply to the Office of the Head of Civil Service of the Federation for posting as Gender Officers to kick start this processing.

4. All Permanent Secretaries and Accounting Officers of MDAs are hereby requested to establish Gender Units in the MDA. In addition, they are implored to bring the contents of this Circular to the notice of all their staff.

Mrs. Kehinde Ajoni  
Permanent Secretary (CMO)  

for: Head of Civil Service of the Federation.
CIRCULAR
HCSF/PRS/HRM/1196
Office of the Head of the Civil Service of the Federation,
The Presidency,
Federal Secretariat, Phase II,
Shehu Shagari Way,
Abuja.

7th May, 2012

Chief of Staff to the President,
Deputy Chief of Staff to the Vice President,
Chief Justice of the Federation,
All Honourable Ministers/Ministers of State,
Secretary to the Government of the Federation,
Special Adviser/Senior Special Assistants
Chairman, Federal Civil Service Commission,
Chairman, Police Service Commission,
All Permanent Secretaries,
Accountant-General of the Federation,
Auditor-General of the Federation,
Surveyor-General of the Federation,
Directors-General and Chief Executives of Parastatal /Agencies.

SENSITIZATION WORKSHOP ON THE IMPLEMENTATION OF THE FREEDOM OF INFORMATION ACT 2011 (FOIA) FOR OFFICERS OF THE DIRECTORATE CADRE IN THE CIVIL SERVICE

The Head of the Civil Service of the Federation is organizing a Sensitization Workshop on the Implementation of FOI Act 2011 with the theme “Leadership, Accountability and Performance as critical Tools towards the Effective Implementation of the FOI Act in the Civil Service”. This is aimed at creating awareness of the Act in the Civil Service.
2. By this Circular, 10 officers in the Directorate Cadre from your Ministry should be nominated to attend the workshop scheduled as follows:

Date: 17th May, 2012

Venue: Ministry of Foreign Affairs Conference Room,
Ahmadu Bello Way, near Eagles Square,
Abuja.

Time: 8:00am

Nkechi Ejele
Permanent Secretary (MDO)
For: Head of Service of the Federation
CIRCULAR

FCSC/CHMN/CL/VOL.1/8
Federal Civil Service Commission,
No. 3 Abidjan Street,
Zone 33, Wuse,
Abuja.

9th July, 2012

Chief of Staff to the President,
Deputy Chief of Staff to the Vice President,
Chief Justice of the Federation,
All Honourable Ministers/Ministers of State,
Secretary to the Government of the Federation,
Special Adviser/Senior Special Assistants
Chairman, Federal Civil Service Commission,
Chairman, Police Service Commission,
All Permanent Secretaries,
Accountant-General of the Federation,
Auditor-General of the Federation,
Surveyor-General of the Federation,
Directors-General and Chief Executives of Parastatal/Agencies.

BREACH OF GUIDELINES ON APPOINTMENTS,
SECONDMENTS AND TRANSFERS IN RELATION TO PROMOTION

It was observed during the recently conducted Promotion Exercise for Officers on GLs 14-16, that some Officers whose Appointment/Secondments/Transfer were neither approved nor regularized by the Federal Civil service Commission were presented for the Promotion Examinations, by their various Ministries, Departments and Agencies (MDAs). This is a flagrant breach of Guidelines for Appointments, Promotion and Discipline, Revised Edition, August 2004. The Commission is scrutinizing this category of Officers who stand disqualified for further consideration because their presentation for the Promotion Exercise by their MDAs was most irregular.

2. In the light of foregoing, MDAs are hereby enjoined to hold as sacrosanct, the Procedure and Conditions laid down in Parts III and IV on pages 15 to 25 of the Commission’s Guidelines under reference and ensure strict compliance. Directors of Human Resource Management in MDAs should specifically take note, please.

Dns. J.O. Ayo OON
Hon. Chairman
Federal Civil Service Commission.
CIRCULAR
HCSF/CSO/DFA/141/1
Office of the Head of the Civil Service of the Federation,
The Presidency,
Federal Secretariat, Phase II,
Shehu Shagari Way,
Abuja.

10th July, 2012

TO ALL STAFF

NEED FOR PROMPT RETIREMENT OF ADVANCES

This is to remind all staff that according to the Financial Regulations, it is mandatory for every office who obtains an advance to retire it within seven days.

2. However, it is evident that many officers are in the habit of not retiring their advances as and when due.

3. Officers are hereby reminded that anyone having unretired advances for more than three months will have his or her name sent to IPPIS unit for stoppage of Salary and subsequent recovery of such outstanding advances from their salaries in accordance with Financial Regulation 1420.

4. Every Officers is hereby advised to heed this piece of advice in order to avoid the embarrassment of stoppage or recover from salary.

5. Please be guide.

Mrs. Winifred Oyo-Ita
Director (Finance & Accountants)

CC:
PS (CSO)
PS (ERO)
PS (MDO)
PS (CMO)
SA OHCSF
DD/Int. Audit
CONVERSION OF EXECUTIVE OFFICER (GENERAL DUTIES) THAT HAS ACQUIRED UNIVERSITY DEGREE AND HAS COGNATE EXPERIENCE TO THE ADMINISTRATIVE OFFICER

Based on the recommendation of the National Council on Establishments (NCE), at its 33rd Meeting held in Jos, Plateau State in 2008, Government has approved that any Executive Officer (General Duties) who has acquired a relevant University Degree, in addition to cognate experience, should be eligible for conversion to the Administrative Officer Cadre laterally for an officer on or below SGL. 10, while an officer who has progressed beyond SGL. 10 should be converted to one grade level lower than his/her present grade level.

2. The contents of this circular are not in conflict with Circular No. CND.100/111/694 of 6th September, 2004 on conversion of officers in other Cadres to the Administrative Officer Cadre which is still extant. For the avoidance of doubt, other Cadres, including Professional Cadres whose job contents are distinct from administrative duties, are not eligible for conversion to the Administrative Officer Cadre beyond SGL. 10.

3. The Circular takes immediate effect.

CHARLES BONAT
Perm. Sec. (Estabs and Records Officer)
For: Head of the Civil Service of the Federation
CIRCULAR

HCSF/EPO/EIR/CND/S.100/1/29
The Presidency
Office of the Head of the Civil Service of the Federation
Management Services Office,
Federal Secretariat, Phase II,
Abuja.

1st August, 2012

Chief of Staff to the President,
Deputy Chief of Staff to the Vice President,
Chief Justice of the Federation
Secretary to the Government of the Federation,
Honourable Ministers
Inspector-General of Police,
Chairman, Federal Civil Service Commission,
Chairman, Independent National Electoral Commission,
Chairman, Federal Judicial Service Commission,
Chairman, National Population Commission,
Chairman, Police Service Commission,
Chairman, Revenue Mobilization, Allocation and Fiscal Commission,
Chairman, National Salaries, Incomes and Wages Commission,
Chairman, Federal Commission/Boards of Parastatals,
Permanent Secretaries
Clerk to the National Assembly,
Chairman, Police Service Commission,
Accountant-General of the Federation,
Auditor-General of the Federation,
Surveyor-General of the Federation,
Directors-General and Chief Executives of Parastatals/Agencies
CIRCULAR

FCSC/CHMN/CLI/VOL.I/33
Federal Civil Service Commission
No. 3 Abidjan Street,
Zone 3, Wuse,
Abuja.

14th August, 2012

Chief of Staff to the President, C-in-C,
Deputy Chief of Staff to the Vice President,
Chief Justice of Nigeria,
Honourable Ministers/Ministers of State,
Secretary to the Government of the Federation,
Head of Civil Service of the Federation,
All Permanent Secretaries and Heads of Extra-Ministerial Departments,
Accountant-General of the Federation,
Auditor-General of the Federation,
Surveyor-General of the Federation,
Directors-General and Chief Executives of Parastatal/Agencies.

PROCEDURE FOR VACANCY DECLARATION

It has been observed that some Ministries, Departments and Agencies (MDAs) have been declaring vacancies directly to the Federal Civil Service Commission without reference to the Establishments and records Officers of the Office of the Head of Civil Service of the Federation. This practice, which might mislead the Commission into making appointments or promoting candidates to non-existing positions in MDAs, should stop forthwith.
2. MDAs are enjoined to ensure that their Authorized Establishments vis-à-vis Nominal Rolls do not vary from the Master List Approved Establishments and Vacancies for the fiscal year, where such have been forwarded to the Commission by the Establishments and Records Office of the Head of Civil Service of the Federation.

3. The Federal Civil Service Commission equally frowns at piece-meal declaration or withholding of vacancies for appointment purposes. Similarly, the Commission will no longer tolerate situations where MDAs in forwarding vacancies, attach names of Candidates for the Commission's approval.

4. Permanent Secretaries are please enjoined to authenticate all submissions from their MDAs which should be forwarded under their signature. Please bring the contents of this circular to the attention of all relevant staff.

Dns. J.O. Ayo, OON
Hon. Chairman
CIRCULAR

HCSF/EPO/EIR/CND/S 100/1/29
The Presidency
Office of the Head of the Civil Service of
The Federation
Management Services Office,
Federal Secretariat, Phase II,
Abuja.

1st August, 2012

Chief of Staff to the President,
Deputy Chief of Staff to the Vice President,
The Secretary to the Government of the Federation,
All Honourable Ministers/Ministers of State,
All Special Advisers,
All Services Chiefs/Inspector-General of Police,
Chairman, Federal Civil Service Commission,
Chairman, Code of Conduct Bureau,
Chairman, Federal Character Commission,
Chairman, Independent National Electoral Commission
Chairman, Federal Judicial Service Commission
Chairman, National Population Commission,
Chairman, Police Service Commission,
Chairman, Revenue Mobilization, Allocation and Fiscal Commission,
Chairman, National Salaries, Incomes and Wages Commission,
Chairman, Federal/Boards of Parastatals,
Permanent Secretaries
Clerk to the National Assembly,
Auditor-General of the Federation,
All Directors-General/Heads of Extra-Ministerial Departments,
Chief Registrar, Supreme Court of Nigeria,
MANDATORY TRAINING/WORKSHOP ON MANPOWER BUDGETING

The Office of the Head of Civil Service of the Federation, in collaboration with the Administrative Staff College of Nigeria (ASCON) is organizing a training Workshop on ‘Manpower Planning and Budgeting: A Panacea for Effective Career Management in the Public Service’. The workshop is for Directors of Administration/Human Resources Management and Schedule/Desk Officers in Ministries, Departments and Agencies (MDAs).

2. As a key instrument in the execution of Government programmes, the Public Service, requires a knowledgeable and competent manpower, with the requisite skills to drive the attainment of the goals of Government. An appropriate framework for Manpower at an optimal level to effectively execute their mandates.

3. The objective of the 4 days workshop, among others, includes:
   (i) To equip participants with the conceptual and practical knowledge and skills required to enable them designed and implement an effective Manpower Budget;
   (ii) to appreciate the need for a well articulated Manpower Planning and Budgeting in efficient Service delivery and the overall productivity of MDAs;
   (iii) to evaluate the efficacy and performance of Manpower Budgeting in the attainment of the goals of the MDAs.

4. SUB THEMES: The Sub-themes for the workshop include:
   (i) Overview of Manpower Planning and Budgeting
   (ii) Career Management and the Role of Manpower Planning;
   (iii) The process of Manpower Planning and Budgeting in the Public Service (Practical Completion of Establishment Template on Manpower Planning and Budgeting;
   Issues in manpower Planning and Budgeting in the Public Service;
   Leaving a legacy;
5. To facilitate discussions during the practical sessions, participants may bring along relevant documents such as the Approved Structure and Manning level of the MDA and the Schemes of Service, where available.

6. The workshop is a professional development programme and is in line with Government’s Policy on Professionalization and specialization. Thus attendance is mandatory for Directors of Administration/Human Resources Management and schedule/desk officers in the MDA’s.


8. DATE: 3rd September – 6th September, 2012

9. TIME: 9A.M

10. REGISTRATION FEE: V Participants are to pay N45,000 each for the workshop to cover course materials, tea/coffee break and lunch, workshop bag, group photograph.

11. MODE OF PAYMENT: Participants are expected to pay the workshop fee at the venue. In the alternative, they could remit same to:

   Account Name: ASCON PROJECT TRAINING

   Bank: Union Bank
   Account No.: 0001322753
   Sort code: 032150973

12. NOMINATION: MDAs are required to forward their nominations to the Office of the Head of the Civil Service of the Federation, Department of Establishments & Industrial Relations, Block A, 6th Floor, Room 615, for Compilation and final placement.
13. Please do not hesitate to contact the following, should you require further information on the workshop:

Mr. J.Y. Ayuba
Director (ASCON)
07033526242, 08054748152

Mr. Odii N. Barry
Asst. Director (Establishments & Budget, OHCSF)
Tel: 08033118211

Charles Bonat
Permanent Secretary, (Establishments and Records Office)
For: Head of the Civil Service of the Federation.
CIRCULAR

Ref. No. HCSF/PS/CSO/556/11/131
Office of the Head of the Civil
Service of the Federation
The Presidency,
Federal Secretariat, Phase II,
Abuja.

1st August, 2012

Chief of Staff to the President,
Deputy Chief of Staff to the Vice President,
Chief Justice of the Federation,
Honourable Ministers/Ministers of State,
The Secretary to the Government of the Federation,
Services Chiefs/Inspector-General of Police,
Chairman, Federal Civil Service Commission,
Chairman, Code of Conduct Bureau,
Chairman, Federal Character Commission,
Chairman, Independent National Electoral Commission
Chairman, Federal Judicial Service Commission
All Permanent Secretaries and Heads of Extra-Ministerial Department,
Accountant-General of the Federation,
Auditor-General of the Federation,
Chief Registrar, Federal Judicial Service Commission,
Surveyor-General of the Federation,
Directors-General and Chief Executives of Parastatal/Agencies.

THREE MONTHS PRE-RETIREDENMININAL LEAVE

It has been observed that the mandatory notice of retirement for officers who are due to retire after thirty-five (35) years of service or sixty (60) years of age is not being observed as provided for in the extant Rules.

2. Accordingly, it has become necessary to reiterate the provisions of Public Service Rules (PSR) 100238 which states the Officers are required to give three months notice of their retirement from Service terminating on the effective date of the retirement.
3. At the commencement of the three months notice, an officer should immediately proceed on the mandatory one-month pre-retirement training, while the remaining two months should be used to update their records in order to facilitate the speedy processing of their retirement benefits.

4. Please bring the contents of this Circular to the attention of all Officers for compliance.

I.B. Sali, CFR
Head of Civil Service of the Federation.
CIRCULAR

Ref. No. HCSF/PS/CSO/556/II/131
The Presidency,
Office of the Head of the Civil Service of the Federation,
Establishments and Records Office,
Federal Secretariat, Phase II,
Shehu Shagari Way,
Abuja.

8th October, 2012

Chief of Staff to the President,
Deputy Chief of Staff to the Vice President,
The Secretary to the Government of the Federation,
Honourable Ministers
Services Chiefs/Inspector-General of Police,
Federal Permanent Secretaries,
Auditor-General of the Federation,
Accountant-General of the Federation,
Registrar, Federal Judicial Service Commission,
Chairman of Statutory Commission,
Surveyor-General of the Federation,
Directors-General and Chief Executives of Parastatal /Agencies.

REVIEW OF ENTRY QUALIFICATION INTO THE ENVIRONMENTAL AND COMMUNITY HEALTH OFFICER CADRES

Following the recommendation of the National Council on Establishments (NCE) at its 32nd Meeting, Government has approved the review of the entry qualifications into the Environmental and Community Health Officer Cadres.
2. Consequently, entry into the Environmental and Community Health Officer Cadres shall be by direct appointment of candidates with First Degree in Environmental Health, Environmental Management, Environmental Education, Pollution Control, Nutrition and Hospital Management registrable with the Environmental Health Officers Registration Council of Nigeria (EHORECON). While entry into the Community Health Officer Cadre shall be by direct appointment of candidates with First Degree in Community Health, Human Kinetics, Primary Health Cadre Management and Health Practitioner Council of Nigeria.

4. The Revised entry qualifications shall be reflected in subsequent edition of the Schemes of Service.

5. The Circular takes immediate effect.

CHARLES BONAT
Perm. Sec. (Estabs and Records Office)
For: Head of Civil Service of the Federation.
CIRCULAR

Ref. No. HCSF/PS/CSO/556/II/131
The Presidency,
Office of the Head of the Civil Service
of the Federation,
Federal Secretariat, Phase II,
Shehu Shagari Way,
Abuja.

8th October, 2012

Chief of Staff to the President,
Deputy Chief of Staff to the Vice President,
Secretary to the Government of the Federation,
Honourable Ministers
Services Chiefs/Inspector-General of Police,
Federal Permanent Secretaries,
Auditor-General of the Federation,
Accountant-General of the Federation,
Registrar, Federal Judicial Service Commission,
Chairman of Statutory Commission,
Surveyor-General of the Federation,
Directors-General and Chief Executives of Parastatals /Agencies.

ELONGATION OF OFFICIAL REPORTER CADRE FROM GRADE LEVEL 08-17 AND CREATION OF ASSISTANT OFFICIAL REPORTER CADRE, GRADE LEVEL 07-14 IN THE PUBLIC SERVICE

Following the recommendation of the National Council on Establishments (NCE) at its 34th Meeting, Government has approved the elongation of the Official Reporter Cadre from GL. 14 17 for candidates possessing a relevant
University Degree and the creation of the Assistant Official Reporter Cadre Grade Level 07-14.

2. The approved Assistant Official Reporter Cadre Grade Level 07-14.

(i) **OFFICIAL REPORTER CADRE**

<table>
<thead>
<tr>
<th>Posts/Salaries</th>
<th>GL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official Reporter II</td>
<td>GL.08</td>
</tr>
<tr>
<td>Official Reporter I</td>
<td>GL.09</td>
</tr>
<tr>
<td>Senior Official Reporter</td>
<td>GL.10</td>
</tr>
<tr>
<td>Principal Official Reporter</td>
<td>GL.12</td>
</tr>
<tr>
<td>Assistant Chief Official Reporter</td>
<td>GL.13</td>
</tr>
<tr>
<td>Chief Official Reporter</td>
<td>GL.14</td>
</tr>
<tr>
<td>Assistant Editor</td>
<td>GL.15</td>
</tr>
<tr>
<td>Deputy Director</td>
<td>GL.16</td>
</tr>
<tr>
<td>Editor</td>
<td>GL.17</td>
</tr>
</tbody>
</table>

(ii) **ASSISTANT OFFICIAL REPORTER CADRE**

<table>
<thead>
<tr>
<th>Posts/Salaries</th>
<th>GL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Official Reporter II</td>
<td>GL.07</td>
</tr>
<tr>
<td>Higher Official Reporter I</td>
<td>GL.08</td>
</tr>
<tr>
<td>Senior Assistant Official Reporter</td>
<td>GL.09</td>
</tr>
<tr>
<td>Principal Chief Assistant Official Reporter</td>
<td>GL.10</td>
</tr>
<tr>
<td>Principal Chief Assistant Official Reporter</td>
<td>GL.12</td>
</tr>
<tr>
<td>Assistant Chief Official Reporter</td>
<td>GL.13</td>
</tr>
<tr>
<td>Chief Assistant Official Reporter</td>
<td>GL.14</td>
</tr>
</tbody>
</table>

CHARLES BONAT
Perm. Sec. (Estabs and Records Officer)
For: Head of the Civil Service of the Federation
CIRCULAR
HCSE/EPO/EIR/CND/S.100/26
The Presidency,
Office of the Head of the Civil Service
of the Federation,
Federal Secretariat, Phase II,
Shehu Shagari Way,
Abuja.

8th October, 2012

Chief of Staff to the President,
Deputy Chief of Staff to the Vice President,
Secretary to the Government of the Federation,
Honourable Ministers
Services Chiefs/Inspector-General of Police,
Federal Permanent Secretaries,
Auditor-General of the Federation,
Accountant-General of the Federation,
Chief Registrar, Federal Judicial Service Commission,
Chairman of Statutory Commission,
Surveyor-General of the Federation,
Directors-General and Chief Executives of Parastatal /Agencies.

RE-DESIGNATION OF THE REGISTERED BUILDERS (BUILDING OFFICER CADRE) TO BUILDERS CADRE

Based on the recommendation of the National Council on Establishments Registered Builders (Builder Officer) Cadre as Builders Cadre structured on GL. 08-17 as applicable to other professional/cadres.

2. The approved structure is as follows:
Posts/Salaries

Builder II                      -  GL.08
Builder I                       -  GL.09
Senior Builder                  -
                               GL.10
Principal Builder               -  GL.12
Assistant Chief Builder         -  GL.13
Chief Builder                   -  GL.14
Assistant Director              -  GL.15
Deputy Director                 -  GL.16
Director                        -  GL.17

2. The new designation shall be reflected in the subsequent edition of the Scheme of Service.

CHARLES BONAT
Perm. Sec. (Estabs and Records)
For: Head of the Civil Service of the Federation
CIRCULAR

HCSF/EPO/EIR/CND/S.100/26

The Presidency,
Office of the Head of the Civil Service
of the Federation,
Federal Secretariat, Phase II,
Shehu Shagari Way,
Abuja.

8th October, 2012

Chief of Staff to the President,
Deputy Chief of Staff to the Vice President,
Secretary to the Government of the Federation,
Honourable Ministers
Services Chiefs/Inspector-General of Police,
Federal Permanent Secretaries,
Auditor-General of the Federation,
Accountant-General of the Federation,
Chief Registrar, Federal Judicial Service Commission,
Chairman of Statutory Commission,
Surveyor-General of the Federation,
Directors-General and Chief Executives of Parastatal /Agencies.

ELONGATION OF HOSPITAL SECRETARY CADRE FROM GRADE
LEVEL 13 TO GRADE LEVEL 14

Based on the recommendation of the National Council on Establishments (NCE) at its 34th
Meeting, Government has approved the elongation of Hospital Secretary Cadre from Grade
Level 13 to Grade Level 14 in the Schemes of Service.

2. This Circular takes immediate effect.

CHARLES BONAT
Perm. Sec. (Estabs and Records Office)
For: Head of the Civil Service of the Federation.
CIRCULAR

HCSF/EPO/FIR/CND/S 100/26

The Presidency,
Office of the Head of the Civil
Service of the Federation,
Management Services Office,
Federal Secretariat, Phase II,
Abuja.

8th October, 2012

Chief of Staff to the President,
Deputy Chief of Staff to the Vice President,
Chief Justice of the Federation,
Secretary to the Government of the Federation,
Honourable Ministers,
Services Chiefs/Inspector-General of Police,
Federal Permanent Secretaries,
Accountant-General of the Federation,
Auditor-General for the Federation,
Chief Registrar, Federal Judicial Service Commission,
Chairman of Statutory Commission,
Surveyor-General of the Federation,
Directors-General and Chief Executives of Parastatal/Agencies.

STRICTLY COMPLIANCE WITH THE SCHEMES OF SERVICE FOR REGISTERED
ESTATE SURVEYORS AND VALUERS (LANDS OFFICER
CADRE) IN THE PUBLIC SERVICE

It has been brought to the attention of this Office that MDA’s in the Federal
Civil Service were not complying with the provisions of the Schemes of Service in
the appointment and career advancement of officers in the Land Officers Cadre.

2. For the avoidance of doubt, the Scheme of Service for the Lands Officers
Cadre emphasizes that registration with the Estate Surveyor and Valuers Registration
Board of Nigeria (ESVRABON) is a requirement for progression of Lands Officer
beyond Grade Level 10 in the Civil Service.

3. The content of this Circular should be brought to the notice of all concerned.

CHARLES BONAT
Perm. Sec. (Estabs and Records Office)
For: Head of the Civil Service of the Federation
CIRCULAR

HCSF/EPO/EIR/CND/S.100/26

The Presidency,
Office of the Head of the Civil
Service of the Federation,
Federal Secretariat, Phase II,
Shehu Shagari Way,
Abuja.

8th October, 2012

Chief of Staff to the President,
Deputy Chief of Staff to the Vice President,
Chief Justice of the Federation,
Secretary to the Government of the Federation,
Honourable Ministers,
Services Chiefs/Inspector-General of Police,
The Chairman, Federal Civil Service Commission
Federal Permanent Secretaries,
The Auditor-General for the Federation,
The Accountant-General of the Federation,
The Chief Registrar, Federal Judicial Service Commission,
Chairman, National Assembly Service Commission;
Chairman of Statutory Commission,
Surveyor-General of the Federation,
Directors-General and Chief Executives of Parastatal /Agencies.

CONVERSION OF TYPIST WHO HAD STAGNATED FOR OVER FIVE YEARS TO DATA PROCESSING OFFICERS CADRE

Following the recommendation of the National Council on Establishments (NCE) at its 35th Meeting, Government has approved that Typists who had stagnated for over five years should be trained, by Government in an appropriate institution, to enable them convert into Data Processing Officer Cadre, in line with the provisions of the Schemes of Service for the Cadre.

2. Please ensure that the contents of this circular are strictly complied with.

CHARLES BONAT
Permanent Secretary (Estabs and Pensions Office)
For: Head of the Civil Service of the Federation
CIRCULAR

HCSF/EPO/EIR/CND/S.100/1/29
The Presidency
Office of the Head of the Civil
Service of the Federation,
Federal Secretariat, Phase II,
Shehu Shagari Way,
Abuja.

3rd January, 2013

Chief of Staff to the President, C-in-C,
Deputy Chief of Staff to the Vice President,
Chief Justice of Nigeria,
All Honourable Ministers/Ministers of State,
Secretary to the Government of the Federation,
Special Advisers/Senior Special Assistants,
Services Chiefs/Inspector-General of Police,
The Chairman, Federal Civil Service Commission,
All Permanent Secretaries,
Chairman, Police Service Commission,
The Accountant-General of the Federation,
The Auditor-General of the Federation,
The Surveyor-General of the Federation,
Chief Registrar, Supreme Court of Nigeria,
Directors-General and Chief Executives of Parastatals, Agencies.

APPOINTMENT OF PERMANENT SECRETARY IN THE FEDERAL CIVIL SERVICE

Following the submission of the notice of retirement from Service by the Permanent Secretaries representing the North-East and South-East Geo-Political zones and Cross River State in the Body of Permanent Secretaries, the Office of the Head of the Civil Service of the Federation plans to commence the process of selection for their replacements.
2. The position of Permanent Secretary is open to all officers in the mainstream Civil Service who have attained the rank of substantive Director, SGL 17 from North-East and South-East Geo-Political Zones and Cross River State.

3. Accordingly, you are requested to forward the list of all substantive Directors on Grade Level 17 whose State of Origin and NOT State acquired by marriage is North-East Geo-political Zone (Adamawa, Bauchi, Borno, Gombe, Taraba and Yobe), South-East Geo-Political Zone (Abia, Anambra, Ebonyi, Enugu and Imo) and Cross River with their antecedents including their Personal and Confidential files to this Office on or before Thursday, 24th January, 2013. You are also advised to forward 20 (twenty) copies of the CVs of the Officers to the undersigned on or before Thursday, 24th January, 2013. Please note that evidence of State of Origin should be clearly provided each candidate.

4. Candidates should be advised further that the selection process would involve the following:
   i) Basic training and test in ICT skills such as Word Processing, Excel and Power Point;
   ii) Administration of Questionnaires;
   iii) Sitting for a written examination; and
   iv) Oral presentation to a broad-based panel of experts and practitioners.

DR. JAMES N. OBIEGBU  
PERMANENT SECRETARY (CMO)  
FOR: HEAD OF THE CIVIL SERVICE OF THE FEDERATION.
CIRCULAR

HCSF/EPO/EIR/CND/S.100/1/29
The Presidency
Office of the Head of the Civil
Service of the Federation,
Federal Secretariat, Phase II,
Shehu Shagari Way,
Abuja.

22nd March, 2013

The Chief of Staff to the President, C-in-C,
The Deputy Chief of Staff to the Vice President,
Chief Justice of Nigeria,
All Honourable Ministers/ Ministers of State,
Secretary to the Government of the Federation,
Special Advisers/ Senior Special Assistants,
Servicos Chiefs/ Inspector- General of Police,
The Chairman, Federal Civil Service Commission,
The Chairman, Economic and Financial Crime Commission,
All Permanent Secretaries and Heads of Extra-Ministerial Departments
The Accountant-General of the Federation,
The Auditor-General of the Federation,
The Surveyor-General of the Federation,
Directors-General and Chief Executives of Parastatals, Agencies.

ORGANIZATION REDESIGN OF THE OFFICE OF THE
HEAD OF THE CIVIL SERVICE OF THE FEDERATION

The President, His Excellency, Dr. Goodluck Ebele Jonathan,
GCFR, has approved new Organization Structure for the Office of the
Head of the Civil Service of the Federation (OHCSF) with immediate effect.
2. The organization redesign is in response to the increasing demands for fundamental change in the way we work and deliver services. Past reviews of the OHCSF have consistently reported a dysfunctional and sub-optimal organization structure with duplications, overlaps, missing functions and dormant units. The features of the new organization structure include 3 Offices and 12 Departments aligned with new OHCSF’s mandate, vision, mission and strategic direction. The new Offices and Departments are illustrated in the table attached.

3. The purpose of this Circular is to bring to your notice the new organization redesign of the Office of the Head of the Civil Service of the Federation for wide circulation to all staff so that in their day to day interaction with the OHCSF, they can refer their correspondences to the appropriate Offices.

I.B. Sali, CFR
Head of Civil Service of the Federation
## Approved Re-Design of the Office of the Head of the Civil Service of the Federation

<table>
<thead>
<tr>
<th>S/N</th>
<th>Office</th>
<th>Component Department</th>
<th>Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Service Policy &amp; strategies Office - (SPSO)</td>
<td>• Organization Design and Development</td>
<td>• Organization, design</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Civil Service Transformation</td>
<td>• Civil Service Transformation and development</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Leadership Development and Succession</td>
<td>• Civil Service Transformation and Improvements</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Custody of Service Policies</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Workforce planning and manning levels determination</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Culture, Ethics and Compliance</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Leadership development and succession planning</td>
</tr>
<tr>
<td>2.</td>
<td>Career Management Office - (CMO)</td>
<td>• Performance Management</td>
<td>• Performance Management Process Coordination</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Learning and Development</td>
<td>• Learning and Development Employee Mobility</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Employee Mobility</td>
<td>• Employee Well-being</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Employee Relations and Welfare</td>
<td>• Staff Records and Benefits Administration</td>
</tr>
<tr>
<td>3.</td>
<td>Common Services Office, (CSO)</td>
<td>• HRM and Administration</td>
<td>• OHCSF Human Resources Management and Administrative Support</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Finance and Accounts</td>
<td>• OHCSF Procurement</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Planning, Analytics and Monitoring</td>
<td>• OHCSF Planning, Monitoring and Reporting</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Procurement</td>
<td>• OHCSF Finance and Accounts</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Information and Communication Technology</td>
<td>• OHCSF ICT Support</td>
</tr>
</tbody>
</table>
CIRCULAR

HCSF/EPO/EIR/CND/S.100/1/29
Office of the Head of the Civil
Management Services Office/Bureau for
Public Service Reforms,
Service of the Federation,
Federal Secretariat, Phase II,
Abuja.

8th April, 2013

The Chief of Staff to the President,
The National Security Adviser,
The Deputy Chief of Staff to the Vice President,
All Honourable Ministers,
The Secretary to the Government of the Federation,
Special Advisers,
Chairman, Federal Civil Service Commission,
All Federal Permanent Secretaries,
The Clerk of the National Assembly;
Chief Registrar, Supreme Court of Nigeria,
The Auditor-General of the Federation,
The Accountant-General of the Federation,
All Directors-General/Chief Executives of Ministerial Departments and Agencies, Agencies.

CLARIFICATION OF SCHEDULES OF HUMAN
RESOURCE MANAGEMENT AND PROCUREMENT DEPARTMENTS

It has become imperative to make a clarification on the schedules of duties of Human Resource Management and Procurement Departments, especially as it affects Stores administration, Office Maintenance and Transport. Accordingly, the duties the two Departments are set out below:
(1) HUMAN RESOURCE MANAGEMENT DEPARTMENT

(a) Functions of Appointment, Promotion and Discipline Division

(i) Compiling and updating of the Ministry’s nominal roll;
(ii) Processing of promotion matters as they affect pooled staff;
(iii) Handling the promotion of both junior and senior non-pooled officers;
(iv) Processing, upgrading/conversion and advancement of officers who acquired relevant additional qualifications to the appropriate posts;
(v) Handling disciplinary matters as they affect erring staff;
(vi) Handling the constitution of the membership of both the Junior and Senior Staff Committees;
(vii) Documenting newly posted staff into the Ministry;
(viii) Maintaining staff records;
(ix) Processing regularization of appointment of staff;
(x) Deploying staff within the Ministry;
(xi) Recruiting junior officers;
(xii) Issuing circulars/office notices/instructions as may be directed;
(xiii) Handling appeals and petitions by aggrieved staff;
(xiv) Preparing yearly Manpower Budget for the Ministry.

(b) Functions of Training and Staff Welfare Division

(i) Identifying staff training needs of the various departments;
(ii) Preparing annual training schedules for consideration;
(iii) Compiling staff list for in-service training at the Federal Training Centres (FTCs) and other training institutions;
(iv) Processing and obtaining approvals for in-service training;
(v) Handling transport matters;
(vi) Processing and issuing of staff ID cards;
(vii) Processing all leave matters for staff;
(viii) Allocating office accommodation;
(ix) Processing pension/gratuity entitlement of staff;
(x) Coordinating staff unions and cooperative society matters;
(xi) In charge of all sporting activities;
(xii) Office maintenance;
(xiii) Processing staff allowances; e.g. first 28 days in lieu of hotel accommodation, transfer allowances, etc;
(xiv) Stores administration.
The Head of the Civil Service of the Federation  
Office of the Head of the Civil Service of the Federation  
Federal Secretariat, Phase II,  
Shehu Shagari Way  
Central Area  
Abuja

Dear Head of Service,

RE CLARITY OF ACTING ALLOWANCE  
AS STATED IN THE PUBLIC SERVICE

I wish to refer to your letter No. HCSF/EPO/EIR/RR/63311/T/204 dated 6th April 2013 on the above-mentioned subject and clarify that acting allowances as stated in the Public Service Rule 130129 should be determined as follows:

i. Career Positions
   "When an officer is approved to act on a higher post, he should be assumed to have gained an incremental credit on his substantive grade and then placed on the salary step in the grade on which he is acting, that is, immediately higher than his substantive grade level and step plus the incremental credit. The difference between the officer's substantive salary and the salary arrived at with the above procedure should normally earn his annual increments on the substantive grade and his acting allowance reviewed upwards as already."

ii. Chief Executives
   "An officer who is acting on the post of a Chief Executive covered by Certain Political, Public and Judicial Office Holders (Salaries and Allowance, etc) (Amendment) Act, 2008 should be placed on the salary and allowances of the Chief Executive subject to the condition that the authority who appointed the Acting Chief Executive is the..."
Continuation
Authority in the enabling Act to appoint a substantive Chief Executive"
2. Please accept the assurances of my highest consideration.

Chief R.O. Egbule, PhD, MFR
Chairman
CIRCULAR

HCSF/062/S.I/V1/7
Office of the Head of the Civil Service of the Federation
The Presidency
Federal Secretariat, Phase II
Shehu Shagari Way
Abuja.

20th June, 2013

The Chief of Staff to the President, C-in-C
The Deputy Chief of Staff to the Vice President
Chief Justice of Nigeria
All Honourable Ministers/Ministers of State
The Secretary to the Government of the Federation,
Service Chiefs/Inspector-General of Police
The Chairman, Federal Civil Service Commission,
The Chairman, Economic and Financial Crimes Commission
All Federal Permanent Secretaries and Heads of Extra-Ministerial Departments
The Accountant-General of the Federation,
The Auditor-General of the Federation,
The Surveyor-General of the Federation,
All Directors-General/Chief Executives of Ministerial Departments and Agencies, Agencies.

OFFICIAL CORRESPONDENCE WITH HIGHER AUTHORITIES

It has been observed that intermediate level officers sign official correspondences to high-ranking Government officials in contravention of the provisions of Circular reference number
HCSF/PS/CSO/205/VII/103 of 1st December, 2009 on the above subject.

2. For the avoidance of doubt, officers are not to sign any external official correspondence to their superiors who are two ranks higher. In particular, all correspondences addressed to Honourable Ministers, the Secretary to Government of the Federation, Head of the Civil Service of the Federation and other high ranking Government officials must be signed by Permanent Secretaries or Head of Parastatals and Extra-Ministerial Department. In their absence, the office overseeing their duties should sign on their behalf.

3. Also, in line with the ethics of the Civil Service, all official correspondences should display politeness, courtesy and tact with the designation of the issuing officer clearly stated.

4. Please bring the contents of this circular to the attention of all concerned for strict compliance.

Alh. Bukar Goni Aji, OON
Head of the Civil Service of the Federation

CC:
Chief of Staff to the President
Secretary to the Government of the Federation
CIRCULAR

HCSF/EPO/EIR/RR/29976/S.1/T2/V.II

23rd July, 2013

Principal Secretary to the President, Commander-in-Chief,
Principal Secretary to the Vice President,
Secretary to the Government of the Federation,
All Honourable Ministers/Ministers of State,
Services Chiefs/Inspector-General of Police,
Chairman, Federal Civil Service Commission,
Chairman, National Population Commission,
Chairman, Code of Conduct Bureau,
Chairman, Code of Conduct Tribunal,
Chairman, Police Service Commission
Chairman, Federal Character Commission,
Chairman, Revenue Mobilization, Allocation and Fiscal Commission
Chairman, Independent National Electoral Commission
All Permanent Secretaries and Heads of Extra-Ministerial Department,
Clerk of the National Assembly,
Chief Registrar, Supreme Court of Nigeria
Secretary, National Judicial Council
Accountant-General of the Federation,
Auditor-General of the Federation,
Surveyor-General of the Federation,
Directors-General and Chief Executives of Parastatal /Agencies.
PROCEDURE FOR REQUEST FOR APPROVAL OF LEAVE OF ABSENCE BY MDA'S

It has been observed that some MDA's have been granting approvals for officers to proceed on Leave of Absence without recourse to this Office, and in complete disregard of the provisions of the Public Service Rules. In some instances, approvals are granted by MDA's to Officers to enable them take up political appointments, while some MDA's actually request for retrospective approval leave of absence, after the affected office(s) would have commenced the leave. Such indiscriminate approval of leave of absence is irregular, and complicates the tracking of the career mobility of the affected officers.

2. It should be noted, for the avoidance of doubt, that the provision of the Public Service Rule 100231 states that "Leave of Absence is absence of an officer from duty authorized on grounds of Public Policy. All such leave shall be approved by the Head of the Civil Service of the Federation, on the recommendation of the Permanent Secretary or Head of Extra-Ministerial Office". For emphasis, Leave of Absence cannot be granted for serving officers to take up political appointments or to the spouse of a person who is not a serving officer in the Public Service.

3. In view of the above, MDA's are required to forward applications for Leave of Absence to this Office, and obtain the approval of the Head of the Civil Service of the Federation, before releasing the affected officers to proceed on the leave. Henceforth, requests for retrospective approval of Leave of Absence will no longer be entertained.

4. Permanent Secretaries/Heads of Extra-Ministerial Offices are enjoined to ensure compliance with the above.

DR. FOLASADE YEMI-ESAN
Permanent Secretary (SPSO)
For: Head of the Civil Service of the Federation
The Hon. Minister,
Federal Ministry of Health,
Federal Secretariat,
Phase I,
Abuja.

UNAUTHORIZED SKIPPING OF GRADE BY STAFF
GOVERNMENT-OWNED INSTITUTIONS AND AGENCIES
OPERATING THE CONSOLIDATE TERTIARY LESSONS
SALARY STRUCTURE (CONTISS) AND ALLIED SALARY
STRUCTURES

As you are aware, the Joint Health Sector Western Union (JOHESU) approached the National Industrial Court (National Wages of conditions of service agitating its members. Among the benefit bought, and granted by the Court is the setting aside of the prevention of the extant circular on unauthorized skipping of grades by staff of Federal Government-owned Institutions and Agencies. However, the ministry has appealed the judgment of the Court.

2. Accordingly, and in deference to the decision of the Court, the provisions of the extant circular on skipping Reference numbers
Head of the Service of the Federation

HCSF/EPO/EIR/RR/B.63755/ of 11th January, 2010 and
HCSF/EPO/EIR/RR/63755/T1/149 of 10th February, 2011 are hereby suspended pending the outcome of the appeal.

3. Please, accept my warm regards.

Bukar Goni aji, OON
Head of the Civil Service of the Federation
CIRCULAR

3rd January, 2014

RECTIFICATION OF ANOMALIES IN THE CALL DUTY ALLOWANCE OF MEDICAL AND DENTAL OFFICERS AND CLINICAL DUTY ALLOWANCE OF HONORARY CONSULTANTS IN THE FEDERAL PUBLIC SERVICE

The Federal Government has approved the rectification of the anomalies observed in the call duty allowance currently applicable to medical and dental officers in the...
Federal Public Service. The table of the rectification call duty allowance is attached as Annex I.

2. Attached as Annex II, is a table of the revised clinical duty allowance for honorary consultants.

Continuation

3. Both revised tables take effect from January 1, 2014

4. It should be noted that whenever entitle officers are promoted, the variation of these two allowances should be carried out in the same manner as the variation of consolidated salary. This is to ensure that they do not receive a lower rate of the call duty or clinical duty allowance when they are promoted.

5. All enquiries concerning this circular should be directed to the National Salaries Incomes and Wages Commission.

Chief R.O. Egbule, PhC, MFR
Chairman
<table>
<thead>
<tr>
<th>CONMESS</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>01</td>
<td>1503</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>1679</td>
<td>1753</td>
<td>1827</td>
<td>1901</td>
<td>1975</td>
<td>2049</td>
<td>2123</td>
<td>2198</td>
<td>2273</td>
<td>2348</td>
<td>2421</td>
</tr>
<tr>
<td>03</td>
<td>2183</td>
<td>2461</td>
<td>2539</td>
<td>2617</td>
<td>2695</td>
<td>2773</td>
<td>2851</td>
<td>2929</td>
<td>3007</td>
<td>3085</td>
<td>3163</td>
</tr>
<tr>
<td>04</td>
<td>3124</td>
<td>3203</td>
<td>3292</td>
<td>3380</td>
<td>3460</td>
<td>3544</td>
<td>3628</td>
<td>3712</td>
<td>3806</td>
<td>3806</td>
<td>3904</td>
</tr>
<tr>
<td>05</td>
<td>2922</td>
<td>3035</td>
<td>3148</td>
<td>3261</td>
<td>3373</td>
<td>3487</td>
<td>3600</td>
<td>3713</td>
<td>3826</td>
<td>3826</td>
<td>3946</td>
</tr>
<tr>
<td>06</td>
<td>4720</td>
<td>4806</td>
<td>5041</td>
<td>5178</td>
<td>5314</td>
<td>5450</td>
<td>5586</td>
<td>5722</td>
<td>5858</td>
<td></td>
<td></td>
</tr>
<tr>
<td>07</td>
<td>5790</td>
<td>5941</td>
<td>6098</td>
<td>6252</td>
<td>6406</td>
<td>6560</td>
<td>6714</td>
<td>6868</td>
<td>7022</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMMESS</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
</tr>
<tr>
<td>---------</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
</tr>
<tr>
<td>05</td>
<td>303425</td>
<td>318331</td>
<td>333236</td>
<td>348142</td>
<td>363047</td>
<td>377952</td>
<td>392858</td>
<td>407763</td>
<td>422668</td>
<td></td>
<td></td>
</tr>
<tr>
<td>06</td>
<td>335603</td>
<td>353515</td>
<td>371427</td>
<td>389340</td>
<td>407251</td>
<td>425163</td>
<td>443076</td>
<td>460987</td>
<td>478900</td>
<td></td>
<td></td>
</tr>
<tr>
<td>07</td>
<td>374183</td>
<td>394511</td>
<td>414840</td>
<td>435168</td>
<td>455496</td>
<td>475825</td>
<td>496153</td>
<td>516482</td>
<td>536810</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

REVISED CLINICAL DUTY ALLOWANCE FOR HONORARY CONSULTANTS  
(PER ANNUM)  

Annex II
THE PRESIDENCY
NATIONAL SALARIES, INCOMES & WAGES COMMISSION
OFFICE OF CHAIRMAN

Wing B, 3rd Floor, Federal Secretariat Complex, Phase I,
0709 874 1839 : chairman@nsiwe.gov.ng : www.nsiwe.gov.ng

SWC/S/04/S.176/VOL.II/473

3rd January, 2014

CIRCULAR

Chief of Staff to the President
Deputy Chief of Staff to the President
Honourable Ministers/ Ministers of State
Secretary to the Government of the Federation
Head of the Civil Service of the Federation
Chairmen, Federal Commissions
Federal Permanent Secretaries
Clerk of the National Assembly
Directors-General and Chief Executives and Agencies,
Secretary, National Judicial Council
Accountant-General of the Federation,
Auditor-General of the Federation,
Directors-General, Budget Office of the Federation;

RECTIFICATION OF ANOMALIES IN THE CALL DUTY ALLOWANCE OF
MEDICAL AND NON-CLINICAL DUTY ALLOWANCE OF HEALTH FEDERAL
PUBLIC SERVICE

The Federal Government has given approval for the rectification of the anomalies
observed in the call duty and non-clinical duty allowances currently applicable to health
professionals in the Federal Public Service. The tables of the rectified call duty
allowance and non-clinical duty allowance are attached as Annex I, II, III and IV.
### Revised Consolidated Medical Salary Structure (CONMESS)

**Per Annum**

<table>
<thead>
<tr>
<th>CONMESS</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>01</td>
<td>1316488</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>1562586</td>
<td>1600917</td>
<td>1639246</td>
<td>1677579</td>
<td>1715909</td>
<td>1754240</td>
<td>1792571</td>
<td>1830902</td>
<td>1869232</td>
<td>1907563</td>
<td>1945894</td>
</tr>
<tr>
<td>03</td>
<td>2227028</td>
<td>2277725</td>
<td>2327823</td>
<td>2377920</td>
<td>2426018</td>
<td>2478116</td>
<td>2526213</td>
<td>2578311</td>
<td>2628408</td>
<td>2678506</td>
<td>2728604</td>
</tr>
<tr>
<td>04</td>
<td>2855492</td>
<td>2941125</td>
<td>3016758</td>
<td>3092394</td>
<td>3168024</td>
<td>3243657</td>
<td>3319296</td>
<td>3394923</td>
<td>3470566</td>
<td>3546269</td>
<td>3621822</td>
</tr>
<tr>
<td>05</td>
<td>3622094</td>
<td>3730018</td>
<td>3837935</td>
<td>3945856</td>
<td>4053777</td>
<td>4161698</td>
<td>4269619</td>
<td>4377540</td>
<td>4485461</td>
<td></td>
<td></td>
</tr>
<tr>
<td>06</td>
<td>4802305</td>
<td>4940132</td>
<td>5077959</td>
<td>5215786</td>
<td>5353613</td>
<td>5491440</td>
<td>5629267</td>
<td>5767094</td>
<td>5904920</td>
<td></td>
<td></td>
</tr>
<tr>
<td>07</td>
<td>6350017</td>
<td>6519827</td>
<td>6689637</td>
<td>6859448</td>
<td>7029258</td>
<td>7199059</td>
<td>7368879</td>
<td>7538690</td>
<td>7708500</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

113
2. The revised tables effect from January 1, 2014.

3. It should be noted that whenever entitled officers are promoted, the variation of these two allowances should be carried out in the same manner as the variation of consolidated salary. This is to ensure that they do not receive a lower rate of the call duty or non-clinical duty allowance when they are promoted.

4. Enquiries on any aspect of this circular should be directed to the Commission.

Chief R.O. Egbule, PhD, MFR
Chairman
THE PRESIDENCY

NATIONAL SALARIES, INCOMES & WAGES COMMISSION
OFFICE OF CHAIRMAN
Wing B, 3rd Floor, Federal Secretariat Complex, Phase I,
0709 874 1839 : chairman@nsiwe.gov.ng : www.nsiwe.gov.ng

SWC/S/04/S.176/VOL.II/473
3rd January, 2014

CIRCULAR
Chief of Staff to the President
Deputy Chief of Staff to the President
Honourable Ministers/ Ministers of State
Secretary to the Government of the Federation
Head of the Civil Service of the Federation
Chairmen, Federal Commissions
Federal Permanent Secretaries
Clerk of the National Assembly
Directors-General and Chief Executives and Agencies,
Secretary, National Judicial Council
Accountant-General of the Federation,
Auditor-General of the Federation,
Directors-General, Budget Office of the Federation;

RECTIFICATION OF ANOMALIES IN THE NON-CLINICAL DUTY ALLOWANCE
FOR MEDICAL AND DENTAL OFFICERS IN THE FEDERAL PUBLIC SERVICE

The Federal Government has given approval for the rectification of the anomalies observed in Non-clinical Duty Allowances currently applicable to medical and dental officers in the Federal Public Service. The tables of the rectified Non-Clinical Duty Allowance is attached herewith and takes effects from January 1, 2014. All the conditions stated for the payment of this allowance in the previous circular remain in force.
Continuation

2. It should be noted that whenever entitled officers are promoted, the variation of this allowance should be carried out in the same manner as the variation of consolidated salary. This is to ensure that they do not receive a lower rate of the non-clinical duty allowance when they are promoted.

3. Enquiries on any aspect of this circular should be directed to the Commission.

Chief R.O. Egbule, PhD, MFR
Chairman
## Revised Non-Clinical Duty Allowance for Medical/Dental Officers

(Per Annum)

<table>
<thead>
<tr>
<th>CONMESS</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>541080</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>604203</td>
<td>630910</td>
<td>657517</td>
<td>684324</td>
<td>712032</td>
<td>737739</td>
<td>764446</td>
<td>791153</td>
<td>817860</td>
<td>844567</td>
<td>871620</td>
</tr>
<tr>
<td>03</td>
<td>857880</td>
<td>885960</td>
<td>914040</td>
<td>942120</td>
<td>970200</td>
<td>998280</td>
<td>1026360</td>
<td>1054440</td>
<td>1082520</td>
<td>1110600</td>
<td>1138680</td>
</tr>
<tr>
<td>04</td>
<td>1124640</td>
<td>1154880</td>
<td>1185120</td>
<td>1215360</td>
<td>1245600</td>
<td>1275840</td>
<td>1306080</td>
<td>1336320</td>
<td>1366560</td>
<td>1396800</td>
<td>1427040</td>
</tr>
<tr>
<td>05</td>
<td>1411920</td>
<td>1452600</td>
<td>1493280</td>
<td>1533960</td>
<td>1574640</td>
<td>1615320</td>
<td>1656000</td>
<td>1696680</td>
<td>1737360</td>
<td></td>
<td></td>
</tr>
<tr>
<td>06</td>
<td>1717200</td>
<td>1756160</td>
<td>1815120</td>
<td>1864080</td>
<td>1913040</td>
<td>1962000</td>
<td>2010960</td>
<td>2059920</td>
<td>2108880</td>
<td></td>
<td></td>
</tr>
<tr>
<td>07</td>
<td>2064400</td>
<td>2139840</td>
<td>2195280</td>
<td>2250720</td>
<td>2306160</td>
<td>2361600</td>
<td>2417040</td>
<td>2472480</td>
<td>2527920</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
RETIREMENT FROM SERVICE FOR DIRECTORS WHO HAVE SERVED FOR EIGHT (8) YEARS

I am directed by the Head of Civil Service of the Federation to inform you that as part of efforts to ensure strict compliance with the tenure system introduced in the Civil Service, Directors whose date of last appointment is 1st January, 2006 and who were expected to have retired from the Service on 31st December, 2013 and are still in service in your MDAs are hereby by this Circular to immediately proceed on retirement while returns on such officers be made to this Office accordingly for records.

2. Please, accept the assurances and highest regards of the Head of the Civil Service of the Federation.

Alh. Muhammadu Maceido, FCIA
Director (Employee Mobility)
For: Head of the Civil Service of the Federation
CIRCULAR

1. The Federal Government has approved some adjustments in the Consolidate Medical Salary Structure (CONMESS) to redress the compliant of relativity disadvantage of some categories of Medical/Dental Officers in the Federal Public Service.
2. The adjusted salary table which takes effect from 1st January 2014 is attached herewith.
3. All enquiries relating to this circular should be forwarded to the Commission.
Continuation

2. It should be noted that whenever entitled officers are promoted, the variation of this allowance should be carried out in the same manner as the variation of consolidated salary. This is to ensure that they do not receive a lower rate of the non-clinical duty allowance when they are promoted.

3. Enquiries on any aspect of this circular should be directed to the Commission.

Chief R.O. Egbule, PhD MFR
Chairman
<table>
<thead>
<tr>
<th>CONHESP</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>13</th>
<th>14</th>
<th>15</th>
</tr>
</thead>
<tbody>
<tr>
<td>07</td>
<td>524</td>
<td>543</td>
<td>561</td>
<td>579</td>
<td>597</td>
<td>615</td>
<td>634</td>
<td>652</td>
<td>671</td>
<td>689</td>
<td>707</td>
<td>725</td>
<td>744</td>
<td>762</td>
<td>780</td>
</tr>
<tr>
<td>08</td>
<td>613</td>
<td>640</td>
<td>662</td>
<td>683</td>
<td>705</td>
<td>727</td>
<td>749</td>
<td>770</td>
<td>792</td>
<td>814</td>
<td>836</td>
<td>857</td>
<td>879</td>
<td>901</td>
<td>923</td>
</tr>
<tr>
<td>09</td>
<td>751</td>
<td>775</td>
<td>799</td>
<td>813</td>
<td>847</td>
<td>871</td>
<td>895</td>
<td>919</td>
<td>943</td>
<td>967</td>
<td>991</td>
<td>1015</td>
<td>1039</td>
<td>1062</td>
<td>1085</td>
</tr>
<tr>
<td>10</td>
<td>843</td>
<td>877</td>
<td>914</td>
<td>941</td>
<td>968</td>
<td>1025</td>
<td>1062</td>
<td>1099</td>
<td>1136</td>
<td>1173</td>
<td>1231</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>1191</td>
<td>1231</td>
<td>1270</td>
<td>1309</td>
<td>1348</td>
<td>1387</td>
<td>1425</td>
<td>1465</td>
<td>1504</td>
<td>1543</td>
<td>1582</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>1556</td>
<td>1604</td>
<td>1646</td>
<td>1688</td>
<td>1730</td>
<td>1772</td>
<td>1814</td>
<td>1856</td>
<td>1896</td>
<td>1940</td>
<td>1982</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>1961</td>
<td>2018</td>
<td>2074</td>
<td>2131</td>
<td>2187</td>
<td>2244</td>
<td>2300</td>
<td>2357</td>
<td>2413</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>2385</td>
<td>2453</td>
<td>2521</td>
<td>2588</td>
<td>2657</td>
<td>2725</td>
<td>2793</td>
<td>2861</td>
<td>2939</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>2895</td>
<td>2972</td>
<td>3049</td>
<td>3126</td>
<td>3203</td>
<td>3280</td>
<td>3357</td>
<td>3434</td>
<td>3511</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

121
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 10th January, 2014

HCSF/SW/SS/345/1/59
The Honourable Minister,
Ministry of Health,
Federal Secretariat Phase III,
Abuja.

REQUESTS FOR MEDICAL TREATMENT ABROAD
TO BE SIGNED BY HON. MINISTER OF HEALTH
You will recall that recently, Government has become inundated with several requests by staff for medical Treatment abroad with cumulative costs running several millions of Naira.

Further to the relevant provisions of the Public Service Rules (PSR) 2008, particularly PSR 070206 on Request for Medical Treatment Abroad, it is now a policy that all such requests presented to your Ministry be duly signed by the Honourable Minister of Health before returning to the Office of the Head of the Civil Service of the Federation (OHCSF) for necessary action. This development is aimed at exercising proper control on the numerous requests for Overseas Medical Treatment.

2. Please accept, Honourable Minister, my assurances and warm regards.

Bukar Goni aji, OON
Head of the Civil Service of the Federation

CC: The Secretary to the Govt. of the Federation
The Presidency, Abuja

The above is for your information, please.

Bukar Goni Aji, OOn
Head of the Civil Service of the Federation
CIRCULAR

Ref. No. SGF/OP/II/S.3/T/46
Office of the Secretary to the Government of the Federation,
The Presidency
Shehu Shagari Complex,
Abuja.

30th January, 2014

Chief of Staff to the President,
Deputy Chief of Staff to the Vice President,
Honourable Ministers/Ministers of State,
Head of the Civil Service of the Federation,
Chief Economic Adviser to the President,
Special Advisers/Senior Special Assistants,
Service Chiefs/Inspector-General of Police,
Governor, Central Bank of Nigeria,
Chairman, Federal Civil Service Commission,
Chairman, Police Service Commission,
Chairman, Code of Conduct Bureau,
Chairman, Code of Conduct Tribunal,
Chairman, Federal Character Commission,
Chairman, Revenue Mobilization, Allocation and Fiscal Commission,
Chairman, Federal Inland Revenue Service,
Chairman, Independent National Electoral Commission,
Chairman, National Population Commission,
Chairman, Independent Corrupt Practices and other Related Offences Commission,
Chairman Economic and Financial Crimes Commission,
Chairman, National Drug Law Enforcement Agency,
Chairman, National Assembly Commission
All Permanent Secretaries and Heads of Extra-Ministerial Department,
Clerk of the National Assembly,
Chief Registrar, Supreme Court of Nigeria,
Secretary, National Judicial Council,
Auditor-General of the Federation,
Accountant-General of the Federation,
Director-General/Chief Executives of Parastatals, Agencies and
Government-Owned Companies.

PAYMENT OF NIGERIA'S ANNUAL CONTRIBUTION TO
INTERNATIONAL ORGANISATIONS

It has come to the attention of Mr. President that Nigeria is indebted to
some international Organizations to which the country is an active member. This is due largely
to none remittance of the annual contributions to the organizations by the
Ministries/Departments and Agencies (MDAs) responsible to effect the payments.
2. Consequently, Mr. President has directed that, henceforth, all concerned MDAs are to
accommodates such annual contributions to International Organisations in their respective
budgets and effect the payments as at when due. May I emphasize that, henceforth, it is the
responsibility of relevant MDAs to budget for and effect payments to International
Organisations to which they are the focal authority.
3. Please bring the contents of this circular to all concerned for immediate compliance.

Anyim Pius Anyim, GCON
Secretary to the Government of the Federation
CIRCULAR

OHCSF/062/VOL.VIII/150
Office of the Head of the Civil Service of the Federation,
The Presidency
Shehu Shagari Complex,
Abuja.

7th March, 2014

The Chief of Staff to the President, C-in-C
The Deputy Chief of Staff to the Vice President
Chief Justice of Nigeria
All Honourable Ministers/Ministers of State
The Secretary to the Government of the Federation,
Service Chiefs/Inspector-General of Police
The Chairman, Federal Civil Service Commission,
The Chairman, Independent Corrupt Practices & Other Related Offences Tribunal
The Chairman, Economic and Financial Crimes Commission
All Federal Permanent Secretaries and Heads of Extra-Ministerial Departments
The Accountant-General of the Federation,
The Auditor-General of the Federation,
The Surveyor-General of the Federation,
All Directors-General/Chief Executives of Ministerial Departments and Agencies,
Agencies.

RE: EXTANT POLICY ON TENURE OF DIRECTORS AND OFFICERS ON GL.17 IN THE FEDERAL PUBLIC SERVICE

This is to convey approval of Government that with effect from 31st December, 2013, the basis for the retirement of Directors and Officers on
GL. 17 in the Federal Public Service should be on the actual date of promotion and not
the notional date.

2. However, for the avoidance of doubt, the Tenure Policy of 8 years for Directors and
Officers on GL. 17 as well as four (4) years (renewal) for Permanent Secretaries is still
in force. The exception for further clarity is that, notional date of promotion shall not
apply in the determination of tenure for Directors and Officers on GL. 17 but the actual
date of promotion instead.

3. Please bring this to the attention of all Officers concerned.

BUKAR GONI AJI, OON
Head of the Civil Service of the Federation
HCSF/CMO/EM/243/17
Office of the Head of the Civil Service of the Federation,
Career Management Office
Federal Secretariat Phase II
Abuja.

7th March, 2014

CIRCULAR

The Chief of Staff to the President, C-in-C
The Deputy Chief of Staff to the Vice President
Chief Justice of Nigeria
All Honourable Ministers/Ministers of State
The Secretary to the Government of the Federation,
Special Advisers/Senior Special Assistants,
Service Chiefs/Inspector-General of Police
The Chairman, Federal Civil Service Commission,
The Chairman, Independent Corrupt Practices & Other Related Offences Tribunal
The Chairman, Economic and Financial Crimes Commission
All Federal Permanent Secretaries and Heads of Extra-Ministerial Departments
The Accountant-General of the Federation,
The Auditor-General of the Federation,
The Surveyor-General of the Federation,
All Directors-General/Chief Executives of Ministerial Departments and Agencies,
Agencies.
RE: RESTRUCTURING AND ESTABLISHMENT OF TWO DEPARTMENTS IN MDA’S

Following the establishment of two new Departments in some selected MDA’s and creation of the Office of Director (Special Duties) to replace Director, Office of the Permanent Secretary, I wish to bring to your attention the mandates and schedules of the three (3) Department’s as follows:-

Reform Coordination and Service Improvement Department Duties
Manage the Department to serve as focal point for driving all change, reform, innovation and improvement efforts within the Ministry in line with the over all framework set by BPSR, OHCSF and other Central Agencies of Government: Work with leadership of the Ministry to identify processes, systems and service gaps and with BPSR and OHCSF to develop interventions to eliminate such gaps:
Coordinate, drive, monitor and report on the Reform Agenda for the Ministry:
Manage and drive SERVICOM aims and initiatives within the Ministry:
Troubleshoot service failures and develop proposals to address them:
Research and identity good practices that can be adopted/adapted to improve service delivery in the Ministry:
Laisse with the Ministry’s Departments and the OHCSF to develop, refine, improve and recommend more efficient processes and systems for the Ministry to achieve its objectives;
Develop and deploy change management tools and practices to institute sustainable improvements in the Ministry:
Assist the leadership of the Ministry to articulate and coordinate their change agenda in line with Service policies and standards.

General Services Department

Transport administration
Utility Services
Store Management
Facility Management
Maintenance Services
Office Allocation
Security
Director Special Duties
Duties
* Assisting the Permanent Secretary to provide line supervision and general management to all the staff of the FOPS:
* Executive assigned projects for the Permanent Secretary
* Manage assigned direct reporting units on behalf of the Permanent Secretary e.g ACTU, Stock Verification:
* Assist the Permanent Secretary, as required, to formulate and articulate his/her leadership agenda for the Ministry:
* Provide secretariat services to high-level meetings of the Permanent Secretary:

Permanent Secretary:
* Help the Permanent Secretary manage his/her schedule to ensure that his/her activities follow espoused priorities:
* Coordinate the daily briefing sessions of the Permanent Secretary’s official schedule:
* Represent the Permanent the Permanent Secretary
* Constituency Projects:
* Liaison with National Assembly.

2. All Permanent Secretaries are required to establish these Departments and provide them with adequate working tools as soon as possible. Already, the necessary personnel to man these Departments are being deployed.
3. The Organizational Structures of the three Departments are attached herewith for your guidance.

Alh. Mohammed Abbas
Permanent Secretary (CMO)
For: Head of the Civil Service of the Federation.
DEPARTMENT OF GENERAL SERVICES

A. FUNCTIONS:
   1. Transport Administration
   2. Utility Services
   3. Stores Management
   4. Facility Management
   5. Maintenance Services
   6. Office Allocation
   7. Security

B. DIVISION:
   1. Maintenance Division
      (i) Maintenance Services
      (ii) Facility Management
      (iii) Plant and Equipment Management
      (iv) Office Allocation

   2. General Services Division
      (i) Transport Administration
      (ii) Utility Services (Telephones, PABX, Electricity Bills, etc.)
      (iii) Stores Management
      (iv) Security
Department of Special Duties

Director, Special Duties

- Travel & Protocol
- Stock Verification
- ACTU
DEPLOYMENT OF OFFICERS UNDER THE POOL OF THE OFFICE OF THE HEAD
OF THE CIVIL SERVICE OF THE FEDERATION

You are all aware that under the age-old pooling system, Officers in the pool of the
Office of the Head of the Civil Service of the Federation are posted in all Ministries,
Departments and Agencies in the Federal Civil Service. The deployment of the officers
at intervals to different sectors within the groupings of Ministries/Extra Ministril
Departments is a time-tested management technique to widen officers' experiences,
promote familiarity with the tasks performed in the various sectors and enhance
versatility for effective delivery of service.

2. It has however been observed with dismay that the noble intention of the pooling
system has been systematically and gradually undermined as some Ministries/Extra
Ministerial Departments and Agencies have acquired the notoriety of rejecting officers
deployed to them by the Head of Service of the Federation. They also make
unnecessary and frivolous requests for the continuous retention of officers in these
MDAs in the guise of meeting the exigencies of service. This has to stop.

3. From the foregoing and in order to add impetus to Government's overall objectives
for improving performance, effectiveness and commitment to duty by civil servants,
such excuses would no longer be tolerated or accepted. It is incumbent on the MDAs
and the affected officers to comply with posting instructions under the pooling system
as the Office of the Head of the Civil Service of the Federation will apply appropriate
sanctions to the erring officers, which may jeopardize their career prospects.

Bukar Goni Aji, CFR

Head of the Civil Service of the Federation
CIRCULAR
Ref. No. SGF.OP/1/S.3/T/65
Office of the Secretary to the
Government of the Federation,
The Presidency,
P-Wing, Shehu Shagari Complex,
Abuja.
20th January, 2015

Chief of Staff to the President,
Deputy Chief of Staff to the President, Office of the Vice President,
Honourable Ministers/Ministers of State,
Head of the Civil Service of the Federation,
Special Advisers/Senior Special Assistants,
Service Chiefs/Inspector-General of Police,
Chairman, Federal Civil Service Commission,
Chairman, Police Service Commission,
Chairman, Code of Conduct Bureau,
Chairman, Code of Conduct Tribunal
Chairman, Federal Character Commission,
Chairman, Revenue Mobilization, Allocation and Fiscal Commission,
Chairman, Federal Inland Revenue Service,
Chairman, Independent National Electoral Commission,
Chairman, National Population Commission,
Chairman, Federal Character Commission
Chairman, Independent National Electoral Commission
Chairman, National Population Commission,
Chairman, Revenue Mobilization, Allocation and Fiscal Commission,
Governor, Central Bank of Nigeria,
Chairman, Independent Corrupt Practices and other Related Offences Commission,
Chairman, Economic and Financial Crimes Commission,
Chairman, National Drug Law Enforcement Agency,
Permanent Secretaries and Heads
Of Extra-Ministerial Departments,
Clerk to the National Assembly,
Chief Registrar, Supreme Court of Nigeria,
Secretary, National Judicial Council,
Auditor-General/Chief Executives of Parastatals,
Directors-General and Chief Executives of Parastatal,
Agencies and Government-Owned Companies.

**IMPLICATION OF TRAVEL GUIDELINES AS CONTAINED IN**
**THE 2015 BUDGET**

As you are aware, the volatility and decline in the prices of crude oil have substantially reduced the amount of revenue available to the government. This has, therefore, resulted in the current budgetary and fiscal challenges which call for greater prudence in the management of finances and resources by all Ministries, Departments and Agencies (MDAs).

2. Accordingly, Mr. President has directed that any Political Office Holder involved in any necessary official travel at Government expense should do so in a class not higher than Business Class.

3. I am to request for immediate compliance with the foregoing directive of Mr. President by all Political Office Holders.

Anyim Pius Anyim, *GCON*
Secretary to the Government of the Federation.
Chief of Staff to the President, C-in-C,
Deputy Chief of Staff to the Vice President,
Secretary to the Government of the Federation,
All Honourable Ministers/Ministers of State,
Chief Registrar, Supreme Court of Nigeria,
Special Advisers/Senior Special Assistants,
Service Chiefs/Inspector-General of Police,
Governor, Central Bank of Nigeria,
Chairman, Federal Civil Service Commission,
Chairman, Police Service Commission,
Chairman, Code of Conduct Bureau,
Chairman, Code of Conduct Tribunal
Chairman, Federal Character Commission,
Chairman, Revenue Mobilization, Allocation and Fiscal Commission,
Chairman, Federal inland Revenue Service,
Chairman, Independent National Electoral Commission,
Chairman, National Population Commission,
Chairman, Federal Character Commission
Chairman, Independent National Electoral Commission
Chairman, National Population Commission,
Chairman, ICPC
Chairman, National Drug Law Enforcement Agency,
All Permanent Secretaries,
Head of Service of the Federation
Accountant-General of the Federation,
Directors-General & Chief Executives of Parastatals/agencies

RESTRICITION ON FOREIGN TRAININGS AND INTERNATIONAL TRAVELS BY PUBLIC SERVANTS

Following the recent development in the international oil market that as affected the revenue stream of Government, it has become necessary to introduce a number of cost-saving measures.

2. In this context, Government has embarked on a number of measures to help manage the situation, and one shall be an embargo on foreign training and international travels by public servants in all Ministries, Departments and Agencies, including all Parastatals. In furtherance of this objective therefore, the following guidelines/instructions shall apply:

i) Proposals for participation or attendance of International Conferences, Seminars, Workshops, Study Tours, Trainings, Presentation of Papers, Negotiable/Signing of Memoranda of Understanding (MOU) abroad at Government expense, shall no longer be allowed except those that are fully funded by sponsoring/inviting Organisations;

ii) No Ministry, Extra-Ministerial Office, Department, Agency or Parastatal shall send staff outside Nigeria for training at Government expense whether or not that Agency draws funds from revenue generated by itself;

iii) Public Servants invited for Foreign Training/Study Tour, Conferences by any organization will be allowed provided that no travel cost, Estacode Supplementation or any other cost on Government is involved;

iv) Local Training will continue and, where necessary, foreign experts may be invited to conduct trainings for which there are no local experts; and, Requests for International Travels in essential and strategic cases must be strictly justified with evidence of source of funding. For this purpose, such requests are to be directed to a Committee made up of officials from the Office of the Head of the Civil Service of the Federation for approval. However, for political office holders, the Secretary to the Government of the Federation shall approved; while for Ministers, His Excellency Mr. President will approve.
3. Where International Travel is approved to take place at the expense of Government, such travel must not be done higher than Business Class.
4. This Circular is effective from 1st January, 2015 and supersedes previous ones on the subject matter. Please bring the content of this Circular to the attention of all staff and ensure compliance.

Danladi I. Kifasi, CFR, mni
Head of the Civil Service of the Federation
<table>
<thead>
<tr>
<th>NAME OF MDA</th>
<th>PURPOSE OF TRAVEL</th>
<th>JUSTIFICATION/LETTER OF INVITATION</th>
<th>RELEVANCE FOR NIGERIA</th>
<th>DURATION WITH DATES</th>
<th>DELEGATION</th>
<th>DESIGNATION</th>
<th>SPEcular ROLES OF DELEGATE</th>
<th>COST IMPLICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note:
Only Permanent Secretaries/DGs/CEOs and Ambassadors are entitled to Business Class Ticket.
Office of the Head of Service of the Federation
THE PRESIDENCY

CIRCULAR

Ref: HCSF/SMD/1876/V3/III

13th March, 2015

Chief of Staff to the President, C-in-C,
Deputy Chief of Staff to the Vice President,
The Chief Justice of Nigeria,
All Honourable Ministers/Ministers of State,
Secretary to the Government of the Federation,
Service Chiefs/Inspector-General of Police,
Special Advisers/Senior Special Assistants,
Chairman, Federal Civil Service Commission,
Chairman, Police Service Commission,
Chairman, National Assembly Service Commission,
Chairman, Independent Corrupt Practices & Other Related Offences Tribunal,
Chairman, Economic and Financial Crime Commission,
All Permanent Secretaries and Heads of Extra-Ministerial Departments,
The Secretary, National Judicial Council,
Auditor-General of the Federation,
Accountant-General of the Federation,
Surveyor-General of the Federation,
Clerk to the National Assembly,
All Directors-General & Chief Executives of Parastatals/Agencies

REQUEST FOR NOMINATION AND SPONSORSHIP OF OFFICERS
ON GRADE LEVELS 05-16 FOR THE PUBLIC SERVICE STRUCTURE
MANDATORY ASSESSMENT-BASED TRAINING PROGRAMME (SMAT-P)

The Office of the Head of the Civil Service of the Federation is in the process of establishing a comprehensive Capacity Building Programme for
Head of service of the Federation

Federal Civil Servants which will consist of a Generic Structured Mandatory Assessment-Based Training Programme (SMAT-P) and a Leadership Development Programme (LEAD-P). Arrangements have been concluded to commence the two-week monthly SMAT-P, in the first week of April, 2015. You are hereby, invited to nominate and sponsor officers from your organization, for the Course.

2. The nomination of Officers should be drawn from across grade levels 05-16 and strictly in accordance with the following criteria:
   (a) Maturity of Officers for promotion;
   (b) Seniority on the grade;
   (c) Officers that have not attended a mandatory training programme previously; and
   (d) as a reward and recognition for high performance, exemplary conduct and behavior.

3. The Course fee per participant is two hundred thousand naira (N200,000.00) only. The Funds for participants for each batch should be paid into:

   - **Account Name:** Public Service Institute of Nigeria
   - **Account Number:** 0023588106
   - **Sort Code:** 058083215
   - **Bank:** GTB, Area 3, Garki

4. A list of participants and evidence of payment (using the attached nominal roll template) should be forwarded to the Office of the Head of the Civil Service of the Federation for the attention of the Permanent Secretary, Career Management Office (CMO), on or before 31st March, 2015. The annual minimum number of participants proposed for each MDA based on the number of staff per Grade Level, is enclosed for your guidance.

5. In addition, kindly bring the contents of this Circular to the attention of Heads of Extra Ministerial Departments, Parastatals and Agencies under your supervision, to enable them leverage on the Programme.

6. Please, treat expeditiously.

---

**Danladi I. Kifasi, CFR, mni**

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

CIRCULAR

HCSF/SMD/1876/V3/III

20th April, 2015

The Chief of Staff to the President, C-in-C,
The Deputy Chief of Staff to the Vice President,
The Chief Justice of Nigeria,
All Honourable Ministers/Ministers of State,
Secretary to the Government of the Federation,
Service Chiefs/Inspector-General of Police,
Special Advisers/Senior Special Assistants,
The Chairman, Federal Civil Service Commission,
The Chairman, Independent Corrupt Practices & Other Related Offences Tribunal,
The Chairman, Economic and Financial Crime Commission,
All Permanent Secretaries and Heads of Extra-Ministerial Departments,
Accountant-General of the Federation,

Auditor-General of the Federation,
The Secretary, National Judicial Council,
Surveyor-General of the Federation,

Directors-General & Chief Executives of Parastatals/Agencies

APPOINTMENT OF ACCOUNTANT-GENERAL OF THE FEDERATION

The position of the Accountant-General of the Federation will become vacant from June 12, 2015 when the present occupant of the Office will retire from Service. In view of the vacuum to be created by the exit of the Accountant-General of the Federation, it has become necessary to initiate the process leading to the appointment of a successor.

2. The position of Accountant-General of the Federation is open to all Officers in the mainstream Federal Civil Service who have attained the rank of substantive Director Accounts, GL. 17.
FEDERAL ESTABLISHMENT CIRCULARS 2011-2015

NATIONAL BOARD FOR TECHNICAL EDUCATION

EXECUTIVE SECRETARY
Dr. Mone’du Adamu
mone’du@yandex.com
es@nbte.gov.ng

ADDRESS:
Plot B, Bida Road,
P.M.B 2239
Kaduna Nigeria
Tel: +2348036586724
+234703899101
5th January, 2015

C/TEB.530/VOL.IA/151
Head of Civil Service of the Federation
The Presidency,
Federal Secretary Phase II,
Shehu Shagari Way,
Central District.
P.M.B 248 Abuja.

RE: CLARIFICATION ON RETIREMENT AGE OF ACADEMIC STAFF NATIONAL INSTITUTE FOR SPORTS
I refer to your letter with reference number

I am directed to inform you that the National Institute for Sports and its Diploma programmes are neither recognized nor approved by the Board.

For ease of reference, the list of accredited programmes and institutions may be seen in the 17th Edition of Directory of Accredited programmes Offered in Polytechnics, Technical and Vocational Institutions in Nigeria. I attached a copy for reference. Sir, further information is available on our website, www.nbte.gov.ng.

Please accept the assurances of the Executive secretary’s highest regards and consideration.

G.T. Ibrahim
Deputy Director (ESO)
For: Executive Secretary

142
2. The position of Account-General of the Federation is open to all Officers in the mainstream Federal Civil Service who have attained the rank of substantive Director Accounts GL 17.

3. You are requested to forward the list of all substantive Director Accounts with their antecedents, including their Personal and Confidential Files to this Office on or before 29th April, 2015. You are also advised to forward 20 (twenty) copies of the CVs each of the Officers to the Undersigned. Please note that evidence of State of origin should be clearly provided by each candidate.

4. Candidates should be advised further that, the selection process would involved the following criteria:

(a) Policy formulation, development and implementation with emphasis on fiscal policy
   (b) Management of Government finances;
   (c) Knowledge of Global financial trends;
   (d) Vision, capacity and firmness in fund control measures and proper management of public finances;
   (e) Knowledge of Public Service Rules and Financial Instructions;
   (f) Appreciation and application of Information & communication Technical (ICT);
   (g) Integrity;
   (h) Experience; and
   (i) Security Report

5. Please accept the warm regards of the Head of the Civil Service of the Federation.

Amb. B.z. Lolo
Permanent Secretary (CMO)
For: Head of the Civil Service of the Federation
CIRCULAR

HCSF/EIR/CND/S.100
Office of the Secretary to the Government of the Federation
The Presidency,
Shehu Shagari Complex,
Abuja.

11th June, 2015

Chief of Staff to the President,
Deputy Chief of Staff to the Vice-President,
Secretary to the Government of the Federation,
Honourable Ministers,
Chairman, Federal Civil Service Commission,
The Chairman of Statutory Commissions,
Federal Permanent Secretaries,
Auditor-General of the Federation,
Surveyor-General of the Federation,

ENTRY POINT FOR INTERN MEDICAL LABORATORY SCIENTISTS

Further to the provisions of Circular ref. No HCSF/EPO/EIR/CD/S.100 of 27th July, 2014 on the above, it should be noted that the approved placement of intern Medical Laboratory Scientists is CONHESS 08 to step 2 to bring them in comfort with their counterparts in the health sector. The Medical Laboratory Scientists would be placed on CONHESS 09 on successful completion of the adjustments should be made to maintain the relative seniority of existing officers.
2. The circular supersedes the earlier circular quoted above.

DR. A.K. MUHAMMED, OON
Permanent Secretary (SPSO)
For: Head of the Civil Service of the Federation
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

HCSF/062/V.7/150
7th July, 2015

The Chief of Staff to the President, C-in-C,
The Deputy Chief of Staff to the President,
The Chief Justice of Nigeria,
All Honourable Ministers/Ministers of State,
The Secretary to the Government of the Federation,
Special Advisers/Senior Special Assistants,
Service Chiefs/Inspector-General of Police,
The Chairman, Federal Civil Service Commission,
All Permanent Secretaries,
The Chairman, Police Service Commission,
The Accountant-General of the Federation,
The Auditor-General for the Federation,
The Surveyor-General of the Federation,
The Secretary, National Judicial Council,
Directors-General/Chief Executives of Parastatals and Agencies.

SUBMISSION OF PROCUREMENT RECORDS FOR THE 2014 FINANCIAL YEAR, PROCUREMENT PLANS FOR THE 2015 FINANCIAL YEAR AND COORDINATION OF SUBMISSION OF PROCUREMENT RECORDS AND PLANS BY MINISTRIES

My attention has been drawn by the Director General of the Bureau of Public Procurement (BPP) to the fact less than 61 out of over 800 Procuring Entities (MDAs) have submitted their procurement Records for 2014 financial year and/or Procurement Plans for the 2015 financial year. The trend indicates a considerable disregard to the provisions of sections 16(12 & 13) and 5 (i) of the Public Procurement Act, 2007 and the Secretary to the Government of the
Federation’s circular Ref. No. SGF.50/S.52/T/3 dated 11\textsuperscript{th} December, 2014 which among other things directed all procuring entities to submit their 2014 procurement records and 2015 procurement plans to the Bureau of Public Procurement not later than three (3) months after the end of the financial year.

2. Accordingly, all defaulting Procuring Entities are hereby directed to comply with the above referenced extant laws and circular by ensuring that they submit to the BPP their 2014 procurement records using the procurement record template before Friday, 10\textsuperscript{th} July, 2015. Also, in view of the release of the 2015 appropriation Act, all MDAs are hereby directed to immediately prepare and submit to the Bureau their respective procurement plans for the 2015 financial year using the procurement plan software.

3. For the avoidance of doubt, the procurement record template and the procurement plan software can be downloaded from the Bureau’s website, www.bpp.gov.ng and accessed from https://pms.bpp.gov.ng respectively. The Bureau may also be contacted by e-mail at info@bpp.gov.ng for any assistance regarding the use of these instruments.

4. In view of the resolution reached at the 2015 Permanent Secretaries’ retreat on public procurement which among others directed that “A central procurement planning unit in the ministry should and Parastals under it. Permanent Secretaries are hereby directed to immediately commence implementation.

5. Please ensure strict compliance with the contents of this circular.

Danladi I. Kifasi, CFR, mni
Head of the Civil Service of the Federation
Office of the Head of Service of the Federation  
THE PRESIDENCY  
Federal Secretariat, Phase II, Shehu Shagari Way, Maitama, Abuja. P.M.B. 218, Tel: 09-2348284

CIRCULAR

HCSF/PS/CMO/POL/1161/T2/129  
Chief of Staff to the President, C-in-C,  
Deputy Chief of Staff to the Vice President,  
Secretary to the Government of the Federation,  
Chairman, Federal Civil Service Commission,  
Chairman, Police Service Commission,  
All Permanent Secretaries,  
Accountant-General of the Federation,  
Auditor-General of the Federation,  
Surveyor-General of the Federation,  
Chief Registrar, Supreme Court of Nigeria,  
Director-General & Chief Executives of Parastals/Agencies,

29TH July, 2015

CONDUCT OF MOP-UP REVALIDATION OF PERSONNEL RECORDS AND CREDENTIALS OF ALL FEDERAL CIVIL SERVANTS

Further to our earlier circular Ref. No. HCSF/CMO/HRM/M.1279/1/27 of 6th May, 2015 on the conduct of the Nationwide Revalidation of Personal Records and Credentials of all Federal Civil Servants in the FCT, North-Central and North East, which was concluded in June, 2015 it was observed that some officers were absent from the exercise due to various reasons.

2. Accordingly, All the affected officers are to present themselves for the exercise at the following venue: Block E, Ground Floor, Federal Secretariat Complex, Phase II, Shehu Shagari Way, Central District, Abuja, from 9am to 4pm, with the underlisted documents with effect from 30th July, to 31st August, 2015.

i. Originals and photocopies of letter and Gazette of First Appointment;

ii. Originals and Letters of last three (3) promotions;
iii. Original and photocopy of Birth Certificate/Declaration of Age;
iv. Originals and photocopies of all Educational Certificates;
v. Copies of letters of posting;
vi. Office ID Card;
vii. Passport Photograph; and
viii. IPPIS Payslip/Number.

3. MDAs are strongly advised to bring the contents of this circular to the attention of all affected staff ensure their strict compliance with same as officers not verified at the end of the exercise will be treated as ghost workers and their salaries on the IPPIS platform will be stopped.

DANLADI I. KIFASI, CFR, mni
Head of the Civil of the Federation
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

HCSF/428/S.1/128 14th September, 2015

The Chief of Staff to the President,
Deputy Chief of Staff to the President, Office of the Vice President,
The Head of the Civil Service of the Federation,
Permanent Secretaries,
Service Chiefs/Inspector-General of Police,
Governor, Central Bank of Nigeria,
Chairman, Federal Civil Service Commission,
Chairman, Police Service Commission,
Chairman, Code of Conduct Bureau
Chairman, Code of Conduct Tribunal,
Chairman, Federal Character Commission,
Chairman, Revenue Mobilization, Allocation & Fiscal Commission,
Chairman, National Population Commission,
Chairman, Independent Corrupt Practices and Other Related Offences Commission,
Chairman, Federal Inland Revenue Service,
Chairman, National Drug Law Enforcement Agency,
Clerk of the National Assembly,
Secretary National Assembly,
Secretary National Judicial Council,
Auditor-General for the Federation,
Accountant-General of the Federation,
Surveyor-General of the Federation,
Chief Executive of Parastatals/ Agencies,
Heads of Extra-Ministerial Departments.
COLLATION OF UNPAID FINANCIAL ENTITLEMENTS OF STAFF MEMBERS

It has been brought to the notice of Government that due to the funding situation in Ministries, Departments and Agencies (MDAs) over the years, some financial entitlements of staff members have remained unpaid.

2. In view of this, all MDAs are to collate these unpaid entitlements which include:
   * Salary arrears;
   * Promotion arrears;
   * 1st 28 Days allowance on Transfer from Post;
   * Repatriation Allowance;
   * Burial Expenses;
   * Death Benefits; and
   * Mandatory Training of OHCSF 2010.

3. Information on each unpaid entitlement should be accurate, verifiable and contain the name, designation, status (serving or retired) and amount due to each officer.

4. The collated information should reach the Office of the Head of the Civil Service of the Federation on or before Monday September 21, 2015.

DANLADI I. "IFASI, CFR, mni

Head of the Civil Service of the Federation
ADHERENCE TO THE GUIDELINES ON REMUNERATION OF NON-EXECUTIVE AND PART-TIME CHAIRMAN, MEMBERS AND DIRECTORS OF GOVERNING BOARDS OF FEDERAL GOVERNMENT PARASTATALS, AGENCIES AND COMMISSION

1. It has come to attention of Mr. President that some Ministries, Department and Agencies (MDAs) do not adhere to the guidelines on payment of remuneration and allowances to Non-executive Chairman, members and Directors of Governing Boards of Federal Government Parastatals, Agencies and Commissions. The breach of these guidelines has not only increased the cost of governance but also runs counter to the avowed commitment of this Administration to restore adherence to correct Public Service procedures, rules and regulations in the conduct of Government business.

2. In the light of the foregoing, Mr. President has directed that henceforth, all Federal Government Parastatals, Agencies and Commissions must strictly adhere to the guidelines on Payment of remuneration as well as other terms and conditions governing the appointment of part-time or non-executive Chairman and Members of Governing Boards of these Agencies. For the avoidance of doubt, the following extant guidelines remain in force and should strictly be adhered to:

(i). Circular Ref. No. SWC/S/04/S.310/105 of 10th June, 2010 provides the rates of allowances payable to non-executive or part-time Chairmen and Members of Governing Boards of Federal Government Parastatals, Agencies and Commissions. The Circular also specifies the frequency of meetings to be held by each of these Governing Boards. Accordingly, all Ministries, Departments and Agencies are hereby directed to obtain this Circular from the National Salaries, Incomes and Wages Commission for immediate compliance;

(ii) Where attendance at any meeting of the Board involves a night's absence from home, the Chairman and the members are entitled to be reimbursed the expenses incurred on hotel accommodation for the duration of the meeting. Such claims should, in all cases, be supported by receipted hotel bills and be related only to the cost of lodging and should not include alcoholic drinks or unauthorized hospitality;
(iii) A member who makes an alternative private arrangement for accommodation is entitled to an unaccountable allowance at a rate specified in the extant Federal Ministry of Finance Circular in respect of the days the meeting is in session. A member will be regarded as being absent from home to attend a meeting of Board if his normal place of abode is not less than 30 kilometres radius of the place where the meeting holds;

(iv) Under no circumstance must residential and/or office accommodation be made for any member on permanent basis. In a case where hotel accommodation is required for more than 7 days at a stretch, the written approval of the SGF must be obtained;

(v) A business class travel facility at Government expense shall be provided for each member by the shortest and most convenient route for official trips. As alternative to this, an allowance at the current rate per kilometer shall be payable to a member for the use of his car for necessary travel to and from meetings and for other official journeys necessary for the proper conduct of the business of the Board.

(vi) No non-executive or part-time chairman or member of a Board is entitled to security detailed, aide or an official vehicle for use on a permanent basis;

(vii) Where a Board’s Committee or Study Group considers it necessary in the interest of its work, to send some of its members overseas to undertake certain external assignment, such members will be entitled to the approved estacode rates. Members entitled to sitting allowances, cannot draw such sitting allowances during their trip abroad for which they receive estacode allowances;

(viii) Chairmen of all statutory bodies must obtain prior approval of the Office of the Secretary to the Government of the Federation and supervising Ministries/Extra-Ministerial Departments before undertaking official trips overseas. Such approvals is the authorization to expend public funds in respect of the trip; and
REVIEW OF THE STRUCTURE OF MINISTRIES,
DEPARTMENTS AND AGENCIES

Following the decision of Government to restructure the Federal Civil Service, a number of Ministries were recently merged towards the attainment of the objective of a more efficient, effective and dynamic Civil Service, capable of driving the programmes and policies of Government.

2. The process of transition would require a realignment of existing structures, processes and systems of operation, as well as a proper definition of the scope of responsibilities and functions of the successor Ministries. The Head of the Civil Service of the Federation has constituted a Committee of eminent retired and serving Public Officers to undertake the review of the structure of the Ministries. Members of the Committee are as follows:

(a). Engr. (mrs) Ebele O. Okeke, CFR
(b). Prof. A.O. Afolabi, CFR
(c). Alh. Isa Bello Salis, CFR
(d). Alh. Bukar Goni Ajii, CFR
(e). Chief A.O. Okafor
(f). Dr. Hakeem Baba Ahmed, OFR
(g). Mr. Sylvester Akinsole Arikawe, OON
(h). Alh. Tukur Ingawa, mni
(i). Mr. A.S. Olayisade, mni
(j). Dr. Habiba Lawal, PS (Science & Technology)
(k). Alh. Mohammed Bukar, PS, (GSO, OSGF)
(l). Alh. Mohammed Abbas PS (EFO, OSGF)
(m). Mrs. Nura Batagarawa, PS (CMO OHCSF)
(n). Mr. Innocent K. Ogbonnaya, PS (CMO OHCSF)
(o). Dr. Joe Abah, Director-General, (BPSR)
(p). Mr. Ochapa Ogenyi, Director, (OSAP, MDG)

- Chairman
- Member
- Member
- Member
- Member
- Member
- Member
- Member
- Member
- Member
- Member

3. Accordingly, Permanent Secretaries are requested to fully cooperate with the Committee by providing detailed information on:

i. The current approved structure/organogram of the MDAs;
ii. The current nominal roll of the MDA;
iii. The mandate and responsibilities of the MDA;
iv. Any information that may be relevant to the work of the Committee.
4. Permanent Secretaries are to ensure prompt compliance with the above.

Signed

Mrs. Winifred Oyo-Ita, FCA
Ag. Head of the Civil Service of the Federation
(ix) Under no circumstance should an Agency or Parastatal provide funds for the private or social trips or outings of the Chairman or members of Governing Boards.

3. I wish to further reiterate the determination of the current Administration to instill discipline, transparency and accountability in governance. It is, therefore, imperative that the above guidelines are strictly adhered to by all Ministries, Department and Agencies as directed by the President.

4. Accordingly, the contents of this Circular should be brought to the attention of all concerned for immediate compliance and uniform application in all Federal Government Parastatals, Agencies and commissions.

Signed

Engr. Babachir David Lawal
Secretary to the Government of the Federation.
CLARIFICATION ON ADJUSTMENT OF SALARY GRADE LEVEL AS A RESULT OF ENHANCED ENTRY POINT/BASE GRADE IN THE PUBLIC SERVICE

Following the spate of enquiries on the principles for the implementation of the newly approved CONHESS 09 entry point for Medical Laboratory Scientists in the Public Service, I wish to reiterate, in line with provisions of circular Ref. no. B.63279/S.7/11/T/273 dated 24th April, 2002, that any time the base grade of any cadre in the Public Service of the Federation is enhanced, Government has approved that adjustments should affect only officers within the cadre whose positions fall below the new entry point.

2. Such officers should retain the effective date of the adjustment as their date of seniority on the new (base) grade, while serving officers who attained the new base grade as well as others who are above the (new) base grade by promotion or direct appointment, will retain their original date of seniority on their respective grades. Therefore, any action on the implementation of the extant circulars which is contrary to above, should be reversed immediately.

3. Accordingly, the designations and grading structure within Medical Laboratory Scientist and other similarly graded cadres such as Pharmacist, Physiotherapist Radiographer, etc; are hereby re-aligned as follows:-

**Medical Laboratory Scientist Cadre:**
- Intern Medical Laboratory Scientist/X, CONHESS 08/step 2
- Medical Laboratory Scientist/X, CONHESS 09/Step 1
- Senior Medical Laboratory Scientist/X, CONHESS 10
- Principal Medical Laboratory Scientist/X, CONHESS 11
- Chief Medical Laboratory Scientist/X, CONHESS 12
- Assistant Director, CONHESS 13
- Deputy Director, CONHESS 14
- Director, CONHESS 15

4. Please ensure that the content of this circular is brought to the attention of all concerned for compliance.

Signed

Mrs. N. BATAGARAWA
Permanent Secretary (SPSO)
For: Head of the Civil Service of the Federation.
DECLARATION OF VACANCIES BY MINISTRIES/EXTRA-MINISTERIAL DEPARTMENTS IN THE FEDERAL CIVIL SERVICE

It has been observed that many Ministries, Department and Agencies (MDAs) have formed the habit of declaring vacancies without considering sources of funds to meet the additional personnel emolument and in disregard of approved structures and manning levels. This development has led to distortions in establishment norms and practices in the Civil Service. Consequently, The Federal Civil Service Commission has continued to grapple with challenges relating to vacancies for promotion of eligible and deserving officers, especially at the directorate levels.

2. This has reduced the ability of the Service to promote and deploy officers based on competence and the need of the MDAs. The practice is also contrary to the determination to put in place measures required to re-engineer the public service to engender "Change" which is the hall-mark of the present Federal Government.

3. It should be pointed out that while the Federal Civil Service Commission is constitutionally charged with the responsibilities to appoint, promote and discipline officers in the Federal Civil Service, the duty of declaring vacancies in the service lies with the Office of the Head of Civil Service of the Federation, in consultation with MDAs. In the past, this procedure has guaranteed smooth conduct of personnel matters, and ensured appropriate manning level for Ministries/Extra-Ministerial Departments within their approved structures. The process also facilitates communication with the Budget Office of the Federation on Personnel cost, and the Federal Civil Service Commission on appointment and promotion in the Service.
4. In the light of the above, MDAs are not allowed henceforth, to declare vacancies directly to the Federal Civil Service Commission for appointment or promotion to posts on GL 07-17 in the Federal Civil Service without forwarding such requests through the Office of the Head of the Civil Service of the Federation for clearance and approval.

5. Please ensure prompt compliance with the contents of this circular.

Signed

MRS. N. BATTAGARAWA
Permanent Secretary (SPSO)

For: Head of the Civil Service of the Federation.
REVISED FREQUENCY OF MEETING FOR PART-TIME MEMBERS OF GOVERNMENT COMMITTEES, BOARD OF FEDERAL AGENCIES, STATUTORY CORPORATIONS AND GOVERNMENT-OWNED COMPANIES

As part of Federal Government's measures to reduce the cost of governance in order to make more funds available for priority projects, Government has approved the review of the frequency of meetings for Part-time Chairmen and Members of Committees, Boards of Statutory Corporation, Agencies and Government-Owned Companies. The revised frequency of meetings and the applicable sitting allowances which take effect from 1st April 2016 are as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Designation</th>
<th>Current Rate (per Sitting) N</th>
<th>Frequency of Meetings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Category</td>
<td>Chairman</td>
<td>150,000</td>
<td>Maximum of 4 sitting per year.</td>
</tr>
<tr>
<td></td>
<td>Members</td>
<td>120,000</td>
<td></td>
</tr>
<tr>
<td>Category A</td>
<td>Chairman</td>
<td>100,000</td>
<td>Maximum of 4 sitting per year.</td>
</tr>
<tr>
<td></td>
<td>Members</td>
<td>75,000</td>
<td></td>
</tr>
<tr>
<td>Category B</td>
<td>Chairman</td>
<td>85,000</td>
<td>Maximum of 4 sitting per year.</td>
</tr>
<tr>
<td></td>
<td>Members</td>
<td>65,000</td>
<td></td>
</tr>
<tr>
<td>Category C</td>
<td>Chairman</td>
<td>75,000</td>
<td>Maximum of 4 sitting per year.</td>
</tr>
<tr>
<td></td>
<td>members</td>
<td>55,000</td>
<td></td>
</tr>
<tr>
<td>Category D</td>
<td>Chairman</td>
<td>50,000</td>
<td>Not restricted but allowance is payable for a maximum of four meetings per month</td>
</tr>
<tr>
<td>(Unclassified)</td>
<td>members</td>
<td>40,000</td>
<td></td>
</tr>
<tr>
<td>(a) Presidential</td>
<td>Chairman</td>
<td>40,000</td>
<td></td>
</tr>
<tr>
<td>(b) Other</td>
<td>Members</td>
<td>30,000</td>
<td></td>
</tr>
</tbody>
</table>

2. It should be noted that the Chief Executive Officers and other Public Servants on monthly salary who are board members in their own establishments are not entitled to sitting allowance. It should also be noted that a sitting may comprise more than one meeting.

3. All enquiries arising from this circular should be addressed to the undersigned.

Signed
High Chief R.O. Egbule, PhD, MFR
Executive Chairman
FEDERAL
ESTABLISHMENT CIRCULARS
2016
REF. NO. SGF/OP/I/S.3/XI/870

Office of the Secretary to the
Government of the Federation,
Shehu Shagari Complex,
Three Arms Zone,
Abuja.
5th February, 2016

Chief of Staff to the President
Deputy Chief of Staff to the President, Office of the Vice President,
Honourable Ministers,
Chairman, Federal Civil Service Commission
The Chairman of Statutory Commissions,
The Chairman, Federal Character Commissions,
Chairman Independent National Electoral Commissions,
Chairman, Revenue Mobilization, Allocation
and Fiscal Commission,
Chairman, National Population Commission,
Chairman, Code of Conduct Tribunal,
Chairman, Code of Conduct Bureau,
Permanent Secretaries,
Special Advisers/Senior Special Assistants,
Service Chief/Inspector-General of Police,
Governor, Central Bank of Nigeria,
Chairman Independent Corrupt Practices and other
Related Offences Commissions,
Chairman, Economic and Financial Crimes Commission,
Chairman, National Drug Law Enforcement Agency,
Chairman, National Assembly Service Commission,
Clerk of the National Assembly,
Chief Registrar, Supreme Court of Nigeria,
Secretary, National Judicial Council
COMPLIANCE WITH NATIONAL ROAD TRAFFIC REGULATION BY GOVERNMENT DRIVERS

Government has observed with concern that most Government drivers do not possess valid driver's licence. This is contrary to Section 74(1) of the National Road Traffic Regulation (NRTR) which states that "a person shall not drive on a public road a motor vehicle....unless he is the holder of a valid driver's licence in respect of that class of vehicle".

2. To check this trend, all Accounting Officers are directed to conduct periodic Operation Show your Driver's Licence exercise for all drivers in their respective Ministries, Departments and Agencies and ensure compliance with the extant regulation on the matter.

3. Please bring the contents of this Circular to all concerned for immediate compliance.

Engr. Babachir David Lawal
Secretary to the Government of the Federation
CIRCULAR

Ref. No. SGF/OP/I/S.3/XI/870
Office of the Secretary to the
Government of the Federation,
Shehu Shagari Complex,
Three Arms Zone,
Abuja.
5th February, 2016

Chief of Staff to the President
Deputy Chief of Staff to the President, Office of the Vice President,
Honourable Ministers/Ministers of State,
Head of the Civil Service of the Federation,
Chairman, Federal Civil Service Commissions,
Chairman, Federal Character Commissions,
Chairman Independent National Electoral Commissions,
Chairman, Revenue Mobilization, Allocation
and Fiscal Commission,
Chairman, National Population Commission,
Chairman, Code of Conduct Tribunal,
Chairman, Code of Conduct Bureau,
Permanent Secretaries,
Special Advisers/Senior Special Assistants,
Governor, Central Bank of Nigeria,
Chairman Independent Corrupt Practices and other
Related Offences Commissions,
Chairman, Economic and Financial Crimes Commission,
Chairman, National Drug Law Enforcement Agency,
Chairman, National Assembly Service Commission,
Auditor-General for the Federation,
Accountant-General for the Federation,
Secretary, National Judicial Council
Clerk of the National Assembly,
Chief Registrar, Supreme Court of Nigeria,
Director-General/Chief Executives of Parastatals,
Agencies and Government-owned Companies,
Heads of service of State Governments,

NEED FOR MINISTRIES, DEPARTMENTS AND AGENCIES TO PUT SECURITY MEASURES IN PLACES TO PREVENT HACKING OF THEIR WEBSITES

The Federal Government is concerned over the recent hacking of the websites of some Ministries, Department and Agencies (MDAs). This is capable of exposing government business to unnecessary pressure, ridicule and compromise. To this end, all MDAs are enjoined to take necessary measures to plug the loop-holes with a view to denying hackers access to their websites and all internet-based applications.

2. Please bring the content of this Circular to all concerned for compliance.

Engr. BD Lawal
Secretary to the Government of the Federation
THE PRESIDENCY
OFFICE OF THE HEAD OF CIVIL SERVICE OF THE FEDERATION
Permanent Secretary, Career Management Office
Federal Secretory Phase II, Shehu Shagari, Central District, P.M.B 248, Abuja

CIRCULAR

HCSF/CMO/002/S.I/II/211

21st March, 2016

Special Advisers/Senior Special Assistants,
Service Chiefs/Inspector-general of Police,
The Chairman, Federal Civil Service Commission,
All Permanent Secretaries,
The Chairman, Police Service Commissions,
Accountant General of the Federation,
Auditor General of the Federation,
Surveyor General of the Federation,
Chief Registrar Supreme Court of Nigeria,
Directors-General and Chief Executive of Parastatals/Agencies

COMPLIANCE WITH POSTING INSTRUCTION OF 3RD MARCH, 2016


2. The report should, among other things contain evidence of compliance, such as a photocopy of the Assumption of Duty Certificate, and should be addressed for the attention of the under-signed to the Head of the Civil Service of the Federation.
3. A copy of the posting instructions under reference as it affects your MDA is attached herewith, to service as a guide.

4. Your report should reach Office of the Head of the Civil Service of the Federation on or before 30th March, 2016.

Innocent K. Ogbonnaya
Permanent Secretary (CMO)
for: Head of the Civil Service of the Federation
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

HCSF/PS/SPSO/241/6

The Deputy Chief of Staff to the Vice President,
The Secretary to the Government of the Federation,
All Honourable Ministers/Ministers of State,
All Permanent Secretaries,
Chairman, Federal Civil Service Commission,
Chairman, Police Service Commissions,
Accountant General of the Federation,
Auditor General of the Federation,
Surveyor General of the Federation,
Chief Executive of Parastatals/Agencies
Heads of Extra-Ministrial Departments.

VERIFICATION EXERCISE FOR DIRECTORATE LEVEL OFFICERS IN THE FEDERAL PUBLIC SERVICE

The Office of Head of the Civil Service of the Federation is embarking on a comprehensive verification exercise of Directorate Level Officers in the Federal Public Service. The exercise is designed to produce accurate bio-data of this level of Officers for informed leadership and succession planning in the Federal Public Service. In view of the scope and thoroughness required the exercise has been segmented into two (2) phase. The first phase will be limited to Officers in the core Federal Civil Service (Ministers), while the second phase will involve Officers in Parastats and other government establishmans
2. In that regard, the first phase of the exercise has been scheduled to commence as follows:

   **Date:** Tuesday, 12th - Friday, 29th April, 2016. Detailed time table attached.
   **Venue:** Olusegun Obasanjo Hall, OHCSF
   **Time:** 9:00am Prompt.

The Directors of Human Resources Management are therefore requested to forward the details of all Directorate Level Officers in their respective Ministries to the Office of the Head of the Civil Service of the Federation in the attached format. All submissions should reach the Office of the Permanent Secretary, Service Policies and Strategies Office, Office of the Head of the Civil Service of the Federation on or before 5th April, 2016. Kindly, note that failure to make returns as required would lead to very serious consequences. In addition, Officers who fail to present themselves for the exercise will be considered to have exited the Service and will be taken off the Integrated Payroll and Personnel Information System (IPPIS).

3. Accordingly, you are to grant this Circular the deserved attention and bring its contents to the notice of all Directorate Level Officers in your Ministry.

   [Signature]

   Mrs. Winifred Oyo-Ita, FCA
   Head of the Civil Service of the Federation
**DETAILED TIME TABLE FOR THE SERVICE-WIDE DIRECTORATE LEVEL OFFICERS VERIFICATION EXERCISE**

<table>
<thead>
<tr>
<th>S/N</th>
<th>MDA</th>
<th>SCHEDULED DATE</th>
</tr>
</thead>
</table>
| 1   | i. Ministry of Defence  
     ii. State House | Tuesday, 12th April, 2016 |
| 2   | i. Ministry of Education  
     ii. Youth and Sports | Wednesday, 13th April, 2016 |
| 3   | i. Ministry of Foreign Affairs  
     ii. OSGF | Thursday, 14th April, 2016 |
| 4   | i. Ministry of Industry, Trade & Investment  
     ii. Ministry of Niger Delta Affairs | Friday, 15th April, 2016 |
| 5   | i. Ministry of Power, Works & Housing  
     ii. Ministry of Petroleum Resources | Monday, 18th April, 2016 |
| 6   | i. Ministry of Agric & RD  
     ii. Ministry of Mines & SD | Tuesday, 19th April, 2016 |
| 7   | i. OAGF  
     ii. Ministry of Science & Technology | Wednesday, 20th April, 2016 |
| 8   | i. Ministry of Health  
     ii. Ministry of Environment | Thursday, 21st April, 2016 |
| 9   | i. OAUGF  
     ii. Ministry of Water Resources | Friday, 22nd April, 2016 |
| 10  | i. Ministry of Finance  
     ii. Ministry of Information & Culture  
     iii. Ministry of Justice | Monday, 25th April, 2016 |
| 11  | i. Ministry of Budget & Nat’l Planning  
     ii. Ministry of Labour & Employment  
     iii. Ministry of Interior | Tuesday, 26th April, 2016 |
| 12  | i. Federal Ministry of Communication Technology  
     ii. Federal Civil Service Commission | Wednesday, 27th April, 2016 |
| 13  | i. Office of the Surveyor General of the Federation  
     ii. Ministry of Women Affairs | Thursday, 28th April, 2016 |
| 14  | i. OHCSF  
     ii. Ministry of Transportation | Friday, 29th April, 2016 |
LIST OF DOCUMENTS REQUIRED FOR THE VERIFICATION EXERCISE

i. Letter of First Appointment;

ii. Gazette of First Appointment;

iii. Gazette of Confirmation of Appointment;

iv. All letters of Promotion (including letters received in previous appointment for Officers on Transfer Of Service);

v. Evidence of Academic Qualification(s) including first school leaving certificate;

vi. Birth certificate/Age Declaration;

vii. IPPIS Enrolment Slip/Evidence of First IPPIS enrolment; and

viii. Certificate of National Service
CIRCULAR

Ref. No. SGF.6/S.2/X/542
Office of the Secretary to the
Government of the Federation,
Shehu Shagari Complex,
Three Arms Zone,
Abuja.

31st March, 2016

Chief of Staff to the President
Deputy Chief of Staff to the President, Office of the Vice President,
Honourable Ministers/Ministers of State
Head of the Civil Service of the Federation,
Chairman, Federal Civil Service Commissions,
Chairman, Federal Character Commission,
Chairman Independent National Electoral Commission
Chairman, Revenue Mobilization, Allocation and Fiscal Commission,
Chairman, National Population Commission,
Chairman, Code of Conduct Tribunal,
Chairman, Code of Conduct Bureau,
Permanent Secretaries SPG,
Special Advisers/Senior Special Assistants,
Service Chief/Inspector-General of Police,
Governor, Central Bank of Nigeria,
Chairman Independent Corrupt Practices and other Related Offences Commission,
Chairman, Economic and Financial Crimes Commission,
Chairman, National Drug Law Enforcement Agency,
Chairman, National Assembly Service Commission,
Clerk of the National Assembly,
Chef Registrar, Supreme Court of Nigeria,
Secretary, National Judicial Council,
Auditor-General for the Federation,
Accountant-General for the Federation,
Heads of Extra-Ministerial Departments/Directors-general/Chief Executive Officers of Parastatals,
Agencies and Government-Owned Companies
The Chief of Staff to the President, C-in-C,
The Deputy Chief of Staff to the President,
Office of the Vice President,
The Chief Justice of the Federation,
All Honourable Ministers/Ministers of State,
The Secretary to the Government of the Federation,
The Head of the Civil Service of the Federation,
Governor of the Central Bank,
All Permanent Secretaries,
All Service Chief/Inspector-General of Police,
The Chairman, Federal Civil Service Commission,
The Chairman, EFCC,
The Chairman ICPC,
The Chairman, National Drug Law Enforcement Agency,
The Clerk to the National Assembly,
The Auditor-General for the Federation,
The Surveyor-General for the Federation,
The Secretary, National Judicial Council,
All Heads of Extra Ministerial Departments,
REQUEST FOR COMPREHENSIVE LIST OF SALARY ARREARS, PERSONNEL SHORTFALL AND PROMOTION ARREARS

I wish to request as a matter of urgency your comprehensive submission of all Arrears with regards to Salary, Personnel Shortfall and Promotion Arrears. This is to enable us properly ascertain the actual figures due for payment to your establishment.

2. You may wish to note that this request is in line with Federal Government’s pledge to pay off all outstanding arrears owned to Civil Servants.

3. Your prompt response will enable the Budget Office expedite action on the matter accordingly.

4. Please accept the assurances of my warm regards.

[Signature]

Dr. H.K. Suleiman
Director (Expenditure)
CIRCULAR

8TH April, 2016

Chief of Staff to the President
Deputy Chief of Staff to the Vice President
Honourable Ministers/Ministers of State,
Secretary to the Government of the Federation
Head of the Civil Service of the Federation
Chairman, Federal Commissions
Permanent Secretaries
Clerk to the National Assembly,
Secretary, National Judicial Council
Secretary, Federal Judicial Service Commission,
Directors-General and Chief Executives of Parastatals/Agencies
Auditor-General for the Federation
Accountant-General for the Federation

REVISED FREQUENCY OF MEETINGS FOR PART-TIME MEMBERS OF GOVERNMENT COMMITTEES, BOARDS OF FEDERAL AGENCIES, STATUTORY CORPORATIONS AND GOVERNMENT-OWNED COMPANIES

As part of Federal Government’s measures to reduce the cost of governance in order to make more funds available for priority projects, Government has approved the review of the frequency of meetings for part-time Chairmen and Members of Committees, Boards of Statutory Corporation, Agencies and Government-Owned Companies. The revised frequency of meetings and the applicable sitting allowances which take effect from 1st April 2016 are as follows:
<table>
<thead>
<tr>
<th>Category</th>
<th>Designation</th>
<th>Current Rate (Per Sitting N)</th>
<th>Frequency of Meetings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Category</td>
<td>Chairman</td>
<td>150,000</td>
<td>Maximum of 4 sittings per year</td>
</tr>
<tr>
<td></td>
<td>Members</td>
<td>120,000</td>
<td></td>
</tr>
<tr>
<td>Category A</td>
<td>Chairman</td>
<td>100,000</td>
<td>Maximum of 4 sittings per year</td>
</tr>
<tr>
<td></td>
<td>Members</td>
<td>75,000</td>
<td></td>
</tr>
<tr>
<td>Category B</td>
<td>Chairman</td>
<td>85,000</td>
<td>Maximum of 4 sittings per year</td>
</tr>
<tr>
<td></td>
<td>Members</td>
<td>65,000</td>
<td></td>
</tr>
<tr>
<td>Category C</td>
<td>Chairman</td>
<td>75,000</td>
<td>Maximum of 4 sittings per year</td>
</tr>
<tr>
<td></td>
<td>Members</td>
<td>55,000</td>
<td></td>
</tr>
<tr>
<td>Category D</td>
<td>Chairman</td>
<td>50,000</td>
<td>Not restricted but allowance is payable for a maximum of four meetings per month</td>
</tr>
<tr>
<td>(Unclassified)</td>
<td>Members</td>
<td>40,000</td>
<td></td>
</tr>
<tr>
<td>(a) Presidential</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b) Other</td>
<td>Chairman</td>
<td>40,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Members</td>
<td>30,000</td>
<td></td>
</tr>
</tbody>
</table>

2. It should be noted that Chief Executive Officers and other Public Servants on monthly salary who are board members in their own establishments are not entitled to sitting allowance. It should also be noted that a sitting may comprise more than one meeting.

3. All enquiries arising from this circular should be addressed to the undersigned.

High Chief R. O. Egbeule, PhD, MFR
Executive Chairman
HCSF/SPSO/ODD/E&WP/649136/T^2
Office of the Head of the Civil Service
of the Federation,
Federal Secretariat, Phase II,
Abuja.

16th May, 2016

Chief of Staff to the President,
Deputy Chief to the Vice President,
Secretary to the Government of the Federation,
Honourable Ministers,
Chairman, Federal Civil Service Commission,
The Chairman of Statutory Commissions,
Federal Permanent Secretaries,
Auditor General of the Federation,
Accountant General of the Federation,
Surveyor General of the Federation,

RE: YEAR 2016 AUTHORIZED ESTABLISHMENT OF MDAS

Following the approval of the 2016 Authorized Establishment of MDAs by the
Head of the Civil Service of the Federation, Ministries and Extra-Ministerial Offices
are required to identify vacancies on SGLs 08, 09, and 10 for direct recruitment by
the Federal Civil Service Commission, in accordance with the provisions of public
Service Rule 020102. The final declaration of vacancies on those entry levels must
take into account, the promotion prospects of eligible serving officers on the
appropriate grades.

2. It is to be noted that, in line with extant rules, MDAs are required to obtain a
"waiver" from the Head of the Civil Service of the Federation to fill such identified
vacancies in critical areas of need for further action by the Federal Civil Service
Commission.

3. Please treat expeditiously.
MRS. NURATU BATAGARAWA

Permanent Secretary (SPSO)

For: Head of the Civil Services of the Federation
Office of the Head of Service of the Federation

THE PRESIDENCY

Federal Secretariat, Phase II, Shehu Shagari Way, Maitama, Abuja P.M.B 246   Tel: 09-2348264

CIRCULAR

HCSF/428/S.1/139

20th July, 2016

The Chief of Staff to the President,
The Deputy Chief of Staff to the President, Office of the Vice President
The Secretary to the Government of the Federation,
All Honourable Ministers/Ministers of State,
Chief Registrar, Supreme Court of Nigeria,
All Permanent Secretaries,
Service Chief/Inspector-General of Police,
Governor, of the Central Bank Nigeria,
Chairman, Federal Civil Service Commission,
Chairman, Police Services Commission,
Chairman, Code of Conduct Bureau,
Chairman, Code of Conduct Tribunal,
Chairman, Federal Character Commission,
Chairman, Revenue Mobilization, Allocation and Fiscal Commission,
Chairman, Federal Island Revenue Services,
Chairman, National Population Commission,
Chairman, Independent Corrupt Practices and other Related Offences Commission,
Chairman, National Drug Law Enforcement Agency,
Clerk of the National Assembly,
Secretary, National Judicial Council,
Accountant-General for the Federation,
Auditor-General for the Federation,
Surveyor-General for the Federation,
SUSPENSION OF THE TENURE POLICY
IN THE FEDERAL CIVIL SERVICE

With reference to letter No. SH/COS/100/A/1462 dated 17th June, 2016, I write to convey Mr. President’s directive that Tenure Policy in the Federal Civil Service is suspended with immediate effect.

2. This notice is for the attention of all concerned for compliance

Mrs. Winifred E. Oyo-Ita, FCA
Head of the Civil Service of the Federation
Office of the Head of Service of the Federation
THE PRESIDENCY
Federal Secretariat, Phase II, Shehu Shagari Way, Maitama, Abuja P.M.B 246 Tel: 09-2348264

CIRCULAR

HCSF/PS/SD/164/1 12th July, 2016

The Chief of Staff to the President,
The Deputy Chief of Staff to the President, Office of the Vice President
The Secretary to the Government of the Federation,
All Honourable Ministers/Ministers of State,
Chief Registrar, Supreme Court of Nigeria,
All Permanent Secretaries,
Service Chief/Inspector-General of Police,
Governor, of the Central Bank Nigeria,
Chairman, Federal Civil Service Commission,
Chairman, Police Services Commission,
Chairman, Code of Conduct Bureau,
Chairman, Code of Conduct Tribunal,
Chairman, Federal Character Commission,
Chairman, Revenue Mobilization, Allocation and Fiscal Commission,
Chairman, Federal Island Revenue Services,
Chairman, National Population Commission,
Chairman, Independent Corrupt Practices and other Related Offences Commission,
Chairman, National Drug Law Enforcement Agency,
Clerk of the National Assembly,
Secretary, National Judicial Council,
Accountant-General for the Federation,
Auditor-General for the Federation,
Surveyor-General for the Federation,
Director-General & Chief Executives of Parastals/Agencies,
Heads of Extra-Ministerial Departments,

RE: RESTRICTION ON FOREIGN TRAINING AND INTERNATIONAL TRAVELS BY PUBLIC SERVANTS

It has been observed that officials of Ministries, Departments and Agencies (MDA), including Parastatals embark on international travels in disregard to Circular Ref. No. HCSF/CSO/HRM/POL.1402/1 of 22nd January, 2015

2. Consequently, MDAs are to ensure that all International trips, which must be essential and strategic to their mandates, embarked upon, by their officials are approved by the Head of the Civil Service of the Federation. For avoidance of doubt, it is necessary to reiterate that the provision of this Circular is extant and compliance is mandatory.

3. Please note that the content of this Circular applies to Public Servants only as the guideline for official trips for Political Office Holders are contained in the Circular ref. No. SGF. 6/S.2/X/542 of 31st March, 2016

Mrs. Winifred E. Oyo-Ita, FCA
Head of the Civil Service of the Federation
Ref. No. HCSF/SPSO/ODD/E&WP/649124

The Presidency
Office of the Head of the Civil Service of the Federation,
Federal Secretariat, Phase II,
Shehu Shagari Way,
Abuja.
25th August, 2016

Chief of Staff to the President,
Deputy Chief of Staff to the Vice President,
Secretary to the Government of the Federation,
All Honourable Ministers,
All Special Advisers,
The Chairman, Federal Civil Service Commission,
All Federal Permanent Secretaries,
The Clerk to the National Assembly,
The Auditor General of the Federation,
The Accountant General of the Federation,
All Service Chiefs/Inspector-General of Polices,
All Directors-General/Head of Parastatals,
The Chief Registrar, Supreme Court of Nigeria,

TRAINING WORKSHOP ON EFFECTIVE MANPOWER PLANNING AND BUDGETING: A CHANGE AGENT FOR EFFICIENT PUBLIC SERVICE DELIVERY AND INCREASED PRODUCTIVITY

I am directed to inform you that the OHCSF is organizing a Training Workshop on manpower planning and budgeting in line with the on-going reforms in Federal Civil Services and Change Agenda of the Federal Government. The Workshop, as usual is for Directors of Human Resources Management and the Deputy Directors in charge of Appointment and Promotion and their Scheduled/Desk Officers, handling Manpower Budget and Nominal Roll Functions in Federal Ministries, Extra-Ministerial Departments and Agencies. The theme for this year workshop is Efficient Manpower Planning and Budgeting: A Change Agent for Efficient Public Service Delivery and Increased Productivity.

2. One of the expected outcomes of the on-going Public Service reforms is a compact, knowledge driven, efficient and Mobile Civil Service. The objective of the workshop therefore, along others, is to equip participants with the concept of
proper manpower planning and budgeting and practical knowledge and skills required for designing and implementing an efficient and effective manpower budget programme, capable of ensuring the availability of the right mix of workforce, adequate quality and quantity necessary for the achievement of the goals of various MDAs in a specified period; usually one year.

3. In this regard, Directors of Human Resources Management are expected to attend the workshop with copies of the vision and mission statements of their MDAs while Schedule/Desk Officers should come along with appropriate documents such as nominal roll, the organogram/approved structure of their respective MDA's Extant Schemes of Service and other documents relevant to the workshop, to facilitate discussions during practical session.

4. **TARGET AUDIENCE:**

Attendance at workshops is mandatory for Directors of Human Resources Management with their Deputy Directors in charge of appointment and promotion and at least two (2) Schedule/Desk Officers, handling Manpower/Personnel Budget and Nominal Roll functions in Federal Ministries, Extra-Ministerial Departments and Agencies.

5. **VENUE:**

DA CIVIC CENTRE,
Airport Road, (By Benoni Junction),
Benin City,
Edo State.

6. **DATE:**

(a) 4th - 5th October, 2016 for Directors of Human Resources Management and Deputy Directors In Charge of Appointment and Promotion

(b) 6th - 7th October, 2016 for Schedule/Desk Officers On Manpower/Personnel Budget and Nominal Roll.

7. **TIME:**

(a) Registration - 9:00am prompt (4th October, 2016 For Directors/Deputy Directors and 6th October, 2016 for Desk Officers)

8. **COURSE FEES:**

Participants are to pay Fifty Thousand Naira (N50,000.00) only each for the workshop to cover honorarium for
resources persons, course materials, breakfast (tea/coffee), lunch and other workshop materials.

9. **MODE OF PAYMENT:**
   All payments must be made in cash on or before Friday 3rd October, 2016 to the Desk Officer; Mojisola O. Odukoya (Mrs), Principal Executive Officer I, 9th Floor 908, Block ‘B’, Office of the Head of the Service of the Federation, Federal Secretariat, Phase II, Abuja or at the Workshop venue

10. Please, contact any of the following officers for further information on the workshop.

   (i) F.O. Bajowa,
       Deputy Director (E&WP)
       (Organization Design and Development)
       Tel: 08036419202, 08053283558

   (ii) Olagbenro, D.A
        Assistant Director (E&WP)
        (Organization Design and Development)
        Tel: 08062445226, 08023219577

Mrs. Nuratu Batagarawa
Permanent Secretary (SPSO)
For: Head of the Civil Service of the Federation
HCSF/EPO/EIR/CND/100/ST/98
The Presidency,
Office of the Head of the Civil
Service of the Federation,
The Presidency,
Federal Secretariat, Phase II,
Abuja.

8th September, 2016

Office of Staff to the President, Commander-in-Chief,
Deputy Chief of Staff to the Vice President,
Secretary to the Government of the Federation,
All Honourable Ministers/Ministers of State,
Special Advisers/Senior Special Assistants,
Chairman, Federal Civil Service Commission,
Chairman, National Population Commission,
Chairman, Code of Conduct Bureau,
Chairman, Code of Conduct Tribunal,
Chairman, Police Service Commission,
Chairman, Federal Character Commission,
Chairman, Revenue Mobilization, Allocation and Fiscal Commission,
Chairman, Independent National Electoral Commission,
All Permanent Secretaries, Head of Extra-Ministerial Departments,
Clerk of the National Assembly,
Service Chiefs/Inspector-General of Police,
Chief Registrar, Supreme Court of Nigeria,
Secretary, National Judicial Council,
Accountant-General for the Federation,
Auditor-General for the Federation,
Surveyor-General and Chief of Parastatals,
REVIEW OF SALARY ENTRY POINT FOR HOLDERS OF HIGHER NATIONAL DIPLOMA (HND) IN THE CIVIL SERVICE

The National Council on Establishments (NCE) at its 39th meeting, held in Minna, Niger State on 22nd July, 2016 has approved the entry point/salary placement of GL. 08 for all candidates appointed into the Service with Higher National Diploma (HND), obtained from Higher Institutions accredited by the National Board for Technical Education (NBTE).

2. This Circular takes immediate effect.

Mrs. Winifred E. Oyo-Ita, FCA

Head of the Civil Service of the Federation
CIRCULAR

HCSF/EPO/EIR/CND/100/ST/97
The Presidency,
Office of the Head of the Civil
Service of the Federation,
The Presidency,
Federal Secretariat, Phase II,
Abuja.

8th September, 2016

Chief of Staff to the President, Commander-in-Chief,
Deputy Chief of Staff to the Vice President,
Secretary to the Government of the Federation,
All Honourable Ministers/Ministers of State,
Special Advisers/Senior Special Assistants,
Chairman, Federal Civil Service Commission,
Chairman, National Population Commission,
Chairman, Code of Conduct Bureau,
Chairman, Code of Conduct Tribunal,
Chairman, Police Service Commission,
Chairman, Federal Character Commission,
Chairman, Revenue Mobilization, Allocation and Fiscal Commission,
Chairman, Independent National Electoral Commission,
All Permanent Secretaries/Head of Extra-Ministerial Departments,
Clerk of the National Assembly,
Service Chiefs/Inspector-General of Police,
Chief Registrar, Supreme Court of Nigeria,
Secretary, National Judicial Council,
Accountant-General for the Federation,
Auditor-General for the Federation,
Surveyor-General of the Federation,
Director-General and Chief of Parastatals,
HARMONIZATION OF THE SCHEMES OF SERVICE FOR ALL OF NURSES AND INTRODUCTION OF INTERNSHIP PROGRAMME FOR GRADUATE NURSES WITHOUT NIGERIA REGISTERED NURSE AND NIGERIA REGISTERED MIDWIFE (NRN/NRM/ CERTIFICATES IN THE SERVICE.

The National Council on establishment (NCE) at its 39th meeting held in Minna, Niger State on 22nd July, 2016, has approved a unified Scheme of Service, with the nomenclature "Nursing Officer" for all Nurses.

2. With this development, graduate Nurses that have not acquired the professional qualifications of Registered Nurse and Registered Midwifery (RN and RM), are required to undergo one year Internship Programme. Intern Nurses are to be placed on GL 08 while GL 09 has been approved as the entry point into the Civil Service for post-intern Nurses/Professionals.

3. This Circular takes immediate effect.

Mrs. Winifred E. Oyo-Ita, FCA
Head of the Civil Service of the Federation
Ref. No. HCSF/SPSO/ODD/E&WP/649200/T

The Presidency  
Office of the Head of the Civil Service of the Federation,  
Organization Design and Development,  
Federal Secretariat, Phase II,  
Shehu Shagari Way,  
Abuja.

19th September, 2016

Chief of Staff to the President,  
Deputy Chief of Staff to the Vice President,  
Secretary to the Government of the Federation,  
Honourable Ministers,  
Chairman, Federal Civil Service Commission,  
Permanent Secretaries,  
Service Chiefs/Inspector-General of Police,  
Clerk to the National Assembly,  
Accountant General of the Federation,  
The Auditor General of the Federation,  
Surveyor-General of the Federation,  
Director-General and Heads of the Extra-Ministerial Offices/Agencies,  
Secretary, National Judiciary Council,  
Chief Registrar, Supreme Court of Nigeria,

TRAINING WORKSHOP ON EFFECTIVE MANPOWER PLANNING AND BUDGETING: STRATEGIC IMPERATIVE EFFICIENT SERVICE DELIVERY AND INCREASED PRODUCTIVITY

Following the shift in the date of the Governorship election in Edo State from 10th to 28th September, 2016, I wish to inform you that the venue of the above Training Workshop, earlier conveyed in our circular Ref. No. HCSF/SPSO/ODD/E&WP/649124 dated 25th August, 2016 has been changed to Ilorin, Kwara State. The workshop will now take place at the Millennium Nice Peak
Hotel, 5 Ukpabi-Asika Road, GRA, Opposite Federal Secretariat, Fate, Ilorin, Kwara State, as earlier scheduled i.e. 4th - 7th October, 2016.

2. Any inconvenience arising from the change in venue is deeply regretted, please

Mrs. Nuratu Bata大蒜Wa
Permanent Secretary (SPSO)
For: Head of the Civil Service of the Federation
Ref. No. HCSF/SPSO/ODD/E&WP/7289/T

The Presidency
Office of the Head of the Civil Service of the Federation,
Federal Secretariat, Phase II,
Shahu Shagari Way,
Abuja.

23rd September, 2016

Chief of Staff to the President,
Deputy Chief of Staff to the Vice President,
Honourable Ministers,
Secretary to the Government of the Federation,
Permanent Secretaries,
Service Chiefs/Inspector-General of Police,
Clerk to the National Assembly,
Chief Registrar, Supreme Court,
Chairman, Federal Civil Service Commission,
Chairman, National Salaries, Income and Wages Commission,
Chairman of Statutory Commissions,
Special Advisers/Senior Special Assistants,
Auditor General of the Federation,
Accountant General of the Federation,
Surveyor-General of the Federation,
Director-General and Heads of the Extra-Ministerial Offices/Agencies,

PROPOSED ARRANGEMENT FOR SAVING ON TRAVEL:
REQUEST FOR LIST OF TRAVEL AGENTS

As you are aware, the Federal Ministry of Finance has created an efficiency Unit to promote prudence in the Federal government’s overhead expenditure. The Unit has identified opportunities for cost savings in Local and International Travels, which was the largest single item of overhead expenditure incurred by the Federal Government between 2012-2014.
The Efficiency Unit has leveraged on the Federal Government's Significant buying power with Local and International airlines operating in the country to secure bulk discounts ranging from 7% to 50%. The initiative will result in substantial savings and economy to government, and make more funds available for priority projects.

3. In order to facilitate the smooth take-off of the programme service-wide, MDAs are required to provide the following information/data to the Federal Ministry of Finance without delay, using the template attached:
   i. the list of Travel Agents used by your MDA;
   ii. the names and contact details (name, physical address, e-mail address and cell phone number) of dedicated/schedule officer with responsibility for implementing the initiative in the MDA.

4. Please treat as a matter of priority.

Mrs Nuratu Batagarawa
Permanent Secretary (SPSO)
CIRCULAR

The Chief of Staff to the President,
The Deputy Chief of Staff to the Vice President,
Honourable Ministers/Ministers of State,
The Secretary to the Government of the Federation,
All Special Advisers,
Chairman, Federal Civil Service Commission,
All Permanent Secretaries,
All Service Chiefs/Inspector-General of Police,
The Clerk to the National Assembly,
Auditor General of the Federation,
Accountant General of the Federation,
Chief Registrar, Supreme Court of Nigeria,
All Director-General and Chief Executives of Extra-Ministerial Department

RE: ESTABLISHMENT OF ANTI-CORRUPTION AND TRANSPARENCY UNITS IN MINISTRIES/EXTRA-MINISTERIAL OFFICES/AGENCIES/PARASTATALS

Please recall Circular No. OHCSF/MSO/92/94 dated 2nd October, 2001 on above subject.

2. In 2001, the ICPC established Anti-Corruption Units in MDAs to tackle corruption in Civil Service through preventive approaches and the institutionalization of a culture of Transparency and Accountability in the conduct of Government business.
Consequent upon the establishment of the Units in the MDAs, another Circular Ref. No. OE/MS/MSO/i196/S.I/17 dated 16th April, 2003 (funding circular) was issued directing the Heads of MDAs to fund the activities of the Units in their respective MDAs, pending when ICPC would eventually take over such funding.

4. In 2013, through the collaborative efforts of the ICPC, OHCSF and the justice for all programmes, a select team of Assistant Directors were identified, trained and deployed to strengthen the Operations of the ACTUs in selected MDAs.

5. The ICPC developed Operational Guidelines known as “Standing Order” for the Operations of the Anti-Corruption and Transparency Units (ACTUs) for guidance and efficiency of the ACTUs, this set guidelines was revised in 2014.

6. ACTUs derive their powers from the provisions of section 6(a)-(t) of the Corrupt Practices and other Related Offences Act; 2000, which empowers them to serve as compliance and ethics officers, with the sole aim of educating and enlightening their respective MDAs on the need for adherence to rules, regulations and upholding of ethical practices in the work place. ACTUS are also empowered to carry out preliminary and administrative investigations into cases of misconduct and refer to appropriate quarter as spelt out in the ACTU Standing Orders.

7. Functions of the ACTUs include:
   I. Educate and Enlighten the Public on Corruption and related offences;
   ii. Monitor Budget Implementation in MDAs;
   iii. Promote Ethics and Integrity through enforcing compliance with Ethical Codes in MDAs.
   iv. Conduct Preliminary/administrative Investigations when necessary;
   v. Undertake the Study and Review of Operational Systems of MDAs, to improve transparency and accountability;

8. From the foregoing, I am inform you that henceforth;
   I. **MDAs are mandated to create a Budget line for the funding and operation of ACTUs in MDAs annual budgets;**
ii. Anti-Corruption and Transparency Units (ACTUs) would be represented in Junior Staff Committee (JSC), Senior Staff Committee (SSC), Public Procurement Committee (PPC) and Technical Boards Evaluation Committee (TBEC) as observers only to enhance transparency of the various committees in the discharge of their duties.

9. Attached are the Standing Order for the Operations of the Anti-Corruption and Transparency Units in MDAs and the Template for ACTU Quarterly Reports for your perusal and prompt compliance please.

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

Ref. No. 58961/S.1/II

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

17th October, 2016

The Chief of Staff to the President,
The Deputy Chief of Staff to the President, Office of the Vice President,
Honourable Ministers/Ministers of State,
Head of the Civil Service of the Federation,
Special Advisers/Senior Special Assistants,
Service Chiefs/Inspector-General of Police,
Chairman, Federal Civil Service Commission,
Chairman, Code of Conduct Bureau,
Chairman, Code of Conduct Tribunal,
Chairman, Federal Character Commission,
Chairman, Independent National Electoral Commission,
Chairman, National Population Commission,
Chairman, Revenue Mobilization Allocation and Fiscal Commission,
Governor, Central Bank of Nigeria,
Chairman, Independent Corrupt Practices and
Other related Offences Commission,
Chairman, Economic and Financial Crimes Commission,
Chairman National Assembly Service Commission,
Permanent Secretaries, and Heads of Extra-Ministerial Department,
Clerk to the National Assembly,
NIGERIA-CHINA RELATIONS:

REAFFIRMING NIGERIA’S “ONE CHINA” POLICY

As part of Government’s drive to strengthen and deepen bilateral relations with China, it has become imperative to reaffirm Nigeria’s Position on the “One China” Policy. For clarity, the Federal Government recognises that Beijing remains the only seat of Government representing the whole of China and Taiwan is an inalienable part of its territory. In effect, the Federal Government does not recognise Taiwan as an independent territory.

2. Consequently, Mr. President has directed that:
   i. The term “Republic of China (Taiwan)” shall not be used in official communications and pronouncements; and
   ii. All official and private trips by Government officials to Taiwan must be cleared with the Secretary to the Government of the Federation (SGF).

3. Government is also reviewing the Memorandum of Understanding (MOU) on Trade Relations between Nigeria and Taiwan, and its outcome will be communicated in due course. In the meanwhile, all Ministries, Departments and Agencies (MDAs) are enjoined to bring the contents of this circular to the notice of all concerned for immediate compliance.

Engr. Babachir David Lawal
Secretary to the Government of the Federation.
CIRCULAR

Ref. No. SGF/O/I/S.3/X1756

Office of the Head of the Government of the Federation,
The Presidency
Federal Secretariat Complex,
Shehu Shagari Complex,
Abuja.

2nd November, 2016

Chief of Staff to the President,
Deputy Chief of Staff to the President, Office of the Vice-President,
Honourable Ministers/Ministers of State,
Head of the Civil Service of the Federation,
Chairman, Federal Civil Service Commission,
Chairman, Federal Character Commission,
Chairman, Independent National Electoral Commission,
Chairman, Revenue Mobilization, Allocation
and Fiscal Commission,
Chairman, National Population Commission,
Chairman, Code of Conduct Bureau,
Permanent Secretaries,
Special Advisers/Senior Special Assistants,
Service Chiefs/Inspector-General of Police,
Governor, Central Bank of Nigeria,
Chairman, Independent Corrupt Practices and Other Related Offences Commission,
Chairman, Economic and Financial Crimes Commission,
Chairman, National Drug Law Enforcement Agency,
Chairman, National Assembly Service Commission,
Clerk to the National Assembly,
Chief Registrar, Supreme Court of Nigeria,
Secretary, National Judicial Council,
Auditor General of the Federation,
Accountant General of the Federation,
Head of the Extra-Ministerial Departments/Directors-General Chief
Executive Officers of Parastatals, Agencies and Government-Owned
Companies.

ADDITIONAL GUIDELINES ON LOCAL AND INTERNATIONAL TRAVELS

In view of the ensuring budgetary and fiscal challenges faced by the Federal
Government arising from low oil revenue, it has become necessary to review the
Guidelines for Local and International Travel as provided for in Circular Ref. No.
SGF.6.2/X/542 of 31st March, 2016 with a view to further prune recurrent
expenses on travels and tours.

2. Accordingly, Government has decided that all civil and Public Servants in the
rank of Directors and blow in Federal Ministries, Departments and Agencies as well
as Chief Executive Officers (Managing Director) executive Secretaries, Directors
General, etc) of Federal Government Parastatals, Agencies and Institutions are
henceforth to travel on Economy class for both Local and International Travels.
Similarly, all non-executive Chairmen and members of Federal Government Boards
of Parastatals are henceforth to travel by Economy Class.

3. Honourable Ministers, Permanent Secretaries, Presidential Aides, Service
Chiefs and relevant Heads of the Armed and Para-Military Services are to continue
to travel in Business Class.
4. I am to request for immediate compliance with the foregoing decision of Government until otherwise reviewed. For the avoidance of doubt, it should be noted that Government will monitor the implementation of the directive and any breach will be appropriately sanctioned.

Engr. Babachir David Lawal, FNSE, FNCS, FNIEEE

Secretary to the Government of the Federation
Ref. No. SGF/O/1/S.3/21/7
Office of the Secretary to the
Government of the Federation,
The Presidency
Federal Secretariat Complex,
Shehu Shagari Complex,
Abuja.

2nd November, 2016

Chief of Staff to the President,

Deputy Chief of Staff to the President, Office of the Vice-President,

Honourable Ministers/Ministers of State,

Head of the Civil Service of the Federation,

Chairman, Federal Civil Service Commission,

Chairman, Federal Character Commission,

Chairman, Independent National Electoral Commission,

Chairman, Revenue Mobilization, Allocation
and Fiscal Commission,

Chairman, National Population Commission,

Chairman, Code of Conduct Bureau,

Permanent Secretaries,

Special Advisers/Senior Special Assistants,

Service Chiefs/Inspector-General of Police,

Governor, Central Bank of Nigeria,

Chairman, Independent Corrupt Practices and Other
Related Offences Commission,

Chairman, Economic and Financial Crimes Commission,
Ref. No.SGF/OP/I/S.3/21/7
Office of the Secretary to the
Government of the Federation,
The Presidency
Federal Secretariat Complex,
Shehu Shagari Complex,
Abuja.

2nd November, 2016

Chief of Staff to the President,
Deputy Chief of Staff to the President, Office of the Vice-President,
Honourable Ministers/Ministers of State,
Head of the Civil Service of the Federation,
Chairman, Federal Civil Service Commission,
Chairman, Federal Character Commission,
Chairman, Independent National Electoral Commission,
Chairman, Revenue Mobilization, Allocation
and Fiscal Commission,
Chairman, National Population Commission,
Chairman, Code of Conduct Bureau,
Permanent Secretaries,
Special Advisers/Senior Special Assistants,
Service Chiefs/Inspector-General of Police,
Governor, Central Bank of Nigeria,
Chairman, Independent Corrupt Practices and Other
Related Offences Commission,
Chairman, Economic and Financial Crimes Commission,
Chairman, National Drug Law Enforcement Agency,
Chairman, National Assembly Service Commission,
Clerk to the National Assembly,
Chief Registrar, Supreme Court of Nigeria,
Secretary, National Judicial Council,
Auditor General of the Federation,
Accountant General of the Federation,
Head of the Extra-Ministerial Departments/Directors-General Chief
Executive Officers of Parastatals, Agencies and Government-Owned
Companies.

THE NEED FOR PUBLIC OFFICERS UNDERTAKING FOREIGN TRIPS TO
RECEIVE BRIEFINGS FROM MINISTRY OF FOREIGN AFFAIRS

It has come to the attention of Mr. President that Public Officials attend
Conferences, Seinars, Trade fairs, workshops, etc. Outside the country in
uncoordinated manner and without proper background briefing on government
policies. It is also observed that Government officials and high-ranking political
office holders undertake trips abroad without prior checks on the state of our
relations with the countries to which they travel. Such practices have no doubt
profoundly embarrassed Government, often leaving in its wake, fallouts for the
Ministry of foreign Affairs to manage.

2. In the light of the foregoing, Government has decided as follows:

(I) The Ministry of Foreign Affairs should be notified of all impending
overseas trips in order to obtain appropriate diplomatic and consular
briefings from the Ministry. The involvement of the Ministry will also
facilitate diplomatic assistance and proper conduct of officials business
as well as protect Nigeria's national interest abroad.
(ii) It is mandatory that pre-conference meetings and consultants should be held with the Ministry of Foreign Affairs in Nigeria's position on issues for clearance by competent authorities before the event. On return from such visits, a comprehensive report of the proceedings at the meeting should be prepared and sent to this Office not later than two weeks; and

(iii) Where responsibility for a particular foreign activity cut across Ministries and Agencies, an inter-ministerial meeting comprising all affected Ministries/Agencies should be held with the Ministry of Foreign Affairs to align the position of Nigeria and obtain appropriate diplomatic and consular briefings in order to obviate possible unnecessary diplomatic and consular challenges posed to the Ministry. The position of Nigeria as articulated should accompany the application for approval. The delegation to participate in such events should be restricted to only functionaries of the core Ministries/Agencies directly involved.

3. Please bring the contents of this Circular to the attention of all concerned for immediate compliance.

Engr. Babachir David Lawal, FNSE, FNCS, FNIEEE
Secretary to the Government of the Federation
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: 092348284

CIRCULAR

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

7th 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 for the Federation,
Surveyor-General of the Federation,
Chief Executives of Parastatals, and Agencies.
Implementation of Human Resources 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 21st November, 2016. The hard copies of the completed forms should be submitted through Director, Human Resource of the respective MDAs to Permanent Secretary (Common Services) Office, OHCSF on or before 15th 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
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: 092348284

CIRCULAR

HCSF/1036/Vol.1/50

8th November, 2016

The Chief of Staff to the President,
The Deputy Chief of Staff to the President, Office of the Vice President,
All Honourable Ministers/Hon. Ministers of State,
All Permanent Secretaries,
Service Chiefs/Inspector-General of Police,
Government, Central Bank of Nigeria,
Chairman, Federal Civil Service Commission,
Chairman, Police Service Commission,
Chairman, Code of Conduct Bureau,
Chairman, Code of Conduct Tribunal,
Chairman, Federal Character Commission,
Chairman, Revenue Mobilization, Allocation and Fiscal Commission,
Chairman, Independent National Electoral Commission,
Chairman, Independent Corrupt Practices and Other Related Offences Commission,
Chairman, National Population Commission,
Chairman, Federal Inland Revenue Service,
Chairman, National Drug Law Enforcement Agency,
Clerk of the National Assembly,
Secretary, National Judicial Council,
Auditor-General for the Federation,
Accountant-General for the Federation,
Surveyor-General of the Federation,
Chief Executives of Para-statals, and Agencies.
Head of Extra-Ministerial Departments.

REVERSION OF THE DEPARTMENT OF STATES AND LOCAL GOVERNMENT AFFAIRS OF THE DEFUNCT MINISTRY OF SPECIAL DUTIES AND INTER-GOVERNMENTAL AFFAIRS TO THE OFFICE OF THE SECRETARY TO THE GOVERNMENTAL OF THE FEDERATION

The restructuring of Ministries, Departments and Agencies (MDAs) announced by the Government on 11th November, 2015 abolished the erstwhile Ministry of Special Duties and Inter-Governmental Affairs in pursuance of the
objective of the current administration for an efficient, dynamic and proactive civil service that will effectively drive the policies and programmes of Government as well reduce the exercise cost of governance.

2. In compliance with the request of the secretary to the Government of the Federation vide letter ref. No. 69760/T2/164 dated 19th October, 2016, and the need to realign Departments in the defunct Ministry for operational efficiency it is hereby directed:

i. That the Department of States and Local Government Affairs and its entire staff complement should revert to the Political and Economic Affairs Office in the Office of the Secretary to the Government of the Federation;

ii. That all pool Officers of the defunct Ministry of Special Duties and Inter-Governmental Affairs with the exception of those in the Department of States and Local Government Affairs should report to their respective Pool Offices for deployment.

iii. That a detailed scheduled of the assets and liabilities of the defunct Ministry of Special Duties and Inter-Governmental Affairs should be prepared by the Director overseeing the defunct Ministry in conjunction with the Permanent Secretary, Service Polices and Strategies Office and Head of Internal Audit of the Office of the Head of the Civil Service of the Federation; and

iv. That at the conclusion of the above, the Director overseeing the defunct Ministry should report to the Permanent Secretary, Career Management Office in the Office of the Head of the Civil Service of the Federation for further instructions.

3. The implementation of the content of this Circular takes immediate effect, please.

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

OHCSF/SPSO/ODD/E&WP/649202/23
The Presidency,
Office of the Head of the Civil Service,
Of the Federation,
Federal Secretariat, Phase II,
Abuja.

18th November, 2016

The Chief of Staff to the President,
Deputy Chief of Staff to the Vice President,
Honourable Ministers,
Secretary to the Government of the Federation,
Permanent Secretaries,
Service Chiefs/Inspector-General of Police,
Clerk of the National Assembly,
Chief Registrar, Supreme Court,
Chairman, Federal Civil Service Commission,
Chairman, National Salaries, Income and Wages Commission,
Chairman, of Statutory Commission,
Special Advisers/Senior Special Assistants,
Auditor-General for the Federation,
Accountant-General for the Federation,
Surveyor-General of the Federation,
Directors-General and Heads of Extra-Ministerial
Officers/Agencies

RE: YEAR 2017 MANPOWER BUDGET CALL CIRCULAR

I am directed refer to our circular Ref. No. HCSF/EMS/EIR/E&B/541126/13 of September, 2016 on year 2017 manpower budget and observe that many Ministries/Departments have not submitted their proposals to this Office for consideration despite the fact that the deadline for submission of proposals was 17th October, 2016. It is important to point out that annual manpower budget
exercise serves as both a prelude and integral part of the yearly fiscal budget, not only to provide the personnel estimate component of the annual appropriation, but also to generate vacancies required for promotion of existing staff and appointment of new personnel to MDAs. It is therefore a thing of serious concern that MDAs are not attaching the necessary importance to the annual manpower budget exercise.

2. It is against the above background that the MDAs are being enjoined, to as matter of urgency, submit their manpower Budget Proposals for 2017 and attend the scheduled meetings, as failure to do so may result in defaulting MDAs not having the required vacancies for promotion of staff and employment of additional personnel in 2017.

Mrs. Nuratu Batagarawa
Permanent Secretary (SPSO)
For: Head of the Civil Service of the Federation
GUIDELINE FOR OFFICIAL TRIPS BY CHAIRMEN OF FEDERAL GOVERNMENT COMMITTEES, BOARDS OF PARASTATALS AGENCIES, STATUTORY CORPORATIONS AND GOVERNMENT OWNED COMPANIES

As part of Federal Government's measures to reduce the cost of governance in order to make more funds available for priority projects, Government has approved that henceforth, all official local and international travels to be undertaken by Chairmen and Members of all Federal Government Parastatals, Commissions, Agencies, Statutoru Corporations and Government owned Companies should be limited to those that are absolutely essential and as may be approved by the Secretary to the Government of the Federation. In addition, the following conditions are to be strictly observed:

A. **Class of Travel:**

<table>
<thead>
<tr>
<th>S/N</th>
<th>DESIGNATION</th>
<th>CLASS OF TICKET</th>
</tr>
</thead>
<tbody>
<tr>
<td>i.</td>
<td>Chairmen and Chief Executive</td>
<td>Business Class</td>
</tr>
<tr>
<td>ii.</td>
<td>Members (Executive and Non-Executive)</td>
<td>Economy</td>
</tr>
</tbody>
</table>

B. **Destination of Meetings and other Committee and Board Activities in Nigeria:**

As much as possible, such events should be held in the town or city where the Institution or Committee's assignment is domiciled.

C. **International Travels for Meetings, Conferences, Trainings, Workshops, etc:**

These should be limited to those that are absolutely essential and must be approved by the Secretary to the Government of the Federation before being undertaken.

2. The implementation of the provisions of this Circular takes immediate effect.

Engineer Babachir David Lawal
Secretary to the Government of the Federation

BUDGET OFFICE OF THE FEDERATION

212
Of acting Secretary by Directors who holds fort in the absence of the substantive occupants of the post is inconsistent with the established norms in the Federal Civil Service.

2. This is to reiterate the Directors, who temporarily perform the duties of the office of Permanent Secretary when the substantive Permanent Secretary is not available, are not allowed to address themselves, or use the designation “Acting Permanent Secretaries” in any official correspondence and capacity. Such officer should sign as “overseeing Director” or “Director overseeing OPS” i.e. – Director Overseeing the Office of the Permanent Secretary. It is to be noted that any further breach of this rule will attract the necessary sanction in accordance with the Provisions of the Public Service Rules.

3. Please bring the contents of this circular to the attention of all concerned.

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

HCSF/962/Vol.I

The Presidency,
Office of the Head of the Civil Service
Of the Federation
Federal Secretariat, Phase II,
Abuja.

16th February, 2017

Chief of Staff to the President,
Deputy Chief of Staff of the Vice President,
Honourable Ministers,
Secretary to the Government of the Federation,
Permanent Secretaries,
The Chairman, Federal Civil Service Commission,
Auditor-General for the Federation
Accountant-General of the Federation
Surveyor-General of the Federation
Clerk to the National Assembly,
Chief Registrar, Supreme Court;
Directors-General and Heads of Extra-Ministerial Offices/Agencies

ASSUMING POSITION AS ACTING PERMANENT SECRETARY

It has been observed that the contents/directive in the extant circular Ref. No. HCSF/PS/CMO/188/TI of 11th June, 2013 which states that Directors covering duties in the absence of Substantive Permanent Secretaries should, under no circumstance sign letters and any other documents as “Acting Permanent Secretaries” but on behalf of their Permanent Secretaries have been observed largely in the breach. The practice of assuming the position
CIRCULAR

Chief of Staff to the President,
Deputy Chief of Staff of the Vice President,
Honourable Ministers/Ministers of State,
The Secretary to the Government of the Federation,
All Special Advisers,
The Chairman, Federal Civil Service Commission,
All Permanent Secretaries,
All Services Chiefs/Inspector-General of Police
The Clerk of the National Assembly,
Auditor-General for the Federation
Accountant-General of the Federation
Chief Registrar, Supreme Court of Nigeria,
All Directors-General and Executives of Extra-Ministerial Department.

DEATH BENEFITS FOR OFFICERS IN THE PUBLIC/CIVIL SERVICE

As part of efforts to improve the welfare of Public/Civil Servants, the Federal Government has found it imperative to reiterate the Provisions contained in Public
2. DEATH IN SERVICE:

Where an Officer dies after the completion of the minimum period of qualifying service, there shall be paid to his/her legal representative or any person designated by him/her during his/her lifetime as his/her Next of Kin, his/her entitlements under the life insurance policy maintained under Section 4(5) of the Pension Reform Act 2014, by an Underwriter in line with Section 57 of the Insurance Act.

3. DEATH OF AN OFFICER/SPouse OVERSEAS:

Government shall repatriate, at the request of the deceased's family, the corpse of an officer who dies abroad while on official duty tour or course of instruction, or the corpse of the spouse of the official who was duly authorized to accompany him/her on the Duty Tour or Course of Instruction. Government's responsibility shall be limited to the following:

(i) Preparation of the body (embalming);
(ii) Purchase of a reasonable priced coffin as stipulated by Airline Regulations;
(iii) Transport of the Corpse to the Officer's home town at reasonable cost;
(iv) Payment to the family of the deceased the cost of one full page advert in one National Newspaper for the publication of obituary at the prevailing rates.

4. DEATH OF AN OFFICER/SPouse OVERSEAS:

When a pensionable officer dies in service of the Government, it shall be the responsibility of the Government to provide the following:

(i) Cost of burial expenses including; preparation of the body and embalming, settlement of mortuary bills and provision of Coffin/Casket subject to the following maximum amount:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>GL. 01-06</td>
<td>N100,000.00</td>
</tr>
<tr>
<td>GL. 07-14</td>
<td>N200,000.00</td>
</tr>
<tr>
<td>GL. 15-17</td>
<td>N300,000.00</td>
</tr>
<tr>
<td>Consolidated</td>
<td>N500,000.00</td>
</tr>
</tbody>
</table>

(ii) Payment to family of the deceased the cost of one full page advert in one National Newspaper for the publication of obituary at the prevailing rates;

(iii) Transportation of the Corpse to the Officer's home town at reasonable cost.
5. The provisions of this Circular which supersedes previous circulars on the subject, takes immediate effect from the date of this Circular.

6. Please, bring the contents of this Circular to all staff and ensure strict compliance

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

Chief of Staff to the President,
Deputy Chief of Staff of the Vice President,
Honourable Ministers/Ministers of State,
The Secretary to the Government of the Federation,
All Special Advisers,
Chairman, Federal Civil Service Commission,
All Permanent Secretaries,
All Services Chiefs/Inspector-General of Police
The Clerk of the National Assembly,
Auditor-General for the Federation
Accountant-General of the Federation
Chief Registrar, Supreme Court of Nigeria,
All Directors-General and Executives of Extra-Ministerial Department.

GUIDELINES FOR MEALS AND REFRESHMENTS FOR MEETINGS,
SEMINARS AND CONFERENCES BY PUBLIC/CIVIL SERVANTS IN FEDERAL
MINISTRIES, DEPARTMENTS AND AGENCIES (MDAs)

The Federal Government has noted with serious concern the various alarming amounts expended on meals and refreshment for meetings, seminars and
Conferences by Public/Civil Servants in Federal Ministries, Departments and Agencies (MDAs).

2. As part of the cost saving measures introduced by the Federal Government to reduce the cost of governance and make funds available for priority projects, the government has approved standard rates to be expended on meals and refreshments for meetings, seminars and conferences by Government establishments/offices henceforth.

3. The categorization of Officers and their entitlements are as follows:

<table>
<thead>
<tr>
<th>S/N</th>
<th>DESIGNATION</th>
<th>TEA BREAK</th>
<th>LUNCH</th>
<th>DINNER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MINISTERS/PERMANENT SECRETARIES, DIRECTORS - GENERAL/CHIEF EXECUTIVES OFFICERS</td>
<td>N2,000.00</td>
<td>N3,000.00</td>
<td>N3,000.00</td>
</tr>
<tr>
<td>2</td>
<td>SGL 15 -17 (DIRECTORATE LEVEL OFFICERS AND POLITICAL APPOINTEES (SAs AND SSAs)</td>
<td>N1,000.00</td>
<td>N2,000.00</td>
<td>N2,000.00</td>
</tr>
<tr>
<td>3</td>
<td>ALL OTHER OFFICERS (SGL 03-14)</td>
<td>N500.00</td>
<td>N1,000.00</td>
<td>N1,000.00</td>
</tr>
</tbody>
</table>

4. The implementation of the provisions of this Circular takes immediate effect. Please, bring the contents of this Circular to the attention of all Staff and ensure STRICT compliance.

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

Ref. No SGF. 19/S.52/I
Office of the Secretary to the
Government of the Federation
The Presidency
Federal Secretariat Complex,
Shehu Shagari Complex,
Abuja.

20th February, 2017

Chief of Staff to the President,
Deputy Chief of Staff to the President, Office of the Vice-President,
Honourable Ministers/ Ministers of State,
Head of the Civil Service of the Federation,
Chairman, Federal Civil Service Commission,
Chairman, Federal Character Commission,
Chairman, Independent National Electoral Commission,
Chairman Revenue Mobilization, Allocation and Fiscal Commission,
Chairman, National Population Commission,
Chairman, Code of Conduct Bureau
Permanent Secretaries,
Special Advisers/Senior Special Assistants,
Service Chief/Inspector-General of Police
Governor, Central Bank of Nigeria
Chairman, Independent Corrupt Practices and other Related Offences Commission
Chairman, Economic and Financial Crime Commission,
Clerk of the National Assembly,
Chief Registrar, Supreme Court of Nigeria,
Secretary, National Judicial Council,
STRICT CLEARANCE OF RETIRING OFFICERS FROM THE PUBLIC SERVICE

Government has observed with concern, the growing including vehicles by retiring Public Officer. As part of measures to curb this undesirable practice by officers, Permanent Secretaries and Chief Executive Officers of Ministers, Departments and Agencies (MDAs) are henceforth to ensure painstaking and strict clearance of retiring officers who should be made to submit all Government property in their custody before the final disengagement from Service. In addition, all MDAs should maintain up to date Asset Registers for all moveable and immovable government assets, either bought directly, received from Donor Agencies or procured by third parties such as contractors implementing projects on behalf of Government.

2. Please ensure strict compliance with this Circular

Engineer Babachir David Lawal
Secretary to the Government of the Federation.
CIRCULAR

HCSF/SPSO/276/VI
The Presidency,
Office of the Head of the Civil Service
Of the Federation
Federal Secretariat, Phase II,
Abuja.

6th March, 2017

Chief of Staff to the President,
Deputy Chief of Staff of the Vice President,
Honourable Ministers,
Secretary to the Government of the Federation,
Permanent Secretaries,
The Chairman, Federal Civil Service Commission,
Auditor-General for the Federation
Accountant-General of the Federation
Surveyor-General of the Federation
Clerk to the National Assembly,
Chief Registrar, Supreme Court;
Directors-General and Heads of Extra-Ministerial Offices/Agencies

RESTRUCTURING OF MINISTRIES/EXTRA-MINISTERIAL DEPARTMENT AND AGENCIES (MDA's) IN THE FEDERAL PUBLIC SERVICE

It has come to the attention of the Office of the Head of the Civil Service of the Federation that some MDA's have been undertaking restructuring and ref exercises unilaterally without recourse to this Office, contrary to provision extant Circulars and Presidential directives.
2. For the avoidance of doubt, Circular Ref. No PSRU. 7857/202 of 15th October, 1997 provides inter-alia that "Ministries, Extra-Ministerial Departments, as well as Parastatals intend to carry out interviews of Organizational Structures, Operational Methods, Grading and Determination of Manning levels in the various Organizations should henceforth refer such proposals to the Establishments and Management Service Office for proper evaluation and assessment." Please note that the current nomenclature of the Office mandated to carry out this responsibility is the Service Policies and Strategies Office (SPSO) in this Office.

3. I wish to state that this Circular remains extant and has further been re-enforced by Circular Ref. No. OHCSF/MSC/276/I1/231 of 12th January, 2006 which conveyed Mr. President's directive that all Ministries/Extra-Ministerial Departments and Agencies in the Federal Public Service should henceforth refer all restructuring and reform proposals to this Office for proper coordination and resolution of all issues with minimal strain.

4. Please bring the content of this Circular to the notice of all concerned for proper compliance.

Mrs. WINIFRED E. OYO-ITA, FCA
Head of the Civil Service of the Federation
CIRCULAR

HCSF/SPSO/ODD/NCE/100/S.8
The Presidency,
Office of the Head of the Civil Service
Of the Federation
Federal Secretariat, Phase II,
Abuja.

19th April, 2017

Chief of Staff to the President,
Deputy Chief of Staff of the Vice President,
Honourable Ministers,
Secretary to the Government of the Federation,
Permanent Secretaries,
Service Chiefs/Inspector-General of Police
Clerk to the National Assembly,
Chief Registrar, Supreme Court;
The Chairman, Federal Civil Service Commission,
Chairman, National Salaries, Income and Wages Commission,
Chairman of Statutory Commissions,
Auditor-General for the Federation
Accountant-General of the Federation
Surveyor-General of the Federation
Directors-General and Heads of Extra-Ministerial Offices/Agencies

ENTRY POINT, PLACEMENT AND PROGRESSION OF ENGINEERING GRADUATES

It has come to the attention of this Office that the Council for the Regulation of Engineering in Nigeria (COREN) has been issuing letters to MDAs to the effect that the COREN has fixed the entry point for COREN registered Engineers at GL.10 step 05 while all registered Engineers currently on GLs. 08 and 09 are to be upgraded accordingly. The above information is false, and should be discountenanced.
2. The National Council on Establishment (NCE) which is vested with the responsibility of approving the methods of entry and advancement in the various cadres in the Schemes of Service has not approved an enhanced entry point for Engineers in the Public Service.

3. Accordingly, MDAs are enjoined to verify and authenticate letters received from the COREN and similar Professional/regulatory bodies on the placement of their members in the Civil Service from this Office before implementation.

MRS. NURATU BATAGARAWA
Permanent Secretary (SPSO)
For: Head of the Civil Services of the Federation.
CIRCULAR
Ref: HCSF/SPSO/ODD/649277/1

The Presidency,
Office of the Head of the Civil Service
Of the Federation
Federal Secretariat, Phase II,
Abuja.

15th May, 2017

Chief of Staff to the President,
Deputy Chief of Staff of the Vice President,
Honourable Ministers,
Secretary to the Government of the Federation,
Permanent Secretaries,
Service Chiefs/Inspector-General of Police
Clerk to the National Assembly,
Chief Registrar, Supreme Court;
The Chairman, Federal Civil Service Commission,
Chairman, National Salaries, Income and Wages Commission,
Chairman of Statutory Commissions,
Special Advisers/Senior Special Assistants,
Auditor-General for the Federation
Accountant- General of the Federation
Surveyor- General of the Federation
Directors- General and Heads of Extra-Ministerial Offices/Agencies

SEEKING REDRESS IN COURT ON PURELY CIVIL SERVICE MATTERS

Further to the provisions of circular ref.no. PSO /0128/59 of 9th March, 2000
which has largely been observed in the breach, it is to be noted that the practice
whereby Civil Servants proceed to the Courts or seek the intervention of bodies
outside the Service such as the National Assembly and Security Agencies for redress
on purely Civil Service matters, which can be addressed administratively is wrong.
There have been occasions recently, where Civil Servants, individually or severally
have taken matter pertaining to promotions/career advancement/posting and
retirement age to be the Courts for resolution.
2. The Public Service Rules has laid down the procedure for petitions and appeals by aggrieved officers, including appeal to the Head of Government. It is therefore irregular and contrary to accepted norms for Civil Servants to approach the Courts and outside bodies without first exhausting all available avenues in the Civil Service for the resolution of grievances.

3. Accordingly, it is necessary to reiterate that Civil servants should exhaust all avenues provided in the Public Service Rules and circulars for redress before taking purely Civil Service matters to the Courts and other external bodies. In doing so, an aggrieved officer must seek and obtain the permission of the Head of the Civil Service of the Federation before proceeding to Court. Henceforth, any disregard of the rule shall be viewed as an act of misconduct, and attract appropriate sanctions.

4. Please bring the contents of the circular to the notice of all staff for guidance and strict compliance.

MRS. WINIFRED E. OYO-ITA, FCA
Head of the Civil Service of the Federation.
Ref. No. HMF/PICA/OAGF/01/V.II
Federal Ministry of Finance
Office of the Honourable Minister
Ahmadu Bello Way,
Abuja.

6th June, 2017

FEDERAL FINANCE CIRCULAR

To:
Chief of Staff to the President,
Deputy Chief of Staff of the Vice President,
All Honourable Ministers,
Secretary to the Government of the Federation,
The Head of the Civil Service of the Federation,
The National Security Adviser,
All Service Chiefs/Senior Special Assistants
The Governor, Central Bank of Nigeria
All Chairmen of the Commission and Boards,
All Permanent Secretaries,
Clerk to the National Assembly,
The Executive Secretary, National Judicial Council,
The Chief Registrar, Supreme Court of Nigeria,
Accountant- General of the Federation
The Auditor-General for the Federation
All Directors- General/Chief Executives of Extra-Ministerial Offices/Agencies

QUARTERLY CERTIFICATION OF NAMES OF STAFF ON PAYROLL
MINISTRIES, DEPARTMENTS AND AGENCIES BY ACCOUNTING OFFICERS

This is to draw the attention of all Accounting Officers of Federal Government Ministries, Departments and Agencies (MDAs) to the non-rendition of quarterly certification as mandated through a Federal Treasury Circular Ref. No. A6&B6/2016/OAGF/CAD/026/V.111/31 dated 11th April, 2016 issued by the Office of the Accountant-General of the Federation.
2. The Quarterly Certification of records of MDAs Personnel by their respective Accounting Officers is critical for continuous monitoring and audit of Personnel cost. It is imperative to note that the persistent shortfalls in Personnel cost being experienced by many Ministries, Departments and Agencies (MDAs) is as a result of non-compliance to established procedures for recruitments and lack of adequate records on manpower requirements as well as those that have exited the Federal Service as a result of retirement, termination, etc.

3. Consequent upon the above, all Accounting Officers of fully or partially funded MDAs from public funds are hereby directed forthwith to render Quarterly Certification of all their employees. Documents to forward should include:
   i. Details of Personnel who have exited the Federal Civil Service;
   ii. Records of Recruitment with approvals from the necessary Federal Agencies and
   iii. Reconciled, updated and accurate Payroll and Nominal Roll indicating Ranks Grade level and Date of Employment.

4. These documents should be completed in soft and hard copies, and submit to the Presidential Initiative on Continuous Audit (PICA), Office of the Honourable Minister of Finance, on a quarterly basis, for review and reconciliation of all pension and Payroll records.

5. Accounting Officers, Director (Finance & Accounts), Directors (Internal Audit Heads of Accounts Department and Internal Audit Units of MDAs and other Arms of Government are enjoined to give this Circular widest circulation and ensure strict compliance for avoidance of sanctions and delays in salary payment.

[Signature]
Kemi Adeosun (Mrs)
Honourable Minister of Finance
CIRCULAR

HCSF/CMO/EMD/012/IX/88

15TH JUNE, 2017

Distribution List
Chief of Staff to the President, C-in-C
Deputy Chief of Staff of the Vice President,
All Honourable Ministers/Ministers of State,
Secretary to the Government of the Federation,
Special Advisers/Senior Special Assistants,
The Chairman, Federal Civil Service Commission,
All Permanent Secretaries,
The Chairman Police Service Commission,
Accountant-General of the Federation
Auditor-General for the Federation
Surveyor-General for the Federation
Chief Registrar, Supreme Court of Nigeria,
All Directors- General and Chief Executives Parastatals/Agencies
APPOINTMENT OF PERMANENT SECRETARIES IN THE FEDERAL CIVIL SERVICE

In view of the vacancies created by the exist of several Permanent Secretaries, that have retired, the Office of the Head of the Civil Service of the Federation plans to commence the process of selecting their replacement.

2. Consequently, officers in the Mainstream, Federal Civil Service; who 1st January attained the substantive rank of Director on Salary Grade Level 17, by 1st January, 2015 (i.e. 2 years back) are eligible to participate.

3. Accordingly, you are requested to forward:

   i. The list of substantive Directors on SGL 17 in your Ministry/Department and Agency.
   ii. Their Confidential and Personal files
   iii. Twenty copies of Curriculum Vitae
   iv. Evidence of State Origin

4. The aforelisted must each the undersigned on or before 10:00am on Friday, 23rd June, 2017.

5. Candidates are advised that the selection process would involve the following stages:
   i. Basic training and test on ICT competency in word processing; spread sheet and power point;
   ii. Sitting for a written examination; and
iii. Interactive Session with a broad-based panel of experts and practitioners.

6. Please accept as always, the warm regards of the Head of the Civil Service of the Federation.

Dr. Folasade Yemi-Esan  
Permanent Secretary (CMO)  
For: Head of the Civil Service of the Federation
OFFICE OF THE HEAD OF CIVIL SERVICE OF THE FEDERATION
THE PRESIDENCY

CIRCULAR

HCSF/2067/I/53
19th June, 2017

Chief of Staff to the President,
Deputy Chief of Staff to the President, Office of the Vice-President,
Secretary to the Government of the Federation,
Permanent Secretaries,
Service Chiefs/Inspector-General of Police,
Governor, Central Bank of Nigeria
Chairman, Federal Civil Service Commission,
Chairman, Police Service Commission,
Chairman, Code of Conduct Bureau
Chairman, Code of Conduct Tribunal,
Chairman, Federal Character Commission,
Chairman Revenue Mobilization, Allocation and Fiscal Commission,
Chairman, Independent National Electoral Commission,
Chairman, National Population Commission,
Chairman, Independent Corrupt Practices and other Related Offences Commission
Chairman, Federal Inland Revenue Service
Chairman, National Drug Law Enforcement Agency,
Clerk of the National Assembly,
Secretary, National Judicial Council,
Auditor-General for the Federation  
Surveyor-General of the Federation  
Chief Executive of Parastatals and Agencies,  
Heads of Extra-Ministerial Departments

FURTHER DIRECTIVES OF THE IMPLEMENTATION OF THE EXECUTIVE ORDER 001, 2017 BY MINISTRIES, DEPARTMENTS AND AGENCIES (MDAs)

Further to the issuance of the Executive Order No. 001 of 2017 (EO-001,2017) on the Promotion of Transparency and Efficiency in the Business Environment, Ministries, Departments and Agencies (MDAs) are therefore deemed to have commenced the implementation of the specific directives of the EO-001,2017. Accordingly, MDAs are required to submit their Operationalization Plan (OP) of the EO-001, 2017 in accordance with the Checklist herewith attached as Annex I that will comprise the following:

(I) **Service Level Agreements** detailing the products and services, requirements, timelines and fees for the various services, permits waivers, approval, certifications issued by the MDA:

(ii) **Customer Interface Mechanism** outlining complaints collation procedure, conflict resolution, customer service mechanism and management structure of the MDA; and

(iii) **Communication Strategy** both internally and externally including training workshops, awareness campaigns and advocacy to promotion proactive communication.

2. In addition to the above, the Acting President directs additional strategies for the implementation of the provisions of the EO-001, 2017 as follows:

i. that each Ministry, department and Agency (MDA) shall set up Implementation Team for Executive Order No. 001 of not more
than five (5) staff members to be headed by an Officer in the Directorate Cadre; and

i. that the progress of implementation of the Executive Order No. 001 shall be tracked and the performance of MDAs ranked and reported to the Presidential Enabling Business Environment Council (PEBEC) such that star performing MDAs will be recognized and those otherwise sanctioned;

3. As further support to MDAs in the implementation of the provisions of the EO-001, 2017, a focus Workshop on the Operationalization of the EO-001, 2017 for members of the Implementation Team mentioned in paragraph 2 (i) above has been scheduled as follows:

i. the Focus Workshop shall be held at session per day on Wednesdays and Thursday from 28th June to 27th July, 2017;

ii. the first Session each day would commence at 9.00am while the Second Session would start 2.00pm;

iii. the venue of the workshop shall be the Conference Room, Office of the Secretary to the Government of the Federation, Shehu Shagari House, Three Arms Zone, Asokoro, Abuja;

iv. prior to the Workshops, the MDAs are required to submit their Operationalization Plan (OP) to the Head of the Civil Services Office (CSO), OHCSF, 1st Floor, Block A, Federal Secretariat, Phase II, One week ahead for prior review and discussion at the Workshop. However, participants of the 1st and 2nd Workshops shall come along with their OP

v. the Implementation Team of MDA will be required to make a presentation of the highlights of their OP during the works and
the individual MDAs shall be responsible for the payment of traveling entitlements of all officers attending the Workshop from outside the FCT.

3. The schedule herewith attached as Annex II contains details of participating MDAs and the respective dates and time of their participation. It is to be emphasized that attendance is mandatory for nominated officials, and as earlier directed, Ministries would be expected to hold In-House workshops thereafter that will include their other staff and agencies under their supervision.

4. Permanent Secretaries and Heads of Agencies in the case of Extra-Ministerial Departments and Agencies not under the supervision of a Ministry should forward to the Permanent Secretary, CSO in the OHCSF the names and designations of Members of their respective Implementation Teams in the template attached as Annex III, since nominated officials be admitted into the venue.

5. Permanent Secretaries are hereby enjoined to bring the content of circular to the attention of all concerned for compliance, please.

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

THE PRESIDENCY


CIRCULAR

Ref. No. OHCSF/SPSO/1129911
13th September, 2017

Chief of Staff to the President, C-in-C,
Deputy Chief of Staff to the Vice-President,
Chief Justice of Nigeria,
All Honourable Ministers/Ministers of State,
The Secretary to the Government of the Federation,
All Permanent Secretaries and Heads of Extra-Ministerial Department,
The Chairman, Police Service Commission,
Accountant-General for the Federation
Auditor-General for the Federation
The Surveyor-General of the Federation
Director-General and Chief Executives of Parastatals/Agencies,


This is to inform you of the Organizational redesign of the Offices to the Head of the Civil Service of the Federation (OHCSF). This is sequel reintroduction of two (2) additional Offices in the OHCSF-Special Duties Office.
(SDO) and Service Welfare Office (SWO)—and the subsequent posting of two (2) Permanent Secretaries to head each Office.

2. The Organizational redesign is also in line with the Federal Executive Council (FEC) approved 2017-2020 Federal Civil Service Strategy a implementation plan. The features of the new Organizational Structure include five (5) Officers and nineteen (19) Departments as illustrated in the ta attached.

3. Please, bring the contents of this Circular to the attention of all concern so that, in their day-to-day interactions with the OHCSF, they can refer to correspondences to the appropriate Offices.

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

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>COMPONENT DEPARTMENTS</th>
<th>FUNCTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Service Policies &amp;</td>
<td>• Organizational Design and Development</td>
<td>• Organization, design and development</td>
</tr>
<tr>
<td></td>
<td>• Civil Service Transformation</td>
<td>• Civil service transformation and improvement</td>
</tr>
<tr>
<td></td>
<td>• Leadership Development and Succession</td>
<td>• Custody of service policies</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Workforce planning and manning levels of determination</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Culture, ethics and compliance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Leadership development and succession planning</td>
</tr>
<tr>
<td>2. Career Management Office</td>
<td>• Performance Management</td>
<td>• Performance management process co-ordination</td>
</tr>
<tr>
<td>Office – (CMO)</td>
<td>• Learning and Development</td>
<td>• Learning and development</td>
</tr>
<tr>
<td></td>
<td>• Employee Mobility</td>
<td>• Employee mobility</td>
</tr>
<tr>
<td></td>
<td>• Integrated Personnel, payroll and information</td>
<td>• Staff records and administration</td>
</tr>
<tr>
<td></td>
<td>System (IPPIS)</td>
<td></td>
</tr>
<tr>
<td>3. Common Services Office</td>
<td>• HRM</td>
<td>• OHCSF Human resources management</td>
</tr>
<tr>
<td>Office – (CSO)</td>
<td>• Finance and Accounts</td>
<td>• OHCSF procurement</td>
</tr>
<tr>
<td></td>
<td>• Planning, Analytics and Monitoring</td>
<td>• OHCSF planning, monitoring</td>
</tr>
</tbody>
</table>
| 3. Common Services Office – (CSO) | HRM  
Finance and Accounts  
Planning, Analytics and Monitoring  
Procurement  
Information and Communication Technology  
General Service | OHCSF Human resources management  
OHCSF procurement  
OHCSF planning, monitoring and reporting  
OHCSF finance and accounts  
OHCSF ICT support  
Office maintenance. |
|---|---|---|
| 4. Special Duties Office-(SDO) | Service Delivery  
Infrastructure Management  
Civil Service Inspectorate | Development and review of service charters  
Management and improvement of infrastructure of Federal Secretariats  
Civil service inspectorate. |
| 5. Service Welfare (SWO) | Employee Relations and Welfare  
Federal Integrated Staff Housing (FISH)  
Occupational Health, Safety & Environment | Human relations management information service and staff records for welfare/pension  
Benefits administration  
Employee and industrial relations  
Provision of affordable housing for Federal Civil Servants  
Occupational Health, Safety & Environment |
CIRCULAR

Ref No. FMF/OHMF/ILT/MDAs/1/
Office of the Honourable Minister of Finance
Federal Ministry of Finance
Ahmadu Bello Way
P.M.B. 14
Abuja.

15th January, 2018

Chief of Staff to the President;
Deputy Chief of Staff to the President;
Office of the Vice President;
Secretary to the Government of the Federation;
Secretary to the Government of the Federation;
All Honourable Ministers/Ministers of State;
Head of Civil Service of the Federation;
National Security Adviser;
Service Chiefs/Inspector-General of Police;
Governor, Central Bank of Nigeria;
Chairman, Federal Civil Service Commission;
Chairman, Police Service Commission;
Chairman, Code of Conduct Bureau;
Chairman, Code of Conduct Tribunal;
Chairman, Federal Character Commission;
Chairman, Independent National Electoral Commission;
Chairman, National Population Commission;
Chairman, Revenue Mobilization, Allocation and Fiscal Commission;
Chairman, Independent Corrupt Practices and other
Related Offences Commission;
Chairman, National Assembly Service Commission;
Chairman, Economic and Financial Crime Commission;
Chairman, National Drug Law Enforcement Agency;
Chairman, National Salaries, Incomes and Wages Commission;
Chairman, Federal Inland Revenue Service;
Chief Registrar Supreme Court of Nigeria;
All Permanent Secretaries;
Special Advisers/Senior Special Assistants
Clerk of the National Assembly;
Secretary, National Judicial Council
Accountant-General of the Federation
Auditor-General for the Federation; and
Heads of Extra-Ministerial Departments/Directors-General/Chief Executives of Parastatals, Agencies and Government-Owned Companies

**WAIVER OF PAYMENT OF IMPORT DUTIES, LEVIES AND TAXES FOR MINISTRIES, EXTRA-MINISTERIAL DEPARTMENTS AND AGENCIES (MDAs)**

Following recent presentations of Federal Executive Council (FEC) memoranda entailing the waiver of duties and/or taxes, it has become necessary to issue the following clarification.

2. The legal framework for granting waiver of import duties, levies and taxes is contained in Part 1, Section 11(I) of the Customs, Excise Tariff (CET) 2015-2019, which empowers the President of the Federal Republic of Nigeria, on the advice of the Tariff Review Board, to impose vary or remove any import duty and to amend the Schedules.

3. The Federal Ministry of Finance wishes to remind all Ministries, Extra-Ministerial Departments and Agencies (MDAs) as follows:
• That the waiver of duty payment is a policy issue and that a list of eligible products is available from the Director, Technical Services Department in the Ministry of Finance.

• Where commercial contracts entail the importation of items, responsibility for applicable duties and levies may not be assigned to the Federal Government. These are costs to the contractor which have been factored into the contract sum and must therefore be borne by the importer.

• Where the goods to be imported qualify for a waiver according to the existing policy or where the goods are donated via an approved non-profit, such waivers should be obtained prior to the shipment of the goods in question.

• On no account will retroactive duty waivers be issued, thus it is the duty of the importer to secure same; prior to the dispatch of goods for which the waiver is being sought.

4. For further clarification on this, MDAs are advised to contact Director, Technical Services Department, Federal Ministry of Finance, 5th Floor, Phase 1, Central Business District, Ahmadu Bello Way, Abuja.

5. Please take due note and ensure necessary compliance with this circular.

[Signature]

Kemi Adeosun (Mrs)
Honourable Minister of Finance
CIRCULAR

Ref No. Proc/BPP/045/1/67
Office of the Secretary to the
Government of the Federation,
The Presidency,
Shehu Shagari Complex,
Three Arms Zone,
Abuja.
19th March, 2018

Chief of Staff to the President,
Deputy of State to the President, Office of the Vice-President,
Honourable Ministers/Ministers of State,
Head of the Civil Service of the Federation,
Special Advisers/Senior Special Assistants,
Service Chiefs/Inspector-General of Police,
Chairman, Federal Civil Service Commission
Chairman, Code of Conduct Bureau,
Chairman, Federal Character Commission,
Chairman, Independent National Electoral Commission,
Chairman, National Population Commission,
Chairman, Revenue Mobilization, Allocation and Fiscal Commission,
Governor, Central Bank of Nigeria,
Chairman, Independent Corrupt Practices and Other Related Offences Commission,
Chairman, Economic and Financial Crimes Commission,
Chairman, National Drug Law Enforcement Agency,
Permanent Secretaries and Heads of Extra-Ministerial Departments,
Clerk of the National Assembly,
Chief Registrar, Supreme Court of Nigeria,
Secretary, National Judicial Council,
Auditor-General for the Federation,
Accountant-General of the Federation,
Directors-General/Chief Executives of Parastatals,
Agencies and Government-Owned Companies.

**NEED FOR PROPER COMPLIANCE WITH THE PROVISIONS OF THE PUBLIC PROCUREMENT ACT, 2007 BY MINISTRIES, DEPARTMENTS AND AGENCIES FOR ALL PROCUREMENTS**

It has come to the attention of the Federal Government that some MDGs are not substantially complying with relevant provisions of the Public Procurement Act, 2007 in the conduct of their procurements. It is particularly noted that some MDAs habitually carry out procurements in a subjective manner and without proper recourse to the fundamental principles of transparency, accountability and value for money which is not acceptable to Government and will no longer be tolerated.

2. For the avoidance of doubt, all MDAs are reminded that Procurement Plans are required to guide MDAs and BPP in ensuring budget implementation in line with the Administration's drive to deliver dividends of democracy. Therefore, Procurement processes are to be carried out in a manner that promotes competition, economy and efficiency and in accordance with laid down procedures and time-lines and as may be specified by the Bureau of Public Procurement from time to time as stipulated in Section 16(1) (b) of the Public Procurement Act, 2007.

3. All Accounting Officers are further reminded that they are charged with line supervision of the conduct of all procurement processes and overall responsibility for the planning of organization of tenders, evaluation of tenders and execution of all procurements. They are, therefore, not only responsible for ensuring compliance with the provisions of the Act by their respective MDAs but also liable in
in person for the breach or contravention of the provisions of the Public Procurement Act, 2007 and all extant Regulations on Procurement. Where necessary, Accounting Officers are to seek clarifications from the Bureau of Public Procurement for guidance in the process of any procurement.

4. In adherence with the communiqué issued at the end of the Permanent Secretaries Retreat, All MDAs are accordingly, reminded that henceforth requests necessary from MDAs not Accompanied with procurement plans shall not be accorded approvals to proceed with such procurements.

5. Please bring the contents of this Circular to the attention of all concerned, particularly the Desk Officers for strict compliance with this resolution in order to realize Government’s laudable programmes through collective efforts.

Boss Mustapha
Secretary to the Government of the Federation
CIRCULAR

Ref No. SGF/OP/1/S.3/XII
Office of the Secretary to the Government of the Federation,
The Presidency,
Shehu Shagari Complex,
Three Arms Zone,
Abuja.
19th March, 2018

Chief of Staff to the President,
Deputy of State to the President, Office of the Vice-President,
Honourable Ministers/Ministers of State,
Head of the Civil Service of the Federation,
National Security Adviser,
Principal Secretary to the President,
Economic Adviser to the President,
Special Advisers/Senior Special Assistants,
Chief of Defence Staff/Service Chiefs/Inspector-General of Police,
Governor, Central Bank of Nigeria,
Chairman, Federal Civil Service Commission,
Chairman, Police Service Commission,
Chairman, Code of Conduct Bureau
Chairman, Code of Conduct Tribunal,
Chairman, Revenue Mobilization, Allocation and Fiscal Commission,
Chairman, Federal Inland Revenue Service,
Chairman, Independent National Electoral Commission,
Chairman, National Population Commission
Chairman, Independent Corrupt Practices & Other Related Offences Commission
Chairman, Economic & Financial Crimes Commission
Chairman, National Drug Law Enforcement Agency
Chairman, National Salaries, Incomes & Wages Commission
Chairman, National Assembly Services Commission
Surveyor – General of the Federation

SUBMISSION OF DETAILS OF THE 2018 BUDGET ESTIMATES BY FEDERAL GOVERNMENT OWNED AGENCIES, PARASTATALS AND CORPORATIONS TO THE NATIONAL ASSEMBLY

It has come to the attention of Government that a number of Agencies, Corporations and Government owned Companies have not fully complied with the provisions of Section 21 of the Fiscal Responsibility Act (FRA) 2007.

2. Agencies are reminded that the FRA 2007 provides that consequent upon laying of summary of budget estimates of Agencies listed in the schedule to the FRA alongside the National Budget by Mr. President, it is required that details of such budgets are made available to the National Assembly for consideration and passage. This position was reiterated in the attached publication in the Nation Newspaper of Wednesday, February 7, 2018, by the Senior Special Assistant to the President (SSAP) on National Assembly Matters (Senate).

3. Accordingly, Mr. President has directed:

(i) That Agencies, Corporations and Government owned Companies in the schedule to the FRA 2007 should comply with the provisions of the law;

(ii) All submissions (109 copies to the Senate and 360 copies to the House) should be made available to the appropriate Committees of the National Assembly. Copies should also be made available to the SSAP on National Assembly Matters (Senate and House respectively), not later than Friday, 23rd March, 2018; and
(iii) All Agencies, Corporations and Government Owned Companies should honour invitations to defend their estimates timeously.

4. Supervising Ministers are enjoined to ensure timely compliance with the content of this Circular.

[Signature]

Boss Mustapha
Secretary to the Government of the Federation.
THE PRESIDENCY
Office of the Senior Special Assistant to the President (Senate)
NATIONAL ASSEMBLY MATTERS

Sir/Madam

DETAILS OF THE STATUTORY BUDGET OF YOUR COMMISSION, AGENCY, BOARD OR CORPORATION

Consequent upon the leaving of the Budget of the undersigned Agencies before the National Assembly by Mr President along with the National Budget, it is required that details of the Budget be made available to the National Assembly for consideration and passage along with the National Budget.

Accordingly, the undersigned Agencies are hereby requested to bring the details of their Budget to the Parliamentary Union Office, 8th/9th Floor, The White House, National Assembly, Abuja within 7 (seven) days from the date hereof for onward delivery to the Assembly for consideration by the relevant committees.

You may also wish to submit directly to the respective committees of the National Assembly, whichever is more convenient, but avoid overloading them immediately hereafter for follow-up and to ensure compliance with standard procedures.

LIST OF AGENCIES
1. CENTRAL BANK OF NIGERIA
2. NIGERIAN NATIONAL PETROLEUM CORPORATION
3. ARAIMBA (RIVER BASIN DEVELOPMENT AUTHORITY
4. BUREAU OF PUBLIC ENTERPRISES
5. BANK OF AGRICULTURE
6. CENTRE FOR BLACK AND AFRICAN ARTS AND CIVILIZATION
7. CORPORATE AFFAIRS COMMISSION
8. FEDERAL AIRPORT AUTHORITY OF NIGERIA
9. FEDERAL HOUSING AUTHORITY
10. FEDERAL RADIO CORPORATION OF NIGERIA
11. GURU'S WATER MANAGEMENT AUTHORITY
12. INFRASTRUCTURE CONCESSION REGULATORY COMMISSION
13. INDUSTRIAL TRAINING FUND
14. JOINT ADMISSION AND MATRICULATION BOARD
15. TRADE & INDUSTRIAL COMPLEX
16. MANAGEMENT BOARD
17. LOWER RIVER BASIN DEVELOPMENT AUTHORITY
18. NIGERIA COMMUNICATION SATELLITE LIMITED
19. NIGERIA COINITY EXCHANGE
20. NIGERIAN DEPOSIT INSURANCE CORPORATION
21. NIGERIAN EXPORT PROCESSING ZONES AUTHORITY
22. NIGERIAN COMMUNICATIONS COMMISSION
23. NIGERIAN TELEVISION AUTHORITY
24. NIGERIAN INVESTMENT PROMOTION COMMISSION
25. NIGERIAN NEWS AGENCY, NATIONAL BOOKS
26. NIGERIAN SIFTERS COUNCIL
27. NIGERIAN POLICE AUTHORITY
28. NIGERIAN POSTAL SERVICE
29. NIGERIAN CIVIL SURVEY AGENCY
30. NIGERIAN EXPORT PROMOTION COUNCIL
31. NIGERIAN NUCLEAR REGULATORY AUTHORITY
32. NIGERIAN FILM CORPORATION
33. NIGERIAN FROZEN CORPORATION
34. NIGERIAN TOURISM DEVELOPMENT CORPORATION
35. NEWS AGENCY OF NIGERIA
36. NATIONAL COMMISSION OF MUSEUMS AND MONUMENTS
37. NATIONAL INSTITUTE FOR POLICY AND STRATEGIC STUDIES
38. NATIONAL INSTITUTE FOR HOSPITALITY AND TOURISM
39. NATIONAL ART SERVICE
40. NATIONAL LOTTERY LAWUAL COMMISSION
41. NATIONAL BUSINESS AND TECHNICAL EXAMINATION BOARD
42. NATIONAL REVENUE REVENUE WAIVER AUTHORITY
43. NIGERIAN SUGAR DEVELOPMENT COUNCIL, ARUBA
44. OIL AND GAS FEE ZONES AUTHORITY
45. PETROLEUM PRODUCT PRICING AND REGULATORY AGENCY
46. LAW MATERIAL RESEARCH AND DEVELOPMENT COUNCIL
47. SECURITY AND EXCHANGE COMMISSION
48. SMALL SCALE ENTERPRISE DEVELOPMENT COUNCIL
49. MARITIME REGULATORY AUTHORITY
50. MINISTRY OF ENVIRONMENT
51. MINISTRY OF AGRICULTURE AND FOOD SUPPLY AND SECURITY
52. NAVAL MARITIME ADMINISTRATION AND SAFETY AGENCY
53. FEDE RAL INLAND REVENUE SERVICE
54. NATIONAL INSURANCE COMMISSION
55. NATIONAL INTEGRATION SERVICES
56. NATIONAL BUILDING MANAGEMENT SERVICE AGENCY
57. NATIONAL PENSION COMMISSION
58. NIGERIA AGRIC. RESEARCH INSTITUTES CORPORATION
59. NATIONAL FOOD AGRICULTURAL DEVELOPMENT CORPORATION
60. FINANCIAL REPORTING COUNCIL
61. NATIONAL OFFICE FOR TECHNOLOGICAL ACQUISITION & PROMOTIONS
62. FINANCIAL REPORTING COUNCIL
63. GALAXY TELECOM LIMITED
64. NATIONAL BRICKPRODUCING INDUSTRIAL COMMISSION

Yvon may reach you: info@nationnewspic3.com or
sensitivity@nig3.com

Please treat as urgent.

Sincerely,

[Signature]

Sens. (Dr) Abş. Dank
Senior Special Assistant to the President on National Assembly Matters - Senate
CIRCULAR

HCSF/921/IV/56

27th March, 2018

To: All Permanent Secretaries,
    Accountant-General of the Federation,
    Auditor General of the Federation,

SCHEDULE OF THE PROPOSED VISITING PEER REVIEW TEAMS TO MINISTRIES, DEPARTMENTS AND AGENCIES

Following the decision reached of the recent Service wide meetings of Permanent Secretaries, I am directed by the Head of Service of the Federation to forward to you the proposed schedule of visiting peer Review teams to MDAs (attached) for your information and necessary action.

2. I am to further inform you that the peer review of MDAs are expected to hold as scheduled unless that of a particular MDA cannot hold due to unforeseen circumstances. In the situation where this occurs, the Permanent Secretary concerned should please inform the HOST early so that another MDA could be scheduled to serve as replacement to the MDA which was not peer reviewed, at its appointed time.

3. You may please note that the peer reviews of the Federal Ministries of Labour and Employment and Industry, Trade and Investment have already been successfully held as scheduled.

4. I am also to use this opportunity to inform you that the next MDA for peer review is the Federal Ministry of Information and Culture schedule for 5th April, 2018. The Permanent Secretary (Information and Culture) is therefore to make necessary arrangements for a successful peer review at the schedule date. Team A: comprising the Permanent Secretaries listed below are expected to accompany the HOSF to the peer review of the Federal Ministry of Information and Culture scheduled for Thursday, 5th April, 2018 at 9am prompt:
Head of Service of the Federation

TEAMA:
- Head of the Civil Service of the Federation - Leader
- Perm. Sec. Ministry of Labour and Employment - Member
- Perm. Sec. Federal Ministry of Interior - Member
- Perm. Sec. Ministry of Information and Culture - Member
- Perm. Sec. Ministry of Science and Technology - Member
- Perm. Sec. Ministry of Defence - Member
- Perm. Sec. Ministry of Justice - Member
- Perm. Sec. Ministry of Niger Delta Affair - Member
- Perm. Sec. Ministry of Communication Technology - Member
- Permanent Secretary (CSO), OHCSF - Member
- Permanent Secretary (CMO), OHCSF - Member
- Permanent Secretary (PAO), OSGF - Member
- Permanent Secretary (CAO), OSGF - Member
- Auditor General of the Federation - Member
- Permanent Secretary Power, Works and Housing - Member
- Permanent Secretary Police Service Commission - Member

5. Kindly endeavour to attend and please accept the regards of the Head of Civil Service of the Federation.

J.O. Gillis-Harry
Director (HOS)
For: Head of Civil Service of the Federation.
**SCHEDULE OF PROPOSED VISITING TEAMS TO MINISTRIES DEPARTMENTS AND AGENCIES**

**MARCH 2018**

<table>
<thead>
<tr>
<th>S/N</th>
<th>TEAM</th>
<th>DATE</th>
<th>MDA TO BE VISITED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A</td>
<td>08/03/2018</td>
<td>Ministry of Labour and Employment</td>
</tr>
<tr>
<td>2</td>
<td>B</td>
<td>15/03/2018</td>
<td>Ministry of Solid Minerals</td>
</tr>
<tr>
<td>3</td>
<td>C</td>
<td>22/03/2018</td>
<td>Ministry of Industry, Trade &amp; Investment</td>
</tr>
</tbody>
</table>

**APRIL 2018**

<table>
<thead>
<tr>
<th>S/N</th>
<th>TEAM</th>
<th>DATE</th>
<th>MDA TO BE VISITED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A</td>
<td>05/04/2018</td>
<td>Ministry of Information &amp; Culture</td>
</tr>
<tr>
<td>2</td>
<td>B</td>
<td>12/04/2018</td>
<td>Ministry of Environment</td>
</tr>
<tr>
<td>3</td>
<td>C</td>
<td>19/04/2018</td>
<td>Ministry of Women Affairs</td>
</tr>
</tbody>
</table>

**MAY 2018**

<table>
<thead>
<tr>
<th>S/N</th>
<th>TEAM</th>
<th>DATE</th>
<th>MDA TO BE VISITED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A</td>
<td>03/05/2018</td>
<td>Ministry of Science &amp; Technology</td>
</tr>
<tr>
<td>2</td>
<td>B</td>
<td>10/05/2018</td>
<td>Ministry of Transportation</td>
</tr>
<tr>
<td>3</td>
<td>C</td>
<td>17/05/2018</td>
<td>Ministry of Youth &amp; Sports</td>
</tr>
</tbody>
</table>

**JUNE 2018**

<table>
<thead>
<tr>
<th>S/N</th>
<th>TEAM</th>
<th>DATE</th>
<th>MDA TO BE VISITED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A</td>
<td>07/06/2018</td>
<td>Ministry of Defence</td>
</tr>
<tr>
<td>2</td>
<td>B</td>
<td>14/06/2018</td>
<td>Ministry of Power, Works and Housing</td>
</tr>
<tr>
<td>3</td>
<td>C</td>
<td>21/06/2018</td>
<td>Ministry of Health</td>
</tr>
</tbody>
</table>
### JULY 2018

<table>
<thead>
<tr>
<th>S/N</th>
<th>TEAM</th>
<th>DATE</th>
<th>MDA TO BE VISITED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A</td>
<td>05/07/2018</td>
<td>Ministry of Justice</td>
</tr>
<tr>
<td>2</td>
<td>B</td>
<td>12/07/2018</td>
<td>Ministry of Finance</td>
</tr>
<tr>
<td>3</td>
<td>C</td>
<td>19/07/2018</td>
<td>Ministry of Water Resources</td>
</tr>
</tbody>
</table>

### AUGUST 2018

<table>
<thead>
<tr>
<th>S/N</th>
<th>TEAM</th>
<th>DATE</th>
<th>MDA TO BE VISITED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A</td>
<td>02/08/2018</td>
<td>Ministry of Niger Delta Affairs</td>
</tr>
<tr>
<td>2</td>
<td>B</td>
<td>09/08/2018</td>
<td>Ministry of Budget &amp; National Planning</td>
</tr>
<tr>
<td>3</td>
<td>C</td>
<td>16/08/2018</td>
<td>Ministry of Education</td>
</tr>
</tbody>
</table>

### SEPTEMBER 2018

<table>
<thead>
<tr>
<th>S/N</th>
<th>TEAM</th>
<th>DATE</th>
<th>MDA TO BE VISITED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A</td>
<td>06/09/2018</td>
<td>Ministry of Communication Technology</td>
</tr>
<tr>
<td>2</td>
<td>B</td>
<td>13/09/2018</td>
<td>Ministry of Petroleum Resources</td>
</tr>
<tr>
<td>3</td>
<td>C</td>
<td>20/09/2018</td>
<td>Federal Civil Service Commission</td>
</tr>
</tbody>
</table>

### OCTOBER 2018

<table>
<thead>
<tr>
<th>S/N</th>
<th>TEAM</th>
<th>DATE</th>
<th>MDA TO BE VISITED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A</td>
<td>04/10/2018</td>
<td>Permanent Secretaries in the OHCSF</td>
</tr>
<tr>
<td>2</td>
<td>B</td>
<td>11/10/2018</td>
<td>State House</td>
</tr>
<tr>
<td>3</td>
<td>C</td>
<td>18/10/2018</td>
<td>Permanent Secretaries in OSGF</td>
</tr>
</tbody>
</table>
### NOVEMBER 2018

<table>
<thead>
<tr>
<th>S/N</th>
<th>TEAM</th>
<th>DATE</th>
<th>MDA TO BE VISITED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A</td>
<td>01/11/2018</td>
<td>Auditor General for the Federation</td>
</tr>
<tr>
<td>2</td>
<td>B</td>
<td>08/11/2018</td>
<td>Accountant General of the Federation</td>
</tr>
<tr>
<td>3</td>
<td>C</td>
<td>15/11/2018</td>
<td>Ministry of Federal Capital Territory</td>
</tr>
</tbody>
</table>

### DECEMBER 2018

<table>
<thead>
<tr>
<th>S/N</th>
<th>TEAM</th>
<th>DATE</th>
<th>MDA TO BE VISITED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A</td>
<td>05/12/2018</td>
<td>Ministry of Interior</td>
</tr>
<tr>
<td>2</td>
<td>B</td>
<td>13/12/2018</td>
<td>Ministry of Foreign Affairs</td>
</tr>
<tr>
<td>3</td>
<td>C</td>
<td>20/12/2018</td>
<td>Ministry of Agric. &amp; Rural Development</td>
</tr>
</tbody>
</table>
CIRCULAR

HCSF/SPSO/ODD/NCE: 100/S.8/T
The Presidency,
Office of the Head of the Civil Service Of the
Federation,
Federal Secretariat, Phase II,
Abuja.
26th March, 2018

Chief of Staff to the President,
Deputy of State to the President, Office of the Vice-President,
Honourable Ministers/Ministers of State,
Secretary to the Government of the Federation,
Permanent Secretaries,
Service Chiefs/Inspector-General of Police,
Clerk to the National Assembly,
Chief Registrar, Supreme Court,
Chairman, Federal Civil Service Commission
Chairman, National Salaries, Income and Wages Commission
Chairman of Statutory Commissions,
Special Advisers/Senior Special Assistants,
Auditor-General for the Federation,
Surveyor-General of the Federation,
Director-General and Heads of Extra-Ministerial Offices/Agencies.

CLARIFICATION ON THE REVIEW OF SALARY ENTRY POINT FOR
HOLDERS OF HIGHER NATIONAL DIPLOMA (HND) IN THE CIVIL
SERVICE

Following several request for clarification of the provisions of curricular ref.
no. HSCF/EPO/EIR/CND/100/S.T/98 of 8th September, 2016 and to ensure
uniformity in interpretation, it has become necessary to reiterate that the
National Council on Establishments (NCE) approved an enhanced entry
point of salary Grade Level 08 for all Higher National Diploma (HND holders
in the Civil Service).
However, serving officers who possess the HND are required to fulfil the conditions specified in the Schemes of Service and extant rules for progression beyond SGL. 14 and/or conversion into the officer cadre.

2. Such officers can use the additional Post Graduate Diploma (PGD) as a bridge to acquiring a Master's Degree in the relevant filed to qualify them for entry into the officer cadre. Those who possess the professional qualifications and membership of professional bodies approved by the National Council on Establishments (NCE) and included in the Schemes of Service such as the Council for the Regulation of Engineering in Nigeria (COREN), the Institute of Chartered Accountant of Nigeria (ICAN), the Association of National Accountants of Nigeria (ANAN) etc., in addition to the HND are also eligible for conversion into officer cadre and advance beyond SGL. 14.

3. Please bring the contents of this circular to the attention of all concerned.

Ndubuisi Osuji
Permanent Secretary (SPSO)
For: Head of the Civil Service of the Federal
NATIONAL ANTHEM

Arise, O Compatriots,
Nigeria’s call obey
To serve our Fatherland
With love and strength and faith
The labours of our heroes past
Shall never be in vain
To serve with heart and might
One nation bound in freedom
Peace and Unity.

O God of creation,
Direct our noble cause
Guide our leaders right,
Help our leaders right,
Help our youth the truth to know
in love and honesty to grow
and living just and true
Great lofty heights attain
To build a nation where
peace and justice reign.

NATIONAL PLEDGE

I Pledge to Nigeria my country
To be faithful, loyal and honest
To serve Nigeria with all my strength
To defend her unity
And uphold her honour and glory
So help me God.