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NIGERIAN ELECTRICITY MANAGEMENT SERVICES
AGENCY ACT, 2015



ARRANGEMENT OF SECTIONS

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**NIGERIAN ELECTRICITY MANAGEMENT SERVICES
AGENCY ACT, 2015**

ACT No. 6

AN ACT TO ESTABLISH THE NIGERIAN ELECTRICITY MANAGEMENT SERVICES AGENCY, TO CARRY OUT THE FUNCTIONS OF ENFORCEMENT OF TECHNICAL STANDARDS AND REGULATIONS, TECHNICAL INSPECTION, TESTING AND CERTIFICATION OF ALL CATEGORIES OF ELECTRICAL INSTALLATIONS, ELECTRICITY METERS AND INSTRUMENTS TO ENSURE THE EFFICIENT PRODUCTION AND DELIVERY OF SAFE, RELIABLE AND SUSTAINABLE ELECTRICITY POWER SUPPLY AND GUARANTEE SAFETY OF LIVES AND PROPERTY IN THE NIGERIAN ELECTRICITY SUPPLY INDUSTRY ; AND FOR RELATED MATTERS.

[26th Day of May, 2015]

Commence-
ment.

ENACTED by the National Assembly of the Federal Republic of Nigeria—

PART I—ESTABLISHMENT OF THE NIGERIAN ELECTRICITY MANAGEMENT SERVICES AGENCY, ITS GOVERNING BOARD AND MANAGEMENT TEAM

1.—(1) There is established the Nigerian Electricity Management Services Agency, (in this Act referred to as “the Agency”).

Establishment
of Nigerian
Electricity
Management
Services
Agency.

(2) The Agency—

(a) shall be a body corporate with perpetual succession and a common seal ;

(b) may sue and be sued in its corporate name ; and

(c) subject to this Act, perform all acts that bodies corporate may, by law, perform.

(3) The headquarters of the Agency shall be in Abuja.

(4) The Electricity Management Services Plc. incorporated in 2007 shall be taken over by the Agency for the purposes of this Act.

(5) The personnel thereof shall be deemed to have been appointed under this Act and they shall continue to hold office on the same terms and conditions on which they were appointed in Electricity Management Services Plc.

2.—(1) There is established for the Agency a Governing Board (in this Act referred to as “the Board”).

Establishment
and
Membership
of the
Governing
Board.

(2) The Board shall consist of—

(a) a Chairperson who shall—

(i) be appointed by the President of the Federal Republic of Nigeria on the recommendation of the Minister,

(ii) be a highly respected person of impeccable character and have experience in the electricity industry ;

(b) one person from each of the Six (6) geopolitical Zones of the Country, appointed by the President of the Federal Republic of Nigeria on the recommendation of the Minister ;

(c) the Managing Director and Chief Executive Officer of the Agency ;

(d) the representative of Federal Ministry of Power ; and

(e) the representative of Federal Ministry of Finance.

(3) The General Manager, Legal of the Agency shall be the Secretary of the Board.

(4) In choosing the appointed 6 members of the Board under subsection (2) (b) of this section, the Minister shall consider each proposed member's character, competence, professional and practical experience in the Nigerian electricity supply industry.

(5) No member of the Board shall have any share or interest, whether in his own name or otherwise, in any company or other body corporate or an association of persons (whether incorporated or not), or a firm engaged in the business of generation, transmission and distribution and trading of electricity or fuel for the generation thereof or in the manufacture of electrical equipment.

Tenure of
Office.

3.—(1) A member of the Board appointed otherwise than by virtue of his office shall hold such office for a period of 3 years and may be eligible for re-appointment for only one further period of 3 years, which shall be on a part time basis.

(2) The office of a member of the Board shall become vacant if—

(a) he resigns as a member of the Board by notice in writing under his hand addressed to the Minister ; or

(b) the Minister is satisfied that it is not in the interest of the Board for the member to continue in office and, upon the approval of the President, notifies the member in writing to that effect.

Schedule.

(3) The supplementary provisions as set out in the Schedule to this Act shall have effect to the proceedings of the Board and other matters contained therein.

Powers of
the Board.

4. The Board has the power to—

(a) oversee the affairs of the Agency ;

(b) provide guidelines for the Agency in the discharge of its functions in line with the policy thrust of government ;

(c) approve the payment to the staff of the Agency such remuneration and allowances as are approved by the National Salaries, Incomes and Wages Commission ;

(d) approve the appointment, promotion and discipline of management staff from the rank of Assistant General Manager and above other than the management team of the Agency ; and

(e) do such other things as are necessary and expedient for the efficient performance of the functions of the Agency.

5.—(1) The Management Team of the Agency shall consist of—

(a) the Managing Director and Chief Executive Officer ;

(b) the 3 Executive Directors of the Agency ; and

(c) the 6 most senior General Managers in the Agency.

(2) The General Manager, Legal of the Agency shall be the Secretary of the Management Team.

Management
Team.

PART 2—FUNCTIONS, POWERS AND RESPONSIBILITIES OF THE
NIGERIAN ELECTRICITY MANAGEMENT SERVICES AGENCY

6. Subject to this Act, the Agency shall—

(a) carry out electrical inspectorate services for the Nigerian electricity supply industry ;

(b) enforce all statutory technical electrical standards and regulations as published by Nigerian Electricity Regulatory Commission and all other relevant statutory bodies ;

(c) collaborate with Standards Organisation of Nigeria and other relevant Government Agencies to ensure that all major electrical materials and equipment used in Nigeria are of the right quality and standards ;

(d) ensure that the power systems and networks put in place have been properly executed before use, to ensure that such systems are capable of delivering safe, reliable and sustainable electricity supply to consumers nationwide ;

(e) enforce compliance with technical standards for all electrical installations, electrical plants, including power plants and auxiliary systems, electric networks and connectivity to the grid ;

(f) enforce compliance with safety requirements for construction, operation and maintenance of electrical power plants, transmission system, distribution networks and electric installations ;

Objectives
and
Functions of
the Agency.

(g) enforce the conditions for installation of meters for transmission systems, distribution networks and supply of electricity ;

(h) carry out the duties of inspecting engineers for inspection, testing and certification of all categories of electrical installation in the Nigerian electricity supply industry ;

(i) provide comprehensive technical support services that will guarantee the efficient production and delivery of safe and reliable power supply and enhance efficient service delivery industry-wide ;

(j) provide sustained technical inspection, testing and certification of all electrical materials, (including transformer oil and chemicals) or equipment, power systems, networks (generation, transmission and distribution), or electrical installations to be used in the power sector, to ensure a stable system to deliver safe, reliable, regular power supply, guarantee safety of lives and property, and avert loss of lives and property in the Nigerian electricity supply industry ;

(k) test, calibrate and certify every brand of electricity meters and instruments whether locally manufactured or imported before use in the Nigerian electricity supply industry; and to periodically carry out sample test of such meters and instruments deployed in the Nigerian electricity supply industry ;

(l) test and certify electrical installations in hazardous locations such as in filling stations, prospecting oil companies, off and onshore flow stations or wells, Floating Production Storage and Offloading vessels ;

(m) process and issue competency certificates to qualified electrical personnel working in the Nigerian electricity supply industry ;

(n) regularly carry out periodic inspection, monitoring and assessment of existing power plants or stations, installations, Extra High Voltage (EHV) and High Voltage (HV) transmission lines and associated transmitting or switching stations and distribution networks to ensure that they are in regular fitness to generate, transmit, distribute and deliver reliable and safe power supply to the electricity consumers nationwide ;

(o) regularly monitor the compliance level of the technical regulations, standards and specifications used in the Nigerian electricity supply industry ;

(p) carry out or cause to be carried out investigation of electrical accidents and electrocutions (outright deaths) in connection with generation, transmission, distribution, supply or use of electricity with a view to finding out the causes, and enforce remedial measures and proffer or suggest ways of preventing future occurrence ;

(q) promote research on matters affecting the generation, transmission, distribution and utilization of electricity ;

(r) publish from time to time information beneficial to the growth of the electricity industry including reports and investigations ;

(s) advise the Minister and other relevant agencies on all technical matters relating to generation, transmission and distribution of electricity ;

(t) take over the functions of statutory electrical inspection, testing and certification of all electrical installation hitherto carried out by the Director of Electrical Inspectorate Services and the Electrical Inspectorate Services Division of the Federal Ministry of Power ;

(u) provide non-core and ancillary services for commercial opportunities and drive in the Nigerian electricity supply industry ; (including research and development, electricity information management systems, renewable energy services, specialized medical and health care services, project management and consultancy, electricity workshop service, project unit service for specialized projects in the Nigerian electricity supply industry, logistics, warehousing, and printing technology ;

(v) partner and to be a joint and major player with other related services in the Nigerian Electricity Supply Industry ; for technical and commercial services and to perform and provide all other related services in the Nigerian Electricity Supply Industry; as may be approved by the Minister ;

(w) collaborate with other stakeholders in the electricity power sector on standards and specifications of all major electrical equipment and materials manufactured or imported for use in Nigeria, to ensure uniformity and ensure that all electrical equipment and materials comply with approved standards ; and

(x) discharge such other functions as may be provided under this Act or conferred by the Minister's directives.

PART 3—STAFF OF THE AGENCY

7.—(1) There is appointed for the Agency by the President on the recommendation of the Minister, a Managing Director and Chief Executive Officer.

(2) The Chief Executive Officer shall be an electrical engineer, registered with Council for the Regulation of Engineering in Nigeria (COREN) and have not less than 20 years professional and practical experience in the core operational areas of the Agency or the Nigerian electricity supply industry.

Appointment of the Managing Director and Chief Executive and other staff of the Agency.

(3) The Chief Executive Officer shall hold office for a term of 4 years, and may be eligible for re-appointment for only one further term of 4 years.

(4) The Chief Executive Officer shall be the head of the management and chief accounting officer of the Agency.

(5) The Chief Executive Officer shall be the Chief Electrical Inspector of the Federation with powers to carry out the functions of enforcement of technical standards and regulations, through technical inspection, testing and certification of all categories of electrical equipment and installations, electricity meters, instruments and other related matters in the Nigerian electricity supply industry.

(6) The Chief Executive Officer shall be responsible for the day-to-day administration of the Agency, keep the books and records of the Agency and be subject to the supervision and control of the Board.

(7) The Minister shall also appoint 3 Executive Directors who shall hold the office for a term of 4 years and may be eligible for re-appointment for only one further term of 4 years.

(8) The Executive Directors shall administer under the direction of the Managing Director the following Directorates—

- (a) Technical Services ;
- (b) Commercial Services ; and
- (c) Corporate Services.

(9) The Agency may appoint such other officers and employees as it considers necessary for the performance of its functions under this Act and on such terms as to salary remuneration, fee, allowance, pension, leave and gratuity as the Agency may determine in consultation with the National Salaries, Incomes and Wages Commission.

(10) The staff of the Agency shall be public officers as defined in the Constitution of the Federal Republic of Nigeria 1999.

Pension.

Act No. 4.
2014.

8.—(1) Service in the Agency shall be approved service for the purpose of the Pensions Reform Act, officers and other persons employed in the Agency shall be entitled to pensions, gratuities and other benefits as are prescribed thereunder.

(2) Notwithstanding subsection (1) of this section, the Agency may appoint a person to any office on terms which preclude the grant of a pension, gratuity or other retirement benefits in respect of that office.

(3) For the purpose of the application of the provisions of the Pensions Reform Act, any power exercisable thereunder by a Minister or other agency of the Government of the Federation, other than the power to make regulations under section 13 thereof is vested in and shall be exercisable by the agency and not by any other person or agency.

Act No. 4,
2014.

PART 4—FINANCIAL PROVISIONS

9.—(1) The Agency shall establish and maintain a Fund from which shall be defrayed all expenditure incurred by the Agency and into which shall be paid and credited—

Funds of the
Agency.

(a) fees, charges, and any other income accruing to the Agency from certifications and other things done by it under this Act, excluding fines or penalties recovered under this Act ;

(b) grants of money or other property, upon such terms and conditions as may be specified by the person or organization making the grants, provided that such terms and conditions are consistent with the objectives and functions of the Agency under this Act ;

(c) funds allocated to the Agency by the National Assembly, pursuant to a request by the Agency for additional funds required to meet its reasonable expenditures ; and

(d) such other moneys as may vest in or accrue to the Agency, whether in the course of its operations or otherwise.

(2) There shall be paid into the Fund established under subsection (1) of this section such payments as may be made to the Agency by the Federal Government for the running expenses of the Agency and all other assets accruing, from time to time, to the Agency.

(3) The Agency may, from time to time, apply the proceeds of the Fund established under this section to—

(a) the cost of administration of the Agency ;

(b) reimburse members of the Board or of any committee set up by the Board for such expenses as may be expressly authorised by the Board in accordance with the rates as provided by extant rules and regulations ;

(c) the payment of salaries, fees or other remuneration, allowances, pensions and gratuities payable ;

(d) the maintenance of any property vested in the Agency ;

(e) any other expenditure in connection with the functions of the Agency ; and

(f) remuneration and allowances of the Board members in line with existing Government regulations.

(4) The Chief Executive Officer shall perform all duties as may be stipulated by Government Financial Regulations.

(5) The Agency shall prepare and submit through its Board to the Minister on or before 31st October of each year a budget showing the expenditures which the Agency proposes to incur in respect of the next financial year in order to carry out the functions of the Agency.

PART 5—MISCELLANEOUS

Annual
Report.

10. The Chief Executive Officer shall prepare and submit to the Board for onward transmission to the President through the Minister, not later than 30th June of each year, a report on the activities of the Agency during the immediately preceding year, and shall include in the report a copy of the audited accounts of the Agency for that year and the auditor's report thereon.

Access to
premises and
other
Enforcement
powers.

11.—(1) For the purpose of carrying out the functions of the Agency, the Chief Executive Officer or any other officer of the Agency, authorised in that behalf shall—

(a) have a right of access to all premises and the technical records of any institution or establishment engaged in electricity material supply and installation; and

(b) by notice in writing served on a person in charge of any institution or authority mentioned in subsection (1) (a) of this section, require that person or establishment to furnish information on such matters as may be specified by the notice.

(2) A person or establishment required to furnish information under subsection (1) of this section shall comply with the notice within the period of time specified in the notice.

(3) The Agency may obtain a court warrant to enter and search any property in the exercise of its functions.

(4) Where it appears to the Agency that a breach of electrical technical standard, regulation or of any interest the Agency is mandated to protect is taking place, the Agency may publish a notice in such manner as it considers appropriate to draw attention of other person affected or likely to be affected by the contravention or threatened contravention—

(a) specifying the actual or potential contravention;

(b) directing the person or establishment concerned to do or not to do such things as they may be specified ;

(c) specifying the remedy and the timescale for compliance ; and

(d) notifying the person or establishment concerned of its intention to issue an enforcement order.

(5) A person or establishment affected by the notice specified in subsection (4) of this section is entitled to make representations against or in support of the enforcement notice by a date specified in the notice.

(6) A person or establishment concerned fails to comply with a notice served pursuant to subsection 4 of this section, the Agency may issue an enforcement order.

(7) A person who fails to comply with an enforcement order commits an offence and is liable on conviction to a term of 3 months' imprisonment or a fine of N500,000.00 or both.

(8) the Agency shall not issue an enforcement order if—

(a) a person or establishment concerned is able to demonstrate to the satisfaction of the Agency that it is not in breach of any standard, or regulation ; and

(b) the breach was not intentional and it has been remedied.

(9) Where a person or establishment concerned fails to comply with an enforcement order, the Agency may institute legal proceedings against them in any court to compel compliance.

12. The Minister may give directives of a general or special character to the Agency relating to the performance by the Agency of any or all of its functions under this Act, and the Agency shall comply and give effect to the directives.

Power of
Minister to
give
directives.

13. The Agency may submit its input to the Nigerian Electricity Regulatory Commission in the making of further technical regulations for the purpose of carrying out its functions under this Act.

Regulations.

14.— (1) The Agency's certification of any electrical equipment, material or installation used in the Nigerian electricity supply industry shall not be sufficient defence for negligence or damage suffered from the effect or application of the certified electrical equipment, material, or installation or power plant networks by the manufacturer, installer or user.

General.

(2) When an electrical material or installation is found defective after it has been brought into use, the licensee shall be required to rectify all anomalies that may be observed by an inspecting engineer.

(3) In addition to inspecting engineers who are permanent staff of the Agency, the Agency may, from time to time, appoint, on a temporary basis, special inspecting engineers for specified assignments or tasks.

(4) No inspecting engineer in the service of the Agency or the Agency is liable for acts carried out in the service of the Agency.

(5) In resolving disputes, including intra-organisation conflict and external conflicts involving any person or establishment, the Agency shall, as first line of action, apply amicable settlement processes such as negotiation, mediation and conciliation before resorting to the court.

(6) No court action shall be instituted against the Agency without a prior notice of 30 days in writing before such action is initiated.

(7) Any court action against the Agency shall be commenced within 1 year of the occurrence of the cause of action.

Interpretation.

15. In this Act—

“agency” means the Nigerian Electricity Management Services Agency, (established under Section 1 of this Act);

“functions” includes duties, roles, responsibilities and powers;

“inspecting engineer” means a qualified person holding that office under the Agency including his deputy and his assistants;

“minister” means the Minister charged with responsibility for matters relating to electricity;

“inspectorate services” means technical services provided in the Nigerian electricity supply industry to ensure safety of use and reliability of supply and ensuring compliance with technical standards and regulations;

“technical support services” means specialised technical services provided in the Nigerian electricity supply industry by Agency;

“persons” includes an individual, company, partnership or any association of individuals, whether corporate or not;

“qualified person” means a skilled electrical person certified by relevant statutory body and authorised to handle electrical installation works in the Nigerian electricity supply industry.

Citation.

16. This Act may be cited as the Nigerian Electricity Management Services Agency Act, 2015.

SCHEDULE

Section 3 (3)

SUPPLEMENTARY PROVISION RELATING TO THE BOARD ETC.

Procedure of the Board

1.—(1) Subject to this Act and Section 27 of the Interpretation Act, the Board may make standing orders regulating its proceedings or those of any of its Committees.

(2) Every meeting shall be presided over by the Chairperson and if the Chairperson is unable to attend a particular meeting the members present at the meeting shall elect one of the member to preside at the meeting.

(3) The quorum of the Board shall be the Chairperson or the person presiding at the meeting and 6 other members of the Board.

(4) Upon any special occasion, the Board may co-opt any person to be a member for as many meetings as may be necessary, and that person so co-opted shall have all the rights and privileges of a member, except that he shall not be entitled to vote or count towards a quorum.

(5) Subject to its standing orders, the Board may appoint such number of standing and *ad-hoc* committees, as it thinks fit, to consider and report on any matter with which the Agency is concerned.

(6) Every Committee appointed under the provisions of sub-paragraph (5) of this paragraph shall be presided over by a member of the Board and shall be made up of such number of persons, not necessarily members of the Board, as the Board may determine in each case.

(7) The decision of a Committee shall be of no effect until it is confirmed by the Board.

Miscellaneous

2.—(1) The fixing of the Seal of the Agency shall be authenticated by the signature of the Chief Executive Officer of the Agency.

(2) A contract or instrument which if made by a person not being a body corporate, would not be required to be under Seal, may be made or executed on behalf of the Agency by the Chief Executive Officer of the Agency.

(3) A document purporting to be a contract or instrument or other document signed or sealed on behalf of the Agency shall be received in evidence and, unless the contrary is proved, be presumed, without further proof, to have been so signed or sealed.

(4) The validity of a proceeding of the Board or a Committee shall not be adversely affected by—

- (a) any vacancy in the membership of the Board ;
- (b) any defect in the appointment of a member of the Board or Committee ; and
- (c) reason that a person not entitled to do so took part in the proceeding.

I certify, in accordance with Section 2 (1) of the Acts Authentication Act, Cap. A2, Laws of the Federation of Nigeria 2004, that this is a true copy of the Bill passed by both Houses of the National Assembly.

SALISU ABUBAKAR MAIKASUWA, OON, mni
Clerk to the National Assembly
25th Day of May, 2015.

EXPLANATORY MEMORANDUM

This Act establishes the Nigerian Electricity Management Services Agency, to take over the Electricity Management Services Plc. and to carry out the functions of enforcement of technical standards and regulations, technical inspection, testing and certification of all categories of electrical installations, electricity meters and instruments. To ensure the efficient production and delivery of safe, reliable and sustainable electricity power supply and guarantee safety of lives and property in the Nigerian Electricity Supply Industry.

SCHEDULE TO NIGERIAN ELECTRICITY MANAGEMENT SERVICES AGENCY BILL, 2015

(1) <i>Short Title of the Bill</i>	(2) <i>Long Title of the Bill</i>	(3) <i>Summary of the Contents of the Bill</i>	(4) <i>Date Passed by the Senate</i>	(5) <i>Date Passed by the House of Representatives</i>
Nigerian Electricity Management Services Agency Bill, 2015.	An Act to establish the Nigerian Electricity Management Services Agency to carry out the functions of enforcement of technical standards and regulations, technical inspection, testing and certification of all categories of electrical installations, electricity meters and instruments to ensure the efficient production and delivery of safe, reliable and sustainable electricity power supply and guarantee safety of lives and property in the Nigerian electricity supply industry; and for related matters.	This Bill establishes the Nigerian Electricity Management Services Agency to take over the Electricity Management Services Plc and to carry out the functions of enforcement of technical standards and regulations, technical inspection, testing and certification of all categories of electrical installations, electricity meters and instruments. To ensure the efficient production and delivery of safe, reliable and sustainable electricity power supply and guarantee safety of lives and property in the Nigerian electricity supply industry.	13th May, 2015.	13th May, 2015.

I certify that this Bill has been carefully compared by me with the decision reached by the National Assembly and found by me to be true and correct decision of the Houses and is in accordance with the provisions of the Acts Authentication Act Cap. A2, Laws of the Federation of Nigeria, 2004.

I ASSENT



SALISU ABUBAKAR MAIKASUWA, CON, MNI
Clerk to the National Assembly
 25th Day of May, 2015.

DR. GOODLUCK EBELIJE JONATHAN, GCFR
President of the Federal Republic of Nigeria
 26th Day of May, 2015.

**Government White Paper on the
Report of the Technical
Committee on restrictive Import
Measures**

Reprint 2019

**GOVERNMENT WHITE PAPER ON THE REPORT OF THE TECHNICAL
COMMITTEE ON RESTRICTIVE IMPORT MEASURES**

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The Committee, in its deliberations, noted the efforts made by this Administration since its inception on 29th May, 1999, to address the problems of the economy which include low capacity utilisation, indiscriminate influx of sub-standard goods at very low landing costs, high operating manufacturing costs, low productivity in the agricultural sector, acute macroeconomic instability, as well as high interest rates and poor infrastructural facilities. The Committee also took into account Government's determination to address this unhealthy situation through dialogue with the Organised Private Sector (OPS) aimed at stimulating greater capacity utilisation and employment generation. A number of non-tariff measures aimed at addressing the problem of indiscriminate influx of imported goods competing unfairly with the nation's local manufactures were also considered. Some frontal actions were also recommended to encourage diversification and effective utilisation of the nation's foreign exchange earnings.

After a careful review of the general and sectoral problems affecting domestic production and competitiveness in the Nigerian economy, the Committee came up with specific recommendations which were later reviewed by a Ministerial meeting, comprising the relevant Ministries/Agencies, held on 12th February, 2002. The Ministerial meeting made specific comments on the recommendations.

On the whole, given the general trend in the influx of imports into Nigeria, the Committee was of the view that concerted and sustained efforts should be made to strengthen the domestic economy through measures that will have positive impact on production and such other economic variables as the level of import, Naira exchange rate and the general price level. This position is based on the realisation that as long as domestic production in the real sectors remains weak, no amount of measures would stem the rising tide of imports, smuggling and declining standards of living. Also, as long as the Nigerian economy remains largely import-dependent, indiscriminate import of all manner of goods will continue, leading to the present unsatisfactory situation of unhealthy competition for locally produced goods, poor performance of local industries and adverse balance of payments position. Furthermore, due to lack of appropriate and WTO consistent institutional and regulatory frameworks, the Committee did not recommend any recourse to such WTO provisions like anti-dumping, safeguards, countervailing measures and balance-of-payments.

The Federal Ministry of Power and Steel submitted its recommendations to the Federal Ministry of Commerce after the Technical Committee had concluded its assignment. At its meeting held on Wednesday 13th March, 2002, the Federal Executive Council, considered the report/recommendations of the Technical Committee as well as the recommendations of the Ministerial Meeting and those of the Ministry of Power and Steel. The Federal Executive Council, thereafter, comments as follows :

CHAPTER ONE

(A) OPERATIONS AT THE INTER BANK FOREIGN EXCHANGE MARKET (IFEM)

OBSERVATIONS

The Committee observed that as a matter of priority and national interest, foreign exchange allocation should be made available to entrepreneurs or exporters who can utilise it to earn foreign exchange.

GENERAL RECOMMENDATIONS

(i) FOREIGN EXCHANGE MANAGEMENT

RECOMMENDATION

(a) Government should continue to engage the Bureaux De Change in the sale of travellers' cheques to end users in an attempt to bridge the gap between the intervention and parallel market rates to maintain stability in the foreign exchange market.

Comment

Government accepts this recommendation which is consistent with its present policy stance and measures being adopted by the Central Bank of Nigeria (CBN).

RECOMMENDATION

(b) There should be a review of the continuous sale of foreign exchange by Government for the importation of general goods. Importers of general merchandise should source their foreign exchange independent of government sources. However, products such as pharmaceuticals and educational materials could still be accommodated by Government.

Comment

Government notes that although the measure will serve the overall long-term interest of the economy, it was observed that due to imperfections in the system, it may end up being counterproductive, particularly with respect to round-tripping and other sharp practices. The Minister of Commerce, is therefore, requested to seek the best counsel of the Central Bank of Nigeria.

RECOMMENDATION

(c) In order to provide more foreign exchange for production, Government should consider and encourage availability of foreign exchange to local manufacturing industries, with capacity to produce goods that would be substitutes to the affected imported items.

Comment

Government considers the recommendation as superfluous.

(ii) TECHNICAL AND ADMINISTRATIVE CONTROLS

OBSERVATIONS

The Committee observed the limitation of the imposition of higher import duties as a deterrent to massive importation and dumping of sub-standard items into the Country. However, certain

the country through the appropriate Federal Government regulatory agencies such as the Standards Organisation of Nigeria (SON), the National Agency for Food and Drugs Administration and Control (NAFDAC), the National Quarantine Service etc.

RECOMMENDATION

(a) In line with existing laws and regulations, all goods to be imported into the country should be subjected to the appropriate specifications in terms of quality and standardisation by the standard setting bodies, SON, NAFDAC, National Quarantine Services, etc., who should also be immediately directed to review all relevant specifications and procedures with a view to strengthening them to ensure enforcement and compliance.

Comment

Government accepts this recommendation, but without prejudice to existing regulations.

RECOMMENDATION

(b) Non-compliance with the Nation's statutory import regulations should henceforth attract maximum sanctions which should include forfeiture and blacklisting of the manufacturer/importer, among others ;

Comment

Government accepts this recommendation.

(iii) IMPLEMENTATION AND ENFORCEMENT

OBSERVATIONS

The Committee observed that most of the present difficulties arise from lack of effective implementation of policy measures and enforcement. There is therefore need for clear guidelines and procedures to be developed and publicised for the benefits of traders and the general public.

RECOMMENDATION

(a) Government should closely monitor the implementation of recently introduced measures to meet any structural changes within the economy. Such measures include :

- * Price stability ;
- * Market based stable foreign exchange rate policy ;
- * Market determined interest rate ;
- * Transparency and accountability ;
- * Rehabilitation and expansion of basic infrastructure ;
- * Increased utilization of local raw materials ; and
- * Promotion of small and medium scale enterprises.

Comment

Government accepts this recommendation.

RECOMMENDATION

(b) Clear guidelines and procedures on all imports to be developed and publicised for the benefit of traders and the general public.

Comment

Government accepts this recommendation.

RECOMMENDATION

(c) Punitive measures must also be enforced in cases of violations, to serve as a deterrent.

Comment

Government accepts this recommendation.

RECOMMENDATION

(d) The regulatory agencies, especially Nigeria Customs Service must be re-oriented to appreciate the present trend in the global economy which emphasises enforcement of rules rather than collection of revenue.

Comment

Government accepts this recommendation.

RECOMMENDATION

(e) The Nigeria Customs Service with the assistance of Federal Airport Authority of Nigeria should henceforth ensure that unaccompanied and excess baggage are transferred to the cargo shed to enable proper examination, documentation and collection of the import duties and other statutory charges.

Comment

Government recognises the need for this measure, but in order to prevent abuse and corrupt practices given the possible misinterpretation of excess baggage, directs that Nigeria Customs Service should ensure enforcement to control the activities of baggage traders. It is also believed that the increase in revenue targets for Nigeria Customs Service will force them to monitor and collect duties on this source.

RECOMMENDATION

(f) The informal traders should be required to complete a simplified document in the "FORM M" formats for statistical purpose only.

Comment

Government accepts this recommendation.

RECOMMENDATION

(g) Government should set up a Ministerial Monitoring Committee, chaired by the Honourable Minister of Commerce, to review and monitor the implementation of measures by all relevant Ministries and Agencies to ensure effective co-ordination and policy coherence.

Comment

Government accepts this recommendation.

(h) The defunct Policy Analysis Department under the Federal Ministry of Industry should be re-introduced to provide Government with empirical analysis and advice.

Comment

Government notes the importance of policy analysis in any Ministry, but agreed that the Planning, Research and Statistics (PRS) Department in Ministries should be strengthened to provide the required analysis.

(iv) PATRONAGE OF MADE-IN-NIGERIA PRODUCTS

OBSERVATION

The Committee noted the Federal Government's recent directive to Ministries, Extra-Ministerial Departments, Agencies and the Public Sector to patronise Made-in-Nigeria goods.

RECOMMENDATION

(a) Government should ensure the continuous implementation of its directive for increased patronage of Made-in-Nigeria products by Ministries, Extra-Ministerial Departments and the Public Sector. Thus, an awareness campaign to that effect should be intensified.

Comment

Government accepts this recommendation.

(v) PORTS AND CUSTOMS REFORMS

OBSERVATION

The Committee noted the need for Nigeria to develop efficient and competitive transit facilities that improve the performance of the services sector of the economy.

RECOMMENDATIONS

(a) In order to enhance economic activities at the Ports and make them more competitive within the sub-region, the following measures should be sustained by Government :

- * Rehabilitation of all ports ;
- * Reduction of Port Charges ;
- * Provision of Standard cargo handling equipment ;
- * Full computerisation of ports operations ;
- * Provision of adequate security ; and
- * Full computerisation of customs operation\documentation ;

Comment

Government accepts this recommendation and notes that since these measures were on-going, they should be sustained.

(vi) PRESIDENTIAL TASK FORCE

OBSERVATIONS

The Committee observed that the ease with which entries are made into the country through our porous borders is responsible for the high level of smuggling and illegal imports. Apart from

our porous borders is responsible for the high level of smuggling and illegal imports. Apart from loss of revenue and inaccurate trade statistics, locally produced goods usually face unhealthy competition from such illegal imports.

RECOMMENDATION

(a) Presidential Task Forces, consisting of committed Nigerians from identified border areas should be established to monitor our porous borders, in collaboration with relevant law enforcement agents.

Comment

Government observes that this recommendation is inconsistent with the policy compass of the Administration.

(vii) COMPREHENSIVE STUDY ON IMPORTS

OBSERVATION

The Committee noted the report of the Comprehensive Study on Imports undertaken by the Federal Ministry of Commerce which purpose was to provide Government with an empirical basis for the regulation of imports into Nigeria.

RECOMMENDATIONS

(a) Further to the Comprehensive Study on Imports carried out by the Federal Ministry of Commerce, in collaboration with the NEPC, a more detailed study to provide empirical basis for the regulation of imports into Nigeria should also be carried out by Government in order to avoid the arbitrary application of distortive measures.

(b) All imported items to be prioritised to determine different levels of import of each product with a view to rationalisation and the application of such measures like caps, quotas and tariff peaks.

Comment

Government at accepts these recommendations.

(viii) PRODUCT REGISTRATION

OBSERVATION

The Committee observed that to enhance the effectiveness of the Product registration system, manufacturers from exporting countries should be notified through the Missions of the exporting countries in Nigeria and/or Nigerian Missions in the exporting Countries of the approved standards and specifications for all registered products and the consequences of violating such requirements.

RECOMMENDATION

(a) Government should subject all products for importation to registration to generate trade data for decision-making and ensure conformity with international standards and national specifications, as well as provide the basis for anti-dumping, safeguards and countervailing measures as required by the WTO Agreements.

Comment

Government accepts this recommendation.

(ix) NOTIFICATION BY MANUFACTURERS IN COUNTRY OF ORIGIN

RECOMMENDATION

Prospective manufacturers and exporters of products to be imported into the country should be notified in advance of the standards, specifications and general requirements.

Comment

Government accepts this recommendation.

(x) DIRECT INTERVENTION TO DEVELOP VALUE-ADDED INDUSTRIES

OBSERVATION

The Committee observed that the effective regulations and control of imports into Nigeria will ultimately lead to shortfall in the supply of the affected goods and negatively impact on the price level.

RECOMMENDATIONS

(i) Local manufacturers and companies exporting to Nigeria should be encouraged to invest in the domestic production of substitutes to the affected imported items ;

(ii) Petrochemical companies for the production of carbon black and polypropylene and PVC which are vital to domestic production should be re-activated, strengthened and/or privatised ;

(iii) The RMRDC should continue to publicise research results among local manufacturers to enable them utilise local substitutes for imported raw materials ;

(iv) Review of all franchise arrangements that inhibit the export of certain Made-in-Nigeria products to other countries ;

(v) The Oshogbo Machine Tools Industry to be re-activated while the Ministry of Power and Steel initiates a programme of small and medium-sized foundries to facilitate the production of spare parts as well as the adaptation and fabrication of local technologies and processes ;

Comment

Government accepts all the recommendations for direct intervention to develop value-added industries. In addition, Government emphasized the need to :

(a) establish an Inter-Agency process to evolve a specific incentive package for this purpose, including provisions to promote research and development (R and D) ; and

(b) given the present level of completion of the Ajaokuta Steel Complex, Government should challenge the company to produce plants and machinery that would enhance domestic production and development of local technology.

RECOMMENDATION

(xi) In order to minimise leakages and increase import revenue, Government should double the yearly targets set for the Nigeria Customs Service and ensure compliance and enforcement in accordance with Competitive practices. For example :

Year 2001 Target	₦100 billion
Year 2001 Realised	₦180 billion
Year 2002 Target	₦360 billion

And so forth, in that order.

Comment

Government recognises the general principle and objective of this recommendation. However, Government agrees that it would be more realistic to increase such target by 25 per cent.

RECOMMENDATION

(xii) Government should also work with the various Regional Economic Communities to monitor imports and the collection of duties. The Federal Ministry of Commerce, in collaboration with relevant Ministries/Agencies should work out the modalities for that purpose.

Comment

Government accepts this recommendation.

RECOMMENDATION

(xiii) Necessary steps should also be taken to ensure the complete co-operation of the Nigeria Customs Service with the Federal Government of Nigeria in the implementation of these policies.

Comment

Government accepts this recommendation.

CHAPTER TWO

SECTORAL RECOMMENDATIONS

(i) SUGAR

OBSERVATION

The Committee noted the importance of sugar in the Nigerian economy, and observed that Local production of sugar accounts for less than 10 per cent of Local demand.

RECOMMENDATION

Government should direct the Nigerian Sugar Development Council to increase production by 10 per cent annually for the next five years to justify the utilisation of the sugar levy imposed on importers.

Comment

Government observes that it has become necessary to review the policy on Sugar production in order to achieve set objectives. There is also the need for emphasis on small plants.

(ii) FRUIT JUICE

OBSERVATION

The Committee observed that Nigeria consumes a lot of fruit products both local and imported.

RECOMMENDATION

Government should ban the importation of packaged fruit juice and puree to provide a level playing field for domestic packaging business. In addition, the following duty reductions are hereby recommended :

- * Tin plate — from 15 per cent to 5 per cent ;
- * Packaging — from 45 per cent to 5 per cent ;
- * Machines — zero duty.

Comment

Government accepts this recommendation but notes that the current import duty on tin plate is already 5 per cent. It is also a common policy to fix all duties on machinery at 5 per cent. The Federal Ministry of Commerce is, however, requested to cross-check the rates with the Federal Ministry of Finance.

(iii) BISCUIT

OBSERVATIONS

The Committee observed that in 2000, Nigeria spent US \$544,855.85 on importation of biscuits and pastry. In 2001, the figure rose by more than double. There is, therefore, enough reason for Nigeria to participate in the market for biscuit.

RECOMMENDATION

Government should investigate the claims of the biscuits manufacturers. In particular, data on the level of demand, the imported quantities into the market and the productive capacity within

the country should be verified and monitored. Thereafter, an appropriate policy decision can be taken. The investigation and verification of these claims should be handled by the Federal Ministry of Commerce, in collaboration with the Federal Ministry of Industry and the Manufacturers Association of Nigeria.

Comment

Government agrees that import duties on biscuits should be increased. This should, however, be in line with the 2002 Fiscal Policy proposal, to be confirmed by the Federal Ministry of Finance.

(iv) RICE

OBSERVATIONS

The Committee observed that over the years, there has been substantial massive influx of imported rice into the country. It noted that the change in the tariff regime, occasioned by a modification of fiscal policy, resulted in the selling price of imported rice being below the cost of locally produced rice and this has resulted in unfair competition for local farmers. In addition, the deregulation of the market for fertilizers in 1997 worsened the production environment to the extent that the local farmers can no longer break even on their productions. It observed that the recent increase of tariffs on imported rice to 75 per cent has resulted in a fall in the foreign exchange expended on importation of rice from US \$160,133,727.10 in year 2000 to US \$118,042,676.00 in 2001. It also noted that rice imported into Nigeria is under-valued.

RECOMMENDATIONS

(a) To ensure that imported rice is competitive with Local production, a levy of 10 per cent Cost Insurance Freight (CIF) value should be imposed and the proceeds used for rice development through Nigeria Agriculture, Co-operative and Rural Development (NACRDB) or the National Cereals Research Institute (NCRI), Badegi.

(b) Government should provide a concessionary credit package to rice millers to enable them re-activate their facilities.

Comment

Government accepts the above recommendations and the need to update policy on Local production of rice with clearly defined goals and targets. The levy should be used for increasing rice production, processing and research and development.

(v) PRICE STABILITY

OBSERVATION

The Committee observed that one of the major problems confronting agricultural production in Nigeria is the absence of a price stabilisation mechanism for agricultural products.

RECOMMENDATION

Government should intensify efforts towards the establishment of the Nigerian Agricultural Product Marketing Companies to provide the needed price stabilisation mechanism in the country.

Comment

Government observes that what is required is the immediate take off of the companies.

CHEMICAL AND PHARMACEUTICALS

(vi) SAFETY MATCHES

OBSERVATIONS

The Committee observed that the total installed capacity of safety matches in the country is estimated at 1,528,800 cartons. The Production output in 2002 is estimated at 1,100,000 cartons while total estimated demand is put at 1,200,000 cartons. There is, therefore, a shortfall of only 100,000 cartons per year. It also observed that transaction pricing of goods into Nigeria has encouraged under-invoicing in this category of imports.

RECOMMENDATIONS

To discourage under-invoicing, the following price measures should be adopted :

(a) not less than US \$10.12 per carton of 1,000 - packets/40 sticks of imports from the far East.

(b) not less than US \$13 - 15 per carton of 1000/40 sticks of imports from Europe.

(c) in addition to the above measures Standard Organisation of Nigeria (SON) should stipulate Nigeria's standard for head composition of all category of safety matches.

Comment

Government accepts these recommendations.

(vii) ELECTRICAL AND ELECTRONICS

OBSERVATIONS

The Committee observed that while the Public Sector was prepared to import similar products on the basis of pre-payments, it was reluctant to buy Local consignments under similar conditions. The fear of inability to meet supply requirements and the relatively higher prices of domestic products might responsible for this public sector reluctance. The Committee also observed that imported electrical components for production of various electrical products attract import duty ranging from 10 per cent - 25 per cent, while import duty on finished products, range from 25 per cent - 40 per cent.

RECOMMENDATION

Uniform duty of 5 per cent should apply on all components for production of electrical fittings.

Comment

Government directs that the full list of items should be cross-checked with the Federal Ministry of Finance to avoid overlapping with finished products.

(viii) TOOTH PICKS

OBSERVATIONS

The Committee did not receive any submission on this product, though the product was listed as area of concern. The Committee is, however, concerned that Nigeria is spending foreign exchange on the importation of toothpicks which require very little technology to produce.

RECOMMENDATION

Government should ban without further consideration, importation of toothpicks.

Comment

Government accepts this recommendation.

(ix) BICYCLE FRAMES

OBSERVATIONS

The Committee observed that from the data available, there is excess capacity for the production of bicycle frames to the tune of between 450,000 and 500,000 units. The annual production of 300,000 units meets about 86 per cent of the domestic demand.

RECOMMENDATION

Local manufacturers of this category of products should be encouraged to export their products to ECOWAS markets.

Comment

Government accepts this recommendation.

(x) TEXTILE AND GARMENTS

OBSERVATIONS

The Committee noted the various submissions from the Nigeria Textile Manufacturers' Association (NTMA) and considered some critical factors as militating against the growth and performance of the textiles and garments sector. These critical factors includes among others :

- (i) Payment of VAT on production figures rather than sales ;
- (ii) Dumping of textile materials/garments ;
- (iii) Inadequate infrastructural facilities ;
- (iv) Reduction in selling prices by importers ;
- (v) Smuggling and Customs enforcement difficulties ;
- (vi) Increase in energy costs ;
- (vii) Preference by Nigerians for imported goods.

The Committee observed that the deteriorating circumstances of the Nigerian textile situation can also be traced to the lack of an export orientation, bearing in mind that most of the industries were established as import substitution outfits. In addition, the structure of production has also been limited to mainly African Prints. With the poor performance of the national economy and shrinking demand, the present problems of textile products in the domestic market are bound to arise.

RECOMMENDATIONS

(a) Government as a matter of conscious policy, must facilitate the development of a strong garment industry in Nigeria with adequate export orientation capable of achieving high export earnings.

(b) In addition, Government should adopt the following measures which are considered vital for a prosperous textile and garment sector :

(i) Ensure the provision of working capital to the extent of 30-35 per cent of expected sales turnover.

Comment

Government accepts this recommendation.

RECOMMENDATION

(ii) Sustain the standardisation of school uniforms within the framework of the UBE Scheme to boost the production of fabrics.

Comment

Government accepts this recommendation.

OBSERVATION

African prints imported into Nigeria are processed by chloride bleaching method as opposed to peroxide bleaching method followed by Nigerian textile industry. The Committee notes that chloride bleaching has been banned in most countries because of its harmful effects on the skin. Also, sodium hypochloride contains high chlorine bleaching agent which has suffocating colour and poison gas. However, exporting companies still use the harmful chemicals for cost reasons.

RECOMMENDATION

(iii) It is, therefore, recommended that importation of textiles processed by such methods into Nigeria should be banned for health reasons. The Standard Organisation of Nigeria in collaboration with the Nigerian Textiles Manufacturers' Association (NTMA), should therefore set up suitable laboratories for the testing and certification of the relevant textile products.

Comment

Government accepts this recommendation.

RECOMMENDATION

(iv) Imported African prints made from very light cloth which is usually about 100 grams per metre as against 160-200 grams per metre produced by Nigerian textile industry should also be banned as the light weight compromises the health of the consumers through poor weather protection under tropical heat and rain. The poorer section of the society who succumbs to these cheap textiles pay for it indirectly as the basic function of cloth to protect human body against climatic conditions is not fulfilled.

Comment

Government accepts this recommendation.

RECOMMENDATION

(v) African prints with misleading or wrong claims about product description ; brand name, country of origin ; misleading packaging ; copying designs ; etc., should also be banned. The Committee notes that such wrong specifications are capable of misleading ignorant consumers into buying original wax prints as made in Nigeria or in Europe. Measures to control faking of registered trade names and labels through such practices as "Made in Holland" or "London Wax" should also be reviewed and strengthened.

Comment

Government accepts this recommendation.

RECOMMENDATION

(vi) To further improve the performance of the textile sector, the Committee recommends a downward review of the duties on imported textile raw materials, machinery and spare parts as contained in Annex (xxix) of the Appendix to the report of the Technical Committee.

Comment

Government accepts this recommendation. However, there is need to ensure that tariff reviews are consistent with the 2002 Fiscal policy measures.

RECOMMENDATION

(vii) Government should subject the following products to Administrative and Technical Controls :

- * Toothpaste
- * Toilet soap
- * Detergent
- * Cosmetics
- * Hair care products
- * Toothbrushes
- * Personal and home product
- * Toiletries, *i.e.* shampoos, body lotion\cream
- * Resin
- * Baby care products
- * Pharmaceutical products
- * Ceramic products - WHB, WC, Wall and Floor tiles
- * Torchlight batteries
- * Biscuits
- * Ball point pen
- * Second-hand tyres
- * Welding electrodes
- * Cornflakes
- * Spagetti
- * Tumblers
- * Mosquito nets
- * Bulb (Electrical and automobile)

Comment

Government accepts this recommendation but notes that the list is not exhaustive and could be enlarged depending on priorities and the country's economic circumstances.

(xi) IRON AND STEEL PRODUCTS

RECOMMENDATION

It is recommended that :

(a) the Nigerian Customs Service should be technically equipped to check wrong classification using existing laboratories in outfits such as Delta Steel Company and Oshogbo Rolling Mill centres for testing imported steel products ;

(b) efforts should be made to eliminate the practice of under-invoicing by establishing a benchmark price for imported steel products. The best guide to use is the Metal Bulletin Publication of the London Metal Exchange which is issued weekly. It is, therefore, recommended that the minimum values should be within 5 per cent of the London Metal Exchange indicative price for the zone of export ;

(c) shipping Companies should be made to submit manifests and stowage plans of their ship in advance to Nigerian Ports Authority (NPA) and Nigeria Customs Service (NCS) ;

(d) the Nigerian Port Authority (NPA) should ensure that only release notes issued on the prescribed forms are accepted for clearing of goods at the ports ;

(e) necessary steps should be taken by Government to monitor and audit the activities of the Pre-shipment Inspection Agents (PIAS). Independent random audit of manifested quantities on Bill of Lading against quantities so as to check under-declaration should also be done ;

(f) there should be introduction of an import quota policy, taking into account national demand and the combined capacity of domestic producers ;

(g) there should be established, a system of enforcing quality standards (both structural and dimensional properties) for all steel imports ;

(h) a case should be made to compel all Federal Government contractors to patronise locally produced steel ; and

(i) possible curtailment of available foreign exchange at the Central Bank of Nigeria's (CBN) rate for steel imports should be enforced. It is expected that imports financed through the parallel market rate would suffer additional cost of about 25 per cent Letter of Credit value.

Comment

Government accept these recommendations.

RECOMMENDED CHANGES IN IMPORT DUTIES

<i>HS Code</i>	<i>Product</i>	<i>Present Duty</i>	<i>Recommended Duty</i>
8004.000	Tin Plate	25 Per cent	5 per cent
8435.1000	Fruit Juice Machine	10 Per cent	2.5 per cent
4819.1000	Fruit Juice Packaging Paper	40 per cent	5 per cent
8208.20	Knives and Blades for Wood Working	40 per cent	5 per cent
6804.10	Grinding wheels	35 per cent	5 per cent
8403.10	Boiler	10 per cent	5 per cent
8460.39	Sharpening Machine	15 per cent	5 per cent
3204.110 - 3204.9000	Dye Stuffs (Synthetic Organic Matter)	20 per cent	5 per cent
3402.1100	Anionic	25 per cent	5 per cent
3507.9000	Other enzymes	10 per cent	5 per cent
3809.9100	Finishing Agents dye carriers to accelerate the dyeing or fixing of dye stuffs of a kind used in the leather or like industries.	10 per cent	5 per cent
8444.1000 - 8444.0000	Textile machinery/spare parts machines for extruding etc, etc.	5 per cent	2.5 per cent
8445.1100 - 8445.9000	Machine for preparing textile fibre	5 per cent	2.5 per cent
8446.1000 - 8446.3000	Weaving Machine (looms)	5 per cent	2.5 per cent
8447.1100 - 8447.9000	Knitting Machines	5 per cent	2.5 per cent
8448.1100 - 8448.5100	Auxillary Machines for use with machines of heading No.8444.8447	5 per cent	2.5 per cent
8449.0000	Machinery for the manufacture or finishing of felt	5 per cent.	2.5 per cent
8451.1000 - 8451.9000	Machinery for washing, cleaning, drying, etc.	5 per cent	2.5 per cent
8421.2100	Horizontal pressures filter for water treatment	5 per cent	2.5 per cent
8419.9000	Essential spare parts for textiles rotary printing machine.	5 per cent	2.5 per cent

**Federal Government
Establishments Circulars**

Reprint 2019

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	F 15775 of 27 th June, 2001	New Policy Guidelines for Procurement and Award of contracts in Government Ministries/Parastatals		100 - 105
45	B 64242/5 of 2 nd July, 2001	Reconstitution of Junior Staff committee in Federal Ministries/Extra-Ministerial Departments		106 - 107
46.	SGF/OP/1/S.3/T.1 of 7 th August, 2001	Utilization of GMS Facilities by Government Ministries and Agencies		108 - 109
47.	SGF/OP/VS.3/T.1 of 14 th August, 2001	Observance of Due Protocol Formalities at the Airports		110

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48.	B.6268/S.46/X1/795 of 31 st August, 2001	Amendment of Public Service Rule 04601 on Retirement from the Public Service in Public Interest		111 - 112
49.	TRY/A5 & B%/2001 OAGP/TS/005/11/22 of 7 th September, 2001	Review of the Use of Special Imprest In the Federal Public Service		113 - 114
50.	SGF OP/153/IV/55 of 11 th September, 2001	Dissemination of Decisions of the Federal Executive Council and Other Policies of Government		115
51.	HCSF/PSO/394 of 14 th September, 2001	Verification of Personnel Records in The Federal Public Service		116 - 117
52.	HCSF/PSO/085 of 2 nd October, 2001	Committee on Verification of Personnel Records In The Federal Public Service: Schedule of Implementation		118 - 121
53	OHCSF/MSO/192/9 4 of 2 nd October, 2001	Establishment of Anti-Corruption and Transparency Units In Ministries/Extra-Ministerial Offices/Agencies/ Parastatals		122 - 127
54.	OHCSF/MOS/61/T.1 of 2 nd October, 2001	Establishment of The Operations, Organisation and Management Research (OOMR) Section and Efficiency Section In Ministries and Extra-Ministerial Departments.		128 - 129
55.	1162A of 7 th November, 2001	Industrial Attachment Programme for Trainees at The Federal Training Centres		130 - 131

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58.	TRY/A7 & B7 2010 AGF/TS/026.t/29 of 29th November, 2001	Expenditure Control: Re-Capital Accounts in the CBN. Will not lapse in December, 2001		136 - 137
59.	ICPC/GNA/CIR/01 of 5th December, 2001	Establishment of Anti-Corruption Units in Ministries/Extra-Ministerial Offices/Agencies/Parastals		138
60.	B6268/XI/825 of 12th December, 2001	Memorandum for Review of the Public Service rules and some Other Reference Books in use in the Federal Civil Service		139 - 140
61.	SGF/OP/V/82 of 14th December, 2001	Rationalization of Overseas Trips from Fiscal Year 2002		141 - 143

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63.	TEB/PRO/E/6/Vol.II/150 of 14th January, 2002	Evaluation of Certificates of Abuja School of Accountancy and Computer Studies		145
64.	FC.6296/Vol.VII/T.1/II of 25th January,2002	2001 Promotion Interview for Officers on Salary Grade Levels 14-16 in the Federal Civil Service		146
65.	OHCSF/MSO/247/24 of 14th February, 2002	Establishment of a Personnel Audit and Monitoring Department in the Office of the Head of The Civil Service of the Federation		147 - 148
66.	SGF/OP/S.3/V/T/10 of 7th March, 2002	Patronizing Made -In Nigeria Goods: Procurement and Use of Zinox Computers by All Federal Establishment		149
67.	HCSF/SWO/HM/008 of 18th March, 2002 and SHCA 101/11/269 of 7th March, 2002	Re-use of Hospital Hand Cards		150 - 151
68.	SGF/OP/I/S.3/Y/119 of 20th March, 2002	Participating in International Conference and Meeting		152 - 153

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69.	HCSF/SW/SS/477/1 of 27 th March, 2002	"Use The Stairs-Day" On 8 th April, 2002		164
70.	SDS95/Vol.101/2 of 5 th April, 2002	Nominations of Candidates For Training Courses At The Federal Training Centres 2002/2003 Academic Session		155-164
71.	HCSF/SW/SS/391/Vol./21 of 9 th April, 2002	Movements of Government Property In And Out Of The Federal Secretariat Phase II Complex		165-166
72.	SGF/OP/1/S 3/V/121 of 12 th April, 2002	Receiving Party for Mr. President State Banquets For Visiting Dignitaries		167
73.	B63279/S. 7/V/T/273 of 24 th April 2002	Adjustment Of Salary Grade Level As a Result Of Enhanced Entry Point (Base Grade) To a Cadre In The Civil Service		168
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75.	OHCSF/MSO/192/175 of 6th May, 2002	Sensitization seminar for The Civil Service On The Anti-Corruption Act, 2000 March 25th - 20th, 2002		173-176
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**THE PRESIDENCY
NATIONAL SALARIES, INCOMES AND WAGES COMMISSION
OFFICE OF THE CHAIRMAN**

Ref. No...*SWC.04/Vol.IV/987*
Telephone
Complex

Wing B. Third floor
Federal Secretariat

Shehu Shagari Way
PMB 346, Garki.
Abuja, Nigeria.

Date: **4th February,**

2000

CIRCULAR

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
Head of the Federal Civil Service of the Federation
All Heads of Extra-Ministerial Departments
All Permanent Secretaries
Auditor-General for the Federation
Accountant-General of the Federation
Clerk of the National Assembly
All Directors-General and Chief Executives of
Parastatals, Agencies and Companies

**INCREASE IN CALL DUTY ALLOWANCE AND CLINICAL
SUPPLEMENTATION FOR MEDICAL DOCTORS**

I wish to inform you that government has approved a 150% increase in the call duty allowance and 150% increase in clinical supplementation of medical doctors. These increases take effect from January, 2000.

Signed: **OWELLE G.P.O. CHIKELU**
CHAIRMAN

CALL DUTY ALLOWANCE
FOR MEDICAL & DENTAL PRACTITIONERS

SALARY GRADE A	CURRENT RATE PER UNIT CALL OF HOURS	MONTHLY BASIC SALARY (STTP4)	INCREASED ALLOWANCE PER UNIT CALL AS % OF BASIC MONTHLY SALARY	COMMITTEE'S RECOMMENDATION	AMOUNT DUE PER MONTH
HAPSE 10	N338.75	N5,517	6.14	6	N13,500
HAPSE 12	N437.50	N6,687	6.54	7	N17,500
HAPSE 13	N500.00	N7,429	6.73	7	N20,000
HAPSE 14	N562.5	N8,192	6.86	7	N22,500
HAPSE 15	N562.5	N9,367	6.00	6	N22,500
HAPSE 16	N437.50	N10,476	5.36	5	N22,500
HAPSE 17	N437.50	N11,709	4.80	5	N22,500

CALL DUTY ALLOWANCE FOR PHARMACISTS

SALARY GRADE A	CURRENT RATE PER UNIT CALL OF HOURS	PROPOSAL CURRENT RATE PER UNIT OF A HOURS	MONTHLY BASIC SALARY (STEP 4)	ADJUSTED ALLOWANCE AS % OF BASIC MONTHLY SALARY	COMMITTEE'S RECOMMENDATION	AMOUNT DUE PER MONTH
HAPSE 08	N137.5	N137.5	N3,997	3.4	3.5	N5,500
HAPSE 09	N175	N175	N4,716	3.71	4	N7,000
HAPSE 10	N175	N175	N5,517	3.17	3	N7,000
HAPSE 12.	N200	N220	N6,687	3.28	3.5	N8,800
HAPSE 13	N200	N250	N7,429	3.36	3.5	N10,000
HAPSE 14	N200	N2550	N8,192	3.44	3.5	N10,000
HAPSE 15	N225	N282	N9,367	3.32	3.5	N11,380
HAPSE 16	N225	N282	N10,476	2.69	3.0	N11,280
HAPSE 17	N225	N282	N11,709	2.41	2.5	N11,280

CALL DUTY ALLOWANCE
FOR NURSES AND OTHER PROFESSIONAL GROUPS

SALARY GRADE A	CURRENT RATE	MONTHLY BASIC SALARY (STEP 4)	ALLOWANCE PER UNIT CALL AS % OF BASIC MONTHLY SALARY	COMMITTEE'S RECOMMENDATION	AMOUNT DUE PER MONTH
HAPSE 08	N137.5	N3,997	3.4	3	N5,500
HAPSE 09	N175	N4,716	3.7	4	N7,000
HAPSE 10	N175	N5,517	3.2	3	N7,000
HAPSE 12	N200	N6,687	3.0	3	N8,000
HAPSE 13	N200	N7,429	2.7	3	N8,000
HAPSE 14	N200	N8,192	2.4	2.5	N8,000
HAPSE 15	N225	N9,367	2.4	2.5	N9,000
HAPSE 16	N225	N10,476	2.1	2	N9,000
HAPSE 17	N225	N11,709	2.0	2	N9,000

JOURNAL/LEARNED SOCIETY ALLOWANCE FOR MEDICAL & DENTAL PRACTITIONERS

Current Rate (Circular 1/1996): N15,000 per annum

Committee's Recommendation: 50% Increase on current rate

HAZARD ALLOWANCE FOR MEDICAL & DENTAL PRACTITIONERS

Current Rate (Circular 1/1996): N10,000 per annum

Committee's Recommendation: 100% increase on current rate.

INDUCEMENT ALLOWANCE FOR MEDICAL & DENTAL PRACTITIONERS

Current rate (Circular 1/1996) N12,500 per annum

Committee's Recommendation: 50% increase on current rate.

JOURNAL/LEARNED SOCIETY ALLOWANCE FOR PHARMACISTS

Current Rate (Circular 1/1996): Excluded

Unions Demand: 60% of Basic Salary

Committee's Recommendation: N5,000 per annum and 100% increase

HAZARD ALLOWANCE FOR PHARMACISTS

Current Rate (Circular 1/1996): Excluded

Unions Demand: 10% of Basic Salary

Committee's Recommendation: N4,000 per annum and 150% increase.

INDUCEMENT ALLOWANCE FOR PHARMACISTS

Current Rate (Circular 1/1996): Excluded
Unions Demand: 50% of Basic Salary
Committee's Recommendation: N5,000 per annum and 100% increase

JOURNAL/LEARNED SOCIETY ALLOWANCE FOR NURSES, MEDICAL HEALTH WORKERS AND OTHER HEALTH PROFESSIONALS

Current Rate (Circular 1/1996): N6,000 per annum
Unions Demand: 60% of Basic Salary
Committee's Recommendation: 50% increase on current rate.

HAZARD ALLOWANCE FOR NURSES, MEDICAL HEALTH WORKERS AND OTHER HEALTH PROFESSIONALS

Current rate (Circular 1/1996) N4,000 per annum
Unions Demand: 40% of Basic Salary
Committee's Recommendation. 150% increase on current rate.

INDUCEMENT ALLOWANCE FOR NURSES, MEDICAL AND HEALTH WORKERS AND OTHER HEALTH PROFESSIONALS

Current Rate (Circular 1/1996): N5,000 per annum
Unions Demand: 50% of Basic Salary
Committee's Recommendation: 100% increase on current rate.

This allowance is for all Nurses, all Medical and Health Workers and Other Health Professionals listed below:

Radiographers, Medical Record Officers, Medical Laboratory Technologists/Scientists, Dental Technologists/Therapists, Physiotherapists, Nutritionists/Food Technologists/Scientists, Environmental Officers, Community Health Workers and Occupational Hygienists, Pharmacy Technicians/Pharmacy Assistants

SHIFT DUTY ALLOWANCE FOR NURSES, MEDICAL HEALTH WORKERS AND OTHER HEALTH PROFESSIONALS

Current Rate (Circular 1/1996): 30% of Basic Salary

Unions Demand: 120% of Basic Salary

Committee's Recommendation: 60% of Basic Salary

ADMINISTRATIVE ALLOWANCE - GENERAL

CADRE	CURRENT RATE	UNION'S DEMAND 30% of Basic Salary	COMMITTEES RECOMMENDATION 50% Increase on current rate
Assistant Director	N6.000 p.a.	--	--
Deputy Director	N6.000 p.a.	--	--
Director	N7.000 p.a.	--	--
Professor	N10.000 p.a.	--	--

RURAL POSTING ALLOWANCE

Union's Demand: 20% of Basic Salary

Committee's Recommendation: 20% of Basic Salary per annum

CIRCULAR

Ref. No.
SGF/OP/1/S.3/T.2/1

Office of the Secretary
to the
Government of the
Federation,
The Presidency,
Federal Secretariat,
Abuja.

29th February, 2000

Chief of Staff to the President,
Deputy Chief of Staff to the Vice President,
Honourable Ministers,
Head of the Civil Service of the Federation,
Special Advisers/Senior Special Assistants,
Service Chief/Inspector-General of Police,
Governor, Central Bank of Nigeria,
Chairman, Federal Civil Service Commission,
Permanent Secretaries,
Clerk of the National Assembly,
Chief Registrar, Supreme Court of Nigeria,
Accountant-General of the Federation,
Auditor-General of the Federation,
Directors-General/Chief Executive of Parastatals /Agencies.

COMPOSITION AND POWERS OF THE FEDERAL TENDERS BOARD

Further to my circular Ref. No. SGF/OP/1/S.3/T.1/172 of 11th October, 1999 on Policy Guidelines for the Award of Contracts in Government Ministries and Parastatals, and in its continuing effort to ensure transparency and probity in the

- (ii) Permanent Secretary, Ministry of Finance - Member:
- (iii) Permanent Secretary, Ministry of Industry - Member:
- (iv) Permanent Secretary, Ministry of Works and Housing - Member:
- (v) Permanent Secretary, Ministry of Commerce - Member:
- (vi) Permanent Secretary, Ministry of Transport - Member:
- (vii) Permanent Secretary, Ministry of Aviation - Member:
- (viii) Permanent Secretary, General Services Office,
The Presidency; and - Member:
- (ix) Permanent Secretary whose project is being considered - Member

2. In the absence of the Chairman, one of the Members present other than the member whose project is being considered shall be designated to act as Chairman in line with the provision of Cap. 3302 (c) (ii) of the Financial Regulations.

3. The Federal Tenders Board is empowered to award any contract whose value exceeds N20 million, but does not exceed N50 million. Any contract awarded by the Federal Tenders Board shall be submitted to the Federal Executive Council for information. All contracts in excess of N50 million must be brought before the Federal Executive Council for consideration and approval.

4. The Federal Ministry of Works and Housing will continue to provide the Secretariat of the Federal Tenders Board. All Ministries should henceforth process their tenders whose value are over N20 million, but not exceeding N50 million to the Secretary, Federal Tenders Board, Federal Ministry of Works and Housing, Glass House, Mabushi, Abuja.

5. It is imperative for all Government Ministries, Extra-Ministerial Departments, Parastatals/Agencies to comply strictly with the above guidelines.

Signed: Chief U. J. Ekaete, mni
Secretary to the Government
of the Federation.

CIRCULAR

Ref. No. CM.39/Vol.VIII/158

Office of the Secretary to the
Government of the Federation,
The Presidency,
New Federal Secretariat Complex,
Abuja.

25th April, 2000.

The Chief of Staff to the President,
Deputy Chief of Staff to the Vice President,
All Honourable Ministers,
head of the Civil Service of the Federation,
Special Advisers,
Service Chiefs/Inspector-General of Police,
Governor of the Central Bank,
Chairman,
Federal Civil Service Commission,
All Permanent Secretaries,
Chief Registrar,
Supreme Court of Nigeria,
Accountant-General of the Federation,
Auditor-General of the Federation,
Directors-General/Chief Executives of Parastatals,
Agencies and Government Owned Companies.

ONE YEAR ANNIVERSARY: SUBMISSIONS FROM MINISTRIES / DEPARTMENTS, ETC.

The one year anniversary of this Administration comes up next month. As part of the activities to mark the occasion, the President of the Federal Republic of Nigeria will brief the nation on the achievements of the government since its inception in May 1999.

2. All Ministers, Heads of Extra Ministerial Departments and Chief Executives of Parastatals, Government-owned companies and Agencies are therefore requested to send briefs on their major achievements since the inception of this Administration to this office on or before 9th may, 200.

3. It is that this deadline is kept.

Signed: **CHIEF U. J. EKAETTE**, mni
Secretary to the Government of

THE PRESIDENCY
NATIONAL SALARIES, INCOMES AND WAGES COMMISSION
OFFICE OF THE CHAIRMAN

Ref. No. SWC.04/Vol.IV/990
Telephone.....

Wing B, Third floor
Federal Secretariat Complex
Shehu Shagari Way
PMB 346, Garki.
Abuja, Nigeria.

Date: 5th May, 2000

C I R C U L A R

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
Head of the Federal Civil Service
of the Federation
All Heads of Extra-Ministerial Departments
All Permanent Secretaries
Auditor-General of the Federation
Clerk of the National Assembly
All Directors-General and Chief Executives of
Parastatals, Agencies and Companies

CALL DUTY ALLOWANCE AND CLINICAL SUPPLEMENTATION

I wish to refer to my letter No.SWC.04/Vol.IV/987 of 4th February, 2000 and to inform you that the 150% increase in call duty allowance and 50% increase in clinical supplementation apply to both Medical/Dental Practitioners and other relevant Health Professionals.

Signed: **OWELLE G.P.O. CHIKELU**
CHAIRMAN

THE PRESIDENCY
NATIONAL SALARIES, INCOMES AND WAGES COMMISSION
OFFICE OF THE CHAIRMAN

Ref. No. SWC.04/Vol.IV/991
Telephone:.....

Wing B. Third Floor
Federal Secretariat Complex
Shehu Shagari Way
PMB 346, Garki,
Abuja, Nigeria.

Date: 5th May, 2000

The Chief of Staff to the President,
Deputy Chief of Staff to the Vice President,
Honourable Ministers,
Secretary to the Government of the Federation,
Head of the Civil Service of the Federation,
Chairmen, Federal Commissions,
Permanent Secretaries and Heads of Extra-Ministerial Departments,
Directors-General & Chief Executives of Parastatals,
Agencies, & Government Owned Companies,
The Clerk of the National Assembly,
The Auditor-General of the Federation,
The Chief Registrar, Supreme Court of Nigeria

**HARMONISED PUBLIC SERVICE SALARY STRUCTURE (HAPSS) AND
ALLOWANCES FOR THE FEDERAL PUBLIC SERVICE**

1. I wish to refer to my letter No. SWC.04/808 of 29th March, 1999 and to inform you that a new Harmonised Public Service Salary Structure (HAPSS) and associated allowances for the Federal Public Service have been approved by Government. The remuneration package is attached as an annex to this letter. The effective date of the new package is 1st May, 2000.
2. Any enquiries arising from this circular should be addressed to the Chairman, National Salaries, incomes and Wages Commission.

Signed:
OWELLE G.P.O. CHIKELU,
CHAIRMAN

RESTRICTED

NATIONAL SALARIES, INCOMES AND WAGES COMMISSION, THE PRESIDENCY, ABUJA

HARMONISED PUBLIC SERVICE SALARY STRUCTURE (HAPSS) FOR THE FEDERAL PUBLIC SERVICE: EFFECTIVE DATE: 1ST MAY, 2000

GRADE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	INCR.
LEVEL	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	RATE
01	48000	49104	50208	51312	52416	53520	64624	55728	56832	57936	59040	60144	61248	62352	63456	1104
02	49932	51408	52884	54360	55836	57312	58788	60264	61740	63216	64692	66168	67644	69120	70596	1476
03	51588	53436	55284	57132	59930	60828	62676	64524	66372	68220	70068	71916	73764	75612	77460	1848
04	54168	56388	58608	60828	63048	65268	67488	69708	71928	74148	76368	78388	80808	83028	85248	2220
05	61740	64320	66900	69480	72060	74640	77220	79800	82380	84960	87540	90120	92700	95280	97860	2580
06	75876	79020	82164	85308	88452	91596	94740	97884	101028	104172	107316	110460	113604	116748	119892	3144
07	101760	105636	109512	113388	117264	121140	125016	128892	132768	136644	140520	144396	148272	152148	156024	3846
08	133632	138288	142944	147600	152256	156912	161568	166224	170880	175536	180192	184848	189504	194160	198816	4666
09	157512	163056	168600	174144	179688	185232	190775	196320	201864	207408	212952	218496	224040	229584	235128	5544
10	185436	191532	197628	203724	209820	215916	222012	228108	234294	240300	246396	252492	258588	264684	270780	6096
11	218004	227640	237276	246912	256548	266184	275820	285456	295092	304728	314364					9836
12	243732	253920	264108	274296	284484	294672	304860	315048	325236	335424	345612					10188
13	269580	280548	291516	302484	313452	324420	335388	340356	357324	368292	379260					10968
14	301452	316260	331068	345876	360684	375492	390300	405108	418816							14808
15	333420	351216	369012	386808	404604	422400	440190	457992	475788							17196
16	371748	391944	412140	432336	452532	472728	492924	513120	533316							20196

RESTRICTED
NATIONAL SALARIES, INCOMES AND WAGES COMMISSION,
THE PRESIDENCY, ABUJA.

HARMONISED ALLOWANCES FOR THE FEDERAL PUBLIC SERVICE
EFFECTIVE DATE: 1ST MAY, 2000

S/NO	TYPE OF ALLOWANCE	GRADE LEVEL	RATE PER MONTH (N)
1	Transport	01-06	1100
		07-10	1450
		12-14	1700
		15-17	2000
2	Meal Subsidy	01-06	500
		07-10	700
		12-14	800
		15-17	900
		01-06	300
3	Utility	07-10	500
		12-14	650
		15-17	800
4	Entertainment	15	700
		16-17	900
5	Domestic Servant	15	1 Domestic Staff on GL 03 step 8
		16-17	2 Domestic Staff on GL 13 step 8

NOTE:

1. Rent Subsidy is payable only to qualified staff at the rate of 40% of Annual Basic Salary
2. Leave Grant is payable at the rate of 10% of Annual Basic Salary.

CIRCULAR

Ref. No. HCSF/EMS/A/196737

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

8th May, 2000

Chief of Staff to the President,
Deputy Chief of Staff to the Vice-President,
Honourable Ministers,
Secretary to the Government of the Federation,
Chairman, Federal Civil Service Commission,
Permanent Secretaries,
Clerk to the National Assembly,
Auditor-General for the Federation,
Accountant-General of the Federation,
Heads of Extra-Ministerial Departments,
Chief Registrar, Supreme Court of Nigeria,
All Directors-General and Chief Executives
Of Parastatals, Agencies and Companies

MEDICAL TREATMENT AND REFUND OF MEDICAL EXPENSES

It has come to the notice of this Office that many civil servants submit questionable claims for *refund* of medical expenses while some claim refunds without compliance with the laid down rules. It has, therefore, become necessary to amplify the provisions of Civil Service Rules 10201 and 10202 which stipulate as follows:-

- i) civil servants and members of their families should make use of Government medical facilities (e.g. Government Staff Clinics and Hospitals) when they need medical attention, except where they are specifically referred elsewhere by a competent Government medical officer ii) civil servants who prefer treatment in private hospitals instead of availing them-selves of Government medical facilities must themselves bear the expenses incurred through such treatment, except in cases of emergency.

2. The application for refund of authorised medical expenses, must be accompanied with the following documents:-
 - i) Documentary evidence that prior approval was obtained from the Ministry/Extra-Ministerial Department before the officer or member of his family availed himself of the medical facilities;
 - ii) Doctor's prescription;
 - iii) Payment receipts for hospital bills;
 - iv) Purchase receipts duly certified by the Pharmacy Department for drugs purchased outside the clinic/hospital;
 - v) Comprehensive medical report for hospitalised patients, showing details of clinical/ laboratory/radiological and other ancillary investigation, surgical operations including drugs used.

3. Ministries must scrutinize and painstakingly check such applications before forwarding them to the Federal Ministry of Health for advice. Each ministry/Extra-Ministerial Department should keep a log book on requests of officers to go to the clinic/hospital as well as the medical bills paid on behalf of each officer and/or members of his family.

4. It is important that the Federal Ministry of Health authenticates the diagnosis, treatment, and cost of the medical bills before recommending refund to Ministries/Extra -Ministerial Departments. Claims for refund must bear defensible relationship with the salary of the claimant and the nature of the illness. It should also be added that frequent claims by an officer for refund of medical expenses has a bearing on his state of health and his ability to continue to serve. It should further be emphasised that all refunds are subject to budgetary provisions of each Ministry /Extra-Ministerial Department.

Signed:

ABU OBE, CON, mni

Head of the Civil Service of the Federation

**THE PRESIDENCY
NATIONAL SALARIES, INCOMES AND WAGES COMMISSION
OFFICE OF THE CHAIRMAN**

Ref. No.SWC.04/S. 1/Vol.IV/136

Telephone.....

WingB.Third floor
Federal Secretariat Complex
ShehuShagariWay
PMB 346,Garki,
Abuja, Nigeria.

Date: 15th May, 2000

The Chief of Staff to the President
Deputy Chief of Staff to the Vice President
Honourable Ministers
Secretary to the Government of the Federation
Head of the Federal Civil Service of the Federation
Chief of Defence Staff
Service Chiefs
Chairmen, Federal Commissions
Permanent Secretaries/Directors-General
The Clerk of the National Assembly
Chief Registrar, Supreme Court of Nigeria
The Auditor-General of the Federation
The Accountant-General of the Federation

**HARMONISED SALARY STRUCTURE AND ALLOWANCES FOR TOP
FEDERAL PUBLIC OFFICE HOLDERS**

1. I wish to refer to my letter No. SWC. 01/Vol.IV/811 of 29th March, 1999 and to inform you that a new Harmonised Salary Structure and associated allowances for Top Federal Public Office Holders have been approved by Government. The remuneration package is attached as an annex to this letter. The effective date of the new package is 1st may, 2000.
2. The new remuneration package is an interim one pending the decision of the National Assembly on the Salaries and Allowances of political office holders to be presented by the Revenue Mobilisation, Allocation and Fiscal Commission.

3. Any enquiries arising from the circular Salaries, Incomes and Wages Commission.

Signed: **OWELLE G.P.O. CHIKELU**
CHAIRMAN

SECRET

NATIONAL SALARIES. INCOMES AND WAGES COMMISSION. THE PRESIDENCY. ABUJA

**HARMONISED SALARY STRUCTURE FOR
TOP FEDERAL PUBLIC OFFICE HOLDERS**

EFFECTIVE DATE: 1ST MAY, 2000

Category	Office	Salary Per Annum (N)
1	Members, Industrial Arbitration Panel	533,400
2	Special Assistant to the President, Chief Speech Writer to the President, Vice Chairman, Industrial Arbitration Panel.	626,700
3	Chairman, Industrial Arbitration Panel, Principal Secretary to the President, Chief Physician to the President, Full Time Members, Federal Commissions, Members, Code of Conduct Tribunal, Members, Code of Conduct Tribunal, Members, Code of Conduct Bureau, Members, National Industrial Court.	736,200
4	Members, House of Representatives, Permanent Secretary/Director General, Deputy Chief of Staff to the President, Senior Special Assistants to the President, Deputy Inspector-General of Police, Major General and Equivalent, Comptroller-General, Customs, Immigration and Prisons, Auditor-General of the Federation, Clerk of the National Assembly, Accountant-General of the Federation, Chairman, Federal Board of Inland Revenue, Chief Registrar, Supreme Court	865,200

SECRET

NATIONAL SALARIES; INCOMES AND WAGES COMMISSION. THE PRESIDENCY, ABUJA

5.	Ministers of State, Senators, Principal Officers of the House of Representatives, Special Adviser to the President, Lt-General and Equivalent, Judge, Federal High Court, Khadi, Sharia Court of Appeal, Judge, Customary Court of Appeal, President, National Industrial Court, Full Time Chairmen, Federal Commissions, Chairman, Code of Conduct Tribunal,	1.016.700
6.	Deputy Speaker; House of Representatives, Ministers, Secretary to the Government of the Federation, Head of the Civil Service of the Federation, Chief of Staff to the President, National Security Adviser, Chief Economic Adviser to the President Principal Officers of the Senate, General and Equivalent, Inspector-General of Police, Chairman Federal Civil Service Commission/Federal Character Commission/National Salaries, Incomes and Wages Commission/Revenue Mobilisation; Allocation and Fiscal Commission, Justices of the Court of Appeal, Chief Judge, Federal High Court, Grand Khadi, Sharia Court of Appeal, President, Customary Court of Appeal.	1,194,600

SECRET*NATIONAL SALARIES, INCOMES AND WAGES COMMISSION. THE PRESIDENCY,
ABUJA*

7	Deputy President of the Senate, Justices of the Supreme Court, President, Court of Appeal	1,403,700
8	Speaker of the House of Representatives	1,649,400
9	Vice President, Federal Republic of Nigeria, President of the Senate, Chief Justice of Nigeria	1,938,000
10	President, Commander-in-Chief of the Armed Forces	2,586,000

SECRET

HARMONISED ALLOWANCES FOR
TOP FEDERAL PUBLIC OFFICE HOLDERS
EFFECTIVE DATE: 1ST MAY. 2000

S/NO	TYPE OF ALLOWANCE	CATEGORY	RATE PER ANNUM (N)
1	Transport	1-3	30,600
		4-7	33,600
		8-9	36,600
		10	60,200
2	Meal Subsidy	1-3	13,500
		4-7	16,200
		8-S	18,900
		10	42,200
3	Utility	1-3	13,200
		4-7	16,800
		8-9	21,600
		10	50,200
4	Entertainment	1-3	21,600
		4-7	27,000
		8-9	34,800
		10	89,700
5	Domestic Servant	1-3	2 Domestic Staff on GL 03 step 8
		4-9	4 Domestic Staff on GL 03 step 8
		10	6 Domestic Staff on GL 03 step 8

**THE PRESIDENCY
NATIONAL SALARIES, INCOMES AND WAGES COMMISSION
OFFICE OF THE CHAIRMAN**

Ref. No.SWC.04/Vol.IV/1011
Telephone

Wing B, Third floor
Federal Secretariat Complex
Shehu Shagari Way
PMB 346, Garki,
Abuja: Nigeria.

Date: 17th May, 2000

The Chief of Staff to the President
Deputy Chief of Staff to the Vice President
Honourable Ministers
Secretary to the Government of the Federation
Head of the Federal Civil Service of the Federation
The Chief of Defence Staff
The Inspector-General of Police
Chairman, Federal Commissions
Permanent Secretaries/Directors-General and
Chief Executives of Parastatals
The Clerk of the National Assembly
The Auditor-General of the Federation
The Accountant-General of the Federation
The Chief Registrar, Supreme Court of Nigeria

REVIEW OF PENSION RATES

1. Please refer to my letter No. SWC.04/Vol.IV/991 of 5th May, 2000 on the Harmonised Public Service Salary Structure and Allowances. In line with government policy of correspondingly revising pensions, whenever there is a review in the remuneration of workers, government has approved an increase of 142% in all existing pensions. This means that a person who is currently earning a pension of N100 per month will as a result of the increase, receive N242 per month.
2. The effective date of this revision is 1st May, 2000.

Signed: OWELLE G.P.O CHIKELU,
CHAIRMAN

CIRCULAR

Ref. No. SGF/OP/I/S.3/II/57
Office of the Secretary to the
Government of the Federation,
The Presidency,
Federal Secretariat,
Abuja.

24th May, 2000

Chief of Staff to the President,
Deputy Chief of Staff to the Vice President,
Honourable Ministers,
Head of the Civil Service of the Federation,
Special Advisers/Senior Special Assistants,
Service Chief/Inspector-General of Police,
Governor, Central bank of Nigeria,
Chairman, Federal Civil Service Commission,
Permanent Secretaries,
Clerk to the National Assembly,
Chief Registrar, Supreme Court of Nigeria,
Accountant-General of the Federation,
Auditor-General of the Federation,
Directors-General/Chief Executives of
Parastatals and Agencies.

UNAUTHORISED FRINGE BENEFITS

1. It has come to the notice of the Federal Government that some Government functionaries and public office holders had in the past enjoyed certain fringe benefits which were not specifically approved by the Federal Government. Some were also in the habit of utilising Government funds for their private journeys.
2. The Federal Government frowns at this development and has directed that this practice must stop forthwith. Apart from the salaries and allowances approved by the Federal Government for the various categories of public office holders and other Government functionaries, including civil servants, nothing else would be allowed.

3. In line with the policy stance of this Administration on transparency and accountability, Government expects all its functionaries, in particular those in leadership positions, to exhibit a high degree of discipline and probity in all their actions, especially in the management of public funds.
4. You are to bring the content of this circular to the notice of all your staff as any deviation from these guidelines will be followed with immediate sanctions.

Signed: Chief U. J. Ekaette, mni
Secretary to the Government
of the Federation.

Secretary

All Directors

Heads Unit

Above for your information and necessary action, please.

Signed: Ibe Ukoha
Director (PM)
30th May, 2000

cc: Chairman

**OFFICE OF THE ACCOUNTANT-GENERAL OF THE FEDERAL
Federal Ministry of Finance**

Ref. No. TR. No. A4 & B4/2000
OAGF/PRS/005/III/109

P. M. B 7015
Opp. CBN,
Garki, Abuja.
09-2340329.

20th July, 2000.

FEDERAL TREASURY CIRCULAR

To:

The Chief of Staff to the President,
The Deputy Chief of Staff, Office of the Vice President,
AH Honourable Ministers,
The Secretary to the Government of the Federation,
The Head of Civil Service of the Federation,
AH Special Advisers,
All Service Chiefs/Inspector-General of Police,
The Chairman, Federal Civil Service Commission,
The Governor, Central Bank of Nigeria,
All Federal permanent Secretaries,
The Auditor-General for the Federation,
The Clerk of the National Assembly,
AH Directors-General/Chief Executives of
Extra-Ministerial Departments and Agencies,
The Chief Registrar, Supreme Court of Nigeria,
All Directors of Finance and Supplies. A
ll Heads of Account Divisions.
The Sub-Treasurer of the Federation,
All Heads of Internal Audit Units,
All Federal Pay Officers.

ANNUAL OPERATION OF THE GENERAL IMPREST WARRANT

1. I wish to inform you that the Annual General Imprest Warrant for Year 2000 has been signed by the Honourable Minister of Finance.

Officers in all federal ministries and extra-ministerial departments can now allocate funds to heads of departments and formations in accordance with their need. The limit of reimbursable imprest allocation has been approved as follows:-

<i>S/N</i>	<i>Designation of Imprests Holder</i>	<i>Limit of Reimbursable Imprests</i> <i>₦</i>
i.	Honourable Minister	150,000
ii.	Permanent Secretary/Director-General	100,000
iii.	Director/Head of Department	50,000
iv.	Head of Formation in each State and any other Imprest Holders.	30,000

3. It should be noted that Imprest is an advance granted to officers of the Government to meet urgent expenditure under the approved recurrent estimates for which vouchers cannot be presented immediately for payment. Imprest is not additional budgetary allocation. Consequently, the following guidelines should be strictly adhered to in keeping the accounts of all imprests:
 - (i) Every imprest holder must keep a record of all imprest receipts and payments.
 - (iii) All self accounting ministries/extra-ministerial departments and agencies are to submit to the Accountant-General of the Federation, within forty two (42) days from the date of this circular, a return showing the details of all imprests issued.
 - (iv) within twenty-one (21) days of the end of every financial year, all ministries are to submit a return to the Accountant-General of the Federation showing particulars of the vouchers with which each imprest was retired.
4. Any breach of the above guidelines will lead to the withdrawal of the right to issue any imprest within the affected ministry/extra-ministerial department and agency. The Treasury Inspectorate Department will carry out regular inspection of all imprests during each financial year.
5. Kindly bring the contents of this circular to the notice of all officers concerned.

Signed: J. K. Naiyeju
Accountant-General of the Federation

**THE PRESIDENCY
NATIONAL SALARIES, INCOMES AND WAGES COMMISSION
OFFICE OF THE SECRETARY**

Ref. No SWC.04/Vol.V/180
Telephone 09-52-39524

Plot 290
Shehu Shagari Way
PMB 346,
Garki - Abuja.

Date: 9th August, 2000

The Honourable Minister of Police Affairs
Federal Secretariat Complex
Shehu Shagari Way,
Abuja.

**HARMONISED POLICE SALARY STRUCTURE
(HAPOSS) AND ALLOWANCES**

1. I wish to refer to letter No. CV. 1080/A' DEPT/FHQ/ABJ/Vol. 1/53 of 25th May, 2000 by the Inspector-General of Police as well as the meeting of 21st July, 2000 between the representatives of this Commission and of the Nigeria Police and to inform you that the President, Commander-in-Chief of the Armed Forces has approved a New Salary Structure and Associated Allowances for the Nigeria Police. The remuneration package is attached as annexes I and II to this letter. The effective date is 1st May, 2000.
2. I am to add that all existing allowances in the Nigeria Police not specifically mentioned in annex II are still applicable.

*Signed: Mrs. A. Moji Rufai, mni,
Acting Secretary
for: Chairman.*

RESTRICTED

NATIONAL SALARIES, INCOMES AND WAGES COMMISSION, THE PRESIDENCY, ABUJA.

HARMONISED ALLOWANCES FOR THE NIGERIA POLICE EFFECTIVE DATE: 1ST MAY, 2000

S/NO	TYPE OF ALLOWANCE	CATEGORY	RATE PER ANNUM (N)
1	Transport	1-6	1100
		07-10	1450
		11-13	1700
		14-16	2000
2	Meal Subsidy	1-6 07-	500
		10 11-	700
		13 14-	800
		16	900
3	Utility	1-6 07-	300
		10 11-	500
		13 14-	650
		16	800
4	Entertainment	08-12	350
		14	700
		15-16	900
5	Personal Servant	1-3	1 Personal Servant on GL 03 step 8
		4-9	2 Personal Servants on GL 03 step 8
		10	3 Personal Servants on GL 03 step 8

NOTE:

1. Rent Subsidy is payable only to qualified staff at the rate of 403- of Annual Basic Salary.
2. Leave Grant is payable at the rate of 10% of Annual Basic Salary.
3. Professional Allowances not specifically mentioned above will continue to apply.

RESTRICTED
NATIONAL SALARIES, INCOMES AND WAGES COMMISSION, THE PRESIDENCY, ABUJA

SAL. GL (A)	RANK (b)		2 N	3 N	4 N	5 N	6 N	7 N	8 N	9 N	10 N	INCR. RATE
HAPPS												
01	RECRUIT	48104		1104								
02	PCII	57312	58788	60264								
03	PCI	60826	62676	64524	61740	63216	64692	66168	67644	69120	70696	1476
04	CPL	66268	67488	69708	66372	68220	70068	71916	73764	75612	77460	1848
05	SGT	77220	79800	82380	71928	74148	76368	78688	80808	83028	85248	2220
06	Sgt. Major	91598	94740	97884	84960	87540	90120	92700	96280	97860	100440	2580
07	Cadet Major/Inspt.	121140	125016	128892	101028	104172	107316	110460	113604	116748	119892	3144
08	ASP...Inspt.	156812	161568	166224	132768	136644	140620	144396	148272	152148	156024	3876
09	ASP...Inspt.	186232	190776	196320	170880	175636	180192	184848	189604	194160	198816	4666
10	DSP....Chirf Inspt.	215916	222012	228108	201864	207408	212932	218496	224040	229684	235128	5544
11	Deputy Chief Inspt.	246912	256648	266184	234204	240300	246396	252492	256688	264684	270780	6096
12	ASP/Chief Inspt.	274296	284484	294672	275820	286456	296092	304728	314364			9636
13	ACP	302484	313452	324420	304860	315048	325236	336424	345612			10188
14	DCP	331068	345876	360884	336388	346366	357324	368292	379260			10968
15	CP	386808	404604	422400	375492	390300	405108	419916				14808
16	AG	452332	472726	492924	440196	457992	475788					17796
												20196
CONSOLIDATED		DG	866200									
		GP	1194800									

**OFFICE OF THE ACCOUNTANT-GENERAL OF THE FEDERATION
FEDERAL MINISTRY OF FINANCE
P.M.B. 7015 - GARKI - ABUJA**

CIRCULAR

Ref. No. TRA/III/7/VII/381

August 10th, 2000

To:
Chief of Staff to the President,
And Commander-in-Chief;
Deputy Chief of Staff to the Vice-president;
Secretary to the Government of the Federation;
Head of the Civil Service of the Federation;
All Permanent Secretaries;
Clerk of the National Assembly;
Chief Registrar, Supreme Court of Nigeria;
Auditor-General for the Federation;
All Heads Extra-ministerial Departments;

**TREASURY TRAINING STAGE III
(EXECUTIVE MANAGEMENT ACCOUNTANT) COURSE**

1. It has been observed that since the Treasury Stage III, course was suspended some time in 1996 following the movement of the Treasury Training School from Lagos, individuals have obtained admissions and pursued the Executive Management Accountants course without the approval of this office. Consequently, it has become expedient to state the following for the information and guidance of those who may be interested in the course, as well as ministries and extra-ministerial departments that are often approached for sponsorship and grant of study leave.
 - i. Admission into the Treasury Stages I, II & III courses strictly by selection through entrance examination and only qualified candidates who satisfy specified conditions of the Training School are allowed to sit for the entrance examinations.

- ii. Entrance examination into the stage III course was last held in December, 1995 for admissions into the 1996/97 programme and ever since no entrance examination has been conducted thus, by implication, putting the stage III course on hold.
 - iii. The selection of successful candidates for any of the three (3) courses is the strict responsibility of the examination board of the traschool and not by any other body.
 - iv. The Office of the Accountant-General of the Federation is responsible for the sponsorship of all successful candidates in the federal civil service for the various courses through the payment of course fees and allowances.
2. From the foregoing it can be deduced that the selection process is a mandatory pre-condition for participation in the stage III course. The danger of not being subjected to it is that this Office is not under any obligation to give recognition to the certificates/ qualifications acquired elsewhere for purposes of conversion and upgrading and promotion. Consequently officers who decide to under take this course on their own do so at their own risk. In the same vein, ministries and extra-ministerial departments would not be disbursing their financial resources judiciously in sponsoring such officers.
 3. All accounting officers are hereby enjoined to not and bring the contents of this circular to the attention of all staff.

Signed: A. D. Oraka

Director (PM)

For Accountant-General of the Federation

CIRCULAR

Ref. No. IICSF/PSO/084/T/1/7

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

15th August, 2000

Chief of Staff to the President,
Commander-in-Chief,
Deputy Chief of Staff to the Vice-President,
Secretary to the Government of the Federation,
Honourable Ministers, Chairman,
Federal Civil Service Commission,
All Permanent Secretaries,
Auditor-General for the Federation,
Accountant-General of the Federation,
Clerk to the National Assembly,
Chief Registrar,
Supreme Court of Nigeria,
All Directors-General and Chief Executives of
Parastatals, Agencies and Extra-Ministerial Departments.

DECLARATION OF VACANCIES BY MINISTRIES/EXTRA- MINISTERIAL DEPARTMENTS

Further to my circular No. HCSF/PSO/084/T/1 of 8th August. 2000. I hereby direct that all vacancies for posts graded GL. 07 and above, whether pooled or not. should be declared to my Office which will now be responsible for advising the Federal Civil Service Commission on the number to be filled. This directive is designed to:

- (i) ensure an accurate nominal roll of all newly recruited staff into the Federal Civil Service,
- (ii) ensure the correct categorisation of pool and non-pool Officers in the Federal Civil Service, and

(iii) aid the control of the size of the Federal Civil Service with a view to curtailing the likelihood of its being over-bloated.

2. The vacancies should be declared within one week from the date of this circular and marked for the attention of Mr. B. I. Enunwa, Director (AOD) in the Public Service Office. Staff of the Public Service Office will personally visit to collect the declarations.

Signed: **ABU OBE, CON, mni,**
Head of the Civil Service
of the Federation.

CIRCULAR

Ref. No. B.64023/II/22

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

11th September, 2000

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,
Chairman, Federal Civil Service Commission,
All Permanent Secretaries,
Clerk to the National Assembly,
Auditor-General for the Federation,
Accountant-General of the Federation,
Chief Registrar,
Supreme Court of Nigeria,
All Directors-General and Chief Executives of
Parastatals, Agencies and Companies.

AWARD OF DIPLOMA BY NIGERIA UNIVERSITIES

1. Following confirmation by the National Board for Technical Education (NBTE) and the National Universities Commission (NUC) that no Nigerian University has been granted accreditation to award any diploma except specialized diploma programmes sponsored sometimes by Government at some Universities, it has become necessary to inform you that Diplomas/Certificates awarded by Nigerian Universities are not acceptable for appointment/promotion/up-grading purposes in the Federal Civil Service. In the circumstance, serving officers are enjoined to note that Diplomas/Certificates obtained from Nigerian Universities do not qualify them for promotion/up-grading/advancement.
2. It would be appreciated if you could bring the contents of this circular to the attention of all staff.

Signed: ABU OBE, CON mni
Head of Civil Service of the Federation

OFFICE OF THE ACCOUNTANT-GENERAL OF THE FEDERATION
Federal Ministry of Finance

Ref. No: TR. No. A8 B8/2000
QAGF/PRS/005/III/119

OAGF COMPLEX,
OPP. CBN, P.M.B. 7615,
Garki, Abuja
Tel: 09-2340949
e-mail: oagf@s.....

27th September, 2000

FEDERAL TREASURY CIRCULAR

To:

The Chief of Staff to the President,
Deputy Chief of Staff, Office of the Vice President,
All Honourable Minister,,
The Secretary to the Government of the Federation,
Head of Civil Service of the Federation,
Special Advisers,
Service Chiefs/Inspector-General of Police,
Chairman, Federal Civil Service Commission,
All Federal Permanent Secretaries,
Auditor-General for the Federation,
Directors-General/Chief Executives of
Extra-Ministerial Departments and Agencies,
Chief Registrar, Supreme Court of Nigeria,
All Directors of Finance and Supplies,
All Heads of Accounts Divisions,
Federal Sub-Treasurer, Abuja,
All Heads of Internal Audit Units,
All Federal Pay Officers.

PAYMENT OF MOTOR BASIC ALLOWANCE AND RENT SUBSIDY TO
OFFICERS ON GL. 17 AND ABOVE

1. It is observed that a number of ministries, extra-ministerial establishments and other arms of government pay officers on GL. 17 and above, rent subsidy and motor basic.

allowances, even when they occupy government quarters and enjoy the use of official vehicles, contrary to the provisions of the Public Service Rules (PSR) and extant establishment circulars.

2. Specifically, sections 17604 (b) of the PSR states that "*Officers who live in government quarters or who are provided with residential accommodation at government expense are not entitled to rent subsidy*". Furthermore, with regards to payment of motor basic allowances, government has noted that since officers on grade level 17 and above ordinarily enjoy chauffeur driven vehicles at government expense, they should not be entitled to payment of this allowance.
3. It is in recognition of the foregoing that government has directed that with effect from 1st October, 2000, all officers on GL. 17 and above Should cease to draw any these allowances. Consequently, all payments as they affect this category of officers for the above items, irrespective of any previous circulars, are hereby abrogated.
4. All Accounting Officers, Directors of Finance & Supplies and Heads of Accounts Internal Auditing arms of government, ministries and extra-ministerial departments are this circular, enjoined to ensure strict compliance.

Signed: J. K. Naiyeju
Accountant-General of the Federation.

CIRCULAR

Ref. No. B.63039/S.I/III/428

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

5th October, 2000.

Chief of Staff to the President,
Deputy Chief of Staff to the Vice-president,
Honourable Ministers,
Secretary to the Government of the Federation,
Chairman, Federal Civil Service Commission,
Inspector-General of Police,
permanent Secretaries,
Auditor-General for the Federation,
Accountant-General of the Federation,
Heads of Extra-ministerial Departments,
Directors-General/Chief Executives of
Parastatals and Government-owned
Companies,

REVIEW OF THE CONDITIONS OF SERVICE OF COMMISSIONAIRES

The Federal Government has approved new conditions of service for commissionaires engaged in the Public Service as follows:-

(i) <u>Basic Wages</u>	<u>₦</u>
Warrant Officer II	5,258.00 per month
Warrant Officer I	5,627.00 per month
2/Lieutenant	6,012.00 per month

Lieutenant	6,443.00 per month
Captain	7,115.00 per month
Major	7,638.00 per month
Colonel	10,750.00 per month
Brigadier-General	11,076.00 per month
Commandant-General	13,863.00 per month

(ii) **Fringe Benefits/Allowances**

(a) **Transport Allowance**

<u>Rank</u>	N
Warrant Officer II - Lt. Colonel	666.00 per month
Col - Commandant-General	740.00 per month

(b) **Rent Supplement**

<u>Rank</u>	N
Warrant Officer II	1,408.00 per month
Warrant Officer I	1,496.00 per month
2/Lieutenant	1,584.00 per month
Lieutenant	1,672.00 per month
Captain	1,848.00 per month
Major	2,112.00 per month
Lieutenant-Colonel	2,112.00 per month
Colonel	2,112.00 per month
Brigadier-General	2,640.00 per month
Commandant-General	3,520.00 per month

C **Meal Subsidy**

This allowance shall be paid at the rate of N209.00 per month

(d) Utility Allowance

Rank

Warrant Officer II - Lt. Colonel N48.00 per month

Colonel - Commandant-General N80.00 per month

(e) Overtime Allowance

Only commissionaires of the rank of Warrant Officer II to Major shall be paid an allowance of N2,100.00 per month for overtime work actually performed.

(f) Annual Leave

Annual Leave allowance of 10% of the basic salary shall be paid to a commissionaire. The number of days of leave is as follows:-

Warrant Officer II and I 14 working days

2/Lieutenant and above 21 working days

2. (a) Duration of Employment

The Contract of employment of commissionaires shall be for a period of three years in the first instance, at the end of which the contract will terminate, unless renewed.

- (b) The authorised Agreement Form for the employment of commissionaires is attached to this Circular and shall be used by all Federal Ministries/Extra-Ministerial Departments to execute employment contracts with the Nigerian Legion.

3. (a) Promotion and Annual Increment

It is only the Nigerian Legion that can promote a commissionaire on merit. Agencies engaging commissionaires should render reports on their conduct and performance to the Nigerian Legion to facilitate their promotion in the third year of their service.

- (b) Commissionaires shall not be entitled to annual increment.

4. Payment of Gratuity

In accordance with the Pensions Act, Cap 346, Laws of the Federation of Nigeria, 1990, commissionaires shall not be entitled to gratuity or any other form of retirement benefit.

5. Administrative Charge

An administrative charge of N400.00 per month shall be paid to the Head Office of the Nigerian Legion on each commissioner.

6. This Circular takes effect from 1st May, 2000.

Signed: A. O. Okafor, CON
Permanent Secretary
Establishments and Management Services
for: Head of the Civil Service of the Federation

5. Administrative Charge

An administrative charge of N400.00 per month shall be paid to the Head Office of the Nigerian Legion on each commissioner.

6. This Circular takes effect from 1st May, 2000.

Signed: A. O. Okafor, CON
Permanent Secretary
Establishments and Management Services
for: Head of the Civil Service of the Federation

CIRCULAR

B. 63216/S.1/X/840

The Presidency,
Office of the Head of the Civil Service
of the Federation,
Establishments & Pensions Office,
Federal Secretariat, Phase II,
Abuja

5th October, 2000

Chief of Staff to the President,
Deputy Chief of Staff to the
Vice President,
Chief Justice of the Federation,
Honourable Ministers,
Secretary to the Government
of the Federation, Chairman,
Federal Civil Service
Commission, Permanent Secretaries,
Auditor-General for the Federation,
Accountant-General for the Federation,
Directors-General and Heads of Extra-Ministerial
Departments/Agencies,
Chief Registrar, Supreme Court,
Secretaries to State Governments,
Heads of Services of State Governments,

CLARIFICATION OF CIRCULARS ON INCREASE IN PENSION RATES (1999)

1. Following the issuance of Circulars Ref. No. SWC/S. 104/S.8/25 of 11th May, 1999 and B. 63216/S.1/X/1 of 19th July, 1999 which increased pension rates by 150% and 30% respectively, there had been some confusion in the interpretation and implementation of the two circulars.

2. The purpose of this circular, therefore, is to explain how the two circulars should be applied as follows:
 - (i) The base line for the application of the 150% and 30% increases is the harmonised pension rates;
 - (ii) Only retirees who are beneficiaries of the 150% will also be paid the 30% increase in order to bring the increase in their pensions to 180% being the corresponding increase in the salaries of serving officers at that time (1st September, 1998 - 29th March, 1999);
 - (iii) The 30% increase payable from January, 1st 2000 is 30% of harmonised rate; and NOT 30% of the increased rate of 150%.

3. For illustration on how the pensions rate of 150% and 30% increase should be calculated, see the example below:

(a) Harmonised pensions as at 21st August, 1998	-	N20,000.00
(b) 150% increase (i.e. 150% of N20,000.00) with effect from 1/1/99	-	N30,000.00
(c) Pensions as at 1/1/99	-	N50,000.00
(d) 30% increase from 1 / 1 / 2000 (30% x 20,000.00)	-	N6,000.00
(e) Pension from 1/1/2000	-	N56,000.00

4. It should be further explained that the increase of both 150% and 30% affect the pensions of only officers who retired from service before or by 31st August, 1998. The decision of Government to pay the 150% and 30% increases in two tranches was dictated by budgetary constraints.

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

Signed: Abu Obe, CON, mni
 Head of the Civil Service
 of the Federation

CIRCULAR

B. 63216/S.1/X/842

The Presidency,
Office of the Head of the Civil Service
of the Federation,
Establishments & Pensions Office,
Federal Secretariat, Phase II,
Abuja.

5th October, 2000

Chief of Staff to the President,
Deputy Chief of Staff to the
Vice President,
Chief Justice of the Federation,
Honourable Ministers,
Secretary to the Government
of the Federation,
Chairman, Federal Civil Service
Commission,
Permanent Secretaries,
Auditor-General for the Federation,
Accountant-General for the Federation,
Directors-General and Heads of Extra-Ministerial
Departments/Agencies,
Chief Registrar, Supreme Court,
Secretaries to State Governments,
Heads of Service of State Governments,

**RETIREMENT BENEFITS FOR MEDICAL AND PARA-MEDICAL
STAFF IN VOLUNTARY AGENCY HOSPITALS TAKEN OVER BY
STATE GOVERNMENT**

1. Under the existing rules and in accordance with circular Ref. No. PEN. 33548/
Vol.II/388 of 5th July, 1979, the service of all medical and para-medical staff in
voluntary agency hospitals taken over by Government is counted with their
present service, if there was no break, as qualifying service but not as
pensionable service.

2. Following the recommendation of the 24th Meeting of the National Council on Establishments held in September, 1999, Government has approved that the service rendered by medical and para-medical staff in voluntary agency hospitals subsequently taken-over by Government will now be pensionable, if there was no uncondonable break in service.
3. The effective date of this Circular is 1st January, 2000.

This Circular supersedes Circular Ref. No. PEN. 35548AfeI.HI/388 of 5th July, 1979.

Signed: Abu Obe, CON, mni
Head of the Civil Service
of the Federation

CIRCULAR

Ref. No. PSO/004/1/208
Public Service Office,
Office of the Head of the Civil
Service of the Federation,
The Presidency,
Federal Secretariat, Phase II,
Abuja.

16th October, 2000

Chief of Staff to the President,
Deputy Chief of Staff to the
Vice President,
All Honourable Ministers
The Secretary to the Government of the
Federation,
Special Advisers,
All Service. Chiefs/Inspector-General of Police,
The Chairman, Federal Civil Service Commission,
All Federal permanent Secretaries,
The Clerk of the National Assembly,
All Directors-General/Chief Executives of
Extra-Ministerial Offices and Agencies,

POOL OFFICERS PROCEEDING ON ANNUAL LEAVE/LEAVE OF ABSENCE

1. You will recall that Circular reference No. PSO/004/1/26 of 18th March, 1997 issued by my predecessor-in-Office, directed that all pool Officers before proceeding on their annual leave should endorse a copy of their leave advice to the Public Service Office and on their return, report also to the Public Service Office for appropriate deployment. The unfortunate impression created by that circular is that all pool Officers belong to a Pool controlled by my Office. This is far from the truth.
2. The Purpose of this circular is to explain that only the following cadres of staff should report physically to the Public Service Office for redeployment at the expiration of their annual leave. These are:

- (I) Administrative Officers
- (II) Executive Officers (General Duties)
- (III) Librarians
- (IV) Library Officers
- (V) Confidential Secretaries
- (VI) Stores Officers, and
- (VII) Stock Verifiers

3. All other Officers who do not belong to the Cadres indicated above should report at the expiration of their annual leave, not to the Public Service Office, but to their pool Headquarters if they belong to pools or direct to their supervising Ministries/ Departments if they do not belong to any pool.

Signed: Abu Obe, CON, mni
Head of Civil Service
of the Federation

CIRCULAR

PSO/004/1/26
The Presidency,
Office of the Secretary to the
Government of the Federation.
Public Service Office,
New Federal Secretariat,
Shehu Shagari Way,
Abuja.

18th March, 1997

The Principal Secretary to the
Head of State, Commander-in-Chief
of the Armed Forces
Military Assistant to the
Chief of General Staff;
All Honourable Ministers;
All Directors-General and
Heads of Extra-Ministerial Departments;
All Chief Executives of
Federal Government Parastatals.

POOL OFFICERS PROCEEDING ON ANNUAL LEAVE/LEAVE OF ABSENCE

1. Following the re-establishment of the Public Service Office and re-introduction of the pooling system, Vide Circular No. DG/PSO/001/Vol.1/15 of 22nd April, 1996, it has become necessary to advise Ministries/Extra-Ministerial Departments that whenever any pool officers is proceeding on annual leave, a copy of his/her Leave Advice should be endorsed to the Public Service Office for information and records.
2. Similarly, any pool officer returning from Annual Leave/Leave of Absence should report to the Public Service Office for appropriate deployment. This measure is intended to enable the Public Service Office keep track of the movement of pool officers in the Federal Civil Service at any given time.
3. Please, bring this Circular to the attention of all affected officers.

Signed: W. A- Wachuku, Director-General (PSO)
for: Secretary to the Government of the Federation.

CIRCULAR

Ref. No. HCSF/EMS/EIR//B.63304/XVI/37

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

1st November, 2000

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,
Chairman,
Federal Civil Service Commission,
All Permanent Secretaries,
Clerk to the National Assembly, A
uditor-General for the Federation,
Chief Registrar,
Supreme Court of Nigeria,
All Directors-General and Chief Executives of
Parastatals, Agencies and Companies.

ALLOWANCE IN LIEU OF 28 DAYS HOTEL ACCOMMODATION AT GOVERNMENT EXPENSE

1. Further to our Circular reference No.B.63384/XIII/T.6/264 of 29th November, 1997, which has been reprinted as PSR 12210, in respect of the above named subject, it has become necessary to inform you that only serving officers are entitled to the allowances stipulated in the circular. Accordingly, officers assuming duty on first appointment, other than those recruited from abroad, shall not be accommodated at Government expenses.
2. The provisions of this Circular shall be with immediate effect.

ABU OBE, CON, mni
Head of the Civil Service of the Federation

CIRCULAR

Ref. No. 58841/S.3/T.2/61
Office of the Secretary to the
Government of the Federation,
The Presidency,
Federal Secretariat Complex,
Abuja.

6th November, 2000

The Chief of Staff to the President,
Deputy Chief of Staff to the Vice-President,
Honourable Ministers,
Secretary to the Government of the Federation,
Chairmen, Federal Commissions,
Permanent Secretaries and Heads of Extra-Ministerial
Departments,
The Chief Registrar, Supreme Court of Nigeria,
The Accountant-General of the Federation,
The Auditor-General of the Federation,
Directors-General and Chief Executives of Parastatals,
Agencies and Government-Owned Companies,

GUIDELINES FOR HOTEL ACCOMMODATION FOR GOVERNMENT GUESTS

1. The attention of Government has been drawn to the practice of Ministries, Extra-Ministerial Departments and Parastatals entering into arrangements for credit facilities with hotels. This practice, apart from committing Government to unnecessary expenditure, sometimes results in avoidable embarrassment both to the hotels and to Government.
2. For the avoidance of doubt, I wish to reiterate hereunder, measures which should guide the utilization of hotel facilities for Government-sponsored guests by Ministries, Extra-Ministerial Departments, Parastatals and Agencies of Government:
 - (i) Only Ministers, Permanent Secretaries, and Chief Executives of Extra-Ministerial Departments and Parastatals are to authorise the reservation of hotel accommodation for Government-sponsored guests;
 - (ii) The duration of stay in a hotel should be clearly indicated and any extension

should be approved by the relevant authority as in (i) above:

- (iii) The extant rules barring Government guests from incurring bills on alcoholic beverages, international phone calls, laundry services, etc. at Government expense, should be strictly adhered to and attention of hotels drawn to them during reservations;
 - (iv) Unauthorised booking is prohibited and bills incurred in that regard will not be honoured by Government;
 - (v) The status of Government guests should be taken into consideration in determining the categories of room entitlement and this should be in accordance with the extant rules;
 - (vi) All hotel bookings must be backed with cash, and no reservation should be made when there is no fund;
 - (vii) Offices/hotels must ensure that official guests check out at the expiration of the booked period; and
 - (viii) Ministries, Extra-Ministerial Departments and Parastatals should work out alternative and more secure venues for holding meetings and public sittings by Panels and Commissions of Inquiry.
3. You are requested to bring the contents of this circular to the attention of all functionaries of Government for immediate compliance.

Signed:

Chief U. J. Ekaette, mni

Secretary to the Government of the Federation.

OFFICE OF THE ACCOUNTANT-GENERAL OF THE FEDERATION
Federal Ministry of Finance

Ref. No. TR. NO.A10 & B10 /2000
OAGF/PRS/005/111/1/152

P. M. B 7015 Garki,
Abuja. 09-2340949
12th December, 2000

To:

The Chief of Staff to the President,
Commander-in-Chief,
The Deputy Chief of Staff, Office of the Vice President,
All Honourable Ministers,
The Secretary to the Government of the Federation,
The Head of Civil Service of the Federation,
All Special Advisers,
All Service Chiefs/Inspector-General of Police,
The Chairman, Federal Civil Service Commission,
The Governor, Central Bank of Nigeria,
All Federal Permanent Secretaries,
The Clerk of the National Assembly,
The Auditor-General for the Federation,
All Directors-General/Chief Executive of
Extra-Ministerial Departments and Agencies,
The Chief Registrar, Supreme Court of Nigeria,
All Directors of Finance and Supplies,
All heads of Account Divisions,
The Sub-Treasurer of the Federation,
All Heads of Internal Audit Units,
All Federal pay Officers,

ON SIGHT PAY PARADE FOR DECEMBER SALARY

1. In furtherance of efforts to eliminate ghost westers and ascertain the actual wage bill of the Federal Public Service, all Accounting Officers in all the arms of government, including Federal Ministries, extra-ministerial

Departments, agencies and Parastatals arc hereby mandated to plan effectively and carry out a comprehensive on-sight pay parade on the 20th, 21 st and 22nd of December, 2000, in their Headquarters and all the branch offices throughout the country. Towards this end, cash backing has been provided to all establishments for the payment of staff salaries up to and including December. 2000 to ensure the success of the exercise.

2. The Accounting Officers should make adequate security arrangements for the exercise in each station. At the end of the sight payment of the December salaries, a comprehensive report should be submitted to the Accountant-General of the Federation. The report should give the Nominal Roll, Station by Station and showing the name, rank, grade level and step, together with the gross salary and allowances of each officer on the payroll. The report, which must be signed by the Accounting Officer, should reach this office not later than 29th December, 2000.
3. Officers of the OAGF have been assigned to monitor the sight payment of the December salaries in all the Pay Offices throughout the country.
4. It is important for all Accounting Officers to carry out this exercise thoroughly and faithfully as future releases for personnel emoluments will depend on the successful implementation of the exercise.
5. You are kindly requested to ensure very strict compliance with this circular, please.

Signed: J. K. Naiyeju
Accountant-General of the Federation

**OFFICE OF THE ACCOUNTANT-GENERAL OF THE FEDERATION
FEDERAL MINISTRY OF FINANCE
Zaria Street, Opp. Central Bank of Nigeria
P.M.B. 7015, Garki, Abuja, Nigeria**

Ref: No. TR.No. AI & B1/2001
OAGF/PRS/005/III/158

15th January. 2001

FEDERAL TREASURY CIRCULAR

TO:

The Chief of Staff to: the President,
The Deputy Chief of Staff, Office of the Vice President,
All Honourable Ministers,
The Secretary to the Government of the Federation,
The Head of Civil Service of the Federation,
All Special Advisers,
All Service Chiefs/Inspector-General of Police,
The Chairman, Federal Civil Service Commission,
All Federal Permanent Secretaries,
The Clerk of the National Assembly,
The Auditor-General for the Federation,
The Chief Registrar, Supreme Court of Nigeria,
All Directors of Finance and Supplies,
All heads of Account Divisions,
The Sub-Treasurer of the Federation,
All Heads of Internal Audit Units,
All Federal pay Officers.

**NON-COMPLIANCE, WITH RULES ABOUT PAYMENT OF RENT
SUBSIDY TO FEDERAL CIVIL SERVANTS**

1. Government has expressed disappointment over the attitude of civil servants who live in government quarters and, at the same time, collect housing allowance or rent subsidy.

2. In view of this development, Government has directed that, as from January 2001, payment of housing allowance or rent subsidy, to all categories of workers, should cease. However, those who have genuine claims should make them, thereafter, by showing evidence that they are not living in government quarters. For this purpose, the Director of Personnel Management in each Ministry or arm of Government will issue a certificate to confirm the claims of such officers before any payment of housing allowance could be paid to them.
3. You are required to take immediate actions to implement the above directives, please.

Signed: J. K. Naiyeju
Accountant-General of the Federation.

CIRCULAR

HCSF/SW/HM/037/S. 1/VOL. I

THE PRESIDENCY

Office of the Head of the Civil
Service of the Federation.

Service Welfare Office, Federal
Secretariat Phase II, Shehu
Shagari Way, Abuja.

25th January 2001.

The Chief of Staff to the President,
The Deputy Chief of Staff to the Vice President.
Honourable Ministers,
Secretary to the Government of the Federation.
The Chairman, Federal Civil Service Commission.
Inspector-General of Police.
Permanent Secretaries.
Clerk to the National Assembly.
Auditor-General for the Federation.
Accountant General of the Federation,
Heads of Extra-Ministerial Department,
Chief Registrar.
Supreme Court of Nigeria,
Chief Executives of Parastatals, and
Government Owned Companies.

ESTABLISHMENT OF COMMITTEES TO OVERSEE THE FUNCTION OF ALLOCATION OF OFFICES AND RESIDENTIAL ACCOMMODATIONS

This is to inform you that the Head of the Civil Service of the Federation has approved the establishment of Committees that will be responsible for the allocation of Offices and Residential Accommodations service-wide.

1. These Committees which are advisory will henceforth consider all applications for Office and Residential Accommodation and recommend to the Head of the Civil Service of the Federation, for approval.
2. The Committees are:

(A) Quarters Allocation Committee

(i) Abuja

- | | |
|--|----------|
| 1. Permanent Secretary Service Wel. Office | Chairman |
| 2. Director Housing & Maintenance | Member |
| 3. Director Utility and Transport | Member |
| 4. Director Social Services | Member |
| 5. Director Legal/HSF | Member |
| 6. Director Admin Off. Dept. | Member |
| 7. Director Personnel Management/OHSF | Member |
| 8. Director Fin. & Suppliers/OHSF | Member |
| 9. Director Manpower Development Dept. | Member |

10. Representatives of the following (not below the rank of a Director):

- (a) Ministry of Federal Capital Territory
- (b) Federal Ministry of Works & Housing
- (c) Federal Ministry of Justice
- (d) Federal Ministry of Finance
- (e) Inspector General of Police
- (F) State Security Service

11. Asst. Director Housing Secretary

(ii) Lagos

- | | |
|------------------------------------|---------------|
| 1. Director Housing & Maintenance | Chairman |
| 2. Liaison Officer/OHSF | Vice Chairman |
| 3. Rep. of FMW & H | Member |
| 4. Rep. of Min. of Defence | “ |
| 5. Rep. of Min. of Education | “ |
| 6. Rep. of Min. of Health | “ |
| 7. Rep. of Min. of Foreign Affairs | “ |
| 8. Rep. of Nig. Police Force | “ |

- | | | |
|-------|----------------------------------|----------|
| 9. | Rep. of State Security Service | " |
| | Rep. of Nig. Customs Service | " |
| 11. | Rep. of Nig. Immigration Service | " |
| 12 | Liaison Office/OHSF Secretariat | " |
| (iii) | In each of the Remaining States | |
| 1. | Controller of Works FMW & H | Chairman |
| 2. | Rep. of Fed. Min. of Education | Member |
| 3. | Rep. of Min. of Agric. | " |
| 4. | Rep. of Min. of Health | " |

Building as well as propose effective utilization of Secretariats and other public buildings:

(iii) Abuja

- | | | |
|----|---|----------|
| 1. | Permanent Secretary (Service Welfare. Office) | Chairman |
| 2. | Director (Housing and Maintenance) | Member |
| 3. | Legal Adviser/HSF | Member |
| 4. | Director Personnel management/HSF | Member |
| 5. | Director (Utility and Transport) | Member |
| 6. | Director (Social Services) | Member |

(7) Reprs. of the following not below Director

- (A) Ministry of FCT
- (B) Ministry of Works & Housing
- (C) Ministry of Finance
- (D) National Planning Commission
- (E) Office of the Secretary to Govt.

(8) Dep. Director (Mtce) Secretary

(iii) Lagos and the States

The Quarters Allocation Committees will also serve as the Office Allocation Committees for Lagos and all the States.

3. Ministries and Departments who are to be represented on the various Committees are expected to submit within a week the names of their nominees. It is expected that the Head of Service of the Federation will personally inaugurate these Committees to enable them begin work in earnest.
4. Kindly bring the contents of this circular for the attention of all concerned.

Signed: Dr. B. A. Akinola

Permanent Secretary

(Service Welfare Office)

for: Head of the Civil Service of the
Federation

Ref. No. HCSF/EMS/EIR/B.64238/1
Office of the Head of the Civil Service
of the Federation,
Establishments and Pension Office,
Federal Secretariat Complex,
Abuja.

9th February, 2001.

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,
Inspector-General of Police,
Permanent Secretaries,
Auditor-General for the Federation,
Accountant-General of the Federation,
Heads of Extra-Ministerial Departments,
Directors-General/Chief Executives of
Parastatals and Government-owned Companies.

ATTITUDE OF PUBLIC OFFICERS TO FILES AND MAILS

1. Mr. President has observed with concern some negative attitudes apparent in the way Public Servants currently deal with files and mails in the Ministries/Extra-Ministerial Departments and other Agencies. These attitudes have given rise to embarrassing delays that have become rampant in transaction of government business in recent times. Undoubtedly, the delays are essentially attributed to the attitude of some public officers in personalising official correspondences with the result that mails are left untreated whenever such officers are away on assignment. Apart from that, some officers feel reluctant to embark on routine assignments without demanding or waiting for some financial rewards outside the normal budgetary provisions. Worse still, some officers are fond of keeping their open and confidential files without authority in contravention of the provisions of the Public Service Rules No. 04417 which States that "Officers shall not as a general rule have access to official and secret records relating personally to themselves".
2. The effect of these acts of misconduct is increasing levels of inefficiency and ineffectiveness in performance of official duties and responsibilities apart from the astronomical rise in cost of doing business with Government. Moreover, the

malpractices do not speak well of Government generally.

3. Accordingly, Government has decided that the unwholesome practice must be stopped immediately and that mails and files must henceforth be treated in accordance with laid down regulations stipulated in Chapter 8 pages 51-55 of the Civil Service Handbook. In addition to those provisions, it has equally become mandatory that no file shall stay on the table of a schedule officer more than two working days. In the absence of a schedule officer, the next most senior officer shall clear such files.
4. The purpose of this circular, therefore, is to emphasize that henceforth any delay of a file or mail for more than two working days shall be regarded as an act of serious misconduct which can result in dismissal as provided in the Public Service Rules No. 04406.
5. This Circular should be read in conjunction with the following similar circulars:
 - (i) Circular No. 58786/S.11/C.2/T.1/46 of 15th October, 1997 on "Handling of Official Correspondence".
 - (ii) Circular No. PSO/004/1/75 of 7th November, 1997 on "Attitude of Public Officers to official Assignments"; and
 - (iii) Circular No. B. 63304/1X/T/2 of 23rd December, 1997. on "Keeping of Personal files without authority".
6. Please give this Circular the widest publicity and ensure compliance.
7. This circular takes immediate effect.

Signed: Dr. Aboki Zhawa
Permanent Secretary
(Office of Establishments & Pensions)
for: Head of the Civil Service of the Federation.

CONFIDENTIAL
CIRCULAR

Ref. No. SGF/OP/I/S.3/111/301

Office of the Secretary to the
Government of the Federation,
The Presidency.
Federal Secretariat,
Abuja.

16th February, 2001

All Honourable Ministers,
Head of the Civil Service of the Federation,
All Special Advisers,
All Senior Special Assistants and Presidential
Liaison Officers,
All Permanent Secretaries,

REQUEST FOR PERMISSION TO TRAVEL OUT OF ABUJA

1. In my circular Ref. No. SGF/OP/1/S.3/T.1/141 of 2nd August, 1999, I informed all Honourable Ministers, Special Advisers, Senior Special Assistants and Presidential Liaison Officers that they are required to give at least three (3) working days' notice of their invitation to travel out of Abuja. Such request should be submitted to the Chief of Staff in the President, who will seek Mr. President's approval of the absence and notify the relevant Ministers, etc. accordingly.
2. In addition, every request for permission to travel out of Abuja should henceforth include forwarding address and telephone/fax numbers in order to ensure easy contact while out of station.
3. All concerned are requested to comply strictly with the requirements of this circular.

Chief U. J. Ekaette, CFR, mni,
Secretary to the Government of the Federation.

CIRCULAR

Ref. No. CM. 87/T/7

Office of the Secretary to the
Government of the Federation,
The Presidency,
Federal Secretariat, Abuja.

22nd February, 2001

Chief of Staff to the President,
Deputy Chief of Staff to the Vice President,
Honourable Ministers,
Head of the Civil Service of the Federation,
Special Advisers,
Service Chiefs/Inspector-General of Police,
Governor, Central Bank of Nigeria,
Chairman, Federal Civil Service
Commission, Permanent Secretaries,
Chief Registrar, Supreme Court of Nigeria,
Auditor-General Of the Federation,
Accountant-General of the Federation,
Directors-General/Chief Executives of
Parastatals and Agencies

FACILITY MANAGEMENT AND ROUTINE MAINTENANCE OF GOVERNMENT PROPERTY

1. The Federal Government has observed with much concern the poor facility management and lack of routine maintenance of Government properties by Ministries, Extra-Ministerial Departments, Parastatals and Agencies. The development has resulted in loss of Government properties to fire and similar perils. The attitude of allowing facilities to dilapidate before replacement has also resulted in unnecessary expenses while failure to pay insurance premium or take insurance cover on Government properties had resulted in heavy losses to Government.

2. The Federal Government has accordingly, directed that henceforth all Ministries, Extra-Ministerial Departments, Parastatals and Agencies should make adequate provisions annually for the routine maintenance of their facilities. Insurance cover against fire and all perils must also be taken on Government properties with premium paid promptly in all applicable cases. Installation of functional and adequate fire fighting facilities in all public buildings must also be ensured.

*Signed: Chief U. J. Ekaette, CFR, mni,
Secretary to the Government of the Federation.*

CIRCULAR

B.63216/S.I/X/T:C1R. I/2001/5

The Presidency,
Office of the Head of the Civil Service
of the Federation,
Establishments & Pensions Office,
Federal Secretariat. Phase II,
Abuja.

20th March, 2001.

Chief of Staff to the President,
Deputy Chief of Staff to the
Vice President,
Chief Justice of the Federation,
Honourable Ministers
Secretary to the Government
of the Federation,
Chairman, Federal Civil Service
Commission,
Permanent Secretaries,
Auditor-General for the Federation,
Accountant-General of the Federation,
Directors-General and Heads of Extra-Ministerial
Departments/Agencies,
Chief Registrar, Supreme Court,
Secretaries to State Governments,
Heads of Service of State Governments.

THREE MONTHS PRE-RETIREMENT/TERMINAL LEAVE

1. It has been observed that the mandatory notice of retirement for Officers who are to retire on thirty-five (35) years of service or sixty (60) years of age has created some difficulties. The tendency is for the Officers to continue to work until their last day in office as a result of this, retiring officers hardly have time for themselves to put their records together. This situation has led to avoidable delays in processing officers

- retirement benefits due to paucity of up-to-date records.
2. Henceforth, officers are required to give three months notice to retire from service. At the commencement of the period of three months, officers should proceed immediately on the mandatory one-month workshop/seminar. For the remaining two months, retiring officers are expected to take necessary measures to put their records straight so as to facilitate the speedy processing of their retirement benefits.
 3. For avoidance of doubt, the period of three months' notice is a period of service. Officers' salaries and emoluments will continue to run until the last day of the three months' notice. This circular takes effect from 1st April, 2001 and also supercedes relevant provisions in my earlier Circular Ref. No. B.632167S.1 of 20th August, 1999.
 4. Please, bring the contents of this circular to the attention of all officers.

Signed: Dr. Aboki Zhawa
Permanent Secretary,
(Establishments & Pensions)
Office of Head of the Civil Service of the Federation

CIRCULAR

Ref. No. SGF/OP/1/S.3/111/332
Office of the Secretary to the
Government of the Federation.
The Presidency, Federal
Secretariat, Abuja.

23rd March, 2001.

The Chief of Staff to the President,
Deputy Chief of Staff to the Vice President,
Honourable Ministers,
Head of Civil Service of the Federation.
Special Advisers/Senior Special Assistants,
Service Chiefs/Inspector-General of Police,
Governor of the Central Bank,
Chairman, Federal Civil Service Commission.
Federal Permanent Secretaries,
Chief Registrar,
Supreme Court of Nigeria, Accountant-
General of the Federation, Auditor-
General of the Federation. Directors-
General/Chief Executives of
Parastatals, Agencies and Government
Owned Companies,

MIDTERM REVIEW OF THE OBASANJO ADMINISTRATION; RE- QUEST FOR INPUTS FROM MINISTRIES, EXTRA-MINISTERIAL DEPARTMENTS, AGENCIES AND COMMISSIONS

1. The Administration of President Olusegun Obasanjo will be two years on May 29, 2001. The occasion offers a unique opportunity to carry out a comprehensive Mid-Term Review of the Administration, highlight its achievements, examine the challenges of democratic governance, and map out strategies for consolidating the gains of the past two years and set the tone of governance for the second half of the tenure of the Administration and beyond.
2. As a primary agency in the formulation and implementation of government policies and programmes, a sectoral review of your Ministry/Agency or

Commission will provide a vital input for the exercise. To this end, I hereby request you to prepare a Mid-Term Review of the Administration as it relates to your Ministry/Agency/Commission. The review should be presented in the following format:

- (i) Key achievements within the mandate of your Ministry/Agency/Commission. These should include implemented and/or on-going policies, programmes, schemes and initiatives, as well as their impact. Where data are presented, they should be as accurate and precise as possible;
 - (ii) Key initiatives or strategies taken by the Ministry/Agency/Commission which target wider economic and social impact. In this respect, the broad sectoral priorities of the Administration should provide the context of assessing impact (e.g. poverty reduction, economic restructuring, improvement in operations of vital infrastructural services and facilities etc.);
 - (iii) Assessment of the full impact of on-going policies beyond the first half of the Administration's term. This is particularly applicable to policies, programmes or projects initiated or consolidated by the Administration, which are in the process of being implemented, but have no defined time frames for completion;
 - (iv) Unique elements introduced by your Ministry/Agency/Commission in the execution of its mandate which the Administration can claim as genuine achievement;
 - (v) Any other issue which may be considered by the Administration as its major achievement in terms of political regeneration, economic rehabilitation, reconstruction and reform, and social re-engineering.
 - (vi) Constraints/Limitations of the Ministry/Agency/Commission to higher levels of achievement which the Administration may acknowledge as genuine inhibitors to its effectiveness.
3. Submissions in the format outlined above should not exceed six (6) pages, and should be forwarded under the signature of the Honorable Minister, or Chief Executive/Chairman, in the case of Agency/Commission, to be received not later than 12th April, 2001.

Signed: **Chief U. J. Ekaette, CFR, mni**
Secretary to the Government
of the Federation.

**OFFICE OF THE ACCOUNTANT-GENERAL OF THE FEDERATION
FEDERAL MINISTRY OF FINANCE**

Ref. No. TRY/A2&B2/2001
OAGF/PRS/005/III/171

P.M.B. 7015,
Garki - Abuja,
Nigeria.

27th March, 2001

FEDERAL TREASURY CIRCULAR

To:

The Chief of Staff to the President,
The Deputy Chief of Staff, Office of the Vice-President,
All Honourable Ministers,
Secretary to the Government of the Federation,
Head of Civil Service of the Federation,
Special Advisers,
Service Chiefs/Inspector-General of Police,
Governor, Central Bank of Nigeria,
Chairman, Federal Civil Service Commission,
All Federal Permanent Secretaries,
The Clerk of the National Assembly,
Chief Registrar, Supreme Court of Nigeria,
The Auditor-General for the Federation,
AH Directors-General/Chief Executives,
of Extra-Ministerial Departments and Agencies,
Directors of Finance and Supplies,
Heads of Accounts Division,
Sub-Treasurer of the Federation,
Heads of Internal Audit Units,
Federal pay Officers.

OPERATION OF THE YEAR 2001 ANNUAL GENERAL IMPREST WARRANT

1. It is hereby notified for general information that the Honourable Minister of Finance has signed the Annual General Imprest Warrant for Year 2001.

2. Consequently, all Accounting Officers in the three arms of Government, including Federal Ministries and Extra-Ministerial Departments, are now empowered to allocate funds to eligible imprest holders in the various departments and formations in accordance with their needs. The limit of reimbursable imprest allocation shall remain as follows:-

<i>Designation of Imprest Holder</i>	<i>Limit of Reimbursable Imprests ₦</i>
Honourable Minister	150,000.00
Permanent Secretary/Director-General	100,000.00
Director	50,000.00
Head of Formation in the State and any other Imprest Holder	30,000.00

However, each Accounting Officer is to limit the frequency of obtaining reimbursement of any standing imprest such that it should not be more than twice in a quarter, depending on the activities of each centre.

3. It should be noted that an Imprest is an advance granted to officers of the Government to meet urgent expenditure under the current approved estimates for which vouchers cannot be presented immediately for payment. Moreover, all imprest holders must adhere strictly to Financial Regulations, numbers. 1106 to 1112 in keeping the account of their imprests. Essentially, all self-accounting ministries, extra-ministerial departments and agencies in all the arms of government must submit to the Accountant-General of the Federation, within thirty-five (35) days from the date of this Circular, a return showing:-

- (a) the particulars of the vouchers with-which (he imprests for Year 2000 were retired;
 - (b) the details of all imprests issued in respect of Year 2001.
4. The Treasury Inspectorate Department of this office will carry out regular inspection of all imprest accounts during the financial year. Any breach of the regulations on imprest accounts will lead to the withdrawal of the right to issue any imprest by the affected ministry or agency.
5. Kindly bring the contents of this Circular to the notice of all officers concerned, please.

Signed: J. K. Naiyeju
Accountant-General of the Federation

CIRCULAR

Ref. No. HCSF/PSO/073/S. 1/T/5
Office of the Head of the Civil Service of the
Federation,
The Presidency,
Federal Secretariat. Phase II.
Abuja

9th April, 2001

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

INFORMATION CIRCULAR ON THE RE-ORGANISATION OF THE ADMINISTRATIVE AND FINANCIAL MANAGEMENT FUNCTIONS IN THE FEDERAL CIVIL SERVICE

1. I write to inform you that for the purposes of ensuring checks and balances in the conduct of Government business, the President has approved that Ministries/Extra-Ministerial Departments or Agencies should have a department of Administration to handle both personnel functions and supplies and to be manned by Administrative Cadre Officers and a department of Finance and Accounts to be headed by professional Accountants from the Office of the Accountant-General of the Federation.
2. As a first step towards implementation of this directive. Mr. president has further approved that the following 12 (Twelve) Ministries/Extra-Ministerial

Departments should be restructured into three service departments amongst others. The Ministries/Extra-Ministerial Departments are:

- (i) Office of the Secretary to the Government of the Federation
- (ii) Office of the Head of the Civil Service of the Federation
- (iii) National Assembly
- (iv) Ministry of police Affairs
- (v) Federal Ministry of Agriculture and Rural Development
- (vi) Ministry of Defence
- (vii) Federal Ministry of Education
- (viii) Ministry of the Federal Capital Territory
- (ix) Federal Ministry of Finance
- (x) Ministry of Foreign Affairs
- (xi) Federal Ministry of Works and Housing, and
- (xii) Federal Ministry of Water Resources

while the three service departments are; Administration and Supplies. Finance and Accounts and Planning Research and Statistics (already existing).

3. Accordingly, the Accountant-General of the Federation has been informed of the new development and has been directed to deploy the appropriate professional Accountants from his Office on consultation with my Office to head the Department of Finance and Accounts in the selected Ministries This Office will simultaneously deploy the Directors of Administration and Supplies
4. Please bring the contents of this Circular to all concerned in readiness for the take off of the new arrangement.

Signed: M. YAYALE AHMED
Head of the Civil Service
of the Federation

Office of the Head the Civil Service of
the Federation,
The Presidency,
Federal Secretariat, Phase II, Ahuja

17th April, 2001.

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,
Service Chiefs/Inspector - Government of the Federation,
Chairman, Federal Civil Service Commission,
Permanent Secretaries,
Auditor-General for the Federation,
Directors-General for the Federation,
Directors-General and Heads of Extra-Ministerial
Departments/Agencies .
Clerk to the National Assembly
Chief Registrar, Supreme Court.

**LIFTING OF EMBARGO ON REMITTANCE OF
TRADE UNION CHECK-OFF DUES**

1. It has been noted that the Trade Union Checks-off Dues deducted from salaries of members of Trade Unions in the various Ministries and Extra-Ministerial Departments/ Agencies for about three years running have not been remitted to the Trade Unions. In the consequence, the Union have become cash strapped thereby making it difficult for them to honour their financial obligations.
2. Accordingly The Head of Service of the Federation has approved mat all the arrears of Check-off Dues deducted by all the Ministries and Extra-Ministerial Departments/Agencies in the three years should be released to the Trade Unions, immediately. Furthermore the embargo placed on such remitted, where applicable, is lifted forthwith.
3. This Circular lakes immediate effect.

Dr. Aboki Zhawa
Permanent Secretary (Estabs. & pension)
for: Head of Civil Service of the Federation

B.63216/S.I/X/T/CIR:II/2001/9
Office of the Head of the Civil
Service of the Federation,
The Presidency,
Estabs. & Pensions Office,
Federal Secretariat, Phase II,
Abuja

4th May, 2001

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,
Chairman, Federal Civil Service Commission,
Permanent Secretaries,
Auditor-General for the Federation,
Accountant-General of the Federation,
Directors-General and Heads of
Extra-Ministerial Departments/Agencies,
Chief Registrar, Supreme Court,
Secretaries to State Governments,
Head of Service of State Governments,

**SUBMISSION OF LISTS OF NAMES AND PARTICULARS OF FEDERAL
CIVIL SERVANTS WHO ARE DUE FOR RETIREMENT BY JUNE, 2001**

1. Further to our Circular No. B.63216/S.I/X/T: CIR. 1/2001/6 of 28th March, 2001 reducing the retirement notice from 6 months to 3 months in the Federal Civil Service. the Federal Ministries and Extra-Ministerial departments are hereby requested to forward to this Office the names and particulars of their staff who are due for retirement six months ahead of time. This is necessary to enable the Office of the Head of Civil Service of the Federation prepare adequately for their pre-retirement workshop/seminar. This is to say those who are to retire in September, 2001, should have their names sent to the Office of Head of Service of the Federation latest by 31st May, 2001.
2. You are aware that the first pre-retirement workshop will begin in June, 2001 at ASCON. This seminar is for officers who will be retiring in August 2001. It is therefore important that such officers's names should reach this office by the end of May, 2001 to enable us properly plan for the workshop. Failure to comply may lead the officer to miss the workshop.

3. Please give this Circular adequate and serious attention.

Signed: **Dr. ABOKI ZHAWA**
Permanent Secretary
(Establishments & Pensions))
for: Head of Civil Service of
the Federation.

CIRCULAR

Ref. No. CM.87/S.II/58
Office of the Secretary to the
Government of the Federation
The Presidency,
Federal Secretariat,
Abuja.

17th May, 2001

The Chief of Staff to the President,
Deputy Chief of Staff to the Vice-President,
Honourable Ministers,
Special Advisers,
Service Chiefs/Inspector-General of Police,
Governor, Central Bank of Nigeria,
Chairman, Federal Civil Service Commission,
Permanent Secretaries,
Auditor-General for the Federation,
Accountant-General of the Federation,
Directors-General/Chief Executives of Parastatals,
Extra-Ministerial Departments and Agencies,

FOREIGN EXCHANGE TRANSACTION BY PUBLIC OFFICIALS AND INSTITUTIONS

1. The President of the Federal Republic of Nigeria has learnt with dismay that Government financial transactions requiring foreign exchange are being carried out by some Government functionaries at the parallel market rather than through the Central Bank of Nigeria. The implication of this is that undue pressure has been put on the value of the Naira, which has continued to depreciate.
2. The President has therefore, directed that:
 - (i) all Government officials, including political office holders, undertaking official foreign trips should henceforth source their foreign exchange requirements through the Central Bank of Nigeria;
 - (ii) any other financial transaction by all Government agencies, involving foreign exchange, should be carried out through the Central Bank; and
 - (iii) all Ministries and Public institutions awarding contracts that have offshore components should ensure that the affected contractors source their foreign exchange requirements from the Central Bank of Nigeria.

Appropriate directive has been given to the Minister of Finance and the Governor of Central Bank to put in place necessary machinery that will facilitate compliance with Mr. President's directive.

Signed: **Chief U. J. Ekzette, CFR, mni**
Secretary to the Government of the Federation

CIRCULAR

Ref. No. HCSF/PSO/373/1/39
Office of the Head of the Civil Service
of the Federation,
The Presidency.
Public Service Office.
Federal Secretariat. Phase II,
Abuja.

13th June, 2001

To:
All Federal Permanent Secretaries,
All Heads of Extra-Ministerial Departments.

EFFECTIVE DATES OF ASSUMPTION OF DUTY OF NEWLY APPOINTED EXECUTIVE OFFICERS (CD) AND CONFIDENTIAL SECRETARIES.

1. You will recall that the Federal Civil Service Commission recently recruited a number of Executive Officers (GD) and Confidential Secretaries on Salary Gls. 07-10 into the Federal Civil Service and deployed them to this Office, which in turn re-deployed them to various Ministries/Extra-Ministerial Departments. Following this development, this Office has received enquiries about the actual dates of the assumption of duty of the Officers and payment of their salaries/allowances.
2. The purpose of this circular is to forward the attached list of the affected Officers and to state that the Officers assumed duty in the Public Service Office, Office of the Head of the Civil Service of the Federation with effect from the dates shown against their names. This means that the dates should be regarded as the dates of their seniority in their grades and assumption of duty while payment of their salaries/allowances should also take effect from such dates.
3. All Directors in charge of Personnel as well as Finance and Accounts are to take note, please.

Signed: **NU'UMAN BARAU DANBATT**, mni
Permanent Secretary (PSO)
for: Head of the Civil Service
of the Federation

**ECM(PSO)OHCSF DEPLOYMENT OF NEWLY APPOINTED
EXECUTIVE OFFICERS, CONFIDENTIAL SECRETARIES, UNDER THE
EXECUTIVE CADRE, MANAGEMENT DEPARTMENT**

MINISTRY:

S./NO.	NAME OF OFFICER	RANK	GL	DATE OF ASSUMPTION OF DUTY IN OHCSF (PSO)
1.	T.M. Ainge (Miss)	PEO II	10/1	13-02-2001
2.	Saidu Mudi	PEO II	10/1	21-02-2001
3.	Munir Adarmi Yam	SEO	09/1	20-02-2001
4.	B.R. Ebi (Mrs)	SEO	01/1	14-02-2001
5.	Ancle, Florence	HEO	08/4	12-02-2001
6.	Etukudoh Mrs. E.	BO	07/4	12-02-2001
7.	Olagunju.E. A.	E0	07/2	01-02-2001
a	Kawu, Mr. Abubakar	BO	07/2	06-02-2001
9.	Aboki, Miss. Lami	BO	07/1	12-02-2001
10.	Shehu Miss Bosede	PCS II	10/1	20-04-2001
11.	Agombio Mr. L. O.	PCS II	10/1	20-02-2001
12.	J. B. Atdo	SCS	09/1	14-02-2001
13.	Adedipe Omolara	Con. Sec. I	08/2	07-02-2001
14.	Zever, Mr. Undura	Con. Sec. II	07/1	16-02-2001
15.	Adeniyi, Miss O. O.	Con. Sec. II	07/1	08-02-2001

CIRCULAR

HCSF/PSO/PMD/95

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

18th June, 2001

The 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,
Special Advisers/Senior Special Assistants,
Service Chiefs/Inspector-General of Police,
Chairman,
Federal Civil Service Commission,
Clerk of the National Assembly,
Federal Permanent Secretaries,
Chief Registrar,
Supreme Court of Nigeria,
Accountant-General of the Federation,
Auditor-General for the Federation,
All Directors-General/Chief Executives of
Parastatals, Agencies and Companies.

ESTABLISHMENT OF A FEDERAL SERVICE MANAGEMENT COMMITTEE

1. For some time now, there has been a noticeable gap in the management of the Federal Civil Service, resulting in unacceptable level of indiscipline amongst officers in the Directorate level and above. This has been traced to the fact that such officers who dominate the Ministerial Disciplinary Committees have not been adequately monitored and disciplined.
2. In order to fill this gap, Mr. President has approved the establishment of a Federal Service Management Committee with the following functions:
 - (i) To monitor the performance and conduct of Senior Civil Servants, particularly Directorate level officers and above by ensuring that they

monitored and disciplined.

2. In order to fill this gap, Mr. President has approved the establishment of a Federal Service Management Committee with the following functions:

- (i) To monitor the performance and conduct of Senior Civil Servants, particularly Directorate level officers and above by ensuring that they conform to the highest standard of public morality and accountability;
- (ii) To look into matters pertaining to discipline of Directorate level officers and above with a view to taking appropriate measures on areas of lapses;
- (iii) To ensure compliance with rules and regulations governing the Civil Service and address existing negative effects of the Civil Service Re-organisation Decree No. 43 of 1988;
- (iv) To address from time to time, measures aimed at bringing about improvements in the general management of the Service, including staff welfare and staff morale;
- (v) To assess from time to time, the performance of the Federal Civil Service in comparison with the set objectives of the political leadership and proffer solutions for improved performance;
- (vi) To look into any other matters that the Committee shall consider necessary in the overall interest of the Federal Civil Service.

3. Membership of the Federal Service Management Committee is drawn from among the most Senior Permanent Secretaries which composition has also taken into account, the principle of federal character, integrity and merit.

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

M. Yayale Ahmed,
Head of Service of the Federation.

**THE PRESIDENCY
NATIONAL SALARIES, INCOMES AND WAGES COMMISSION
OFFICE OF THE PERMANENT SECRETARY**

SWC/S/04/S.15/Vol.11/7
09-5239524

Plot 209
Shehu Shagari Way,
Asokoro.
Garki - Abuja
PMB 346
Date: 19th June, 2001

CIRCULAR

Chief of Staff to the President
and Commander-in-Chief,
Deputy Chief of Staff to the Vice President,
Honourable Ministers,
Secretary to the Government of the Federation,
Head of the Civil Service of the Federation,
All Permanent Secretaries,
All Heads of Extra-Ministerial Departments,
Auditor-General for the Federation.
Accountant-General of the Federation,
Clerk of the National Assembly,
All Directors-General and Chief Executives
of Federal Parastatals and Agencies.

REVIEW OF ALLOWANCES FOR HEALTH PROFESSIONALS

I wish to inform you that Government has approved a review of allowances for Health Professionals as follows:-

i) Call Duty Allowances:

Payment of Call Duty Allowance per unit call, to a maximum of 40 units per month is at the following rates:-

- (a) 4% of Basic Salary per month for Medical/Dental Practitioners;
- (b) 2% of Basic Salary per month for Pharmacists/Medical Laboratory Scientists;
- (c) 1.72% of Basic Salary per month for Nurses and Other Health Professionals.

ii) **Inducement Allowance:**

Payment of 10% of Basic Salary per annum for Specialists who are in rare fields as per Establishments Circular 1/1991.

iii) **Administrative Allowance:**

Payment of 10% of Basic Salary per annum as Administrative Allowance for Administrative Officers on HAPSS 15, 16 and 17 in Health Institutions.

iv) **Rural Posting Allowance:**

Payment of Rural Posting Allowance at the rate of 20% of Basic Salary per annum to all Health Professionals on Rural Posting.

v) **Hazard Allowance:**

- (a) Medical and Dental Practitioners - 100% increase on the current rate which translates to N20,000 per annum;
- (b) Pharmacists/Medical Laboratory Scientists - N10,000 per annum/
- (c) Nurses and Other Health Workers: - 150% increase on the current rate which translates to N 10,000 per annum.

vi) **Teaching Allowance:**

This is applicable to deserving officers at the following rates:

(a) **Part-time Post Graduate Teaching:**

- (i) Medically qualified Consultant - 50% increase on the current rate which translates to N15,000 per lecture;
- (ii) Private Medical/Dental Practitioners - 50% increase on the current rate which translates to N7,500 per lecture;
- (iii) Other Professionally Qualified Personnel - 50% increase on the current rate which translates to N7,500 per lecture.

(b) **Honorarium:**

This is applicable to Medical Doctors who give lectures outside the normal job description as well as private Medical/Dental Practitioners or other Professionally qualified personnel who teach undergraduate students on an ad-hoc basis.

- (i) Medical Doctor/Dental Practitioners - N1,500 per lecture;
- (ii) Private Medical/Dental Practitioners - N1,500 per lecture;
- (iii) Other professionally qualified personnel - N1,250 per lecture.

(c) **Post Secondary School:**

- (i) In accredited post-secondary Institution - N500 per lecture;
- (ii) In accredited post-primary Institution - N500 per lecture.

(d) **Full-Time Teaching:**

- (i) Lecturer/Consultant - 50% increase on the current rate which translates to N30.000 per annum;
- (ii) Reader/Consultant and Associate Professor/Consultant - 50% increase on the current rate which translates to N30.000 per annum;
- (iii) Professor - 50% increase on the current rate which translates to N30.000 per annum.

All Medical Practitioners and Health Professionals including Resident Doctors, Pharmacists, Nurses, Medical Laboratory Scientists and Physiotherapy Tutors, who engage in teaching, should continue to be paid Teaching Allowance at the above rate.

(vii) **Clinical Duty Allowance:**

Clinical Supplementation Allowance has now been renamed Clinical Duty Allowance and the rates of payment shall be as follows:-

- (a) Medical Consultants - 40% of Basic Salary
- (b) Non-Medical Consultants - 25% of Basic Salary

(viii) **Journal/Learned Society Allowance:**

- (a) Medical/Dental Practitioners - 50% increase on current rate which translates to N22,500 per annum;
- (b) Pharmacists/Medical Laboratory Scientist - 12,000 per annum;
- (c) Nurses and Other Health Professionals - 50% increase on current rate which translates to N9.000 per annum.

(ix) **Shift Duty Allowance:**

Government has directed that the current rate of 30% of Basic Salary as Shift Duty Allowance is to be maintained in view of the fact that Basic Salary has been substantially increased.

2. The effective date of (i) - (viii) above is 1st January, 2001.
3. Government has also directed as follows:

- (i) that the arrears of Call Duty Allowance and Clinical Supplementation of 150% and 50% respectively should remain 1st January, 2000;
- (ii) that no payment of salaries should be made to Resident Doctors for the duration of the Industrial Action in accordance with Labour Trade Dispute Act CAP 432.

Signed: Mrs. A. M. Rufai, mni
Permanent Secretary for Chairman

CIRCULAR

Ref. No. OE & MS/MSD/194/81
Office of the Head of the Civil
Service of the Federation, The
Presidency, Federal Secretariat,
Phase II. Abuja.

22nd June, 2001.

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

INFORMATION CIRCULAR ON THE REORGANISATION OF THE ADMINISTRATIVE AND FINANCIAL MANAGEMENT FUNCTIONS IN THE FEDERAL CIVIL SERVICE

1. Further to the earlier Circular Ref. No. HCSF/PSO/073/S. 1/T/5 from this Office dated 9th April, 2001 on the above subject matter, the nomenclature and organisational structure of the Department of Administration and Supplies and that of Finance and Accounts have been slightly amended to reflect the following.
 - (i) The Department of Administration and Supplies is to be simply known as the Department of Administration;

- (ii) The Department should operate the following four Divisions:
 - (a) Appointment, Promotion and Discipline
 - (b) Staff Welfare and Training
 - (c) Budget, and
 - (d) Supplies
 - (iii) The Department of Finance and Accounts should be sub-divided, into the following two Divisions:
 - (a) Finance
 - (b) Accounts
2. Ministries and Extra-Ministerial Departments should be structured according to their objectives, functions and sizes in line with Government decisions. However, in the event of any need to tamper with the approved structure, express permission must be obtained from the Head of the Civil Service of the Federation. Such requests should contain the details of the peculiarities of the Ministries/Extra-Ministerial Departments as well as specific proposal(s) for consideration.
 3. For the avoidance of doubt, the application of this Circular will be limited, in the meantime to the selected Ministries/Extra-Ministerial Departments listed out in the earlier Circular.
 4. Please bring the contents of this Circular to the notice of all concerned for immediate compliance.

Signed: M. Yayale Ahmed
Head of Civil Service of the Federation

CIRCULAR

HCSF/MSO/219/1/14

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

26th June, 2001.

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

TRAINING OF REGISTRY STAFF SERVICE-WIDE **CALL FOR NOMINATION**

1. The Office of the Head of the Civil Service of the Federation is organising a training programme for Registry Staff, Service-Wide. The date of the training programme and other relevant details will be communicated to you in due course.
2. The objectives of the programme are as follows:
 - (i) To impart to the Participants the basic skills and knowledge required for effective performance of their duties;
 - (ii) To impart to the participants the techniques and the use of appropriate tools to locate files;

- (iii) To create awareness on modern techniques in record management;
 - (iv) To inculcate the spirit of positive attitudinal change in the participants. The change is expected to be reflected in their attitudes towards accepting responsibilities as well as the care and maintenance of Government property.
3. In order to benefit from the training programme, and to facilitate the necessary arrangements to be put in place, you are hereby requested to please forward to this Office the list of your Registry Staff. The following information should be provided in the list:
- i. Names;
 - ii. Grade Levels;
 - iii. Cadre
4. I am to advise that the list should be forwarded to this Office not later than Tuesday, 3rd July, 2001.

Signed: T. D. Oyelade
Permanent Secretary (MSO)
for Head of the Civil Service of the Federation

OFFICE OF THE ACCOUNTANT-GENERAL OF THE FEDERATION
Federal Ministry of Finance

Ref. No. TRY/A3&B3/2001
OAGF/PRS/005/111/85

P. M. B 7015
Garki, Abuja.
Nigeria.

26th June. 2001

The Chief of Staff to the President,
The Deputy Chief of Staff, office of the Vice President.
All Honourable Ministers,
The Secretary to the Government of the Federation,
The Head of Civil Service of the Federation,
Special Advisers,
Service Chiefs/Inspector-General of Police,
Chairman, Federal Civil Service Commission,
All Federal Permanent Secretaries
The Clerk of the National Assembly
Chief Registrar, Supreme Court of Nigeria
The Auditor-General for the Federation
All Directors-General/Chief Executives of
Extra-Ministerial Departments and Agencies
Directors of Finance and Accounts,
Heads of Accounts Divisions
The Sub-Treasurer of the Federation
Heads of Internal Audit Units
All Federal Pay Officers.

**GUIDELINES FOR THE OPERATION OF MOTOR VEHICLE,
MOTORCYCLE, AND BICYCLE ADVANCES LOANS SCHEMES**

1. In view of circular reference no. HCSF/EMS/EIR/B.63966 of 15th January, 2001. Issued by the Head of the Civil Service of the Federation, approving the use of the Revised Public Service Rules and Financial Regulations in the Federal Public Service with effect from 1st January, 2000, this Treasury Circular is issued to provide guidelines for the operation of the motor vehicle, motorcycle and bicycle loans/advances schemes service wide.

2. **Eligible Officers and Maximum Rate of Advance**

- a. The following Officers are eligible for the advances:
 - All Heads of Departments and Officers on Salary Grade Level 08 and above for purchase of motor vehicles.
 - Officers on Salary Grade levels 07 and 06 shall be entitled to advances for the purchase of Motor Cycles.
 - Staff on Salary Grade Levels 01-05 shall be granted advances for bicycles.
- b. The maximum advance, which may be granted to any eligible Officer, is in accordance with the provisions of FR Nos 1728 and 1770(b).
- c. No Officer shall be eligible for an advance until after five years of a previous advance, except where the previous advance had been fully repaid.
- d. Application procedure to be adopted is prescribed in FR 1730 while the process of payment of the advances outlined in FR 1731 is to be strictly complied with.
- e. Insurance of Motor Vehicle and Motor Cycle is mandatory and the provisions of FR 1732 should be applied.

3. **Repayment of Advance and Need for Proper Records**

- a. With reference to FR 1734, calculation of interest on the advance is to be based on straight-line method at the rate of 4% per annum. The interest is to be computed and added to the principal amount. The total amount (i.e. principal and interest) is to be recovered in sixty (60) equal monthly installments with the 1st installment accommodating any repayments thereof. Each ministry, extra-ministerial departments and other arms of government shall maintain a register showing the following particulars:

Name and rank of officer

Amount of advance granted

Repayment period

Monthly installment repayment (both Principal and Interest)

1st installment amount and date

Last installment amount and date.

4. **Memorandum Account and Classification of Refund**

- a. A memorandum account shall be kept for each Officer as soon as the loan is granted. Subsequently, all the deductions should be posted into the accounts and each organisation should render a monthly return of the balances (in total) to the Office of the Accountant-General of the Federation.
- b. The Vote of Charge to be applied and the Classification of Refund should be treated in line with the provisions of FR 1744 and 1745, respectively.
- c. Separate Advances Ledger Cards must be maintained in respect of individual advances as prescribed in FR 1746.

5. **Recovery of Advances**

The process of recovery of advances in respect of Officers transferred to other ministries, services or those leaving the service is prescribed in PR 1738, 1739, 1740-41. All officers on posting or transfer to another ministry or station should collect their Last Pay Certificates (LPC) and transfer their salaries to the new station not later than six (6) months after the date of their posting. The LPC should reflect the full details of the advance including the amount outstanding.

6. Notwithstanding, the above guidelines, the whole of Chapter 17, parts B & C of the Financial Regulations, should be strictly adhered to in the implementation of the Motor Vehicle Advances Loans Scheme.
7. It will be appreciated if the contents of this Circular are given the widest circulation in your ministry, extra-ministerial departments, agency and other arms of government for the benefit of all members of your staff.

Signed: J. K. Naiyeju
Accountant-General of the Federation.

CIRCULAR

Ref. No. OE & MS/MSD/194/87

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

27th June, 2001.

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

TRAINING OF REGISTRY STAFF SERVICE-WIDE **CALL FOR NOMINATION**

1. I refer to the recent Circular Ref. No: OE & MS/MSD/194/81 dated 22nd June, 2001 on the above subject matter and hereby wish to inform you of a slight change in the allocation of functions between the newly created Department of Administration and that of Finance and Accounts.
2. The change specifically affects the responsibility for Budget matters which is now transferred to the Finance and Accounts Department for effective co-ordination and management

3. For avoidance of doubt, all guidelines contained in the earlier circulars on the issue still stand.
4. Please bring the content of this Circular to the notice of all concerned for immediate compliance.

Signed: M. Yayale Ahmed
Head of Civil Service of the Federation

FEDERAL MINISTRY OF FINANCE

Office of the Honourable minister

P.M.B. 14, Garki,
Central Area,
Abuja, Nigeria.

☎ 09 - 2340933
- 2346928
Fax: - 2340903

F15775

27th June, 2001.

The Chief of Staff to the President,
Principal Staff Officer to the Vice-President,
All Honourable Ministers,
Secretary to the Government of the Federation,
Head of the Civil Service of the Federation,
Special Advisers,
Service Chiefs/Inspector-General of Police,
Governor of the Central Bank,
Chairman, Federal Civil Service Commission,
All Permanent Secretaries,
Clerk to the National Assembly,
Chief Registrar, Supreme Court of Nigeria,
Accountant-General of the Federation,
Auditor-General for the Federation,
Director-General Chief Executives of
Parastatals, Agencies and Government owned Companies

**NEW POLICY GUIDELINES FOR PROCUREMENT AND AWARD OF
CONTRACTS IN GOVERNMENT MINISTRIES/PARASTATALS**

In pursuance of this Administration's drive to ensure accountability, efficiency, probity and transparency in all facets of Governance, the Federal Executive Council at its third meeting vide EC(200) 3 of Wednesday 17th January 2001 approved some reform measures in Government procurement and award processes to standards.

2. After extensive consultations with Stakeholders, the following guidelines are being issued to fully implement the new government policy.

i) **ABROGATION OF THE DEPARTMENTAL TENDERS BOARD (DTB) AND THE FEDERAL TENDERS BOARD (FTB)**

In the interest of efficiency and better coordination of Public Procurement activities, the functions of the Departmental Tenders Board (DTB) and the Federal Tenders Board (FTB) are to be assumed by the Permanent Secretary and Ministerial Tenders Board respectively. For the avoidance of doubt, the Departmental Tenders Board (DTB), and the Federal Tenders Board (FTB) are hereby abrogated.

ii) **CONTRACTS OF WORKS, SERVICES AND PURCHASES UP TO N1,000,000.00**

Any procurement whose value does not exceed N1,000,000.00 (one million naira) can be approved by the Permanent Secretary/Chief Executive without open competitive tendering. However, at least three relevant written quotations should be obtained from suitably qualified contractors/suppliers. All expenditures incurred under this policy should be documented and reported to the Honourable Minister on quarterly basis for information.

iii) **MINISTERIAL TENDERS BOARD (MTB)**

- a) There shall be established in each Ministry/Extra Ministerial Department, a Ministerial Tenders Board, whose Chairman shall be the Permanent Secretary/Chief Executive of the Extra-Ministerial Department.
- b) The other members of the Ministerial Tenders Board shall be the Directors/Heads of Departments in the Ministry or Establishment.
- c) Each Ministerial Tenders Board is empowered to award any contract whose value exceeds N1,000,000.00 (One Million Naira) but not more than N50,000,000.00 (Fifty million naira);
- d) The decisions of the Ministerial Tenders Board (MTB) shall be confirmed by the Honourable Minister.

iv) **ARMED FORCES/MINISTRY OF DEFENCE TENDERS BOARD:**

- a) The Chairman of the Armed Forces/Ministry of Defence Tenders Board shall be the Permanent Secretary, Ministry of Defence. Other members are Representatives of the Army, Navy, Air Force and the Director of Finance and Accounts of the Ministry of Defence.
- b) Each contract awarded by the Ministry of Defence shall be subject to the confirmation of the Minister of Defence.

v) **NIGERIA POLICE TENDERS AND PURCHASING BOARD**

- a) The Chairman of the Nigeria Police Tenders and Purchasing Board shall be the Permanent Secretary, Police Affairs. Other members are the Deputy Inspector-General of Police (Finance and Admin), all Heads of Department and Head of Finance, and Accounts Department.
- b) Each contract awarded by Nigeria Police Tenders and Purchasing Board shall be subject to the confirmation of the Minister of Police Affairs.

vi) **POWER OF BOARD OF CORPORATIONS AND PARASTATALS OVER TENDERS:**

- a) Chief Executives of Parastatals are empowered to make purchase or award contracts the value of which does not exceed N700,000.00 (Seven hundred thousand naira) without open competitive tendering. However, at least three relevant written quotations should be obtained from suitably qualified contractors/suppliers. All expenditures incurred under this policy should be documented and reported to the Chairman of the Board of Corporations/Parastatals on quarterly basis for information;
- b) Any contract in excess of N700,000.00 (Seven hundred thousand naira only) but not more than N20,000,000.00 (Twenty million naira only) shall be referred to the Board of Corporations/Parastatals.
- c) Any contract whose value exceeds N20,000,000.00 (twenty million naira) but not more than N50,000,000.00 (fifty million naira) shall be referred to the Ministerial Tenders Board (MTB) of the relevant supervising Ministry of the Corporation/Parastatal for consideration.

vii) **FEDERAL EXECUTIVE COUNCIL**

Any contract the value of which exceeds N50,000,000.00 (fifty million naira) shall be approved by the Federal Executive Council (FEC).

viii) **TENDER SPLITTING**

It shall be regarded as a serious offence for any officer to deliberately split contracts of works, purchases, procurement or services in order to circumvent the provision of this Circular. Such breach of the rules shall be subject to disciplinary action.

ix) **COMPETITIVE TENDERS**

The Ministerial Tenders Board must adopt the open Competitive Tendering procedures. However, if it is necessary to use the of limited tender procedures, the short-listing or selection of contractors or suppliers should

be done by the Ministerial Tenders Board. In addition, the following procedures and practices should be adopted:

- a) All contracts above N10m (ten million naira) should be advertised in at least two national dailies and or Government Gazette. The advertisement will be at least six weeks before the deadline for submitting bids for goods and works, and at least one month for consultancy services. Notices of all other tenders must be pasted at the notice board of procuring agencies.
- b) Opening of tender must be done in public at a designated date and time and opening should immediately follow the closing of the bidding period to minimize the risks of bid tampering. The bidders or their representatives should be invited and members of civil society or the press should not be excluded if they wish to attend.
- c) Bid evaluation criteria should be clearly defined in the Bidding document. Award of all contracts should be based on the criteria so defined.
- d) There should be a committee made up of professionals for the evaluation of bids. The Secretary of the Tenders Board should be the Secretary of the Committee. Members of the Evaluation Committee Tenders Boards and approval authorities should be declare any conflict of interest and exclude themselves from bid evaluation and approval process.
- e) The award of all major contracts of N20,000,000.00 (twenty million naira) and above should be published in two national dailies with description of the contract, name of contractor, and the contract price clearly stated.
- f) Contracts should be properly planned so as to avoid or minimize variations. Contract variations should not be allowed except when absolutely necessary subject to approval and /or the recommendation of the Ministerial Tenders Board (MTB). The method for determining price variation during contract execution must be incorporated into the contract. Such price variations shall be for contracts extended for more than 18 months.

x) **BID SECURITY**

All contracts estimated to cost N10 million and above should attract a Bid Security in an amount of not less than 2% of bid price in form of Bank Guarantee issued by the reputable Banks.

xi) **PERFORMANCE BANK GUARANTEE**

Performance Bank Guarantee in an amount of 10% of contract price, should be obtained for all contract in the sum of N10 million and above.

xii) **PROCUREMENT PLAN**

Quarterly procurement plan should be developed and used to determine the requirement of funds for various Government Offices at different quarters during the fiscal year. Such plans should spell out the timing for different procurement actions and have, the funding requirements at different stages. Release of funds should be on the basis of realistic, approved and updated procurement plans.

xiii) **SERVICES OF INTERNATIONAL AGENTS**

The service of International Procurement Agents of the highest repute may be obtained to assist in medium and large scale contracting where necessary.

xiv) **MOBILIZATION FEE**

Mobilization fee, where necessary and appropriate shall not exceed 25% of the contract sum. However, payment of such mobilization fee shall be effected upon written application and an unconditional bank Guarantee for equivalent amount valid until the Goods are supplied or until the mobilization fee has been repaid in the case of works contracts. Only Unconditional bank Guarantee issued by reputable Banks should be accepted.

xv) **INTEREST ON DELAYED PAYMENT**

There shall be a provision of interest payment to contractors for delayed payments by Ministries/Extra-Ministerial Departments. Such payment should however be made, at the rate of interest specified in the contract agreement, only if there is a delay in settling the claim of more than 60 days from the date of submission of the contractors' invoice/valuation certificate and their confirmation/authentication by the relevant Ministry.

xvi) **REGISTRATION OF CONTRACTORS/SUPPLIERS**

All eligible contractors/suppliers must be duly registered with the Federal Ministry of Works and Housing or the respective Ministries/Extra-Ministerial Departments and must produce their VAT Registration Certificate before Registration.

xvii) **AUDIT INSPECTION**

- a) Certified true copies of all contracts agreements shall be forward to the Office of the Auditor-General for the Federation or its representatives at the various Ministries/Extra-Ministerial Departments. In addition, minutes of Tenders Board meetings and full records of all the tendering processes must be kept and made available for inspection by the Office of the Auditor-General for the Federation and Accountant-General of the Federation on request. Such records shall be kept for a period of seven (7) years from the date of completion and take over of the project.

- b) As a condition for final payment for contracts exceeding N5 million naira, the Auditor-General for the Federation or his representative and the representative of the Ministry/Agency should co-sign the certificate releasing final payment.
3. All extant rules and regulations on Government purchases and award of contracts shall remain valid in as much as they are not in conflict with these procurement guidelines.
4. A Steering Committee and Procurement Reform Implementation Unit (PRIU) shall be established by the Federal Ministry of Finance to initiate and supervise the initial implementation of the new policy.
5. Subsequently, the Steering Committee would prepare the ground for the establishment and proper take-off of a Public Procurement Commission (PPC) which shall be the apex policy making body on all procurement and award of contracts matters in the Public Service.
6. The contents of this Circular should be brought to the attention of all concerned with procurement, purchases and award of contracts in the Public Service.

Signed: MALLAM ADAMU CIROMA
Honourable Minister of Finance

CIRCULAR

Ref.No.B.6424/5

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

2nd July, 2001.

Chief of Staff to the President,
Deputy Chief of Staff to the Vice-President
Honourable Ministers,
Secretary to the Government of the Federation
Special Advisers,
Service Chiefs/Inspector General of Police,
Chairman, Federal Civil Service Commission,
Permanent Secretaries,
Directors-General/Chief Executives
of Extra-Ministerial Departments and Agencies
Clerk to the National Assembly,
Auditor-General for the Federation,
Accountant-General of the Federation,
Chief Registrar, Supreme Court of Nigeria,

RECONSTITUTION OF JUNIOR STAFF COMMITTEE IN FEDERAL MINISTRIES/EXTRA-MINISTERIAL DEPARTMENTS

It has been observed that appointments, upgradings and conversions of junior officers on GL.01-06 undertaken by Ministries/Extra-Ministerial Departments in the last few years were fraught with many irregularities. This development has almost nullified Government's avowed determination to monitor and control the number of this category of staff in its employment.

2. It has, therefore, become necessary to implore Ministries/Extra-Ministerial Departments to ensure strict compliance with all Establishments Rules and Regulations guiding the appointment of such officers. In this regard, Government has directed that the Junior

Staff Committees of Ministries/Extra-Ministerial Departments should be reconstituted to include a representative of the Office of the Head of the Civil Service of the Federation, who shall be present at all JSC meetings as an observer. This directive shall in no way affect the maximum and minimum number of members of these Committees as stipulated in the Guidelines for Appointments, promotion and Discipline issued by the Federal Civil Service Commission.

3. Accordingly, proceedings of Junior Staff Committee meetings shall only be valid when the representative of the Office of Head of Service of the Federation is in attendance.

4. This circular takes immediate effect, please.

Signed: Dr. Abdi Zhawa
Permanent Secretary
(Establishments and Pension)
for: Head of the Civil Service of the Federation

CIRCULAR

Ref. No. SGF/OP/1.S.3/T.1

Office of the Secretary to the
Government of the Federation.
The Presidency,
Federal Secretariat,
Abuja.

7th August, 2001.

Chief of Staff to the President,
Deputy Chief of Staff to the Vice-President,
Honourable Ministers,
Head of Civil Service of the Federation,
Special Advisers/Senior Special Assistants,
Service Chiefs/Inspector-General of Police,
Governor of the Central Bank,
Chairman,
Federal Civil Service Commission,
Federal Permanent Secretaries,
Accountant-General of the Federation,
Auditor-General of the Federation,
Directors-General/Chief Executives of
Parastatals, Agencies and Government
Owned Companies,

UTILIZATION OF GSM FACILITIES BY GOVERNMENT MINISTRIES AND AGENCIES

Several Federal Government Ministries, Extra-Ministerial Departments and Parastatals have been making enquiries on the guidelines for acquiring the Global System for Mobile Communications (GSM) facility. In view of the need for appropriate utilization of public funds and in order to ensure that past abuses of NITEL facilities are not carried over to the new facility, Mr. President has directed that all Government Ministries, Extra-Ministerial Departments and Agencies desirous of using the GSM facility should seek prior clearance from the Office of the Secretary to the Government of

the Federation. Such requests should be accompanied by a full list of current lines (both Landlines and Mobile) under the control of the Ministry/Agency, the Officers to whom they are attached and their Grade Levels as well as outstanding Bills on the lines. The requests should also indicate whether the new GSM Lines to be acquired are substitutes or complements to the current NITEL lines, and the names and Grade Levels of Officer who will use the new lines.

2. All Government functionaries are required to abide by the above guidelines.

Signed: Chief U. J. Ekaette, CFR, mni
Secretary to the Government
of the Federation

CIRCULAR

Ref. No. SGF/OP/1/S.3/T.1

Office of the Secretary to the
Government of the Federation,
The Presidency,
Federal Secretariat,
Abuja.

14th August, 2001

Chief of Staff to the President,
Deputy Chief of Staff to the Vice-President,
Honourable Ministers/Special Advisers,
head of the Civil Service of the Federation,
Service Chiefs/Inspector-General of Police,
Governor, Central Bank of Nigeria,
Chairman, Federal Civil Service Commission,
Permanent Secretaries,
Chief Registrar, Supreme Court of Nigeria,
Auditor-General of the Federation,
Accountant-General of the Federation,
Directors-General/Chief Executives of
Parastatals and Agencies.

OBSERVANCE OF DUE PROTOCOL FORMALITIES AT THE AIRPORTS

It has come to the notice of the President that top Government functionaries, including Members of the National Assembly, Ministers, and the Judiciary had not been complying with due protocol formalities at the airports. In particular, protocol officials of top Government functionaries have cultivated the habit of going beyond the Customs and Immigration posts to the aircraft to see off or welcome such functionaries.

2. The purpose of this circular, therefore, is to express the dissatisfaction of the President with such practices and to reiterate that the policy on protocol formalities at the airports should be strictly complied with and protocol officials seeing off or receiving top Government functionaries are not expected to go beyond the VIP Lounges.
3. The contents of this circular should be brought to the notice of all concerned in your establishments.

Signed: Chief U. J. Ekaette, CFR, mni
Secretary to the Government of the Federation.

CIRCULAR

B. 6268/S.46/XI/795

**Office of the Head of Service
of the Federation,
The Presidency,
Federal Secretariat, Phase II,
Abuja.**

31st August, 2001

**Chief of Staff to the President,
Deputy Chief of Staff to the Vice-President,
Honourable Ministers,
Secretary to the Government of the Federation,
Chairman, Federal Civil Service Commission,
Permanent Secretaries,
Auditor-General for the Federation,
Accountant-General of the Federation,
Chief Registrar, Supreme Court of Nigeria,
Directors-General/Chief Executives of
Extra-Ministerial Departments and Agencies.**

AMENDMENT OF PUBLIC SERVICE RULE 04601 ON RETIREMENT FROM THE PUBLIC SERVICE IN PUBLIC INTEREST

In furtherance of the resolve of the present Administration to fight corruption and other vices, enhance transparency, accountability and raise the moral tone in the Public Service, the Federal Executive Council has approved the amendment of Public Service Rule 04601 on retirement in public interest the text of which is reproduced hereunder for ease of reference, as follows:

"Notwithstanding the provisions of this Chapter, if the Federal Civil Service Commission considers that it is desirable in the Public Interest that an officer should be required to retire from the Service on grounds which cannot suitably be dealt with by the procedures laid down in Rule 04306, it shall call for a full report from the Permanent Secretary/Head of Extra-Ministerial Department in which the officer has served; and if, considering that report and giving the officer an opportunity of submitting a reply to the complaints by reason of which his retirement is contemplated, the Commission is satisfied, having regard to the conditions of the service, the usefulness of the officer thereto and all other circumstances of the case, that it is desirable in the public interest so to do, it shall retire the

officer and the officer's service shall accordingly terminate on such date as the Commission may specify. In every such case, the question of pension and gratuity will be dealt with under the Pensions Act Cap 346, Laws of the Federation of Nigeria, 1990"

2. Accordingly, the above text is now amended to read as follows:-

"Notwithstanding the provisions of this Chapter, if the Federal Civil Service Commission, acting on reasonably reliable information, considers that it is desirable in the public interest that an officer should retire from the Service, the Commission shall take appropriate action to effect the retirement of the officer within two weeks. In every such case, the question of pension and gratuity will be dealt with under the Pensions Act, Capt. 3246, Laws of the Federation of Nigeria, 1990."

3. It is necessary to clarify that the amendment of the Rule is designed to remove the tortuous procedure in the handling of disciplinary matters. The amended Rule empowers the Federal Civil Service Commission to effectively and expeditiously take appropriate action within two weeks on any disciplinary matter which may result in the retirement of an officer from the Service in the public interest.

4. Ministries and Extra-Ministerial Departments which originate the disciplinary process shall conclude their own action and forward their report and/or recommendation to the Federal Civil Service Commission within one week from the date the matter was officially brought to the attention of the Permanent Secretary or the Director of Administration/Personnel Management.

5. Where the affected officer is a junior staff (Salary Grade Levels 01 - 06), the matter shall be handled by the Junior Staff Committee. The Permanent Secretary/Director-General shall ensure that any disciplinary matter referred to him/her, especially any matter that may lead to the retirement of an officer from the Service, is concluded within two weeks.

6. To ensure strict compliance with the provisions of this Circular, all Ministries/Extra-Ministerial Departments must keep this Office informed of actions in respect of all disciplinary measures taken within the purview of the amended PSR 04601 at the commencement and conclusion of the matter within the stipulated period.

7. All Ministries/Extra-Ministerial Departments are enjoined to bring the contents of this Circular, which come into immediate effect, to all staff.

*Signed: M. Yayale Ahmed,
Head of Service of the Federation*

OFFICE OF THE ACCOUNTANT-GENERAL OF THE FEDERATION
FEDERAL MINISTRY OF FINANCE.

Ref. No. TRY/A5&B5/2001
OAGF/TS/005/III/222

P. M. B. 7015
Garki - Abuja
NIGERIA

7th September, 2001.

To:

The Chief of Staff to the President,
The Deputy Chief of Staff to the Vice-President,
All Honourable Ministers,
Secretary to the Government of the Federation,
Head of Civil Service of the Federation,
Special Advisers,
Service Chiefs/Inspector-General of Police,
Governor, Central Bank of Nigeria,
Chairman, Federal Civil Service Commission,
All Federal permanent Secretaries,
The Clerk of the National Assembly,
Chief Registrar, Supreme Court of Nigeria,
The Auditor-General for the Federation,
All Directors-General/Chief Executives of
Extra-Ministerial Departments and Agencies,
Directors of Finance and Accounts,
heads of Accounts Divisions,
Sub-Treasurer of the Federation,
Heads of Internal Audit Units,
All Federal pay Officers.

REVIEW OF THE USE OF SPECIAL IMPREST IN THE
FEDERAL PUBLIC SERVICE

It has been observed that the use of Special Imprests, as provided for in the Revised Financial Regulations No. 1104 (b), is being seriously exposed to abuse by ministries, extra-ministerial departments, agencies and other arms of government. Rather than observe the provisions of the Financial Regulations on the operation of imprests, huge sums

of personal cash advances are being granted, under the guise of special imprests, for purchase of stores, works and services.

2. The foregoing practice, which is known to be widespread in the Federal Public Service, breaches the provisions of Financial Regulations No. 3301 on the use of Local Purchase Order and Job Order for the procurement of stores and services. Furthermore, it is not in conformity with the crusade of the present administration on accountability and transparency in the discharge of government business.

3. Consequently, in order to check the abuse, government has decided that all ministries, extra-ministerial departments, agencies and other arms of government should stop the practice of using special imprests in place of Local Purchase Orders, for all large purchases of stores, works and other services. In effect, all local procurements of stores and services costing above N100,000.00 shall only be made through contracts as prescribed in the Financial Regulations and extant financial circulars.

4. Kindly ensure that the contents of this circular are brought to the attention of all officers in your organisation for their strict compliance.

Signed: J. K. Naiyeju
Accountant-General of the Federation.

CIRCULAR

Ref. No. SGF OP/L.S.3/IV/55

Office of the Secretary to the
Government of the Federation,
The Presidency,
Federal Secretariat,
Abuja.

11th September, 2001.

The Chief of Staff to the President,
The Deputy Chief of Staff to the Vice-President
All Honourable Ministers,
Head of the Civil Service of the Federation,
Special Advisers,
All Permanent Secretaries,
Accountant-General of the Federation,
Auditor-General of the Federation.

DISSEMINATION OF INFORMATION OF DECISIONS OF THE FEDERAL EXECUTIVE COUNCIL AND OTHER POLICIES OF GOVERNMENT

The President of the Federal Republic of Nigeria has observed the disturbing trend whereby many Government officials, including very senior Civil Servants exhibit ignorance of the decisions of the Federal Executive Council and other policies and programmes of the Federal Government.

2. In that regard, it is clear that there is a lack of adequate information flow within Government, which is essential for good governance and efficient service delivery, to which this Administration is totally committed. In the past, Ministers used to hold regular weekly meetings with the staff of their Ministries during which they briefed them on important decisions and policies of Government. However, such briefings have either been discontinued or are no longer held regularly.

3. The President has, therefore, directed that Honourable Ministers should hold weekly meetings with senior officials of their Ministries, during which they should be briefed on Federal Executive Council decisions and other programmes and policies of Government.

4. I am to request that you ensure necessary compliance with this directive.

Chief U. J. Ekaette, CFR. mni
Secretary to the Government of the Federation

CIRCULAR

HCSE/PSO/394

14th September, 2001.

**The Chief of Staff to the President,
Deputy Chief of Staff to the Vice-President,
Honourable Ministers,
Secretary to the Government of the Federation,
Special Advisers/Senior Special Assistants,
Chairman, Federal Civil Service Commissions,
Federal Permanent Secretaries,
Accountant-General of the Federation,
Auditor-General for the Federation,**

VERIFICATION OF PERSONNEL RECORDS IN THE FEDERAL PUBLIC SERVICE

It has been discovered that most of the staff records in the Public Service Office as well as Ministries/Extra-Ministerial Department are in bad shape and therefore unreliable for Manpower planning and other usage. Indeed, Career Records of some staff, cutting across all the cadres in the entire public service, were found to contain inexplicable contradictions and inconsistencies. In some cases, it was established that some officers do not even have personal files; and where files exist, they do not contain the vital data that each civil servant should have.

2. This deplorable state of staff Personnel Records has made it extremely difficult to manage the careers of staff not only in the Office of the Head of the Civil Service of the Federation but in the entire Public Service. In order to correct this anomaly and establish a comprehensive personnel data base in the Public Service, it has been directed that screening and verification of personnel Records of all employees in the Federal Public Service should be carried out.

3. Consequently, the following programme schedule has been adopted to ensure orderliness.

(i) The Head of the Civil Service of the Federation and Permanent Secretaries/ Heads of Extra-Ministerial Department are to be screened by the Committee on 25th September, 2001. The venue is the Olusegun Obasanjo Hall, Office of Head of the Civil

Service of the Federation;

(ii) All Officers under the Pool of the Office of the Head of the Head of Civil Service (i.e. Administrative, Executive, Library, Stores Officers, Librarian, Stock Verifiers) are to be screened between 27th September and 9th November, 2011.

(iii) Other Professionals in Ministries/Extra-Ministerial Departments will take their turn between 12th and 30th November, 2001, while the Parastatals schedule are being worked out and would be announced at a date to be decided later.

4. It should be emphasised that participation in the exercise is mandatory for all employees in the Federal Public Service. Each officer is expected to complete the Bio-Data form, designed to obtain relevant data, correctly and honestly. They are expected to bring along the original and three sets of photocopies of the following vital documents, viz

Birth Certificate/Statutory Declaration of Age;
Educational Qualifications;
Letter of First Appointment;
Letter of Transfer (If applicable);
Evidence of Confirmation of Appointment;
Letter of Present Appointment/Promotion;
Evidence of Marriage (If applicable); and
Curriculum Vitae

However, it should be noted that a statement of undertaking in the form will be binding, and therefore submission of false or contradictory information by any officer that may mislead Government would be visited by appropriate disciplinary measures.

5. All Permanent Secretaries, Heads of Extra-Ministerial Departments and Directors of Administration/ Personnel are therefore being directed to ensure that the content of this Circular is given the widest publicity possible as the data to be gathered will assist government to sanitise personnel records and facilitate effective manpower planning. The co-operation of all Public Officers to ensure the success of this important exercise is being solicited.

Signed: MAHMUD YAYALE AHMED
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, CENTRAL DISTRICT, P.M.B. 248,
ABUJA

PUBLIC SERVICE OFFICE

Ref. No......
Telegrams: HCSFED.GOV.T.
Telephone: 09 - 5234491

HCSF/PSO/085
Fax:.....
Date: 2nd October, 2001.....

The Chief of Staff to the President,
Deputy Chief of Staff to the Vice-President,
All Honourable Ministers,
Secretary to the Government of the Federation,
Special Advisers,
Chairman, Federal Civil Service Commissions,
All Federal Permanent Secretaries,
Chief Registrar Supreme Court of Nigeria,
Accountant-General of the Federation,
Auditor-General of the Federation,
All Directors-General/Chief Executives of
Extra-Ministerial Departments and Agencies,

COMMITTEE ON VERIFICATION OF PERSONNEL RECORDS IN THE FEDERAL PUBLIC SERVICE: SCHEDULE OF IMPLEMENTATION

Following the flag-off of the verification exercise and the subsequent screening and verification of the personnel records of the Head of the Civil Service of the Federation and the Permanent Secretaries, the Phase 2 of the project has since commenced on the 27th September, 2001. It is expected to run through to 9th November, 2001. This phase will involve the screening of all the various cadres of Pool Officers under the control of the Administrative Officers Department, (AOD), Executive Cadre Management, (ECM) and Professional Officers Department, (POD), all under the Office of the Head of Civil Service of the Federation. For the avoidance of doubt, all Administrative and Executive Officers, Confidential Secretaries, Librarians, Library Officers, Stores Officers and Stock Verifiers fall under this category.

2. To facilitate the implementation of this phase of the exercise, the Committee on

Verification of Personnel Records has created three Technical Sub-Committees to handle the screening of these cadres in accordance with the schedule of implementation attached to this circular. It needs be emphasised that the screening exercise which will run from 27th September - 30th October 2001, shall cover only those pool officers who are based in Abuja. A time-table for the pool officers in the outstations as well as other categories of the staff of the Ministries will be issued at a later date.

3. I enjoin you to bring this circular and the attached time-table to the notice of all the officers concerned.

*Signed: Umaru Aji,
Permanent Secretary
for: Head of the Civil Service of the federation*

VERIFICATION OF PERSONNEL RECORDS IN THE FEDERAL PUBLIC SERVICE
SCHEDULE OF IMPLEMENTATION

(i) TECHNICAL SUB-COMMITTEE 'A'
ADMINISTRATIVE OFFICERS

Venue: Olusegun Obasanjo Hall, Office of the Head of Civil Service of the Federation, Federal Secretariat, Phase II, Block 'A', Abuja.

Time: 9:00 am Daily.

27th September – 3rd October, 2001	-	Screening of Director of Admin./Personnel Management, GL. 17
4th – 5th October, 2001	-	screening of Deputy Directors, GL. 16
8th – 10th October, 2001	-	screening of Assistant Directors, GL. 15
11th – 12th October, 2001	-	screening of Chief Admin. Officers GL. 14
15th – 16th October, 2001	-	screening of ACAO GL. 13
18th – 19th October, 2001	-	screening of PAO GL. 12
22nd – 23rd October, 2001	-	screening of SAO, GL. 10
24th – 26th October, 2001	-	screening of Admin. Off. I GL. 09
29th – 30th October, 2001	-	screening of Admin. Off. II GL. 08

(ii) TECHNICAL SUB-COMMITTEE 'B'
EXECUTIVE OFFICERS

Venue: Conference Room of the Office of the Secretary to the Government of the Federation, Federal Secretariat, Phase I, Abuja.

Time: 9:00 am Daily.

27th September – 3rd October, 2001	-	screening of Officers on GL. 14 and 13
4th – 5th October, 2001	-	screening of Officers on GL. 12
8th – 10th October, 2001	-	screening of Officers on GL. 10
11th – 12th October, 2001	-	screening of Officers on GL. 09
15th – 16th October, 2001	-	screening of Officers on GL. 08
18th – 26th October, 2001	-	screening of Officers on GL. 07

(iii) TECHNICAL SUB-COMMITTEE 'C'

PROFESSIONAL/SUB PROFESIONALS

Venue: Olusegun Obsanjo Hall, Office of the Head of the Civil Service of the Federation,
Federal Secretariat, Phase II, Block 'A',
Abuja.

Time: 9:00 am Daily

- | | | |
|------------------------------------|---|--|
| 27th September - 3rd October, 2001 | - | Screening of Officers on GL. 14 and 13 |
| 4th - 5th October, 2001 | - | Screening of Officers on GL. 12 |
| 8th - 10th October, 2001 | - | Screening of Officers on GL. 10 |
| 11th - 12th October, 2001 | - | Screening of Officers on GL. 09 |
| 15th - 16th October, 2001 | - | Screening of Officers on GL. 08 |
| 18th - 26th October, 2001 | - | Screening of Officers on GL. 07 |

CIRCULAR

Ref: No. OHCSF/MSO/192/94

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

2nd October, 2001

Chief of Staff to the President,
Deputy Chief of Staff to the Vice-President,
Honourable Ministers,
The Secretary to the Government of the Federation,
All Special Advisers
All Service Chiefs/Inspector-General of Police,
Chairman, Federal Civil Service Commission,
All Permanent Secretaries,
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 Chief Executives of
Extra-Ministerial Departments.

ESTABLISHMENT OF ANTI-CORRUPTION AND TRANSPARENCY UNITS IN MINISTRIES/EXTRA-MINISTERIAL OFFICES/AGENCIES/PARASTATALS

You will recall that, in furtherance of the determination of the present Administration to effectively fight corruption on a sustainable basis, the Federal government has established the Corrupt Practices and Other Related Offences Commission for the implementation of the provisions of the Corrupt Practices and Other Related Offences Act, 2000. Government has also considered and approved the request of the Commission for the establishment of an Anti-Corruption and Transparency Unit in every Federal Ministry and Extra-Ministerial Office, Agency and Parastatal.

2. Consequently, the President, Commander-in-Chief of the Armed Forces, has approved that the Units should be set up under the following guidelines:

(a) **Position of the Unit Within the Ministries/Agency**

The Anti-Corruption and Transparency Units should operate as autonomous outfits with functional linkages with both the Ministers and the administrative heads responsible for their respective establishments.

(b) **Personnel**

(i) The Units should be headed by experienced, competent and transparently honest officers on Grade Level 15 in order to enhance effectiveness and efficiency in addition to facilitating interaction and relationship at the management level.

(ii) The size of the Units and the manning level should be based on the size of each establishment, the complexity of its operations and the degree of opportunity for corrupt practices.

(iii) Any person of integrity, probity, transparency and impeccable character could be deployed to serve in the Unit regardless of his/her cadre. The Staff will be provided by their respective establishments at the take-off stage. The list of such staff should first be forwarded to this Office and the Independent Corrupt Practices and Related Offences Commission for clearance. Thereafter, they should be adequately trained by the Commission. It is expected that the commission will take over full responsibility for the Units from the year 2002.

(c) The Unit Head may be assisted by the following supporting staff who should be officers of transparent honesty:

(i) **Investigation/Inspection Officers – GL 09 - 12**

(ii) **Enlightenment/Prevention Officers: GL 09 - 12**

(d) **Screening/Assets Declaration**

Officers deployed to the Unit shall not only be screened thoroughly but shall also declare their assets.

(e) **Duties**

The Unit shall perform all the duties detailed in Section 6(a) - (f) of the Corrupt Practices and other Related Offences Act, 2000 except that of prosecu-

tion. It shall report all alleged/reported cases to the Commission with copies sent to the Minister and Permanent Secretary in the Ministry except where a Minister or Permanent Secretary is involved.

- (f) Cases involving Ministers and Permanent Secretaries shall be copied to the Secretary to the Government of the Federation and the Head of Service of the Federation respectively for the information of the President.
- (g) The Unit shall undertake the preliminary investigation of each report with minimum delay and forward its findings to the Commission. The decision as to whether further investigation and possible prosecution should be undertaken shall be that of the Commission as provided in the act.
- (h) In order to avoid or minimize conflicts arising from overlap of functions with the existing appropriate authorities for discipline in each establishment, official misconduct has been classified into the following three categories:
 - (i) **Suppression of Record:** If the suppression is to cover up fraud or to cover up "corruption", vide section 15 of the Corrupt Practices and Other Related offences Act, 2000, hereinafter referred to as the Anti-Corruption Law.
 - (ii) **False Claim:** The false claim provided in Public Service Rule 04401 becomes a crime under the Anti-Corruption Law if it was made by an officer in the course of his duty and against the Government or any of its Agencies..
 - (iii) **Corruption:** Public Service Rules 04401 defines "corruption" as a serious misconduct and by virtue of Section 2 of the Anti-Corruption Law, that "act" includes "bribery, fraud and other related offences" This, therefore, amounts to misconduct under the Public Service Rules and is a crime under the Anti-Corruption Law.
 - (iv) **Embezzlement:** By virtue of Section 12 of the Anti-Corruption Law, embezzlement, recognised as a serious misconduct in PSR 04401, is equally a crime.
 - (v) **Dishonesty:** Dishonesty is a serious misconduct in the Service under PSR 04401. The import of the provisions of Sections 19 and 25 of the Anti-Corruption Law is that dishonesty in the discharge of official duty, which may cause the Government financial or proprietary loss, is also a crime.

- (vi) **Falsification of Records:** Falsification of records of any nature is a serious misconduct under Chapter 4 of the Public Service Rules. However, the falsification of records becomes a crime by virtue of Section 16 and 25 of the Anti-Corruption Law, if the "falsification of records" is with respect to government finances or government proprietary interests.

Misconduct that should appropriately be handled by the Relevant disciplinary Committee:

- (i) **Willful act or omission or general misconduct.**
- (ii) **Conviction on a Criminal Charge:** Conviction of an officer for hard crime (other than minor traffic or sanitary offences) puts the integrity and conduct of the officer in question, hence it is misconduct under the Public Service rules. However, such a conviction, simpliciter, does not amount to a fresh crime under the Anti-Corruption Law.
- (iii) **Absence From Duty Without Leave:** This is a serious misconduct in the Service and attracts the summary punishment of dismissal by virtue of PSR 04412. However, the element of crime required by law for such an officer to be prosecuted under the Anti-Corruption Law may not be available. Such officers should be dealt with administratively.
- (iv) **Disobedience of Lawful Order Such as Refusal to Proceed on Transfer or to Accept Posing etc:**
- This is not only a serious misconduct under the PSR but is abhorrent to the social and moral fibre of a disciplined society. Yet, it has no element of crime as required by law for it to be brought under the Anti-Corruption Law. It therefore remains an administrative offence.
- (v) **Negligence:** Negligence, simpliciter, is not a crime and cannot be punished under the Anti-Corruption Law. However, negligence in the discharge of one's duty amounts to misconduct under the Public Service Rules.
- (vi) **Serious Financial Embarrassment:** Public Service Rules define "Serious Financial Embarrassment" as "the state of an officer's indebtedness which, having regard to the amount of debts incurred by him, has actually caused serious financial hardship to him". This definition has no required elements of crimes for it to be dealt with under the Anti-Corruption Law.
- (vii) **Engaging in Political Activities:** This cannot fall into the definition

given to "corruption" by the Anti-Corruption Law.

- (viii) **Unauthorized Disclosure of Official Information etc:** This act is a crime under the Official Secrets Act, Cap 335, LFN 1990, but not specifically provided for under the Anti-Corruption Law, hence may not be satisfactorily dealt with by the Anti-Corruption Unit. Since the act as both an offence under the Public Service Rules and also a crime under an existing law, any officer found guilty of same shall be dealt with administratively while the criminal aspect is reported to the Police for investigation and subsequent prosecution under the appropriate law.
- (ix) **Fighting on Duty:** This may be a breach of peace under the relevant sections of the penal and criminal codes but not under the Anti-Corruption Law.
- (x) **Membership of Secret Societies:** This is a crime under the relevant existing laws but not under the Anti-Corruption Law and may be outside the purview of the Anti-Corruption Unit. Since it is a misconduct under PSR 04401, it should be handled administratively and its criminal aspect should be handed over to the Police.
- (xi) **Contravention of Any Provision of the Public Service Rules and Financial Regulations:** This contravention remains a misconduct if there is no deliberate financial or proprietary benefits to the officer at the expense of Government.
- (xii) **Drunkenness.**
- (xiii) **Insubordination:** This deals with willful disobedience and refusal to submit to duly constituted Authority. It is clearly a misconduct and not a crime.
- (xiv) **Failure to Keep Records:** This failure per se, is an administrative frailty. However, where it is deliberate with the purpose of attracting inordinate financial or proprietary interest to oneself or relation at the expense of Government or its Agencies, the Anti-Corruption and Transparency Unit may deal with the matter.
- (xv) **Foul Language:** This is purely an administrative misconduct and not a crime to be handled under the Anti-Corruption Law.

1.) Regardless of what has been expatiated in (i) and (j) above, any type of misconduct could be handled by either the Anti-Corruption Unit or any of the existing Disciplinary Committees in the establishment depending on the circumstances

under which the offence was committed and the motive for carrying out the act.

(l) **Meetings**

The Units shall hold regular meetings not less than once a month, with a representative of the ICPC in attendance, to review their performance. The minutes/reports of such meetings shall be forwarded to the Office of the Head of the Civil Service of the Federation and the ICPC.

(m) **Seminars**

The Office of the Head of Civil Service of the Federation, through the Management Services Office, shall organize seminars and workshops to sensitize different groups in the Service on the Anti-Corruption Act, 2000.

(n) **Monitoring**

(i) Every establishment is required to set up an Anti-Corruption Evaluation Committee under the administrative head of the Ministry, Office, Agency or Parastatal in order to effectively monitor the performance of the Units.

(ii) The ICPC shall organize a joint meeting, at least once a year, of the ICPC, Hon. Ministers, Permanent Secretaries, Chief Executives of Parastatals and other relevant persons to review the performance of the Units.

(o) **Returns on Disciplinary cases**

In order to ensure the effectiveness of the appropriate disciplinary bodies in the Public Service, all government establishments shall render regular returns on disciplinary cases to the Office of the Head of the Civil Service of the Federation.

Members of the ICPC and their officials will liaise with you and pay regular working visits to your establishments with a view to carrying out their duties as provided in the Anti-Corruption Act. You are enjoined to co-operate fully with them.

Please comply and report back to this Office within one month from the date of this Circular.

Signed: Mahmud Yayale Ahmed
Head of the Civil Service of the Federation

CIRCULAR

Ref.No.OHCSEF/MOS/61/T1

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

2nd October, 2001

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,
Chairman, Federal Civil Service Commission,
All Permanent Secretaries,
Auditor-General for the Federation,
Accountant-General of the Federation,
Chief Registrar, Supreme Court of Nigeria,
All Directors-General and Chief Executives of
Extra-Ministerial Departments.

ESTABLISHMENT OF THE OPERATIONS, ORGANISATION AND MANAGEMENT RESEARCH (OOMR) SECTION AND EFFICIENCY SECTION IN MINISTRIES AND EXTRA-MINISTERIAL DEPARTMENTS.

It has been observed that many Ministries and Extra-ministerial Departments do not have functioning Operations, Organisation and Management Research (OOMR) Section as well as the Efficiency Section which should form an integral part of the Research and Statistics Division of the Planning, Research and Statistics (PRS) Departments of Ministries/Extra-Ministerial Departments.

2. For the avoidance of doubt, the OOMR Section is expected to:
 - (a) carry out preliminary studies of the operational modalities in Ministries/Extra-Ministerial Departments;
 - (b) regularly collect data on the duties and responsibilities of officers and how the duties are performed;
 - (c) compile and transfer data to the Efficiency Section;

- (d) undertake the continuous investigation, inspection and study of all aspects of structure, operational modalities and management practices of their Ministry or Extra-Ministerial Departments;
- (e) advise the Minister or Chief Executive on matters relating to structure, operational modalities and practices within the Ministry or Extra-Ministerial Department; and;
- (f) conduct periodic management audit of all the Departments in the Ministry or Extra-Ministerial Department.

3. On its own part, the Efficiency Section should:

- (a) use the data collected by the OOMR Section. to design performance targets for the sub-divisions;
- (b) ensure that targets are specific, measurable, achievable, realistic and time-bound.
- (c) seek approval of the Chief Executive for the performance targets through the appropriate channel before they are adopted by the various sub-divisions;
- (d) keep record of the targets;
- (e) monitor performance targets to ensure that the sub-divisions and staff comply with the set targets and endeavour to achieve them;
- (f) write reports regularly on how targets are being met by the sub-divisions so that Management could use the information to determine appropriate rewards and their recipients; and
- (g) produce Annual Reports on efficiency/productivity levels for the Chief Executive.

4. In view of the critical nature of the contributions which the two Sections are expected to make to performance management in the Civil Service, it has become necessary for the OOMR and Efficiency Section to be properly established with the right number and calibre of staff. Accordingly, every Ministry/Extra-Ministerial Departments is required to set up the two Sections without further delay, where this has not been done already.

5. A feedback on the action taken by your Ministry/Extra-Ministerial Department on this matter is expected to reach this Office not later than six weeks from the date of this circular.

Signed: M. YAYALE AHMED
Head of the Civil Service of the Federation.

CIRCULAR

Ref. No. 1162/1/

Office of the Head of Service of
the Federation,
Manpower Development Office,
Federal Secretariat, Phase II,
Abuja.

7th November, 2001

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,
Federal Permanent Secretaries,
All Permanent Secretaries,
Clerk to the National Assembly,
Auditor-General for the Federation,
Accountant-General of the Federation,
Chief Registrar, Supreme Court of Nigeria,
Chief Executives of Parastatals, Extra-Ministerial Departs.
and Agencies.

INDUSTRIAL ATTACHMENT PROGRAMME FOR TRAINEES AT THE FEDERAL TRAINING CENTRES.

Further to our letter No.SD.595/Vol.100/32 of 20th August, 2001 on the offer of "2001/2002 Provisional Admission for In-Service Courses at the Federal Training Centres" it is pertinent to bring to your attention and to that of your nominees for the FTC courses, an additional requirement for the award of a Certificate at the end of the training courses for the following categories of trainees.

(1) Official Reporters

The Official Reporter Trainees will be required to undergo an industrial Work Experience of 3 weeks duration at the end of the first academic Section and another 3 weeks during the second session. The Industrial attachment will be undertaken in the State Houses of Assembly where

the trainee is undergoing his training. This will be arranged by the Manpower Development Office in conjunction with all the relevant FTCs.

(ii) **Conversion Course to the AEO Cadre (12 months)**

Trainees on this course will be required to undergo a 3-month Industrial Attachment in compliance with paragraph 5 of Circular No. Ref. B.64001/71 of 28th December, 1998. This will be undertaken as from August, after the written examinations at the end of July. The Principals will arrange for the trainees' attachment to establishments other than their own, and located in the State where the Centre is sited. This programme is not expected to attract additional monetary implication from their sponsors.

(iii) **Confidential Secretary Grade III (2 Sessions)**

Hitherto, this group of trainees carried out their industrial attachment within their sponsoring establishments. In view of the rampant abuse this arrangement has been subjected to, all the trainees under this category would henceforth undergo their industrial work experience in establishments other than theirs at the end of the first session, for 6 weeks.

2. All the programmes will be supervised by internal and external supervisors and assessed towards the award of a Certificate. The time table for the programmes will be announced later and this will include placements, in establishments, as well as other relevant information.

3. The purpose

to solicit your co-operation on this matter, as it is the desire of this Office to improve the quality of the end products of the Federal Training Centres, to enable them serve you better.

Signed: Garba Buwai, mni
Permanent Secretary
for: Head of the Civil Service of the
Federation.

CIRCULAR

PEN.63903/S.90/12

The Presidency,
office of the Head of service of the
Federation,
Federal secretariat, Phase II,
Sheru Shagari Way,
Abuja.

13th November, 2001

Chief of Staff to the President,
Commander-In-Chief,
Deputy Chief of Staff to the Vice-President,
Principal Secretary to the President,
Honourable Ministers,
Secretary to the Government of the Federation,
Chairman, Civil Service Commission,
Permanent Secretaries,
Auditor-General for the Federation,
Accountant-General of the Federation
Directors-General and Heads of Extra-Ministerial
Departments and Agencies.

Attention: Departmental Pension Officers

**FORWARDING OF RELEVANT DOCUMENTS
FOR PROCESSING RETIREMENT BENEFITS**

It has been observed that the forwarding of departmental files along with the documents of retiring Officers has created bottlenecks in the processing of their benefits. In order to ensure that officers receive their retirement benefits promptly, Departmental Pension officers are required to forward the under-listed documents without necessarily endorsing their departmental files:

- (a) Pension Form GEN.62 (in duplicate) with two recent colour passport photographs.

- (b) Birth Certificate or Sworn Declaration of Age
- (c) Record of Service
- (d) Acceptance letter of retirement
- (e) Letter of appointment or gazette publications of appointment
- (f) Clearance Certificate signed by Director of Administration and Supplies
- (g) Clearance Certificate of non-indebtedness signed by Director of Finance and Accounts
- (h) Evidence of last promotion
- (i) Current personnel emolument Card/LPC
- (j) Evidence of Transfer of Service (where applicable)
- (k) Evidence of condonation and merger of service (where applicable)
- (l) Carbon copy of audited computation sheet
- (m) Signed payment voucher for receipt of gratuity (if applicable)
- (n) Stamped Death Certificate (for deceased officers)

2. Please bring the contents of the Circular to the attention of all concerned for strict compliance.

Signed: Dr. Aboki Zhawa
Permanent Secretary
Establishment and Pensions
for: Head of Civil Service of the Federation.

CIRCULAR

B.63966/220,

Office of the Head of Civil
Service of the Federation,
Establishments & Pension Office,
Federal Secretariat, Phase II,
Shèhu Shagari Way,
Abuja.

23rd November, 2001

The Chief of Staff to the President,
The Deputy Chief of Staff, Office of
the Vice-President,
Principal Secretary to the President,
All Honourable Ministers,
Secretary to the Government of the Federation,
Special Advisers,
All Service Chiefs/Inspector-General of Police,
Governor, Central Bank of Nigeria,
Chairman, Federal Civil Service Commission,
All Federal Permanent Secretaries,
All-Directors-General/Chief Executives
of Extra-Ministerial Departments and Agencies,
The Clerk to the National Assembly,
The Auditor-General for the Federation,
The Accountant-General of the Federation,
The Registrar, Supreme Court of Nigeria,

SALE OF SOME PUBLIC SERVICE REFERENCE BOOKS

In view of the increasing demand and relevance of the Public Service books, it has become necessary to sell them to the users at their production costs as follows:-

(i)	Public Service Rules	N750.00
(ii)	Financial Regulations	N1,000.00

(iii)	Guides to Administration Procedures in the Federal Regulation	N350.00
(iv)	Administrative Guidelines Regulating the Relationship between the Parastatals/Government-owned Companies and the Government	N10.000
(v)	Civil Service Handbook	N450.00
(vi)	1974 - 1984 Establishments Circulars	N850.00
(vii)	1985 - 1994 Establishment Circulars	N850.00
(viii)	1995 - 1999 Establishments Circulars	N850.00
(ix)	Guidelines on Appointment, Promotion and Discipline issued by the Federal Civil Service Commission	N350.00
(x)	Schemes of Service revised up to May, 2000	N1,500.00

2. The total cost for purchasing the books is seven thousand and fifty naira (N7,050.00), which will be deducted instalmentally from the monthly salary of Civil Servants over a period two years, at most, except, where an office decides to off-set the cost of the books in one fell swoop.

3. The Accountant-General of the Federation has been advised to set a machinery in motion for operating a revolving fund from which production of the books will be funded as well as effecting the ... as and when due.

4. It has, therefore, become necessary to ask you to furnish us with of your directorate staff to facilitate smooth and orderly ... of the books to them.

Signed: Dr. Aboki Zhawa
Permanent Secretary (E&P)
for: Head of the Civil Service of the Federation.

OFFICE OF THE ACCOUNTANT-GENERAL OF THE FEDERATION
FEDERAL MINISTRY OF FINANCE

Ref.No.TRY/A7&B7/201
OAGF/TS/026/I/29

P.M.B. 7015,
Garki - Abuja,
Nigeria.

29th November, 2001

FEDERAL TREASURY CIRCULAR

To:

The Chief of Staff to the President,
The Deputy Chief of Staff to the Vice-President,
All Honourable Ministers,
Secretary to the Government of the Federation,
Head of Civil Service of the Federation,
Special Advisers,
Service Chief/Inspector-General of Police,
Governor, Central Bank of Nigeria,
Chairman, Federal Civil Service Commission,
All Federal Permanent Secretaries,
The Clerk of the National Assembly,
Chief Registrar, Supreme Court of Nigeria,
The Auditor-General for the Federation,
All Directors-General/Chief Executives
of Extra-Ministerial Departments and Agencies,
Directors of Finance and Accounts,
Heads of Accounts Divisions,
Sub-Treasurer of the Federation,
Heads of Internal Audit Units.

Expenditure Control:

Re: Capital Accounts in the CBN Will Not Lapse In December, 2001.

Further to Treasury Circular No.A6&B6/2001 of 23rd November, 2001 on Due Process Certification of Contracts, it has become necessary to reiterate that the authority for the disbursement of year 201 Capital Accounts in the CBN not lapse by the year end. All capital allocations already released into the Bank Accounts in the

CBN of all spending ministries, agencies and other arms of government could contain to be spent in year 2002.

2. In view of this, the Federal Government has directed all Accounting Officers to comply carefully with due process requirement in the disbursement of capital allocations. **Furthermore, it has been decided that from now to 31st December, 2001 any capital expenditure above N10 million shall not be disbursed without full compliance with the due process requirements. All Accounting Officers are required to forward evidence of compliance to the** Accountant-General of the Federal before any cheque is issued for any Capital Expenditure above N10 million, between now and 31st December, 2001 **The CBN has been duly notified and directed to dishonour any cheque issued without due compliance with this Circular.**

3. You are required to please, comply strictly with the provisions **of this Circular in the best interest of our economy.**

Signed: J.K. Naiyeju
Accountant-General of the Federation

CIRCULAR

Ref. No. ICPC/GNA/CIB/01

Independent Corrupt Practices and
Other Related Offences Commission,
Plot 802, zone A9,
Constitution Avenue,
Central Area,
Abuja.

5th December, 2001.

Chief of Staff to the President,
Deputy Chief of Staff to the Vice-president,
Honourable Ministers,
The Secretary to the Government of the Federation,
All Service Chiefs/Inspector General of Police,
Chairman, Federal Civil Service Commission,
All Permanent Secretaries,
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 Chief Executives of
Extra-Ministerial Departments.

ESTABLISHMENT OF ANTI-CORRUPTION UNITS IN MINISTRIES/EXTRA-MINISTERIAL OFFICES/AGENCIES/PARASTATALS

Recently, the President, Commander-in-Chief of the Armed Forces approved the setting up of Anti-Corruption unit in every Federal Ministry, Extra-Ministerial Office, Agency and Parastatal. Consequently, the Head of Service of the Federation through circular letter No. OHCSF/MSO/192/94 has brought to the attention of all concerned the approved guidelines for the operation of the units.

2. The purpose of this letter is to specifically draw your attention to paragraph 2 (a) and (c) of the circular and to request you to comply with the conditions stipulated for setting up the units. If you have not already set up the anti-corruption unit in your organization, this letter is to remind you to do so now without any further delay. Thereafter, you should forward the list of members of the unit in your organization to this Commission for clearance. This will enable the Commission to take further necessary action expected of it as spell out in the guidelines.

Signed: Hon. Justice M. M. A. Akanbi CFR
Chairman

CIRCULAR

B.6268/KI/825

Office of the Head of the Civil
Service of the Federation,
Establishments & Pension Office,
Federal Secretariat, Phase II, Block A,
Shehu Shagari Way,
Abuja.

12th December, 2001.

The Chief of Staff to the President,
The Deputy Chief of Staff, Office of
the Vice-President,
All Honourable Ministers,
Secretary to the Government of the Federation,
Special Advisers,
All Service Chief/Inspector-General of the Police,
Governor, Central Bank of Nigeria,
Chairman, Federal Civil Service Commission,
All Federal Permanent Secretaries,
All Directors-General/Chief Executives
of Extra-Ministerial Departments and Agencies,
The Clerk to the National Assembly,
The Auditor-General for the Federation,
The Accountant-General of the Federation,
Chief Registrar, Supreme Court of Nigeria,

**MEMORANDUM FOR REVIEW OF THE PUBLIC SERVICE
RULES AND SOME OTHER REFERENCE BOOKS
IN USE IN THE FEDERAL CIVIL SERVICE**

I am directed to inform you that an Inter-Ministerial Committee has been set up by the Head of Civil Service of the Federation to review and update the Public Service Rules to remove all ambiguities and anachronism apparent in some of them as well as introduce or incorporate new rules that would make our Civil Service dynamic and result-oriented in the present-day society.

2. The Committee was inaugurated on Thursday, 6th December, 2001, with the

following terms of reference:-

- (i) To examine the Public Service Rules and update the provisions to meet the requirements of a modern day society.
- (ii) To examine the Guidelines for Appointment, Promotion and Discipline issued by the Federal Civil Service Commission.
- (iii) To examine the Administration Guidelines Regulating the Relationship between the Parastatals and Government owned Companies and the Government.

3. In order to make the work of the Committee all-embracing, it has become necessary to ask you to submit Memorandum on any subject in the existing rules, which, in your view, require modernization or clarification to meet the demands of the present democratic dispensation in the country.

4. The Committee will submit its report by the end of March, 2002. In the circumstances, your Memorandum should reach the Secretariat of the Committee, which is located on the Third floor, Office of the Head of Service, Federal Secretariat, Phase II, on or before the end of February, 2002.

Signed: J. O. Ezenwafor
Director

Establishments and Industrial Relations
for: Head of the Civil Service of the Federation.

CIRCULAR

Ref.No.SGF/OP/1/S/3/Y/82

Office of the Secretary to the
Government of the Federation,
The Presidency,
Federal Secretariat,
Abuja.

24th December, 2001

Chief of Staff to the President,
Deputy Chief of Staff to the Vice-President,
Honourable Ministers,
Head of Civil Service of the Federation,
Special Advisers/Senior Special Assistants,
Service Chief/Inspector-General of Police,
Governor, Central Bank of Nigeria,
Chairman, Federal Civil Service Commission,
Permanent Secretaries,
Clerk to the National Assembly,
Chief Registrar, Supreme Court of Nigeria,
Accountant-General of the Federation,
Auditor-General of the Federation,
Directors-General/Chief Executives of Parastatals,
Agencies and Government-Owned Companies.

RATIONALIZATION OF OVERSEAS TRIPS
FROM FISCAL YEAR 2002

I am directed by Mr. President to draw your attention to the current economic and fiscal challenges being faced by the nation, which call for greater prudence and judicious management of finances and resources by all Agencies and Departments of Government. This economic situation therefore necessitates the observances of austerity in the conduct of Government business, not only with a view to achieving value for money, but also with the aim of ensuring that available resources are utilized optimally in a way that will give greater priority to meeting the felt needs of our people.

2. One clearly identified area that could result in significant saving is that of official travels overseas. In this connection, it has been observed that not all official overseas

trips are necessary, particularly with regard to participation in conferences, meetings, seminars, workshops, etc. Some of these activities can be covered effectively by our Mission accredited to the country hosting the event, which could thereafter forward its report to the relevant Government Ministry and/or Agency through the Ministry of Foreign Affairs.

3. Accordingly, Mr. President has directed that from fiscal year 202, only statutory and scheduled conferences and meetings of International Organisations and Bilateral Commissions to which Nigeria belongs are to be attended by relevant functionaries and officials from Headquarters after due clearance from the Office of the Secretary to the Government of the Federation.

4. Honourable Ministers will continue to submit requests for participation in conferences, meetings, workshops, seminars, etc. abroad to Mr. President for approval, on the basis of demonstrable benefits to be derived from our attendance. In the same vein, all applications for duty visits abroad by All officials must be submitted to the Office of the Secretary to the Government of the Federation for approval, with each application stating clearly the benefits to be derived by Nigeria from such visits. Such requests must of necessity, first receive the clearance of the Honourable Minister in charge of the Ministry or Agency.

5. Where responsibility for a particular foreign activity cut across Ministries and Agencies, an inter-ministerial meeting comprising all the affected Ministries/Agencies should be held to discuss and agree on Nigeria's participation in the event, the benefits derivable therefrom and the position of the Nigerian Government on the subject(s) for deliberation. The position of Nigeria as articulated by the inter-ministerial meeting should accompany the application. The delegation should be rationalized in such a way that only functionaries of the core Ministries/Agencies directly involved, should participate in such even. On their return, a report should be repeated and circulated to the other relevant Ministries and Agencies for appropriate follow-up action.

6. In all cases, applications for overseas duty tours should state very clearly the full cost implication of the proposed trip. Upon approval, all public agencies (Ministries, Extra-Ministerial Departments and Parastatals) should source their foreign exchange from the Central Bank of Nigeria (CBN). Accordingly, applications to the CBN for Forex shall, henceforth, be accompanied with the approval of the President for Ministers or the Secretary to the Government of the Federation for all officials and in accordance with the Guidelines issued by the CBN in its Circular Ref. FOD/D/S.14/Vol.XVI/65 of 1st June, 2001.

7. Applications for overseas duty tours by officials must be not less than three weeks before the commencement of the event, failing which the request will be rejected. Any official who proceeds on such trips without due authorization from this Office will be disciplined and surcharged as appropriate.
8. The provisions of this circular supersede any existing rules and regulations on the subject-matter.
9. You should please draw the attention of all concerned to the contents of this Circular for strict compliance.

Signed: **Chief U. J. Ekaette, CFR, mni**
Secretary to the Government of the Federation.

CIRCULAR

Ref.No.FC.6296/Vol.VII/T1/7

Federal Civil Service Commission
Wuse Zone 3,
Abuja.

10th January, 2002

The Chief of Staff to the President,
The Deputy Chief of Staff to the Vice-President,
The Secretary to the Government of the Federation,
The Head of the Civil Service of the Federation,
All Permanent Secretaries,
The Clerk to the National Assembly,
All Heads of Extra-Ministerial Offices

**CONDUCT OF PROMOTION INTERVIEWS FOR OFFICERS
TO VARIOUS POSTS ON SALARY GRADE LEVELS 07 - 14
IN THE FEDERAL CIVIL SERVICE**

Consequent on the reconstitution of the Federal Civil Service Commission and in line with the provisions of the Commission's Guidelines on the conduct of promotion examination/interview, you are enjoined to ensure that all pending promotion interview which fall under your Ministry's/Office's purview are concluded without further delay. For avoidance of doubt, such promotion exercises to be conducted by the various Senior Staff Committees should be completed before the end of second quarter of each year to ensure early processing, approval and release of the promotion results by the Commission.

2. It should also be emphasized that strict compliance to the Commission's extant guidelines on the conduct of promotion interviews has become necessary because the Commission has observed with great concern, the rising cases of petitions against stagnation resulting from undue delay in the conduct and completion of promotion exercises for eligible officers in the entire Federal Civil Service.

Signed: Dr. R.O. Adewoye
Permanent Secretary
For: Honourable Chairman.

NATIONAL BOARD FOR TECHNICAL EDUCATION

Executive Secretary

Engr. Dr. Nuru A. Yakubu, Bsc, Msc, DIC, PhD, FNSME, C.Eng

+234(0)62-247609

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Address:

P.M.B. 2239

Plot B, Bida Road,
Kaduna, Nigeria.

14th Jan. 2002.

Ref. TEB/PRO/E/6/VOL II/150

The Permanent Secretary

The Head of the Civil Service of the Federation

The Presidency

Federal Secretariat

Establishment and Industrial Relations Department

Phase II

Shehu Shagari Way,

Abuja.

Dear Sir,

EVALUATION OF CERTIFICATES OF ABUJA SCHOOL OF ACCOUNTANCY AND COMPUTER STUDIES

With reference to your letter number **B.6423/11/83** dated 12th November 2001 on the subject named above, I am directed to inform you that Abuja School of Accountancy and Computer Studies has approval to mount National Diploma (ND) programmes in Accountancy, Business Studies and Computer Science only. The approval took effect from December 1999.

Yours faithfully,

B.N. Niriyus

For: Executive Secretary

CIRCULAR

Ref.No.FC.6296/VoL.VII/TI/11

Federal Civil Service Commission
Wuse Zone 3,
Abuja.

25th January, 2002.

The Chief of Staff to the President,
The Deputy Chief of Staff to the Vice-President,
The Secretary to the Government of the Federation,
The Head of Civil Service of the- Federation,
All Permanent Secretaries,
The Clerk to the National Assembly,
All Heads of Extra-Ministerial Offices.

2001 PROMOTION INTERVIEW FOR OFFICERS ON SALARY GRADE LEVELS 14 - 16 IN THE FEDERAL CIVIL SERVICE.

Further to our Call Circular Ref.No.FC.6296/Vol.VII/3 of 29th June, 2001 on the above mentioned subject, I write to inform you mat the Comission has scheduled the 2001 promotion interview/examination as follows:

- a, 12th March, 2002 - officers on GL 16 and GL.15; and
 - b. 13th March, 2002 - officers on GL.14.
2. In this respect, it should be emphasized that the Commission will only conduct promotion interview/examination for the following
- (i) officers on Salary Grade Levels 15 and 16 whose dates of present appointment (i.e. last promotion) as at 1/1/2001 were 1/1/97 or earlier; and
 - (ii) officers whose Ministries/Extra-Ministerial offices declared vacancies to the posts and Grade Levels they are qualified/matured for by 1/1/2002.
3. Please, give this circular the widest publicity it demands.

Signed: Dr. R.O. Adewoye
Permanent Secretary
For Honourable Chairman.

CIRCULAR

Ref.No.OHCSF/MSO/247/24

**Office of the Head of the Civil
Service Of the Federation,
Management Services Office,
Federal Secretariat Complex,
Phase II, Abuja.**

14th February, 2002

The Permanent Secretary (E&P)

The Permanent Secretary (PSO)

The Permanent Secretary (MDO)

The Permanent Secretary (SWO)

ESTABLISHMENT OF A PERSONNEL AUDIT AND MONITORING DEPARTMENT IN THE OFFICE OF THE HEAD OF THE CIVIL SERVICE OF THE FEDERATION.

Sequel to the observed duplication of functions between the Establishment and Budget Division of the Establishments and Pensions Office and the Manpower Audit and Monitoring Department under the erstwhile Permanent Secretary OHCSF, the Head of the Civil Service of the Federation has approved the creation of a Personnel Audit and Monitoring Department in the Establishments and Pensions Office. This is to ensure that duties that are related are carried out within the same Office in the Office of the Head of the Civil Service of the Federation.

2. For the avoidance of the doubt, the Personnel Audit and Monitoring Department will perform the following functions:

- i. determination of accurate number of staff in Ministries and Extra-Ministerial Departments;
- ii. assessment of the extent of financial loss through the incidence of ghost worker phenomenon and making recommendations on how to eliminate it;
- iii. compilation of actual staff strength, Service-wide, cadre by cadre;
- iv. comparison of budgeted national wages bill with actual disbursements

- by all Ministries and Extra-Ministerial Departments;
- v. development of data base on:
 - a) staff disposition;
 - b) personnel salaries; and
 - c) nominal roll;
 - vi. compilation of, and annual publication of, the nominal roll of all officers in all Federal Ministries and Extra-Ministerial Departments; and
 - vii. verification of staff credentials.

3. From the date of this circular, therefore, the erstwhile **Manpower Audit and Monitoring Department** ceases to exist and, all personnel of, and documents on the former Department now belong to the **Establishments and Pensions Office**.

Sign: **O.O. Oyelakin**
Permanent Secretary (MSO)
for: **Head of the Civil Service of the Federation**

CC: HOCSE.

CIRCULAR

Ref. No.SGF/OP/S.3/V/T/10

**Office of the Secretary to the
Government of the Federation,
The Presidency,
Federal Secretariat,
Abuja.**

7th March, 2002.

Chief of Staff to the President,
Deputy Chief of Staff to the Vice-President,
Honourable Ministers,
Head of the Civil Service 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, Police Service Commission,
Permanent Secretaries,
Clerk of the National Assembly,
Chief Registrar, Supreme Court of Nigeria,
Accountant-General of the Federation,
Auditor-General of the Federation,
Directors-General/Chief Executives of Parastatals,
Agencies and Government-Owned Companies,

PATRONIZING MADE IN NIGERIA GOODS PROCUREMENT AND USE OF ZINOX COMPUTERS BY ALL FEDERAL ESTABLISHMENTS

The President of the Federal Republic of Nigeria has directed Zinox Computers which are manufactured in Nigeria should hence forth be the first choice among other competing brands to be used in all Federal Establishments. It is only when Zinox is unable to supply the required computers that Federal Agencies should buy any other type. The Zinox Computers have been found to be as good as any other imported brands and available at a price that is about 15% cheaper than similar products.

2. You are requested to comply strictly with the requirements of this Circular, henceforth.

Signed: Chief U.J. Ekaette, CFR,mni
Secretary to the Government of the Federation

CIRCULAR

REL No. HCSE/SWO.PS/HM/008

Office of the Perm Sec. (SWO)
Office of the Head of the Civil Service of
the Federation,
Federal Secretariat Complex,
Abuja.

18th March, 2002.

The Chief of Staff to the President,
Principal Staff Office to the Vice-President,
All Honourable Ministers,
Secretary to the Government of the Federation,
Special Advisers,
Inspector-General of Police,
Chairman, Federal Civil Service Commission,
All Permanent Secretaries,
Clerk to the National Assembly,
Chief Registrar, Supreme Court of Nigeria,
Accountant-General of the Federation,
Auditor-General for the Federation,
Director-General/Chief Executives of Parastatals, Agencies and
Government-Owned Companies.

RE: USE OF HOSPITAL HAND CARDS

Please do find attached here with a copy of the letter Ref.No.SHCA10/11/269 dated 7th March, 2002 from the State House Clinic, Abuja on the above subject matter.

2. I am directed to bring the contents of the Circular under reference to your notice for necessary compliance please.

Signed: S.D. Matankari
Permanent Secretary (SWO)
for: Head of Service of the Federation.

STATE HOUSE CLINIC
ABUJA.
NIGERIA.

7th March

Reference: SHCA. 101/11/269

The Head of Service of the Federation
Federal Secretariat Complex,
Shehu Shagari Way,
Abuja.

THE USE OF HOSPITAL HAND CARDS.

The Clinic has commenced clinical services as the renovation work is almost completed.

However, to check the influx of patients and people into the premises, the management has decided that henceforth all patients coming to the clinic should endeavour to come along with their hospital hand cards. This will afford us the opportunity to distinguish the patients from visitors.

Furthermore, patients who do not produce their hospital hand cards may be turned back for lack of compliance.

You may wish to recall that the clinic renders services to Federal Permanent Secretaries and Directors in each ministries amongst others entitled.

Consequently, we will appreciate that they are informed of this procedure through your office, please.

Accept the assurances of our highest esteem as usual.

Signed: DR. Z.O. AJUWON
Chief Physician to the President
Commander-In-Chief.

CIRCULAR

Ref. No. SGF/OP/I/S.3/V/119

Office of the Secretary to the
Government of the Federation,
the Presidency,
Federal Secretariat,
Abuja.

20th March, 2002

Chief of Staff to the President,
Deputy Chief of Staff to the Vice-President,
Honourable Ministers,
Head of the Civil Service of the Federation,
Special Advisers/Senior Special Assistants,
Service Chief/Inspector-General of Police,
Governor, Central Bank of Nigeria
Chairman, Federal Civil Service Commission
Permanent Secretaries,
Clerk to the National Assembly,
Chief Registrar, Supreme Court of Nigeria,
Accountant-General of the Federation,
Auditor-General of the Federation,
Directors-General/Chief Executives of Parastatals,
Agencies and Government-Owned Companies.

PARTICIPATION EN INTERNATIONAL CONFERENCE AND MEETINGS.

1. In my circular Ref. No. SGF/OP/I/S.3/V/82 of 14th December, 2001. I drew attention to new guidelines on overseas trips as approved by Mr. President. Mr. President has observed that in spite of these guidelines, delegations to conferences and meetings outside the country are still too large and rather unwieldy.
2. As I indicated in the earlier circular, where a responsibility for a particular foreign activity cuts across Ministries and Agencies, an inter-Ministerial meeting comprising all the affected Ministries/Agencies should be held to discuss and agree on Nigeria's participation in tin event, the benefits derivable there from and the position of the Nigeria Government on the Subject(s) for deliberation. Despite this directive, the practice in

almost all cases is that no pre-conference meetings and consultations to fashion Nigeria' position on the issues at stake seemed be held by officials of the Ministries/Agencies/ Extra-Ministerial Departments involved, prior to their departure for the event The result has been lack of the desired impact by our delegations to these conferences and meetings.

3. In the light of the foregoing Mr. President has directed that, except for major scheduled conferences such as the annual session of the United Nation's General Assembly (UNGA) the annual meetings of the World Bank/IMF Group and other similar conferences and meetings, under no circumstances should our delegation to conferences and meetings outside Nigeria be more than three.

4. Where the issues to be discussed are not of profound technical/expert nature, greater use should be mad& of the staff in our Diplomatic Mission in the country hosting the conference to cover the event, much more than had been the case hitherto, after which a report should be submitted to the Ministry/Agency concerned. In all cases, pre-conference meetings and consultations of all the concerned Ministries/Agencies and/or Extra-Ministerial Department should be held in Nigeria, well in advance of the event, to consider and recommend our position for clearance by competent authorities before the event. Henceforth, no approval for overseas trip will be considered, if the issue of pre-conference meeting is not concluded and minutes of such meetings already cleared with the Honourable Minister concerned and attached to such requests. On return from such visits, a comprehensive report of the proceedings at the meeting should be prepared and sent to the relevant Honourable Minister with a copy to this Office not later than two weeks.

5. You should please draw the attention of all concerned to the contents of this circular for strict compliance.

Signed: Chief UJ. Ekaette, CFR, mni
Secretary to the Government of the Federation.