



Federal Republic of Nigeria

Official Gazette

No. 89	Lagos - 28th August, 2017	Vol. 104
--------	---------------------------	----------

Government Notice No. 171

The following is published as Supplement to this *Gazette* :

<i>S. I. No.</i>	<i>Short Title</i>	<i>Page</i>
27	Application Guidelines for Pioneer Status Incentive	B819-834

Printed and Published by The Federal Government Printer, Lagos, Nigeria .
FGP 52/042019/550

Annual Subscription from 1st January, 2019 is Local : N45,000.00 Overseas : N60,500.00 [Surface Mail]
N75,000.00 [Second Class Air Mail]. Present issue N1,500 per copy. Subscribers who wish to obtain *Gazette*
after 1st January should apply to the Federal Government Printer, Lagos for amended Subscriptions.

APPLICATION GUIDELINES FOR PIONEER STATUS INCENTIVE

B 819



ARRANGEMENT OF GUIDELINES

Guidelines :

- 1.0. Foreword.**
- 2.0. Overview of Pioneer Status Incentive.**
- 3.0. Considerations and Mode of Application.**
 - 3.1. Considerations.
 - 3.2. Application Process for New Applications.
 - 3.3. Application Process for Extension Applications.
 - 3.4. Project Presentations.
 - 3.5. Application Forms.
 - 3.6. Due Diligence Visits.
 - 3.7. Certificates.
- 4.0 Obligations of Pioneer Status Incentive Beneficiaries.**
 - 4.1. Annual Performance Report.
 - 4.2. Payment of Fees.
 - 4.3. Impact Assessment.
 - 4.4. Compliance with IDA and Application Guidelines for Pioneer Status Incentive.
- 5.0. Contact Information.**

DISCLAIMER

This guideline document provides the considerations for assessing applications for pioneer status incentive from companies with investment projects and outlines the application process. The guidelines are issued by the Minister of Industry, Trade and Investment for the purpose of ensuring clarity on the aim and requirements of the pioneer status incentive. In exercise of the powers conferred upon the Minister of Industry, Trade and Investment by Section 2(1) of the Industrial Development (Income Tax Relief) Act (Chapter 17) Laws of the Federation of Nigeria 2004, the Minister reserves the right to amend the guidelines from time to time, as deemed appropriate.

FEDERAL MINISTRY OF INDUSTRY, TRADE
AND INVESTMENT
APPLICATION GUIDELINES FOR PIONEER STATUS

[7th Day of August, 2017] Commence-
ment.

1.0. Foreword

1.1. The Federal Government of Nigeria ("FGN") is committed to encouraging and attracting investments into critical sectors of the economy which will significantly impact development and deliver key benefits to the country, including:

- ° Economic Growth and Diversification;
- ° Industrial and Sectoral Development;
- ° Employment;
- ° Skills and Technology Transfer;
- ° Export Development; and
- ° Import Substitution.

1.2. Pioneer Status Incentive ("PSI") is designed to reduce the cost of doing business in Nigeria by providing corporate income tax relief to qualifying companies making investments in industries designated as "pioneer". In effect, PSI seeks to enhance the survival, profitability and sustainability of beneficiary companies.

1.3. By improving location competitiveness, the FGN is confident that the investment inflows from domestic and foreign direct investors as a result of PSI, will further the FGN's efforts in transforming the Nigerian economy.

1.4. This guideline document provides information on the considerations and mode of application for companies making a new PSI or extension application and outlines the obligations of beneficiary companies.

1.5. I hereby extend an invitation to all relevant investors to make use of the PSI to enhance their performance and support the FGN in realizing its growth objectives.

Dr Okechukwu Enelamah
Minister of Industry, Trade and Investment

2.0. Overview of Pioneer Status Incentive

2.1. Pioneer Status Incentive is a tax holiday which grants qualifying industries and products relief from the payment of corporate income tax for an initial period of three years, extendable for one or two additional years.

2.2. PSI is founded under the Industrial Development (Income Tax Relief) Act, No 22 of 1971 ("IDA").

As provided in the IDA, an industry or product is designated as pioneer if:

- it is not being carried on in Nigeria on a scale suitable to the economic requirements of Nigeria or at all, or there are favourable prospects of further development in Nigeria; or
- it is expedient in the public interest to encourage the development or establishment of such industry in Nigeria.

The pioneer designation is conferred by the inclusion of the industry or product on a list approved by the Federal Executive Council.

2.3. The key roles of the arms of government involved in the formulation, approval and administration of the PSI are as follows:

2.3.1. Federal Executive Council.

- On the authority of the President, the FEC is responsible for amending the list of pioneer industries and pioneer products ("Pioneer List") from time to time.

2.3.2. Federal Ministry of Industry, Trade and Investment ("FMITI").

- The Minister of Industry, Trade and Investment, is responsible for specifying the mode of application for PSI.

2.3.3. Nigerian Investment Promotion Commission ("NIPC").

- On the delegated authority of the Minister of Industry, Trade and Investment, NIPC is responsible for processing PSI applications and cancelling pioneer certificates if the provisions of the IDA and this guideline document are contravened.
- On the delegated authority of the President, NIPC is responsible for approving and extending PSI, and issuing pioneer certificates.

2.3.4. Industrial Inspectorate Department of FMITI ("IID") :

- IID is responsible for certifying the date of production/date from which the PSI will take effect.

2.3.5. Federal Inland Revenue Service ("FIRS").

- FIRS is responsible for implementing PSI and issuing certificates of qualifying capital expenditure.

2.4. The Pioneer List as approved by the FEC shall be made available on the websites of NIPC and FMITI. The Pioneer List shall be reviewed at most every two years for possible additions and deletions from the list. Any additions approved by the FEC shall become effective immediately after approval. Any deletions approved by the FEC shall become effective three years after approval. All stakeholders are welcome to submit suggestions to NIPC at any time, for additions to or deletion from the Pioneer List, together with a succinct rationale, for consideration.

2.5. This guideline document, application forms for new PSI and extension applications, NIPC's service fee schedule and the annual performance report form, shall be made available on the websites of NIPC and FMITI.

3.0. Considerations & Mode of Application

3.1. Considerations

3.1.1. An applicant must make a new application in the first year of production/service and must apply for an extension no later than one month after the expiration of the initial tax relief period of three years or an extension of one year.

3.1.2. An applicant must be engaged in an activity listed as a pioneer industry or pioneer product.

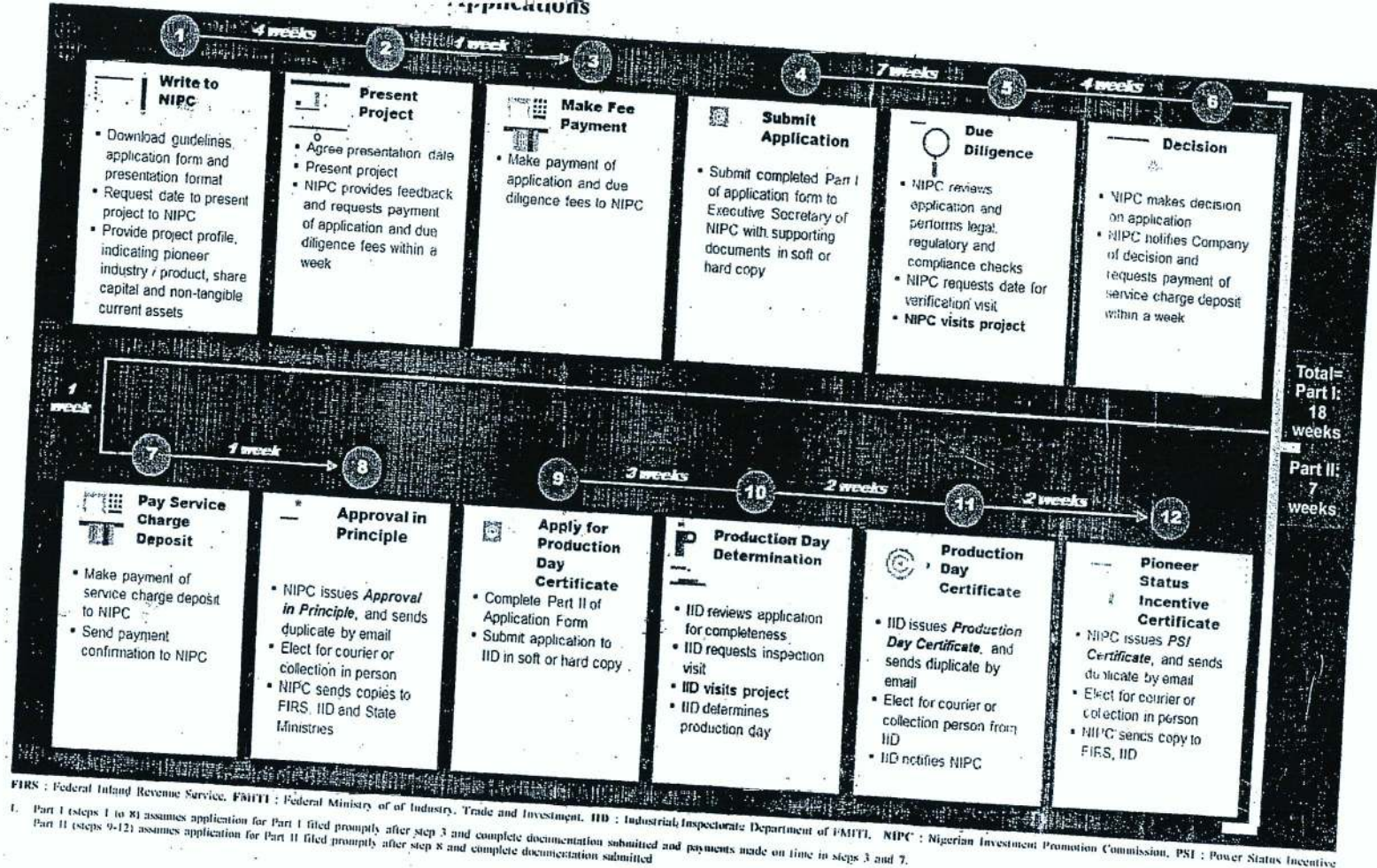
3.1.3. A non-current tangible asset of over one hundred million naira (₦100 million) shall be deemed as satisfiable.

3.1.4. An applicant must provide evidence of all required legal and regulatory compliance documentation.

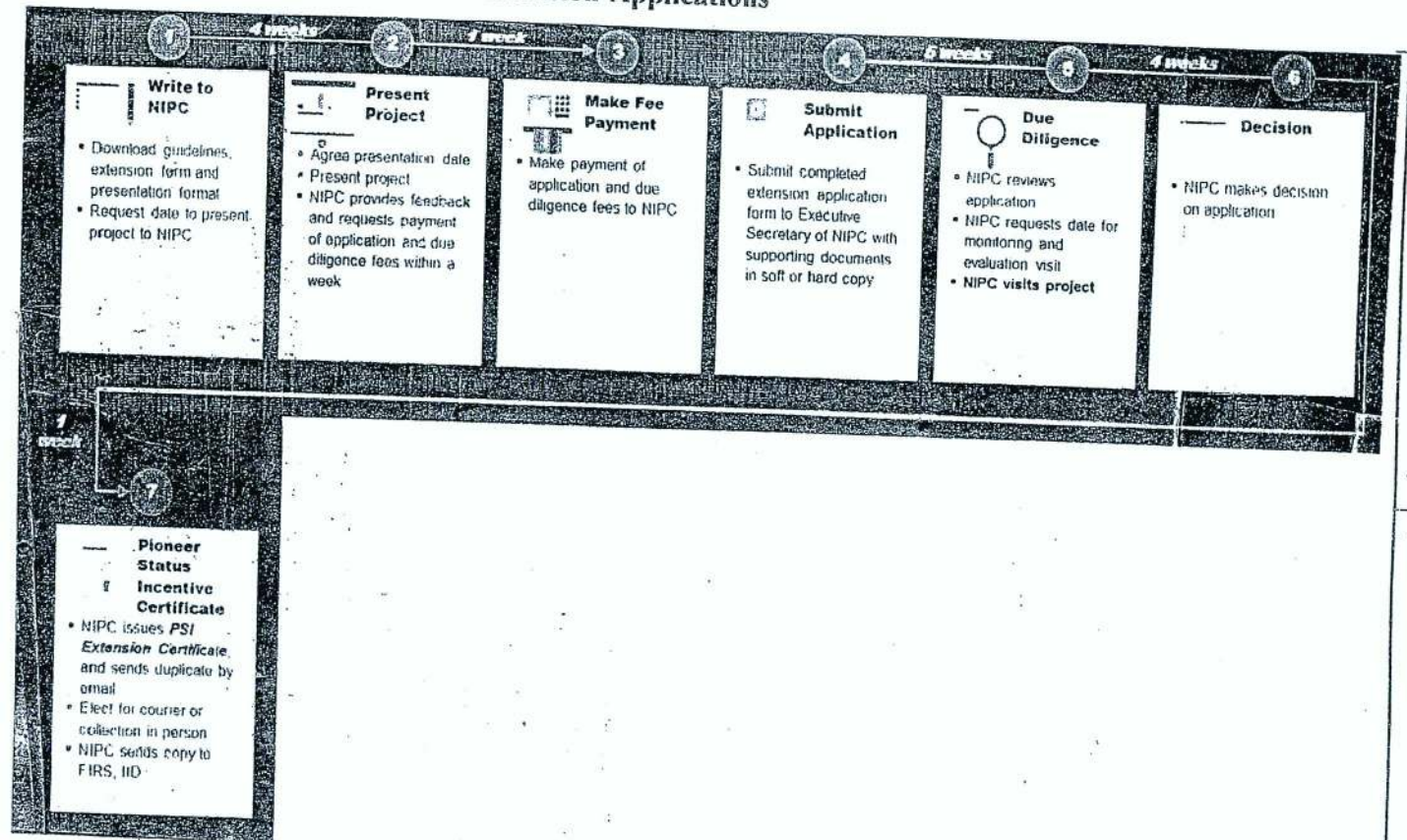
3.1.5. An applicant must demonstrate the tangible impact its activity (project) will have on Nigeria's economic diversity and growth, industrial and sectoral development, employment, skills and technology transfer, export development and import substitution.

3.1.6. An applicant must make full payment of fees promptly, when due.

3.1.7. During the pioneer period, a performance report must be submitted to NIPC annually for monitoring and evaluation purposes.



3.3. Application Process for Extension Applications



Table=
15
weeks

FIRS : Federal Inland Revenue Service, EMITI : Federal Ministry of of Industry, Trade and Investment, NIPC : Nigerian Investment Promotion Commission, PSI : Power Status Incentive
1. Assumes application for extension filed promptly after step 3 and complete documentation submitted

3.4. Project Presentation

3.4.1. Following notification of a company's interest to make a new PSI application, the company will be required to make a project presentation to NIPC, covering all the topics listed below :

(a) Company overview

(i) History

(ii) Organisational, board, management and shareholding structure

(b) Project overview

(i) Sector overview

(ii) Sector opportunity

(iii) Description of project

(iv) Description of production or service delivery process

(v) Key competitors

(vi) SWOT analysis

(vii) Objectives for seeking PSI

(c) Project impact

(i) Economic diversity and growth

(ii) Industrial and sectoral development

(iii) Employment

(iv) Skills and technology transfer

(v) Export development

(vi) Import substitution

(vii) Environmental, social and governance policies and plans

(d) Financial analysis

(i) Project cost

(ii) Financing sources

(iii) 5-year projected profit and loss, cash flow and balance sheet

(iv) 5-year projected tax savings and utilisation

3.4.2. A company making an application for PSI extension will be required to make a presentation on the topics listed in 3.4.1; highlighting any material changes since the company was initially granted PSI.

3.4.3. Immediately after such presentation, NIPC will provide feedback on the project to the company, ahead of payment of fees and submission of the relevant application form and supporting documents.

3.5. Application Forms

3.5.1. The application form for new PSI applications is in two parts :

° **Part I** : To be submitted to NIPC in soft or hard copy with supporting documents, following project presentation and upon payment of fees. The submission should include the following, amongst others :

- (i) Formal covering letter to the Executive Secretary of NIPC
- (ii) Company information
- (iii) Company contact information
- (iv) Company external representative
- (v) Project overview
- (vi) Project cost
- (vii) Financing sources
- (viii) Shareholders, directors and management
- (ix) Production and financial performance
- (x) Number of employees and emolument
- (xi) Training cost
- (xii) Skills and technology transfer
- (xiii) Raw materials and components
- (xiv) Export earnings and destinations
- (xv) Infrastructure developed
- (xvi) Environmental, social and governance policies and plans.
- (xvii) Utilisation of tax savings
- (xviii) 5-year business plan
- (xix) Declaration signed by Chief Executive Officer / Managing Director

° **Part II** : To be submitted to IID in soft or hard copy with supporting documents, following receipt of an approval in principle. The submission should include the following, amongst others :

- (i) Formal covering letter to Director of IID
- (ii) Production record
- (iii) 7-months' sales revenue record
- (iv) 7-months' cash flow record
- (v) Machinery and equipment
- (vi) Energy and water requirements
- (vii) Environmental impact assessment
- (viii) Declaration signed by Chief Executive Officer / Managing Director

3.5.2. The application form for PSI extension applications is in one part :

° **Extension** : To be submitted to NIPC in soft or hard copy with supporting documents, following project presentation on extension and upon payment of fees. The submission should include the following, amongst others :

- (i) Formal covering letter to the Executive Secretary of NIPC
- (ii) Certificate of qualifying capital expenditure issued by FIRS
- (iii) Company information
- (iv) Company contact information (if different)
- (v) Company external representative (if different)
- (vi) Project overview (if different)
- (vii) Total direct investment
- (viii) Production and financial performance
- (ix) Number of employees and emolument
- (x) Training cost
- (xi) Skills and technology transfer
- (xii) Raw materials and components
- (xiii) Export earnings and destinations
- (xiv) Environmental, social and governance policies and plans
- (xv) Utilisation of tax savings
- (xvi) 5-year business plan
- (xvii) Declaration signed by Chief Executive Officer / Managing Director

3.5.3. Detailed information of all supporting documents required shall be listed in the relevant application form. Submission of incomplete information and/or documentation will affect the application process timeline.

3.6. Due Diligence Visits

3.6.1. For new PSI applications, two visits will be made to the company's project :

- ° **Verification visit** : Following evaluation and internal due diligence on a company's application, 2 to 3 NIPC staff shall visit the company's project to verify the information provided in its application. If required, NIPC may request for the company to furnish it with additional information during the verification visit.
- ° **Inspection visit** : Following evaluation of a company's application for production day certification, 2 to 3 IID staff shall visit the company's project to inspect and gather information for the computation of its production day.

3.6.2. For PSI extension applications, one visit will be made to the company's project :

- *Monitoring and evaluation visit* : Following evaluation and internal due diligence on a company's application for extension, 2 to 3 NIPC staff shall visit the company's project to verify the information provided in its application. If required, NIPC may request for the company to furnish it with additional information during the monitoring and evaluation visit.

3.7. Certificates

3.7.1. For new PSI applications, two certificates will be issued to a company with a qualifying project :

- *Production day certificate* : Upon determination of a project's production day, IID will issue a production day certificate to the company. IID will send a duplicate copy to the company and request for the company to elect to receive the original copy of the certificate by courier or to collect it in person.
- *Pioneer certificate* : Upon receipt of a copy of the Production day certificate from IID, NIPC will issue a pioneer certificate to the company and request for the company to elect to receive the original copy of the certificate by courier or to collect it in person. The pioneer certificate will state the period over which the PSI is valid.

3.7.2. For PSI extension applications, two certificates will be issued to a company with a qualifying project :

- *Certificate of qualifying capital expenditure* : this is issued to companies by the FIRS prior to applying for PSI extension within a month before the expiration of the initial PSI period.
- *Pioneer extension certificate* : Upon reaching a decision to extend a company's PSI, NIPC will issue a pioneer extension certificate to the company and request for the company to elect to receive the original copy of the certificate by courier or to collect it in person. The pioneer extension certificate will state the period over which the PSI extension is valid.

4.0. Obligations of Pioneer Status Incentive Beneficiaries

4.1. Annual Performance Report

4.1.1. Beneficiaries of PSI are required to submit a performance report annually to NIPC.

4.1.2. The annual performance report shall be submitted no later than 30 June of the following calendar year, providing actual audited financial information and the following :

- (a) Formal covering letter to the Executive Secretary of NIPC
- (b) Company and project information (if different)
- (c) Production and financial performance
- (d) Number of employees and enrolment
- (e) Training cost
- (f) Skills and technology transfer
- (g) Raw materials and components
- (h) Export earnings and destinations
- (i) Infrastructure developed
- (j) Environmental, social and governance projects
- (k) Utilisation of tax savings
- (l) Declaration signed by Chief Executive Officer/Managing Director
- (m) Evidence of payment of fees

4.1.3. Failure to submit the annual performance report for any year, shall result in the PSI certificate being cancelled; removal of the company's name from the list of beneficiaries (posted on NIPC website); and notification to FIRS for collection of tax for the unexpired period as well as the period for which the report was not submitted. NIPC shall reserve the right to proceed with the cancellation of a beneficiary's PSI certificate following two reminders sent to the company's registered address and/or correspondence email address provided in its application form or most recent annual performance report.

4.2. Payment of Fees

4.2.1. The applicable NIPC service fee schedule shall be made available on the websites of FMITI and NIPC.

4.2.2. All fees are due within the time frame stipulated by NIPC. During the application process, failure to make fee payments promptly will affect the application process timeline. During the pioneer period, failure to make fee payments promptly will result in the PSI certificate being cancelled; removal of the company's name from the list of beneficiaries (posted on NIPC website); and notification to FIRS for collection of tax for the unexpired period as well as the period for which there was a default in payment of fees. NIPC reserves the right to proceed with the cancellation of a beneficiary's PSI certificate following two reminders sent to the company's registered address and/or correspondence email provided in its application form or most recent annual performance report.

4.2.3. All fees shall be paid into NIPC's account only (payment details shall be provided on NIPC's service fee schedule).

4.2.4. Pursuant to sections 8-25 of the Corrupt Practices and other Related Offences Act, 2000, the FCN has a strict zero tolerance policy for corruption. Any proven act of corruption, gratification or inducement in violation of the said Act would be inimical to and jeopardise the prospect of being granted or retaining a PSI approval and certificate, in addition to being referred to the relevant agency of the FGN for investigation and possible prosecution.

4.3. Impact Assessment

4.3.1. NIPC shall carry out periodic PSI impact assessment surveys. Beneficiary companies are required to furnish NIPC with any relevant information requested.

4.3.2. NIPC shall publish the PSI impact assessment report on its website with data presented in an aggregated format.

4.4. Compliance with IDA and Application Guidelines for PSI

4.4.1. Beneficiaries of PSI are required to comply with the provisions of the IDA and conditions set out in these Guidelines.

5.0. Contact Information

5.1. Federal Ministry of Industry, Trade and Investment

Old Federal Secretariat
Garki, Area 1
Abuja.

Key Contacts :

Minister of Industry, Trade and Investment
Director, Industrial Inspectorate Department

Website :

www.fmiti.gov.ng

Email : address for submission of soft copy of Part II form and supporting documents for Production Day Certification : productionday@fmiti.gov.ng

Hardcopy applications should be addressed to Director, Industrial Inspectorate Department, Federal Ministry of Industry, Trade and Investment.

5.2. Nigerian Investment Promotion Commission

Plot 1181, Aguiyi Ironsi Street
Maitama District
Abuja.

Key contact:

Executive Secretary, Nigerian Investment Promotion Commission

Website :

www.nipc.gov.ng

Email address for submission of soft copy of Part I and extension application form and supporting documents :

psisubmissions@nipc.gov.ng

Email address for PSI enquiries :

incentives@nipc.gov.ng

Telephone number for PSI enquiries :

+234 (9) 291 4358

5.3. Federal Inland Revenue Service

20 Sokode Crescent
Wuse, Zone 5
Abuja.

Key Contact :

Chairman, Federal Inland Revenue Services

Website :

www.firs.gov.ng

**CODE OF CONDUCT BUREAU
AND
TRIBUNAL ACT, 2004
REPRINT 2017**

Code of Conduct Bureau and Tribunal Act, 2004

CODE OF CONDUCT BUREAU AND TRIBUNAL ACT, 2004

CHAPTER C15
CODE OF CONDUCT BUREAU AND TRIBUNAL ACT
ARRANGEMENT OF SECTIONS
PART I
Code of Conduct Bureau

SECTION

1. Establishment of the Code of Conduct Bureau.
2. Aims and objectives of the Bureau.
3. Functions of the Bureau.
4. Members of staff of the Bureau.
5. Conflict of interest with duty.
6. Restrictions on specified officers.
7. Prohibition of foreign accounts.
8. Retired public officers.
9. Certain retired public officers.
10. Gifts or benefits in kind.
11. Restriction on loans, gifts or benefits to certain public officers.
12. Bribery of public officers.
13. Abuse of powers.
14. Membership of societies.
15. Declaration of assets.
16. Allegation of breach of provisions of this Act.
17. Agents and nominees.
18. Exemption.
19. Indemnity of members of the Bureau.

PART II

Code of Conduct Tribunal

20. Establishment of Code of Conduct Tribunal.
21. Staff.
22. Tenure of office of Chairman and members.
23. Powers of the Tribunal to impose punishment.
24. Rules of procedure and institution of proceedings.
25. Power to issue search warrants.

Part III

Miscellaneous

26. Interpretation.
27. Short title.

SCHEDULES

FIRST SCHEDULE

Form (CCB.I)

Second schedule

Public officers for the purpose of the Code of Conduct

THIRD SCHEDULE

Code of Conduct Tribunal Rules of Procedure

CHAPTER C 15

CODE OF CONDUCT BUREAU AND TRIBUNAL ACT

An Act to provide for the establishment of the Code of Conduct Bureau and Tribunal to deal with complaints of corruption by public servants for the breaches of its provisions.

(1989 No. 1.)

(1st January, 1991)

(Commencement)

PART I

Code of Conduct Bureau

1. Establishment of the Code of Conduct Bureau

- (1) There is hereby established a bureau to be known as the Code of Conduct Bureau (in this Act referred to as "the Bureau).
- (2) The Bureau shall consist of a chairman and nine other members who shall be :-
 - (a) Persons of unimpeachable integrity in the Nigerian society; and
 - (b) At the time of appointment, not less than fifty years.
- (3) The chairman and the other members shall be appointed by the President subject to confirmation of the Senate.
- (4) The chairman and any member shall vacate office upon attaining the age of seventy.

2. Aims and objectives of the Bureau

The aims and objectives of the Bureau shall be to establish and maintain a high standard of morality in the conduct of government business and to ensure

that the actions and behavior of public officers conform to the highest standards of public morality and accountability.

3. Functions of the Bureau

The functions of the Bureau shall be to-

- (a) receive assets declarations by public officers in accordance with the provisions of this Act;
- (b) examine the assets declarations and ensure that they comply with the requirements of this Act and of any law for the time being in force;
- (c) take and retain custody of such assets declarations; and
- (d) receive complaints about non-compliance with or breach of this Act and where the Bureau considers it necessary to do so, refer such complaints to the Code of Conduct Tribunal established by Section 20 of this Act in accordance with the provisions of Sections 20 to 25 of this Act:

Provided that where the person concerned makes a written admission of such breach or non-compliance, no reference to the Tribunal shall be necessary.

4. Members of staff of the Bureau

- (1) Subject to the provisions of this Act, the tenure of office of staff of the Bureau shall be the same as that provided for in respect of officers in the civil service of the Federation.
- (2) The power to appoint members of the staff of the Bureau and to exercise disciplinary control over them shall vest in the Bureau, and shall be exercisable in accordance with the provisions of rules and regulations as may, from time to time, be made by the President.

5. Conflict of interest with duty

A public officer shall not put himself in a position where his personal interest conflicts with his duties and responsibilities.

6. Restrictions on specified officers

Without prejudice to the generality of Section 5 of this Act, a public officer shall not-

- (a) receive or be paid the emoluments of any public officer at the same time as he receives or paid the emoluments of any public officer; or
- (b) except where he is not employed on full-time basis, engage or participate in the management or running of any private business, profession or trade; but nothing in this paragraph shall prevent a public officer from engaging in farming or participating in the management or running of any farm.

7. Prohibition of foreign accounts

Any public officer specified in the Second Schedule to this Act or any other persons as the President may, from time to time, by order prescribe, shall not maintain or operate a bank account in any country outside Nigeria.

(Second Schedule.)

8. Retired public officers

A public officer shall not, after his retirement from public service and while receiving pension from public funds, accept more than one remunerative position as chairman, director or employee of a company owned or controlled by any Government or public authority or receive any other remuneration from public funds in addition to his pension and the emolument of one such remunerative position.

9. Certain retired public officers

- (1) Retired public officers who have held offices to which this section applies are prohibited from service or employment in foreign companies or foreign enterprises.
- (2) This section applies to the office of President, Vice-President, Chief Justice of Nigeria, Governor and Deputy Governor of a State.

10. Gifts or benefits in kind

- (1) A public officer shall not ask for or accept any property or benefits of any kind for himself or any other person on account of anything done or omitted to be done by him in the discharge of his duties.
- (2) For the purposes of subsection (1) of this section, the receipt by a public officer of any gifts or benefits from commercial firms, business enterprises or persons who have contracts with the Government, shall be presumed to have been received in contravention of subsection (1) of this section, unless the contrary is proved.
- (3) A public officer shall only accept personal gifts or benefits from relatives or personal friends to such extent and on such occasions as are recognized by custom:

Provided that any gift or benefit to a public officer on any public or ceremonial occasion shall be treated as gifts or benefits to the appropriate institution represented by the public officer, and accordingly, the mere acceptance or receipt of any such gift or benefit shall not be treated as a contravention of this provision.

1. Restriction on loans, gifts or benefits to certain public officers

The President or Vice-President, Governor Deputy Governor, Minister of the Government of the Federation or Commissioner of the Government of a State or any other public officer who holds office of a Director-General or head of any public corporation, university, or other parastatal organization shall not accept-

- a) a loan, except from government or any of its agencies or a bank, building society or other financial institution recognized by law; or
- b) any benefit of whatever nature from any company, contractor, businessman or the nominee or agent of such person:

Provided that the head of a public corporation or of a university or other parastatal organization may, subject to the rules and regulations of any such body, accept a loan from any such body.

12. Exemption

- (1) The President may by order exempt any cadre of public officers from the provisions of this Act if it appears to him that their position in the public service is below the rank which it considers appropriate for the application of those provisions.
- (2) The President may by order confer on the Bureau such additional powers as may appear to it be necessary to enable it to discharge more effectively the functions conferred upon it under this Act.

19 Indemnity of members of the Bureau

The chairman and other members of the Bureau shall not be liable, and shall be indemnified, in any action or litigation for any acts or omissions done or purported to be done in the course of the discharge of their duties under this Act.

PART II

Code of Conduct Tribunal

20. Establishment of Code of Conduct Tribunal

- (1) There is hereby established a tribunal to be known as the Code of Conduct Tribunal (in this Act referred to as "the Tribunal").
- (2) The Tribunal shall consist of a chairman and two other members.
- (3) The chairman shall be a person who has held or is qualified to hold office as a Judge of a superior court of record in Nigeria and shall receive such remuneration as may be prescribed by law.
- (4) The chairman and other members of the Tribunal shall be appointed by the President on the recommendation of the National Judicial Council.
- (5) The National Assembly may by law confer on the Tribunal such additional powers as may appear to it to be necessary to enable the Tribunal to discharge more effectively the functions conferred on it under this Act.

21. Staff

- (1) The tenure of office of the staff of the Tribunal shall, subject to the provisions of this Act, be the same as that provided for in respect of officers in the civil service of the Federation.
- (2) The power to appoint the staff of the Tribunal and to exercise disciplinary control over them shall vest in the members of the Tribunal and shall be exercisable in accordance with the provisions of this Act.

22. Tenure of office of Chairman and members

- (1) Subject to the provisions of this section, a person holding the office of chairman or member of the Tribunal shall vacate his office when he attains the age of seventy years.

Provided that the head of a public corporation or of a university or other parastatal organization may, subject to the rules and regulations of any such body, accept a loan from any such body.

12. Bribery of public officers

No person shall offer a public officer any property, gift or benefit of any kind as an inducement or bribe for the granting of any favour or the discharge in his favour of the public officer's duties.

13. Abuse of powers

A public officer shall not do or direct to be done, in abuse of his office, any act prejudicial to the rights of any other person, knowing that such act is unlawful or contrary to any government policy.

14. Membership of societies

A public officer shall not be a member of or belong to or take part in any society the membership of which is incompatible with the functions or dignity of his office.

15. Declaration of assets

- (1) Every public officer shall, within fifteen months after the coming into force of this Act or immediately after taking office and thereafter-
 - (a) at the end of every four years;
 - (b) at the end of his term of office; and
 - (c) in the case of a serving officer, within thirty days of the receipt of the form from the Bureau or at such other intervals as the Bureau may specify,

submit to the Bureau a written declaration in the Form prescribed in the First Schedule to this Act or, in such Form as the Bureau may, from time to time,

specify, of all his properties, assets and liabilities and those of his spouse or unmarried children under the age of twenty-one years.

(First Schedule.)

- (2) Any statement in any declaration that is found to be false by any authority or person authorized in that behalf to verify it, shall be deemed to be a breach of this Act.
- (3) Any property or assets acquired by a public officer after any declaration required by subsection (1) of this section and which is not fairly attributable to income, gifts or loan approved by this Act, shall be deemed to have been acquired in breach of this Act unless the contrary is proved.

16. Allegation of breach of provisions of this Act

Any complaint that a public officer has committed a breach of or has not complied with the provisions of this Act shall be made to the Bureau.

Agents and nominees

A public officer who does any act prohibited by this Act through a nominee, trustee or other agent shall be deemed *ipso facto* to have committed a breach of this Act.

A person who has held office as chairman or member of the Tribunal for a period of not less than ten years shall, if he retires at the age of seventy years, be entitled to pension for life at a rate equivalent to his last annual salary in addition to other retirement benefits to which he may be entitled.

A person holding the office of chairman or member of the Tribunal shall not be removed from his office or appointment by the President except upon an address supported by two-thirds majority of each House of the National Assembly praying that he be so removed for inability to discharge the functions of the office in question (whether arising from infirmity of mind or body) or for misconduct or for contravention of this Act.

A person holding the office of chairman or member of the Tribunal shall not be removed from office before retiring age, save in accordance with the provisions of this section.

Powers of the Tribunal to impose punishment

Where the Tribunal finds a public officer guilty of contravening any of the provisions of this Act, it shall impose upon that officer any of the punishments specified under subsection (2) of this section.

The punishment which the Tribunal may impose shall include any of the following-

Vacation of office or any elective or nominated office, as the case may be;

Disqualification from holding any public office (whether elective or not) for a period not exceeding ten years; and

Seizure and forfeiture to the State of any property acquired in abuse or corruption of office.

- (3) The punishments mentioned in subsection (2) of this section shall be without prejudice to the penalties that may be imposed by any law where the breach of conduct is also a criminal offence under the Criminal Code or any other enactment or law.
- (4) Where the Tribunal gives a decision as to whether or not a person is guilty of a contravention of any of the provisions of this Act, an appeal shall lie as of right from such decision or from any punishment imposed on such person to the Court of Appeal at the instance of any party to the proceedings.
- (5) Any right or appeal to the Court of Appeal from the decision of the Tribunal conferred by subsection (4) of this section shall be exercised in accordance with the provisions of the rules of court for the time being in force regulating the powers, practice and procedure of the Court of Appeal.
- (6) Nothing in this section shall prejudice the prosecution of a public officer punished under this section, or preclude such officer from being prosecuted or punished for an offence in a court of law.
- (7) The provisions of the Constitution of the Federal Republic of Nigeria 1999, relating to prerogative of mercy, shall not apply to any punishment imposed in accordance with the provisions of this section. (Cap. C23.)

24. Rules of procedure and institution of proceedings

- (1) The rules of procedure to be adopted in any prosecution for the offences under this Act before the Tribunal, and the Forms to be used in such prosecutions shall be as set out in the Third Schedule to this Act.

(Third Schedule.)

- (2) Prosecutions for all offences referred to in this Act shall be instituted in the name of the Federal Republic of Nigeria by the Attorney-General of the Federation or such officers in the Federal Ministry of Justice as the Attorney-General of the Federation may authorize so to do.
- (3) For the purpose of subsection (2) of this section, the Attorney-General of the Federation may-

) after consultation with the Attorney-General of any State in the Federation, authorize any officer of the Ministry of Justice of the State concerned to undertake any such prosecutions directly or assist therein; or

) if the Tribunal so requests, or if contingencies so dictate, authorize any other legal practitioner in Nigeria to undertake any such prosecution or assist therein:

Provided that the question whether any authority has been given in pursuance this section shall not be inquired into by any person.

) Any person accused of any offence referred to in this Act shall be entitled to defend himself in person or by a person of his own choice who is a legal practitioner resident in Nigeria.

5. **Power to issue search warrants**

Notwithstanding the provisions of any other enactment conferring power to search, if the chairman of the Tribunal is satisfied that there is a reasonable ground to suspect that there may be found in any building or other place whatsoever, any books, records, statements or information in any form whatsoever, which, in his opinion, are may be material to the charge or any trial under this Act, he may issue a warrant under his hand authorizing any police officer or any member of the security agencies enter, if necessary by force, the said building or other place and every part thereof, and to search for, seize and remove any such material as aforesaid, found therein.

PART III

Miscellaneous

5. **Interpretation**

In this Act, unless the context otherwise requires-

“the Bureau” means the Code of Conduct Bureau established by the Constitution and under Section 1 of this Act;

“business” means any profession, vocation, trade or any adventure or concern in the nature of trade, and excludes farming;

“child” includes a step-child, a lawfully adopted child, a child born out of wedlock and any child to whom any individual stands in place of a parent;

“emolument” means any salary, wage, overtime or leave pay, commission, fee, bonus, gratuity, benefit, advantage (whether or not the allowance, pension or annuity is paid, given or granted in respect of any employment or office);

“functions” includes power and duties;

“foreign companies” or **“foreign enterprises”** mean companies or enterprises in which the controlling shares are owned by persons other than the Government, its agencies or citizens of Nigeria;

“members” include the members of the Bureau or the Tribunal as the case may be;

“public officer” means a person holding any of the offices specified in the Second Schedule to this Act;

“the Tribunal” means the Tribunal established by and under Section 20 of this Act.

27. Short title

This Act may be cited as Code of Conduct Bureau and Tribunal Act.

SCHEDULES

FIRST SCHEDULE

FORM (CCB. 1)

(Order II Rule (2).)

*Writ of summons in action in personam in the Federal High Court in the Admiralty
Judicial Division*

Assets declaration form for public officers

1. Full name of declarant:
2. Present appointment and date:
3. Rank:
4. Address:
5. (a) Last appointment:
(b) Date of appointment: From to
6. Details of assets:
 - (a) Cash in hand (if over ₦1,000)
 - (b) Cash in bank in Nigeria (give particulars of banks)
.....
 - (c) Cash in bank outside Nigeria (give particulars of banks and countries)
.....
.....

.....

Landed property in Nigeria (give details together with value of each and annual income derived from each)-

	Date acquired	Total value	Annual income
(i) Buildings
(ii) Farms
(iii) Vacant land
(iv) Factories
(v) Other enterprises

How acquired:

- (i)
- (ii)
- (iii)
- (iv)
- (v)

(e) Movable property or assets:

Date acquired	Total value	Annual income
(i) Vehicles
(ii) Boats/other means of transport

Code of Conduct Bureau and Tribunal Act, 2004

(iii) Machinery, etc.

(iv) Furniture

(f) How acquired:

(i)

(ii)

(iii)

(iv)

(g) Details of property outside Nigeria (as in (d) and (e) above)

Total value

Annual income

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....
.....

(h) Government securities including premium banks, savings certificate

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

(i) Shares, debentures and other securities (i) in Nigeria and (ii) outside Nigeria

(j) Details of assets/property of (a) wife/wives (b) children if not public officers,
liable to assets declaration

(i) Wife/wives

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

(ii) Children

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

(k) I,

(full names)

Code of Conduct Bureau and Tribunal Act, 2004

Solemnly declare that the facts given by me in this form are correct and that I conscientiously believe same to be true by virtue of the provisions of Oaths Act.

.....
Signature of declarant

Declared at Registry

This day of 20

Before me

High Court Judge

Space for additional relevant information under paragraphs 6 (a)-(i) if necessary

For official use

1. Date of receipt of Form

2. Action taken (a) acknowledgement slip issued

(b) filed

(c) sent for variation

Signature

Name

(Receiving officer)

Acknowledgement slip

(from Office of deposit)

Receipt No.

Received from

Code of Conduct Bureau and Tribunal Act, 2004

of

copies of Form CCB.I

Signature

Name

Receiving officer

Date

SECOND SCHEDULE

(SECTION 7.)

Public officers for the purposes of the Code of Conduct

1. The President of the Federation.
2. The Vice-President of the Federation.
3. The President and Deputy President of the Senate, Speakers and Deputy Speakers of the House of Representatives and of the Houses of Assembly of States, and all members and staff of Legislative Houses.
4. Governors and Deputy Governors of States.
5. Chief Justice of Nigeria, Justices of the Supreme Court, President and Justices of the Court of Appeal, all other judicial officers and all staff of courts of law.
6. Attorney-General of the Federation and Attorney-General of each State.
7. Ministers of the Government of the Federation and Commissioners of the Governments of the States.

Code of Conduct Bureau and Tribunal Act, 2004

Chief of Defence Staff, Head of the Army, Navy, Air Force and all members of the Armed Forces of the Federation.

Inspector-General of Police, Deputy Inspector-General of Police and all members of the Nigeria Police Force and other Government security agencies established by law.

Secretary to the Government of the Federation, Head of the Civil Service, Permanent Secretaries, Directors-General and all other persons in the civil service of the Federation or of the States.

Ambassadors, High Commissioners and other officers of Nigerian Missions Abroad.

Chairman and other members and staff of the Code of Conduct Bureau and Code of Conduct Tribunal.

Chairman and other members and staff of local government councils.

Chairman and members of the Boards of other government bodies and staff of statutory corporations and companies in which the Federal or any State Government has controlling interests.

All staff of universities, colleges and institutions owned and financed by the Federal or State Governments or local government councils.

Chairman and other members and staff of permanent commissions or councils appointed on full-time basis.

THIRD SCHEDULE

(SECTION 7.)

Code of Conduct Tribunal Rules of Procedure

Commencement and Conduct of Trial

1. Institution of proceedings

The trial of offences under this Act shall commence by way of an application, supported by a summary of evidence or affidavit to the Tribunal by the prosecutor.

2. Order on an accused to appear

Where, after the perusal of the application and the summary of evidence, affidavit or any further evidence in such forms as the Tribunal may consider necessary, the Tribunal is satisfied that any person appears to have committed an offence provided under this Act, it shall cause that person to be brought before the Tribunal on such date and at such time as it may direct.

3. Commencement of trial

- (1) When the Tribunal is ready to commence the trial, the accused shall be brought before it and the Tribunal shall read or cause to be read to him the substance of the complaint against him and he shall be asked whether he is guilty of the offence or offences charged.
- (2) If the accused pleads guilty, the plea shall be recorded and he may in the discretion of the Tribunal be convicted thereon.

Plea of not guilty or no plea

If the accused pleaded not guilty or makes no plea or refuses to plea or if the Tribunal enters a plea of not guilty on behalf of the accused, the Tribunal shall proceed to try the case.

5. Presentation of case for prosecution

- (1) After a plea of not guilty has been taken or no plea has been made, the prosecutor may open the case against the accused, stating shortly by what evidence he intends to prove the guilt of the accused.
- (2) The prosecutor shall then examine the witnesses for the prosecution who may be cross-examined by the accused or his counsel and may thereafter be re-examined by the prosecutor.

6. Procedure after presentation of evidence by the prosecutor

- (1) After the conclusion of the presentation of evidence by the prosecutor, the Tribunal shall ask the accused-
 - (a) Whether he wishes to give evidence on his own behalf; and
 - (b) Whether he intends to call any witness other than witnesses as to character.
- (2) If the accused says that he does not intend to call any witness other than witnesses as to character, the prosecutor may sum up his case against the accused and the Tribunal shall then call upon the accused to enter upon the defence.
- (3) Notwithstanding the provisions of paragraph (2) of this rule, the Tribunal may, if after hearing the evidence against the accused or any of several accused, it considers the evidence not sufficient to justify the continuation of the trial, record a finding of not guilty in respect of such accused without calling upon him or them to enter upon their defence and such accused shall thereupon be discharged and acquitted and the Tribunal shall then call upon the remaining accused, if any, to enter upon his or their defence.
- (4) If the accused or any one of several accused says that he intends to call any witness, other than a witness as to character, the Tribunal shall call upon the accused to enter upon his defence.
- (5) Notwithstanding the provisions of paragraph (4) of this rule, the Tribunal may, before calling upon the accused to enter upon his defence, call upon the

prosecutor to sum up his case against any one or more of the accused persons against whom it considers that the evidence is not sufficient to justify the continuation of the trial and, after hearing the summing up, if any, may in its discretion, record a finding of not guilty in respect of any such accused or call upon any of them to enter upon his or their defence.

7. Defence

When the Tribunal calls upon the accused to enter upon his defence the accused or his counsel may open his case stating the facts or law on which he intends to rely and making such comments as he thinks necessary on the evidence for the prosecution, and the accused may then give evidence on his own behalf, examine his witnesses, if any, and, after their cross-examination and re-examination, if any, the accused or his counsel may sum up his case.

8. Right of prosecutor to reply

- (1) If the accused or any of the accused calls any witness, other than a witness as to character, or any document, other than a document relating to character, is put in evidence for the defence, the prosecutor shall be entitled to reply.
- (2) If the accused has called only evidence as to character, the prosecutor may at the close of the case for the defence adduce evidence of previous convictions of the accused.
- (3) Notwithstanding the provisions of paragraph (1) and (2) of this rule, the prosecution may, with leave of the Tribunal, be heard in reply on a point of law or on any new matter or evidence, other than evidence as to character introduced by the accused.

9. Consideration of findings

When the case for the defence and the reply of the prosecution, if any, are concluded and the Tribunal does not desire to put any further question to the accused, the Tribunal shall retire or adjourn to consider its findings.

10. Announcement of findings

After the Tribunal has made its findings, the Chairman shall announce such findings and, where the accused is found guilty, it shall impose the appropriate penalty prescribed in this Act, and issue an appropriate order accordingly.

11. Recommendation as to mercy

The Tribunal may, in addition to its sentence, make an appropriate recommendation as to mercy but in any such case shall give reasons for such recommendation.

12. Notes of evidence to be taken

(1) The Chairman or any other member of the Tribunal authorized by the Chairman in that behalf shall, in every case, take notes in writing of the oral evidence, or so much thereof as he considers material, in a book to be kept for that purpose and such book shall be signed by the Chairman and not less than two other members of the Tribunal including the person who took down the notes, at the conclusion of each day's proceedings.

(2) The record so kept as aforesaid or a copy thereof purporting to be signed and certified as a true copy by the Chairman shall, without further proof; be admitted as evidence of such proceedings and of the statements made by the witnesses at such proceedings.

3. Issue of summon for witness

If the Tribunal is satisfied that any person is likely to give material evidence for the prosecution or for the defence, the Tribunal may issue a summons to such person requiring him to attend, at a time and place to be mentioned therein, before the Tribunal to give evidence in respect of the case and to bring with him any specified documents or things and any other documents or things relating thereto which may be in his possession or power or under his control.

4. Warrant of witness after summons

If the person to whom any such summons is directed does not attend before the Tribunal at the time and place mentioned therein, and there does not appear to the

Tribunal on inquiry to be any reasonable excuse for such non attendance, then after proof to the satisfaction of the Tribunal that the summons was duly served or that the person to whom the summons is directed willfully avoided the Tribunal on being satisfied that such person is likely to give material evidence, may issue a warrant to apprehend him and to bring him, at the time and

place to be mentioned in the warrant, before the Tribunal in order to testify as aforesaid.

15. Local inspections

It shall be the duty of the Tribunal to make or cause to be made such local inspection as the circumstances of the case may require.

16. Forms

Subject to any express provisions of these rules, the Forms contained in the Annex to these Rules may, in accordance with any instructions contained in the said Forms, and with such variation as the circumstances of the particular case may require, be used in the case to which they apply, and when so used, shall be good and sufficient in law.

17. Application of Criminal Procedure Act or Code

Where these Rules contained no provision in respect of any matter relating to or connected with the trial of offences under this Act, the provisions of the Criminal Procedure Act or, depending on the venue, the Criminal Procedure Code shall, with such modifications as the circumstances may require, apply in respect of such matter to the same extent as they apply to the trial of offences generally.

(Cap. C4.)

18. Interpretation

In these Rules, “**the prosecutor**” means the Attorney-General of the Federation or any other person authorized by him pursuant to Section 24 of this Act to conduct the prosecution of an offence before the Tribunal or to assist therein.

ANNEX

FORMS

FORM 1

(Order II Rule (2).)

To: The Chairman,

Tribunal for the trial of offences under the Code of Conduct Bureau and Tribunal Act.

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

1. Pursuant to Section 24 of the Code of Conduct Bureau and Tribunal Act, I hereby apply to the commencement of a trial for the offence of under Section of the Act against the undermentioned persons-

(i)

(ii)

2. In support of this application I attached hereto copies of the summary of evidence or affidavit for the consideration of the Tribunal.

3. If this application is granted, I shall be relying on the facts disclosed in the summary of evidence and any further evidence the Tribunal may consider necessary at the trial. I attach hereto four copies of the charge against the accused. A list of the deponents and their addresses is also attached for the purpose of issuing summons to them.

.....
Prosecutor

FORM 2

Summons to accused

In the Tribunal for the trial of offences under the Code of Conduct Bureau and Tribunal Act.

To . A.B of

Complaint has been made this day by

for that on the day of at in the

aforesaid did*

.....
.....
.....
.....
.....
You are therefore summoned to appear before the Tribunal mentioned above sitting at on

..... to answer the said complaint

DATED the day of 20

.....
Chairman of the Tribunal

* State concisely the substance of the offence.

FORM 3

Warrant for apprehension of accused

In the Tribunal for the trial of offences under the Code of Conduct Bureau and Tribunal Act.

Between

The Federal Republic of Nigeria

And

Accused

To Police Officer, compliant has been made on
..... of by that
.....thereinafter called the accused, on the
day..... of did*

You are hereby commanded to bring the accused before the Tribunal mentioned
above sitting aton.....to answer the said complaint
and to be dealt with according to law.

DATED the..... day of..... 20.....

.....
Chairman of the Tribunal

*State concisely the substance of the offence.

FORM 4

Summons to witness

In the Tribunal for the trial of the offence under the Code of Conduct Bureau and Tribunal Act.

Between

The Federal Republic of Nigeria

And Accused

To (i).....
(ii) has been charged by
(iii) that he did (iv).....

and it appearing to me on the application of (ii).....

that you are likely to give material evidence therein on behalf of the prosecutor
(or accused).

You are therefore summoned to appear before the Tribunal named above sitting at
..... on the day of
20..... at the hour of in the
..... noon to testify what you know in such matter.

DATED the..... day of..... 20.....

.....
Chairman of the Tribunal

(i) Insert name of witness.

(ii) Insert name of accused.

Code of Conduct Bureau and Tribunal Act, 2004

- (iii) Insert the name of prosecutor.
- (iv) State concisely the substance of the offence.
-

FORM 5

Warrant for apprehension of witness in the first instance

In the Tribunal for the trial of offences under the Code of Conduct Bureau and Tribunal Act.

To.....A.B. has been
charged byfor that he

on theday of.....at.....in
theState aforesaid did*.....

.....

And it appearing to me by the Oath ofthat
.....is likely to give material evidence concerning the
said matter and that it is probable that he will not attend to give evidence unless
compelled to do so.

You are therefore hereby commanded to bring him before the Tribunal named above
sitting atforthwith to testify to what he
knows concerning the said matter.

DATED the.....day of.....20.....

.....
Chairman of the Tribunal

*State concisely the substance of the offence.

FORM 6

Warrant of apprehension of witness

In the Tribunal for the trial of offences under the Code of Conduct Bureau and Tribunal Act.

Between

The Federal Republic of Nigeria

And

Accused

To.....Police Constable or to each and all
the Constables

(i)was duly summoned to appear before the
Tribunal named above sitting at.....on

.....at the hour of.....in the
.....noon, to testify to what he knows concerning a certain
complaint against

And he has neither appeared thereto, nor, offered any just excuse for his neglect.

And it has been proved on Oath that the summons has been duly served on him and that a reasonable sum has been paid or tendered to him for his costs and expenses in that behalf.

Code of Conduct Bureau and Tribunal Act, 2004

You are therefore commanded to bring him before the Tribunal named above sitting at.....forthwith to testify to what he knows concerning the said matter.

Dated the.....day of.....20.....

.....
Chairman of the Tribunal

) Insert name of witness.

FORM 7

Warrant for commitment of witness

In the Tribunal for the trial of offences under the Code of Conduct Bureau and Tribunal Act.

Between

The Federal Republic of Nigeria

And

Accused

to.....and to the Superintendent ofPrison
i).....having appeared or been brought before the
Tribunal named above sitting at.....
on the..... day of.....20.....to
testify what he knows concerning a certain matter against
ii).....

Refused to take an Oath (or having taken an Oath) refused to answer any (or a certain) question put to him concerning the matter and did not offer any just excuse for his refusal.

Code of Conduct Bureau and Tribunal Act, 2004

You, the said police Officer, are hereby commanded to convey the saidsafely to the prison, and deliver him to the Superintendent thereof, together with this warrant and you, the Superintendent of the said prison, to receive him into your custody and keep him for the period ofunless he in the meantime consents to be examined and to answer concerning the matter.

DATED theday of20.....

.....
Chairman of the Tribunal

(i) Insert name of witness.

(ii) Insert name of accused.

FORM 8

Commitment of reward

In the Tribunal for the trial of offences under the Code of Conduct Bureau and Tribunal Act.

Between

The Federal Republic of Nigeria

And

Accused

To and Officer-in-Charge of
.....Police Station and to the
Superintendent ofPrison

(i).....hereinafter called the accused being

Code of Conduct Bureau and Tribunal Act, 2004

brought before the Tribunal named above, sitting at
charged with having

(ii)

The hearing of the case being adjourned:

You, the said Police Officer, are hereby commanded to convey the accused to Police custody at*to the prison, and thereto deliver him to the Officer-in-Charge */Superintendent thereof, together with this warrant, and you, the Officer-in-Charge */Superintendent of the said prison, to receive him into your custody, and keep him untilthe day of 20 and on that day

to convey him before the said Tribunal at the hour ofin thenoon to be further dealt with according to law.

DATED theday of 20

.....
Chairman of the Tribunal

- (i) Insert name of accused.
- (ii) State the offence or offences.

*Delete whichever does not apply.

FORM 9

Warrant of conviction

In the Tribunal for the trial of offences under the Code of Conduct Bureau and Tribunal Act.

Between

The Federal Republic of Nigeria

And

Accused

(i)having appeared before the Tribunal named
above sitting atis this day convicted for
that he, on theday of 20
..... atwithin the did (ii)
.....

And is adjudged that the accused, for his said offence, be sentenced to. (iii)
.....and the accused shall until the conviction and/or sentence
is confirmed or disallowed by the Court of Appeal be in custody at (iv)
.....
..... DATED theday of
..... 20

.....
Chairman of the Tribunal

- (i) Insert name of accused.
- (ii) State the offence or offences for which accused is convicted.
- (iii) Insert the Tribunal sentence.
- (iv) Insert name of accused.

INTERPRETATION ACT, 2004
REPRINT 2017

INTERPRETATION ACT, 2004

CHAPTER 123
INTERPRETATION ACT
ARRANGEMENT OF SECTIONS

Preliminary

SECTION

Application of this Act.

Operation of enactments

Passing and commencement.

Punctuation, headings and descriptive words.

Amended and substituted enactments.

Construction of references to portions of enactments

Effect of repeals, expiration etc.

Forfeiture

Continuation of ex-officio proceedings on death and effect of sanctions on civil remedy.

Enactments binding the state.

Construction of statutory powers and duties

Statutory powers and duties- general.

Appointments

Additional provisions as to powers to make subsidiary instruments, etc.

Payment to precede the performance of certain duties.

Interpretation of enactments

Gender and number

Time

Distance

Penalties

Interpretation of particular expressions, etc.

Additional provisions as to interpretation of subsidiary instruments.

Miscellaneous

Imperial Acts to be read with necessary modifications.

Citation of Acts

Printing of enactments with textual amendments

23. Deviations in forms
24. Execution of instruments made by the President
25. Offences under more than one law
26. Service by post.
27. Special provision as to certain statutory bodies
28. Quorum.

SECTION

29. Acts to be read with necessary modifications.
30. Reference to Acts or Laws to Acts
31. Jurisdiction over offences against Federal Laws
32. Law in force with respect to Federal matters
33. Evidence of signature of fiat or consent of President or public officer
34. Ex-officio proceedings not to abate on death
35. Carrying out of certain orders
36. Application of fees and forfeitures
37. Interpretation of this Act, etc
38. Repeals and savings, etc
39. Short title.

SCHEDULE

Enactments repealed

CHAPTER 123

INTERPRETATION ACT

An Act to provide for the construction and interpretation of Acts of the National Assembly and certain other instruments; and for purposes connected therewith.

[1964 NO. 1]

[20th January, 1964]

[Commencement]

Preliminary

1. Application of this Act

This Act shall apply to the provisions of any enactment except in so far as the contrary intention appears in this Act or the enactment in question.

Operation of enactments

2. Passing and commencement

- (1) An Act is passed when the President assents to the Bill for the Act whether or not the Act then comes into force.
- (2) Where no other provision is made as to the time when a particular enactment is to come into force, it shall, subject to the following subsection, come into force-
 - a. in the case of an enactment contained in an Act of the National Assembly, on the day when the Act is passed;
 - b. in any other case, on the day when the enactment is made.
- (3) Where an enactment is expressed to come into force on a particular day, it shall be construed as coming into force immediately on the expiration of the previous day.

3. Punctuation, headings and descriptive words

- 1) Punctuation forms part of an enactment, and regard shall be had to it accordingly in construing the enactment.
- 2) A heading or marginal note to an enactment does not form part of the enactment and is intended for convenience of reference only.
- 3) Words in an enactment descriptive of another enactment shall not be used as an aid to the construction of the other enactment and are intended for convenience of reference only.

4. Amended and substituted enactment

- (1) A reference in an enactment to another enactment shall, if the other enactment has been amended, be construed as a reference to the other enactment as amended.
- (2) Where an enactment is repealed and another enactment is substituted for it, then-
 - a. the repealed enactment shall remain in force until the substituted enactment comes into force.
 - b. any reference to the repealed enactment shall, after the substituted enactment comes into force, be construed as a reference to the substituted enactment;
 - c. any subsidiary instrument in force by virtue of the repealed enactment shall, so far as the instrument is not inconsistent with the substituted enactment, continue in force as if made in pursuance of the substituted enactment.

5. Construction of references to portions of enactments

- (1) Where an enactment describes a portion of another enactment in terms of a word occurring in the other enactment, that word is included in the portion described.
- (2) Where an enactment describes a consecutive series of provisions of another enactment by reference to the first or last provision of the series, that provision is included in the series described.

6. Effect of repeals, expiration, etc

- (1) The repeal of an enactment shall not-
 - a. revive anything not in force or existing at the time when the repeal takes effect;

- b. affect the previous operation of the enactment or anything duly done or suffered under the enactment;
- c. affect any right, privilege, obligation or liability accrued or incurred under the enactment;
- d. affect any penalty, forfeiture or punishment incurred in respect of any offence committed under the enactment;
- e. affect any investigation legal proceeding or remedy in respect of any such right, privilege, obligation, liability, penalty, forfeiture or punishment.

And any such investigation, legal proceeding or remedy may be instituted, continued or enforced, and any such penalty, forfeiture or punishment may be imposed, as if the enactment had not been repealed.

- (2) When an enactment expires, lapses, or otherwise ceases to have effect, the provisions of subsection (1) of this section shall apply as if the enactment had then been repealed.

7. Forfeiture

Where an enactment provides that any property shall be forfeited, the enactment shall be construed as providing that the property, or where the property is duly sold, the proceeds of sale shall vest in the Minister of the Government of the Federation responsible for finance and be held by him for the purposes of the Government of the Federation.

8. Continuation of ex-officio proceedings on death and effect of sanctions on civil remedy

- (1) Any civil or criminal proceedings taken by or against any person by virtue of his office shall not be discontinued or abated by his death, resignation, or absence or removal from office, but may be carried on by or against, as the case may be, the person appointed to perform the duties of the office.

- (2) An enactment shall not be construed as preventing the recovery of damages in respect of injury attributable to any act by reason only of the fact that the enactment provides for a penalty, forfeiture or punishment in respect of the act.

9. Enactments binding the State

- (1) An enactment shall not prejudicially affect-
- a. the executive authority of the Federation; or
 - b. any property in so far as it is held for the purposes of the Government of the Federation.
- (2) The provisions of subsection (1) of this section shall not apply to an enactment-
- a. if the enactment is expressed to bind the State; or
 - b. in so far as an enactment so provides by other express words or by necessary implication,

And the provisions of the section shall have effect notwithstanding anything in section 1 of this Act.

Construction of statutory powers and duties

10. Statutory powers and duties – general

- (1) Where an enactment confers a power or imposes a duty, the power may be exercised and the duty shall be performed from time to time as occasion requires.
- (2) An enactment which confers power to do any act shall be construed as also conferring all such other powers as are reasonably necessary to enable that act to be done or are incidental to the doing of it.

- (3) Where an Act is not to come into force immediately on the passing of the Act and confers power to make a subsidiary instrument, to give notice, to prescribe forms, to make an appointment or to do any other thing for the purposes of the Act, the power may be exercised at any time after the Act is passed so far as may be necessary or expedient for the purpose of bringing the Act into operation at the date of its commencement, so however that no subsidiary instrument made by virtue of this subsection shall come into force before the commencement of the Act conferring power to make the instrument except in so far as may be necessary for bringing that Act into force.

11. Appointment

- (1) Where an enactment confers a power to appoint a person either to an office or to exercise any functions, whether for a specified period or not, the power includes-
- a. power to appoint a person by name or to appoint the holder from time to time of a particular office;
 - b. power to remove or suspend him;
 - c. power, exercisable in the manner and subject to the limitations and conditions (if any) applicable to the power to appoint –
 - i. to reappoint or reinstate him;
 - ii. to appoint a person to act in his place, either generally or in regard to specified functions, during such time as is considered expedient by the authority in whom the power of appointment in question is vested.
- (2) A reference in an enactment to the holder of an office shall be construed as including a reference to a person for the time being appointed to act in his place, either as respects the functions of the office generally or the functions in regard to which he is appointed, as the case may be.

12. Additional provisions as to powers to make subsidiary instruments, etc.

- (1) Where an Act confers a power to make a subsidiary instrument, proclamation or notification, the power shall include-
 - a. power to make different provision for different circumstances;
 - b. power exercisable in the like manner and subject to the like consent and conditions (if any), to vary and revoke the instrument, proclamation or notification;
 - c. in the case of a subsidiary instrument, power to prescribe punishments for contraventions of provisions of the instrument, not exceeding as respects a particular contravention-
 - i. in the case of rules of court imprisonment for a term of three months or a fine of fifty naira or both;
 - ii. in any other case, imprisonment for a term of six months or a fine of one hundred naira or both.
- (2) A contravention of a provision of a subsidiary instrument may be prosecuted in a summary manner.

13. Condition for performance subject to payment and recovery fines and fees.

- (1) Where a sum of money is payable in respect of the performance of a duty imposed by an enactment on any person, that person may abstain from performing the duty until the sum is paid or, where the sum cannot be finally ascertained before the performance of the duty, until such an amount is paid as that person may reasonably estimate (without prejudice to its subsequent adjustment) to be the relevant sum.
- (2) Where under any Act or Law any person is required to pay any charge or fee for any act or thing done, or document issued, or signature or seal affixed to

any document, by any public officer or department, or where any person is adjudged by any court, or other authority duly authorized by law, to pay or forfeit any sum of money, such charge or fee and such sum of money shall be paid into the appropriate Treasury, unless the contrary is otherwise provided and if any such charge or fee, or if any commission on money received or taken possession of, realized, or otherwise dealt with, is required to be paid to any public office or department, such office or department receiving the same shall pay it into or account for the same in due course to the appropriate Treasury.

- 3) Where in any Act or Law power is given to any authority to impose any fine or make any order or give any directions whatever and it is stated that such fine, order or direction shall be imposed, be recoverable or in any manner have effect as if the same were a fine, order or direction, imposed, made or given by a court or by a judicial or other officer, any such court or judicial or other officer having jurisdiction in the place where such fine, order or direction was imposed, made or given or where the person who was ordered to pay the fine or who is required to obey the order or direction resides or may happen to be, may take the necessary steps to enforce the payment of the fine or the carrying out of the order or direction, as the case may be, in all respects as if the fine, order or direction had in fact been imposed, made or given by such court or judicial or other officer.

Interpretation of enactments

4. **Gender and number**

In an enactment –

- a) words importing the masculine gender include females;
- b) Words in the singular include the plural and words in the plural include the singular.

5. **Time**

- 1) A reference in an enactment to the time of the day is a reference to the time which is one hour in advance of Greenwich mean time.

- (2) A reference in an enactment to a period of days shall be construed –
 - (a) Where the period is reckoned from a particular event, as excluding the day on which the event occurs;
 - (b) Where apart from this paragraph the last day of the period is a holiday, as continuing until the end of the next following day which is not a holiday.
- (3) Where by an enactment any act is authorized or required to be done on a particular day and that day is a holiday, it shall be deemed to be duly done if it is done on the next following day which is not a holiday.
- (4) Where by an enactment any act is authorized or required to be done within a particular period which does not exceed six days, holidays shall be left out of account in computing the period.
- (5) In this section “**holiday**” means a day which is a Sunday or a public holiday.

16. Distance

In determining a distance for the purposes of an enactment, the distance shall be measured in a straight line on a horizontal plane.

17. Penalties

- (1) Where a punishment in respect of an offence is provided by an enactment, the enactment shall be construed as providing that an offender shall be liable in pursuance of the enactment to a punishment not exceeding the punishment so provided.
- (2) Where imprisonment in respect of an offence is provided by an enactment, the enactment shall be construed as providing that any imprisonment imposed in pursuance of the enactment in respect of the offence shall be –
 - a) With or without hard labour as the court imposing the imprisonment may in its discretion direct;

b) With hard labour if no such direction is given.

(3) Where a punishment is set out at the foot of an enactment, the enactment shall be construed as providing that a contravention of the enactment shall be an offence for which an offender shall be liable, subject to subsection (1) of this section, to the punishment so set out.

18. Interpretation of particular expressions, etc.

(1) In an enactment the following expressions have the meanings hereby assigned to them respectively, that is to say –

“**Act**” includes an omission, and references to the doing of an act shall be construed accordingly;

“**Chief**” means a person who, in accordance with the law in force in any part of Nigeria, is accorded the dignity of a chief by reference to that part or to a community established in that part;

“**Commencement**”, in relation to an enactment, means the time at which the enactment comes into force;

“**Consular officer**” includes consul-general, consul, vice-consul, consular agent and any person for the time being authorized to discharge the duties of a consul-general, consul or vice-consul;

“**Contravention**”, in relation to an enactment, includes a failure to comply with the enactment;

“**Crew**”, in relation to a ship or other vessel, includes masters, mates, pilots, engineers, stokers, deck-hands and all persons engaged in the navigation of the ship or other vessel;

“**Crown Agents**” means the body established in the United Kingdom and commonly known as the Crown Agents for Oversea Governments and Administrations;

“Daily penalty”, “weekly penalty” and “monthly penalty”, in relation to an offence, means a penalty for each day, week or month, as the case may be, during which the offence is continued after conviction for the offence;

“Financial year” means the period of twelve months beginning on 1st January and ending on 31st December, so however that with respect to the year 1980 it shall be the period of nine months beginning on 1st April and ending on 31st December;
(1980 No. 2.)

“Immovable property” means land;

“Inland waters” includes all rivers, creeks and lagoons inside the river bars of Nigeria;

“Land” includes any building and any other thing attached to the earth or permanently fastened to any thing so attached, but does not include minerals;

“Law” means any law enacted or having effect as if enacted by the legislature of a State and includes any instrument having the force of law which is made under a Law;

“Legal practitioner” has the meaning assigned to it by the Legal Practitioners Act;
(Cap. L11.)

“Local authority” means the local authority of a township;

“master” in relation to a ship, means any person other than a pilot or harbour master having for the time being control or charge of the ship;

“Military forces” means the armed forces of the Federation and includes any person who is not a member of the last-mentioned forces but who accompanies, or is employed in the service of a body of those forces;

“Minister”, where no particular Minister is specified in the context, means the Minister of the Government of the Federation charged in pursuance of the Constitution of the Federal Republic of Nigeria 1999 with responsibility for the matter to which the context relates;

“Monogamous marriage” means a marriage which is recognized by the law of the place where it is contracted as a voluntary union of one man and one woman to the exclusion of all others during the continuance of the marriage.

“Month” means a calendar month reckoned according to the Gregorian calendar;

“Oath” and **“affidavit”**, in relation to a person authorized by law to make an affirmation or declaration instead of an oath, includes an affirmation or declaration made in accordance with the relevant law, and **“swear”** shall be construed accordingly;

“Person” includes any body of persons corporate or unincorporate;

“Police officer” means any member of the police force and **“superior police officer”** means a police officer of or above the rank of assistant superintendent;

“Prescribed” means prescribed by or under the enactment in which the expression occurs;

“Public holiday” means a day which is a public holiday under the Public Holidays Act;

[Cap. P.40]

“Public officer” means a member of the public service of the Federation within the meaning of the Constitution of the Federal Republic of Nigeria 1999, or of the public service of a State;

(Cap. C23.)

“Qualified medical practitioner” means a person who is a fully registered medical practitioner within the meaning of the Medical and Dental Practitioners Act;

(Cap. M8.)

“Regulations”, in an enactment passed or made before the passing of this Act, includes rules and bye-laws;

“Seaman” includes every person (other than a master, pilot or indentured apprentice) who is employed or engaged in any capacity on board a ship;

“Ship” includes every description of vessel used in navigation and not exclusively propelled by oars or paddles;

“To sell” includes to exchange and to barter and to offer or expose for sale;

“To sign”, in relation to a person who is unable to write his name, means to make his mark;

“Territorial waters” means any part of the open sea within thirty nautical miles of the coast of Nigeria (measured from low water mark) or of the seaward limits of inland waters;

[1971 No. 38.]

“Township” means a township established under the Townships Act;
(Cap. 216. 1948 Edition.)

“Vessel” includes floating craft of every description;

“Will” includes a codicil;

“Writing” and expressions referring to writing include printing, lithography, photography, typewriting and other modes of representing or reproducing words or figures in a visible form; and

“year” means a period of twelve months.

- (2) Where by subsection (1) of this section or any other enactment a meaning is assigned to a word, parts of speech related to the word have corresponding meanings.
- (3) The word **“or”** and the word **“other”** shall, in any enactment, be construed disjunctively and not as implying similarity.
- (4) A reference in an enactment, in relation to any matter, to a minister or an official described by a designation which –
(1977 No. 13.)

- (a) under the system of government in force in Nigeria or any part thereof; or
 - (b) by reason of any change in the organization of any department or ministry whether or not by the transfer of functions from one ministry or department to another or others, is no longer appropriate, shall be construed in relation to that matter as a reference to the Minister or, as the case may require, the official for the time being charged with responsibility for the matter.
- (5) A reference in an enactment, in relation to any matter to any ministry or department or other unit of any government in Nigeria described by a designation which –
- (a) under the system of government in Nigeria or any part thereof;
 - (b) by reason of any change in the organization of any ministry or department or other unit as aforesaid (including the abolition or the amalgamation of any of them or the creation of new ones), is no longer appropriate, shall be construed in relation to that matter as a reference to the ministry or department or, as the case may require, to any other unit of any government in Nigeria for the time being charged with responsibility for the matter.

19. Additional provisions as to interpretation of subsidiary instruments

- (1) An expression used in a subsidiary instrument has the same meaning as in the Act conferring power to make the instrument.
- (2) In a subsidiary instrument, the expression “the Act” means the Act conferring power to make the instrument.

Miscellaneous

20. Imperial Acts to be read with necessary modifications

Whenever by any Act of the National Assembly, any Act of The National Assembly is extended or applied to Nigeria or to a State, such Act shall be read with such formal alterations as to names, localities, courts, officers, person, moneys, penalties and otherwise as may be necessary to make the same applicable to the circumstances.

21. Citation of Acts

An Act may be cited –

- (a) in the case of an Act included in a revised edition of Acts of the National Assembly which is in force by virtue of an enactment, by its chapter number in that edition;
- (b) in the case of any other Act, by the number of the year in which it was passed and its number among the Acts passed in that year, and the mode of citation authorized by this section shall be in addition to any other mode of citation authorized by any other enactment.

22. Printing of enactments with textual amendments

- (1) Where an enactment is amended by the insertion or omission of words or by the substitution of words for other words, then on printing the enactment at any time after the amendment takes effect the person authorized to print the enactment shall, if so directed by the Attorney-General of the Federation, print the enactment as so amended.
- (2) A direction under subsection (1) of this section in respect of any amendment shall include provision requiring the printer to indicate, in such a manner as may be specified by the direction, the extent of the amendment and the enactment of which it was made.

23. Deviations in forms

Where a form is prescribed by an enactment, a form which differs from the prescribed form shall not be invalid for the purposes of the enactment by reason only of the difference if the difference is not in a material particular and is not calculated to mislead.

24. Execution of Instruments made by the President

Where a power to make an instrument which is conferred on the President by an enactment is exercisable in accordance with the advice of the President or a minister of the Government of the Federation, then without prejudice to the exercise of the power by the President in person, any instrument made in exercise of that power may be executed under the hand of the Secretary to the Government of the Federation (or the Deputy Secretary to the Council of Ministers).

25. Offences under more than one law

Where an act constitutes an offence under two or more enactments or under an enactment and at common law, the alleged offender shall be liable to be prosecuted and on conviction punished under any one of the enactments or, as the case may be, either under the enactment or at common law, but shall not be liable to be punished twice for the same offence.

26. Service by post

Where an enactment authorized or requires a document to be served by post, whether the word "serve" or some other word is used, then –

- (a) The document may be served by posting an envelope –
 - (i) Which contains the document; and
 - (ii) On which the postage (where any is payable) has been pre-paid; and
 - (iii) Which is addressed to the person on whom it is to be served at his last known address and
- (b) Where the provisions of paragraph (a) of this section have been satisfied as respects the document, it shall be deemed to have been served at the time at which the envelope would have been delivered in the ordinary course of post unless it is proved that the envelope was not delivered at that time.

30. Reference in Act or Law to Acts

Where in any Act or Law reference is made to any provision of an Act and that provision is subsequently repealed and re-enacted without substantial modification, the reference in such Act or Law to the provision of the Act so repealed shall, if the context so requires and unless the contrary intention appears, be construed as a reference to the provision so re-enacted.

Provisions relating to courts

31. Jurisdiction over offences against Federal laws

Where jurisdiction is conferred by any Law upon a High Court or a magistrate's court established for a State with respect to-

- a. The summary trial and conviction; or
- b. The examination and commitment for trial on indictment; or
- c. The trial and conviction on indictment,

Of offenders or persons charged with offences against the Laws of the State and with respect to the hearing and determination of appeals arising out of any such trial or conviction or out of any proceedings connected therewith, such court shall, except in so far as other provision is made by law in force in the State, have the like jurisdiction with respect to offenders or persons charged with offences against a Federal law committed in the State or who may lawfully be tried for offences committed elsewhere.

- (2) In this section **Federal law** means any law enacted by the National Assembly, or having effect as if so enacted by the National Assembly, or having effect as if so enacted, which relates to a matter within the exclusive legislative competence of the Federal legislature.

[L.N.47 of 1955.]

27. Special provisions as to certain statutory bodies

- (1) Where a body established by an enactment comprises three or more persons, then –
- (a) Any act which the body is authorized or required to do may be done in the name of the body by a majority of those persons or of a quorum of them; and
- (b) in any vote taken at a meeting of the body the person presiding when the vote is ordered shall have a casting vote, whether or not he also has a deliberative vote.

(1977 No. 13.)

- (2) Without prejudice to subsection (1) of this section where a body established by an enactment comprises three or more persons and is empowered to make subsidiary instruments, any such instrument may be executed under the hand of any two of the members thereof as may be authorized by such body generally for that purpose or specially on any particular occasion.

28. Quorum

Notwithstanding anything contained in any Act or any other enactment, the quorum of any tribunal, commission of inquiry (including any appeal tribunal established for the purpose of hearing any appeal arising therefrom) shall not be less than two (including the chairman):

Provided that the chairman and the member shall be present at every sitting of the tribunal, commission or inquiry throughout the duration of the trial or hearing.

(1987 No. 44.)

29. Acts to be read with necessary modification

Whenever by any Act or Law, any Act is extended or applied to the Federation or a State, such Act shall be read with such formal alterations as to names, localities, courts, offices, person, moneys, penalties or otherwise may be necessary to make the same applicable to the circumstances.

[Order 47 of 1951.]

32. Law in force with respect to Federal matters

- (1) Subject to the provisions of this section and except in so far as other provision is made by any Federal law, the common law of England and the doctrines of equity, together with the statutes of general application that were in force in England on the 1st day of January, 1900, shall, in so far as they relate to any matter within the legislative competence of the Federal legislature, be in force in Nigeria.

[L.N. 47 of 1955.]

- (2) Such imperial laws shall be in force so far only as the limits of the local jurisdiction and local circumstances shall permit and subject to any Federal law.
- (3) For the purpose of facilitating the application of the said Imperial laws they shall be read with such formal verbal alterations not affecting the substance as to names, localities, courts, officers, persons, moneys, penalties and otherwise as may be necessary to render the same applicable to the circumstances.
- (4) Every judge or officer of a High Court having or exercising function of the like kind, or analogues to the function of any judge or officer referred to in any such law, shall be deemed to be within the meaning of the enactments thereof relating to such last-mentioned judge or officer, and every magistrate or officer of a magistrate's court having or exercising functions of the like kind, or analogues to the functions of any magistrate, justice of the peace or officer referred to in any such law, shall be deemed to be within the meaning of the enactments thereof relating to such last-mentioned magistrate or officer or such justice of the peace.
- (5) Where the great seal or any other seal mentioned in any law it shall be read, in its application to a High Court, as if the seal of the High Court were substituted therefore, and, in its application to a magistrate's court, as if the seal of the magistrate's court were substituted therefore.

[L.N.47 of 1955]

33. Evidence of signature of fiat or consent of President or public officer

Whenever the fiat or consent of the President or of any public officer is necessary before any prosecution of action is commenced, any document purporting to bear the fiat or consent of the President or of the public officer concerned shall be received as prima facie evidence in any proceeding without proof being given that the signature to such fiat or consent is that of the President or the public officer concerned.

34. Ex-officio proceedings not to abate on death

Any civil or criminal proceedings taken by or against any person by virtue of his office shall not be discontinued or abated by this death, resignation, or absence or removal from office, but may be carried on by or against, as the case may be, the person appointed to perform the duties of the office.

35. Carrying out of certain orders

Where in any Act or Law power is given to any authority to impose any fine or make any order or give any directions whatever and it is stated that such fine, order or direction shall be imposed, be recoverable or in any manner have effect as if the same were a fine, order or direction, imposed, be made or given by a court or by a judicial or other officer, any such court or judicial or other officer having jurisdiction in the place where such fine, order or direction was imposed, made or given, or where the person who was ordered to pay the fine or who required to obey the order or direction resides or may happen to be, may take the necessary steps to enforce the payment of the fine or the carrying out of the order or direction, as the case may be, in all respects as if the fine, order or direction had in fact been imposed, made or given by such court or judicial or other officer.

[Order 47 of 1951.]

36. Application of fees, fines and forfeitures

(1) Where under any Act or Law any person is required to pay any charge or fee for any act or thing done, or document issued, or signature or seal affixed to any document, by any public officer or department, or where any person is adjudged by any court, or other authority duly authorized by law, to pay or forfeit any sum of money, such charge or fee and such sum of money shall be paid into the appropriate Treasury, unless the contrary is otherwise provided;

and if any such charge or fee, or if any commission on money received or taken possession of, realized, or otherwise dealt with, is required to be paid to any public office or department, such officer or department receiving the same shall pay it into or account for the same in due course to the appropriate Treasury.

[Order 47 of 1951. L.N. 131 of 1954]

- (2) Nothing in this section shall affect any provision in any Act or Law whereby any shares of fines or forfeitures, or of proceeds of forfeitures, are expressed to be recoverable by any person, or may be granted by any authority to any person.

[Order 47 of 1951.]

- (3) Except where the requirement, judgment or commission referred to in subsection (1) of this section relates to a function of the Government of the Federation, the expression “**appropriate Treasury**” shall be interpreted as meaning the Treasury in the State concerned.

Provided that nothing contained in this section shall affect the rights inter se of the Treasuries of the States of the Federation.

[L.N. 131 of 1954.]

37. **Interpretation of this Act, etc** (1) Without prejudice to the provisions of section 18 of this Act, in this Act the following expressions have the meanings hereby assigned to them respectively, that is to say-

“**Act**” means an Act of the National Assembly, whether passed before or after the commencement of this Act, and includes this Act and an instrument made before the first day of October, 1960, in so far as the instrument has effect as an Act;

“**Enactment**” means any provision of an Act or subsidiary instrument;

“**Subsidiary instrument**” means any order, rules, regulations, rules of court or bye-laws made either before or after the commencement of this Act in exercise of powers conferred by an Act.

- (2) Nothing in this act shall be construed as purporting to prejudice the provisions of the Constitution of the Federal Republic of Nigeria 1999.

[Cap C23.]

- (3) This Act binds the State.

38. Repeals and savings, etc.

The enactment specified in the first and second columns of the Schedule to this Act is hereby repealed to the extent shown in the third column of that Schedule.

[Schedule.]

39. Short title

This Act may be cited as the Interpretation Act.

Schedule
[Section 38.]

Enactment repealed

Chapter or number	Short title	Extent of repeal
Cap .A2	Acts Authentication Act.	In section 3, in subsection (1), the words from "and unless" onwards.

CHAPTER 123
INTERPRETATION ACT
SUBSIDIARY LEGISLATION

No Subsidiary Legislation



ESTABLISHMENTS CIRCULARS 2010

REPRINT 2017

INDEX TO ESTABLISHMENTS CIRCULARS 2010

Item	Reference No.	Subject	Page
1.	Ref. No. SGF/OP/1/S.3/VIII/195 of 4th February, 2010	Procurement Records for 2009 Financial Year	1
2.	Ref. No. SGF/OP/1/S.3/VIII/195 of 12th February, 2010	Execution of Building Projects by Federal Ministries, Departments and Agencies	3
3.	Ref. No. HCSF/EMS/CIR/B.64769 of 14th January, 2010	Year 2011 Manpower Budget Call Circular	5
4.	Ref. No. HCSF/061/S.1/HI/319 of 25th February, 2010	Guidelines for the Procurement of Group Life Assurance for Employees of the Federal Government for 2010	19
5.	Ref. No. SWC/S/04/S.80/224 of 12th March, 2010	Consolidated Polytechnics and Colleges of Education Academic Staff Salary Structure (CONPCASS)	27
6.	Ref. No. SWC/S/04/S.80/228 of 12th March, 2010	Consolidated Tertiary Educational Institutions Salary Structure (CONTEDISS)	31
7.	Ref. No. SGF/19/S.48/C.2/II/385 of 16th March, 2010	Re-Affirmation of the Federal Government's Commitment to Service	36
8.	Ref. No. FC 6243/S.1/Vol XIV/1 of 30th March, 2010	Combined Year 2009 and 2010 Promotion Exercise for Officers on Salary Grade Levels 14-16 in the Federal Civil Service	38
9.	Ref. No. HCSF/07/S.1/II of April 29, 2010	2010 African Regional Conference of the Commonwealth Association for Public Administration on Management (CAMPAM) Abuja, May 17-19, 2010	45
10.	Ref. No. HCSF/CMO/AOD/005/Vol.1/16 of 5th May, 2010	Returns on APER Scores for Officers on Grade Levels 14-16 in the Pool of the Office of the Office of the Head of the Civil Service of the Federation	47
11.	Ref. No. SGF/PS/CIR/625/F/227 of 7th May, 2010	Procedure for Signing Agreement and Memorandum of Understanding by Ministries, Departments and Agencies with Foreign Countries and Agencies	48
12.	Ref. No. FC6243/S.1/Vol/XVIII/5 of 28th May, 2010	Review (Cancellation) of Policy on Granting of Notional Promotion	50
13.	Ref. No. SWC/S/04/S.310/105 of 10th June, 2010	Revised Frequency of Meetings and Rates of Allowances for Part-Time Members of Government Committees, Boards of Federal Agencies, Statutory Corporations and Government Owned Companies	51

**Establishments Circulars
2010**

INDEX TO ESTABLISHMENTS CIRCULARS 2010—continued

<i>Item</i>	<i>Reference No.</i>	<i>Subject</i>	<i>Page</i>
14.	Ref. No. SWC/S/04/NIH/304 of 1st July, 2010.	Review of the Consolidated Police Salary Structure (CONPOSSI)	60
15.	Ref. No. SWC/S/04/VIII/313 of 1st July, 2010	Review of the Consolidated Top Federal Public Office Holders' Salary Structure (CONTOPSAL)	63
16.	Ref. No. B.6268/S.46/T 2 of 12th July, 2010	Sensitization Workshop in the New Public Service Rules	67
17.	Ref. No. SWC/S/04/VIII/315 of 29th July, 2010	Review of the Consolidated Top Federal Public Office Holders' Salary Structure (CONTOPSAL)	70
18.	Ref. No. SWC/S/04/VIII/313 of 1st July, 2010.	Review of the Consolidated Top Federal Public Office Holders' Salary Structure (CONTOPSAL)	73
19.	Ref. No. SWC/S/04/S.08/Vol.IV/ 207 of 5th August, 2010	Review of Pension Rates	76
20.	Ref. No. SWC/S/04/VIII/354 of 14th December, 2010	Consolidated Research and Allied Institutions Salary Structure (CONRAISS)	78
21.	Ref. No. HCSF/062/S.II/20 of 29th December, 2010	Re : Tenure of Office for Permanent Secretaries and Directors	83

INDEX TO ESTABLISHMENTS CIRCULARS 2010

Item	Reference No.	Subject	Page
1.	Ref. No. SGF/OP/I/S.3/VIII/195 of 4th February, 2010	Procurement Records for 2009 Financial Year	1
2.	Ref. No. SGF/OP/I/S.3/VIII/195 of 12th February, 2010	Execution of Building Projects by Federal Ministries, Departments and Agencies	3
3.	Ref. No. HCSF/EMS/CIR/B.64769 of 14th January, 2010	Year 2011 Manpower Budget Call Circular	5
4.	Ref. No. HCSE/06/I/S.1/II/319 of 25th February, 2010	Guidelines for the Procurement of Group Life Assurance for Employees of the Federal Government for 2010	19
5.	Ref. No. SWC/S/04/S.80/224 of 12th March, 2010	Consolidated Polytechnics and Colleges of Education Academic Staff Salary Structure (CONPCASS)	27
6.	Ref. No. SWC/S/04/S.80/228 of 12th March, 2010	Consolidated Tertiary Educational Institutions Salary Structure (CONTEDESS)	31
7.	Ref. No. SGF19/S.48/C.2/II/385 of 16th March, 2010	Re-Affirmation of the Federal Government's Commitment to Service	36
8.	Ref. No. FC 6243/S.1/Vol.XIV/1 of 30th March, 2010	Combined Year 2009 and 2010 Promotion Exercise for Officers on Salary Grade Levels 14-16 in the Federal Civil Service	38
9.	Ref. No. HCSF/707/S.1/II of April 29, 2010	2010 African Regional Conference of the Commonwealth Association for Public Administration on Management (CAMPAM) Abuja, May 17-19 2010	45
10.	Ref. No. HCSF/CMO/AOD/005/Vol.1/16 of 5th May, 2010	Returns on APER Scores for Officers on Grade Levels 14-16 in the Pool of the Office of the Office of the Head of the Civil Service of the Federation	47
11.	Ref. No. SGE/PS/CIR/625/F/227 of 7th May, 2010	Procedure for Signing Agreement and Memorandum of Understanding by Ministries, Departments and Agencies with Foreign Countries and Agencies	48
12.	Ref. No. FC6243/S.1/Vol.XVIII/5 of 28th May, 2010	Review (Cancellation) of Policy on Granting of Notional Promotion	50
13.	Ref. No. SWC/S/04/S.310/105 of 10th June, 2010	Revised Frequency of Meetings and Rates of Allowances for Part-Time Members of Government Committees, Boards of Federal Agencies, Statutory Corporations and Government Owned Companies	51

CIRCULAR

Ref. No. SGF/OP/I/S.3/VIII/195
Office of the Secretary to the
Government of the Federation,
The Presidency,
P-Wing, Shehu Shagari Complex,
Three Arms Zone,
Abuja
4th February, 2010

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

PROCUREMENT RECORDS FOR 2009 FINANCIAL YEAR

Further to my Circular Ref. No. SGF/OP/I/S.3/VIII/177 of 31st December, 2009 on the Procurement Plans for 2010, all Accounting Officers are further reminded that they

are statutorily required to prepare Procurement Records for the 2009 Financial Year. In this regard and for the avoidance of doubt, Clause 16 (13), Part IV (Fundamental Principles for Procurement) of the 2007 Procurement Act provide that:

"Copies of all Procurement Records shall be transmitted to the Bureau not later than 3 months after the end of financial year and shall show:

- (i) information identifying the procuring entity and the contractors;
- (ii) the date of the contract award;
- (iii) the value of the contract; and
- (iv) the detailed records of the procurement proceedings"

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

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

Signed

MAHUMUD YAYALE AHMED, CFR

Secretary to the Government of the Federation

CIRCULAR

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

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

EXECUTION OF BUILDING PROJECTS BY FEDERAL MINISTRIES, DEPARTMENTS AND AGENCIES

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

2. Unfortunately, most Federal Ministries, Departments and Agencies are presently embarking on projects without the recourse to the Federal Ministry of Works, Housing and Urban Development, which is statutorily mandated to render such professional services. Some of the MDAs have also embarked on direct employment of professionals sub-

professionals in the building industry as their staff to carry out the planning, design, supervision, and maintenance works, including the purchase of properties. It is only when problem arise in the execution of projects that such MDAs fall back on the Federal Ministry of Works, Housing and Urban Development for resolution.

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

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

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

Signed

DR TUKUR BELLO INGAWA, OON, mni

Permanent Secretary

for : Honourable Minister.

CIRCULAR

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

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

YEAR 2011 MANPOWER BUDGET CALL CIRCULAR

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

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

3. In addition, MDAs are requested to submit their proposals, with an *up-to-date Nominal Roll of the Staff as at 30th June, 2009*. The nominal roll should be rendered in the formats also attached as Annexures 2(A), 2(B), and 2 (C), 3(A) and (B):-

(i) Annexures 2(A) is the Omnibus Nominal Roll of the MDA. It should also provide the required information on existing staff and should be numbered serially, grade level by grade level, irrespective of Department, starting with the Chief Executive ;

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

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

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

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

5. DEADLINE FOR SUBMISSION OF MANPOWER BUDGET PROPOSALS

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

6. THE SCHEDULE OF MEETINGS

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

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

Signed

DR EDUGIE ABEBE, mni

Permanent Secretary (CSO)

for : Head of the Civil Service of the Federation

OFFICE OF THE HEAD OF THE CIVIL SERVICE OF THE FEDERATION

PERSONNEL COST SUMMARY

MINISTRY/AGENCY

SALARY GRADE LEVEL	STAFF IN POST 2008	AUTHORIZED ESTAB.. 2009	PROPOSED ESTAB.2011	FINANCIAL PROVISION2011 (N)
2				
3				
4				
5				
6				
SUB-TOTAL FOR GL 02 - 06				
7				
8				
9				
10				
12				
13				
SUB-TOTAL FOR GL 07 - 13				
14				
15				
16				
17				
SUB-TOTAL FOR GL 14 - 17				
TOTAL FOR GL. 02 - 17				
CONSOLIDATED GRAND TOTAL				

9

(CADRE BY CADRE IN ORDER OF AUTHORITY)

[illegible]

OFFICE OF THE HEAD OF THE CIVIL SERVICE OF THE FEDERATION

DEPARTMENT BY DEPARTMENT

MINISTRY/DEPARTMENT

GRADE LEVEL	SUBMITTED
02	
03	
04	
05	
06	
SUB-TOTAL FOR GL 02 - 06	
07	
08	
09	
10	
12	
13	
SUB-TOTAL FOR GL 07 - 13	
14	
15	
16	
17	
SUB-TOTAL FOR GL 14 - 17	
CONSOLIDATION	

OFFICE OF THE HEAD OF CIVIL SERVICE OF THE FEDERATION
PERSONNEL RECORDS FORM FOR 2011
MANPOWER BUDGET

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

SIGNATURE OF OFFICER

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

Signature of divisional head/sectional head

Signature of Director of
Human Resources
Management/Administration

Date.....

Date :

Official Stamp

Forms not personally signed by the DHRM/Admin of the Ministry/Extra-Min
Dept will be rejected.

OFFICE OF THE HEAD OF THE CIVIL SERVICE OF THE FEDERATION
YEAR 2011 MANPOWER BUDGET
DISCUSSION SCHEDULE

S/No.	Ministries/Departments/Parastatals	Day/Date	Time
1.	Public Complaints Commission	Monday 1/3/2010	10.00am
2.	Code of Conduct Bureau		11.30am
3.	National Planning Commission		11.30am 1.00pm
4.	Industrial Arbitration Panel		2.00pm 3.30pm
5.	Ministry of Power	Tuesday 2/3/2010	3.30pm 5.00pm
6.	National Boundary Commission		10.00am 11.30am
7.	Federal Civil Service Commission		11.30am 1.00pm
8.	Police Service Commission		2.00pm 3.30pm
9.	NIPAD	Wednesday 3/3/2010	3.30pm 5.00pm
10.	National Poverty Eradication Programme (NAPEP)		10.00am 11.30am
11.	National Character Commission		11.30am 1.00pm
12.	Federal Inland Revenue Service		2.00pm 3.30pm
13.	Ministry of Justice	Thursday 4/3/2010	3.30pm 5.00pm
14.	Directorate of Technical Corporation in Africa		10.00am 11.30am
15.	Federal Road Safety Commission		11.30am 1.00pm
16.	National Agency for the Prohibition (Trafficking Person and Other Related Offences (NAPTP)		2.00pm 3.30pm

OFFICE OF THE HEAD OF THE CIVIL SERVICE OF THE FEDERATION
YEAR 2011 MANPOWER BUDGET
DISCUSSION SCHEDULE

S/No.	Ministries/Departments/Parastatals	Day/Date	Time
17.	Institute for Peace and Conflict Resolution	Friday 5/3/2010	10.00am
18.	Customs, Immigration and Prisons, Pension Office, Civil Defence, Immigration and Prisons Service Board		11.30am
19.	Office of the Auditor-General of the Federation		11.30am 1.00pm
			3.30pm 5.00pm
20.	Department of Petroleum Resources	Monday 8/3/2010	10.00am
			11.30am
22.	Nigeria Customs Service		11.30am 1.00pm
23.	National Salaries, Income and Wages Commission		2.00pm 3.30pm
24.	Federal Ministry of Education		3.30pm 5.00pm
25.	Nigeria Immigration Service	Tuesday 9/3/2010	10.00am
			11.30am
26.	Geological Survey Agency of Nigeria		11.30am 1.00pm
27.	Police Pension Office		2.00pm 3.30pm
28.	National Human Rights Commission		3.30pm 5.00pm
29.	Office of the Surveyor-General of the Federation	Wednesday 10/3/2010	10.00am
			11.30am
30.	Federal Ministry of Aviation		11.30am 1.00pm
31.	Ministry of Defence		2.00pm 3.30pm
32.	National Population Commission		3.30pm 5.00pm
33.	Budget Office of the Federation	Thursday 11/3/2010	10.00am 11.30am

OFFICE OF THE HEAD OF THE CIVIL SERVICE OF THE FEDERATION
YEAR 2011 MANPOWER BUDGET
DISCUSSION SCHEDULE

S/No.	Ministries/Departments/Parastatals	Day/Date	Time
34.	Ministry of Science and Technology	Thursday 11/3/2010	11.30am
			1.00pm
35.	Ministry of Women Affairs and Social Development		2.00pm
			3.30pm
36.	Nigerian Prisons Service	Friday 12/3/2010	3.30pm
			5.00pm
37.	Code of Conducts Tribunal		10.00am
			11.00am
38.	Ministry of Transport		11.30am
			1.00pm
39.	National Bureau of Statistics		2.00pm
			3.30pm
40.	Ministry of Agriculture	Monday 15/3/2010	3.30pm
			5.00pm
41.	National Refugees Commission		10.00am
			11.30am
42.	Ministry of Foreign Affairs		11.30am
			1.00pm
43.	Ministry of Information		2.00pm
			3.30pm
44.	Ministry of Niger-Delta	Tuesday 16/3/2010	3.30pm
			5.00pm
45.	Ministry of Police Affairs		10.00am
			11.30am
46.	Ministry of Culture and National Orientation		11.30am
			1.00pm
47.	Federal Ministry of Agriculture and Rural Development		2.00pm
			3.30pm
48.	Federal Inland Revenue Service	Wednesday 17/3/2010	3.30pm
			5.00pm
49.	Nigeria Security and Civil Defence Corps		10.00am
			11.30am

OFFICE OF THE HEAD OF THE CIVIL SERVICE OF THE FEDERATION
YEAR 2011 MANPOWER BUDGET
DISCUSSION SCHEDULE

S/No.	Ministries/Departments/Parastatals	Day/Date	Time
50.	Federal Ministry of Water Resources	Wednesday 17/3/2010	11.30am
51.	Office of the Accountant-General of the Federation		1.00pm
52.	Ministry of Commerce and Industry		2.00pm
			3.30pm
53.	Ministry of Youth Development	Thursday 18/3/2010	3.30pm
54.	Federal Inland Revenue Service		5.00pm
55.	Office of the Head of the Civil Service of the Federation		10.00am
56.	Ministry of Communication		11.30am
57.	Ministry of Petroleum Resources	Friday 19/3/2010	1.00pm
58.	Office of the Secretary to the Government of the Federation		2.00pm
59.	Ministry of Labour, Employment and Productivity		3.30pm
60.	State House		5.00pm
61.	Ministry of Interior	Monday 22/3/2010	10.00am
62.	National Sports Commission		11.30am
63.	Ministry of Solid Minerals and Steel Development		1.00pm
64.	Ministry of Finance		2.00pm
65.	Ministry of Works	Tuesday 23/3/2010	3.30pm
			5.00pm
			10.00am
			11.30am

OFFICE OF THE HEAD OF THE CIVIL SERVICE OF THE FEDERATION
YEAR 2011 MANPOWER BUDGET
DISCUSSION SCHEDULE

S/No.	Ministries/Departments/Parastatals	Day/Date	Time
66.	Nigerian Television Authority (NTA)	Tuesday 23/3/2010	11.30am
67.	Ministry of Environment		1.00pm
68.	Ministry of Housing and Urban Development		2.00pm
			3.30pm
			3.30pm
			5.00pm
69.	Ministry of Health	Wednesday 24/3/2010	10.00am
70.	National Orthopaedic Hospital Lagos, Kano and Enugu		11.30am
71.	National Ear Centre, Kaduna		1.00pm
72.	National Eye Centre, Kaduna		2.00pm
			3.30pm
			3.30pm
			5.00pm

CIRCULAR

Ref. No. HCSF/061/S.1/III/319

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

25th February, 2010.

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

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

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

1.1 The Group Life Insurance Cover will take effect from March 1, 2010 and for a period of 12 months;

1.2 The payment of premium shall be made directly to the Insurance Companies by the Office of the Accountant-General of the Federation;

1.3 For the purpose of standardization and effective monitoring, the procurement will be administered by the Common Services Office in the Office of the Head of the Civil Service of the Federation, with a Consortium of the following five insurance brokers: Hogg Robinson Nigeria Ltd, Ark Insurance Brokers Ltd, Leverage Insurance Brokers

Ltd., Glanvill Enthoven Nigeria Ltd., and Standard Insurance brokers, whose advisory role will be at no cost to the Federal Government;

1.4 Rates applicable in the procurement of Group Life Insurance Cover are as stated below:

SCHEDULE	RATES
Core Civil Servants (Ministries and Staff of their Agencies; and other affiliated institution).	3.0 per mille
Para-Military Staff (Customs, Immigrations, Prisons, Fire Service and Civil Defence)	3.15 per „
Armed Force (Army, Navy and Air Force)	3.98 per „
Police and Intelligence Community	4.54 per „

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

<i>Ministries, Departments and Agencies to be Served</i>		<i>Insurance Brokers</i>		<i>Insurance Companies</i>	
<i>No.</i>		<i>No.</i>	<i>Name</i>	<i>No.</i>	<i>Name</i>
1.	Office of the Head of Civil Service of the Federation and Police Formations and Commands	1.	Hogg Robinson Nigeria Ltd.	1.	AIICO Insurance Plc.
2.	Federal Ministry of Education and its Departments and Agencies; Tertiary Institutions and other Institutions.	2.	Ark Insurance Brokers Ltd.	2.	Guaranty Trust Assurance Plc.
3.	Armed Forces (Army, Navy and Air Force)	3.	Leverage Insurance Brokers	3.	Standard Alliance Life

No.	Ministries, Departments and Agencies to be Served	No.	Insurance Brokers	No.	Insurance Companies
4.	Federal Ministry of Health and its Departments and Agencies; Federal Hospitals and other Institutions	4.	Glanvill Enthoven Brokers Ltd.	4.	Crystalife Assurance Co. Ltd.
5.	Para-Military (Immigrations, Prisons, Fire Service and Civil Defence)	5.	Standard Insurance Brokers Ltd.	5.	Leadway Assurance Co. Ltd.
	Federal Capital Territory Authority (FCTA)	6.	Boff Insurance Brokers		
	Nigerian Communications Commission (NCC)	7.	African General Insurance Brokers		
	Federal Inland Revenue Service (FIRS)	8.	RIMS Insurance Brokers		
6.	Office of the National Security Adviser/Intelligence Community	9.	Multi-trade Insurance Brokers	6	Niger Insurance Plc.
	Nigeria Customs Service	10.	Chrome Insurance Brokers		
7.	Office of the Secretary to the Government of the Federation (including Federal Road Safety Commission.	11.	Sahab Insurance Brokers	7.	Goldlink Life Ass, Co. Ltd.
	Code of Conduct Tribunal	12.	Clarkson Edu & Co. Insurance Brokers		
	Special Duties	13.	Clarkson Edu & Co. Insurance Brokers		
	Federal Ministry of Agriculture and Water Resources and its Departments and Agencies and other Institutions	14.	ADS Insurance Brokers		

No.	Ministries, Departments and Agencies to be Served	No.	Insurance Brokers	No.	Insurance Companies
			Name		Name
8.	Independent Corrupt Practices and other Related offences Commission (ICPC)	15.	Northlink Insurance Brokers	8.	Lasako Assurance Plc
	Presidency (State House; National Boundary Commission, Border Community Development Agency; Office of the Senior Special Assistant to the President on MDGs; Nigeria Institute of Policy and Strategic Studies; Bureau of Public Enterprises; National Emergency Management Agency; Bureau of Public Procurement (BPP); Nigeria Extractive Industries Transparency Initiative (NEITI),	16.	XL Insurance Brokers		
9.	Ministry of Defence and its agencies (excluding Armed Forces)	7.	NETA Insurance Brokers	9.	Royal Prudent Life
	Police Service Commission	18.	Preferred Insurance Brokers		
	Federal Ministry of Labour and its Departments and Agencies	19.	Competent Insurance Brokers		
	National Planning Commission	20.	T. A. Braithwaite Insurance Brokers		
	Federal Ministry of Information and Communications and its Departments and Agencies and other Institutions	21.	Arimoks Insurance Brokers		Capital Express Ass. Ltd.

No.	Ministries, Departments and Agencies to be Served		Insurance Brokers		Insurance Companies
		No.	Name	No.	Name
10.	National Population Commission	22.	Brickred Insurance Brokers	10.	Capital Express Ass. Ltd.
	Ministry of Police Affairs	23.	Vision Trust Insurance Brokers		
	National Salaries and Wages Commission	24.	Zaphon Insurance Brokers		
11.	Ministry of Foreign Affairs and its Departments and Agencies	25.	YOA Insurance Brokers	11.	Zenith Life
	National Fiscal Responsibility Commission	26.	Nationwide Insurance Brokers		
	Ministry of Aviation and its Departments and Agencies; and other Institutions	27.	Koguna and Babura Insurance Brokers		
	Defence Intelligence Agency	28.	Best Deal Insurance Brokers		
12.	Independent National Electoral Commission (INEC)	29.	Davisther Insurance Brokers	12.	Cornerstone Life
	Ministry of Niger Delta	30.	Laudable Insurance Brokers		
	Federal Ministry of Finance and its Departments and Agencies	31.	Cosmic Insurance Brokers		
	Public Complaint Commission	32.	Linkall Insurance Brokers		
	Federal Ministry of Science and Technology and its Departments and Agencies	33.	RDS Insurance Brokers		

No.	Ministries, Departments and Agencies to be Served	No.	Insurance Brokers	No.	Insurance Companies
			Name		Name
13.	Federal Ministry of Women Affairs and Social Development and its Departments and Agencies.	34.	First Link Insurance Brokers	13.	GNI Life
	Federal Ministry of Commerce and Industries	35.	Magnum Trust Insurance Brokers		
	National Sports Commission	36.	Prestige Insurance Brokers		
	NIMASA		Source Insurance Brokers		
14.	Federal Ministry of Culture, Tourism and National Orientation and its Departments and Agencies	37.	Unique Fusion Insurance Brokers	14	Crusader Life Insurance Ltd.
	Office of the Auditor-General for the Federation	38.	Stephen & Solomon Insurance Brokers		
	Nigerian Drug Law Enforcement Agency	39.	Alpha Choice Insurance Brokers		
	Federal Ministry of Justice	40.	Nigerian Life & Provident Co. Ltd.		
	Federal Civil Service Commission	41.	Crystal Trust Insurance Brokers		
	Ministry of Mines and Steel Development	42.	Yaddan-G Insurance Brokers		
15.	Federal Ministry of Works and Housing and its Department and Agencies	43.	Colenson Insurance Brokers	15.	Intercontinental Life
	Federal Ministry of Youth Development and its Departments and Agencies	44.	CBO Insurance Brokers		

No.	Ministries, Departments and Agencies to be Served	No.	Insurance Brokers	No.	Insurance Companies
			Name		Name
15.	National Infrastructure Commission	45	Alfan Insurance Brokers		
	Code of Conduct Bureau	46	Omo-Well Insurance Brokers		
16.	Ministry of Petroleum Resources	47	Jonads Insurance Brokers	16.	Oceanic Life
	Federal Ministry of Transport	48	Riskview Insurance Brokers		
	Ministry of Interior excluding paramilitary	49.	Dichmark Insurance Brokers		
	Federal Ministry of Power and its Agencies and other Institutions, including Power Holding Company of Nigeria (PHCN)	50.	AFN Insurance Brokers		
17.	Nigerian Ports Authority	51.	RIMS Insurance Brokers	17.	A & G Life Assurance
	Federal Ministry of Environment	52.	Arimoks Insurance Brokers		
	Revenue Mobilisation	53.	Best Deal Insurance Brokers		
	Federal Character Commission	54.	Shepherds Insurance Brokers		

1.6 The Insurance/Pension Desk Officers in the respective MDAs will be responsible for interfacing with the Insurance Brokers and Insurance Companies; and liaise with the Common Service Office, Office of the Head of the Civil Service of the Federation.

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

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

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

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

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

STEPHEN ORONSAYE, CON
Head of the Civil Service of the Federation

CIRCULAR

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

12th March, 2010.

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

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

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

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

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

(i) The Consolidated Tertiary Institutions Salary Structure (CONTISS) approved by the Federal Government of Nigeria (FGN) effective 1st January 2007 (FGN Circular No.

SWC/S/04/S.301/1 dated 18th January, 2007) ;

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

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

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

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

CHIEF R. O. EGBULE, FNIM
Chairman

NATIONAL SALARIES, INCOMES AND WAGES COMMISSION, ABUJA

Annex I

CONSOLIDATED POLYTECHNIC AND COLLEGES OF EDUCATION ACADEMIC STAFF SALARY STRUCTURE (CONPCASS)
FOR ACADEMIC STAFF OF FEDERAL POLYTECHNICS AND COLLEGES OF EDUCATION
(PER ANNUM)

CONPCASS	1 N	2 N	3 N	4 N	5 N	6 N	7 N	8 N	9 N	10 N	11 N	12 N	13 N	14 N	15 N
01	1073217	1110095	1146973	1183851	1220729	1257606	1294484	1331362	1368240	1405118	1441995	1478875	1515753	1552630	1589508
02	1247854	1291257	1334661	1378066	1421470	1464875	1508279	1551684	1595088	1638493	1681897	1725302	1768706	1812109	1855515
03	1449363	1496525	1543687	1590849	1638010	1685171	1732334	1779495	1826657	1873818	1920981	1968142	2015303	2062465	2109627
04	1632502	1703912	1775323	1846733	1918144	1989554	2060965	2132375	2203786	2275196	2346607				
05	1823167	1898670	1974171	2049673	2125176	2200677	2276180	2351682	2427183	2502686	2578127				
06	2014717	2095999	2177279	2258559	2339840	2421120	2502402	2583682	2664963	2746243	2827525				
07	2723069	2836736	2950403	3064070	3177737	3291403	3405070	3518737	3632404						
08	3352334	3489726	3627119	3764511	3901903	4039295	4176687	4314079	4451471						
09	4116868	4276848	4436827	4595247	4756786	4916764	5076745	5236723	5396703						

CONSOLIDATED POLYTECHNIC AND COLLEGES OF EDUCATION ACADEMIC STAFF SALARY STRUCTURE (COMPARIS)
FOR ACADEMIC STAFF OF FEDERAL POLYTECHNICS AND COLLEGES OF EDUCATION

COMPASS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
01	CONTRESS	512201	693242	692223	633344	678348	684407	718348	739192	738350	777924	787252	817602	831454	837365
	RENT	120222	124550	127154	132348	141238	145500	148724	152915	158112	162238	166501	170815	174868	176265
	TOTAL EMPLOYMENT	118007	723812	747747	725377	819582	829907	867072	892107	880462	940162	953753	988317	1006322	1003930
	51.27% INCREASE	1472217	1132165	1142073	1330735	1577515	1712254	1831152	1923235	1981518	2142212	2183215	2281215	2381215	2382208
02	CONTRESS	511747	692223	718223	741223	782227	811223	854228	892225	931221	972227	1011221	1051221	1092225	1132221
	RENT	141870	148870	151870	158859	164859	171852	178857	185851	192850	200857	207852	214858	221859	227859
	TOTAL EMPLOYMENT	115021	841123	870123	900123	947125	1011125	1061128	1111125	1161125	1231125	1271125	1321125	1371125	1401125
	51.27% INCREASE	1747814	1312227	1322221	1512223	1812227	2012223	2212227	2412223	2512223	2712227	2812223	2912223	3012223	3112223
03	CONTRESS	777384	952229	102222	107221	112227	117221	122227	127221	132227	137221	142227	147221	152227	157221
	RENT	167027	172518	178018	183518	189018	194518	199518	204518	209518	214518	219518	224518	229518	234518
	TOTAL EMPLOYMENT	142071	117571	106612	113223	120223	126223	132223	138223	144223	150223	156223	162223	168223	174223
	51.27% INCREASE	142071	117571	106612	113223	120223	126223	132223	138223	144223	150223	156223	162223	168223	174223
04	CONTRESS	271725	350723	367717	385721	403725	421729	439733	457737	475741	493745	511749	529753	547757	565761
	RENT	102222	201226	206226	212226	218226	224226	230226	236226	242226	248226	254226	260226	266226	272226
	TOTAL EMPLOYMENT	164441	111092	118193	125493	132793	140093	147393	154693	161993	169293	176593	183893	191193	198493
	51.27% INCREASE	162222	172222	172222	182222	192222	202222	212222	222222	232222	242222	252222	262222	272222	282222
05	CONTRESS	513385	691228	712228	732228	752228	772228	792228	812228	832228	852228	872228	892228	912228	932228
	RENT	118178	122197	126197	130197	134197	138197	142197	146197	150197	154197	158197	162197	166197	170197
	TOTAL EMPLOYMENT	118178	122197	126197	130197	134197	138197	142197	146197	150197	154197	158197	162197	166197	170197
	51.27% INCREASE	118178	122197	126197	130197	134197	138197	142197	146197	150197	154197	158197	162197	166197	170197
06	CONTRESS	107313	1110245	1198457	1201259	1246881	1281981	1315185	1347487	1379789	1412091	1444393	1476695	1508997	1541299
	RENT	258279	217374	237388	257392	277406	297410	317424	337438	357452	377466	397480	417494	437508	457522
	TOTAL EMPLOYMENT	1331812	1369319	1436245	1459251	1524287	1579471	1634655	1689839	1745023	1800207	1855391	1910575	1965759	2020943
	51.27% INCREASE	203117	1055118	237376	2511258	2511258	2511258	2511258	2511258	2511258	2511258	2511258	2511258	2511258	2511258
07	CONTRESS	144166	120326	141419	161520	182227	202328	222429	242530	262631	282732	302833	322934	343035	363136
	RENT	323461	348317	382308	416299	450290	484281	518272	552263	586254	620245	654236	688227	722218	756209
	TOTAL EMPLOYMENT	1715490	1842483	1932716	2022949	2113182	2203415	2293648	2383881	2474114	2564347	2654580	2744813	2835046	2925279
	51.27% INCREASE	1715490	1842483	1932716	2022949	2113182	2203415	2293648	2383881	2474114	2564347	2654580	2744813	2835046	2925279
08	CONTRESS	1222609	1891915	1601124	2031222	2103340	2171458	2241576	2311694	2381812	2451930	2522048	2592166	2662284	2732402
	RENT	346104	394348	408820	422827	436834	450841	464848	478855	492862	506869	520876	534883	548890	562897
	TOTAL EMPLOYMENT	2160713	2371264	2209944	2454049	2540174	2622599	2705024	2787449	2869874	2952299	3034724	3117149	3199574	3281999
	51.27% INCREASE	1132224	2447794	3807315	3754111	3811903	3869695	3927487	3985279	4043071	4100863	4158655	4216447	4274239	4332031
09	CONTRESS	1222609	1891915	1601124	2031222	2103340	2171458	2241576	2311694	2381812	2451930	2522048	2592166	2662284	2732402
	RENT	346104	394348	408820	422827	436834	450841	464848	478855	492862	506869	520876	534883	548890	562897
	TOTAL EMPLOYMENT	2160713	2371264	2209944	2454049	2540174	2622599	2705024	2787449	2869874	2952299	3034724	3117149	3199574	3281999
	51.27% INCREASE	1132224	2447794	3807315	3754111	3811903	3869695	3927487	3985279	4043071	4100863	4158655	4216447	4274239	4332031

CIRCULAR

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

12th March, 2010.

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

CONSOLIDATED TERTIARY EDUCATIONAL INSTITUTIONS SALARY STRUCTURE (CONTEDISS)

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

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

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

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

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

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

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

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

CHIEF R. O. EGBULE, FNIM
Chairman

NATIONAL SALARIES, INCOMES AND WAGES COMMISSION, ABUJA

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

CONRAISS	1 N	2 N	3 N	4 N	5 N	6 N	7 N	8 N	9 N	10 N	11 N	12 N	13 N	14 N	15 N
01	293051	301403	309755	318107	326459	334811	343163	351515	359867	368219	376571	384923	393275	401627	407777
02	297110	307376	317642	327908	338174	348440	358707	368973	379239	389505	399771	410037	420303	430569	440777
03	311442	323774	336105	348437	360769	373100	385432	397764	410095	422427	434759	447090	459422	471753	484777
04	353500	367832	382165	396497	410830	425162	439494	453827	468159	482492	496824	511157	525489	539821	554177
05	432016	449481	466947	484412	501878	519343	536809	554274	571740	589205	606671	624136	641602	659067	676537
06	698251	724282	750313	776344	802374	828405	854436	880467	906498	932529	958560	984591	1010621	1036652	1062687
07	1073217	1110095	1146973	1183851	1220729	1257606	1294484	1331362	1368240	1405118	1441995	1478875	1515753	1552630	1589508
08	1247854	1291257	1334661	1378066	1421470	1464875	1508279	1551684	1595088	1638493	1681897	1725302	1768706	1812109	1855515
09	1449363	1496525	1543687	1590849	1638010	1685171	1732334	1779495	1826657	1873818	1920981	1968142	2015303	2062465	2109627
10	1632502	1703912	1775323	1846733	1918144	1989554	2060965	2132375	2203786	2275196	2346607				
11	1823167	1898670	1974171	2049673	2125176	2200677	2276180	2351682	2427183	2502686	2578127				
12	2014717	2095999	2177279	2258559	2339840	2421120	2502402	2583682	2664963	2746243	2827525				
13	2723069	2836736	2950403	3064070	3177737	3291403	3405070	3518737	3632404						
14	3352334	3489726	3627119	3764511	3901903	4039295	4176687	4314079	4451471						
15	4047462	4204744	4362027	4517776	4676592	4833873	4991157	5148438	5305720						

Registrar/
Bursar/
Librarian 5396703

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

CONTENSS	1 N	2 N	3 N	4 N	5 N	6 N	7 N	8 N	9 N	10 N	11 N	12 N	13 N	14 N	15 N
01 CONTESS	152544	159650	161158	165462	159768	174074	178380	182586	166992	191298	185604	189910	204216	208522	212828
RENT	38531	36670	40810	41950	43089	44229	45369	46508	47648	48788	49927	51067	52207	53346	54486
TOTAL EMOLUMENT	191075	196320	201968	207412	212857	218303	223749	229194	214640	240086	235531	240977	256423	261868	267314
53.37% Increase	263051	301403	309755	318107	326459	334811	343163	351515	359867	368219	376571	384923	393275	401627	409979
02 CONTESS	154637	159930	165223	170516	175809	181102	186395	191688	196981	202274	207567	212860	218153	223446	228739
RENT	39084	40485	41885	43286	44687	46087	47488	48889	50290	51690	53091	54492	55892	57293	58694
TOTAL EMOLUMENT	193721	200415	207108	213802	220496	227189	233883	240577	247271	253964	260658	267352	274045	280739	287433
53.37% Increase	297110	307376	317642	327908	338174	348440	358707	368973	379239	389505	399771	410037	420303	430569	440835
03 CONTESS	162027	168335	174743	181101	187459	193817	200175	206533	212891	219249	225607	231965	238323	244681	251039
RENT	41039	42721	44404	46086	47768	49451	51134	52816	54499	56181	57863	59546	61228	62911	64593
TOTAL EMOLUMENT	203066	211056	219147	227187	235228	243268	251309	259349	267390	275430	283470	291511	299551	307592	315632
53.37% Increase	311442	323774	336105	348437	360768	373100	385432	397764	410095	422427	434759	447090	459422	471753	484085
04 CONTESS	183712	191102	198492	205882	213272	220662	228052	235442	242832	250222	257612	265002	272392	279782	287172
RENT	45776	46731	50656	52541	54426	56311	58196	60081	61966	63851	65736	67621	69506	71391	73276
TOTAL EMOLUMENT	230488	239833	249148	258523	267888	277213	286538	295863	305188	314513	323838	333163	342488	351813	361138
53.37% Increase	353500	367832	382165	396497	410830	425162	439494	453827	468159	482492	496824	511157	525489	539821	554154
05 CONTESS	224156	233201	242295	251211	260216	269221	278226	287231	296236	305241	314246	323251	332256	341261	350266
RENT	57466	59969	62252	64535	67017	69400	71783	74166	76549	78931	81314	83697	86080	88463	90846
TOTAL EMOLUMENT	281622	293070	304458	315846	327233	338621	350009	361397	372785	384172	395560	406948	418336	429724	441111
53.37% Increase	432915	449481	466047	482612	499178	515743	532309	548874	565440	582005	598571	615136	631702	648267	664833
06 CONTESS	362757	376206	389655	403104	416553	430002	443451	456900	470349	483798	497247	510696	524145	537594	551043
RENT	92515	95033	99562	103090	106618	110146	113674	117202	120730	124258	127786	131314	134842	138370	141898
TOTAL EMOLUMENT	455272	471239	489217	506193	523169	540145	557121	574097	591073	608049	625025	641999	658975	675951	692927
53.37% Increase	698251	724262	750273	776284	802295	828306	854317	880328	906339	932350	958361	984372	1010383	1036394	1062405
07 CONTESS	579391	599242	619093	638944	658795	678646	698497	718348	738199	758050	777901	797752	817603	837454	857305
RENT	120365	124560	128754	132948	137142	141336	145530	149724	153918	158112	162306	166500	170694	174888	179082
TOTAL EMOLUMENT	699757	723802	747847	771892	795937	819982	844027	868072	892117	916162	940207	964252	988297	1012342	1036387
53.37% Increase	1072217	1110065	1147913	1185761	1223609	1261457	1299305	1337153	1375001	1412849	1450697	1488545	1526393	1564241	1602089

CIRCULAR

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

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

RE-AFFIRMATION OF THE FEDERAL GOVERNMENT'S COMMITMENT TO SERVICOM

In view of the positive impact of the SERVICOM on the attitude of public servants to service delivery across the public sector, the Federal Executive Council has re-affirmed

its commitment to **SERVICOM** as the Agency for implementing the Federal Government Service Delivery Initiative.

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

- (i) Establishment of **SERVICOM** Office vide Circular No. SGFI9/S.48/C.2//47 of 25th March, 2004.
- (ii) Establishment of **SERVICOM** Ministerial Units vide Circular No. SGFI9/S.48/C.2/283 of 10th March, 2005.
- (iii) Establishment of **SERVICOM** Institute vide FEC Memorandum Ref. No. EC/05) 402 19th December, 2005.
- (iv) **SERVICOM** Compliance Evaluation vide Circular No. SGFI9/S.48/C.2/296/ of 27th June, 2005.

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

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

(i) Expansion of **SERVICOM** compliance Evaluation (SCE) to cover more service windows in the sectors of public service ;

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

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

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

MAHMUD YAYALE AHMED, CFR
Secretary to the Government of the Federation.

CIRCULAR

FC 6243/S.1/Vol.XIV/1

30th March, 2010.

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

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

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

- (i) a minimum of three years on Salary Grade Level 14 and who had their last promotion on or before 1/1/2006 for 2009 and 1/1/2007 for 2010 ; and
- (ii) a minimum of four years on Salary Grade Level 15 and 16 and who had their last promotion on or before 1/1/2005 for 2009 and 1/1/2006 for 2010.

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

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

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

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

FORM A : SENIORITY LIST

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

- (a) Date of Birth ;
 - (b) State of Origin ;
 - (c) Date of First Appointment ;
 - (d) Date of Confirmation of Appointment ;
 - (e) Date of Present Appontment ; and
 - (f) APER scores for the **preceding three or four years as may be applicable.**
- (ii) A separate forms should be used for each cadre stating clearly the correct cadre title, year, establishment, strenght vacancy position and post/salary grade level ;
- (iii) Aproprate information should be provided in the remarks column in respect of an officer ;
- (a) having spending disciplinary action(s) ;
 - (b) on pending regularization ;
 - (c) on Secondment /Transfer ;
 - (d) on Study Leave with/without pay ;
 - (e) on Leave of Absence ; and
 - (f) on Sick Leave;

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

FORM B: CARRIER PROGRESSION CHART

- (i) The carrier progression of officers should be stated in the brief, such brief should be authenticated by the Director of Human Resources Management after ensuring their accuracy ; and
- (ii) A copy of APER for each year of maturity indicating the average scores of each officer should be completed by the Director of Human Resources Management and forwarded to the Commission as follows :
 - (a) three year APER covering the period 2006-2008, for officers on Salary Grade Level 14 for 2009 promotion exercise and 2007-2009 for 2010 promotion exercise ; and
 - (b) four year APER covering the period, 2005-2008, for officer on Salary Grade Level 15-16 for 2009 and 2006-2009 for 2010 promotion exercise.
- (iii) A copy of letter of last promotion (or present appointment) or gazette publication of the promotion or present appointment ; and
- (iv) A copy of letter of Appointment, Confirmation of Appointment; and Regularization of Appointment/Transfer of service issued by the Federal Civil Service Commission should be attached to each officer's returns.

FORM C : BRIEF OF EACH OFFICER PRESENTED FOR PROMOTION

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

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

COMPLIANCE WITH EXISTANT GUIDELINES AND RULES ON PROMOTION MATTERS

5. Furthermore, the attention of all MDAS is hereby drawn to the Federal Civil Service Commission circulars Nos. FC.PS/CIR/Vol.1/2 of 20th August, 2002 on the responsibilities of MDAS in handling personnel records and making returns on forms A, B, C and APERS, in respect of their officers, to the Commission as well as FC.6296/Vol.X/38 and FC6296/Vol.X/39 of 2nd July 2003 on—

(a) Review of Policy on Granting Notional Promotion ; and

(b) Completion and submission of Annual Performance Evaluation Report APER for necessary compliance.

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

6. All MDAs are hereby further enjoined to submit their returns on vacancies for 2009 and 2010 separately to the Commission for necessary action (i.e vacancies that occurred 31st December, 2008 for 2009 establishment vacancies that occurred by 31st December, 2009 for 2010 establishment). The returns should indicate inter alia approved and utilized establishment and *must be personally signed by the Permanent Secretary/Accounting Officer of the MDA. Only vacancies declared on or before the promotion interview/examination would be entertained.*

SUBMISSION OF EVIDENCE OF CONVERSION AND OTHER PROFESSIONAL QUALIFICATIONS

7. All MDAS should ensure that only officers, who meet the specified conditions in the Scheme of Service for appointment into the Officers' Cadre (including possession of professional qualifications and registration of advancement) and have attained the requisite maturity on the present posts, are presented for promotion interview.

ADDITIONAL INFORMATION ON PROMOTION INTERVIEW/EXAMINATION

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

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

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

9. Reference material for the examination should include inter alia the Guidelines on Appointment, Promotion and Discipline (Revised August 2004) Public Service Rules, Financial Regulation, Civil Service Handbook, Guides to Administrative Procedures in the Federal Public Service, the 1999 Constitution of the Federal Republic of Nigeria, Establishment Circulars other extant Acts of the National Assembly, Newspapers and periodicals.

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

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

FEMI OLAYISADE, *nni*
Permanent Secretary
for : Hon. Chairman

FCSC FORM A (2010)

SENIORITY LIST (FOR EACH CADRE PRESENTED FOR PROMOTION)

MINISTRY/OFFICE.....
DEPARTMENT.....
DIVISION.....
PRESENT GRADE.....
PROMOTION.....

CADRE.....
YEAR.....
ESTABLISHMENT.....
STRENGTH.....
ACTUAL VACANCIES.....
CONSEQUENTIAL VACANCIES.....

TOTAL.....

S/No.	Name	State of Origin	Date of Birth	Date of First Appt.	Date of Confirmation	Date of Present Appt.					Average	Remarks
							2006	2007	2008	2009		

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

D (ADMIN/HR) NAME :.....
SIGNATURE :.....
STAMP & DATE :.....

(ii) FOR GL. 15 AND 16 OFFICERS SEEKING PROMOTION TO 16 AND 17 THEIR REPORTS SHOULD COVER YEARS 2006, 2007, 2008 AND 2009 FOR 2010 PROMOTION INTERVIEW

FCSC FORM C (2009)

BRIEF OF EACH OFFICER PRESENTED FOR PROMOTION

MINISTRY OF..... FILE NO.....
 SURNAME..... OTHER NAMES.....
 POST FOR WHICH CANDIDATE IS BEEN CONSIDERED:..... DEPARTMENT.....
 SCHOOLS AND COLLEGES ATTENDED WITH DATES:.....

QUALIFICATIONS OBTAINED WITH DATES:.....

PARTICULARS OF CAREER IN THE PUBLIC SERVICE (S)/PREVIOUS EMPLOYMENT.....

EXTRACT FROM CONFIDENTIAL REPORTS FOR THE LAST 3 OR 4 YEARS

2005	2006	2007	2008	AVERAGE SCORES

THE DIRECTOR (F ADM/HRM) SHOULD CERTIFY THAT THE INFORMATION SUPPLIED ABOVE IS CORRECT
 HEREUNDER

NAME:..... SIGNATURE/STAMP:.....

DATE:..... RANK:.....

NOTE: FOR SGL 14 OFFICERS SEEKING PROMOTION TO SGL 15 THEIR REPORTS SHOULD COVER THE
 FOLLOWING YEARS 2006, 2007 AND 2008 FOR 2009 PROMOTION INTERVIEW.

FCSC FORM C (2010)

BRIEF OF EACH OFFICER PRESENTED FOR PROMOTION

MINISTRY OF..... FILE NO.....
 SURNAME..... OTHER NAMES.....
 POST FOR WHICH CANDIDATE IS BEEN CONSIDERED:..... DEPARTMENT.....
 SCHOOLS AND COLLEGES ATTENDED WITH DATES:.....

.....
 QUALIFICATIONS OBTAINED WITH DATES:.....

.....
 PARTICULARS OF CAREER IN THE PUBLIC SERVICE (S)/PREVIOUS EMPLOYMENT.....

.....
 EXTRACT FROM CONFIDENTIAL REPORTS FOR THE LAST 3 OR 4 YEARS

2006	2007	2008	2009	AVERAGE SCORES

THE DIRECTOR OF (ADM/HRM) SHOULD CERTIFY THAT THE INFORMATION SUPPLIED ABOVE IS CORRECT
 THEREUNDER

NAM :.....

SIGNATURE/STAMP:.....

DATE:.....

RANK:.....

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

CIRCULAR

Ref. No. HCSF/707/S.1/II
Office of the Head of the Civil
Service of the Federation,
Federal Secretariat Complex,
Phase II, Abuja.
April 29, 2010

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

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

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

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

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

3. Given the importance of the conference, all Federal Permanent Secretaries are to be present at the event, in addition all Federal Ministries are to nominate two (2) directorate-level officers to attend the conference, whose names should be forwarded to the Permanent Secretary, Manpower Development Office (MDO) on or before May 7, 2010. The discounted registration fee for each delegate is \$800 (Eight Hundred USDollars) only which is to be paid through United Bank for Africa (UBA) Account No: 04970131001527 or alternatively at the point of registration. Each Ministry will be responsible for the payment of the registration, transportation and local running expenses of its nominees, in line with extant regulations.

4. Limited spaces are also available to other arms of the enlarged Federal Public Service, particularly to Chief Executives and Senior Officers from Parastatals and Agencies. These will be offered on the basis of first come first serve. Accordingly, all Permanent Secretaries are

to bring the content of this circular to the attention of Parastatals and Agencies within their respective Ministries, and ensure that the comprehensive list of nominees from these organizations, numbering two officers per institution, is received on or before May 7, 2010.

5. The following help-lines are provided for further enquiries :

- (i) Professor Simon Ogamdi
Permanent Secretary, Special Duties,
Office of the Head of the Civil Service of the Federation,
Federal Secretariat Complex,
Abuja.
Tel: 08037189731
- (ii) Amb. Olukorede Willoughby
Permanent Secretary,
Manpower Development Office
Office of the Head of the Civil Service of the Federation,
Federal Secretariat Complex,
Abuja.
Tel: 08028876082
- (iii) Local Organizing Committee Secretariat
Office of the Head of the Civil Service of the Federation,
Block A Room 423,
Federal Secretariat Complex,
Abuja.
Tel: 08035914784, 08055790058

STEPHEN ORONSAYE, CON
Head of the Civil Service of the Federation

CIRCULAR

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

5th May, 2010

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

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

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

2. For the purpose of clarity, the pool cadres for which the exercise is directed at are as follows:-

- (i) Administrative Officers
- (ii) Liberians
- (iii) Computer Engineers
- (iv) System Analysts
- (v) Computer Programmers
- (vi) Statisticians

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

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

IBRAHIM MAHE

Permanent Secretary (CMO)

for: Head of the Civil Service of the Federation

CIRCULAR

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

7th May, 2010

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

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

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

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

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

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

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

4. I wish therefore to use this opportunity to urge MDAs to forward copies of all Agreements entered into by them on behalf of the Federal Government to the Federal Ministry of Justice for record purposes.

5. Please, accept the assurances and the best regards of the Hounourable Attorney-General of the Federation and Minister of Justice.

ABDULLAHI A. YOLA
*Solicitor-General of the Federation
and Permanent Secretary*
Federal Ministry of Justice

CIRCULAR

Ref. No. FC6243/S.1/VolIXVIII/5

28th May, 2010

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

REVIEW (CANCELLATION) OF POLICY ON GRANTING OF NOTIONAL PROMOTION

Further to the Commission's Circular Ref. No. 6296/Vol.X/38 of 2nd July, 2003 on review of the policy on Notional Promotion to entitled officers in the Federal Civil Service, I am directed to inform you that, the Commission has decided to put an end to the issue of notional promotion with effect from 1st January, 2011. Consequently, no recommendation for notional promotion will be considered with effect from that date.

2. All MDAs that are in arrears of promotion are hereby directed to conduct promotion interviews and process all Senior Staff Committee recommendations on promotion to the Commission on or before 30th November, 2010.
3. For the avoidance of doubt, any MDAs that fail to conclude its promotion arrears before the above deadline would be held responsible for the non-promotion of its staff and would be accordingly sanctioned.
4. Permanent Secretaries and Heads of Extra-Ministerial Departments are advised to ensure strict compliance with this circular, please.

FEMI OLAYISADE, *mni*
Permanent Secretary

CIRCULAR

Ref. No. SWC/S/04/S.310/105
National Salaries, Income and
Wages Commission,
Office of the Executive Chairman,
The Presidency,
Wing B, 3rd Floor,
Federal Secretariat Complex, Phase 1,
Shehu Shagari Way,
P. M. B 346, Garki,
Abuja.

10th June, 2010

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

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

The President, Commander-in Chief of the Armed Forces of the Federal Republic of Nigeria has approved the review of the frequency of meetings and the allowance payable to Part-time Chairmen and Members of Committees, Boards of Statutory Corporations and Government Owned Companies. The revised frequency of meetings and the applicable allowance which take effect from 1st June, 2010 are as follows :

Category	Designation	Current Rate (Per Sitting) ₦	New Rate (Per Sitting) ₦	Frequency of Meetings	
				Current	New
Special Category	Chairman Member	115,000 100,000	150,000 120,000	4	Minimum 4 Maximum 8
Category A	Chairman Member	72,000 57,000	100,000 75,000	4	Minimum 4 Maximum 8
Category B	Chairman Member	63,000 45,000	85,000 65,000	4	Minimum 4 Maximum 8
Category C	Chairman Member	57,000 43,000	75,000 55,000	4	Minimum 4 Maximum 8
Category D (Unclassified) (a) Presidential	Chairman Member	29,000 23,000	50,000 40,000	Unlimited but only one sitting allowance per month	Not restricted and allowance is payable per sitting
(b) Others	Chairman Member	29,000 23,000	40,000 30,000	Unlimited but only one sitting allowance per month	Not restricted but allowance is payable for a maximum of 4 meetings/ month

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

CHIEF R. O. EGBULE, FNIM
Chairman

CATEGORISATION OF BOARDS OF FEDERAL PARASTATALS

SPECIAL CATEGORY

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

CATEGORY 'A'

1. Universal Basic Education Commission
2. Nigerian Shippers Council
3. Nigerian Investment Promotion Commission
4. National Broadcasting Commission
5. Nigerian Communication Commission
6. Nigerian Press Council
7. National Boards for Technical Education
8. West Africa Examination Council
9. National Youth Service Commission

10. National University Commission
11. Nigerian Television Authority
12. Federal Radio Corporation of Nigeria
13. News Agency of Nigeria
14. National Commission for Colleges of Education
15. Joint Admissions and Matriculation Board
16. National Business and Technical Examination Board (NABTED)
17. Nigerian Deposit Insurance Corporation (NDIC)
18. Corporate Affairs Commission
19. Nigeria Export Promotion Council
20. Education Trust Fund
21. Council for Legal Education
22. Nigerian Agriculture Insurance Corporation
23. Nigerian Export-Import Bank
24. Nigerian Ports Authority
25. Nigerian Airspace Management Agency
26. Federal Airport Authority of Nigeria
27. Nigerian Civil Aviation Authority
28. Securities and Exchange Commission
29. Nigerian Tourism Development Corporation
30. Oil and Gas Free Zone, Onne, Port-Harcourt
31. National Petroleum Investment Management Service
32. Raw Materials Research and Development Council
33. Pipelines and products Marketing Company
34. National Insurance Commission
35. Immigration, Prison and Custom Board
36. Nigeria Postal Service
37. National Examination Council
38. Petroleum Equalization Fund Management Board
39. Federal Road Safety Commission
40. National Agency for Food, Drug Administration and Control
41. Standards Organisation of Nigeria
42. Agriculture Research Council of Nigeria
43. Urban Development Bank of Nigerian PLC
44. National Lottery Regulatory Commission
45. Nigerian Meteorological Agency
46. Federal Inland Revenue Service (FIRS)
47. Nigerian Agriculture, Co-operative and Rural Dev. Bank
48. Bank of Industry
49. Defence Industry Corporation of Nigeria
50. Nigerian National Merit Award Board
51. National Drug Law Enforcement Agency
52. National Health Insurance Scheme
53. Voice of Nigeria

54. Maritime Academy of Nigeria, Oron
55. National Primary Health Care Development Agency
56. National Bureau of Statistics
57. Nigerian Railway Corporation
58. National Human Right Commission
59. National War College
60. National Institute for Policy and Strategic Studies
61. National Inland Water-ways Authority (NIWA)
62. Medical and Dental Council of Nigeria
63. Nigeria Accounting Standards Board
64. Power Holding Company of Nigeria (PHCN)
65. Federal Road Maintenance Agency (FERMA)
66. National Judicial Council (NJC)
67. National Frequency Management Council (NFMCC)
68. Fiscal Responsibility Commission
69. Nigerian Maritime Administration and Safety Agency (NIMASA)
70. Nigeria Export Processing Zones Authority (NEPZA)

CATEGORY 'B'

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

26. Survey Council of Nigeria
27. Council Registered Engineers Nigeria (COREN)
28. Council for Nigeria Mining Engineers and Geo-Scientists (COMEG)
29. National Centre for Women Development
30. Michael Imoudu Institute for Labour Studies
31. Agricultural Credit Guarantees Scheme Fund Board
32. Institute for Medical Laboratory Technology
33. National Centre for Agric. Mechanization, Ilorin
34. Industrial Training Fund, Jos (ITF)
35. Nigerian College of Aviation Technology, Zaria
36. National Directorate of Employment
37. Nigerian Institute of Transport Technology
38. All Federal Polytechnics
39. All Federal Colleges of Education
40. Federal Housing Authority (FHA)
41. National Steel Raw Material Exploration Agency, Kaduna
42. National Metallurgical Research Centre
43. All Specialist Hospitals
44. National Postgraduate Medical College
45. All River Basic Development Authority
46. National Centre for Remote Sensing
47. Scientific Equipment Development Institute
48. National Mathematical Centre
49. Forestry Research Institute of Nigeria
50. Nigerian Institute of Oceanography and Marine Research
51. Lake Chad Research Institute
52. National Institute of Medical Research
53. National Institute for Fresh Water Fisheries Research
54. National Institute for Trypanomiasis Research
55. Nigeria Institute for Pharmaceutical Research and Development
56. Petroleum Training Institute (PTI)
57. National Cereals Research Institute
58. National Eye Centre
59. All Centres for Energy Research
60. National Root Crops Research Institute
61. Metallurgical Training Institute
62. Cocoa Research Institute of Nigeria (CRIN)
63. National Horticultural Research Institute
64. Rubber Research Institute of Nigeria
65. Nigerian Institute for Palm Oil Research
66. National Research Institute for Chemical Technology, Zaria
67. National Centre for Economic Management and Administration (NCEMA)
68. National Animal Production Research Institute, Shika, Zaria
69. National Engineering Design and Development Centre, Nnewi

70. Administrative Staff College of Nigeria (ASCON)
71. Nigerian Accounting Standard Board
72. Institute of Child Health, UNIBEN, Benin City
73. National Programme on Immunization (NPI)
74. Small and Medium Enterprises Development Agency
75. National Automotive Council
76. National Board for Technology Management
77. Regional Centre for Technology Management
78. Nigeria Metallurgical Development Centre, Jos (NMDC)
79. National Institute for Hospitality and Tourism Studies
80. National Institute for Nigerian Language, Aba
81. National Institute for Education Planning and Administration
82. National Office of Technology Acquisition and Promotion
83. National Commission for Mass Literacy, Adult and Non-formal Education
84. National Social Insurance Trust Fund (NSITF)
85. Nigerian Football Association
86. Nigerian Olympic Committee
87. Federal Industrial Safety Council of Nigeria
88. Board of National Parks
89. National Board for Community Banks
90. Nigeria Film Corporation, Jos
91. Tafawa Balewa Square Management Limited
92. Lagos International Trade Fair Management Board
93. National Library of Nigeria
94. National Agency for the Prohibition of Traffic in Persons and other Related Matter
95. Agricultural Research Management Training Institute (ARMTI)
96. Kainji Lake Research Institute
97. Nigeria Building and Road Research Institute, Lagos
98. Power Equipment and Machine Development Centre
99. All Science Equipment Development Institutes
100. Centre for Adaptation of Technology, Awka
101. National Centre for Technology Management
102. Engineering Materials Development Institute, Akure
103. Nigerian Natural Medicine Development Agency
104. Board for Technology Business Incubator Centre
105. Nigeria Petroleum Development Company Ltd. Benin City
106. National Orthopedic Hospitals Management Board
107. Psychiatric Hospitals Management Board
108. Utilities Charges Commission
109. Geological Survey of Nigeria Agency
110. Institute for Peace and Conflict Resolution (IPCR)
111. Rural Electrification Agency
112. Legal Aid Council
113. National Commission for Meseum and Monuments

114. Nigerian Copyright Commission
115. Nigerian Security and Civil Defence Corps
116. National Orientation Agency
117. Nigeria Nuclear Regulatory Authority
118. Nigerian Institute for Social and Economic Research (NISER)
119. National Agency for Science and Engineering Infrastructure (NASEI)
120. National Institute for Medical Research
121. Sheda Science and Technology Complex
122. National Space Research and Development Agency, Abuja
123. National Information Technology Development Agency
124. Nursing and Midwife Council of Nigeria
125. Medical and Dental Council of Nigeria
126. Pharmacist Board of Nigeria
127. Radiographers Registration Board of Nigeria
128. Centre for Management Development (CMD)
129. National Hajj Commission
130. Nigeria Christian Pilgrim Commission
131. Environmental Health Officers Registration Council of Nigeria (EHORECON)

CATEGORY 'C'

1. National Commission for Nomadic Education
2. Medical Laboratory Science Council of Nigeria
3. Nigeria French Language Village, Badagry, Lagos
4. Nigeria Arabic Language Village, Ngala, Borno
5. African Regional Centre for Space Science and Technical Education
6. All Federal Medical Centres
7. Institute of Archaeology and Museum Studies, Jos
8. National Raw Materials Exploration Agency
9. Centre for Black and African Arts and Civilization
10. Citizingship and Leadership Training Centre
11. National Productivity Centre
12. National Council for Arts and Culture
13. Federal Government Staff Housing Loans Board
14. All National Parks Service
15. National Gallery Art
16. College of Wild Life Management, New Bussa
17. All College of Forestry
18. Forestry Mechanization College, Afaka
19. National Oil Spill and Detection Response Agency
20. Hydraulic Equipment Development Centre, Kano
21. Consumer Protection Council
22. National Institute for Sports, Lagos
23. National Institute for Culture Orientation
24. National Technical Aid Corps

25. All Technology Business Incubator Centre
26. National Commission for Refugees
27. National Archives
28. National Troupe of Nigeria
29. National Film and Video Censor Board
30. National Books Development Council
31. Veterinary Council of Nigeria
32. National War Museum
33. Teacher's Registration Council
34. Centre for Automotive Design and Development
35. Federal Road Maintenance Agency
36. Institute of Chartered Chemist of Nigeria
37. National Centre for Genetic Resources and Biotechnology
38. National Biotechnology Development Agency
39. Institute of Public Analyst of Nigeria
40. Nigeria Coal Corporation

CATEGORY 'D'

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

CIRCULAR

SWC/S/04NIII/304
Office of the Executive Chairman
Wing, B 3rd Floor,
Federal Secretariat Complex,
Phase I, Shehu Shagari Way,
Garki-Abuja,
1st July, 2010.

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

REVIEW OF THE CONSOLIDATED POLICE SALARY STRUCTURE (CONPOSSI)

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

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

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

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

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

Signed
CHIEF R. O. EGBULE, FNIM
Chairman

CONSOLIDATED POLICE SALARY STRUCTURE (CONPOSS)

(EFFECTIVE FROM 1ST JULY 2010)

CONPOSS	RANK	1 ₦	2 ₦	3 ₦	4 ₦	5 ₦	6 ₦	7 ₦	8 ₦	9 ₦	10 ₦
01	Recruit	97433									
02	Pol. Cons. II	450621	455032	459443	463854	468265	472676	477087	481497	485908	490319
03	Pol. Cons. I	457819	463240	468662	474084	479505	484927	490348	495770	501192	506613
04	Corporal	470846	477360	483873	490387	496900	503414	509928	516441	522955	529469
05	Sergeant	505896	513463	521030	528597	536165	543732	551299	558866	566434	574001
06	S/Maj/Cdt. Insp.	548080	557304	566527	575751	584975	594198	603422	612646	621869	631093
07	CDT Insp/Insp.	740799	755122	769445	783768	798091	812415	826738	841061	855384	869708
08	Cdt. ASP/ASP II	1363392	1380439	1397486	1414533	1431580	1448627	1465674	1482721	1499768	1516815
09	Asst. Sup. of Police	1440620	1460917	1481214	1501511	1521808	1542105	1562402	1582699	1602996	1623293
10	Cap. Sup. of Police	1552966	1575286	1597606	1619926	1642246	1664566	1686886	1709206	1731526	1753846
11	Sup. of Police	1677909	1712529	1747150	1781770	1816390	1851010	1885630	1920251		
12	Chief Sup. of Police	1776288	1812892	1849495	1886098	1922702	1959305	1995908	2032511		
13	Asst. COMPOL	1879678	1919087	1958495	1997903	2037312	2076720	2116129	2155537		
14	Dep. COMPOL	2483746	2536439	2589133	2641826	2694519	2747213	2799906			
15	COMPOL	2699037	2762367	2825697	2889026	2952356	3015685				
16	Asst. Ins.-Gen.	5445504	5557144	5675277	5787384	5903080					

RENT SUBSIDY FOR THE NIGERIAN POLICE

CONPOSS	RANK	1 ₦	2 ₦	3 ₦	4 ₦	5 ₦	6 ₦	7 ₦	8 ₦	9 ₦	10 ₦
01	Recruit	0	0	0	0	0	0	0	0	0	0
02	Pol. Cons. II	55599	57031	58463	59895	61328	62760	64192	65624	67056	68488
03	Pol. Cons. I	57936	59696	61456	63217	64977	66737	68497	70257	72018	73778
04	Corporal	62165	64280	66395	68510	70624	72739	74854	76969	79083	81198
05	Sergeant	73545	76002	78459	80916	83373	85830	88287	90743	93200	95657
06	S/Maj/Cdt. Inspr.	87241	90235	93230	96225	99220	102215	105210	108205	111199	114194
07	CDT Inspr/Inspr.	138453	142884	147314	151745	156175	160606	165036	169467	173897	178328
08	Cdt. ASP/ASP II	177677	182949	188221	193493	198765	204036	209308	214580	219852	225124
09	Asst. Sup. of Police	209744	216021	222298	228576	234853	241130	247407	253684	259962	266239
10	Cap. Sup. of Police	244490	251393	258297	265200	272103	279007	285910	292813	299717	306620
11	Sup. of Police	274361	285069	295776	306484	317192	327900	338607	349315		
12	Chief Sup. of Police	304787	316107	327427	338747	350067	361386	372706	384026		
13	Asst. COMPOL	336108	348296	360483	372671	384858	397046	409233	421421		
14	Dep. COMPOL	455460	475831	496202	516574	536945	557317	577688			
15	COMPOL	532144	556627	581110	605592	630075	654558				
16	Asst. Ins.-Gen.	622563	650348	678132	705916	733701					

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

CIRCULAR

SWC/S/04/VIII/313

National Salaries, Incomes and
Wages Commission

Office of the Executive Chairman

Wing B, 3rd Floor

Federal Secretariat Complex

Phase I, Shehu Shagari Way

Garki-Abuja.

1st July, 2010.

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

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

The President, Commander-in-Chief of the Armed Forces of the Federal Republic of Nigeria has approved an upward review of the Consolidated Top Federal Public Office Holders' Salary Structure (CONTOPSAL). The new salary structure is attached as Annex 1.

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

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

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

Signed
CHIEF R. O. EGBULE, FNIM
Chairman

**CONSOLIDATED SALARY STRUCTURE FOR TOP FEDERAL PUBLIC OFFICE
HOLDERS* EFFECTIVE FROM 1ST JULY 2010**

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

* Consolidated professional allowances should be added as follows:

POLICE

Dep. Insp.-Gen. - N1,264,583

Insp.-Gen. - N1,287,018

PARA-MILITARY

Dep. Cont.-General - N1,031,510

Controller-General - N1,264,583

RENT SUBSIDY FOR TOP FEDERAL PUBLIC OFFICE HOLDERS

Category	Office	Emolument Per Annum			
		Step 1 N	Step 2 N	Step 3 N	Step 4 N
1.	Members, Industrial Arbitration Panel	1,097,372	1,506,591	1,916,399	2,326,632
2.	Special Assistant to the President, Chief Speech Writer to the President, Chief Press Secretary to the President, Vice Chairman, Industrial Arbitration Panel	1,294,854	1,708,520	2,120,971	2,534,561
3.	Chairman, Industrial Arbitration Panel, Chief Physician to the President, Deputy Comptroller-General, Customs, Immigration and Prisons, Deputy Commandant-General, Security and Civil Defence Corps, Deputy Corps Marshal, Road Safety Commission	1,521,163	1,934,986	2,346,947	2,760,798
4.	Deputy Chief of Staff to the President, Senior Special Assistants to the President, Deputy Inspector-General of Police, Comptroller-General, Customs, Immigration and Prisons, Commandant-General, Security and Civil Defence Corps, Corps Marshal, Road Safety Commission, Clerk of the National Assembly	1,787,680	2,201,487	2,613,142	3,027,559
5.	Inspector-General of Police	2,100,292	2,514,919	2,926,422	3,339,688
6.	Chief of Staff to the President, National Security Adviser, Chief Economic Adviser to the President	2,468,198	2,881,913	3,293,594	3,708,305

NOTE :

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

**CONSOLIDATED SALARY STRUCTURE FOR TOP FEDERAL PUBLIC OFFICE
HOLDERS* EFFECTIVE FROM 1ST JULY 2010**

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

* Consolidated professional allowances should be added as follows:

POLICE

Dep. Insp.- Gen. - N1,264,583

Insp.-Gen. - N1,287,018

PARA-MILITARY

Dep. Cont.-General - N1,031,510

Controller-General - N1,264,583

CIRCULAR

B.6268/S.46/T 2
The Presidency,
Office of the Head of the Civil Service
of the Federation,
Establishments and Records Office,
Federal Secretariat, Phase II, Abuja.

12th July, 2010

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

SENSITIZATION WORKSHOP IN THE NEW PUBLIC SERVICE RULES

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

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

3. The workshop objectives are to :

(i) Analyse and explain the contents and operational modalities of the new Public Service Rules ;

(ii) Discuss the roles, responsibilities and duties of public officers in the discharge of their duties;

(iii) Arouse the participants' consciousness on the thinking and desire of government in the areas of integrity, honesty, transparency and accountability in the conduct of Government business ;

(iv) Enable participants understand and appreciate the justification for the various sanctions for contravening Government rules and regulations ; and

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

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

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

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

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

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

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

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

8. For further enquiries on the workshop, please contact the following :

(a) Mr Bayo Afolarin
HOD (Research and Consultancy)
ASCON, Badagry, Lagos. 0803-3182344

(b) Mr I. R. Anifowose
Establishments and Industrial Relations Department,
Block A, Room 613, 6th Floor, OHCSF, Abuja. 0802-3119693.

Signed
Charis Donat
Permanent Secretary
(Establishments and Records Office)
for : Head of the Civil Service of the Federation

CIRCULAR

Ref. No. SWC/S/04/VIII/315
Office of the Executive Chairman
Wing, B 3rd Floor,
Federal Secretariat Complex, Phase I,
Shehu Shagari Way,
P. M. B. 346, Garki-Abuja.

29th July, 2010.

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

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

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

2. The discrepancy is regretted.

(Signed)
CHIEF R. O. EGBULE, MFR
Chairman

**CONSOLIDATED SALARY STRUCTURE FOR TOP FEDERAL PUBLIC OFFICE
HOLDERS EFFECTIVE FROM 1ST JULY 2010**

Category	Office	Emolument Per Annum			
		Step 1 N	Step 2 N	Step 3 N	Step 4 N
1.	Members, Industrial Arbitration Panel	4,168,329	5,252,455	6,336,827	7,428,638
2.	Special Assistant to the President, Chief Speech Writer to the President, Chief Press Secretary to the President, Vice Chairman, Industrial Arbitration Panel	4,697,068	5,794,862	6,889,101	7,986,654
3.	Chairman, Industrial Arbitration Panel, Chief Physician to the President, Deputy Comptroller-General, Customs Deputy Comptroller-General Immigration, Prisons and Federal Fire Service, Deputy Commandant-General, Security and Civil Defence Corps, Deputy Corps Marshal, Road Safety Commission	5,297,138	6,394,700	7,489,376	8,589,500
4.	Senior Special Assistant to the President, Deputy Inspector-General of Police, Comptroller-General Immigration, Prisons, and Federal Fire Service Commander-General, Security and Civil Defence Corps, Corps Marshal, Road Safety Commission, Clerk of the National Assembly, Chief Registrar.	6,420,218	7,518,101	8,611,693	9,709,333
5.	Inspector-General of Police	7,250,965	8,348,664	9,442,224	10,540,978

Consolidated professional allowances should be added as follows :

POLICE

Dep. Insp.-Gen. - N1,264,583

Dep. Cont- General - N1,031,510

PARA-MILITARY

Insp.- Gen.- N1,287,018

Controller-General - N1,264,583

RENT SUBSIDY FOR TOP FEDERAL PUBLIC OFFICE HOLDERS

Category	Office	Enrolment Per Annum			
		Step 1 N	Step 2 N	Step 3 N	Step 4 N
1.	Members, Industrial Arbitration Panel	1,097,372	1,506,591	1,916,399	2,326,632
2.	Special Assistant to the President, Chief Speech Writer to the President, Chief Press Secretary to the President, Vice Chairman, Industrial Arbitration Panel	1,294,854	1,708,520	2,120,971	2,534,561
3.	Chairman, Industrial Arbitration Panel, Chief Physician to the President, Deputy Comptroller-General, Customs Deputy Comptroller-General Immigration, Prisons and Federal Fire Service, Deputy Commandant-General, Security and Civil Defence Corps, Deputy Corps Marshal, Road Safety Commission	1,521,163	1,934,986	2,346,947	2,760,798
4.	Senior Special Assistant to the President, Deputy Inspector-General of Police, Comptroller-General Immigration, Prisons, and Federal Fire Service Commander-General, Security and Civil Defence Corps, Corps Marshal, Road Safety Commission, Clerk of the National Assembly, Chief Registrar	1,787,680	2,201,487	2,613,142	3,027,559
5.	Inspector-General of Police	2,100,292	2,514,919	2,926,422	3,339,688

NOTE :

Rent Subsidy is payable to only Officers who are not provided Accommodation at Government expense.

CIRCULAR

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

1st July, 2010

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

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

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

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

3. The effective date for the implimentation of the new Salary Strocture and Rent Allowance 1st July, 2010.

4. All enquiries arising from this circular should dirrected to the National Salaries, come and Wages Commission.

Signed
CHIEF R. O. EGBULE, FNIM
Chairman

**CONSOLIDATED SALARY STRUCTURE FOR TOP FEDERAL PUBLIC OFFICE
HOLDERS EFFECTIVE FROM 1ST JULY 2010**

Category	Office	Emolument Per Annum			
		Step 1 N	Step 2 N	Step 3 N	Step 4 N
1.	Members, Industrial Arbitration Panel	4,168,329	5,252,455	6,336,827	7,428,638
2.	Special Assistant to the President, Chief Speech Writer to the President, Chief Press Secretary to the President, Vice Chairman, Industrial Arbitration Panel	4,697,068	5,794,862	6,889,101	7,986,654
3.	Chairman, Industrial Arbitration Panel, Chief Physician to the President, Deputy Comptroller-General, Customs Deputy Comptroller-General Immigration, Prisons and Federal Fire Service, Deputy Commandant-General, Security and Civil Defence Corps, Deputy Corps Marshal, Road Safety Commission	5,297,138	6,394,700	7,489,376	8,589,500
4.	Senior Special Assistant to the President, Deputy Inspector-General of Police, Comptroller-General Immigration, Prisons, and Federal Fire Service Commandant-General, Security and Civil Defence Corps, Corps Marshal, Road Safety Commission, Clerk of the National Assembly, Chief Registrar	6,420,218	7,518,101	8,611,693	9,709,333
5.	Inspector-General of Police	7,250,965	8,348,664	9,442,224	10,540,978
6.	National Security Adviser	8,225,900	9,324,409	10,418,287	11,514,621

* Consolidated professional allowances should be added as follows:

POLICE

Dep. Insp.-Gen. - N1,264,583

Insp.-Gen. - N1,287,018

PARA-MILITARY

Dep. Cont.-General - N1,031,510

Controller-General- N1,264,583

RENT SUBSIDY FOR TOP FEDERAL PUBLIC OFFICER HOLDERS

Category	Office	Emolument Per Annum			
		Step 1 N	Step 2 N	Step 3 N	Step 4 N
1.	Members, Industrial Arbitration Panel	1,097,372	1,506,591	1,916,399	2,326,632
2.	Special Assistant to the President, Chief Speech Writer to the President, Chief Press Secretary to the President, Vice Chairman, Industrial Arbitration Panel	1,294,854	1,708,520	2,120,971	2,534,561
3.	Chairman, Industrial Arbitration Panel Chief Physician to the President, Deputy Comptroller-General, Customs, Deputy Comptroller-General Immigration, Prisons, Deputy Commandant-General, Security and Civil Defence Corps, Deputy Corps Marshal, Road Safety Commission	1,521,163	1,934,986	2,346,947	2,760,798
4.	Deputy Chief Staff to the President, Senior Special Assistants to the President, Deputy Inspector-General of Police, Comptroller-General, Customs, Immigration and Prisons, Commandant-General, Security and Civil Defence Corps, Corps Marshal, Road Safety Commission, Clerk of the National Assembly	1,787,680	2,201,487	2,613,142	3,027,559
5.	Inspector-General of Police	2,100,292	2,514,919	2,926,422	3,339,688
6.	Chief of Staff to the President, National Security Adviser, Chief Economic Adviser to the President	2,468,198	2,881,913	3,293,594	3,708,305

NOTE :

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

CIRCULAR

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

5th August, 2010.

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

REVIEW OF PENSION RATES

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

Increases in Pension arising from the increases granted to Harmonised Tertiary Institutions Salary Structure (HATISS/CONTISS) between 2001 and 2007.

S/No.	Increases on HATISS/CONTISS	Corresponding Increase On Pension (%)
1.	22% Increase with effect from 1st May 2001	19.0
2.	10%-4% Increase on a sliding scale with effect from 1st October 2003	6.0
3.	15% Increase on Consolidated Emoluments with effect from 1st January 2007	15.0

Increases in Pension arising from the increases granted to Harmonised Public Service Salary Structures (HAPSS/CONPSS) between 2003 and 2007.

S/No.	<i>Increases on HAPSS/CONPSS</i>	<i>Corresponding Increase On Pension (%)</i>
1.	12.5%-4% Increase on a sliding scale with effect from 1st October 2003	6.0
2.	15% Increase on Consolidated Emoluments with effect from 1st January 2007	15.0

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

For the Top Federal Public Office Holders, only the pension increase of 15% with effect from 1st January 2007 should apply to them, since they were not affected by the 12.5%-4% increase on a sliding scale.

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

Signed
CHIEF R. O. EGBULE, MFR
Chairman

CIRCULAR

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

14th December, 2010.

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

CONSOLIDATED RESEARCH AND ALLIED INSTITUTIONS SALARY STRUCTURE (CONRAISS)

The President, Commander-in-Chief of the Armed Forces of the Federal Republic of Nigeria has approved a new salary structure for Research, Training and allied Institutions in the Federal Public Service. The new salary structure, known as the Consolidated Research and Allied Institutions Salary Structure (CONRAISS) is attached as Annex 1.

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

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

(ii) Rent Subsidy as approved by the Federal Government with effect from 1st January, 2007 (FGN Circular No. SWC/S/04/S.301/1 dated 18th January 2007).

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

4. The effective date of for the implementation of the new salary structure is 1st of July, 2010.

5. The pay increase is granted on the condition that there shall be a noticable improvement in the productivity and the conduct of employees of Research, Training and Allied Institution in the achievement of the results for which the Agencies were established. the framework on the standards and modalities for achieving this objective will be work out by government and relevant stakeholders not later than 31st January, 2011

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

CHIEF R. O. EGBULE, MFR
Chairman

NATIONAL SALARIES, INCOMES AND WAGES COMMISSION, ABUJA

CONSOLIDATED RESEARCH AND ALLIED INSTITUTIONS SALARY STRUCTURE (CONRAISS)
(PER ANNUM)

Effective Date : 1st July 2010

CONRAISS	1 ₦	2 ₦	3 ₦	4 ₦	5 ₦	6 ₦	7 ₦	8 ₦	9 ₦	10 ₦	11 ₦	12 ₦	13 ₦	14 ₦	15 ₦
01	293050	301404	309755	318108	326460	334811	343162	351515	359867	368218	376571	384923	393274	401627	409978
02	297110	307376	317642	327908	338175	348440	358706	368973	379240	389505	399771	410038	420303	430569	440836
03	311442	323773	336106	348437	360769	373100	385432	397764	410096	422427	434759	447090	459422	471752	484085
04	353500	367832	382165	396497	410830	425162	439494	453827	468159	482492	496824	511157	525489	539821	554154
05	432016	449481	466947	484412	501878	519343	536809	554274	571740	589205	606671	624136	641602	659067	676533
06	698251	724282	750313	776344	802374	828405	854436	880467	906498	932529	958560	984591	1010621	1036652	1062683
07	1073217	1110095	1145973	1183851	1220729	1257606	129444	1331362	1368240	1405118	1441995	1478875	1515753	1552630	1589508
08	1247854	1291257	1334681	1378066	1421470	1464875	1508279	1551684	1595088	1638493	1681897	1725302	1768706	1812109	1855515
09	1449363	1496625	1543667	159049	1638010	1685171	1732334	1779495	1826657	1873818	1920981	1968142	2015303	2062485	2109627
10	1632502	1703912	1775323	1846733	1918144	1989554	2060965	2132375	2203786	2275196	2346607				
11	1823167	1898670	1974171	2049673	2125176	2200677	2276180	2351682	2427183	2502686	2578127				
12	2014717	2095999	2177279	2258559	2339840	2421120	2502402	2583682	2664963	2746243	2827525				
13	2723069	2836736	2950403	3064070	3177737	3291403	3405070	3518737	3632404						
14	3352334	3489726	3627119	3764511	3901903	4039295	4176687	4314079	4451471						
15	4047462	4204744	4362027	4517776	4676592	4833873	4991157	5148438	5305720						

CONSOLIDATED RESEARCH AND ALLIED INSTITUTIONS SALARY STRUCTURE (CONRAISES)

CONRAISS	1 N	2 N	3 N	4 N	5 N	6 N	7 N	8 N	9 N	10 N	11 N	12 N	13 N	14 N	15 N
01 CONTISS (Existing) Rent Subsidy 53.37% Pay Increase CONRAISS	152544 38530 101976 293050	156850 39671 104883 301404	161156 40810 107789 309755	165462 41950 110696 318108	169768 43090 113602 326460	174074 44229 116508 334811	178380 45368 119414 343162	182686 46508 122321 351515	186992 47648 125227 359867	191298 48787 128133 368218	195604 49927 131040 376571	199910 51067 133946 384923	204216 52206 136852 393274	208522 53346 139759 401627	212828 54485 142665 409978
02 CONTISS (Existing) Rent Subsidy 53.37% Pay Increase CONRAISS	154637 39084 103389 297110	159930 40485 106961 307376	165223 41885 110534 317642	170516 43286 114106 327908	175809 44687 117679 338175	181102 46087 121251 348440	186395 47488 124823 358706	191688 48889 128396 368973	196981 50290 131969 379240	202274 51690 135541 389505	207567 53091 139113 399771	212860 54492 142686 410038	218153 55892 146258 420303	223446 57293 149830 430569	228739 58694 153403 440836
03 CONTISS (Existing) Rent Subsidy 53.37% Pay Increase CONRAISS	162027 41039 108376 311442	168385 42721 112667 323773	174743 44404 116959 336106	181101 46086 121250 348437	187459 47769 125541 360769	193817 49451 129832 373100	200175 51134 134123 385432	206533 52816 138415 397764	212891 54499 142706 410096	219249 56181 146997 422427	225607 57863 151288 434759	231965 59546 155579 447090	238323 61228 159871 459422	244681 62910 164161 471752	251039 64593 168453 484085
04 CONTISS (Existing) Rent Subsidy 53.37% Pay Increase CONRAISS	183712 46776 123012 353500	191102 48731 127999 367832	198492 50686 132986 382165	205882 52641 137974 396497	213272 54596 142961 410830	220662 56551 147949 425162	228052 58506 152936 439494	235442 60461 157924 453827	242832 62416 162911 468159	250222 64371 167898 482492	257612 66326 172886 496824	265002 68281 177873 511157	272392 70236 182861 525489	279782 72191 187848 539821	287172 74146 192836 554154
05 CONTISS (Existing) Rent Subsidy 53.37% Pay Increase CONRAISS	224196 57486 150334 432016	233201 59869 156411 449481	242206 62252 162489 466947	251211 64635 168567 484412	260216 67017 174644 501878	269221 69400 180722 519343	278226 71783 186800 536809	287231 74166 192877 554274	296236 76549 198955 571740	305241 78931 205033 589205	314246 81314 211110 606671	323251 83697 217188 624136	332256 86080 223266 641602	341261 88463 229343 659067	350266 90845 235421 676533
06 CONTISS (Existing) Rent Subsidy 53.37% Pay Increase CONRAISS	362757 92515 207128 698251	376206 96039 214707 724282	389655 99562 222287 750313	403104 103086 229866 776344	416553 106610 237445 802374	430002 110133 245025 828405	443451 113657 252604 854436	456900 117180 260184 880467	470349 120704 267763 906498	483798 124228 275342 932529	497247 127751 282922 958560	510696 131275 290501 984591	524145 134798 298081 1010621	537594 138322 305660 1036652	551043 141846 313239 1062683
07 CONTISS (Existing) Rent Subsidy 53.37% Pay Increase CONRAISS	579391 120366 373460 1073217	599242 124560 386293 1110095	619093 128754 399126 1146973	638944 132948 411959 183851	658795 137142 424792 1220729	678646 141336 437624 1257606	698497 145530 450457 1294484	718348 149724 463290 1331362	738199 153918 476123 1368240	758050 158112 488956 1405118	777901 162306 501788 1441995	797752 166501 514622 1478875	817603 170695 527455 1515753	837454 174889 540287 1552630	857305 179083 553120 1589508

08	CONTISS (Existing)	671747	695053	718359	741665	764971	788277	811583	834889	858195	881501	904807	928113	951419	974725	998031
	Rent Subsidy	141876	146870	151864	156859	161853	166848	171842	176837	181831	186826	191820	196815	201809	206803	211798
	53.37% Pay Increase	434231	449334	464438	479542	494646	509750	524854	539958	555062	570166	585270	600374	615478	630581	645686
	CONRAISS	1247854	1291257	1334681	1378088	1421470	1464875	1508279	1551884	1595088	1638493	1681897	1725302	1768708	1812109	1855515
09	CONTISS (Existing)	777984	803243	828502	853761	879020	904279	929538	954797	980056	1005315	1030574	1055833	1081092	1106351	1131610
	Rent Subsidy	167027	172518	178010	183501	188992	194483	199975	205466	210957	216448	221940	227431	232922	238413	243905
	53.37% Pay Increase	504352	520764	537175	553587	569998	586409	602821	619232	635644	652055	668467	684878	701289	717701	734112
	CONRAISS	1449363	1496525	1543687	1590849	1638010	1685171	1732334	1779495	1826651	1873818	1920981	196814	2015303	2062465	2109627
10	CONTISS (Existing)	871729	909773	947817	985861	1023905	1061949	1099993	1138037	1176081	1214125	1252169				
	Rent Subsidy	192692	201209	209726	218242	226759	235276	243793	252310	260827	269344	277861				
	53.37% Pay Increase	568081	592931	617780	642630	667480	692329	717179	742028	766878	791727	816577				
	CONRAISS	1632502	1703912	1775323	1848733	1918144	1989554	2060965	2132375	2203786	2275196	2346607				
11	CONTISS (Existing)	973305	1013528	1053751	1093974	1134197	1174420	1214643	1254866	1295089	1335312	1375535				
	Rent Subsidy	215433	224439	233444	242450	251456	260461	269467	278473	287478	296484	305450				
	53.37% Pay Increase	634429	660703	686976	713249	739523	765796	792070	818343	844616	870890	897142				
	CONRAISS	1823167	1898670	1974171	2049673	2125176	2200877	2276180	2351682	2427183	2502686	2518127				
12	CONTISS (Existing)	1075353	1118655	1161957	1205259	1248561	1291863	1335165	1378467	1421769	1465071	1508373				
	Rent Subsidy	238279	247974	257668	267362	277057	286751	296446	306140	315835	325529	335224				
	53.37% Pay Increase	701085	729370	757654	785938	814222	842506	870791	899075	927359	955643	983928				
	CONRAISS	2014717	2095999	2177279	2258559	2339840	2421120	2502402	2583682	2664963	2746243	2827525				
13	CONTISS (Existing)	1445599	1503506	1561413	1619320	1677227	1735134	1793041	1850948	1908855						
	Rent Subsidy	329891	346097	362303	378509	394715	410920	427126	443332	459538						
	53.37% Pay Increase	947579	987133	1026687	106624	1105795	1145349	1184903	1224457	1264011						
	CONRAISS	2723069	2836736	2950403	3064070	3177737	329140	3405070	3518737	3632404						
14	CONTISS (Existing)	1820908	1891016	1961124	2031232	2101340	2171448	2241556	2311664	2381772						
	Rent Subsidy	364874	384348	403823	423297	442771	462245	481719	501193	520667						
	53.37% Pay Increase	1166552	1214362	1262172	1309982	1357792	1405602	1453412	1501222	1549032						
	CONRAISS	3352334	3489726	3627119	3764511	3901903	4039295	4176687	4314079	4451471						
15	CONTISS (Existing)	2232199	2312648	2393097	2473546	2553995	2634444	2714893	2795342	2875791						
	Rent Subsidy	406819	428921	451023	472125	495227	517328	539431	561532	583634						
	53.37% Pay Increase	1408444	1463175	1517907	1572105	1627370	1682101	1736833	1791564	1846295						
	CONRAISS	4047462	4204744	4362021	4517776	4616592	4833813	4991157	5148438	5305720						

CIRCULAR

HCSF/062/S.II/20
Office of the Head of the Civil Service
of the Federation,
The Presidency,
Federal Secretariat, Phase II,
Abuja.

29th December, 2010

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

RE : TENURE OF OFFICE FOR PERMANENT SECRETARIES AND DIRECTORS

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

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

3. Please, ensure compliance.

PROF. OLADAPO AFOLABI, CON
Head of the Civil Service of the Federation