

## CIRCULAR

Ref. No. **59780/S.I/T.I/117**

Office of the Secretary to the  
Government of the Federation,  
The Presidency,  
Shehu Shagari Complex,  
Three Arms Zone,  
Abuja.

14<sup>th</sup> June, 2017

Chief of Staff to the President,  
Deputy Chief of Staff to the President, Office of the Vice-President,  
Honourable Ministers/Ministers of State,  
Head of the Civil Service of the Federation,  
Chairman, Federal Civil Service Commission,  
Chairman, Federal Character Commission,  
Chairman, Independent National Electoral Commission,  
Chairman, Revenue Mobilization, Allocation  
and Fiscal Commission,  
Chairman, National Population Commission,  
Chairman, Code of Conduct Tribunal,  
Chairman, Code of Conduct Bureau,  
Permanent Secretaries,  
Special Advisers/Senior Special Assistants,  
Service Chiefs/Inspector-General of Police,  
Governor, Central Bank of Nigeria,  
Chairman, Independent Corrupt Practices and other  
Related Offences Commission,

Chairman, Economic and Financial Crimes Commission,  
Chairman, National Drug Law Enforcement Agency,  
Chairman, National Assembly Service Commission,  
Clerk of the National Assembly,  
Chief Registrar, Supreme Court of Nigeria,  
Secretary, National Judicial Council,  
Auditor-General for the Federation,  
Accountant-General of the Federation,  
Heads of Extra-Ministerial Departments/Directors-General/Chief  
Executive Officers of Parastatals, Agencies and Government-Owned  
Companies.

**PROHIBITION OF OFFICERS ON OTHER CADRES FROM  
PROCUREMENT FUNCTIONS WHERE CAREER PROCUREMENT  
OFFICERS ARE AVAILABLE**

It will be recalled that since the establishment of the Procurement Officer Cadre and Procurement Department in all Federal Ministries, Departments and Agencies (MDAs) vide Office of the Head of the Civil Service of the Federation (OHCSF) Circulars Ref. Nos. HCSF/685/1/24, HCSF/PSO/155/1/3 and HCSF/PSO/155/1/25 of 4th February, 2005, 31st March, 2008 and 9th June, 2008 respectively, the Bureau of Public Procurement (BPP) has been conducting intensive training and certification programme to convert Officers into the Procurement Officer Cadre.

2. It has, however, come to the attention of Government that after approval by Accounting Officers for their staff to undergo the conversion training programme organised by the BPP, some of these Officers are still not converted from their previous cadre by the Heads of their MDAs after successfully passing the examination and in some instances those that are

eventually converted are not posted to the Procurement Department/Unit to function as Procurement Officers.

3. It is equally worrisome to Government that staff from other Cadres are posted to Procurement Departments/Units to replace Procurement Officers and to carry out procurement functions in violation of Public Service Rule (PSR) 020506(ii), which prohibits the posting of Officers outside their professional cadres.

4. Consequently, it has been observed with dismay that, the use of unqualified and untrained personnel to conduct procurement functions is one of the major factors that has contributed to the inability of several MDAs to effectively comply with the Public Procurement Act, 2007 when implementing their projects. Such procedural lapses have resulted in avoidable petitions by bidders which delay procurement proceedings, increase procurement-related court cases and contribute to poor budget implementation. This will no longer be tolerated by Government.

5. To this end, all Accounting Officers are hereby directed to ensure that, henceforth:

- (i) only Officers employed as Procurement Officers or converted to the Procurement Officer cadre are permitted to conduct procurement functions;
- (ii) Officers employed directly as Procurement Officers are made to undergo a compulsory Induction Procurement Training Programme organized by the Bureau;
- (iii) officers who pass the conversion examination organised by the BPP should immediately be converted into the Procurement Officer Cadre by the respective Senior Staff Committee;
- (iv) conversion into the Procurement Officer Cadre which is a lateral conversion should not result in loss of grade level for any reason;

- (v) Officers on other Cadres should no longer be posted or transferred to the Procurement Department/Unit and assigned procurement functions particularly when career Procurement Officers have been employed by, or posted to, such MDAs;
- (vi) MDAs without qualified Procurement Officers should as a matter of urgency liaise with the BPP to conduct procurement training for staff handling procurement functions and ensure that such staff are compulsorily enrolled for the next conversion and or induction exercise scheduled by the BPP;
- (vii) staff proposed by MDAs for conversion into the Procurement Officer Cadre should possess qualification in the relevant disciplines approved by the National Council on Establishment and conveyed vide HCSF Circular Ref No HCSF/685/1/24 of 4th February, 2005; and
- (viii) where staff handling procurement functions do not possess the requisite academic qualifications for conversion to the Procurement Officer Cadre, the BPP should post Procurement Officers to fill the gap in such MDAs pending when suitably qualified staff will be recruited by the affected MDAs.

6. The implementation of this Circular is with immediate effect and the content should be brought to the attention of all Accounting Officers for strict compliance.

**Dr. (Mrs.) Habiba M. Lawal**  
Permanent Secretary (Ecological Fund Office)  
for: Secretary to the Government of the Federation

