

## CIRCULAR

**Ref. No. 58775/11/T/358**

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

**11th July, 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.

## **STREAMLINING PROCEDURES FOR RECRUITMENT INTO FEDERAL AGENCIES**

The attention of Mr. President has been drawn to reports of massive and indiscriminate clandestine recruitments in Federal Ministries, Departments and Agencies (MDAs) in flagrant disregard of rules and established procedures for recruitments in the Public Service. Many MDAs have been carrying out recruitments in the guise of "replacement of existing staff" without following the due process. This scenario has created negative effects on Government activities and efforts in the ongoing reform of the payroll and personnel cost management as it has not only created ghost workers in the payroll who receive fraudulent and erroneous salaries but has also perpetuated nepotism and regional imbalances in the Public Service.

2. Of great concern is that if these practices continue unabated without reference to budgetary provisions and due process, the nation stands the risk of unpaid salaries to workers, claims of budget shortfalls and the need for virement which would increase the payroll cost now already over 40% of total Government expenditure. Besides, the current on-going reforms aimed at providing a high

level assurance on the integrity of the payroll and control personnel cost would be jeopardized.

3. Government has therefore seen the need to take drastic step/action to arrest the situation in view of the current economic situation facing the country. Consequently, Government has decided to streamline the processes and procedures for recruitment and appointment into the Public Service in conformity with the following guidelines;

- (i) Adherence to Manpower Budget for proposed recruitments, which must be approved by the supervising Ministry or Agency;
- (ii) Obtaining of Waiver to Recruit from the Office of the Head of Civil Service of the Federation (OHCSF);
- (iii) Appropriate budgetary provisions to accommodate the proposed recruitments;
- (iv) Letter of Clearance from the Director-General of the Budget Office of the Federation to confirm budgetary provision for the proposed recruitment;
- (v) Approval of the Federal Character Commission for the distribution of vacancies for the proposed recruitment to ensure equitable distribution of vacancies among the States;
- (vi) Obtaining Certificate of Compliance from the Federal Character Commission for the recruitment;
- (vii) Representations of the Federal Civil Service Commission as observers in recruitment processes in the Federal Ministries;
- (viii) Representation of the Office of the Head of the Civil Service of the Federation (OHCSF) in order to ensure compliance with extant rules and procedures for recruitment; and
- (ix) In the case of Agencies/Parastatals, appropriate representations of supervising Ministries and Agencies to provide necessary guidance and give credibility to the exercise.

4. Permanent Secretaries and Heads of Extra - Ministerial Departments would be held personally responsible for ensuring strict compliance with this Circular

5. The implementation of the provisions of this Circular takes immediate effect. Please, bring the contents of this Circular to the attention of all Staff and ensure **STRICT** compliance.

**Dr. (Mrs) Habiba M. Lawal**

Permanent Secretary/

Acting Secretary to the Government of the Federation