

## C I R C U L A R

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

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

23<sup>rd</sup> November, 2017

Chief of Staff to the President;  
Deputy Chief of Staff to the President;  
All Honourable Ministers;  
Head of Civil Service of the Federation;  
Special Advisers; Senior Special Assistants;  
Service Chiefs/Inspector-General of Police,  
Governor, Central Bank of Nigeria;  
Chairman, Federal Civil Service Commission;  
Chairman, Police Service Commission;  
Chairman, Code of Conduct Bureau;  
Chairman, Federal Character Commission;  
Chairman, Independent National Electoral Commission;  
Chairman, National Population Commission;  
Chairman, Revenue Mobilization, Allocation and Fiscal Commission;  
Chairman, Independent Corrupt Practices and Other  
Related Offences Commission;  
Chairman, Economic and Financial Crime Commission;  
Commission;  
Chairman, National Drug Law Enforcement Agency,

Chief Registrar, Supreme Court of Nigeria;  
Auditor-General for the Federation;  
All Permanent Secretaries;  
Clerk of the National Assembly;  
Secretary, National Judicial Council;  
Accountant-General of the Federation; and  
Directors-General/Chief Executives of Parastatals,  
Agencies and Government-Owned Companies.

**RE: PROCEDURE FOR APPOINTING CHIEF EXECUTIVES AND  
HEADS OF PARASTATALS, GOVERNMENT-OWNED COMPANIES,  
AGENCIES AND INSTITUTIONS**

It has been observed that some Ministries have continued to process appointments of Chief Executives and Executive Directors of Agencies without following the clearly defined extant Guidelines and the provisions of the enabling laws of such Agencies. This is in spite of the age long practice established since the return of democracy as articulated in Circular No. SGF.OP/1/S.3/T/1 of 14<sup>th</sup> August, 2009. By way of reminder, this Circular directed all Ministries to operate within the law establishing the Parastatals and Government Agencies under their supervision.

2. In view of the foregoing and in accordance with this Administration's policy which prescribes the entrenchment of rule of law, transparency and accountability in the conduct of Government business, it has become necessary for all Ministries to adhere strictly with the extant guidelines for appointing Chief Executives and Heads of Parastatals, Government Agencies and Institutions.

3. For the avoidance of doubt, supervising Ministers and other Principal Officers of MDAs are reminded of the under-listed extant Guidelines:

- (i) all appointments into vacant positions of Chief Executives and top echelon of staff of Parastatals/Government-owned Companies, Agencies and Institutions must be guided by the various laws establishing them;
- (ii) such appointments which should be without prejudice to eligible serving officers competing for these positions must be based on strict adherence to the principle of justice, equity and fair play; and
- (iii) to ensure stability, continuity and improvement of staff morale, serving officers shall be encouraged to aspire to top positions of their establishments through effective career development and succession planning.

4. Furthermore, since relevant enabling laws confer on Mr. President, the power to appoint Chief Executives of Parastatals and in some cases the Executive Directors of such Agencies of Government, there is need for proper coordination to avoid duplication of appointments. In this connection, Mr. President has directed that in line with extant Guidelines, requests for such appointments should always be channeled to His Excellency through the Secretary to the Government of the Federation who will process them for approval and in turn communicate any approval to the appropriate supervising Ministers.

5. Please bring the contents of this Circular to all concerned for immediate and strict compliance.

**Boss Mustapha**

Secretary to the Government of the Federation