

## C I R C U L A R

Ref. No. SGF/OP/II/S.3/XII/191

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

**22<sup>nd</sup> May, 2023**

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,  
National Security Adviser,  
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, National Salaries, Incomes and Wages Commission,  
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,  
All Permanent Secretaries and Heads of Extra-Ministerial Departments,  
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,  
Surveyor General for the Federation,  
Directors-General/Chief Executives of Parastatals, Agencies and Government-Owned Companies

### **ABUSE OF RED BIRO IN OFFICIAL PAPERS**

It has been observed that Chief Executive Officers, Director-Generals, Executive Secretaries of Government Agencies, Vice-Chancellors of Federal Universities, Rectors of Federal Polytechnics, Provosts of Federal Colleges of Education, Chief Medical Directors of Federal Teaching Hospitals, Medical Directors of Federal Medical Centres, and Heads of Allied Government Institutions, sign off their letters and minutes in files using red biro or ink.

2. This action is in contravention of established practice in the Public Service as provided in the extant handbook.
3. Specifically, Chapter 13, Section 34 of the Revised Civil Service Handbook (2010 Edition) provides inter alia, that, "...all officers should use blue, black biros or ink on all official papers... Ministers use red, and the Audit staff use brown pencil..., the green colour is exclusively reserved for the highest authorities..." (i.e. President, Vice President, Governors, Deputy Governors).
4. Accordingly, all functionaries mentioned in paragraph 1 above, are to desist from using red biros or ink which is exclusively reserved for Honourable Ministers.
5. Honourable Ministers are to draw the attention of all concerned and who are under their purview, to the contents of this circular for **strict** compliance.



**Boss Mustapha, CFR**

Secretary to the Government of the Federation