

## C I R C U L A R

**Ref. No. PRS080/ADM/GEN/I**

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

**18<sup>th</sup> September, 2023**

Chief of Staff to the President  
Deputy Chief of Staff to the President, Office of the Vice-President,  
Honourable Ministers/Minister of State,  
Head of the Civil Service of the Federation  
National Security Adviser,  
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, Federal Inland Revenue Service,  
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.

## GUILDELINEs ON CONDUCT OF OFFICIAL TRAVELS BY CABINET MEMBERS, HEADS OF AGENCIES AND PUBLIC OFFICIALS

Further to the various government directives and extant regulations issued to guide and restrict the conduct of official travels outside the country and related matters, the observed non-compliance to these extant rules on travel restriction has become worrisome, which is inimical to the image of government as well as counterproductive to the promotion of the much-desired economic development and service delivery.

2. Mr. President has therefore directed that the contents of all extant rules aimed at instilling fiscal discipline and prudence especially in the area of official travels be re-emphasised as Government would no longer tolerate the flagrant abuse of its directives. Therefore, the contents of the underlisted extant Circulars needs emphasis.

ANNEX	CIRCULAR NO.	DATE OF ISSUANCE	TITLE	AUTHORITY
i.	59729/T.1/154	22nd October 2007	Payment of Duty Tour and Estacode Allowance to Personal Assistants to Political Appointees	Secretary to the Government of the Federation
ii.	SGF.6/S.7/VIII/898	5th January 2012	Guidelines for Senior Government Officials Traveling Abroad	Secretary to the Government of the Federation
iii.	SGF/OP/1/S.3/T/32	30th August 2013	Guides to Issuance of Circulars and Official Communication	Secretary to the Government of the Federation
iv.	HCSF/CSO/HRM/Pol.14 02/1	22nd January 2015	Restriction on Foreign Training and International Travels by Public Servants	Head of Civil Service of the Federation
v.	SGF.6/S.2/X/542	31st March 2016	Guidelines for Official Trips by Chairmen of Federal Government Committees, Boards of Corporations and Government Owned Companies	Secretary to the Government of the Federation
vi.	SGF.6/S.2/XI/774	27th September 2017	Additional Cost Control Measures to Guide Foreign Trips by Minsters and Senior Government Officials	Secretary to the Government of the Federation
vii.	SGF.59662/S.7/III	8 <sup>th</sup> March 2018	Observed Indifferent Adherence with Extant Regulations to guide the conduct of Foreign Trips by Public Officials	Secretary to the Government of the Federation
viii	SGF/OP/1/S.3/XII/158	15th October 2019	Further Cutting Measures and Fiscal Prudence by the Federal Government Officials	Secretary to the Government of the Federation
ix	SGF/OP/1/S.3/XII/155	20th November 2019	Re: Further Cost Cutting Measures and Fiscal Prudence on Travel by Cabinet Members	Secretary to the Government of the Federation

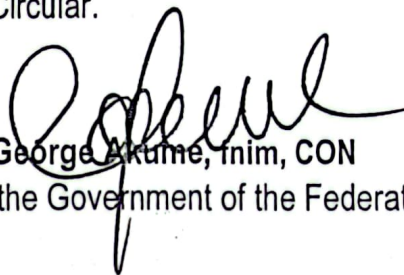


3. Additionally, Mr. President has directed the suspension of international travels by all Cabinet Members and Heads of Government Agencies at the commencement of Annual Budget defence at the National Assembly, considering the need for the Executive Arm of Government to provide the necessary cooperation to ensure timely passage of the Appropriation Bill. Cabinet Members are to personally lead the process of budget defence at the National Assembly.

4. Any Minister embarking on foreign travel must provide documented justification for such trip to obtain Mr. President's approval in writing and leave the details of his/her place of stay abroad in case of any need to contact him /her.

5. The processing of all requests for approval to travel out of the country must conform with the provisions of extant regulations and guidelines before the required approval is granted, and the applications must be made at least two weeks before the expected date of departure to enable the approving authority ample time to consider the request on merit.

6. All Honourable Minsters, Permanent Secretaries /Accounting Officers are to ensure strict compliance with the contents of this Circular.



Sen. George Akume, Inim, CON  
Secretary to the Government of the Federation