


CIRCULAR

Ref. No SGF/OP//S.3/T/39

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

28th August, 2019

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,
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.

**COMPLIANCE WITH THE CIRCULAR REF NO. SGF.50/S.II/C.2/268 OF 4TH DECEMBER,
2017 ON END OF TENURE PROCESSES FOR EXTRA-MINISTERIAL DEPARTMENTS,
DIRECTORS-GENERAL, CHIEF EXECUTIVE OFFICERS OF PARASTATALS,
AGENCIES, COMMISSIONS AND GOVERNMENT-OWNED COMPANIES AND
SUCCESSION GUIDELINE**

Some recent issues associated with the implementation of the Circular Ref No. SGF.50/S.II/C.2/268 OF 4th December, 2017 on End of Tenure Processes for MDAs underscores the need to re-emphasize the contents of the said circular as well as the need for strict compliance with same.

2. To this end, it is important to re-echo the contents of the circular as follows:
 - a. Heads of Extra-Ministerial Departments, Directors-General, Chief Executive Officers of Parastatals, Agencies, Commissions and Government-Owned Companies are to keep to the date of expiration of their tenure;
 - b. Pending the appointment of a substantive Head of Extra-Ministerial Departments, Directors-General, Chief Executive Officers of Parastatals, Agencies, Commissions and Government-Owned Companies, outgoing Chief Executive Officer, without any form of discretion, must hand over to the next most senior officer of the establishment, as long as the officer does not have any pending disciplinary matter
3. **It is important to emphasize that the implementation of the clear provision of the circular under reference shall therefore not be subject to any form of interpretation, using any other indices or parameters, other than as clearly stipulated above.**
4. You are therefore enjoined to ensure strict compliance with the contents of this circular.



Boss Mustapha

Secretary to the Government of the Federation.