

CIRCULAR

Ref: SGF/OP/1/S.2/613

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

17th July, 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/OP/1/S.3/T
OF 23RD NOVEMBER 2017 ON THE PROCEDURE FOR
FEDERAL GOVERNMENT APPOINTMENTS

It has been observed that some MDAs routinely fail to comply with the approved administrative procedures stipulated for obtaining Mr. President's approval for Government appointments as contained in extant Circulars and as reiterated in **CIRCULAR REF NO. SGF/OP/1/S.3/T** of 23RD NOVEMBER 2017 on the Procedure for Federal Government Appointments.

2. Pursuant to the above, it has become necessary to draw the attention of all key functionaries involved in the processing of government appointments to the said circular and to re-emphasize the need for compliance with same.
3. For avoidance of doubt and ease of reference a portion of the extant circular on this subject is reproduced as follows:



- i. Memos justifying the need for appointments and recommending same are to be raised by the relevant Minister and forwarded to the OSGF, (except in cases where the originating memo is from the OSGF, in which case the memo, is sent to the President's office).
 - ii. The OSGF receives, reviews and undertakes a legal due diligence for the proposed appointments, as against the relevant laws governing such appointments, for compliance.
 - iii. The OSGF forwards a Memo to the President, including the originating memo from the relevant Minister for consideration of nominees for appointment to fill the relevant vacancies.
 - iv. Mr. President considers and gives relevant instructions on the pages of the OSGF memo, which should be returned to the OSGF with a cover letter conveying Mr. President's instruction, for giving effect to the appointments and/or conveying Mr. President's instruction to the relevant Minister.
4. For uniformity and/or validity, all letters of appointment shall be signed by the Secretary to the Government of the Federation except where such power has been expressly delegated.
5. All MDAs are to ensure strict compliance with this circular.



Boss Mustapha

Secretary to the Government of the Federation.