


## CIRCULAR

*Ref. No. SGF/OP/1/S.3/T/247*

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

*10<sup>th</sup> September, 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.

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

It has become necessary to once more draw the attention of Ministries, Departments and Agencies to the need to abide with extant guidelines, processes and the provisions of enabling laws of Agencies for appointing Chief Executives and Executive Directors. These guidelines were articulated in Circular No. SGF.OP/1/S.3/T/1 of 14<sup>th</sup> August, 2009 and rehashed in a similar Circular dated 23<sup>rd</sup> November, 2017. By way of reminder, these Circulars 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 to sustain proper coordination and institutional memory to avoid duplication of appointments and loss of records. In this connection, Mr President had vide State House letter No. PRES/81/SGF/III of 20<sup>th</sup> November, 2017 approved and directed that in line with extant Guidelines, all requests for such appointments should always be channelled 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. All Honourable Ministers are enjoined to please observe these procedures and bring the contents of this Circular to all concerned for immediate and strict compliance.

  
**Boss Mustapha**

Secretary to the Government of the Federation