



OFFICE OF THE HEAD OF CIVIL SERVICE OF THE FEDERATION

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Office / Dept.....

Ref No.....

HCSF/PS/SPSO/244/1/26

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25th July 2016

Date:

CIRCULAR

Chief of Staff to the President, C-in-C
Deputy Chief of Staff to the Vice President
Chief Justice of Nigeria
All Honourable Ministers/Ministers of State
Special Advisers/Senior Special Assistants
Service Chiefs/Inspector- General of Police
The Chairman, Federal Civil service Commission
All Permanent Secretaries
The Chairman Police Service Commission
Accountant-General of the Federation
Auditor-General for the Federation
Surveyor-General of the Federation
Chief Registrar, Supreme Court of Nigeria
Directors-General and Chief Executives of Parastatals, Agency

**GUIDELINES FOR OFFICIAL TRAVELS BY PUBLIC/CIVIL
SERVANTS IN FEDERAL MINISTRIES, DEPARTMENTS AND
AGENCIES (MDAs).**

In view of the prevailing economic situation, the Federal Government has introduced some cost saving measures to reduce the cost of governance in order to make more funds available for priority projects.

2. Consequently, Government has approved that henceforth, all official local and international travels to be undertaken by Public/Civil Servants in all Federal Ministries, Departments and Agencies, (MDAs) should be strictly those that are absolutely essential and in line with extant regulations, and as may be approved by the Head of the Civil Service of the Federation.

3. **Prioritization of Travels:-**

- (i) *Destination of Meetings, Conferences, Trainings, Workshops etc organized by MDAs in Nigeria* – Such events should be held in the town or city where the majority of the government officials who will participate in the event are domiciled;
- (ii) *International Travels for Meetings, Conferences, Training, Workshops etc.* – These should be limited to those that are absolutely essential, and must receive prior approval from the Head of the Civil Service of the Federation before any travel is undertaken;

- (iii) The Only exception to 3(i) and 3(ii) above is where the Travel is fully funded by non-governmental entities such as development partners or the private sector or foreign governments. In such cases, the request for approval of travel must be accompanied with relevant documents from the sponsoring entity clearly stating/showing that the trip is at no cost to the Government;
- (iv) Furthermore, sponsoring entities should note that Officers invited for Meetings, Conferences, Trainings, Seminars, Workshops etc. are not to be issued with tickets outside the specified class of travel as stated in paragraph 4 below.

4. Class of Tickets:

- (i) It is imperative that the travels by government officials be guided by the following:-

S/N	DESIGNATION	CLASS OF TICKET
i	Permanent Secretaries, Directors – General, Executive Secretaries etc	Business Class
ii	Directorate Level Officers and Political Appointees e.g. Special Assistants	Economy Class
iii	All other Officers	Economy Class

- (ii) In the event that a private, non-governmental or foreign government or institution is responsible for the travel, such arrangements must conform to classes approved for government

personnel as stated above as long as the beneficiary is on the trip on behalf of government. Any deviation to this would be seen as inducement.

5. The implementation of the provisions of this Circular takes immediate effect and supersedes previous ones on the subject matter. Please, bring the contents of this Circular to the attention of all Staff and ensure strict compliance.

A handwritten signature in black ink, appearing to read 'Winifred Oyo-Ita', with a large circular flourish around the middle of the name.

Mrs. Winifred Ekanem Oyo-Ita, FCA
Head of the Civil Service of the Federation.