

CIRCULAR

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

31st March, 2016.

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,
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,

HEAD EFFICIENCY & MR.

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.

**GUIDELINE FOR OFFICIAL TRIPS BY CHAIRMEN OF FEDERAL
 GOVERNMENT COMMITTEES, BOARDS OF PARASTATALS,
 AGENCIES, STATUTORY CORPORATIONS AND
 GOVERNMENT OWNED COMPANIES**

As part of Federal Government's measures to reduce the cost of governance in order to make more funds available for priority projects, Government has approved that henceforth, all official local and international travels to be undertaken by Chairmen and Members of all Federal Government Parastatals, Commissions, Agencies, Statutory Corporations and Government owned Companies should be limited to those that are absolutely essential and as may be approved by the Secretary to the Government of the Federation. In addition, the following conditions are to be strictly observed:

A. **Class of Travel:**

S/N	DESIGNATION	CLASS OF TICKET
i.	Chairmen and Chief Executives	Business Class
ii.	Members (Executive and non-Executive)	Economy

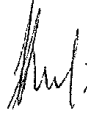
B. **Destination of Meetings and other Committee and Board Activities in Nigeria:**

As much as possible, such events should be held in the town or city where the Institution or Committee's assignment is domiciled.

C. **International Travels for Meetings, Conferences, Trainings, Workshops, etc:**

These should be limited to those that are absolutely essential and must be approved by the Secretary to the Government of the Federation before being undertaken.

2. The implementation of the provisions of this Circular takes immediate effect.



Engineer Babachir David Lawal
Secretary to the Government of the Federation