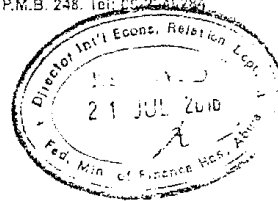


**Office of the Head of Service of the Federation**  
**THE PRESIDENCY**

Federal Secretariat, Phase II, Shehu Shagari Way, Maitama, Abuja. P.M.B. 248. Tel: 09-2344284

**CIRCULAR**



12<sup>th</sup> July, 2010

HCSE/PS/SD/164/I

- The Chief of Staff to the President.
- The Deputy Chief of Staff to the President, Office of the Vice President.
- The Secretary to the Government of the Federation.
- All Honourable Ministers/Ministers of State,
- Chief Registrar, Supreme Court of Nigeria,
- All Permanent Secretaries,
- Service Chiefs/Inspector General of Police,
- Governor, Central Bank of Nigeria.
- Chairman, Federal Civil Service Commission,
- Chairman, Police Service Commission.
- Chairman, Code of Conduct Bureau.
- Chairman, Code of Conduct Tribunal.
- Chairman, Federal Character Commission.
- Chairman, Revenue Mobilization, Allocation and Fiscal Commission.
- Chairman, Federal Inland Revenue Services.
- Chairman, National Population Commission.

Chairman, Independent Corrupt Practices and other Related Offences Commission.

Chairman, National Drug Law Enforcement Agency.

Clerk of the National Assembly.

Secretary, National Judiciary Council.

Accountant General of the Federation.

Auditor General for the Federation.

Director General of the Federation.

Directors-General & Chief Executives of Parastatals/Agencies.

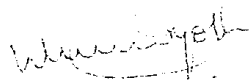
Heads of Extra-Ministerial Departments

**RE: RESTRICTION ON FOREIGN TRAININGS AND INTERNATIONAL TRAVELS BY PUBLIC SERVANTS**

It has been observed that officials of Ministries, Departments and Agencies (MDA), including Parastatals embark on international travels in disregard to Circular Ref. No. HCSF/CSO/HRM/POL.1402/1 of 22<sup>nd</sup> January, 2015.

2. Consequently, MDAs are to ensure that all international trips, which must be essential and strategic to their mandates, embarked upon by their officials are approved by the Head of the Civil Service of the Federation. For avoidance of doubt, it is necessary to reiterate that the provision of this Circular is extant and compliance is mandatory.

3. Please note that the content of this Circular applies to Public Servants only as the guideline for official trips for Political Office Holders as contained in the Circular Ref. No. SGF.6/S.2 X.542 of 31<sup>st</sup> March, 2016.



Mrs. Winifred E. Oyo-Ita, FR  
Head of the Civil Service of the Federation