



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


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**CIRCULAR**

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22<sup>nd</sup> January, 2015

Chief of Staff to the President, C-in- C,  
Deputy Chief of Staff to the Vice President,  
Secretary to the Government of the Federation,  
All Honourable Ministers/Ministers of State,  
Chief Registrar, Supreme Court of Nigeria,  
Special Advisers/Senior Special Assistants,  
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 Service,  
Chairman, National Population Commission,  
Chairman, ICPC  
Chairman, National Drug Law Enforcement Agency,  
All Permanent Secretaries,

 Head of Service of the Federation

Accountant-General of the Federation,

Directors-General & Chief Executives of Parastatals/ Agencies

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

Following the recent development in the international oil market that as affected the revenue stream of Government, it has become necessary to introduce a number of cost-saving measures.

2. In this context, Government has embarked on a number of measures to help manage the situation, and one shall be an embargo on foreign trainings and international travels by public servants in all Ministries, Departments and Agencies, including all Parastatals. In furtherance of this objective therefore, the following guidelines/instructions shall apply:

- i) Proposals for participation or attendance of International Conferences, Seminars, Workshops, Study Tours, Trainings, Presentation of Papers, Negotiating/Signing of Memoranda of Understanding (MOU) abroad at Government expense, shall no longer be allowed except those that are fully funded by sponsoring/inviting Organisations;
- ii) No Ministry, Extra-Ministerial Office, Department, Agency or Parastatal shall send staff outside Nigeria for training at Government expense whether or not that Agency draws funds from the Federal Government Budget or meets its financial needs from revenue generated by itself;
- iii) Public Servants invited for Foreign Training/Study Tour, Conferences by any Organisation, Government or other Bilateral/Multilateral Organisation will be allowed provided that no travel cost, Estacode Supplementation or any other cost on Government is involved;
- iv) Local Training will continue and, where necessary, foreign experts may be invited to conduct trainings for which there

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are no local experts; and Requests for International Travels in essential and strategic cases must be strictly justified with evidence of source of funding. For this purpose, such requests are to be directed to a Committee made up of officials from the Office of the Secretary to the Government of the Federation, Office of the Head of the Civil Service of the Federation and the Budget Office of the Federation, for review and recommendation to the Head of the Civil Service of the Federation for approval. However, for political office holders, the Secretary to the Government of the Federation shall approve; while for Ministers, His Excellency Mr. President will approve.

3. Where International Travel is approved to take place at the expense of Government, such travel must not be done higher than Business Class.

4. This Circular is effective from 1<sup>st</sup> January, 2015 and supersedes previous ones on the subject matter. Please bring the content of this Circular to the attention of all staff and ensure compliance.



**Danladi I. Kifasi, CFR, mni**  
Head of the Civil Service of the Federation

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