

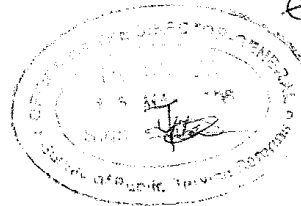
CIRCULAR

REF: NO/ HCSF/CSO/HRM/POL.14/1430

Office of the Head of the Civil Service
of the Federation
Career Management Office
The Presidency
Federal Secretariat, Phase II
Shehu Shagari Way
Abuja

10th May, 2016

All Permanent Secretaries,
Auditor-General of the Federation,
Accountant-General of the Federation,
Directors-General & Chief Executive Officers
of Extra-Ministerial Departments,



OC/REG
CAO/HR
D/CS
Passes
16/5/16
pls fil
and return
AS

**BOND AGREEMENT BETWEEN THE FEDERAL GOVERNMENT
OF NIGERIA AND OFFICERS ON IN-SERVICE TRAINING
AND STUDY LEAVE PROGRAMMES**

This is to bring to your attention, the existence of the extant **Circular No. CAO/ HCSF/CSO/HRM/POL.14/1430 dated 2nd December, 2014** on the above subject and to reiterate the need for effective enforcement and strict compliance with the Bonding System in your Ministries, Departments and Agencies (MDAs).

2. As part of Federal Government's measures to regulate, guide and secure its investment in Human Capital Development of its employees, the Bonding System was introduced for serving officers who go on approved In-service Training and Study Leave Programmes. For avoidance of doubt, all Civil Servants on In-service Training and Study Leave Programmes lasting six months and above are to be bonded to serve the Government of Nigeria for two years. A copy of the Bond Agreement Form is attached herewith for guidance. The purpose is to forestall the unwholesome situation


23/5/16
CAO
File
23/5/16

where trained beneficiaries abscond from Service at the completion of their courses thereby rendering waste the public funds expended on the training.

3. It has however, been observed that most MDAs have abandoned their key role in effective training procedures by failing to ensure that training beneficiaries comply with the Bonding System.

4. Consequently, all Accounting Officers of MDAs are hereby reminded of their responsibilities to ensure effective enforcement and strict compliance with the Bonding System for all officers who go on approved In-Service Training and Study Leave Programmes.

5. MDAs are to ensure compliance and bring the contents of this circular to the notice of all staff.



Innocent K. Ogbonnaya
Permanent Secretary

for: Head of the Civil Service of the Federation

TERMS ON TRAINING PROGRAMME

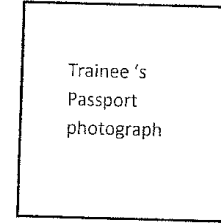
This Bond Agreement is made on day of, 20.....

Between.....
Name of MDA

For and on behalf of Government of Federal Republic of Nigeria (hereinafter called the Sponsor) on the one part and

.....
Name of Trainee

.....
Rank



HEREIN called "Trainee" on the other part. Whereas the Trainee has been nominated by Government to be trained, he/she is under the Bond, Terms and Conditions as stated herein:

1. To adhere to Code of Ethics in all material respect as contained in the Public Service Rule and Financial Regulations;
2. The Trainee/Employee has secured admission for a/an:.....
(Degree/Qualification)

In
.....
(Name and Address of Institution)

From to

3. To proceed to the Training venue on the date specified by the appropriate authorities and to commence the Training Programme for which the nomination, selection or award was made and to continue with such Training Programme unless otherwise prevented by reasons acceptable to the appropriate authorities;
4. To satisfy the appropriate authorities, at pain of disciplinary action, as to attendance, conduct and progress report from the Institution at which he/she is undertaking the Training Programme;

programmes be under the charge, control and direction of the accredited representative of the Federal Government;

6. Any errors or mistakes made by the Ministry/Departments or discovered by the Ministry/Department as a result of misinformation or misdirection on the part of the Officer or misinterpretation on the part of the Ministry/Department shall be resolved in favour of the Ministry/Department;
7. On its part, the Government as represented by the appropriate Ministry/Department, shall endeavour to meet its obligations to the Trainee as and when due;
8. All Civil Servants sponsored by Government on Training Programmes lasting six (6) months and above shall be bonded to serve the Government of Nigeria for two (2) years;
9. Where the Bonded Officer has served the Government for less than stipulated period, he or his guarantor shall be required to refund the amount expended on his training as determined by the appropriate authorities. However, his obligation ceases to exist in the event of his/her death, boarded or dismissed from service;
10. Where the bonded officer fails to resume duty with the sponsoring establishment at the end of his/her training programme, he or his guarantor shall be required to refund to Government the full amount expended on his/her training as determined by the appropriate authorities.

I:.....
hereby declare that I have read the foregoing terms and conditions for being sponsored
by Government on the said programme and agreed that in the event of any breach, I
shall be liable to appropriate sanctions as stipulated therein.

.....
Signed, Sealed and Delivered

Name in full:.....

Rank:.....

Salary Grade Level:.....

Department/Ministry:.....

Title of Course:.....

Trainee's
Passport
photograph

GUARANTOR'S FORM

Guarantor's
passport
photograph

Name:.....

Address:.....
.....
.....

Date:..... 20.....

The Honourable Minister/Chief Executive
.....
.....

