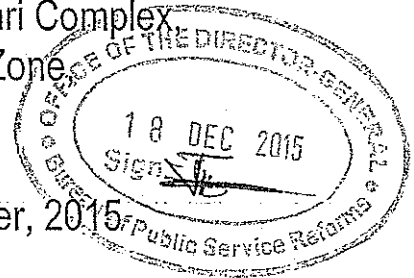


CIRCULAR

Ref. No. SGF.12/S.11/C.4/1/170

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



15th December, 2015

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,
Special Advisers/Senior Special Assistants,
Permanent Secretaries,
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,

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.

THE NEED FOR ADHERENCE TO GUIDELINES ON THE REFORM AND RESTRUCTURING OF MINISTRIES, DEPARTMENTS AND AGENCIES

I write to invite the attention of all Ministries, Departments and Agencies (MDAs) to the extant Guidelines for the Reform and Restructuring of Ministries, Departments and Agencies (MDAs) which provide the framework for the implementation of Reform Programmes in all MDAs so as to have a seamless reform process and avoid possible functional overlaps among the MDAs.

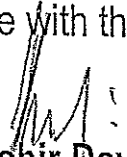
2. Pursuant to the foregoing, it is relevant to indicate that a most effective and strategic approach to successful implementation of reform programme is to allow each Ministry, Department or Agency, rather than external Consultants, to initiate its reform programme, based on its core mandate. Furthermore, the governance framework and the process for supervising the

reform and restructuring of MDAs is to be led by a Reform Committee structure under the technical guidance of the Bureau of Public Service Reforms, while the Federal Executive retains the ultimate responsibility for approval.

3. Accordingly, any Ministry that is desirous to undertake a reform or restructuring is required to constitute a **Ministerial Reform Committee** to be headed by the Permanent Secretary with the Director of Reform Coordination of the Ministry as Secretary. The Committee should also have representatives of the Office of the Secretary to the Government of the Federation (OSGF), Office of the Head of the Civil Service of the Federation (OHCSF) and the Bureau of Public Service Reforms (BPSR) as members. In particular, the Bureau of Public Service Reforms is at all times available to provide the required technical support to the Committee, and all reforming MDAs are advised to liaise effectively and regularly with the Bureau in all the stages of the reform process. In this regard, the relevant documents which guide reform processes; namely, the **Guiding Principles for Merging and Restructuring of MDAs** and the **Generic Guidelines for the Reform of MDAs in the Federal Civil Service** are available for collection from the BPSR.

4. For the avoidance of doubt, I wish to emphasize that the report of the Ministerial Reform Committee will require the approval of the Federal Executive Council before implementation.

5. Kindly ensure strict compliance with the content of this Circular.


Engr. Babachir David Lawal
Secretary to the Government of the Federation