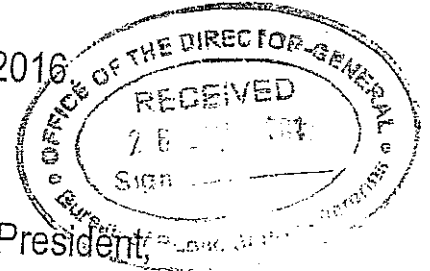


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Office of the Secretary to the
Government of the Federation,
Shehu Shagari Complex,
Three Arms Zone,
Abuja.

26th July, 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,

CCS.
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17/8/16

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.

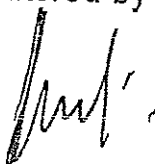
RESTRICTIONS ON SOME OVERHEAD EXPENDITURE ITEMS

As part of the Federal Government's comprehensive strategy to ensure greater prudence in the management of finances and resources to ensure cost effectiveness and eliminate wasteful expenditures in the face of the ensuing economic and fiscal challenges, Mr. President has approved the following measures for Service-wide applications with effect from the fiscal year 2016:

- (a) prohibiting the printing of all forms of souvenirs, including, but not limited to T-shirts, face caps, flags, handkerchiefs, scarves, fabrics as well as wall and table calendars for all events and activities;
- (b) prohibiting the production of bags for workshops, seminars, conferences and courses;
- (c) restricting the printing of invitation cards, programmes of events, event brochures, note pads and event folders, except when the printing:

- (i) is in black and white only, and not in colour;
 - (ii) is not more than one (1) page for programmes of events; and
 - (iii) only contains such information that is/are relevant;
- (d) restricting the printing and publication of books and other publications to only those that are absolutely essential and which encourages Federal Ministries, Departments and Agencies (MDAs) to sell such publications to offset the production costs. It is also advised that wherever possible, such publications or documents should be uploaded on the MDAs' websites to achieve the required or desired access by the target readers. However, where it is considered that such publications are absolutely essential but have only limited or no market value, MDAs should only print not more than a specified maximum number of copies of such books and materials in order to save costs.

2. The implementation of the provisions of these fiscal measures by all Ministries, Departments, Agencies and Government-owned Companies takes immediate effect. Mr. President has also directed that the implementation of the measures is to be closely monitored by this Office and the Federal Ministry of Finance.



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