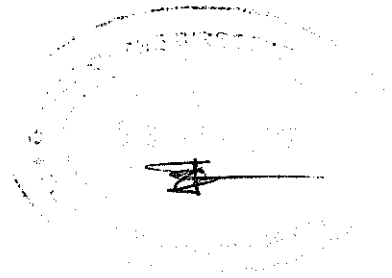


**CIRCULAR**



**Ref. No. SGF.6/S.2/XI/774**

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

27<sup>th</sup> September, 2017.

Chief of Staff to the President,  
Deputy Chief of Staff to the 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,  
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,

**ADDITIONAL COST CONTROL MEASURES TO GUIDE FOREIGN TRIPS  
BY MINISTERS AND SENIOR GOVERNMENT OFFICIALS**

Arising from the Federal Executive Council (FEC) Meeting of 13<sup>th</sup> September, 2017, the Federal Government noted the need to continue to increase revenues and streamline operating costs. It was further observed

that a critical area requiring cost control is that of international travel by Honourable Ministers and other Senior Government Officials.

2. In the light of the above, and as part of cost saving measures introduced to reduce the cost of governance, the Federal Government has decided on additional measures to guide the request for approval to undertake foreign trips by Honourable Ministers and other Senior Government Officials. Consequently, the following requirements must be provided before approval can be obtained for such trips:

- i. List of all "Scheduled Travel" as appropriated for in the 2017 budget and proposed in the budget for subsequent years;
- ii. Cost implications for all such trips;
- iii. Number of days and size of delegation; and
- iv. Source of funding to cover such travels and participation.

3. Accordingly, all future foreign travel requests must henceforth comply with the pre-approved list of "Scheduled Travel" and other requirements listed above. Any exception to the contrary must be explicitly stated.

4. In this regard, such requests must conform with Circular No. **SGF.6/S.2/X/542** of 31<sup>st</sup> March, 2016 on **Guidelines for Official Trips by Chairmen of Federal Government Committees, Boards of Parastatals, Agencies, Statutory Corporations and Government-Owned Companies** which specifies, among other conditions, that such travels MUST be

approved by the Secretary to the Government of the Federation (SGF). In the same vein, Heads of Extra-Ministerial Departments, Directors General, Chief Executive Officers and Heads of Parastatals and Government-owned Agencies, should attach letters of consent from their respective supervising Ministers before seeking the approval of the SGF to embark on foreign trips.

5. Please take due note and ensure necessary compliance with this Circular.



**Dr. (Mrs.) Habiba M. Lawal**  
Acting Secretary to the Government of the Federation