

# CIRCULAR

HCSF/OHCSF/SWO/073/T/47

Office of the Head of the Civil Service  
of the Federation,  
Federal Secretariat, Phase II,  
Shehu Shagari Way,  
Abuja.

4<sup>th</sup> April, 2018

All Honourable Ministers/Ministers of State,  
The Secretary to the Government of the Federation,  
Chairman, Federal Civil Service Commission,  
Chairman, Federal Character Commission,  
All Permanent Secretaries and Heads of Extra-Ministerial Departments,  
Auditor-General for the Federation,  
Accountant-General of the Federation,

## IMPLEMENTATION OF AN EXIT MANAGEMENT PROGRAMME FOR FEDERAL CIVIL SERVANTS

As part of the ongoing reforms in the Federal Civil Service, the Federal Executive Council in July 2017 approved the 2017-2020 Federal Civil Service Strategy and Implementation Plan (FCSSIP), to reposition the Service. Following the approval of the FCSSIP, the Head of the Civil Service of the Federation thereafter approved the re-establishment of the Service Welfare Office with the following mandate:

- i. To promote safe & convenient work environment, well-being and provide basic support for Civil Servants.
  - ii. To provide relevant Pension Information to retired Civil Servants and encourage the continued utilization of their expertise in the Federal Civil Service.
2. To this end, the Office of the Head of the Civil Service of the Federation, **has developed a Scheme that would take care of the well-being of Civil Servants, beginning from entry into the Service, to exit and**

beyond. A crucial stage in the career of Civil Servants is the preparation for exiting the Service. This stage would require adequate support to ensure easy transition into retirement. In this regard, an **Exit Management Programme**, anchored on training of prospective retirees in various agricultural business, entrepreneurship skills, health & well-being, financial literacy and management skills has been designed for the Federal Civil Servants. The goals of the Exit Management Programme are:

- i. to retire Civil Servants with full grace and respect upon reaching retirement age;
- ii. to provide the opportunity for a smooth transition into retirement for Federal Civil Servants; and
- iii. to provide second career choices after retirement for Federal Civil Servants.

3. To ensure effective delivery of the Programme, Officers have been categorized as follows:

- Group A: Permanent Secretaries & Directors
- Group B: Assistant Directors & Deputy Directors
- Group C: Officers on GL. 12 – 14
- Group D: Officers on GL.04 – 10

4. The Pilot Phase of the Exit Management Programme is expected to commence in **April, 2018** with prospective retirees in Group B, i.e. Officers on GL.15 & 16 who would retire from the Service between now and December, 2019. In view of this, I wish to request that you forward the names of affected officers in your Office for enlistment into the Pilot Phase. Details of the officers should be forwarded using the attached template to the **Permanent Secretary, Service Welfare Office, Office of the Head of the Civil Service of the Federation, on or before Tuesday, 10<sup>th</sup> April, 2018.**

5. You are to please note that MDAs would be responsible for the payment of relevant allowances to Officers attending the Exit Management Programmes, in line with the extant rules. The OHCSF would however take the responsibility for the payment of training fees.



**Mrs. Didi Watson-Jack, mni**  
Permanent Secretary, Service Welfare Office  
For: Head of the Civil Service of the Federation

**OFFICE OF THE HEAD OF THE CIVIL SERVICE OF THE FEDERATION  
SERVICE WELFARE OFFICE**

**MDA:.....**

**FEDERAL CIVIL SERVICE EXIT MANAGEMENT PROGRAMME**

S/NO	NAME OF OFFICER	RANK & GL	DOB	DOFA	DOPA	EXPECTED DATE OF RETIREMENT	SETTLEMENT LOCATION AFTER RETIREMENT

**Note:**  
DOB                      Date of Birth  
DOFA                     Date of First Appointment  
DOPA                     Date of Present Appointment