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Ref: No.SGF.12/S.II/C.12/30

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

11<sup>th</sup> May, 2017



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,

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.

**REQUEST FOR INFORMATION ON RECRUITMENT BY FEDERAL  
GOVERNMENT MINISTRIES, DEPARTMENTS AND AGENCIES IN 2016**

It has been brought to the attention of Mr. President that some Government Ministries, Departments and Agencies recruited staff in 2016 without obtaining the required approvals and/or adhering to established procedures as prescribed in their respective enabling laws.

2. Accordingly, Mr. President has directed the Office of the Secretary to the Government of the Federation (OSGF) to:

- a) Identify the Agencies that have recruited in 2016;
- b) Review the documentation relating to the recruitments to confirm if proper due process and approval procedures have been followed; and
- c) For agencies that have not complied with due process or do not have the necessary approvals, submit recommendation of the most appropriate

sanctions to the responsible individuals for Mr. President's kind consideration.

3. Pursuant to the foregoing directive of the President, you are requested to inform all the Agencies under your supervision to forward the list of Officers/Staff they recruited in 2016, including the relevant supporting documents on the recruitment exercise to the Office of the Secretary to the Government of the Federation on or before **27<sup>th</sup> May, 2017**.
4. All Ministries, Departments and Agencies are to comply with this Circular and adhere to the deadline for the submission of the information required. Permanent Secretaries are particularly advised to inform the Agencies under their supervision for timely compliance.
5. Please bring the contents of this circular to the attention of all concerned for their information and compliance.



**Dr. (Mrs.) Habiba M. Lawal**  
Permanent Secretary (Ecological Funds Office)  
for: Secretary to the Government of the Federation