

**CIRCULAR**

**Ref. No: BPSR/SGF/SAT/01/V.1**

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

**18<sup>th</sup> November, 2019.**

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,  
National Security Adviser,  
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, Federal Inland Revenue Service,  
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.

**IMPLEMENTATION OF THE BPSR SELF-ASSESSMENT TOOL (SAT) IN  
FEDERAL PARASTATALS, AGENCIES AND COMMISSIONS (PACs)**

As part of efforts to ensure effective and quality service delivery across Federal Government Parastatals, Agencies and Commissions (PACs), the Federal Government in 2011 established the Presidential Committee on the Restructuring and Rationalization of all its PACs. Part of the recommendations, which were accepted by Government include:

- i. Improving Board Governance;
  - ii. Transferring Functions;
  - iii. Auditing Management Staff; and
  - iv. Merging or abolishing Parastatals.
2. Based on the White Paper report of the Committee, the Bureau of Public Service Reform (BPSR) had in 2015 produced a practical Guide on **"How to Manage and Reform Agencies and Parastatals"** for the purpose of improving management and governance practice in their respective Organizations. The Guide was complemented by the development of an automated **"Self-Assessment Tool (SAT)"** available on its Website: [www.bpsr.gov.ng/assessment](http://www.bpsr.gov.ng/assessment).
3. The self-assessment tool has been successfully test-run in some Parastatals, Agencies and Commissions and has been found to be very educative and useful as a mechanism to check and improve the performance of their Organisation.
4. Accordingly, the Bureau of Public Service Reform (BPSR) has been mandated to facilitate the implementation of the Self-Assessment Tool (SAT) in all the Federal MDAs. The BPSR has also been mandated to submit detail report on the implementation of the tool at the end of the exercise.
5. All MDAs are therefore enjoined to comply with the contents of this Circular. Permanent Secretaries/Heads of Extra-Ministerial Departments are particularly advised to ensure timely compliance by the Agencies under their supervision.
6. Please bring the contents of this Circular to the attention of all concerned for their information and compliance.



**Boss Mustapha**

Secretary to the Government of the Federation.