

CIRCULAR

Ref. No. SGF/OP/1fS,3/XI

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

6th August, 2020

Chief of Staff to the President,

Deputy Chief of Staff to the President, Office of the Vice-President,

Ministerial Secretaries/Ministers of State,

Head of the Civil Service of the Federation,

Clerk of the National Assembly,

Chief Registrar of the Supreme Court of Nigeria,

Permanent Secretaries,

National Security Adviser,

Special Advisers/Senior Special Assistants,

Chief of Defence Staff/Service Chiefs/Inspector-General of Police,

Governor, Central Bank of Nigeria,

Chairman, Federal Civil Service Commission,

Chairman, Police Service Commission

Chairman, Code of Conduct Bureau,

Chairman, Code of Conduct Tribunal,

Chairman, Revenue Mobilization, Allocation and Fiscal Commission,

Chairman, Federal Inland Revenue Service

Chairman, Independent National Electoral Commission,

Chairman, National Population Commission,

Chairman Independent Corrupt Practices & Other Related Offences Commission,

Chairman, Economic & Finance Crimes Commission,

Chairman, National Drug Law Enforcement Agency,

Chairman, National Salaries, Incomes & Wages Commission,

Chairman, National Assembly Services Commission,
Accountant-General of the Federation,
Auditor-General for the Federation
Directors-General/Executive Secretaries/Managing Directors.

CHANNELS OF COMMUNICATION IN THE PUBLIC SERVICE

It has become necessary to invite the attention of Ministries, Departments and Agencies of Government to the established Protocols and Public Service Rules defining channels of communication, especially with Office of the President.

2. For the purpose of smooth governance, coordination of systems and processes, thorough evaluation of issues, building institutional memory, service discipline and facilitation of informed decisions, this circular reiterates that channels of communication in

the Public Service shall be strictly observed when seeking approvals and/or informing a higher authority about any particular issue (s).

3. Departments and Agencies are reminded to channel such communication

through

their Supervising Ministries and/or Coordinating Offices for further necessary action.

4. For the avoidance of doubt, Ministers, Heads of Extra-Ministerial Departments, and other categories of Public Officers are reminded of the pronouncements by the President at the Presidential Retreat for Ministers-Designate and Swearing-in of the Cabinet in August 2019, viz:

"...in terms of coordinating communications, all submissions for my attention and meeting requests be channeled through the Chief of Staff while all Federal Executive Council matters be coordinated through the Secretary to the Government of the Federation in order to speed up the process of decision-making"

5. All Ministries, Extra-Ministerial Departments and Agencies are by this Circular requested to strictly adhere to the extant practice as well as provisions of circulars and rules of the Public Service on channels of communication.

6. Particularly, this circular is to be read in conjunction with extant Circulars Nos: Ref. SGF/OP/I/S.31T.1/142 - 2nd August, 1999, Ref. No. SGF.IOP/1/S.31T • 23rd November, 2017, Ref. No.SGF.50/S.IIIC.2/268 - 4th December, 2017 and Ref No: SGF/OP/I.S.31T/163 -19th May, 2020.

7. The content of this circular should be brought to the attention of all concerned.


Boss Mustapha
Secretary to the Government of the Federation