



# Office of the Head of Service of the Federation

## THE PRESIDENCY

Federal Secretariat, Phase II, Shehu Shagari Way, Maitama, Abuja. P.M.B. 248, Tel: 09-2348284

### CIRCULAR

**HCSF/3065/Vol.1/47**

**22<sup>nd</sup> December, 2020**

Chief of Staff to the President, C-in-C  
Deputy Chief of Staff to the President, Office of the Vice President,  
Honourable Ministers/Ministers of State,  
Secretary to the Government 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 Advisers,  
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, Federal Character Commission,  
Chairman, Revenue Mobilization, Allocation & Fiscal Commission,  
Chairman, Federal Inland Revenue Services,  
Chairman, Independent National Electoral Commission,  
Chairman, National Population Commission,  
Chairman, Independent Corrupt Practices and Other Related Offences Commission,  
Chairman, Economic and Financial Crimes Commission,  
Chairman, National Drug Law Enforcement Agency,  
Chairman, National Salaries, Incomes & Wages Commission,  
Chairman, National Assembly Service Commission,  
Secretary, National Judicial Council,  
Accountant-General of the Federation  
Auditor-General for the Federation,  
Surveyor-General of the Federation,  
Director-General/CEO/Executive Secretaries/Managing Director



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22<sup>nd</sup> December, 2020

**RE: SECOND WAVE OF COVID-19:**  
**STAY-AT-HOME DIRECTIVE TO GL 12 OFFICERS AND BELOW**

Following Mr. President's approval of recommendations of the Presidential Task Force (PTF) on COVID-19 in the light of the second wave of infections in Nigeria, officers on Grade Level 12 and below are hereby directed to stay at home for a period of 5 weeks, effective Wednesday 23<sup>rd</sup> December, 2020, and await further directive.

2. This has become necessary to streamline the number of officers that come to work daily. Notwithstanding, the affected officers are expected to perform their duties from home. Meanwhile, in reporting to their offices for duty, officers on GL 13 and above are to adhere to other preventive measures including the maintenance of physical distancing, regular washing and/or sanitising of hands, wearing of face masks and reducing the number of visitors.

3. Furthermore, in line with the prescription of the PTF, virtual meetings are to be encouraged in offices with a view to minimizing physical contact. In addition, Permanent Secretaries and Chief Executive Officers are expected to sustain the provision and use of necessary amenities in compliance with the existing guidelines on prevention of the spread of the pandemic.

4. Security operatives manning the gates to offices should be directed to demand for the identity card of staff coming to the office to ensure that they are on GL 13 and above before granting them access to the premises.

5. Permanent Secretaries and Chief Executive Officers are enjoined to bring the contents of this circular to the attention of all concerned and ensure compliance.

  
**Dr. Folasade Yemi-Esan**

Head of the Civil Service of the Federation