

CIRCULAR

Ref. No. SGF/OP/1/S.3/T

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

26<sup>th</sup> February, 2018

Chief of Staff to the President;  
Deputy Chief Staff to the President;  
All Honourable Ministers;  
Head of Civil Service of the Federation;  
Special Advisers; Senior Special Assistants;  
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, Federal Character Commission;  
Chairman, Independent National Electoral Commission;  
Chairman, National Population Commission;  
Chairman, Revenue Mobilization, Allocation and Fiscal Commission;  
Chairman, Independent Corrupt Practices and other Related Offences  
Commission;  
Chairman, Economic and Financial Crime Commission;  
Commission;  
Chairman, National Drugs Law Enforcement Agency;  
Chief Registrar, Supreme Court of Nigeria;  
Auditor-General of the Federation  
All Permanent Secretaries;  
Clerk of the National Assembly;  
Secretary, National Judiciary Council;  
Accountant-General of the Federation;  
Director-General/Chief Executives of Parastatals, Agencies and  
Government Owned Companies.

## INAUGURATION OF BOARDS OF FEDERAL GOVERNMENT

### PARASTATALS

Following the approval of Mr. President, the Federal Government published the Membership of Boards of Parastatals under various Ministries, Departments and Agencies. The Office of Secretary to the Government of the Federation also went further to streamline the constitution of these Boards in accordance with the statutes and has conveyed the lists of Chairmen and Members to various Ministers.

2. Accordingly, Mr. President has directed that Ministers should proceed to inaugurate various Boards of Parastatals under their supervision on or before **Friday, 9<sup>th</sup> March, 2018.**

3. All the Ministers must ensure that proper documentation exercises are undertaken before the inauguration. The updated Curriculum Vitae (in soft, hard copy) and means of identification should be forwarded to this office for record purposes.

4. Where the law provides Institutional Representatives should be Civil Servants not below the rank of Director in relevant MDAs, for effective reporting.

5. **Returns on inauguration exercises must reach this office not later than Friday, 16<sup>th</sup> March, 2018.**

6. Please ensure strict compliance.

**Boss Mustapha**  
**Secretary to the Government of the Federation**