REF: NO SCF/OP/I/S.3/XII/1023

Office of the secretary to the

Government of the Federation, The Presidency, snenu Shagari complex, Three Arms zone, Abuja.

gth August, 2017

Chief of staff to the President,

Deputy Chief of staff to the Vice President,

Principal secretary to the President,

All Honourable Ministers/Ministers of state,

Head of the Civil service of the Federation.

National security Adviser,

Economic Adviser to the President,

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, Federal Character commission,

Chairman, Revenue Mobilization, Allocation and Fiscal commission,

Chairman, Federal Inland Revenue service,

Chairman, Independent National Electoral commission,

Chairman, National Population commission,

Chairman, National Salaries, Incomes and wages Commission,

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,

All Permanent secretaries and Heads of Extra-Ministerial Departments,

Clerk of the National Assembly,

Chief Registrar, supreme court of Nigeria,

secretary, National Judicial council,

Accountant-General of the Federation,

Auditor-General for the Federation,

surveyor-General of the Federation,

Directors-General and Chief Executives of Parastatals, Agencies and Government-owned companies.

UTILISATION OF MEETINC FACILITIES IN COVERNMENT BUILDINGS FOR CONFERENCES, SEMINARS, WORKSHOPS, ETC

In line with the Federal Government's determination to achieve a more judicious use of its learning and training facilities, in particular the objective of thrifty overhead expenditure by eliminating wastage and leakages in spending, it has become imperative to control costs incurred by Ministries, Departments and Agencies (MDAsl on conferences, seminars, workshops, Training and other similar events. In this first instance, the control of costs will be through the reduction of expenditure on Rent associated with Meetings.

2. Having established that there are Meeting Facilities of various sizes in Government Offices across the country, all MDAs are hereby directed to use only these facilities for their meetings. Exceptions to this directive can only be granted by a Public Officer not below the

rank of Permanent secretary. BY complying with this directive, MDAs will be contributing to the cost reduction drive of Government and better utilisation of Government properties.

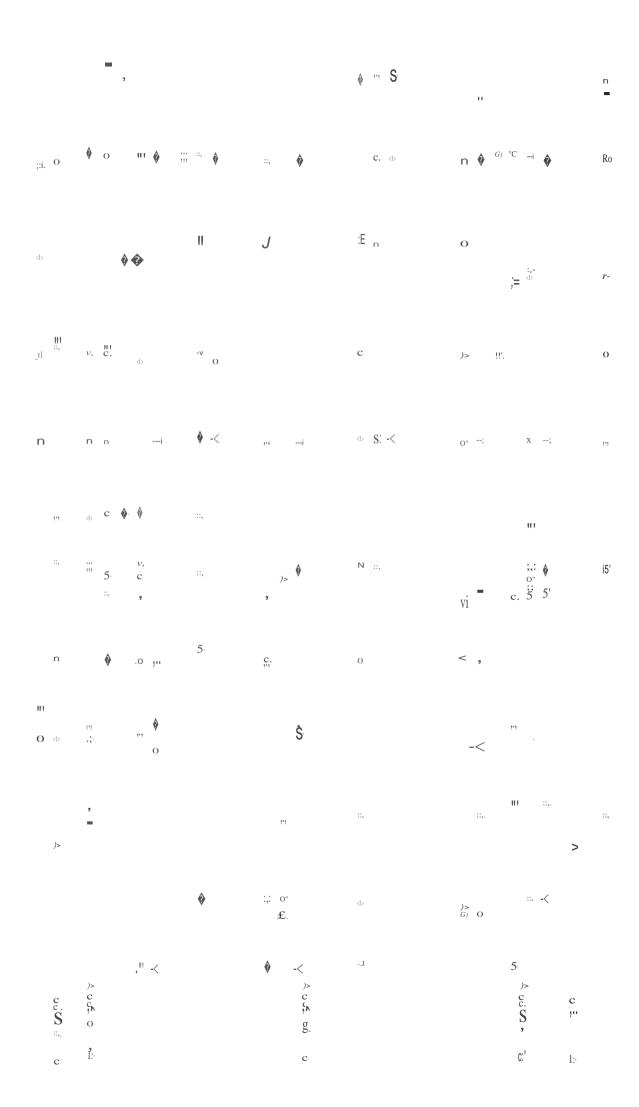
- 3. As at the date of this Circular, one Hundred and Nineteen !119I Meeting Facilities of various sizes, all in good condition have been identified by the Efficiency Unit of the Federal Ministry of Finance in Abuja, Lagos, Kano, Enugu, vota, New Bussa and Yenagoa. The details of each of these Meeting Facilities in terms of location, capacity, amenities and contact persons are attached to this Circular. As more Meeting Facilities will be added to the list from time to time, MDAs are enjoined to access the List on the websites of the Federal Ministry of Finance !www.finance.gov.ng/l.
- 4. The implementation of this Circular is with immediate effect.

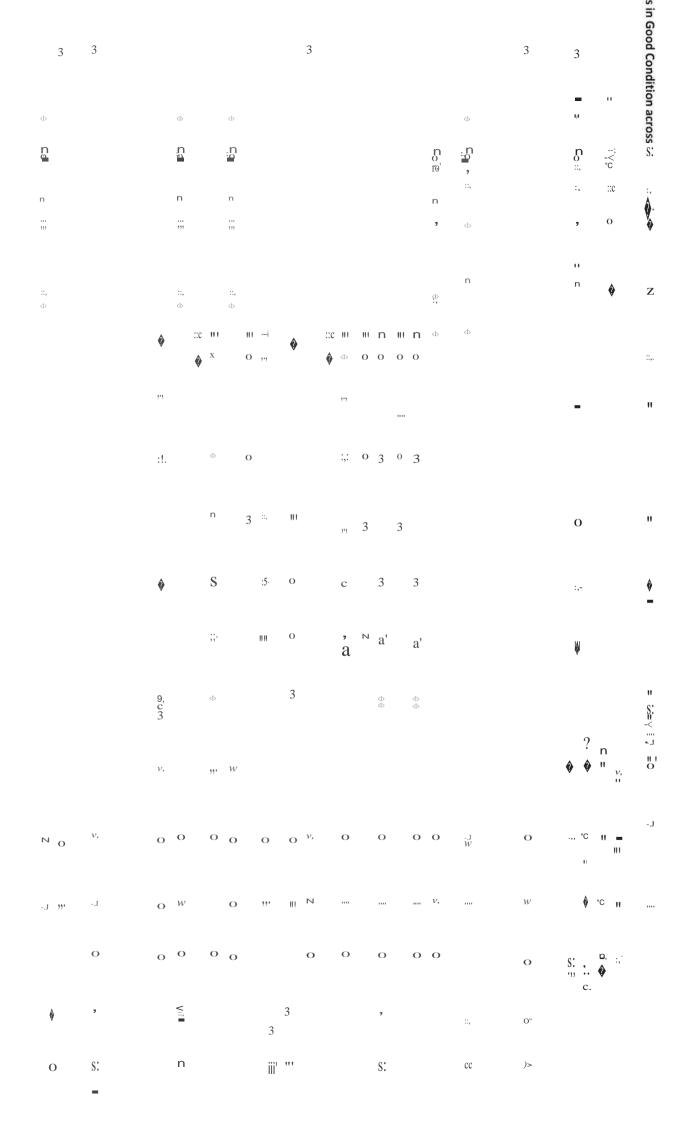
Acting secretary to the Government of the Federation

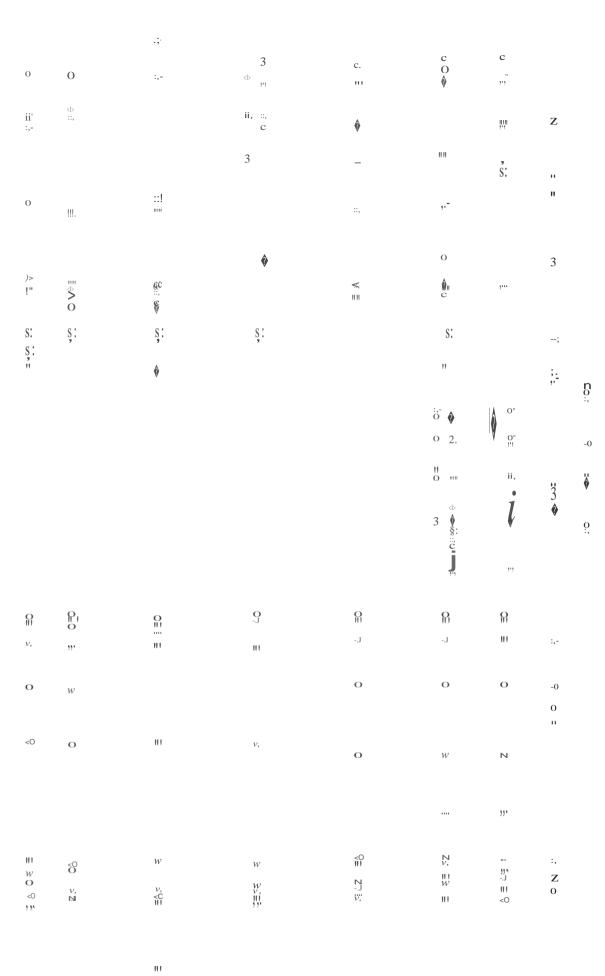
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