



**OFFICE OF THE HEAD OF THE CIVIL SERVICE OF THE FEDERATION  
THE PRESIDENCY**

Federal Secretariat, Phase II, Shehu Shagari Way, Central Business District, P.M.B. 248, Garki Abuja.

SD. 25098/1

31<sup>st</sup> July 2019

**CIRCULAR**

**All Permanent Secretaries  
Heads Extra Ministerial Departments**

**RE: CALL FOR NOMINATION OF OFFICERS FOR THE STRUCTURED MANDATORY ASSESSMENT  
BASED TRAINING PROGRAMME (SMAT-P)**

I am directed to refer to our earlier letter Ref. SD 25098/1/26 dated 5<sup>th</sup> December, 2018 calling for nomination of officers for the first phase of the Structured Mandatory Assessment Based Training Programme (SMAT-P) and inform you that the training has commenced at the Public Service Institute of Nigeria (PSIN).

2. In line with the provisions of the 2017-2020 Federal Civil Service Strategy and Implementation Plan (FGSSIP), there will be a full roll-out of the Structured Mandatory Assessment Based Training commencing immediately after the on-going Pilot phase. It is expected that all Federal Civil Servants will be trained within the plan period.

3. In view of the above, you are hereby requested to forward to this office the list of your officers on Grade Level 07 -17 in accordance with the template below:

SN	Name of officer	Grade Level	Date of first Appointment	Phone NO.

4. The purpose of this is to ensure that all Civil Servants in the Headquarters are batched accordingly and their training dates communicated.

5. The list of your officers in both hard and soft copies should reach the undersigned on or before **Monday, 12<sup>th</sup> August, 2019**. The list should also be forwarded to the following email addresses: [christianaenang@gmail.com](mailto:christianaenang@gmail.com), [peterbsu@yahoo.com](mailto:peterbsu@yahoo.com).

6. Please accept the warm regards of the Head of the Civil Service of the Federation.

  
Dr. Magdalene Ajani

Permanent Secretary, SPSO

for: Head of the Civil Service of the Federation