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will not normally be later than the date on which the latter, before taking  
over:

- (a) arrives the station;
- (b) ceases to hold substantively, or act in another post in same station; and the
- (c) ceases vacation leave in the same station, whichever applicable according to circumstances.

020707: - Ministries shall be required to notify the Federal Civil Service Commission when officers revert from acting appointment by completion of Form No. Gen. 15A which shall be forwarded not less than two weeks before cessation of the acting appointment.

020708: - (a) An acting Officer will not be regarded as relinquishing the duties and responsibilities of his acting appointment by proceeding on casual or special leave within the country, provided he spends such leave in Nigeria (or on a sea voyage between Nigeria ports) and provided it is not necessary during any such Leave to appoint another Officer to act in the duty post in question.

(b) Where the Head of a Department/Division/Unit/Branch is not available for a period spanning one month, as a result of annual leave or any other approved assignment, the most senior Officer in the Department or Organization shall be mandated to oversee the Office of the Head of Department.

#### SECTION 8: - PROMOTION

020801: - (a) Promotion to all posts in the Federal Civil Service other than those of Permanent Secretaries are vested in the Federal Civil Service Commission.

(b) Permanent Secretaries/Heads of Extra-Ministerial Offices are however, authorized to promote eligible candidates to posts in respect of which the powers of appointment have been delegated on SGL 06 or its equivalent and below, based on the recommendations of appropriate committee.

020802: - (a) Except where powers of appointment or promotion have been delegated, no promotion shall become effective until they (b) have been approved by the Federal Civil Service Commission.

All Officers who fall within the field of selection for any promotion exercise shall be considered except those who are under disciplinary action.

(c) The minimum number of years that an Officer must spend in a post before being considered eligible for promotion shall be as follows: -Notification of

FCSC

Effect of casual  
or Special  
Leave.

Promotion  
to all Posts  
Eligibility.

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Grade Level of Officer Number of Years in Post

06 and Below

07-14

15-17Minimum of 2 years

Minimum of 3 years

Minimum of 4 years

(d) Promotion shall be made strictly on the basis of competitive merit from amongst all eligible candidates.

(e)

(f)(i) In assessing the merit of Officers, a clear distinction shall be made between their records of performance or efficiency in lower grades and their potential for promotion, i.e. ability and competence to perform the duties and responsibilities of the higher post efficiently.

(ii) Seniority and previous records of performance will be taken into account in choosing between candidates with equal potential for promotion.

(ii) In all cases, however, a generally satisfactory record of conduct shall also be considered.

The responsibility for promotion of Officers into the following grades shall be:-

(i)GL.06 or its equivalent and belowby the Ministry Department & Agency;

(ii) GL.07 to SGL 14 or its equivalent - by the Ministry/Extra Ministerial Office or the relevant staff pool with the approval of the Head of the Civil Service of the Federation, subject to confirmation by the Federal Civil Service Commission/Board

(iii) GL.15-17- by the Federal Civil Service Commission on recommendation from Ministry/Extra-Ministerial Office or the relevant pool routed through the Office of the Head of the Civil Service of the Federation/ Board.

All promotion is subject to satisfying minimum requirements declared by Federal Civil Service Commission or Board in the case of parastatals and availability of vacancies.

(g) All Heads of MDAs shall submit their approved establishment for the year to the Office of the Head of the Civil Service of the Federation before enlisting the Officers for promotion examination to ensure that promotion falls in line with existing vacancies.

020803: Before each promotion exercise, the appropriate Office shall compile a list of all eligible candidates to be considered. The list shall be prepared on the basis of the job requirement or set of criteria establishedProcedure.

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for the post by the Office of the Head of the Civil Service of the Federation, e.g. qualification/experience, age, training, performance, etc., as contained in the Schemes of Service. Furthermore:

(a) There shall be structured and sustained training for career progression in the service including continuous professional training and development.

(b) Officers shall qualify for promotion to higher grade after acquiring

the skill and competence as provided in the Schemes of Service for the particular cadre.

020804: - The appropriate committee shall meet to interview and consider Officers holding junior appointments in the Ministry/Extra-Ministerial Office who may be recommended to the Federal Civil Service Commission which shall examine the suitability of Officers so recommended and offer them promotion to existing vacancies.

020805: - Permanent Secretaries/Heads of Extra-Ministerial Offices shall fill vacancies on posts on GL.06 and below on the recommendation of the Junior Staff Committee.

020806: - The effective date of all promotions shall be 1st January of the year for which the promotion exercise was conducted or as may be determined by the Federal Civil Service Commission.

020807: - Officers on approved leave of absence, secondment, approved study leave, special assignment shall sit for promotion interviews/examinations at designated centers nearest to them.

020808:- Newly recruited Officer who has spent six months and above shall be allowed to sit for compulsory examination for confirmation in the Service, pending completion of probationary period of two (2) years in the Service.

020809: - No contract Officer shall be considered for promotion. He could, however, be considered for an enhanced appointment during the re-negotiation of his contract.

020810: Promotion of both junior and senior Officers in Federal Government Parastatals/Agencies shall be deemed invalid without the representatives of the Human Resource Management of the supervising Ministries and OHCSF.

#### **ELIGIBILITY CRITERIA FOR THE POST OF PERMANENT**

**SECRETARIES**From Junior to

Senior Post.

From One

Junior Post to

Another

Effective Date.

Officers on

Leave of

Absence,

Secondment,

etc. to sit for

Promotion

Exam.

Compulsory

Confirmation

Promotion of a

Contract

Officer.

Promotion of

Junior and

Senior Officers

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020811:To be eligible to participate in the appointment process of

Permanent Secretaries in the Federal Civil Service, the candidate must: -

- a. be a Director on Grade Level (GL) 17 and in the main stream of the Federal Civil Service;
- b. have been verified on the IPPIS portal/ platform as having been confirmed as a staff of the Federal Government of Nigeria;
- c. be at least two (2) years on the post of Director;
- d. not be retiring on or before the 31st of December of the following year;
- e. provide proof of indigeneship of the State where vacancy exists;
- f. Indigeneship of a State must not be by marriage in case of a female Civil Servant; and
- g. not have a pending disciplinary action against him;

020812: - Selection shall be through competitive examination process including but not limited to written examination, test of ICT proficiency and oral interview.

020813: - Resource persons from the Civil/Public Service and Private institutions may be involved in the selection process.

Eligibility criteria for

the post of

Permanent

Secretaries

Selection

Process

Resource

Persons

#### SECTION 9: - LEAVING THE SERVICE

020901: If within his probationary period it is established to the satisfaction of the authority empowered to appoint an Officer that he is not qualified for efficient service, his appointment may be terminated by that authority at any time without any further compensation than free transport to the place from which he was engaged and such free transport will be granted only if his conduct has been good. Provided the termination is not due to misconduct on the Officer's part, it will be effected by means of a months' notice and, subject to the same proviso, if the Officer is eligible for vacation leave in respect of his service to date, such leave may be granted together with (if the Officer so desires) normal vacation leave, transport grant in lieu of the free transport mentioned above. Such leave, if any, shall be so arranged as to take place within the period of notice and, if possible, to expire on the same day as the notice. The position regarding the refund of the cost of any training given the Officer is governed by the bond relating to such training.

020902: If an Officer relinquishes his appointment within the period of his probationary service, he may be required to refund any expenditure by Government in transporting his family, servant and baggage to and from the place at which he was employed and he will Termination of Appointment

during

Probationary

Period

Relinquishment

of Appointment

During

Probation

Period.

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not be eligible for any facilities from Government towards transport from the station at which he was serving. The position regarding the refund of the cost of any training given the Officer is governed by the bond relating to such training.

020903:- The appointment of an Officer on probation who fails to secure Termination confirmation in the pensionable establishment at the expiration of his probationary period, including such extension thereof as prescribed under Rule 020301, may be terminated in the manner specified in Rule 020901.

020904: - (a) An Officer who resigns will be liable to:

- (i) forfeit all claims to vacation leave and any vacation leave or passage privileges granted will be ex-gratia;
- (ii) refund to the Government in full any sum of money which he may be owing to Government or which, under the provisions of other rules or agreements entered into with Government, is refundable to Government for not discharging the obligations set out in such agreement; provided that any or all of such refunds may be waived at the discretion of the Government.

020905: - An Officer who leaves the Service other than by resignation or dismissal will be eligible for proportionate leave in accordance with Rule 120212. If he has enjoyed more leave during the leave year than he is eligible to receive under that rule, he will be required to refund salary at the rate at which it was paid for the number of working days' leave enjoyed in excess of what he was eligible to receive, the days in respect of which salary is refunded being treated as leave without pay for pension purposes. This provision will be waived in the case of an officer who dies in the service. Resignation

Leaving the  
Service During  
a Leave Year

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Federal Government Public Service Rules

020906: - (i) Officers who fail promotion examinations after three consecutive attempts or who absent themselves from an examination on grounds considered not acceptable shall be deemed to have exited from the service after the failed third attempt or when he refused to write the examination the third time. To be acceptable, absence on the ground of ill-health shall be supported by a medical report from recognized Healthcare Provider. Other reasons shall be based on the evaluation of the FCSC.

(ii) Officers that scored below the Pass mark in a promotion examination shall be notified either in writing or by messages sent to their given e-mail address. The notification shall be given by the authority that conducted the examination.

020907: - An Officer whose service is no longer required in the event of abolition of office, re-organization of the office or redundancy shall be required to leave the Service. Leaving the

Service on  
Grounds of

Failing an  
Examination  
Leaving the  
Service on  
Grounds of  
Abolition of  
Office or Re-  
organization

020908: - (i) The mandatory retirement age for all grades in the Service shall be 60 years or 35 years of pensionable service whichever is earlier.

(ii) No Officer shall be allowed to remain in Service after attaining the retirement age of 60 years or 35 years of pensionable Service whichever is earlier.

(iii) The provision of (i) and (ii) above is without prejudice to prevailing conditions of service for Judicial Officers, Academic Staff of Universities and other Officers whose retirement age is at variance with (i) and (ii) above.

020909:- A Director or its equivalent by whatever nomenclature it is described in MDAs shall compulsorily retire upon serving eight years on the post; and a Permanent Secretary shall hold office for a term of four years and renewable for a further term of four years, subject to satisfactory performance and no more. Mandator■

Retirement.

Tenure Policy

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#### Federal Government Public Service Rules

#### SECTION 10: -MANDATORY CONTRIBUTION TO PENSION SCHEME

021001: - All pensionable Officers shall participate in the Contributory Pension Scheme as provided for in the Pension Reform Act, 2014.

021002: - In order to ensure that Officers receive their retirement benefits promptly, Departmental Pension Officers are required to forward to Pension Commission (PENCOM), up-to-date record of service of these Officers together with the under- listed documents:

(a) Original and photocopy of Gazetted publication of Letter of First Appointment;

(b) Original and photocopy of Transfer and Acceptance of Service (where applicable);

(c) Original and photocopy of Birth Certificate or sworn Declaration of Age;

(d) Original and photocopy of last four Promotion Letters, where applicable;

(e)

(f) Letter of Introduction from the Ministry, Department or Agency signifying retirement and first appointment dates, grade level and step as at the years of last four promotions as well as the current grade level and step;

Original and photocopy of staff identity card;

(g) Authenticated past Record of Service;

(h) Evidence of IPPIS registration and current pay slip;

(i) Original and photocopy of Acceptance of Voluntary

Retirement Letter (Voluntary Retirees only);  
(j) Evidence of registration with Pension Fund Administrators indicating RSA Pension Identification Number (PIN);  
(k) Evidence of National Identification Number (NIN)  
(l) Evidence of Bank Verification Number (BVN);  
(m) Pension Desk Officer's Attestation;  
(n) One recent colored passport;  
(o) Stamped Death Certificate (for deceased officers); and  
(p) Certificate of Non-indebtedness to Federal Government Staff Housing Loans Board (FGSHLB) and to any MDA Staff Multipurpose Cooperative Society to be issued by OHCSF. Payment of Retirement Benefit.

Requirements for Pension Payment

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#### Federal Government Public Service Rules

021003. - Forwarding of Departmental files and other documents not expressly mentioned in Rule 021002 shall no longer be a condition for processing of retirement benefits. Retirement benefits shall be paid to the Officer within one month of retirement.

021004:- Officers who exit the Service shall access their National Housing Funds (NHF) contributions within one month of retirement.

#### SECTION 11:- CERTIFICATE OF SERVICE

021101: All Officers, including those of non-pensionable appointments, shall be issued, on leaving the Service, Certificate of Service. Official Identity card shall be retrieved and replaced with retiree Identity card issued by OHCSF.

021102: -Certificate of Service to be issued to Officers holding senior posts on GL.07 and above, requires the countersignature of the Permanent Secretary of the retiring Officer and the Permanent Secretary, Federal Civil Service Commission. Those to be issued to Officers holding junior posts GL.06 and below, require the countersignature of the Permanent Secretary of the retiring Officer and the Permanent Secretary Career Management Office (C■■).

021103:- The main purpose of issuing a Certificate of Service is that, it may be used as a reference, covering the holder's public service when seeking other employment.

021104: - The Certificate of Service shall be rendered in triplicate on the approved Forms as follows: -

For Officers on GL.07 and above

For Officers on GL. 06 and below Form Gen. 58;

Form Gen. 58A

021105: - Action to complete the issue of a Certificate of Service should be taken in time for the Certificate to be handed to the recipient before he proceeds on leave prior to leaving the Service. Adverse comment should not form a part of certificate of service. Any other issue other than the Processing of Retirement

Accessing

Contribution to

NHF

Application  
Authority  
Objective.  
Forms  
Timing.

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#### Federal Government Public Service Rules

Certificate of Service ought to be treated differently and the Officer must have been punished before he leaves the Service, following due process.

#### SECTION 12: -SCHEDULE FOR NON PENSIONABLE APPOINTMENT

021201: -The term of the engagement of the person engaged is "X" years commencing from the date of assumption of duty.

021202: -The term of engagement shall be deemed to be completed on the date on which any leave granted to the person engaged in respect of such tour of service expires.

021203: -The duties of the person engaged shall include the usual duties of the Office to which he is appointed and any other duties which the Government may call upon him to perform.

021204: -The person engaged shall not, either directly or indirectly be engaged in or concerned with any other Service or business whatsoever or receive commission or profits of any kind, but will devote the whole of his time and attention to the Service of the Government. He shall conform to the Public Service Rules of the Government.

021205: -The term "Emolument" where it appears in this schedule (except in rule 021206) shall be deemed to include contract addition where this is payable under the Agreement.

(i.) Increments of emoluments, if any, shall be calculated as from the first day of the month in which the person engaged takes up his appointment.

(ii.)

(iii.) Increments of emoluments shall not be granted unless the efficiency, conduct and diligence of the person engaged have been satisfactory during the year preceding his engagement.

An increment shall not be withheld except on the decision/recommendation to that effect by the Permanent Secretary/Head of Extra-Ministerial Office.

The salary of the person engaged may be liable to deduction under Rule 021210.

021206: -When traveling on duty away from duty post, the person engaged shall be subject to such regulations with regard to the provisions of transport and traveling allowances as the Government may decide.

Term of Engagement.

Completion of term of Engagement

Duties.

Conformity to PSR

Emoluments.

Traveling

Allowances.

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Federal Government Public Service Rules

Chapter 2

021207:-If the person engaged is compelled by reasons of ill-health (not caused by his own negligence) to resign his appointment, or if at any time, it shall be certified by a duly qualified HealthCare Provider employed by the Government that he is incapable by reason of any infirmity of mind or body of rendering further efficient service, the Government shall pay such salary as may be due up to the date of such resignation or the date on which a certificate in that respect was issued.

021208: - A certificate of Medical Fitness duly signed by a qualified Health Care Provider employed by the Government, shall be conclusive evidence on the question of whether or not the person engaged was compelled to resign his appointment by reason of ill-health within the meaning of this rule.

021209:-If the person engaged shall at any time neglect or refuse or for any cause (except ill-health not caused by his own negligence) is unable to perform any of his duties or to comply with any order, or shall disclose any information in respect of the affairs of Government to any unauthorized person, or shall in any manner engage in misconduct, the Government may dismiss him, and on such dismissal, all rights and privileges accrued to him by this agreement shall cease.

021210: - (i) The Government may at any time terminate the engagement of the person engaged by giving three months' notice in writing or by paying one month's salary in lieu of notice; and

(ii)The person engaged may, at any time after expiration of three months of service terminate his engagement by giving to the Government three months' notice in writing, or by paying to the Government one month's salary in lieu of notice.

021211: - In the event of any pecuniary damage arising from the person engaged disregarding or failing to comply with any order, standing order or departmental instruction or from any neglect of duty whatsoever on his part, he may be liable to a deduction from his salary to make good the damage or any part thereof, the amount of which shall be fixed by his Permanent Secretary/Head of Extra-Ministerial Office.III-Health.

Certificate of  
Medical Fitness

Dismissal.

Termination of  
Engagement.

Liability to  
Make Good  
Damage.