

--- Page 51 ---

060101 Federal Government Public Service Rules

Chapter 6

**REWARD AND RECOGNITION FOR OUTSTANDING**

**WORK AND MERITORIOUS SERVICE**

060101 Reward in this chapter refers to MDAs or Presidential award of gifts, certificates and/or letter of commendation to deserving Officers. Recognition on the other hand refers to certificate of merit and/or gifts given to Officers who have served meritoriously for a period of 15, 25 or 35 years.

060102 The Reward and Recognition Scheme (R&RS) is a motivational tool that is deployed to improve work ethic and performance in the Service. The R&RS describes the whole process leading to giving of awards and recognitions to deserving Officers with outstanding performance in the discharge of their duties or as a result of exemplary act or conduct.

060103. The implementation of the Reward and Recognition System would serve to encourage excellence, merit, and to ensure high levels of staff motivation in a sustainable way in all Ministries, Extra-Ministerial Departments and Agencies (MDAs).

This would be achieved through the link of rewards and recognition to measurable performance as enabler for all other strands of effective people management in an integrated fashion.

**Definition Rationale**

**Scope**

060104 The recipient of any of the awards must have been Basis for considered as the best on the basis of outstanding performance Award of duties and exemplary conduct as outlined in approved Rewards and Recognition Scheme (R&RS) attached as annexure to this PSR.

060105 Each MDA shall make such award to deserving Officers in the following categories:

A. Service-wide Awards & Recognition Scheme

i. Presidential Distinguished Public

Service Career Award

ii. Presidential Public Service Merit Award

iii. Head of the Service of the Federation

Commendation Award

iv. The Public Service Excellence Award  
Categories of Awards and Recognition

--- Page 52 ---

**■.Federal Government Public Service Rules**

v. Sports Achievement

Award

vi. Recognition of Retired Permanent Secretaries

Sectorial MDAs Awards and Recognition (as listed in Guideline for implementation of R&RS)

i. ( Sector) Distinguished Service Award

ii. ( Sector) Merit Award

iii.Hon. Minister Commendation Award  
iv. Recognition of the Best serving Sectoral CEO  
of Agencies and Parastatals  
v. ( Sector) Sports Achievement Award  
C. MDAS Awards & Recognition Scheme  
D.i.Recognition of Top Management.  
ii. Honourable Minister Unique Act Award  
iii. Bravery Awards  
iv. Permanent Secretary Exemplary Conduct  
Award.  
V. Long Service Merit Award  
vi. Recognition of Retired Civil Servants.  
Departmental Awards & Recognition Scheme  
i. Ethic & Professionalism Award  
ii. Mentorship Award  
060106 Each MDA shall make such Awards and Recognitions  
within the time frames prescribed in the R&RS.  
060107 Specific criteria that would qualify an Officer for any of  
the categories of the Awards and Recognition shall be  
communicated through circulars from time to time from the Office  
of the Head of the Civil Service of the Federation.  
060108 Rewards for each of the awards shall be in the form of  
certificates, letter of commendation, engraved plaques or  
trophies, medals, cash gifts, sponsorship for attendance of  
Masterclass and local training programmes. Other rewards shall  
include admittance of awardee into the MDAs Hall of Fame, a  
tour of International Administrative headquarters of one of the  
funding Agencies, and sponsorship to attend a relevant foreign  
short course.Frequency of  
Awards  
Selection  
Criteria  
Form of  
Rewards

--- Page 53 ---

Federal Government Public Service Rules  
060109 In order to ensure transparency and fairness in the  
process of selecting the award winners, selection guidelines  
handbook, outlining the criteria for specific awards and  
corresponding weightings are as provided by OHCSF. Selection  
Committees for each category of Awards are to be constituted in  
line with the Guidelines for Recognition and Reward System.Selection  
Committees  
060110 The Public Service Awards Ceremony shall be held Awards  
annually to recognize and celebrate the various Service-Wide Ceremony  
Awardees in the Scheme. Information regarding the R&RS,  
including names of the various Awardees of the Scheme shall be  
published in the monthly Service Welfare Newsletter.

--- Page 54 ---

Federal Government Public Service Rules  
CHAPTER 7

## TRAINING AND STAFF DEVELOPMENT WITHIN AND OUTSIDE NIGERIA

### SECTION 1 - GENERAL

#### SECTION 2- COURSES OF INSTRUCTION OUTSIDE NIGERIA

#### SECTION 3- EXTERNALLY ASSISTED COURSES

070101:- Staff development is the policy of enhancing the knowledge, skills, attitude, effectiveness and efficiency of staff in order to meet their career goals and prepare them for changing duties and responsibilities.

070102: It is designed to benefit the individual staff and the organization by positively impacting on the staff performance in particular and that of the organization in general.

070103: - In order to enhance the performance of public servants and their abilities to discharge the duties of their offices, government shall put in place strategies to ensure continuous capacity development.

The strategies will be encapsulated in the Public Service Training and Capacity Development Policy. Training opportunities shall be equitably distributed to all staff in MDAs.

070104: - Course of instruction within Nigeria is a course which an officer undertakes locally but outside his station at any Federal Training Centre, University or approved Public Service training institution.

070105: Officers may participate in courses of instruction within Nigeria under any of the following categories:

a) Category A; This is a long-term training which is expected to lead to acquisition of a post graduate degree in a course of study which must be very crucial and beneficial to the Officer and to the attainment of the MDA's mandate. This shall be governed by Rule 120227.

b)Category B: This is also a long-term training which is expected to lead to acquisition of a post graduate degree in a course of study that may be beneficial to the Officer but not so crucial to the attainment of the MDA's mandate. This shall be governed by Rule 120229.

c) Category C: This is for Officers who desire to acquire a degree or additional qualification in a field which might not be relevant to their current schedule of duties at the MDA. This shall be governed by Rule 120229.

Definition of

staff

development

Objectives

Strategies for

Capacity

Development

Course of

Instruction

within Nigeria

Categories

--- Page 55 ---

#### Federal Government Public Service Rules

d) Category D: - In-house Training is a customized cost-effective short-term training/programme designed for staff and delivered within or outside the office premises.

e) Category E: - Short term online courses: MDAs shall make

adequate provisions that would ensure that Officers of various cadres and Grade Levels have the opportunity to participate in online courses that are relevant for skills development and capacity improvement.

f)Category F:Online courses leading to the award of Degrees:  
Officers of various cadres and Grade Levels shall have the opportunity to participate in online courses leading to the award of degrees in accredited institutions.

## SECTION 2: COURSES OF INSTRUCTION OUTSIDE NIGERIA

070201: - Course of instruction on station is a course which an Officer undertakes locally within his station in accredited centers, approved locations, Management Development Institutions, or within the MDA's training hubs.

070202: - Overseas course of instruction is a course which an Officer undertakes outside the shores of Nigeria.

070203: An Officer required to undertake duties or a course of instruction outside Nigeria must be furnished with detailed instructions regarding such duties or course and be informed in advance and in writing of the allowances and traveling facilities for which he will be eligible for at Government expense; by his Permanent Secretary/Head of Extra-Ministerial Office.

070204: - The effect on the length of leave due to an Officer for attending a course of instruction during his vacation leave is specified in Rule 120103.

Course of Instruction on

Station

Oversea

Course

Joining

Instructions

Course of

Instruction

during Leave

--- Page 56 ---

## Federal Government Public Service Rules

### Chapter 7

070205: - An Officer who is permitted to attend a course of instruction is eligible for the benefits set out in this Section provided that he has signed a Bond to refund to Government all expenses connected therewith if he does not comply with the following:

- (a) obtain a certificate of satisfactory attendance at the course;
- (b) return to Nigeria;
- (c) undertake any other course of instruction without the specific approval of the Government; and
- (d) Resign from Service within a period of three years of his completing such a course.

070206: A senior Officer sent overseas on a course of instruction will be eligible for free air passage for himself only; but where the duration of the course of instruction is not less than nine months, his spouse may accompany him at

Government expense.

070207:- Special rates of allowance, etc. are prescribed from time to time for certain courses of instruction, and they apply to all Officers attending the course.

070208: - Officers who with the prior approval of Government attend courses of instruction (other than one to which Rule 070205 applies) are entitled to be paid the difference between their normal estacode allowance and the allowance/facilities offered by the donor country where the latter is lower than the official estacode allowance.

070209: - An Officer undergoing a training course overseas who receives a salary from an employer in the overseas country will not be eligible for any emolument or allowance from the Federal Government except as may be specifically approved by the Permanent Secretary, Career Management Office, Office of the Head of the Civil Service of the Federation. Conditions.

Passage.

Courses with

Rates.

Courses

Sponsored by

Donor

Agencies/Countries

Overseas

Employment

During Training

Courses.

--- Page 57 ---

#### Federal Government Public Service Rules

#### Chapter 7

070210:- A female Officer who is about to undertake a course of Interruption of Training

training of not more than six months duration shall be called upon to enter into an agreement to refund the whole or part of the cost Courses. of the course in the event of her course being interrupted on grounds of pregnancy.

#### SECTION 3- EXTERNALLY ASSISTED COURSES

070301: - Where training facilities under a foreign Government's technical assistance scheme is required, all application forms for the nominations of candidates will be forwarded to the National Planning Commission for processing.

070302: Officers attending courses of instruction under a technical assistance scheme will continue to receive their emoluments while all other Conditions of Service will be decided in accordance with the existing arrangements between the donor government and the Federal Government.

070303: - Where an Officer is permitted on the recommendation of his Permanent Secretary/Head of Extra-Ministerial Office to take a course of instruction at the Officer's own request, special conditions may be imposed. These conditions will be decided by the Office of the Head of the Civil Service of the Federation and may include the grant of leave without pay and the

withdrawal of all or any of the allowances or other privileges prescribed in this Chapter. In such cases it is the responsibility of the Permanent Secretary/Head of Extra-Ministerial Office to inform the officer in writing, before his departure, of the conditions which have been decided.

070304: For postgraduate courses, in exceptional cases and where the course of study is not offered by any Institution in Nigeria, Officers may be granted study leave with pay subject to a maximum of four years. However, Officers engaged in private studies for higher degrees shall not be hindered provided their studies do not interfere with official duties.Processing

Externally

Assisted

Courses.

Courses

under

Technical

Assistance.

Certain

Courses to be

Granted as

Leave

Without pay.

Post

Graduate

Courses.

--- Page 58 ---

--- Page 59 ---

--- Page 60 ---

--- Page 61 ---

--- Page 62 ---

--- Page 63 ---

--- Page 64 ---

--- Page 65 ---

--- Page 66 ---

--- Page 67 ---

--- Page 68 ---

--- Page 69 ---

--- Page 70 ---

--- Page 71 ---

--- Page 72 ---

--- Page 73 ---

--- Page 74 ---

--- Page 75 ---

--- Page 76 ---

--- Page 77 ---

--- Page 78 ---

--- Page 79 ---

--- Page 80 ---

--- Page 81 ---

--- Page 82 ---

--- Page 83 ---

--- Page 84 ---

--- Page 85 ---

--- Page 86 ---

--- Page 87 ---

--- Page 88 ---

--- Page 89 ---

--- Page 90 ---

--- Page 91 ---

--- Page 92 ---

--- Page 93 ---

--- Page 94 ---

--- Page 95 ---

--- Page 96 ---

--- Page 97 ---

--- Page 98 ---

--- Page 99 ---

--- Page 100 ---

--- Page 101 ---

--- Page 102 ---

--- Page 103 ---

--- Page 104 ---

--- Page 105 ---

--- Page 106 ---

--- Page 107 ---

--- Page 108 ---

--- Page 109 ---

--- Page 110 ---

--- Page 111 ---

--- Page 112 ---

--- Page 113 ---

--- Page 114 ---

--- Page 115 ---

--- Page 116 ---

--- Page 117 ---

--- Page 118 ---

--- Page 119 ---

--- Page 120 ---

--- Page 121 ---

--- Page 122 ---

--- Page 123 ---

--- Page 124 ---

--- Page 125 ---

--- Page 126 ---

--- Page 127 ---

--- Page 128 ---

--- Page 129 ---

--- Page 130 ---

--- Page 131 ---

--- Page 132 ---

--- Page 133 ---

--- Page 134 ---

--- Page 135 ---

--- Page 136 ---

--- Page 137 ---

--- Page 138 ---

--- Page 139 ---

--- Page 140 ---

--- Page 141 ---

--- Page 142 ---

--- Page 143 ---

--- Page 144 ---

--- Page 145 ---

--- Page 146 ---

--- Page 147 ---

--- Page 148 ---

--- Page 149 ---

--- Page 150 ---

--- Page 151 ---

--- Page 152 ---

--- Page 153 ---

--- Page 154 ---

--- Page 155 ---

--- Page 156 ---

--- Page 157 ---

--- Page 158 ---

--- Page 159 ---

--- Page 160 ---

--- Page 161 ---

--- Page 162 ---

--- Page 163 ---

--- Page 164 ---

--- Page 165 ---

--- Page 166 ---

--- Page 167 ---

--- Page 168 ---

--- Page 169 ---

--- Page 170 ---