



OFFICE OF THE ACCOUNTANT-GENERAL OF THE FEDERATION

FEDERAL MINISTRY OF FINANCE

TREASURY HOUSE

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FEDERAL TREASURY CIRCULAR

To:

The Chief of Staff to the President,
The Deputy Chief of Staff, Office of the Vice President,
All Honourable Ministers,
The Secretary to the Government of the Federation,
The Head of Civil Service of the Federation,
All Special Advisers/Senior Special Assistants,
The National Security Adviser,
The Governor of Central Bank of Nigeria,
All Service Chiefs/Inspector-General of Police,
The Chairman, Federal Civil Service Commission,
The Chairman, Police Service Commission,
The Chairman, Revenue Mobilization, Allocation and Fiscal Commission,
The Chairman, Federal Inland Revenue Service,
The Chairman, Code of Conduct Bureau,
The Chairman, Code of Conduct Tribunal,
The Chairman, Independent National Electoral Commission,
The Chairman, National Population Commission,
The Chairman, Federal Character Commission,
The Chairman, Independent, Corrupt Practices and other Related Offences
Commission,
The Chairman, Public Complaints Commission,
The Chairman, Economic and Financial Crimes Commission,
The Chairman, National Drug Law Enforcement Agency,
The Chairman, National Salaries, Income and Wages Commission,
The Chief Registrar, High Court,
All Federal Permanent Secretaries,
The Clerk of the National Assembly,

The Executive Secretary, National Judicial Council,
The Chief Registrar, Supreme Court,
The Auditor-General for the Federation,
The Surveyor General of the Federation,
The Director of Treasury, Federal Capital Territory Administration
The Secretary of the National Assembly Service Commission,
All Directors-General/Chief Executives of Extra-Ministerial Offices
and Agencies,
All Directors of Finance and Accounts,
All Zonal Coordinators, OAGF,
All Fleads of Internal Audit Units,
The Sub-Treasurer of the Federation,
All Federal Pay Officers,
All Diplomatic Missions.

**UPDATING OF PERSONNEL RECORDS OF OFFICERS IN THE
OFFICE OF THE ACCOUNTANT- GENERAL OF THE FEDERATION
(QAGF) POOL**

The Office of the Accountant- General of the Federation (OAGF) is in the process of establishing a permanent data base of Personnel Records of Officers in its Pool.

2. Consequent to the above, all Officers in the Pool of OAGF are expected to log in to the On-line Personnel Database Portal provided on the OAGF Website (www.oagf.gov.ng), and fill in the form as per the attached guidelines.
3. The On-line Personnel Data Capture exercise will be followed by physical verification exercise at the under-listed designated centers:

A. Officers in the FCT

- i. OAGF Headquarters
- ii. Federal Secretariat Phase I

- iii. Federal Secretariat Phase II
- iv. Federal Secretariat Phase III
- v. Old Federal Secretariat (Federal Ministry of Water Resources)
- vi. Federal Ministry of Information(Radio House)
- vii. Federal Ministry Of Works(Mabushi)
- viii. Federal Ministry of Agriculture(Area 11 Garki)
- ix. Ministry of Defence (Ship House)

B. All other Pool Officers in the various MDAs in the States are to converge at respective Federal Pay Offices in the State Capitals where their offices are located (See details attached).

4. The programme of activities for the on-line data capture and verification exercise will be as follows:

S/N	DATE	ACTIVITY
A.	11 th -24 th August, 2014	The Personnel Database Portal will remain open for on-line registration by all OAGF Pool Officers nation wide
B.	8 th - 18 th September ,2014	Physical verification of data of OAGF Officers in the FCT
C.	Group A. 6 th - 8 th October, 2014 Group B 13 th - 15 th October, 2014 Group C 20 th - 22 nd October, 2014	Physical verification of Officers in the States


5. A single letter signed by the most Senior Treasury Officer introducing all Staff of the MDA/Zonal Offices and Federal Pay Offices should be

presented at verification center, while each Officer is to present the original and photocopies of the under-listed documents:

- i. Letter/Gazette of First Appointment;
- ii. Letters of last three Promotions;
- iii. Birth Certificate/ Declaration of Age;
- iv. Letter of Conversion/ Upgrading(where applicable);
- v. All Educational and Professional Certificates;
- vi. Last Posting instruction;
- vii. Official Identification Card;
- viii. 2 Passport Photographs and
- ix. IPPIS Pay Slip / Number

6. Any Officer in an out-station who is unable to participate in the verification exercise within the stipulated dates, shall be required to obtain additional written clearance/evidence from his/her Supervisor for the Officer to be verified appropriately.

7. It should be noted that only verified personnel will be recognized as the authentic members of staff in the Pool of the OAGF. Accordingly, participation by all Pool Staff is mandatory and absenteeism will attract appropriate sanctions, which will include but not limited to immediate stoppage of salaries. You are therefore, requested to bring the content of this Circular to the notice of all Officers concerned, please.


J. O. Otunla, FCA
Accountant :- General of the Federation

OFFICE OF THE ACCOUNTANT-GENERAL OF THE FEDERATION OAGF Pool
Staff On-line Data Capture and Verification Exercise

Login and Data Input Instructions

1. The Personnel Database Portal can be accessed in two ways. One, by launching the OAGF Website: www.oagf.gov.ng using your internet browser, and then clicking on the link **Complete Form Online** under the Events subtitle, located at the bottom right corner of the OAGF Website homepage, and two, by typing www.oagf.gov.ng/account in the address space of your Internet browser and then press **enter**.
2. Click on **Register an Account** to Start a New Registration. Enter all the required Personal and Contact Information. Ensure that all information entered are correct and that all the mandatory fields (i.e. Fields with *) are populated with data. Ensure also that all **date** inputs are captured in the format: DD-MM-YYYY, e.g. 02-122013 for 2nd December, 2013. If you are done, Click on the **Submit** button to register the form.
3. Once the form is submitted, your Information will be saved and a unique password and username is generated and displayed on the screen. Copy the password and username and keep in a safe place for future use.
4. New windows for **Next of Kin, Emergency Contact** and **Children** information will open below the Personal information block. Enter required Information and Click on **Save** Button.
5. Enter Employment Information and click **Save**.
6. Enter Academic and Professional Qualifications and click **Save**.

7. Review all the Information you have Entered. Click on the **edit** button and effect changes if there are corrections to be made. Remember to save the changes made by pressing the **Save** button.
8. If there are no further corrections to be made, you can print the form for keep by pressing the **Print Form** Button. If the print form fails, you can select the form content by placing the cursor at beginning of the form, hold down the **Shift Key + Down Arrow** continuously until you reach the end of the form, release keys, and then **press Ctrl+P** to print the form. Next, submit the form finally by pressing **Submit Form**, and a message instructing you to print your Registration Slip is displayed. Print two copies of the Slip by pressing the **Print Registration Slip** Button.
9. Obtain your supervisors endorsement with date on the two **Registration Slips** and present them along with original and photocopies of your credentials at the verification centers. Once an Officer is verified, the leader of the verification team will endorse the two **Slips**, retains one copy and hands over the other copy to the Officer for future reference.
10. Note that If for any reason the data input process was truncated mid-way after form registration and before final submission, you can login into the portal again using the unique login credential that was generated for you. This will avail you the opportunity to continue with the data input from where you stopped. You can also login at a later time to review and effect changes to already saved information but always remember to save the changes you have made and repeat steps 7 - 9 above.

TIME TABE FOR PHYSICAL VERIFICATION

Group A: 6th - 8th October, 2014

S/N	STATE	VENUE	TIME
1.	Lagos	Federal Pay Office Tafawa Balewa Square	9:00 am- 4:00 pm Daily
2.	Ogun	Federal Pay Office Abeokuta	9:00 am- 4:00 pm Daily
3.	Ondo	Federal Pay Office Akure	9:00 am- 4:00 pm Daily
4.	Bayelsa	Federal Pay Office Yenagoa	9:00 am- 4:00 pm Daily
5.	Delta	Federal Pay Office Asaba	9:00 am- 4:00 pm Daily
6.	Akwa Ibom	Federal Pay Office Uyo	9:00 am- 4:00 pm Daily
7.	Anambra	Federal Pay Office Awka	9:00 am- 4:00 pm Daily
8.	Ebonyi	Federal Pay Office Abakiliki	9:00 am- 4:00 pm Daily
9.	Kwara	Federal Pay Office Ilorin	9:00 am- 4:00 pm Daily
10.	Niger	Federal Pay Office Minna	9:00 am- 4:00 pm Daily
11.	Katsi na	Federal Pay Office Katsina	9:00 am- 4:00 pm Daily
12.	Kaduna	Federal Pay Office Kaduna	9:00 am- 4:00 pm Daily

Group B: 13th - 15th October, 2014

S/N	STATE	VENUE	TIME
1.	Oyo	Federal Pay Office Ibadan	9:00 am- 4:00 pm Daily
2.	Imo	Federal Pay Office Owerri	9:00 am- 4:00 pm Daily
3.	Cross River	Federal Pay Office Calabar	9:00 am- 4:00 pm Daily
4.	Rivers	Federal Pay Office Port harcourt	9:00 am- 4:00 pm Daily
5.	Taraba	Federal Pay Office Jalingo	9:00 am- 4:00 pm Daily
6.	Kebbi	Federal Pay Office Birnin Kebbi	9:00 am- 4:00 pm Daily
7.	Adamawa	Federal Pay Office Yola	9:00 am- 4:00 pm Daily
8.	Borno	Federal Pay Office Maiduguri	9:00 am- 4:00 pm Daily
9.	Bauchi	Federal Pay Office Bauchi	9:00 am- 4:00 pm Daily
10.	Yobe	Federal Pay Office Damaturu	9:00 am- 4:00 pm Daily
11.	Zamfara	Federal Pay Office Gusau	9:00 am- 4:00 pm Daily
12.	Nassara	Federal Pay Office Lafia	9:00 am- 4:00 pm Daily

Group C: 20th - 22nd October, 2014

S/N	STATE	VENUE	TIME
1.	Osun	Federal Pay Office Oshogbo	9:00 am- 4:00 pm Daily
2.	Ekiti	Federal Pay Office Ado- Ekiti	9:00 am- 4:00 pm Daily
3.	Edo	Federal Pay Office Benin	9:00 am- 4:00 pm Daily
4.	Enugu	Federal Pay Office Enugu	9:00 am- 4:00 pm Daily
5.	Abia	Federal Pay Office Umuahia	9:00 am- 4:00 pm Daily
6.	Kogi	Federal Pay Office Lokoja	9:00 am- 4:00 pm Daily
7.	Benue	Federal Pay Office Makurdi	9:00 am- 4:00 pm Daily
8.	Kano	Federal Pay Office Kano	9:00 am- 4:00 pm Daily
9.	Jigawa	Federal Pay Office Dutse	9:00 am- 4:00 pm Daily
10.	Sokoto	Federal Pay Office Sokoto	9:00 am- 4:00 pm Daily
11.	Gombe	Federal Pay Office Gombe	9:00 am- 4:00 pm Daily
12.	Plateau	Federal Pay Office Jos	9:00 am- 4:00 pm Daily