

FEDERAL MINISTRY OF FINANCE

TREASURY HOUSE

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15<sup>th</sup> January, 2016

Federal Treasury Circular

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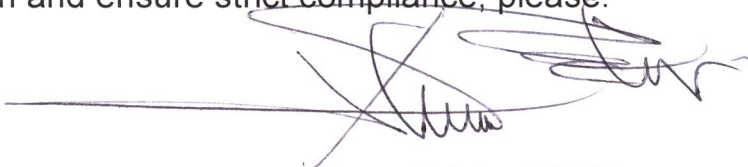
The Chief of Staff to the President,  
The Deputy Chief of Staff, Office of the Vice President,  
All Honourable Ministers,  
The Secretary to the Government of the Federation,  
The Head of the Civil Service of the Federation,  
All Special Advisers/Senior Special Assistants,  
The National Security Adviser,  
All Service Chiefs/Inspector-General of Police,  
The Governor, Central Bank of Nigeria,  
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 Complaint Commission,  
The Chairman, Economic and Financial Crimes Commission,  
The Chairman, National Drug Law Enforcement Agency,  
The Chairman, National Salaries, Incomes and Wages Commission,  
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,

All Directors-General/Chief Executives of Extra-Ministerial Offices and Agencies,  
The Director of Treasury, Federal Capital Territory Administration,  
All Directors of Finance and Accounts,  
All Heads of Accounts Divisions,  
All Heads of Internal Audit Units,  
All Zonal Coordinators,  
All Federal Pay Officers,  
All Heads of Diplomatic Missions

### Year End Returns On Personnel Costs For 2015

The Honourable Minister of Finance has directed that all Federal Agencies should submit returns of their Personnel Costs for the financial year ended 31<sup>st</sup> December, 2015 to the Office of Accountant-General of the Federation on or before **30<sup>th</sup> March, 2016**.

2. The returns should be completed in soft and hard copies, using the format **attached**. The returns should be supported with copy of the MDA's Nominal Roll, indicating Ranks, Grade level and date of employment.
3. Accounting Officers, Directors (Finance and Accounts), Directors (Internal Audit), Heads of Accounts Department and Internal Audit Units of MDA and other Arms of Government are enjoined to give this Circular widest circulation and ensure strict compliance, please.



**Ahmed Idris, FCNA**  
**Accountant-General of the Federation**

