



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,
All Service Chiefs/Inspector-General of Police,
The Governor of 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 Complaints Commission,
The Chairman, Economic and Financial Crimes Commission,
The Chairman, National Drug Law Enforcement Agency,
The Chairman, National Salaries, Income 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 Division,
All Heads of Internal Audit Units,
All Zonal Coordinators,
All Federal Pay Officers,
All Heads of Diplomatic Missions

**Quarterly Certification of Names of Staff on Payroll of
Ministries, Departments and Agencies by Accounting Officers**

In line with Federal Government efforts to ensure only staff that are duly recruited and deployed to respective Ministries, Departments and Agencies (MDAs) are on its payroll, it has become necessary to request the Accounting Officers of all MDAs to formally certify the names of staff on their payroll quarterly from 2016.

2. Accordingly soft and hard copies of the names on the payroll will be sent to each MDA for certification. The Director Human Resources Management of each MDA is to ensure proper reconciliation of the names, as well as identify and report the following on the payroll (if any):

- i. Staff who retired from Service
- ii. Staff who have died
- iii. Staff who have resigned
- iv. Staff who have been posted out
- v. Staff who are on interdiction
- vi. Staff who are on approved leave without pay.

3. The submission from MDAs should be made within 30 days of receipt of the printed payroll to Honourable Minister of Finance.

4. The list of staff on the payroll of each MDA is to be signed by the Director Human Resources Management and counter-signed by the Accounting Officer quarterly. The Accounting Officer shall be personally liable for any salary paid to a staff not entitled to such, if negligence is proven.

