



OFFICE OF THE DIRECTOR OF ADMINISTRATION
FEDERAL MINISTRY OF FINANCE, ABUJA

INTERNAL MEMO

From: **Director (Administration)**

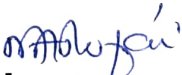
Ref: 3rd August, 2023

To: All Directors/Heads of Units

IMPLEMENTATION OF TENURE POLICY

I write to refer you to the "2021 Revised Edition" of the Public Service Rules (PSR) which takes effect from **27th July, 2023**.

2. Consequently, all Directors (SGL 17) who have spent **eight (8)** years and above on the post are by this Internal Circular directed to submit their notice of retirement in line with section **020909** of the revised PSR effective from the date stated thereof.
3. Accordingly, all affected Directors are advised to commence the process of documentation with the Administration Department for compulsory retirement by virtue of the section under reference.
4. Furthermore, the Directors in question should formally handover to the most senior officers in their respective Departments and surrender all official documents including Identification Cards as well as official vehicles (if any) before exiting.
4. Please bring the content of this internal circular to the attention of all concerned for strict compliance.


Mariya A. D. Rufa'i
Director (Administration)