



OFFICE OF THE ACCOUNTANT-GENERAL OF THE FEDERATION
FEDERAL MINISTRY OF FINANCE
ADMINISTRATION DEPARTMENT

TRO 1142/Vol /T³/109

25th September, 2023

CIRCULAR

Permanent Secretaries,
Special Advisers/Senior Special Assistants,
Service Chiefs/Inspector-General of Police,
Chairmen Federal Commissions,
Auditor-General of the Federation,
Surveyor-General of the Federation,
Directors-General/Chief Executives,
Executive Secretaries of Parastatals and Agencies,
All Directors (OAGF),
All Directors of Finance and Accounts,
All Directors, Internal Audit,
All Heads of Accounts and Internal Audit,
Zonal Treasury Coordinators (OAGF),
Federal Pay Officers (OAGF).

RE: YEAR 2023 PROMOTION EXERCISE FOR ACCOUNTS
OFFICERS ON SGL 06-13 UNDER THE POOL OFFICE OF
THE ACCOUNTANT-GENERAL OF THE FEDERATION
(OAGF)

I am directed to refer to our earlier Circular letter Ref. No. **TRO 1142/Vol /T³/93** dated 5th September on the above subject and to inform you that the Accountant-General of the Federation (AGF) has approved the **change in the time table** for the conduct of the year 2023 Promotion Examination/Interview for eligible officers on **Salary Grade Levels 07-13 in the pool Office of the**

Accountant-General of the Federation, who had their last promotion on or before 1/1/2020 and SGL 03-06 who had their last promotion on or before 1/1/2021, respectively.

2. Below is the time table for the Accreditation and Promotion Examination:

S/N	ACTIVITY	DATE AND TIME	VENUE
i.	Screening/Verification of eligible candidates for the examinations, Conversion/Upgrading in the Hqtrs and MDAs in FCT, Abuja	Monday, 6th November 2023 – Friday 10th November, 2023	Federal Treasury Academy, Orozo, Karshi, Abuja
ii.	Screening/Verification of eligible candidates for the examinations, Conversion/Upgrading for Officers at the Six (6) Centres.	Monday, 13th November, 2023 – Friday 17th November, 2023	Federal Pay Offices: Kano, Gombe, Lokoja, Enugu, Benin and Ibadan
iii.	Accreditation and written Examination to hold simultaneously in all the centres.	Saturday, 18th November, 2023.	All the 6 Centres in Federal Pay Offices in: Kano, Gombe, Lokoja, Enugu, Benin, Ibadan and FCT.
iv.	Similarly, the Junior Staff Committee (JSC) Promotion for Officers on SGL 03-05 will take place concurrently on the same date, time and designated centres.		

3. **All eligible officers are to go to the Examination Centres within the geo-political zone of their duty post** for the verification exercise as well as the promotion examination. Officers who fail to comply with this directive will not be verified and allowed to sit for the examination.

4. All officers are to present the original documents for sighting and one (1) set of photocopy of the following documents:

- i. Current CV;
- ii. Letter and Gazette of 1st Appointment;
- iii. Letters of last two promotions;
- iv. Gazette of Confirmation of Appointment;
- v. Birth Certificate/Declaration of Age;
- vi. Academic/Professional Certificates;
- vii. NYSC Discharge Certificate/Exemption Certificate (if applicable)
- viii. Letters of Regularisation of Appointment (if applicable);

- ix. Evidence of Conversion (where applicable);
- x. Office Identity Card;
- xi. Two (2) most recent Passport Photographs; and
- xii. Posting Instructions/Letter.

5. In addition, Candidates applying for **Conversion/Upgrading** are to present at the screening/verification centres with photocopy of the following **documents in eight (8) sets** in an envelope as indicated as follows;

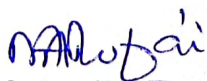
- i. Letter and Gazette of 1st Appointment;
- ii. Letters of last two promotions;
- iii. Gazette of Confirmation of Appointment;
- iv. Birth Certificate/Declaration of Age;
- v. Academic/Professional Certificates;
- vi. Letters of Regularisation of Appointment (if applicable);
- vii. Evidence/approval to undergo course of study;
- viii. Statement of Result (if certificate is not yet issued);
- ix. NYSC Discharge Certificate/Exemption Certificate (if applicable); and
- x. Membership Certificate of approved professional body (where applicable);

NOTE: Officers not in the pool office of the OAGF can only be considered based on the recommendation of the Senior Staff Committee(SSC) of their respective MDAs that are in the mainstream of the Federal Civil Service, **not in Agencies** that have the autonomy to employ their own staff.

6. Accordingly, all MDAs are kindly requested to submit briefs in respect of the eligible officers indicated in paragraph 1 above in **soft and Hard copies (Excel)** duly authenticated by the Director(HRM) to the OAGF **on or before Monday, 30th October, 2023** using the attached template.

7. **For avoidance of doubt, the JSC Examination will also hold simultaneously with the SSC as indicated due to time constraint in paragraph 2 column iv above.**

8. Please bring the content of this Circular to the attention of all officers concerned for strict adherence.



Mariya A. D. Rufa'i

Director (Administration)

for: Accountant-General of the Federation