



THE PRESIDENCY
OFFICE OF THE HEAD OF THE CIVIL SERVICE OF THE FEDERATION

Permanent Secretary, Career Management Office
Federal Secretariat Phase II, Shehu Shagari Way, Central District P.M.B 248, Abuja

HCSF/CMO/EM/CPA/908/III/170

12th April, 2024

CIRCULAR

All Federal Permanent Secretaries,
All Heads of Federal Government Agencies

COMPLETION OF THE SERVICE WIDE CAREER MANAGEMENT
FORM [CMO-OHCSF] 2024

The Career Management Office [CMO], Office of the Head of the Civil Service of the Federation is compiling a comprehensive service wide database of all officers on Salary Grade Level 01-17 in the Federal Civil Service.

2. Consequently, all officers currently serving in various capacities in Ministries, Departments and Agencies [MDAs] are required to accurately complete and submit the attached **online form** on or before Friday, 19th April, 2024. Please note that any false declaration of information supplied will be considered as a breach in the provision of the Public Service Rule-100402[a].

3. For further inquiry and clarification, please call or send mail to any of the following officers:

[i] Lola Uket,
Phone Number: +234-803-717-2491
E-mail: tonikeola1@gmail.com

[ii] Adubazi, Henry,
Phone Number: +234-803-210-6939
E-mail: henryadubazi@gmail.com

4. Please bring the content of this circular to all relevant officers for strict compliance.

Adeleye Adeoye

Permanent Secretary, Career Management Office
for: Head of the Civil Service of the Federation