



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

**OAGF/ADM/2024/PROM/VOL.I/29**

**4<sup>th</sup> September, 2024**

**CIRCULAR**

The Secretary to the Government of the Federation,  
The Head of the Civil Service of the Federation,  
The Chairman, Federal Civil Service Commission,  
Permanent Secretaries,  
Special Advisers/Senior Special Assistants,  
Service Chiefs/Inspector-General of Police,  
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 2024 SSC PROMOTION EXERCISE FOR**  
**ACCOUNTS OFFICERS ON SGL 06-13 UNDER THE POOL**  
**OFFICE OF THE ACCOUNTANT-GENERAL OF THE**  
**FEDERATION (OAGF)**

Further to circular Ref. No. **OAGF/ADM/2024/PROM/VOL.I/2** dated **5<sup>th</sup> May, 2024**, I am directed to inform you that the Accountant-General of the Federation (AGF) has approved the time table for the conduct of the year 2024 SSC 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 1/1/2021 and SGL 03-06 who had their last promotion on or before 1/1/2022**, respectively.

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

<b>S/N</b>	<b>ACTIVITY</b>	<b>DATE AND TIME</b>	<b>VENUE</b>
<b>i.</b>	Screening/Accreditation of eligible candidates for the examinations, Conversion/Upgrading in the Hqtrs and MDAs in FCT, Abuja	<b>Monday, 9<sup>th</sup> – Friday 13<sup>th</sup> September 2024.</b>	Federal Treasury Academy, Orozo, Karshi, Abuja
<b>ii.</b>	Screening/Accreditation of eligible candidates for the examinations, Conversion/Upgrading for Officers at the Six (6) Centres.	<b>Monday, 16<sup>th</sup> – Friday 20<sup>th</sup> September, 2024</b>	Federal Pay Offices: Kano, Gombe, Lokoja, Enugu, Benin and Ibadan
<b>iii.</b>	Written Examination to hold simultaneously in all the centres.	<b>Saturday, 21<sup>st</sup> September, 2024.</b>	All the 6 Centres in Federal Pay Offices in: Kano, Gombe, Lokoja, Enugu, Benin, Ibadan and FCT.
<b>iv.</b>	<b>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.</b>		

3. **All eligible officers are to go to the Examination Centres within the geo-political zone of their duty post** for the accreditation exercise as well as the promotion examination. Officers who fail to comply with this directive will not be 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 1<sup>st</sup> Appointment;
- iii. Letters of last three (3) 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/accreditation centres with photocopy of the following **documents in eight (8) sets** in an envelope as indicated below:

- i. Current CV;
- ii. Application for conversion letter
- iii. Letter and Gazette of 1<sup>st</sup> Appointment;
- iv. Letters of last three (3) promotions;
- v. Gazette of Confirmation of Appointment;
- vi. Birth Certificate/Declaration of Age;
- vii. Academic/Professional Certificates;
- viii. Letters of Regularisation of Appointment (if applicable);
- ix. Evidence/approval to undergo course of study;
- x. Academic Certificates;
- xi. NYSC Discharge Certificate/Exemption Certificate (if applicable); and
- xii. 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. **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.**

7. Please bring the content of this circular to the attention of all officers concerned for strict adherence.

  
**Musa A. Raheem**

Director (Administration)  
for: Accountant-General of the Federation