



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

Ref. No: OAGF/ADM/802/VOL.I/175

16<sup>th</sup> April, 2025.

**CIRCULAR**

To:

Directors in OAGF Headquarter,  
Directors (Finance & Accounts) across MDAs,  
Directors (Internal Audit) across MDAs  
Heads of Federal Pay Offices (FPOs).

**VERIFICATION EXERCISE OF SERVICE-WIDE PERSONNEL, RECORDS OF  
OFFICERS UNDER THE POOL OF THE OFFICE OF THE ACCOUNTANT-  
GENERAL OF THE FEDERATION (OAGF)**

Following the **Service-wide Nominal Roll Update for Officers under the Pool of the OAGF** and in line with the Accountant-General of the Federation's (AGF) commitment towards establishing a standardized and reliable Personnel Record, The AGF has approved the conduct of a **Personnel Audit Exercise** in the Headquarter, Federal Pay Offices, and all Ministries, Departments, and Agencies under the pool of the OAGF.

2. To facilitate this process, all affected MDAs are required to complete the attached template, accurately and in full. All desk officers should ensure compliance with the circular under reference in paragraph "1" before forwarding the duly completed template on or before the deadline to avoid being classified as ghost-worker(s).
3. Completed **templates in excel format** and **scanned authentication sheet** should be submitted **on or before 2nd May, 2025**, via email to the Office of the Director Administration at: **director.administration@oagf.gov.ng** For further enquiries, contact: **0802 423 7657, 0706 600 0900 or 0703 109 1041** please.
4. Kindly ensure that the content of this circular is disseminated to all pool staff to guarantee full participation in the exercise.
5. Please accept the assurances of the Accountant-General of the Federation's highest regards.

**Dauda Abdulhamid**  
**Director (Administration)**  
**For: Accountant-General of the Federation**

**[MDA Letterhead]**

**ANNEXURE I**

**AUTHENTICATION SHEET**

**To: The Accountant-General of the Federation**

Office of the Accountant-General of the Federation

Treasury House,

Samuel Ladoke Akintola Boulevard

Garki II, Abuja.

**RE: VERIFICATION EXERCISE OF SERVICE-WIDE PERSONNEL RECORDS OF  
OFFICERS UNDER THE POOL OF THE OFFICE OF THE ACCOUNTANT-GENERAL  
OF THE FEDERATION (OAGF)**

We the undersigned being the Director Finance and Accounts and Director Human Resources **[Name of MDA]** hereby certify that the information and data contained in our submission to the Office of the Accountant-General of the Federation are correct and accurate.

2. We understand that any false information included herein may attract appropriate sanction.

**Signed**

**Director Human Resources**

**Director Finance and Accounts**

**Date:.....**

**Date:.....**

## OFFICE OF THE ACCOUNTANT-GENERAL OF THE FEDERATION NOMINAL ROLL TEMPLATE (2025 UPDATE)

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