



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

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

16th 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

Date:.....

Director Finance and Accounts

Date:.....