



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

OAGF/ADM/2025/PROM/VOL.I/52

13th October, 2025

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 for 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 of Internal Audit
All Heads of Accounts and Internal Audit
Zonal Treasury Coordinators (OAGF)
Federal Pay Officers (OAGF)

**COMMENCEMENT OF THE YEAR 2025 PROMOTION EXERCISE FOR
OFFICERS ON SALARY GRADE LEVELS 06 – 13 UNDER THE
COMMON POOL OF THE OFFICE OF THE ACCOUNTANT-GENERAL
OF THE FEDERATION**

I am directed to refer to the above subject and to inform you that the Office of the Accountant-General of the Federation (OAGF) has commenced preparations for the conduct of the **Year 2025 Promotion Examination** for officers on Salary Grade Levels 06 – 13 who are within the common pool of the OAGF.

2. Accordingly, all Ministries, Departments and Agencies (MDAs) are kindly requested to submit briefs in respect of eligible officers in the OAGF pool as follows:

- **For Officers on SGL 06 – 13:** Vacancy Returns, Eligibility List, two (2) consecutive years' Annual Performance Evaluation Reports (APER), and one (1) year Performance Management System (PMS) score, for officers last promoted on or before **1st January, 2022**.
- **For Officers on SGL 03 – 05:** One (1) year APER and one (1) year PMS score for officers last promoted on or before **1st January, 2023**.

3. The required data should be presented using the approved **Excel template** (both in soft and hard copies) and must bear the endorsement of the **Director (Administration/Human Resource Management)** of the submitting MDA. All submissions are to be forwarded to the Office of the Accountant-General of the Federation **not later than Thursday, 23rd October, 2025, using the attached template.**

4. For the avoidance of doubt, officers who are **not under the OAGF pool** shall only be considered upon the formal recommendation of the **Senior Staff Committee (SSC)** of their parent MDAs that belong to the **mainstream Federal Civil Service**. Officers from **autonomous Agencies** that recruit their own staff are **not eligible** under this arrangement.

5. It is the responsibility of Directors of Administration/Human Resource Management to ensure that all entries are **thoroughly verified and accurately presented** before submission, as they will be held **accountable** for the integrity of the information supplied.

6. You are kindly requested to **give this circular prompt attention** and ensure that the content are **circulated to all concerned officers** for necessary compliance.



Dauda Abdulhamid

Director (Administration)

For: Accountant-General of the Federation

OFFICE OF THE ACCOUNTANT-GENERAL OF THE FEDERATION
FEDERAL MINISTRY OF FINANCE,
TREASURY HOUSE, GARKI II ABUJA
YEAR 2025 SSC ELIGIBILITY LIST

S/N	NAMES	RANK	SGL	QUALIFICATION	FILE NUMBER	IPPIS NUMBER	DATE OF BIRTH	GENDER	STATE OF ORIGIN	DATE OF 1ST APPT	DATE OF CONF.	DATE OF PRESENT APPT	PHONE NUMBER	PRESENT MDA/LOCATION

Note:

- (i) APER/PMS SCORES FOR OFFICERS ON GRADE LEVEL 06 SHOULD COVER 2022 AND 2023
- (ii) APER/PMS SCORES FOR OFFICERS ON GRADE LEVEL 07 - 13 SHOULD COVER 2020, 2021 AND 2022
- (iii) PLEASE ENSURE THAT SURNAME IS WRITTEN FIRST BEFORE OTHERS NAMES

Authentication by Director (HRM)/Admin.)

NAME:

Signature:.....

Tel: No:.....

Date: