



OFFICE OF THE DIRECTOR OF ADMINISTRATION  
**FEDERAL MINISTRY OF FINANCE, ABUJA**

**INTERNAL MEMO**

From: 13<sup>th</sup> February, 2026

OAG/ADM/VOL.2/043/34

**CIRCULAR**

To:

**Directors in OAGF Headquarters,  
Directors (Finance & Accounts) across MDAs,  
Directors (Internal Audit) across MDAs,  
Heads of Zonal/Federal Pay Offices (FPOs),  
Federal Treasury Academy, Orozo.**

**RE: FINAL MOP-UP PERSONNEL AUDIT AND SKILLS GAP ANALYSIS (PASGA)  
VERIFICATION EXERCISE FOR OAGF OFFICERS**

Further to the Circular Ref. HCSF/3065/VOL.I/226 dated **11th February, 2026**, on the above subject, the Office of the Head of the Civil Service of the Federation (OHCSF) has approved the commencement of the **final mop-up and closure** of the **Personnel Audit (Physical Verification)** and **Skills Gap Assessment (Online Assessment)** for all Federal Civil Servants who are yet to complete either or both components of the exercise.

2. Accordingly, **all Officers (Service-Wide)** who are yet to complete their Physical Verification and/or Online Assessment are required to forward their details in **Excel format**, using the template below:

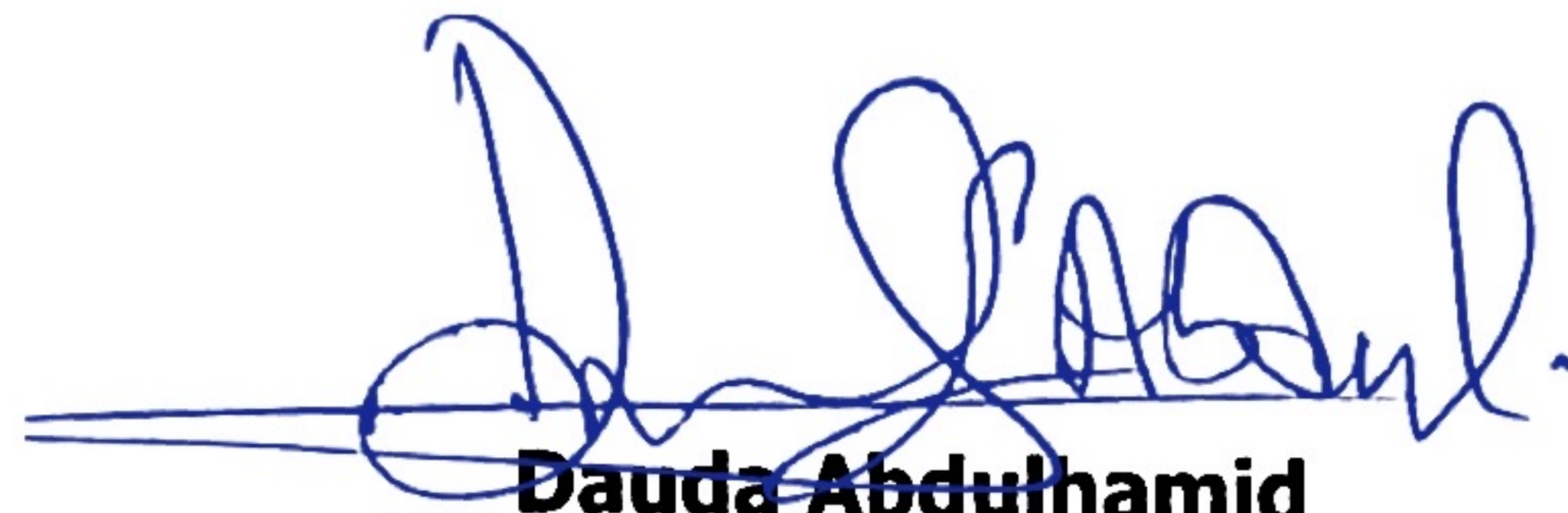
S/N	Full Name (Surname, First Name, Other Names)	IPPIS No.	Reasons for Non-Compliance (Example: NIN Not Captured)	Remarks (Example: My NIN: 767890...)	Telephone No.
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3. All completed templates should be submitted on or before **17th February, 2026** via email to [kobisesan@oagf.gov.ng](mailto:kobisesan@oagf.gov.ng) or **Whatsapp: +234 703 109 1041**

4. The PASGA Final Mop-Up Exercise is scheduled to hold from **Monday, 16th to Friday, 27th February, 2026** at the following designated centres within the Office of the Head of the Civil Service of the Federation (OHCSF), Abuja:

- i. Atiku Hall, Block A, 1st Floor
- ii. Afolabi Hall, Block D, 1st Floor

5. Failure to participate in the exercise within the specified timeframe shall attract appropriate administrative sanctions, in accordance with the provisions of the referenced OHCSF Circular.
6. Please ensure that the contents of this circular are brought to the attention of all affected staff to guarantee full compliance and participation.
7. Kindly accept the assurances of the Accountant-General of the Federation's highest regards.



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