



OFFICE OF THE ACCOUNTANT-GENERAL OF THE FEDERATION

FEDERAL MINISTRY OF FINANCE

ADMINISTRATION DEPARTMENT

Ref. No: OAGF/ADM/802/VOL.I/180

20th July, 2026.

CIRCULAR

To:

Directors/HODs in OAGF Head Office/FTA,
Directors/Heads (Finance & Accounts) across MDAs,
Directors/Heads (Internal Audit) across MDAs,
Heads of Zonal Offices (ZOs)/Federal Pay Offices (FPOs).

2026 VERIFICATION EXERCISE OF PERSONNEL RECORDS OF OFFICERS IN THE POOL OF THE OFFICE OF THE ACCOUNTANT-GENERAL OF THE FEDERATION (OAGF)

I am pleased to inform you that the Accountant-General of the Federation has approved the conduct of the **2026 Verification Exercise** for the personnel records of all Treasury Officers in the pool of the Office of the Accountant-General of the Federation (OAGF).

2. Accordingly, all Treasury Officers are required to complete the online verification form via <https://forms.gle/SVqVW7WYVGhv1M5K7> on or before **Wednesday, 29th July, 2026**. Upon completion, each officer is required to print the completed form, sign it, and obtain the endorsement of the Director of Finance and Accounts (DFA) or Head of Accounts of his/her Ministry, Department or Agency (MDA), certifying the accuracy of the information provided.
3. In addition, all Directors of Finance and Accounts/Heads of Accounts are required to compile the nominal roll of Treasury Officers (Accounts and Internal Audit Staff) in their respective MDAs using the attached Excel template. The nominal roll must be duly endorsed with the official signature and stamp of the DFA/Head of Accounts and submitted in **both hard and soft copies** to the OAGF on or before **Wednesday, 29th July, 2026**. An endorsed hard copy of each officer's printed online verification form must be attached to the corresponding nominal roll.
4. Please note that only Directors of Finance and Accounts or Heads of Accounts are authorized to submit the duly endorsed hard and soft copies of the nominal roll on behalf of their respective MDAs.

5. Attached herewith is the template to be used for the completion of the Staff Nominal Roll. The soft copy of the template is to be submitted in **Microsoft Excel format** via email to the Office of the Director (Administration) at: **director.administration@oagf.gov.ng**. In addition, the printed copies of the completed online forms are to be signed by the respective officers. The Directors/Heads of Finance and Accounts are expected to collate, countersign and submit the online forms with the completed Nominal Roll to the Office of the Accountant-General of the Federation.

6. For further enquiries, please contact:

- **Mr. Muktar:** 0803 210 3266
- **Mr. Kola:** 0703 109 1041

7. You are requested to give this Circular the widest possible circulation among all Treasury Officers in your MDA to ensure full compliance. Please note that any officer who fails to comply with this directive within the stipulated timeline or provides false or misleading information during the verification exercise shall be liable to appropriate administrative sanctions.

8. Please accept the assurances of the Accountant-General of the Federation's highest esteem.



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