OFFICE OF THE ACCOUNTANT-GENERAL OF THE FEDERATION

FEDERAL MINISTRY OF FINANCE

ADMINISTRATION DEPARTMENT

OAGF/ADM/2026/PROM/Vol.I/12 **24th November, 2026.**

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

RE: YEAR 2026 SSC PROMOTION EXERCISE FOR ACCOUNT OFFICERS ON SGL 06-13 UNDER THE POOL OFFICE OF THE ACCOUNTANT-GENERAL OF THE FEDERATION (OAGF)

I am directed to refer to our earlier circular, Ref. No. **OAGF/ADM/2026/PROM/Vol.I/02** dated **18th November, 2026** and to inform you that the **time table** for the conduct of the year 2026 Promotion Examination/Interview, has been **reviewed** as follows:

2. Below is the time table for the Accreditation and Promotion Examination:

S/N	ACTIVITY	DATE AND TIME	VENUE
i.	Screening/Verification of eligible candidates for the examinations, Conversion/Upgrading in the HQ and MDAs in FCT, Abuja	**Monday, 23rd – Thursday 26th November, 2026**	Wings A & B of the Treasury House.

ii.	Screening/Verification of eligible candidates for the examinations, Conversion/Upgrading for Officers at the Six (6) Centres.	**Wednesday, 9th December, 2026**	Federal Pay Offices: Kano, Gombe, Lokoja, Enugu, Benin and Ibadan.
iii.	Accreditation and written Examination to hold simultaneously in all the centres.	**Thursday, 10th December, 2026**	**All 6 zonal Centres** in: Kano, Gombe, Lokoja, Enugu, Benin, Ibadan and FCT **(FTA Orozo).**
iv.	**Similarly, the Junior Staff Committee (JSC) Promotion for Officers on SGL 03-05 will take place concurrently on the same date, time and designated centres.**		

3. **All eligible officers are to go to the Examination Centres within the geo-political zone of their duty posts** for the verification exercise as well as the promotion examination. Officers who fail to comply with this directive will not be verified and allowed to sit for the examination.

4. All officers are to present the original documents for sighting and one (1) set of photocopies of the following documents:

i. Letter and Gazette of 1st Appointment;
ii. Letters of last three promotions;
iii. Gazette of Confirmation of Appointment;
iv. Birth Certificate/Declaration of Age;
v. Academic Certificates
vi. Professional Certificates (**Mandatory for Professional Accountants on SGL 13 and above**)
vii. NYSC Discharge Certificate/Exemption Certificate (if applicable)
viii. Letters of Regularization of Appointment (if applicable);
ix. Evidence of Conversion/Absorption (where applicable);
x. Office Identity Card;
xi. Two (2) most recent Passport Photographs; and
xii. Posting Instructions/Letter.
xiii Certificate of Origin

5. In addition, Candidates applying for **Conversion/Upgrading** are to present themselves at the screening/verification centres with photocopies of the following ***documents*** *in six* (6) sets in an envelope as indicated below;

i. Letter and Gazette of 1st Appointment;
ii. Letters of last two promotions;
iii. Gazette of Confirmation of Appointment;
iv. Birth Certificate/Declaration of Age;
v. Academic/Professional Certificates;

vi. Letters of Regularization of Appointment (if applicable);
vii. Evidence/approval to undergo course of study;
viii. Academic Certificates;
ix. NYSC Discharge Certificate/Exemption Certificate (if applicable); and
x. Membership Certificate of approved professional body (where applicable);

NOTE: Officers who are not in the pool of the OAGF can only be considered for Conversion based on the recommendation of the Senior Staff Committee (SSC) of their respective MDAs that are in the mainstream of the Federal Civil Service, **not in Agencies** that have the autonomy to employ their own staff.

6. **For avoidance of doubt, the JSC Examination will also hold simultaneously with the SSC as indicated due to time constraint in paragraph 2 iii above.**

7. Please bring the content of this circular to the attention of all officers concerned for strict adherence.

A.T. Mohammed *MCPIM, FIinsTA*
Director (Administration)
for: Accountant-General of the Federation