

CIRCULAR

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Chief of Staff to the President, C-in-C,
Deputy Chief of Staff to the President,
Secretary to the Government of the Federation,
Honourable Ministers,
Permanent Secretaries,
Service Chiefs/Inspector-General of Police,
Governor, Central Bank of Nigeria,
Chairman, Federal Civil Service Commission,
Chairman, Police Service Commission,
Chairman, Code of Conduct Bureau,
Chairman, Code of Conduct Tribunal,
Chairman, Federal Character Commission,
Chairman, Revenue Mobilisation, Allocation & Fiscal Commission,
Chairman, National Income, Salaries and Wages Commission,
Chairman, Independent National Electoral Commission,
Chairman, National Population Commission,
Chairman, Independent Corrupt Practices and Other Related
Offences Commission,
Chairman, Nigeria Revenue Service,
Chairman, National Drug Law Enforcement Agency,
Clerk of the National Assembly,
Secretary, National Judicial Council,
Accountant General of the Federation,
Auditor-General for the Federation,
Surveyor-General of the Federation,
Chief Registrar, Supreme Court of Nigeria,
Directors-General and Chief Executives of Parastatals/Agencies.

CORRECT INTERPRETATION OF PUBLIC SERVICE RULE 120243 ON PRE-RETIREMENT ACTIVITIES

It has come to the attention of this Office that some Ministries, Extra-Ministerial Departments and Agencies (MDAs) have continued to treat the three-month notice period preceding retirement as a mandatory leave period, contrary to the provisions of the extant Public Service Rules (PSR).

2. **The PSR 120243 States** as follows:

"Officers are required to give three months' notice to retire from Service before the effective date of retirement. At the commencement of three months, Officers should proceed immediately on the mandatory one-month pre-retirement workshop/seminar. For the remaining two months, retiring Officers are expected to take necessary measures to put their records straight to facilitate the speedy processing of their retirement benefits."

3. The Rule establishes three distinct requirements in the following sequence:

- a) **A notice obligation** - A retiring officer must give three months' notice before their effective date of retirement. This is a notice requirement, not a leave entitlement.
- b) **Attendance at a pre-retirement workshop or seminar** - During the first month of the notice period, the officers must attend an approved MDA-mandated pre-retirement programme.
- c) **Completion of retirement records** - During the remaining two months, Officers are expected to regularise their service records, pension documentation, and other retirement-related matters to facilitate seamless processing of their benefits.

4. **PSR 120243** does not exempt retiring Officers from official duties during the notice period, except where they are attending an approved pre-retirement workshop or seminar, or are otherwise authorised to be absent under extant leave rules.



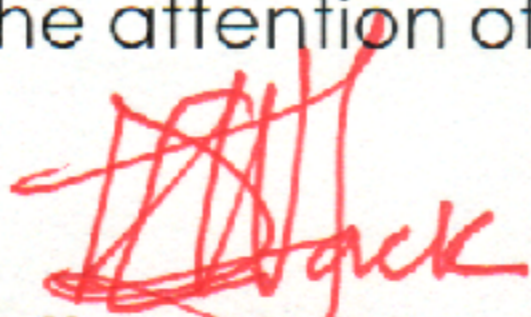
5. Although **PSR 120201** lists "Pre-retirement Leave" among the recognised categories of leave in the Public Service, the existence of a leave category does not by itself establish its duration, conditions, or automatic entitlement. The operative provision governing pre-retirement arrangements is **PSR 120243**, which prescribes a notice requirement and preparatory activities, not a compulsory three-month absence from duty.

6. The error in interpretation may have arisen from a reading of the marginal note to Rule 120243, which is not part of the construction of the Rule. **The so-called "mandatory three-month pre-retirement leave" has no basis in the Public Service Rules.**

7. Consequently, all MDAs are directed to:

- a) discontinue the practice of treating the three-month notice period as compulsory leave and compelling Officers to vacate duty based on a non-existent provision;
- b) ensure that a retiring officer continues to discharge official responsibilities throughout the notice period, except as otherwise approved;
- c) facilitate the timely participation of retiring Officers in approved pre-retirement seminars and workshops under MDA-approved programmes; and
- d) ensure prompt processing and reconciliation of all retirement records, pension documentation, and other entitlements within the stipulated period.

8. Accordingly, Permanent Secretaries, Directors-General, Executive Secretaries, Chairpersons of Statutory Agencies, and all Chief Executive Officers are to take note of the content of this Circular and bring it to the attention of all Staff for strict compliance.



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Head of the Civil Service of the Federation