



**THE PRESIDENCY**  
**OFFICE OF THE HEAD OF CIVIL SERVICE OF THE FEDERATION**  
*Permanent Secretary, Service Policies and Strategies Office*  
Federal Secretariat Phase II, Shehu Shagari Way, Central Business District PMB 248, Abuja

HCSF/SPSO/ODD/NCE/RR/650365/08

26<sup>th</sup> May, 2026

**CIRCULAR**

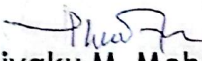
The Secretary to the Government of the Federation  
All Permanent Secretaries  
The Accountant-General of the Federation  
The Auditor-General for the Federation

**CALL FOR MEMORANDA FOR THE 48TH MEETING OF THE NATIONAL  
COUNCIL ON ESTABLISHMENTS**

The Office of the Head of the Civil Service of the Federation hereby requests the submission of memoranda by Ministries, Departments and Agencies (MDAs) for consideration at the 48<sup>th</sup> Meeting of the National Council on Establishments, scheduled to hold from 20<sup>th</sup> – 24<sup>th</sup> July, 2026 in Port Harcourt, Rivers State.

2. The NCE serves as the institutional mechanism established by Government to facilitate inter-governmental consultation and policy coordination on matters relating to Establishments, Salary Structures, Conditions of Service, and Schemes of Service for Civil and Public Servants across the three tiers of Government in Nigeria.
3. In order to facilitate early planning and effective coordination of the Meeting, all Permanent Secretaries are kindly requested to forward relevant memoranda on establishment-related matters concerning their Ministries, Departments and Agencies for consideration by the Council.
4. All submissions are required to:
  - i. Be prepared strictly in line with the attached approved template;

- ii. Be addressed to the Head of the Civil Service of the Federation, Attention: Permanent Secretary, Service Policies and Strategies Office (SPSO);
  - iii. Be submitted in soft copy format via email to: [registry.ohos@ohcsf.gov.ng](mailto:registry.ohos@ohcsf.gov.ng) not later than Monday, 15<sup>th</sup> June, 2026; and
  - iv. Contain clear justification, relevant background information, and all necessary supporting documents to facilitate effective consideration by the Council.
5. MDAs are advised to ensure that only memoranda with adequate stakeholder consultations and necessary internal approvals are forwarded for consideration.
6. For further clarification, please contact **Dr. Mimi Abu, Director, Organisation Design and Development (ODD)**, on telephone number: 0708 795 6182 or via email at [mimi.abu@ohcsf.gov.ng](mailto:mimi.abu@ohcsf.gov.ng).
7. Please ensure wide circulation and strict compliance with the contents of this Circular.

  
**Dr. Ishiyaku M. Mohammed**  
Permanent Secretary, Service Policies and Strategies Office  
for: Head of the Civil Service of the Federation

**TEMPLATE FOR NCE MEMO**

THIS DOCUMENT IS THE PROPERTY OF THE NATIONAL COUNCIL ON ESTABLISHMENTS (NCE)

SECRET

NCE/2026

JULY

COPY NO.....

NATIONAL COUNCIL ON ESTABLISHMENTS

TITLE OF THE MEMO/APPROVAL FOR .....

**MEMORANDUM BY (NAME OF MDA)**

1.0 Purpose

1.1 The purpose of this memorandum is to appraise the Council.....

2.0 BACKGROUND

2.1 .....

3.0 JUSTIFICATION

3.1.....

4.0 PRAYER

Council is accordingly invited to:

- a. Note that .....
- b. Note that.....; and
- c. Approve .....

(INITIALED)

NAME OF MDA

ADDRESS

DATE

Summary:

The template should be structured into five sections, as outlined below:

1. THE PURPOSE
2. THE BACKGROUND
3. THE JUSTIFICATION
4. THE PRAYER
5. THE SIGNATURE OF THE SPONSOR