

## CIRCULAR

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Office of the Head of the Civil  
Service of the Federation,  
Federal Secretariat Complex,  
Phase II, Shehu Shagari Way,  
Three Arms Zone, Abuja.

12th August, 2026

Chief of Staff to the President, C-in-C  
Deputy Chief of Staff to the President,  
Honourable Ministers,  
Secretary to the Government of the Federation,  
Permanent Secretaries,  
Service Chiefs/Inspector-General of Police,  
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 Salaries, Incomes and Wages Commission,  
Chairman, Independent National Electoral Commission,  
Chairman, National Population Commission,  
Chairman, Economic and Financial Crimes Commission,  
Chairman, Independent Corrupt Practices and Other Related  
Offences Commission,  
Chairman, National Drug Law Enforcement Agency,  
Chairman, National Assembly Service Commission  
Chairman, Nigeria Revenue Service  
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,  
Chief Executive Officers of Treasury-funded Extra-Ministerial Departments  
and Agencies



**INTRODUCTION AND SERVICE-WIDE UTILISATION OF DIGITAL INFORMATION  
AND KNOWLEDGE PLATFORMS: SERVICE-WISE GPT, ONLINE COMPENDIUM OF  
FEDERAL CIRCULARS, CIVIL SERVICE NEWS, AND SERVICE WELFARE  
NEWSLETTER.**

The Office of the Head of the Civil Service of the Federation (OHCSF), in furtherance of the Federal Government's Public Service reforms and the ongoing digital transformation of the Federal Civil Service under the Federal Civil Service and Implementation Plan (FCSSIP), has developed a suite of digital information and knowledge platforms to improve officers' access to authoritative information, strengthen institutional memory, enhance communication and staff engagement, and support more efficient and consistent delivery of Government business.

2. The initiatives constitute an integrated digital information and knowledge ecosystem through which public officers can more readily access relevant Public Service information, institutional knowledge, official communications and staff welfare information. The platforms are:

- i. **Service-Wise GPT** — an artificial intelligence-powered knowledge and advisory assistant developed to support Civil and Public Servants in understanding and applying relevant rules, regulations, circulars, guidelines and administrative procedures governing the Nigerian Public Service. It is designed to provide officers with quick, clear and context-specific guidance on matters relating to personnel administration, discipline, appointments, promotions, leave, retirement, financial management, procurement, ethics, official conduct and other aspects of Government business. Service-Wise GPT draws on key Public Service reference materials, including the Nigerian Constitution, Public Service Rules, Civil Service Handbook, Federal Government Financial Regulations, Public Procurement Act, Establishment Circulars, competency frameworks and other relevant official instruments.
- ii. **Online Compendium of Federal Circulars** — an electronic repository designed to facilitate the preservation, retrieval and consultation of Federal Government Circulars and strengthen institutional memory and consistency in the application of



Government policies and administrative instructions. Circulars constitute an important body of administrative instruments through which Government policies, approvals, procedures and instructions are communicated and implemented. Over time, however, the increasing volume and dispersion of such records across Ministries, Extra-Ministerial Departments and Agencies have made timely retrieval and reference increasingly challenging. The Online Compendium addresses this challenge by providing a searchable electronic repository through which officers can identify and retrieve available Federal Government Circulars for official reference. The Compendium is intended to facilitate timely access to Government Circulars, preserve the institutional memory of the Federal Public Service, reduce dependence on fragmented physical records and personal archives, support research and informed administrative decision-making, improve consistency in the interpretation and implementation of Government instructions, and support the continuing digitisation and modernisation of Government records.

- iii. **Civil Service News** — an official communication platform for disseminating information on reforms, policies, activities, achievements, innovations, programmes and other developments across the Federal Civil Service. This is an effort to strengthen communication, institutional awareness, knowledge sharing and engagement across the Federal Civil Service. An informed Civil Service is essential to effective reform implementation. Officers should understand not only the policies and programmes affecting their immediate organisations but also the wider direction, priorities, achievements and transformation taking place across the Service. Civil Service News is therefore intended to strengthen the flow of credible information across the Service and provide greater visibility to reforms, activities, achievements, innovations and lessons that may be relevant across Ministries, Extra-Ministerial Departments and Agencies.
- iv. **Service Welfare Newsletter** — a dedicated platform for communicating information on staff welfare, wellbeing, benefits

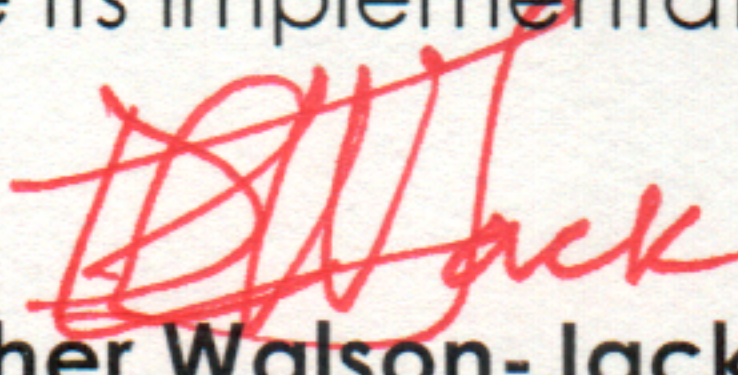


and other matters affecting the working experience and welfare of public officers. Staff welfare is an important component of the Federal Civil Service's employee value proposition and contributes directly to morale, engagement, productivity and institutional performance. It is therefore necessary that officers have timely access to accurate information concerning welfare programmes and initiatives available within the Service. The Service Welfare Newsletter provides a structured channel through which relevant welfare information, programmes, opportunities and guidance may be communicated to officers. Subject to applicable Government policies and approved programmes, content may cover matters relating to staff welfare programmes and initiatives; health, wellness and wellbeing; employee benefits and relevant entitlements; financial wellbeing and financial literacy; retirement and pre-retirement information; workplace wellbeing and productivity; staff recognition and engagement initiatives; relevant opportunities available to officers; and other matters affecting the welfare and working experience of public officers.

3. The deployment of these platforms forms part of the broader effort to build a modern, digitally enabled, knowledge-driven and responsive Federal Civil Service in which officers have timely access to the information required to discharge their responsibilities effectively.

4. The platforms may be accessed through the official website of the Office of the Head of the Civil Service of the Federation at **ohcsf.gov.ng**, under the relevant initiatives and resources section. Officers shall use their official Government email addresses for registration where authentication is required.

5. Permanent Secretaries, Directors-General, Executive Secretaries and other Chief Executives are requested to accord this Circular the widest possible circulation and ensure its implementation in their respective MDAs.

  
**Mrs. Didi Esther Walson-Jack, OON, mni**  
Head of the Civil Service of the Federation