

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.

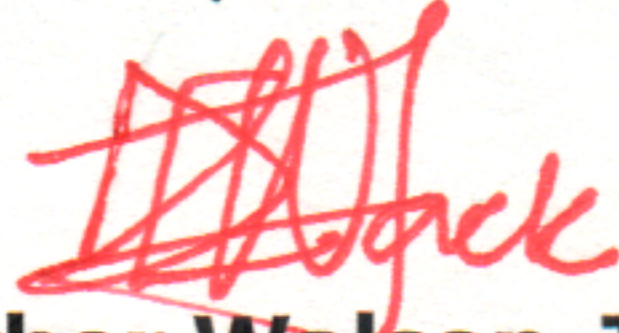
24th August 2026

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

**ROTATIONAL OVERSEEING OF THE OFFICE OF THE PERMANENT
SECRETARY BY SUBSTANTIVE DIRECTORS**

As part of the ongoing reforms of the Federal Civil Service aimed at strengthening leadership capacity, promoting institutional continuity and enhancing succession planning, the Head of the Civil Service of the Federation has approved the attached Framework for the implementation of Rotational Overseeing of the Office of the Permanent Secretary by substantive Directors whenever a Permanent Secretary is away, commencing in order of seniority.

2. The Overseeing Framework is intended to provide eligible Directors with practical exposure to executive decision-making and conflict resolution and the effective management of ministerial responsibilities. It will also enable participating Directors to develop a broader understanding of Ministerial operations, policies, programmes and projects, with particular emphasis on institutional coordination and teamwork.
3. The Overseeing Framework shall apply whenever a Permanent Secretary is away from Abuja, proceeds on leave, or is otherwise absent from duty for a period exceeding one (1) day.
4. Participation in the Overseeing Framework shall be limited to substantive Directors who are Heads of Departments and it provides for mandatory reporting, proper handover and continuity between successive Overseeing Directors, where applicable.
5. Accordingly, all Permanent Secretaries/Chief Executive Officers are to take note of the contents of this Circular and bring them to the attention of all staff for strict compliance.



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

OFFICE OF THE HEAD OF THE CIVIL SERVICE OF THE FEDERATION
FRAMEWORK ON THE ROTATIONAL OVERSEEING OF THE OFFICE OF
THE PERMANENT SECRETARY FRAMEWORK

The following Guidelines shall apply to Directors overseeing the Office of the Permanent Secretary:

1. The operationalization of the Framework shall uphold the established principles of seniority, hierarchy, and administrative order within the Federal Civil Service.
2. All rotational overseeing arrangements under the Framework shall operate within the existing chain of command and shall not disrupt the administrative authority structure of the Service. The Permanent Secretary remains the overall supervising and decision-making authority.
3. The appointment of an Overseeing Director shall be communicated to the Honourable Minister and Honourable Minister of State.
4. The Overseeing Director shall use the approved template for daily reporting of assignments and activities carried out.
5. All mails and files requiring the attention of the Permanent Secretary shall be returned to the Permanent Secretary's Office.
6. All incoming and outgoing mails/files shall be properly recorded in the Permanent Secretary's Registry before dispatch.
7. The Permanent Secretary shall be consulted, where possible, on important or urgent matters, whether new or ongoing, for guidance and direction.
8. All files shall be carefully scrutinized and treated in accordance with extant Laws, Rules, Regulations, and Circulars.
9. All official correspondence leaving the Ministry shall be thoroughly cross-checked to eliminate errors before dispatch.
10. Letters, except those required to be personally signed by the Permanent Secretary, may be prepared in the Permanent Secretary's name and signed by the Overseeing Director by indicating "F" before appending his/her signature over the Permanent Secretary's designation.

11. Requests for approval under the Overhead Vote shall only be considered in urgent situations so as not to disrupt the day-to-day operations of the Ministry, and shall remain subject to the approval of the Permanent Secretary.
12. Due authorization shall be obtained from the Permanent Secretary before urgent requests under the Overhead Vote are processed.
13. When considering urgent requests for payment under the Capital or Recurrent Vote, the appropriate Vote of Charge (VOC) with sufficient financial balance shall be indicated and attached on the Electronic Content Management System (ECM).
14. Directors overseeing the Office of the Permanent Secretary shall not exercise substantive financial authority beyond delegated authority or without the clearance of the Permanent Secretary.