

B. 63216/S.1/X/1

Office of the Head of Civil Service

The Presidency

Federal Secretariat Complex

Shehu Shagari Way

Abuja.

6th July, 1999.

Chief of Staff to the President, Commander-In-Chief

Justice of the Federation

Deputy Ministers

Secretary to the Government of the Federation

Minister of Defence Staff

Chief of Staff

Director-General of Police

Director-General of Civil Service Commission

Director-General of Bank of Nigeria (CBN)

Director-General for the Federation

Permanent Secretaries

Deputy-General of the Federation/Directors-General

Heads of Extra-Ministerial Department/Agencies

Ministries to State Governments

Ministries of Service to State Governments.

FURTHER REVIEW OF PENSION RATES

Under Circular No. SWC/S/104/S.825 of 11th May, 1999 issued by the National Salaries, Wages and Pension Commission, approving an increase of 150% on all existing pensions with effect from 1st January, 1999, it has become necessary to make the following clarifications.

The Pension of officers who retired between 1st January, 1991 and 30th September, 1994 should be harmonised to the level of pension payable to their counterparts who retired from 1st January, 1991 and after 30th September, 1994 before apply the 150% increase to their pension. The pension of Judges who retired between 1st January, 1991 and 31st December, 1995 should be harmonised with that of their counterparts who retired from 1st January, 1996 before applying the 150% increase to avoid disparity in their pension rates.

There will be an additional increase of 30% on all existing pensions with effect from 1st January, 2000.

By this Circular, my earlier Circular Reference No. N. 63216/S.1/X of 6th July, 1999 is hereby withdrawn.

(Sgd)

ABU OBE, CON mni

Head of Civil Service of the Federation

No. B.63216/S.1/X
Office of the Head of Civil Service
New Federal Secretariat, Phase II Shehu Shagari Way
Abuja.
20th August, 1999.

Chief of Staff to the President
Principal Staff Officer to the Vice-President
Honourable Minister
Secretary to the Government of the Federation
Chairman, Federal Civil Service Commission
Permanent Secretaries
Auditor-General of the Federation
Accountant-General of the Federation
Director-General and Heads of Extra-Ministerial
Departments/Agencies

RETIREMENT AT 35-YEARS SERVICE

The Federal Government has approved the restoration of the 35-years service rule as a condition for retirement with effect from 1st September, 1999. Accordingly, every officer shall retire from the service on attaining the age of 60 years or 35 years of pensionable service, whichever comes earlier. Every officer shall be required to give six months notice prior to the effective date of his retirement to ensure that his entitlements are paid to him as he leaves the service.

2. All officers who shall be 60 years old or who have attained 35 years of pensionable service before or by the 31st of August, 1999, are by this circular retired from the service with effect from that date. All affected officers should ensure that they hand over to the next senior officer in their Departments not later than 31st August, 1999. Copies of their handing over notes should be submitted to the Permanent Secretary or the Director, Personnel Management, as the case may be.

3. Without prejudice to Circular Ref. No. SGF/H/Mol.II/TT/26 of 20th February, 1997, an officer, in which ever grade, shall with effect from 1st September, 1999, be deemed to have retired from the service with effect from the date he/she attains/attained the age of 60 years or 35 years of pensionable service whichever is earlier. Where an officer, for whatever reason, stays in service beyond the date he/she is expected to retire, all emoluments earned by him/her thereafter shall be deducted from his/her retirement benefits and he/she shall, in addition, face other severe disciplinary actions.

4. Permanent Secretaries, Directors-General/Heads of Extra-Ministerial Departments, Parastatals and Agencies are enjoined to ensure that this circular is implemented with despatch. Details of the affected officers should be sent to this Office for record purpose and to facilitate the payment of their entitlements with minimum delay.

5. This Circular supercedes Circular Ref. No. SGF.H/Mol.II/TT/26 of 20th February, 1997.

(Sgd)

ABU OBE, CON mni

Head of Civil Service of the Federation.

CIRCULAR

B.63216/S.1/X/840

The Presidency,
Office of the Head of the Civil Service
of the Federation,
Establishments & Pensions Office,
Federal Secretariat, Phase II,
Abuja.

5th October, 2000

of Staff to the President,
y Chief of Staff to the Vice President,
Justice of the Federation,
able Ministers
ary to the Government of the Federation,
ian, Federal Civil Servant Commission,
ment secretaries,
- General for the Federation,
rs-General and Heads of Extra-Ministerial
ments/Agencies
egistrar, Supreme Court,
ries to State Governments,
of Services of State Governments,

CLARIFICATION OF CIRCULAR ON INCREASE IN PENSION RATES (1999)

ving the issuance of Circulars Ref: No. SWC/S.104/S.104/S.8/25 of 11th May, 1999 and B.63216/
1 of 19th July, 1999 which increased pension rates by 150% and 30% respectively, there had
some confusion in the interpretation and implementation of the two circulars.
The purpose of this circular, therefore, is to explain how the two circulars should be applied as
follows:

The base line for the application of the 150% and 30% increases is the harmonised pension
rates;

Only retirees who are beneficiaries of the 150% will also be paid the 30% increase in order to
bring the increases in their pensions to 180% being the corresponding increase in salaries of
serving officers at the time September, 1998-29th March, 1999);

The 30% increase payable from January, 1st 2000 is 30% of harmonised rate; and NOT

3. 30% of the increased rate of 150%.
For illustration on how the pension rate of 150% and 30% increase should be calculated, see
the example below:

(a)	Harmonised pensions as at 31st August, 1998	N20,000.00
(b)	150% increase (i.e. 150% of N20,000.00) with effect from 1/1/99	N30,000.00
(c)	Pensions as at 1/1/99	N50,000.00
(d)	30% increase from 1/1/2000 (30% x 20,000.00)	N6,000.00
(e)	Pension from 1/1/2000	N56,000.00

4. It should be further explained that the increase of both 150% and 30% affect the pensions
of only officers who retired from service before or by 31st August, 1998. The decision of
Government to pay the 150% and 30% increases in two tranches was dictated by budgetary
constraints.

5. Please bring the contents of this circular to the attention of all concerned.

(Signed)
Abu Obe, CON, mni
Head of the Civil Service of the Federation.

Ref: No. B. 63216/SI/X/T/8
 The Presidency
 Office of Establishments and
 Management Services
 Federal Secretariat Phase II
 Ikoyi - Lagos
 22nd July, 1992

The Principal Secretary to the President
 The Inspector-General of Police
 The Secretary to the Government of the Federation
 All Ministers
 All Directors-General
 All Heads of Extra-Ministerial Departments

REVIEW OF PENSION BENEFITS

As you are aware by Establishments Circular Ref: No. B63304, XIII/879 of 29th June, 1992 the following modifications in respect of retirement benefits have been made:

- (a) The period of qualifying service for pension is reduced from 15 to 10 years;
- (b) The period of qualifying service for gratuity is reduced from 10 to 5 years and
- (c) The maximum rate of pension for 35 years service is increased from 70% to 80%

In accordance with these changes, the schedule for the computation of gratuity and pension in Table B of Schedule 1 of Decree No. 102 of 1979 has been amended as in the attached table. The new schedule will apply with effect from 1st June, 1992

In order to extend the benefits, as usual, to pensioners already on the pay-roll before 1st June, 1992, an increase of 10% across the board should be granted on their existing pensions with effect from 1st June 1992

(Sgd)

K. F. ADEBOLU

*Director-General (Establishments)
 for: Honourable Minister of Establishments and Management Services*

The Presidency
 Office of Establishments and Management Services
 Federal Secretariat, Phase II
 Ikoyi - Lagos
 22nd July, 1992.
 Copy to:
 Secretary to all State Governments
 Above for your information and necessary action.

(Sgd)

K. F. ADEBOLU

for: Honourable Minister of Establishments and Management Services

Office of the Head of Civil Service
of the Federation
Establishments Department
New Secretariat, Ikoyi-Lagos
7th February, 1980.

The Secretary to the Government of the Federation
The Inspector-General of Police
All Permanent Secretaries and Heads of Extra-Ministerial
Departments of the Federation
All Secretaries to the Government of the States
All Heads of Civil Service
All Permanent Secretaries of the Ministries/Department of Establishments
The Executive Secretary, National Universities Commission
All General Managers of Parastatals
All Directors of Administration, Universities/Teaching Hospitals.

TRANSFER OF SERVICE FROM ONE PUBLIC SERVICE TO ANOTHER

It has come to the notice of this office that public officers have not been complying fully with the provisions of CSR 02602 (a) (i)-(iii) which makes it mandatory for officers seeking transfer from one arm of the Public Service to another to write their applications through their Head of Departments. Some departments are also known to have accepted officers on transfer without ascertaining whether or not their applications were submitted in accordance with existing regulations. It is considered that if this situation is not arrested in time it might cause friction and ill will in some sections of the Public Service especially as such officer who seek transfer elsewhere often do so to promote only their self-interest, they usually ignore the fact that their premature exit from the present post might retard the work and efficiency of their Department.

In order to avoid this unsatisfactory situation, all Ministries and Extra-Ministerial Departments of the Government of the Federation are hereby requested to adhere strictly to the existing regulations on transfer from one arm of the Public Service to another as stipulated in CSR-02602(a)(i)-(iii) for ease of reference the provisions of the relevant CSR(a)(i)(iii) are reproduced below:

Senior Post Transfer from one Senior Post to another or from one class to another within the Federal Public Service require the prior approval of the Federal Civil Service Commission and an officer must have served for a minimum period of six months in his original department. Any application for such transfer must be submitted to the Head of the applicant's Department and must state the applicant's reasons for desiring a transfer and his qualifications for the work he wishes to undertake. Such application should be forwarded to the Federal Civil Service Commission by the Head of Department together with a Statement as to:

How the applicant has performed his duties:

Whether the applicant is considered to be well qualified for the post he desires.

Recommendations as to the grant or refusal of the application.

Kindly bring the content of this Circular to the attention of the officers responsible for his matter in your establishments for compliance.

(Sgd)

I AKADE

Permanent Secretary (Establishments Department)
for: Head of the Civil Service of the Federation

Ref: No. SW/C/S/O/MS.8/25
Telephone: 09-5239525

The Presidency
National Salaries, Incomes And
Wages Commission
Office Of The Chairman
Plot 209, Shehu Shagari Way,
P.M.B. 346, Garki - Abuja

11th May, 1999

The Principal Staff Officer to the Head of State,
Commander-In-Chief,
The Principal Secretary to the Head of State,
Commander-in-Chief,
The Principal General Staff Officer to the Chief
of General Staff,
The Inspector-General of Police
The Secretary to the Government of the Federation,
Hon. Ministers and Heads of Extra-Ministerial Departments,
Permanent Secretaries/Director-General,
The Auditor-General for the Federation,
The Accountant-General of the Federation.

REVIEW OF PENSIONS RATES

In line with Government Policy of correspondingly revising pensions whenever there is a review remuneration of workers, government has approved an increase of 150% on all existing pension. This means that a person who is currently on a pension of N100 per month will, as a result increase, receive N250 a month.

The effective date of this revision is 1st January, 1999.

(Signed)
Owelle G. P. O. Chiketau, CON
Chairman

Office of the Head of the Civil Service
of the Federation
Establishments Department
Personnel Policy Division
New Secretariat, Lagos.
26th May 1986.

Ref: No. PEN 6461/S. 31/11

The Secretary to the Military Government and Head of Service
Military Governor's office, Establishment Department
Yola, Gongola State.

**STATUTORY AGE OF RETIREMENT AND APPROXIMATION OF QUALIFYING PERIOD OF
SERVICE FOR PENSION AND GRATUITY PURPOSES**

I am directed to acknowledge with thanks, receipt of your letter No. S/PEN/32/1/8 of 16th April in which you asked for clarifications in respect of two sections of the Pension Act. In the first Section (2) (b) of the Pension Act 1979, provides for the approximation of the period of service excess of six months to one year. This provision, however, is applicable only to officers who rendered the full qualifying service in the service. For example, an officer who had rendered service for 17 years, 7 months and 12 days will be assumed to have served for 18 years. However, an officer who served for 14 years, 11 months and 20 days cannot enjoy this approximation. Consequently, cannot be deemed to have worked for 15 years and therefore qualify for granting of pension. The provision being made is that the provisions of Section 1(2) (b) of the Pensions Act are applicable only to officers who had rendered at least 15 years' service.

- 2.
- With reference to Section 4(1) of the Pensions Act, I am to say that any service rendered after an officer had attained the age of 60 years is not reckonable for purpose of calculating retiring benefits. For example, let us assume that Mr. A became 60 years old with effect 1st January, 1982 on a salary of N10,818.00 which is GL. 14. Let us also assume that he did not retire then and this fact did not become apparent and consequently, Mr. A continues to work. Let us further assume that in January 1985, he was promoted to GL 15 and was placed on step 2 i.e. N11,892.00 in accordance with existing regulations and finally retired with effect from 1st April, 1986 when he was already on GL 3 GL 15 i.e. 12,456.00. At the time of his retirement, he would be 64 years old. His retirement benefit should be calculated on his salary as at 1st January, 1982, i.e. N10,818.00. The last four years service would also not be counted as part of his pensionable service. The implication of the provision in Section 4(1) of the Pensions Act therefore is that, an officer ceases to be a Civil Servant automatically when he attains the age of 60 years. Any service rendered after this age is not reckonable in calculating the retirement benefits of the officer.

(Sgd)
M. SHITTU

For: Permanent secretary
Office of Head of the Civil Service of the Federation.

No. 8/1536
Office of the Head of the Civil Service
of the Federation
Establishments Department
Personnel Policy Division
New Secretariat, Lagos.
3rd June, 1986.

Ref: No. B. 49951/S4 / VI/381

The Secretary to the Federal Military Government
Inspector-General of Police
Principal Secretary, State House
All permanent Secretaries and Heads of Extra-Ministerial Departments
All Secretaries to State Governments
Accountant-General of the Federation
Auditor-General for the Federation
All State permanent Secretaries Responsible for Establishment Matters
All State Accountants-General
All State Director of Audit.

CLARIFICATION OF QUALIFYING SERVICE

In view of the general difficulties experienced in the interpretation of the provision of Section 1 (2) (b) and Section 3(2) (a) of the *Pensions Act*, it has become necessary to clarify what constitutes qualifying service for the purpose of gratuity or pension and gratuity payment as provided for in the *Pensions Act* of 1979.

2. To qualify for gratuity, an officer is expected to serve for 10 years whilst 15 years service would qualify an officer for gratuity and pension. Although, Section 1 (2) (b) of the *pensions Act* provides that a period of service (other than war service) over six month could be approximated to one year, that approximation is applicable only after qualifying for either pension or gratuity (to officers who have satisfied the provision of qualifying service in the first instance). For example, an officer who has served for 18 years, 7 months and 12 days and decides to retire or is retired, will be deemed to have rendered service 19 years service because 7 months 12 days would be approximated to one year under the provisions of Section 1(2) (b) of the *Pension Act*. However, if the officer had rendered 14 years, 11 months and 29 days service, he will not be entitled to the approximation because he has not rendered the minimum qualifying service of 15 years. Furthermore, an officer who served for 9 years and 11 months and retires will not qualify for the payment of gratuity because he has not rendered the minimum qualifying service of 10 years.

3. Permanent Secretaries and Heads of Extra-Ministerial Departments are requested to bring this clarification to the notice of their officers for general information and to assist them in determining when they would voluntarily retire and whether or not they would be entitled to any benefits.

(Sgd)

M. SHITTU

For: Permanent secretary
Establishments Departments

Ref. No. SWC.04/Vol. IV/1011
Telephone: 09/5233291

The Presidency
National Salaries, Incomes And
Wages Commission
Office Of The Chairman,
Plot 209, Shehu Shagari Way,
P.M.B. 346,
Garki - Abuja

7th May, 1999

The Chief of Staff to the President
Deputy of Staff to the Vice President
Honourable Ministers
Secretary to the Government of the Federation
The Chief of Defence Staff
The Inspector-General of Police
Chairman, Federal Commissions
Permanent Secretaries/Directors-General and
Chief Executives of Parastatals
The Clerk of the National Assembly
The Auditor General for the Federation
The Accountant-General of the Federation
The Chief Registrar, Supreme Court of Nigeria

REVIEW OF PENSIONS RATES

Please refer to my letter No. SWC.04/Vol. IV/991 of 5th May, 2000 on the Harmonised Public Service Salary Structure and Allowances. In line with government policy of corresponding revising pensions whenever there is a review in the remuneration of workers, government has approved an increase of 142% in all existing pensions. This means that a person who is currently earning a pension of N100 per month will, as a result of the increase, receive N242 per month.

2. The effective date of this revision is 1st May 2000

(Signed)
OWELLE G. P. O. CHIKELU
CHAIRMAN.

National Salaries, Income & Wages
Commission
Office of the Chairman
The Presidency
Abuja
11th May, 1999

The Chief of Staff to the President, Commander-In-Chief
Office of the Vice President
Chief Justice of the Federation
Honourable Ministers
The Secretary to the Government of the Federation
The Chief of Defence Staff
Service Chief
The Inspector-General of Police
Chairman, Federal Civil Service Commission
Governor, Central bank of Nigeria (CBN)
Auditor-General of the Extra-Ministerial Departments/Agencies
Secretaries to State Governments
Heads of Services of State Governments.

PAYMENTS OF RETIREMENT BENEFIT AND OTHER ENTITLEMENTS

In order to ensure that officers who were retired or whose appointments were terminated in the Federal Civil service under the Public Officers (Special Provisions) Decree No. 17 of 1984 are not subjected to undue hardship, Government has decided that retirement benefits and other related entitlements of the affected officers should be paid promptly. Accordingly, the following procedure should be followed strictly by all Federal Ministries, Extra-Ministerial Departments/Agencies that receive their retirement benefits through the Office of Establishments and Management Services.

1 PAYMENT OF GRATUITY:

In accordance with extant law and Circular, only officers on permanent and pensionable appointment and who have served for not less than 5 years are entitled to gratuity. Ministries/ Extra-Ministerial Departments and other Agencies shall compute the gratuity payable to their affected staff on the basis of the rates prescribed in the table attached as Annex A to this circular. To avoid further delay, Resident Federal Auditors are authorized in the Ministries/ Departments/Agencies are authorized to examine and approve the computation sheets for the payment of gratuity only. The computation sheet showing the details of the entitlements and the total sum required to settle the claims should be submitted to the Office of Establishments and Management Services. The Office of Establishments and Management Services will release the required amount to Ministries/Extra Ministerial Departments and other Agencies for direct payment to the affected officers.