



**FEDERAL TREASURY
CIRCULARS ISSUED
IN YEAR 2001**

Index Of Year 2001 Federal Treasury Circulars

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FEDERAL MINISTRY OF FINANCE

Zaria Street, Opp. Central Bank of Nigeria
P.M.B. 7015, Garki, Abuja, Nigeria.

Ref: No. TR.No A1 & B1/2001

OAGF/PRS/005/III/158

15th January, 2001

FEDERAL TREASURY CIRCULAR

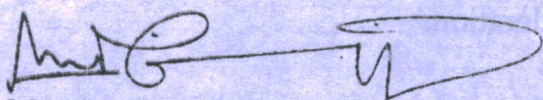
TO:

The Chief of Staff to the President,
The Deputy Chief of Staff, Office of the Vice-President,
All Honourable Ministers,
The Secretary to the Government of the Federation,
The Head of Civil Service of the Federation,
All Special Advisers,
All Service Chiefs/Inspector-General of Police,
The Chairman, Federal Civil Service Commission,
All Federal Permanent Secretaries,
The Clerk of the National Assembly,
The Auditor-General for the Federation,
The Chief Registrar, Supreme Court of Nigeria,
All Directors of Finance and Supplies,
All Heads of Account Divisions,
The Sub-Treasurer of the Federation,
All Heads of Internal Audit Units,
All Federal Pay Officers.

Non-compliance with Rules about Payment Of Rent Subsidy to Federal Civil Servants

Government has expressed disappointment over the attitude of civil servants who live in government quarters and, at the same time, collect housing allowance or rent subsidy.

2. In view of this development, Government has directed that, as from January 2001, payment of housing allowance or rent subsidy, to all categories of workers, should cease. However, those who have genuine claims should make them, thereafter, by showing evidence that they are not living in government quarters. For this purpose, the Director of Personnel Management in each Ministry or arm of Government will issue a certificate to confirm the claims of such officers before any payment of housing allowance could be paid to them.
3. You are required to take immediate actions to implement the above directives, please.



J. K. Naiyeju
Accountant-General of the Federation.

**OFFICE OF THE ACCOUNTANT-GENERAL
OF THE FEDERATION
FEDERAL MINISTRY OF FINANCE**

Ref. No. TRY/A2&B2/2001
OAGF/PRS/005/III/171

PM.B. 7015
Garki-Abuja,
Nigeria.
27th March, 2001

FEDERAL TREASURY CIRCULAR

TO:

The Chief of Staff to the President
The Deputy Chief of Staff, Office of the Vice-President
All Honourable Ministers
Secretary to the Government of the Federation
Head of Civil Service of the Federation
Special Advisers
Service Chiefs/Inspector-General of Police
Governor, Central Bank of Nigeria
Chairman, Federal Civil Service Commission
All Federal Permanent Secretaries
The Clerk of the National Assembly
Chief Registrar, Supreme Court of Nigeria
The Auditor-General for the Federation
All Directors-General/Chief Executives
of Extra-Ministerial Departments and Agencies
Directors of Finance and Supplies
Heads of Accounts Divisions,
Sub-Treasurer of the Federation
Heads of Internal Audit Units
Federal Pay Officers.

Operation Of The Year 2001
Annual General Imprest Warrant

It is hereby notified for general information that the Honourable Minister of Finance has signed the Annual General Imprest Warrant for Year 2001.

2. Consequently, all Accounting Officers in the three arms of Government, including Federal Ministries and Extra-Ministerial Departments, are now empowered to allocate funds to eligible imprest holders in the various departments and formations in accordance with their needs. The limit of reimbursable imprest allocation shall remain as follows:-

<i>Designation of Imprest Holder</i>	<i>Limit of Reimbursable Imprests</i>
Honourable Minister	N 150,000.00
Permanent Secretary/Director-General	100,000.00
Director	50,000.00
Head of Formation in the State and any Other Imprest Holder.	30,000.00

However, each Accounting Officer is to limit the frequency of obtaining reimbursement of any standing imprest such that it should not be more than twice in a quarter, depending on the activities of each centre.

3. It should be noted that an Imprest is an advance granted to officers of the Government to meet urgent expenditure under the current approved estimates for which vouchers cannot be presented immediately for payment. Moreover, all imprest holders must adhere strictly to Financial Regulations, numbers. 1106 to 1112 in keeping the accounts of their imprests. Essentially, all self-accounting ministries, extra-ministerial departments and agencies in all the arms of government must submit to the Accountant-General of the Federation, within thirty-five (35) days from the date of this Circular, a return showing:-
- the particulars of the vouchers with which the imprests for Year 2000 were retired;
 - the details of all imprests issued in respect of Year 2001.

4. The Treasury Inspectorate Department of this office will carry out regular inspection of all imprest accounts during the financial year. Any breach of the regulations on imprest accounts will lead to the withdrawal of the right to issue any imprest by the affected ministry or agency.
5. Kindly bring the contents of this circular to the notice of all officers concerned, please.



J. K. Naiyeju
Accountant-General of the Federation

The Chief of Staff to the President
The Deputy Chief of Staff, Office to the Vice President
All Honourable Ministers
Secretary to the Government of the Federation
Head of Civil Service of the Federation
Special Adviser
Service Chief Inspector General of Police
Governor, Central Bank of Nigeria
Chairman, Federal Civil Service Commission
All Federal Permanent Secretaries
The Clerk of the National Assembly
Chief Registrar, Supreme Court of Nigeria
The Auditor General for the Federation
All Director-General and Executives of
Extra-Ministerial Departments and Agencies
Director of Finance and Accounts
Heads of Accounts Divisions
Sub-Treasurer of the Federation
Heads of Internal Audit Units
All Federal Pay Officers

Guidelines for the Operation of Motor Vehicle, Motorcycle
and Bicycle Advances Loan Schemes

In view of circular reference no. HCS/MS/110/03 of 17 January 2001
issued by the Head of the Civil Service of the Federation approving the use of
the Revised Public Service Rules and Financial Regulations in the Federal

**OFFICE OF THE ACCOUNTANT-GENERAL
OF THE FEDERATION
FEDERAL MINISTRY OF FINANCE**

Ref. No. TRY/A3&B3/2001
OAGF/PRS/005/III/85

P.M.B. 7015
Garki-Abuja,
Nigeria.
26th June, 2001

FEDERAL TREASURY CIRCULAR

The Chief of Staff to the President
The Deputy Chief of Staff, Office of the Vice-President
All Honourable Ministers
Secretary to the Government of the Federation
Head of Civil Service of the Federation
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Chairman, Federal Civil Service Commission
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The Clerk of the National Assembly
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Directors of Finance and Accounts
Heads of Accounts Divisions
Sub-Treasurer of the Federation
Heads of Internal Audit Units
All Federal Pay Officers.

Guidelines for the Operation of Motor Vehicle, Motorcycle,
and Bicycle Advances Loans Schemes.

In view of circular reference no. HCSF/EMS/EIR/B.63966 of 15th January, 2001, issued by the Head of the Civil Service of the Federation, approving the use of the Revised Public Service Rules and Financial Regulations in the Federal

Public Service with effect from 1st January, 2000, this Treasury Circular is issued to provide guidelines for the operation of the motor vehicle, motorcycle and bicycle loans/advances schemes service wide.

2. **Eligible Officers and Maximum Rate of Advance**

a. The following Officers are eligible for the advances:

- All Heads of Departments and Officers on Salary Grade Level 08 and above for purchase of motor vehicles.

- Officers on Salary Grade Levels 07 and 06 shall be entitled to advances for the purchase of Motor Cycles.

- Staff on Salary Grade Levels 01-05 shall be granted advances for bicycles.

b. The maximum advance, which may be granted to any eligible Officer, is in accordance with the provision of FR Nos 1728 and 1770(b).

c. No Officer shall be eligible for an advance until after five years of a previous advance, except where the previous advance had been fully repaid.

d. Application procedure to be adopted is prescribed in FR 1730 while the process of payment of the advances outline in FR 1731 is to be strictly complied with.

e. Insurance of Motor Vehicle and Motor Cycle is mandatory and the provisions of FR 1732 should be applied.

3. **Repayment of Advance and Need for Proper Records**

With reference to FR 1734, calculation of interest on the advance is to be based on straight-line method at the rate of 4% per annum. The interest is to be computed and added to the principal amount. The total amount (i.e. principal and interest) is to be recovered in sixty (60) equal monthly installments with the 1st installment accommodating any repayments thereof. Each ministry, extra-ministerial departments and other arms of government shall maintain a register showing the following particulars:

Name and rank of officer

Amount of advance granted

Repayment period
Monthly installment repayment (both Principal and Interest)
1st installment amount and date
Last installment amount and date.

4. **Memorandum Account and Classification of Refund**

- a. A memorandum account shall be kept for each Officer as soon as the loan is granted. Subsequently, all the deductions should be posted into the accounts and each organisation should render a monthly return of the balances (in total) to the Office of the Accountant-General of the Federation.
- b. The Vote of Charge to be applied and the Classification of Refund should be treated in line with the provisions of FR 1744 and 1745, respectively.
- c. Separate Advances Ledger Cards must be maintained in respect of individual advances as prescribed in FR 1746.

5. **Recovery of Advances**

The process of recovery of advances in respect of Officers transferred to other ministries, services or those leaving the service is prescribed in FR 1738, 1739, 1740-41. All officers on posting or transfer to another ministry or station should collect their Last Pay Certificates (LPC) and transfer their salaries to the new station not later than six (6) months after the date of their posting. The LPC should reflect the full details of the advance including the amount outstanding.

6. Notwithstanding, the above guidelines, the whole of Chapter 17, parts B & C of the Financial Regulations, should be strictly adhered to in the implementation of the Motor Vehicle Advances Loans Scheme.

7. It will be appreciated if the contents of this Circular are given the widest circulation in your ministry, extra-ministerial departments, agency and other arms of government for the benefit of all members of your staff.



J. K. Naiyeju
Accountant-General of the Federation.

**OFFICE OF THE ACCOUNTANT-GENERAL
OF THE FEDERATION
FEDERAL MINISTRY OF FINANCE**

**Ref. No. TRY/A4&B4/2001
OAGE/PRS/005/III/85**

**PM.B. 7015
Garki-Abuja,
Nigeria.
26th June, 2001**

FEDERAL TREASURY CIRCULAR

The Chief of Staff to the President
The Deputy Chief of Staff, Office of the Vice-President
All Honourable Ministers
Secretary to the Government of the Federation
Head of Civil Service of the Federation
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All Federal Permanent Secretaries
The Clerk of the National Assembly
Chief Registrar, Supreme Court of Nigeria
The Auditor-General for the Federation
All Directors-General/Chief Executives of
Extra-Ministerial Departments and Agencies
Directors of Finance and Accounts
Heads of Accounts Divisions
The Sub-Treasurer of the Federation
Heads of Internal Audit Units
All Federal Pay Officers.

**Minimizing the Cost of Charges on Bank Accounts
and Limits of Bank to be Used**

In order to minimize the cost of turnover on bank accounts with commercial banks, government had directed that all ministries, extra-ministerial departments, parastatals, agencies and other arms of government should, henceforth, place their recurrent vote on current accounts only in banks that

would not charge any commission on transaction on the bank accounts. In view of this directive, no government organisation or agency, with effect from now, should place government funds in any commercial bank that would charge any commission on transactions on the bank accounts.

2. **Limitation of banks to be used for recurrent votes**

It has also been decided that the number of banks which could be used for keeping personnel and over-head funds in bank accounts should be reduced to a maximum of three (3) only. In this respect ministries, extra-ministerial departments, parastatals, agencies and other arms of government are hereby requested to make all necessary arrangements to prune to three (3) the number of banks with which they could operate bank accounts. Moreover, a separate bank account should be used for personnel emolument and another for overhead costs and there should be no transfer of funds from personnel emoluments bank account to any other account.

3. In selecting the banks to be used, a written undertaking should be obtained from each bank to the effect that no deduction of any commission on turnover (COT) would be made from the bank accounts. Furthermore, a report should be submitted to the Accountant-General of the Federation, not later than 31st July, 2001 confirming the names of the three (3) banks for keeping recurrent funds. The report should also indicate the names, account numbers and addresses of those banks which might have been dropped.
4. All accounting Officers are to ensure that bank statements of all accounts are obtained regularly and reconciled in order to confirm that no costs on turnover (COT) are being charged and also to detect any errors or frauds on the accounts, promptly.
5. You are please enjoined to bring the contents of this circular to the notice of all officers concerned in order to ensure strict compliance, please.



J. K. Naiyeju
Accountant-General of the Federation

**OFFICE OF THE ACCOUNTANT-GENERAL OF THE
FEDERATION
FEDERAL MINISTRY OF FINANCE**

Ref. No. TRY/A5&B5/2001
OAGF/TS/005/III/222

P.M.B. 7015
Garki-Abuja,
Nigeria.
7th September, 2001

FEDERAL TREASURY CIRCULAR

TO:


The Chief of Staff to the President,
The Deputy Chief of Staff, Office of the Vice-President,
All Honourable Ministers,
Secretary to the Government of the Federation,
Head of Civil Service of the Federation,
Special Advisers,
Service Chiefs/Inspector-General of Police,
Governor, Central Bank of Nigeria,
Chairman, Federal Civil Service Commission,
All Federal Permanent Secretaries,
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All Directors-General/Chief Executives of
Extra-Ministerial Departments and Agencies,
Directors of Finance and Accounts,
Heads of Accounts Divisions,
Sub-Treasurer of the Federation,
Heads of Internal Audit Units,
All Federal Pay Officers.

**Review of the Use of Special Imprest
in the Federal Public Service**

It has been observed that the use of Special Imprests, as provided for in the Revised Financial Regulations No. 1104 (b), is being seriously exposed to

abuse by ministries, extra-ministerial departments, agencies and other arms of government. Rather than observe the provisions of the Financial Regulations on the operation of imprests, huge sums of personal cash advances are being granted, under the guise of special imprests, for purchase of stores, works and services.

2. The foregoing practice, which is known to be widespread in the Federal Public Service, breaches the provisions of Financial Regulations No. 3301 on the use of Local Purchase Order and Job Order for the procurement of stores and services. Furthermore, it is not in conformity with the crusade of the present administration on accountability and transparency in the discharge of government business.
3. Consequently, in order to check the abuse, government has decided that all ministries, extra-ministerial departments, agencies and other arms of government should stop the practice of using special imprests in place of Local Purchase orders, for all large purchases of stores, works and other service. In effect, all local procurements of stores and services costing above ₦100,000.00 shall only be made through contracts as prescribed in the Financial Regulations and extant financial circulars.
4. Kindly ensure that the contents of this circular are brought to the attention of all officers in your organisation for their strict compliance.


J.K. Naiyeju
Accountant-General of the Federation

Review of the Use of Special Imprest
in the Federal Public Service

It has been noted that the use of Special Imprests, as provided for in the Revised Financial Regulations No. 1104 (b), is being seriously exposed to

**OFFICE OF THE ACCOUNTANT-GENERAL
OF THE FEDERATION
FEDERAL MINISTRY OF FINANCE**

Ref. No. TRY/A6&B6/2001
OAGF/TS/026/1/28

P.M.B. 7015
Garki-Abuja,
Nigeria.
23rd November, 2001

FEDERAL TREASURY CIRCULAR

TO:

The Chief of Staff to the President,
The Deputy Chief of Staff, Office of the Vice-President,
All Honourable Ministers,
Secretary to the Government of the Federation,
Head of Civil Service of the Federation,
Special Advisers,
Service Chiefs/Inspector-General of Police,
Governor, Central Bank of Nigeria,
Chairman, Federal Civil Service Commission,
All Federal Permanent Secretaries,
The Clerk of the National Assembly,
Chief Registrar, Supreme Court of Nigeria,
The Auditor-General for the Federation,
All Directors-General/Chief Executives
Of Extra-Ministerial Departments and Agencies,
Directors of Finance and Accounts,
Heads of Accounts Divisions,
Sub-Treasurer of the Federation,
Heads of Internal Audit Units,
Federal Pay Officers.

Closure of Year 2001 Accounts

I wish to draw your attention to certain areas of the Financial Regulations which all Accounting Officers, Officers controlling votes of expenditure and

sub-heads of revenue should comply with, in order to prevent any lapses in the process of closing all the books of accounts at the end of the financial year, 2001.

2. Discharge of Contracts and compliance with Due Process Circular
In accordance with Financial Regulations, (FR) Nos. 804(ii) and 513, no payment vouchers should be raised or cheques issued in respect of contracts yet to be performed, services yet to be rendered and goods yet to be supplied. So, all payments must comply with the due process circulars. Any officer found violating these rules shall face disciplinary actions and appropriate sanctions shall be imposed on the erring ministry or extra-ministerial office and other arms of government in accordance with extant rules and regulations.

3. Revenue Accounting

3.1 It has been observed that some ministries, agencies and other arms of government collect independent revenues such as fees, interests and similar revenues, but failed to remit them to the Treasury. This is a serious offence under the financial regulations. Therefore all revenue collected before and during the financial year 2001, shall be brought into account on or before the close of business on Friday 28th December, 2001.

3.2 In this regard, all Revenue Collectors should ensure that monies collected are promptly paid into the Consolidated Revenue Fund Account (CRF) and accounted for by showing evidence of payment, duly supported by Treasury Form 15A, and submitted to the Federal Sub Treasury, Abuja, or the appropriate Federal Pay Office before close of work on Friday 28th December, 2001, in accordance with FR. No.322. On no account shall revenue, including contract tenders fees, toll gate fees, interest on bank deposits and rent be spent by any arm of government including ministry, extra-ministerial office or agency.

4. Retirement of Imprest

All imprest holders are advised to retire their Imprests on or before Friday 28th December 2001, in accordance with Financial Regulations No. 1111 (a). Any renewal of Imprest Accounts in the New Year shall be subject to evidence of retirement of the previous ones.

5. Treatment of Unspent Balances of Recurrent Expenditure

5.1 In accordance with Financial Regulations No. 513, the authority for expenditure conveyed by any of the recurrent expenditure warrants shall lapse at the end of the financial year to which it relates. Moreover, the Federal Government, by the provision of Financial Regulations No. 515, requires all Accounting Officers to exercise due economy in all financial transactions of their Ministries. *Money shall not be spent merely because it had been voted.*

Consequently, all unspent cash and bank balances in the Recurrent Expenditure Cash Books at the end of the financial year must be paid back to the Consolidated Revenue Fund Accounts through the Federal Sub-Treasury at Old Secretariat, Garki, Area 1, Abuja or the appropriate Federal Pay Office latest by the close of work on Friday 28th December, 2001.

5.2 Each Accounting Officer is required to *file a return of unspent cash and bank balances* on the current expenditure cash books, together with copies of Treasury Receipts, to reach the office of the Accountant-General of the Federation latest by 3 p.m. on Friday 28th December 2001. Failure to comply with this regulations shall be treated as very serious dereliction of duty and appropriate disciplinary actions and penalties shall be imposed accordingly, including placement of embargo on release of funds from the Treasury.

6. Position of the Capital Accounts

All unreleased capital allocations for year 2001 shall lapse by the end of the year. However, the fund already released to the various beneficiaries shall remain available for the purpose which they were

meant. Therefore, the bank balances in the accounts with the CBN can be carried forward into the new year in the various accounts. However, there should be strict compliance with the Due Process Circular before access to such funds could be allowed.

7. Arrangements for Closing the Year 2001 Accounts

It is to be emphasised that no financial transaction should take place on the last working day of the financial year. All entries of Accounting records, Departmental Vote Expenditure Allocation (DVEA) Books, Cash Books, Ledgers, Cheques Summary Register and Imprest Accounts shall be concluded on Friday 28th December, 2001. Treasury Officers shall be deployed to all arms of government, including ministries and agencies, on Monday, 31st December, by 8.00a.m. to confirm the proper closure of the books, take cash book balances and make situation reports.

8. Annual Board of Survey and Verification of Cash and Bank Balances

In accordance with Financial Regulations No. 1401, the Annual Boards of Survey shall be convened as from Wednesday 2nd January, 2002 to examine the Cash on hand, Bank Balances, Stamps and other security documents held by all arms of government, including ministries, extra-ministerial offices and agencies. Thereafter, Treasury Officers shall be deployed to all ministries and other arms of government in the first week of January, 2002, to extract all relevant accounting information pertaining to the closure of all books of accounts for the financial year and ascertain the level of compliance with the provisions of this circular.

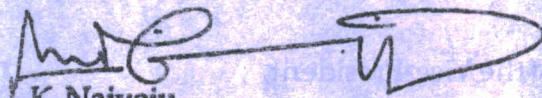
9. Submission of Transcripts of Accounts for Year 2001

To ensure that the financial statements of accounts of the federal government are compiled, prepared and submitted for audit examination within the statutory period, all arms of government, ministries, extra-ministerial offices and agencies are enjoined to prepare and submit all the *transcripts of accounts* for the twelve (12)

months of Year 2001 on or before 31st January, 2002. The Treasury is working earnestly to finalise the accounts for year 2001 by the end of March 2002. It should be noted that no cash backing shall be given to any defaulter in the rendition of transcripts of accounts, henceforth.

10. Conclusion:

Accounting Officers are enjoined to please bring the contents of this circular to the attention of accounts and audit staff for strict compliance, please.


J. K. Naiyeju
Accountant-General of the Federation

**OFFICE OF THE ACCOUNTANT-GENERAL
OF THE FEDERATION
FEDERAL MINISTRY OF FINANCE**

Ref. No. TRY/A7&B7/2001
OAGF/TS/026/1/29

PM.B. 7015
Garki-Abuja, Nigeria.
29th November, 2001

FEDERAL TREASURY CIRCULAR

TO:

**The Chief of Staff to the President,
The Deputy Chief of Staff, Office of the Vice-President,
All Honourable Ministers,
Secretary to the Government of the Federation,
Head of Civil Service of the Federation,
Special Advisers,
Service Chiefs/Inspector-General of Police,
Governor, Central Bank of Nigeria,
Chairman, Federal Civil Service Commission,
All Federal Permanent Secretaries,
The Clerk of the National Assembly,
Chief Registrar, Supreme Court of Nigeria,
The Auditor-General for the Federation,
All Directors-General/Chief Executives
Of Extra-Ministerial Departments and Agencies,
Directors of Finance and Accounts,
Heads of Accounts Divisions,
Sub-Treasurer of the Federation,
Heads of Internal Audit Units.**

Expenditure Control:
Re: Capital Accounts in the CBN Will Not
Lapse In December, 2001

**Further to Treasury Circular No. A6&B6/2001 of 23rd November, 2001 on
Closure of Year 2001 Accounts and Circular No. A5&B5/2001 of 30th October,**

2001 on Due Process Certification of Contracts, it has become necessary to reiterate that the authority for the disbursement of year 2001 Capital Accounts in the CBN shall not lapse by the year end. All capital allocations already released into the Bank Accounts in the CBN of all spending ministries, agencies and other arms of government could continue to be spent in year 2002.

2. In view of this, the Federal Government has directed all Accounting Officers to comply carefully with the due process requirements in the disbursement of capital allocations. Furthermore, it has been decided that from now to 31st December, 2001 any capital expenditure above N10 million shall not be disbursed without full compliance with the due process requirements. All Accounting Officers are required to forward evidence of compliance to the Accountant-General of the Federation *before any cheque is issued for any Capital Expenditure above N10 million, between now and 31st December, 2001.* The CBN has been duly notified and directed to dishonour any cheque issued without due compliance with this Circular.
3. You are required to please, comply strictly with the provisions of this Circular in the best interest of our economy.



J.K. Naiyeju
Accountant-General of the Federation

**OFFICE OF THE ACCOUNTANT-GENERAL
OF THE FEDERATION
FEDERAL MINISTRY OF FINANCE**

**Ref. No. TRY/A8&B8/2001
OAGF/TS/026/1/41**

**P.M.B. 7015
Garki-Abuja, Nigeria.
14th December, 2001**

FEDERAL TREASURY CIRCULAR

TO:

**The Chief of Staff to the President,
The Deputy Chief of Staff, Office of the Vice-President,
All Honourable Ministers,
Secretary to the Government of the Federation,
Head of Civil Service of the Federation,
Special Advisers,
Service Chiefs/Inspector-General of Police,
Governor, Central Bank of Nigeria,
Chairman, Federal Civil Service Commission,
All Federal Permanent Secretaries,
The Clerk of the National Assembly,
The Executive Secretary, National Judicial Council,
Chief Registrar, Supreme Court of Nigeria,
The Auditor-General for the Federation,
All Directors-General/Chief Executives
Of Extra-Ministerial Departments and Agencies,
Directors of Finance and Accounts,
Heads of Accounts Divisions,
Sub-Treasurer of the Federation,
Heads of Internal Audit Units.**

**Banking of Foreign Currency
Earnings and Revenue**

My attention has been drawn by the Presidency to the need to have stricter control over foreign earning by government parastatals, companies and

agencies.

2. In this regard, all ministries, extra-ministerial office, government owned companies, corporations, parastatals, agencies, and other arms of government which earn revenue in foreign currency are hereby enjoined to bank all such earnings and revenue only with the Central Bank of Nigeria, without any exception.

This directive is with effect from 2nd January, 2002.

3. Kindly bring the contents of this circular to the notice of all government owned companies, corporations, parastatals and agencies under your supervision for strict compliance, please.

A handwritten signature in black ink, appearing to be 'J. K. Naiyeju', written in a cursive style with a long horizontal stroke extending to the right.

J. K. Naiyeju
Accountant-General of the Federation.