

OFFICE OF THE HEAD OF CIVIL SERVICE OF THE FEDERATION

OFFICE OF THE PERMANENT SECRETARY
PUBLIC SERVICE OFFICE

THE PRESIDENCY

Our Ref: HCSF/PSO/155/1/25



Date 9th June, 2008.

The Chief of Staff to the President,
The National Security Adviser,
The Deputy Chief of Staff, Office of the Vice-President,
All Honourable Ministers,
The Secretary to the Government of the Federation,
Special Advisers,
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,
The Accountant-General of the Federation,
All Directors-General/Chief Executives of Extra-Ministerial
Departments and Agencies.

ESTABLISHMENT OF THE PROCUREMENT OFFICER CADRE IN THE FEDERAL CIVIL SERVICE

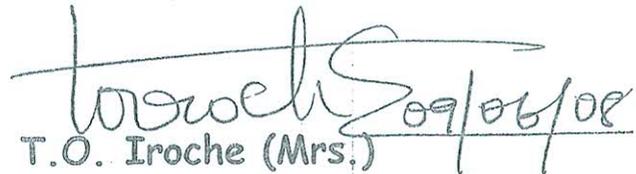
Further to my Circular letter Ref. No. HCSF/PSO/155/I/3 dated 31st March, 2008, on the above subject matter and in order to ensure the effective take off of the Procurement Department in all MDAs, I am directed to convey the approval of the Head of the Civil Service of

the Federation as follows that:

- (i) The Tenders Division of the Planning Research & Statistics Department and the Supplies Division of the Administration Department should constitute the new Procurement Department in all MDAs to be headed by Director (Procurement). The staff of the two Divisions who are on ground should, in the interim, form the nucleus of the new Department pending the full deployment of Procurement Officers. While the erstwhile Tenders Division transforms into the Capital Procurement Division, the erstwhile Supplies Division will become the Recurrent Procurement Division.
- (ii) The Director of (Administration/Human Resources) should please forward the C.Vs of all staff so affected latest by Wednesday, 11th June, 2008.
- (iii) In the event that a substantive Director (Procurement) is not yet in place, and in order to ensure the effective take-off of the Procurement Department, the Director (Planning, Research and Statistics) in each MDA should oversee the functions of the Director (Procurement) until a substantive one is deployed.
- (iv) All MDAs should immediately constitute their Procurement Planning Committee (PPC) in accordance with the provision of

the Public Procurement Act 2007 and the SGF Circular Ref.
No. SGF/OP/I/S.3/VII of 6th March, 2008.

2. I am to add that compliance should be immediate and mandatory in all MDAs to facilitate a successful implementation of the 2008 Budget.
3. MDAs are, therefore, required to inform this Office of the progress of implementation not later than Friday, 20th June, 2008.



T.O. Iroche (Mrs.)

Permanent Secretary (PSO)

for: Head of the Civil Service of the Federation