

CIRCULAR



HCSF/061/S.I/V/102

Office of the Head of the Civil Service
of the Federation,
The Presidency,
Federal Secretariat, Phase II,
ShehuShagari Way,
Abuja.

13th February, 2012

Chief of Staff to the President, C-in-C,
Deputy Chief of Staff to the Vice President,
Chief Justice of the Federation,
All Honourable Ministers/Ministers of State,
Secretary to the Government of the Federation,
Service Chiefs/Inspector-General of Police,
Chairman, Federal Civil Service Commission,
Chairman, Economic and Financial Crimes Commission,
All Permanent Secretaries and Heads of Extra-Ministerial Department,
Accountant-General of the Federation,
Auditor-General for the Federation,
Surveyor-General of the Federation,
Director-General/Chief Executives of Parastatals and Agencies

**REAFFIRMING THE REPORTING ORDER WITH RESPECT TO
THE PROCUREMENT PROCESS**

I write with reference to Circular Ref. No: HCSF/PSO/155/I/3 of 31st March, 2008, from the Office of the Head of the Civil Service of the Federation on the Establishment of the Procurement Officer Cadre in the Federal Civil Service and to reiterate that where the Procurement functions of an MDA is handled by any officer below the rank of Director, that Division, Branch or Unit should report directly to the Permanent Secretary for better co-ordination, efficiency and qualitative delivery of Government Services.

2. Please bring the contents of this Circular to the attention of all concerned staff for immediate compliance.


I.B Sali, CFR

Head of the Civil Service of the Federation