

CIRCULAR

Ref. No. HCSF/PSO/155/I/3

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

31st March, 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 Accountant-General of the Federation,
The Auditor-General for the Federation,
All Directors-General/Chief Executives of Extra Ministerial
Departments and Agencies,

ESTABLISHMENT OF THE PROCUREMENT OFFICER
CADRE IN THE FEDERAL CIVIL SERVICE

Pursuant to the approval of Mr. President that all Ministries,
Departments and Agencies (MDAs) should commence the
implementation of the procurement activities for all new projects
and programmes in the 2008 Budget in strict compliance with the

2007 Procurement Act, arrangements have been concluded for the effective take-off of the Procurement Departments in all MDAs. Consequently, the Procurement Officer Cadre is established forthwith to drive the implementation process. To this end, MDAs are advised to make suitable arrangements to receive the Procurement Officers who would shortly be deployed in accordance with the attached copy of the approved structure.

2. This directive takes immediate effect and Permanent Secretaries/Directors-General/Chief Executives of MDAs are directed to ensure the smooth take-off of the new dispensation.



Engr. Ebele O. Okeke, CFR
Head of the Civil Service of the Federation.

ORGANISATIONAL STRUCTURE OF THE PROCUREMENT DEPARTMENT

