

**RE: REQUEST FOR SUBMISSION OF CORRECTION OF ERRORS IN  
THE NAMES OF PROMOTED OFFICERS IN THE YEAR 2022  
DIRECTORATE LEVEL PROMOTION EXAMINATION/EVALUATION  
EXERCISE**

This is to draw the attention of all Procurement Officers (who participated at the 2022 Directorate Level Promotion Examination/Evaluation Exercise) to the circular, referenced **FC.6243/GOV/2022/VOL.II/T2/19** dated 8<sup>th</sup> February 2023, as released by the Federal Civil Service Commission on the above subject.

2. The Bureau strongly advises all successful participants to visit the list of promoted officers, as reflected on the FCSC's website to identify *inadvertent* errors on their names and revert to the Bureau with correct names before the close of work on Monday 20<sup>th</sup> February 2023 for onward transmission to the Commission for necessary action. Please note that the Commission may not entertain requests for correction of names after the issuance of promotion letters (copy of the circular is attached for ease of reference).
3. All affected officers are advised to note and treat expeditiously.



# FEDERAL CIVIL SERVICE COMMISSION

OFFICE OF THE PERMANENT SECRETARY

No. 4 Abidjan Street, Wuse Zone 3, P.M.B. 0017, Abuja

FC.6243/GOV/2022/VOL.II/T<sup>2</sup>/19

8<sup>th</sup> February, 2023

## **CIRCULAR**

All Permanent Secretaries,  
Accountant-General of the Federation,  
Auditor-General for the Federation,  
Surveyor-General of the Federation,  
All Heads of Extra-Ministerial Departments.

### **REQUEST FOR SUBMISSION OF CORRECTION OF ERRORS IN THE NAMES OF PROMOTED OFFICERS IN THE YEAR 2022 DIRECTORATE LEVEL PROMOTION EXAMINATION/EVALUATION EXERCISE**

As you are aware, the Year 2022 Directorate Level Promotion Examination/Evaluation Exercise was successfully completed on Wednesday, 1<sup>st</sup> February, 2023. Consequently, the Federal Civil Service Commission (FCSC) will commence issuance of letters of promotion to all promoted Officers.

2. It is important to state that, the Commission has in the past, received many requests from Ministries and Extra-Ministerial Departments for correction of errors in names of promoted Officers after the issuance of promotion letters. This no doubt resulted in time, manpower and resource wastages, which is against Government policy on financial prudence.

3. The purpose of this Circular, therefore, is to request you to use the list of the promoted Officers (as reflected on the FCSC's website) to identify and correct any error(s) in the names of the Officers from your MDA and

forward same to the Commission on or before Tuesday, 21<sup>st</sup> February, 2023 for further necessary action.

4. Kindly be informed also that the Commission will not entertain any request for correction of names from any MDA or promoted Officers after the deadline of Tuesday, 21<sup>st</sup> February, 2023.
5. Please, accept the warm regards of the Honourable Chairman.



**Dr. Mary Ada Ogbe**  
Permanent Secretary  
for: Hon. Chairman