

BPP/DG/2025/266

28th August 2025

CIRCULAR

Chief of Staff to the President,
Deputy Chief of Staff to the Vice President,
Principal Secretary to the President,
Chief Justice of Nigeria,
Secretary to the Government of the Federation,
Head of the Civil Service of the Federation,
All Honourable Ministers/Ministers of State,
National Security Adviser,
Economic Adviser to the President,
Special Advisers/Senior Special Assistants,
Chief of Defence Staff/Service Chiefs Inspector-General of Police,
Governor, Central Bank of Nigeria,
Chairman, Federal Civil Service Commission,
Chairman, Police Service Commission,
Chairman, Code of Conduct Bureau,
Chairman, Code of Conduct Tribunal,
Chairman, Federal Character Commission,
Chairman, Revenue Mobilisation, Allocation and Fiscal Commission,
Chairman, Federal Inland Revenue Service,
Chairman, Independent National Electoral Commission,
Chairman, National Population Commission,
Chairman, Independent Corrupt Practices and other Related
Offences Commission,
Chairman, Economic and Financial Crimes Commission,
Chairman, National Drug Law Enforcement Agency,
All Permanent Secretaries and Heads of Extra-Ministerial Departments,
Clerk of the National Assembly,
Chief Registrar, Supreme Court of Nigeria,
Accountant-General of the Federation,
Auditor-General for the Federation,
Directors-General and Chief Executives of Parastatals, Agencies and
Government-Owned Companies,
Chief Executives/Heads of Private Companies/Firms, and Non – Governmental
Organizations/ Civil Society Organizations.

**Online Registration of All Procurement Officers in
Federal Procuring Entities (Federal Agencies &
Parastatals)**

This is to inform you that Mr. President has vide the letter referenced **PRES/36/HCSF/57/119/BPP/4** dated 13th May, 2025 directed that the mobility of Procurement Officers be reverted to the Bureau of Public Procurement and in compliance with this directive, the Office of the Head of the Civil Service of the Federation has formally reverted Mobility of Procurement Officers to the Bureau vide **HCSF/CMO/EMD/POD/196/II/T/40** dated 30th May, 2025.

2. The Bureau of Public Procurement in compliance with this directive, is currently working on creating the Procurement Officers Management System (POMS) for Procurement Officers in all Federal Procuring Entities (Federal MDAs) and also updating the records of Procurement Officers accordingly.

3. Consequently, all **Procurement Officers** in Federal Procuring Entities and other Procuring Entities within the scope of application of Section 15 of the Public Procurement Act, 2007 as amended, are required to fill out the Google form which can be accessed via **<https://bit.ly/proc-data>** with the required details. Also, the **Accounting Officers** (CEs/DGs/Equivalent) of Procuring Entities shall ensure that the Directors of Human Resource fill out the attached form which shall be duly endorsed. All the forms must be completed and submitted to the Bureau on or before the close of work on **Monday, 8th September, 2025**.

4. Strict compliance to this directive is strongly advised, as failure may lead to *sanctions in line with Public Service Rules and other relevant Federal Government Policies and extant rules*.

5. You are by this circular enjoined to bring to the attention of all concerned Officers.



Dr. Adebowale A. Adedokun, FCIPS (Chartered), ACFE
Director General

