

## **INTERNAL CIRCULAR**

HUMAN RESOURCES MANAGEMENT DEPARTMENT

**18<sup>th</sup> May, 2017.**

**TO ALL  
DIRECTORS,  
HEADS OF UNIT,**

### **RE-2018 PERSONNEL BUDGET CALL CIRCULAR**

I am directed to forward herewith a self explanatory Circular Ref No BD/2000/EXP/S.651 dated 5<sup>th</sup> May, 2017 from the Office of the Honourable Minister of Budget and National Planning on the above subject and to forward same to you for your urgent and strict compliance.

2. The Circular provides special instructions and guidelines to Ministers, Head of all MDAs and Accounting Officers on the preparation and submission of the 2018 Personnel Budget.

3. All officers are requested to complete the information on the template which can be accessed from the Ministry's website [www.fmi.gov.ng](http://www.fmi.gov.ng) in CAPITAL LETTERS and forward to [fmic2018personnelbudget@gmail.com](mailto:fmic2018personnelbudget@gmail.com) and the hard copies are to be collated by the Departments and duly endorsed by the respective Directors and submitted to the Director HRM, on or before Monday 22<sup>nd</sup> May, 2017.

4. All officers at the Headquarters (Radio House) including RIOs should update their records at the Conference Room 8<sup>th</sup> floor while officers in the Culture Arm should update their records at Tourism Master Plan office 10<sup>th</sup> floor Block E Federal Secretariat phase II, between Friday 19<sup>th</sup> to Tuesday 23<sup>rd</sup> May, 2017 from 12:00 pm,

5. A Copy of the CALL Circular and copy of the template are hereby attached for your further action please.
6. Please bring the content of this Circular to the attention of all staff in your Department for strict and urgent compliance.

**F. O. OJIAH**  
Director HRM  
For: Honourable Minister.



2018 FGN BUDGET  
FORM BOF/MDA PERSONNEL/00002

INTERNAL FACULTAR  
HUMAN RESOURCES MANAGEMENT DEPARTMENT  
18th May 2017

SECTOR:  
NAME OF IN FEDERAL MINISTRY OF INFORMATION  
INSTITUTION'S CODE:

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