

INTERNAL CIRCULAR

HUMAN RESOURCES MANAGEMENT DEPARTMENT

18th 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 5th 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 in CAPITAL LETTERS and forward to 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 22nd May, 2017.

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

