



**THE PRESIDENCY**  
**OFFICE OF THE HEAD OF THE CIVIL SERVICE OF THE FEDERATION**

*Permanent Secretary, Career Management Office*  
*Federal Secretariat Phase II, Shehu Shagari Way, Central District P.M.B 248, Abuja*

HCSF/CMO/EM/CPA/908/III/170

12<sup>th</sup> April, 2024

**CIRCULAR**

All Federal Permanent Secretaries,  
All Heads of Federal Government Agencies

**COMPLETION OF THE SERVICE WIDE CAREER MANAGEMENT**  
**FORM [CMO-OHCSF] 2024**

The Career Management Office [CMO], Office of the Head of the Civil Service of the Federation is compiling a comprehensive service wide database of all officers on Salary Grade Level 01-17 in the Federal Civil Service.

2. Consequently, all officers currently serving in various capacities in Ministries, Departments and Agencies [MDAs] are required to accurately complete and submit the attached **online form** on or before Friday, 19<sup>th</sup> April, 2024. Please note that any false declaration of information supplied will be considered as a breach in the provision of the Public Service Rule-100402[a].

3. For further inquiry and clarification, please call or send mail to any of the following officers:

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4. Please bring the content of this circular to all relevant officers for strict compliance.

**Adeleye Adeoye**

Permanent Secretary, Career Management Office  
for: Head of the Civil Service of the Federation