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OFFICE OF THE HEAD OF CIVIL SERVICE OF THE FEDERATION  
DEPARTMENT OF HUMAN RESOURCES MANAGEMENT & ADMINISTRATION

Internal Circular

HCSF/CSO/HRM/POL.1196

9<sup>th</sup> September, 2021

To: All Directors



**RE: ADDITIONAL REQUIREMENT FOR OFFICERS SEEKING APPROVAL FOR STUDY LEAVE**

I am directed to refer to the attached Circular with Ref. No. HCSF/3065/Vol.1/098 dated 18<sup>th</sup> August, 2021, on the above subject and to draw your attention to its contents for necessary compliance.

2. Please bring the content of this Circular to the attention of all officers in your Department.

Aliyu Abdullahi  
Director (HRM&A)

For: Head of the Civil Service of the Federation

PAO (DOP)  
D/CES  
27/9

13 AUG 2021



# Office of the Head of Service of the Federation THE PRESIDENCY

Federal Secretariat, Phase II, Shehu Shagari Way, Maitama, Abuja. P.M.B. 248, Tel: 09-2348284

HCSF/3065/Vol.1/98

18<sup>th</sup> August, 2021

The Permanent Secretary  
Federal Ministry of Education  
Federal Secretary Complex  
Phase III, Abuja

## ADDITIONAL REQUIREMENT FOR OFFICERS SEEKING APPROVAL FOR STUDY LEAVE

AC/100/1/2021  
ADCTS/2021  
Please circulate to all Depts for guidance  
Aug 2021

It has been observed with great concern, that officers seeking approval for study leave submit admission letters from various foreign institutions some of which are suspected to be illegal or sub-standard. It is also noted that these institutions run sub-standard degree programmes.

2. In an effort to check this ugly development, additional criterion has been added to the extant requirements for seeking approval for study leave. Specially, Ministries, Departments and Agencies seeking approval for study leave for their staff, must attach a letter from the Federal Ministry of Education, confirming that the institution from which admission is obtained is recognized by the host country and the Federal Government of Nigeria; and that the programmes are not sub-standard.

3. Accordingly, the Federal Ministry of Education is required to give prompt attention to the requests from Ministries, Departments and Agencies (MDAs) to facilitate speedy process of applications for study leave in the Office of the Head of the Civil Service of the Federation.

4. All MDAs have been directed via Circular No. HCSF/3065/Vol.1/99, dated 18<sup>th</sup> August, 2021 (attached) to obtain a letter from the Ministry confirming that admission letters issued by foreign universities are from recognized institutions; and that the proposed degree programmes are not sub-standard.

5. The letter should be signed by the relevant officer who should not be below the rank of a director on grade level 17. The name and signature specimen of the authorized director should be forwarded to the Office of the Head of the Civil Service of the Federation on or before 27<sup>th</sup> August,