

CIRCULAR**HCSF/SPSO/ODD/NCE:100/S.8/T**

The Presidency,
Office of the Head of the Civil Service
Of the Federation,
Federal Secretariat, Phase II,
Abuja.

26th March, 2018

Chief of Staff to the President,
Deputy Chief of Staff to the Vice President,
Honourable Ministers,
Secretary to the Government of the Federation,
Permanent Secretaries,
Service Chiefs/Inspector-General of Police,
Clerk to the National Assembly,
Chief Registrar, Supreme Court,
Chairman, Federal Civil Service Commission,
Chairman, National Salaries, Income and Wages Commission,
Chairman of Statutory Commissions,
Special Advisers/Senior Special Assistants,
Auditor-General for the Federation,
Accountant-General for the Federation,
Surveyor-General of the Federation,
Director-General and Heads of Extra-Ministerial Offices/Agencies.

**CLARIFICATION ON THE REVIEW OF SALARY ENTRY POINT FOR HOLDERS OF
HIGHER NATIONAL DIPLOMA (HND) IN THE CIVIL SERVICE**

Following several request for clarification of the provisions of curricular ref. no. HCSF/EPO/EIR/CND/100/S.T/98 of 8th September, 2016 and to ensure uniformity in interpretation, it has become necessary to reiterate that the National Council on Establishments (NCE) approved an enhanced entry point of salary Grade Level 08 for all Higher National Diploma (HND holders in the Civil Service).

However, serving officers who possess the HND are required to fulfil the conditions specified in the Schemes of Service and extant rules for progression beyond SGL. 14 and/or conversion into the officer cadre.

2. Such officers can use the additional Post Graduate Diploma (PGD) as a bridge to acquiring a Master's Degree in the relevant field to qualify them for entry into the officer cadre. Those who possess the professional qualifications and membership of professional bodies approved by the National Council on Establishments (NCE) and included in the Schemes of Service such as the Council for the Regulation of Engineering in Nigeria (COREN), the Institute of Chartered Accountant of Nigeria (ICAN), the Association of National Accountants of Nigeria (ANAN) etc., in addition to the HND are also eligible for conversion into officer cadre and advance beyond SGL. 14.
3. Please bring the contents of this circular to the attention of all concerned.



Ndubuisse OSuji

Permanent Secretary (SPSO)

For: Head of the Civil Service of the Federation