



Office of the Head of Service of the Federation
THE PRESIDENCY

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CIRCULAR

HCSF/SPSO/ODD/NCE/CND.100/S.10/III/102

12th April, 2021

Chief of Staff to the President,
Deputy Chief of Staff to the Vice President,
Honourable Ministers,
Secretary to the Government of the Federation,
Chairmen of Statutory Commissions,
Chairmen of Code of Conduct Bureau/Tribunal,
Permanent Secretaries,
Chief of Defence Staff/Service Chiefs/Inspector-General of Police,
Clerk of the National Assembly,
Chief Registrar, Supreme Court of Nigeria,
States' Heads of Civil Service
Special Advisers/Senior Special Assistants,
Auditor-General for the Federation,
Accountant-General of the Federation,
Surveyor-General of the Federation,
Directors-General and Heads of Extra-Ministerial Offices/Agencies and
Parastatals.



CONVERSION OF EXECUTIVE/SUPERINTENDENT/TECHNICAL CADRES TO PROFESSIONAL/OFFICER CADRES IN THE PUBLIC SERVICE OF NIGERIA

It has been brought to the attention of the National Council on Establishments at its 42nd meeting held in Ikeja, Lagos State from 30th November – 4th December, 2020 that Circular Ref. No. HCSF/EPO/EIR/CND/S.100/I/29 dated 1st August, 2012 on the "conversion of Executive Officer (General Duties) that has acquired University Degree and has cognate experience to the Administrative Officer Cadre"; which had been extended to cover all other cadres in the Public Service in the Council's previous meetings are still being misconstrued to relate only to the conversion of Executive Officers (General Duties) to the Administrative Officer Cadre alone. Council at its 42nd meeting re-emphasized that the Circular applies to the conversion of officers in all the Executive Officer/Superintendent/Technical Cadres to the corresponding Officer/Professional Cadres on acquisition of relevant qualifications and cognate experience for conversion; as presented in the Schemes of Service.

2. For the avoidance of doubt, conversion should be as follows:

A. **Conversions from Executive/Technical/Superintendent Cadres to same Professional Officer's Cadres.**

The officer must have been doing job similar to the professional officer's cadre to which he/she desires to convert. For instance;

- (i) Executive/Technical/Superintendent Cadres on SGL.08, SGL.09 & SGL.10 should be lateral to the corresponding grade level.
- (ii) Executive/Technical/Superintendent Cadres on SGL.12, SGL.13 & SGL.14 should be stepped down by one grade level (SGL.10, SGL. 12 & SGL.13), respectively.

B. **Conversion from one cadre to another distinct cadre:**

- (i) SGL.09, SGL.10 & SGL.12 should be stepped down by one grade level.
- (ii) From SGL.13 and above, should be brought back to SGL. 10, to enable the officer acquire the basic rudiments of the new cadre being entered into.

C. Officers must have acquired the basic academic qualification(s) as provided in the Schemes of Service to enter into the new cadre.

3. This Circular takes effect from 4th December, 2020, the date of Council's approval.

Folasade Yemi-Esan
Dr. Folasade Yemi-Esan

Head of the Civil Service of the Federation