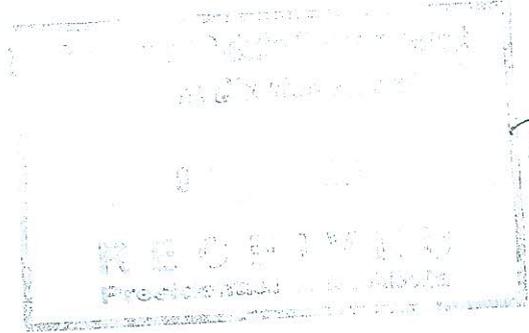


CIRCULAR

Ref. No. CS.14/III/157

Office of the Secretary to the Government
of the Federation,
The Presidency,
Shehu Shagari Complex,
Three Arms Zone,
Abuja.

1st February, 2013



VZ

10:59am

- Chief of Staff to the President,
- Deputy Chief of Staff to the President, Office
of the Vice President,
- Honourable Ministers/Ministers of State,
- Head of the Civil Service of the Federation,
- Chief Economic Adviser to the President,
- Special Advisers/Senior Special Assistants,
- Service Chiefs/Inspector-General of Police,
- Governor, Central Bank of Nigeria,
- Chairman, Federal Civil Service Commission,
- Chairman, Police Service Commission,
- Chairman, Code of Conduct Bureau,
- Chairman, Code of Conduct Tribunal,
- Chairman, Federal Character Commission,
- Chairman, Revenue Mobilization, Allocation and Fiscal Commission,
- Chairman, Federal Inland Revenue Service,
- Chairman, Independent National Electoral Commission,
- Chairman, National Population Commission,
- Chairman, Independent Corrupt Practices and other Related
Offences Commission,
- Chairman Economic and Financial Crimes Commission,
- Chairman, National Drug Law Enforcement Agency,

SA-AA
Plz bring to
attention of all staff
2/2/13
DR

All Permanent Secretaries and Heads of Extra-Ministerial Departments,
Clerk of the National Assembly,
Chief Registrar, Supreme Court of Nigeria,
Secretary, National Judicial Council,
Auditor-General for the Federation,
Accountant-General of the Federation,
Directors-General/Chief Executives of Parastatals, Agencies and
Government-Owned Companies.

**RE: SPONSORSHIP OF PRIVATE MEMBER BILLS ON SENSITIVE
GOVERNMENT ISSUES BY MINISTRIES, DEPARTMENTS AND
AGENCIES (MDAs)**

It has come to the attention of the Federal Government that some Chief Executive Officers of Federal Parastatals, Departments and Agencies initiate and process Draft Bills on sensitive Government policies and matters directly to the National Assembly to be sponsored and passed as Private Bills of members of the National Assembly. This practice contravenes the extant guidelines on the preparation and passage of Government Bills into law as provided for in the Guidelines on Administrative Procedures in the Federal Public Service.

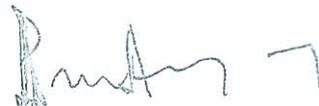
2. For the avoidance of doubt, I am to emphasise that the following guidelines as specified in the Guidelines on the Administrative Procedures should be strictly adhered to:

- (a) when a legislation is required, the Minister responsible for the subject should present a memorandum to Council, setting out the main points on which the legislation is proposed and seeking approval for a Bill to be drafted. If the Council authorises the preparation of the Bill, the Council Conclusions should indicate the degree of priority to be accorded to the drafting. The Minister concerned will subsequently arrange for drafting instructions to be conveyed to the Honourable Attorney-General of the Federation/Minister of Justice in pursuance of the Council's decision. All necessary inter-ministerial consultations should be done during the drafting process;

(b) on the conclusion of the drafting of the bill by the Honourable Attorney-General of the Federation/Minister of Justice, the Minister responsible will forward the draft Bill to the Council under cover of a memorandum explaining and commenting on it. If the Council approves the Bill, with or without amendments, it will be the responsibility of the President to forward the proposed bill to the National Assembly as an executive bill.

3. I am to emphasise that on no account should any Chief Executive instigate a private member bill or take steps to procure any bill without the authorisation of the Minister in charge of such agency. All Honourable Ministers are to ensure that Chief Executive Officers of Parastatals and Agencies under their respective Ministries comply with these guidelines henceforth.

4. This guideline also applies to all constitutional bodies that must go through the Secretary to the Government of the Federation, who will make the necessary arrangements for the draft bill to be presented to the Federal Executive Council.



Anyim Pius Anyim, GCON

Secretary to the Government of the Federation.