

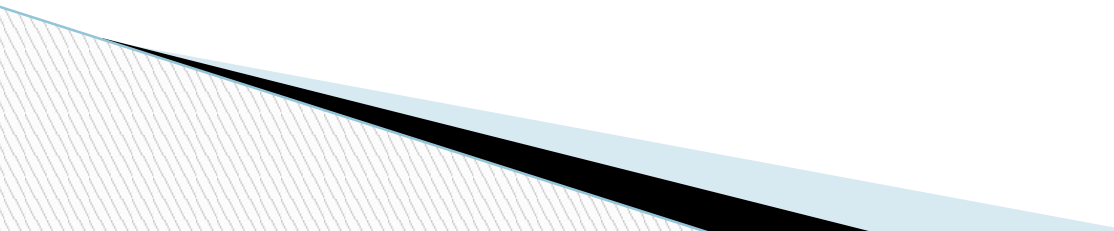
REGISTRY MANAGEMENT AND SOME ASPECTS OF THE PUBLIC SERVICE RULES

**PRESENTED BY
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**AT THE NEPC STAFF
MENTORSHIP AND
DEVELOPMENT PROGRAMME
9TH AUGUST, 2021**

WHAT IS A REGISTRY

A REGISTRY IS A PLACE WHERE OFFICIAL RECORDS ARE KEPT OR A BOOK OR SYSTEM FOR KEEPING AN OFFICIAL RECORD OF ITEMS.



TYPES OF REGISTRY

WE HAVE TWO (2)
REGISTRIES

- (I) OPEN REGISTRY
- (II) SECRET REGISTRY

TYPES OF REGISTRY - CONTD

(i) OPEN REGISTRY

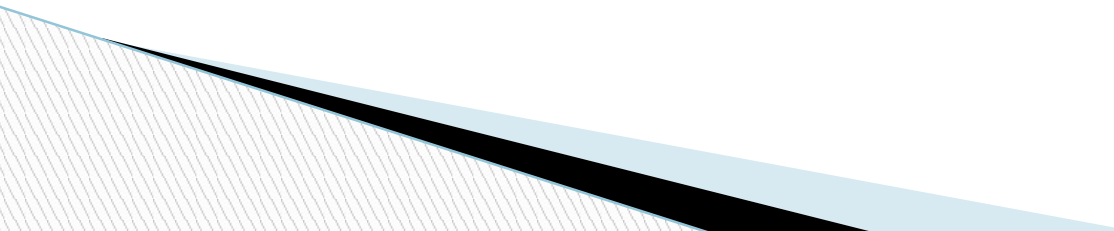
- Accessible to Registry Staff
- Storage and retrieval of Policy and Personal files

(ii) SECRET REGISTRY

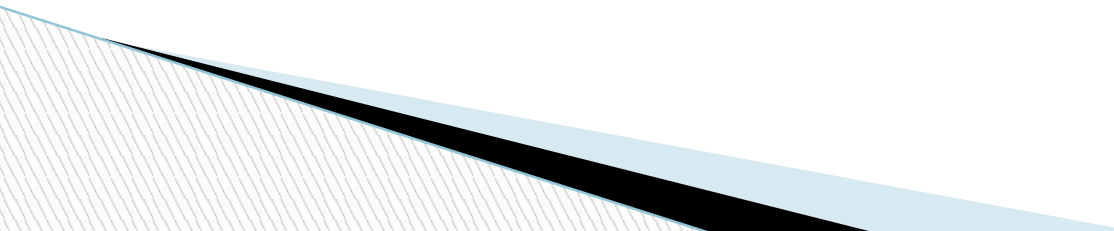
- Accessible to only a dedicated Officer(s)
- Storage and retrieval of confidential files

FUNCTIONS OF A REGISTRY


THE REGISTRY IS MAINLY IN CHARGE OF;

- (I) STORAGE OF FILES (PERSONAL, OPEN, SECRET (POLICY) AND CONFIDENTIAL)**
 - (II) STORING, RETRIEVING AND TRACKING OF FILES**
 - (III) MANAGEMENT OF RECORDS**
 - (IV) DOCUMENTATION OF RECORDS**
 - (V) RECEIVING AND FILING OF MAILS**
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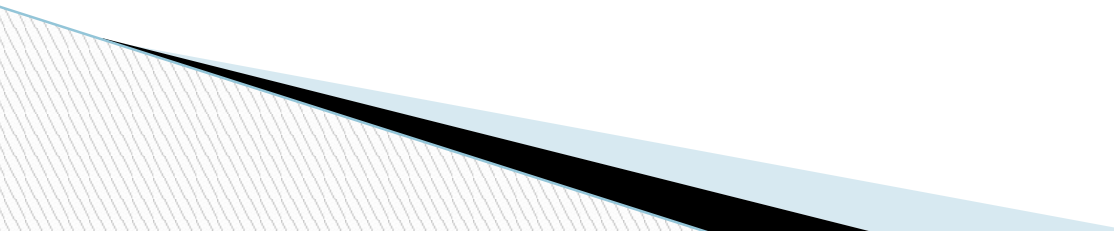
IMPORTANCE OF REGISTRY

- KEEPS AND PRESERVE ORGANISATIONAL RECORDS
 - ENSURES ORGANISATIONAL EFFICIENCY
 - IT IS THE LIFE WIRE OF EVERY ORGANISATION
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BENEFITS OF REGISTRY

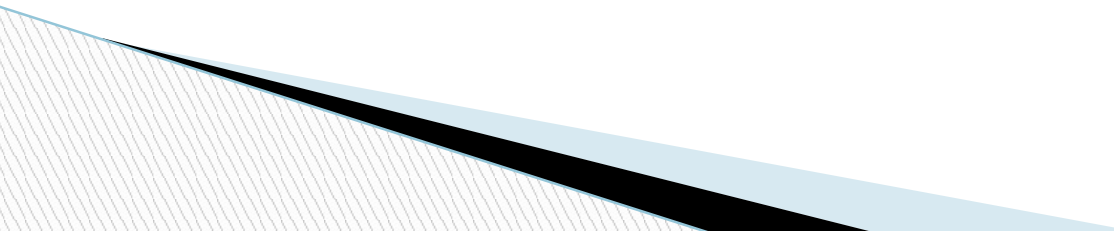
- EFFICIENCY – Records are better organised and easily located for retrieval
 - GOOD DECISION MAKING- Access to records and precedent leads to good decision making.
 - GOOD IMAGE – Easy access to records improve the organisational image.
 - CONTINUITY – Good record keeping enhances continuity even when staff leave the organisation
 - PRESERVATION – Enhances Institutional memory
- 

FILES TO NOTE IN REGISTRY

- PERSONAL FILE
 - SECRET FILE
 - CONFIDENTIAL FILE
 - POLICY FILE (OPEN FILE)
 - T – FILE (TEMPORARY FILE)
-
- THESE FILES ARE USUALLY IDENTIFIED BY THEIR COLOURS
 - PERSONAL, OPEN OR POLICY FILE – BROWN OR KHAKI COLOUR
 - SECRET FILE – RED COLOUR
 - CONFIDENTIAL FILE – LIGHT GREEN
- 

HOW TO OPEN A FILE

ITEMS REQUIRED TO OPEN A FILE

- FILE JACKET
 - FILE TAG, PUNCH, RULER, ERASER, SHARPENER, STENCIL
 - PENCIL/BIRO (RED, BLACK/BLUE)
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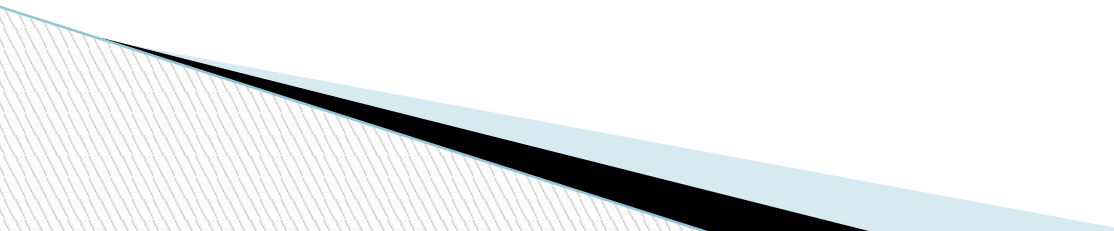
PROCEDURE FOR OPENING A FILE

- FILE NUMBER TO BE WRITTEN IN THE INDEX REGISTER

BASIC CONTENTS OF A PERSONAL FILE

- RECORD OF SERVICE
- APPLICATION FORM/LETTER
- APPOINTMENT LETTER
- ACCEPTANCE LETTER
- MEDICAL CERTIFICATE OF FITNESS
- CREDENTIALS
- LETTER OF POSTING/DEPLOYMENT ETC

FILE NUMBERING

- ONCE A FILE IS OPENED NUMBERING STARTS WITH NUMBER 1
 - USE RED BIRO IN ALL NUMBERING
 - AVOID UNNECESSARY ALTERATIONS
 - ONCE A FILE FOLIO REACHES 100 PAGES CLOSE IT AND OPEN A NEW VOLUME – THAT’S THE IDEAL
- 

MINUTING ON A FILE

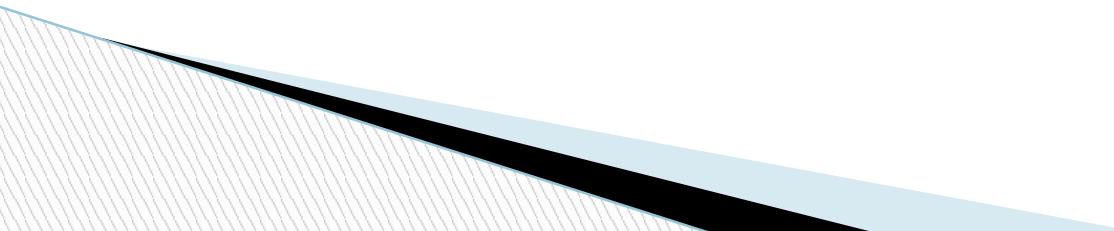
FILE COVER DIVIDED INTO 3 COLUMNS

- **DATE**- CURRENT DATE
- **FOLIO** – PAGE NUMBER AS CONTAINED IN THE FILE
- **ACTION BY**- WRITE THE DESIGNATION OF THE OFFICER YOU ARE MINUTING THE FILE TO

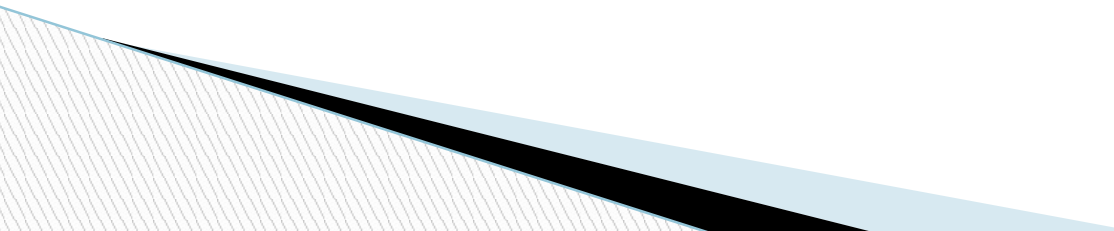
CONTENTS OF A MINUTE

- PAGINATION, SIGNATURE, DESIGNATION AND DATE
- PARAGRAPHS SHOULD BE NUMBERED CONSECUTIVELY
- HANDWRITTEN MINUTES SHOULD NOT EXCEED HALF PAGE
- HEADING OR TITLE SHOULD BE INSERTED IF AND WHERE NECESSARY

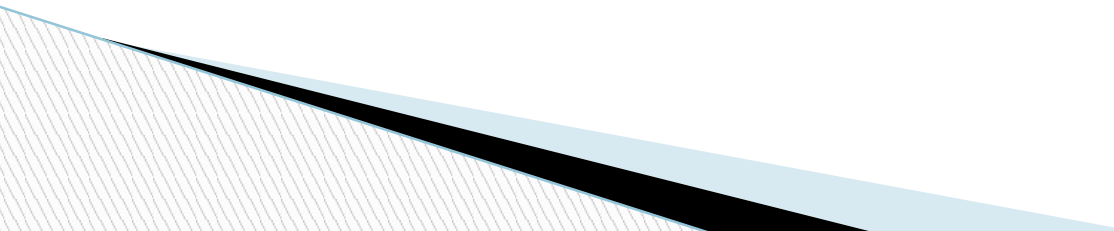
SYMBOLS TO UNDERSTAND

- X - URGENT
 - XX - TODAY
 - XXX - NOW OR IMMEDIATELY
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KEY ABBREVIATIONS

- P.A – PUT AWAY
 - BU – BRING UP
 - FYNA – FOR YOUR NECESSSARY ACTION
 - A.B.C – AT BACK COVER
 - A.F.C – AT FRONT COVER
 - C.C – CARBON COPY
 - SPK - SPEAK
 - UFS - UNDER FLYING SEAL (To pass through a higher Authority)
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KEY ABBREVIATIONS

- Dept. – Department
 - Enc. - Enclosure
 - F & PA – File and put away
 - F.N.A - For necessary action
 - F.F.A – For further action
 - K.IV - Keep in view
 - O.K – All Correct
 - Pp – Pages
 - Para. – Paragraph
- 

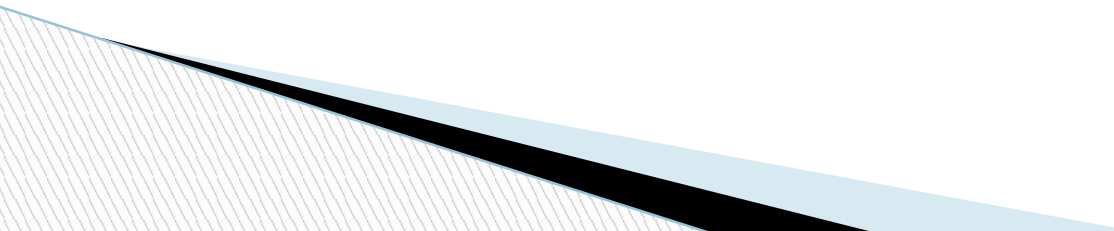
KEY ABBREVIATIONS

- Ref. - Reference
- S.RV - Store Receipt Voucher
- P.S - Permanent Secretary
- HM - Honourable Minister
- S.G.F - **SECRETARY TO THE GOVERNMENT OF THE FEDERATION**
- FMITI - FEDERAL MINISTRY OF INDUSTRY, TRADE & INVESTMENT
- AGF - ATTORNEY GENERAL OF THE FEDERATION
- AGF - ACCOUNTANT GENERAL OF THE FEDERATION
- MAN - MANUFACTURERS ASSOCIATION OF NIGERIA
- NACCIMA - THE NIGERIAN ASSOCIATION OF CHAMBER OF COMMERCE INDUSTRY, MINES AND AGRICULTURE
- FAGAN- FEDERATION OF AGRICULTURAL COMMODITIES ASSOCIATION OF NIGERIA
- **FADAN - FASHION DESIGNERS ASSOCIATION OF NIGERIA**

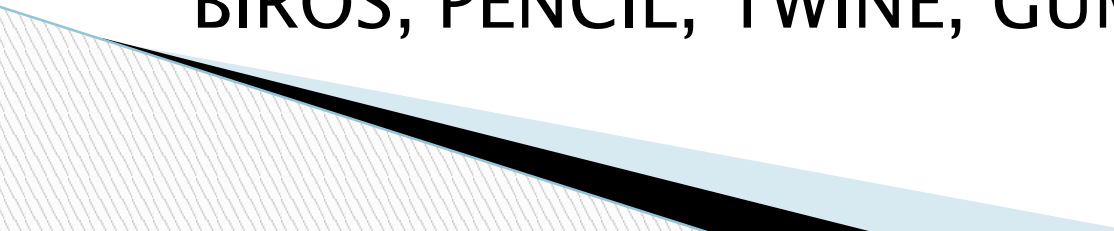
SOURCES OF INFORMATION

- Public Service Rules
- Financial Regulations
- Circulars
- Official gazettes
- Laws of the Federation
- Guidelines for appointment, promotion and discipline
- Federal Civil Service handbook
- Reports of Commissions of Enquiry
- Government white papers
- Constitution of the Federal Republic of Nigeria
- Publications by Office of the Head of Civil Service of the Federation
- **Publications of the Federal Office of Statistics**


FEATURES OF A GOOD REGISTRY

- ORDERLY
 - CLEAN
 - WELL VENTILATED
 - WELL SECURED
 - WELL STAFFED
 - GOOD TRACKING AND RETRIEVAL SYSTEM
- 


PARAPHERNALIA OF A REGISTRY

- GOOD FILING CABINET
 - RACKS
 - COMFORTABLE TABLES AND CHAIRS FOR STAFF
 - COMPUTER AND PRINTER
 - PHOTOCOPIER MACHINE
 - FILE JACKETS, RECORDS OF SERVICE, APER FORMS ETC
 - PUNCH, STAPLE MACHINE, FILE TAGS, RULERS, BIROS, PENCIL, TWINE, GUM, ETC
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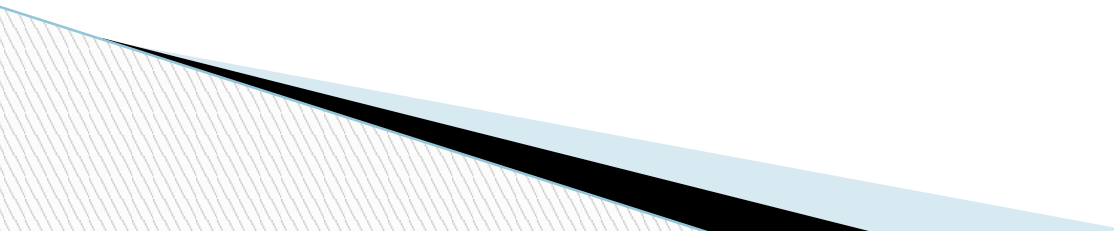
ATTRIBUTES OF A REGISTRY STAFF

- GOOD APPEARANCE
 - DEDICATED
 - LOYALTY TO THE ORGANISATION
 - HARDWORKING
 - COURTEOUS BUT FIRM
 - CONFIDENTIALITY – HEAR MORE, SEE MORE BUT TALK LESS
 - ACCESSIBLE
 - HONESTY/INTERGRITY
- 

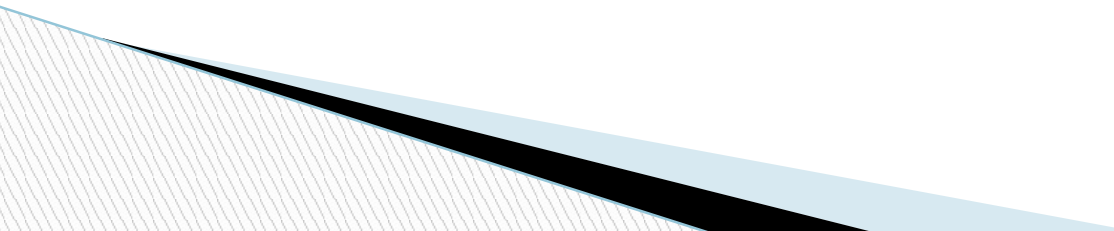
OFFENCES PERTAINING TO REGISTRY/RECORDS

- ❑ FALSIFICATION OF RECORDS
 - ❑ SUPPRESSION OF RECORDS
 - ❑ WITHHOLDING OF FILES
 - ❑ UNAUTHORISED DISCLOSURE OF OFFICIAL INFORMATION
 - ❑ FAILURE TO KEEP RECORDS
 - ❑ UNAUTHORISED REMOVAL OF PUBLIC RECORDS
 - ❑ ALTERATION OF RECORDS
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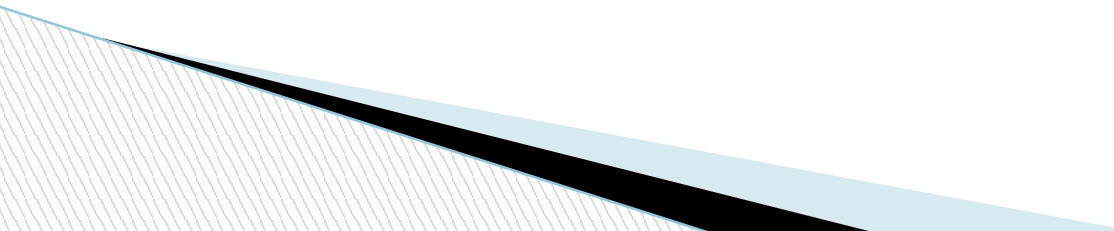
CONSEQUENCES OF BAD REGISTRY

- INFORMATION LEAKAGE
 - ALTERATION OF OFFICIAL RECORDS
 - DELAYS IN DISCHARGING DUTIES
 - CONFUSION AND CHAOS IN THE OFFICE
 - POOR ORGANISATIONAL OUTPUT
- 

ISSUES TO NOTE

- ❑ REGISTRY IS NOT A PLACE FOR NON PERFORMING STAFF.
 - ❑ IT REQUIRES OFFICERS WITH HIGH MORAL UPBRINGING AND INTEGRITY
 - ❑ EVERY ACTION STARTS AND END IN A FILE AND THE SAME FILE ENDS UP IN THE REGISTRY.
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CONCEPTS IN PUBLIC SERVICE RULES

- MISCONDUCT
 - SERIOUS MISCONDUCT
 - QUERY
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CONCEPTS IN PSR - MISCONDUCT

DEFINITION - A SPECIFIC ACT OF WRONG-DOING OR AN IMPROPER BEHAVIOUR WHICH IS INIMICAL TO THE IMAGE OF THE SERVICE AND WHICH CAN BE INVESTIGATED AND IF PROVED CAN LEAD TO TERMINATION OR RETIREMENT. IT INCLUDES;

- IMMORAL BEHAVIOUR
- UNRULY BEHAVIOUR
- DRUNKENNESS
- FOUL LANGUAGE
- ASSAULT
- BATTERY

CONCEPTS IN PSR - MISCONDUCT

- ❑ REFUSAL TO PROCEED ON TRANSFER OR ACCEPT POSTING
- ❑ HABITUAL LATENESS TO WORK
- ❑ DELIBERATE DELAY IN TREATING OFFICIAL DOCUMENT
- ❑ FAILURE TO KEEP RECORDS
- ❑ UNAUTHORISED REMOVAL OF PUBLIC RECORDS
- ❑ DISHONESTY
- ❑ NEGLIGENCE
- ❑ MEMBERSHIP OF CULTS
- ❑ SLEEPING ON DUTY
- ❑ **IMPROPER DRESSING**

CONCEPTS IN PSR - MISCONDUCT

- HAWKING MERCHANDISE WITHIN THE OFFICE PREMISES

- REFUSAL TO TAKE OR CARRY OUT LAWFUL INSTRUCTION FROM SUPERIOR OFFICERS.

- MALINGERING

- INSURBODINATION

- DISCOURTEOUS BEHAVIOUR TO THE PUBLIC.

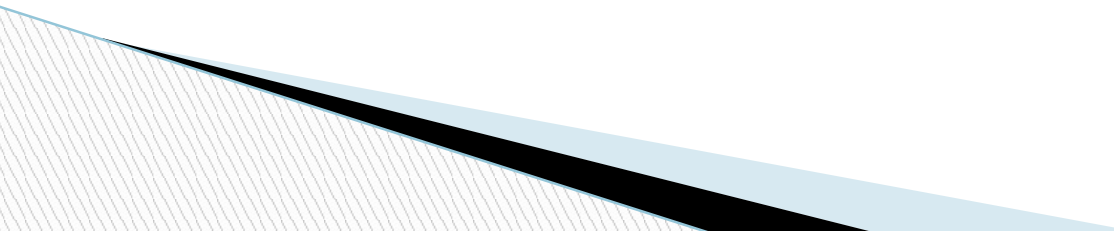


SERIOUS MISCONDUCT – PSR 030401

- A SPECIFIC ACT OF WRONG-DOING OR AN IMPROPER BEHAVIOUR WHICH IS INIMICAL TO THE IMAGE OF THE SERVICE AND WHICH CAN BE INVESTIGATED AND IF PROVEN CAN LEAD TO DISMISSAL.
- FALSIFICATION OF RECORDS
- SUPPRESSION OF RECORDS
- WITHHOLDING OF FILES
- CONVICTION ON A CRIMINAL CHARGE
- **ABSENCE FROM DUTY WITHOUT LEAVE**

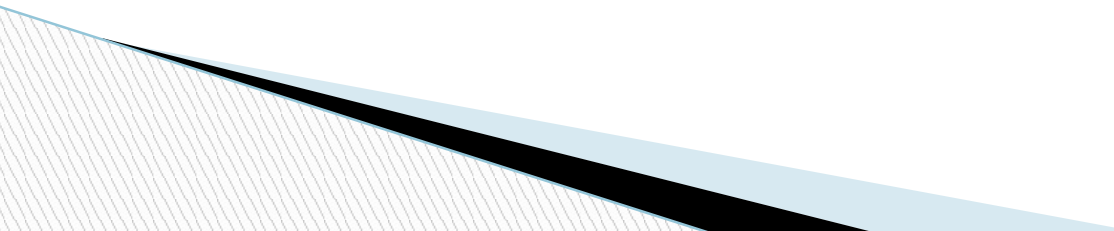
SERIOUS MISCONDUCT – PSR

030401

- ❑ FALSE CLAIMS AGAINST GOVERNMENT OFFICIALS
 - ❑ ENGAGING IN PARTISAN POLITICAL ACTIVITIES
 - ❑ BANKRUPTCY/SERIOUS FINANCIAL EMBARRASMENT
 - ❑ UNAUTHORISED DISCLOSURE OF OFFICIAL INFO
 - ❑ BRIBERY
 - ❑ CORRUPTION
 - ❑ EMBEZZLEMENT
 - ❑ MISAPPROPRIATION
- 

SERIOUS MISCONDUCT – PSR

030401

- ❑ VIOLATION OF OATH OF SECRECY
 - ❑ ADVANCE FEE FRAUD (419)
 - ❑ HOLDING MORE THAN ONE FULL TIME PAID JOB
 - ❑ NEPOTISM OR ANY FORM OF PREFERENTIAL TREATMENT
 - ❑ DIVIDED LOYALTY SABOTAGE WILFUL DAMAGE TO PUBLIC PROPERTY
 - ❑ SEXUAL HARRASMENT
 - ❑ ANY OTHER ACT UNBECOMING OF A PUBLIC OFFICER
- 

QUERY – PSR 030302

- ❑ ONCE A BREACH OF THE PSR OCCURRED, A QUERY SHOULD BE ISSUED IN WRITING DETAILING THE NATURE OF OFFENCE AND THE SECTION OF THE PSR BREACHED.
- ❑ RESPONSE TO THE QUERY IS REQUIRED WITHIN 24,48 OR 72 HOURS AS THE CASE MAY BE.
- ❑ DEPENDING ON THE RESPONSE, AN OFFICER MAY BE EXONERATED, ISSUED WARNING OR APPEAR BEFORE THE DISCIPLINARY COMMITTEE.
- ❑ QUERY CAN BE WITHDRAWN IF ISSUED IN ERROR

MEMBERSHIP OF DISCIPLINARY COMMITTEES

□ JUNIOR STAFF COMMITTEE

- DIRECTOR CSD- CHAIRMAN
- REPRESENTATIVES OF DEPARTMENTS
- OFFICER IN CHARGE OF HRM- SECRETARY.

□ SENIOR STAFF COMMITTEE

- ED/CEO – CHAIRMAN
- ALL HEADS OF DEPARTMENTS
- REPRESENTATIVE OF FMITI
- DIRECTOR –CSD – SECRETARY

DECISIONS OF DISCIPLINARY COMMITTEES

DECISIONS OF THE JUNIOR STAFF COMMITTEE IS SUBJECT TO APPROVAL OF THE ED/CEO

WHILE DECISIONS OF THE SENIOR STAFF COMMITTEE IS SUBJECT TO THE RATIFICATION OF THE ED/CEO.

HOWEVER, IN CASES OF TERMINATION, RETIREMENT OR DISMISSAL OR REDUCTION IN RANK, THE APPROVAL OF THE NEPC GOVERNING BOARD OR THE HONOURABLE MINISTER OF FMITI IS REQUIRED AS THE CASE MAY BE.

DIFFERENCES BTWN TERMINATION AND DISMISSAL

TERMINATION

- ❑ PAYMENT OF TERMINAL BENEFITS
- ❑ THE OFFICER CAN BE RE-EMPLOYED IN THE PUBLIC SERVICE
- ❑ CAN BE GIVEN POLITICAL APPOINTMENT

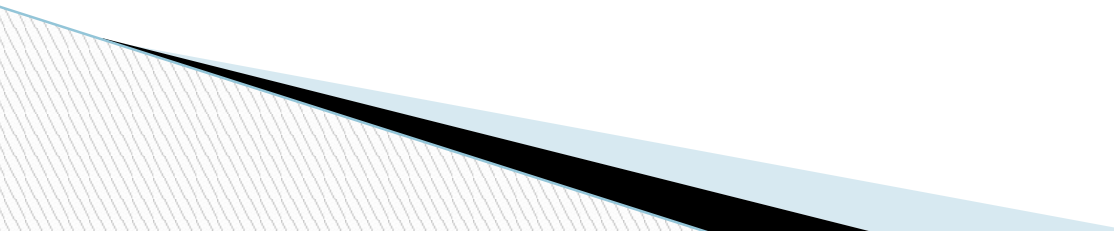
DISMISSAL

- ❑ NO TERMINAL BENEFITS
- ❑ NO MORE EMPLOYMENT IN THE PUBLIC SERVICE
- ❑ CANNOT BE GIVEN POLITICAL APPOINTMENT

LAST LINE

YOUR BEST BET IS TO OBEY THE RULES AND AVOID ISSUANCE OF QUERY.

DISCIPLINARY ACTION IS LIKE A FLOOD, YOU MAY NEVER PREDICT ITS OUTCOME OR CONSEQUENCES.



THANK YOU

