



THE PRESIDENCY  
**NATIONAL SALARIES, INCOMES AND WAGES COMMISSION**  
OFFICE OF THE EXECUTIVE CHAIRMAN



Wing B, 3rd Floor, Federal Secretariat Complex, Phase 1,  
Shehu Shagari Way, P. M. B. 346, Garki - Abuja.  
0811 885 6258, 0810 738 5689  
chairman@nsiwc.gov.ng: www.nsiwc.gov.ng

*SWC/S/04/S.310/III/278*

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**CIRCULAR**

Chief of Staff to the President  
Deputy Chief of Staff to the President  
Honourable Ministers/Ministers of State  
Secretary to the Government of the Federation  
Head of the Civil Service of the Federation  
Chairmen, Federal Commissions  
Federal Permanent Secretaries  
Clerk of the National Assembly  
Directors-General and Chief Executives of Parastatals/Agencies  
Secretary, National Judicial Council  
Secretary, Federal Judicial Service Commission  
Auditor-General for the Federation  
Accountant-General of the Federation  
Director-General, Budget Office

**GUIDELINES ON THE PAYMENT OF SITTING ALLOWANCE TO  
BOARD MEMBERS FOR HOLDING VIRTUAL MEETINGS DURING THE  
LOCKDOWN DUE TO COVID-19 PANDEMIC**

This circular is issued in response to clarifications for payment of various allowances for members of Boards of parastatals and agencies as well as Ad-hoc Committees that hold virtual meetings in line with the Nigeria Centre for Disease Control protocols on COVID-19 pandemic regarding social distancing. During these meetings, decisions are taken

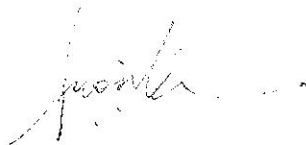
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and implemented in line with the enabling laws of the agencies or the Terms of Reference of the Ad-hoc Committees holding such meetings .

2. In this circumstance and for the avoidance of doubt, the Commission wishes to issue the following guidelines:

- (i) Board and Ad-hoc Committee Members who participate in virtual Board/Committee meetings are entitled to sitting allowance subject to the conditions in the Commission's circular No. SWC/S/04/310/T/65 dated 8<sup>th</sup> April, 2016;
- (ii) Since transportation and hotel accommodation are not involved during virtual meetings, the Board/Ad-hoc Committee members are not entitled to cost of transportation, duty tour allowance and other related costs; and
- (iii) As usual, Chief Executive Officers or staff on monthly salary who are members of their Agency's Board are not entitled to sitting allowance of the Board or its Committees.

3. Enquiries relating to this circular should be directed to the Commission.



Ekpo U. O. Nta, Esq.  
Ag. Chairman