



**THE PRESIDENCY
NATIONAL SALARIES, INCOMES & 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.
08118856258, 08107385689
chairman@nsiwc.gov.ng; www.nsiwc.gov.ng

SWC/S/04/S.218/II/404

29th October, 2021

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
Secretary, National Judicial Council
Secretary, Federal Judicial Services Commission
Directors-General and Chief Executives of Parastatals, Agencies and
Government-Owned Companies
Auditor-General for the Federation
Accountant-General of the Federation
Director-General, Budget Office of the Federation

**REQUEST FOR STATISTICS OF STAFF IN FEDERAL HOSPITALS, MEDICAL
CENTRES AND CLINICS IN MINISTRIES, DEPARTMENTS AND AGENCIES**

The Commission is desirous of updating its data bank in respect of the comprehensive number of staff on the Consolidated Medical Salary Structure (CONMESS) and Consolidated Health Salary Structure (CONHESS) respectively in Federal Hospitals, Medical Centres and Clinics in Ministries, Departments, and

Continuation

Agencies funded from the treasury, including Agencies whose medical and health workers draw allowances attached to CONMESS and CONHESS. The information is urgently required to among other things, compute an accurate cost implication of hazard and other allowances in the ongoing engagements between the Federal Government of Nigeria and Unions/Associations in the health sector which is being conciliated by the Honourable Minister of Labour and Employment. This is to avoid past incidences of underpayments, overpayments, or non-payments arising from the omission of relevant Agencies and inadequate data capture due to recent promotions, exits, recruitments, etc.

2. The required information should be supplied in line with the attached Annexures I, II, and III in Microsoft Excel and submitted in both hard and soft copies before 20th November 2021 to:

The Director, Hospital Services
Federal Ministry of Health
Federal Secretariat, Phase III
Ahmadu Bello Way
Central Business District
Abuja

Email: directordhs5@gmail.com

3. Please note that the staff of any Federal Hospital, Medical Centre, or Clinic who is not captured in this exercise on or before the specified deadline will not benefit from the outcome after the engagements.
4. It is advised that Chief Medical Directors and Medical Directors should take responsibility for any information supplied.
5. All enquiries relating to this circular should be directed to the Commission.



Ekpo U. O. Nta, Esq.
Chairman

SUMMARY OF NUMBERS OF STAFF ON THE CONSOLIDATED HEALTH SALARY STRUCTURE (CONHESS)

Name of Federal Hospital/Medical Centre/Clinic:.....

S/N	Type of Staff	CONHESS GRADE LEVEL															Total
		01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	
1	Pharmacists																
2	Nurse/Nurse Tutors																
3	Laboratory Scientists																
4	Physiotherapists/Medical Rehabilitation																
5	Radiographers																
6	Dental Technologists/Therapists																
7	Clinical Psychologists																
8	Optometrist/Opticians																
9	Scientific Officers																
10	Other Clinical Technologists/ Technicians																
11	Health Attendants/Assistants																
12	Nutritionists/Dieticians																
13	Medical Social Workers																
14	Health Information Officers/Technicians																
15	Environmental Health Officers																
16	Ambulance Drivers																
17	Community Health Officers																
18	Bio-Medical Engineers																
19	Any other Relevant Staff (please specify with additional sheet(s) if necessary)																
20	Total																

Name of Chief Medical Director/Medical Director:.....

Signature:.....

Date:.....

E-Mail:.....

Telephone Number:.....



SUMMARY OF NUMBERS OF STAFF ON THE CONSOLIDATED HEALTH SALARY STRUCTURE (CONHESS)

Name of Federal Hospital/Medical Centre/Clinic:.....

S/N	Type of Staff	CONHESS GRADE LEVEL														Total	
		01	02	03	04	05	06	07	08	09	10	11	12	13	14		15
1	Administrative Officers																
2	Finance/Accounts/Audit Officers																
3	Engineering/Maintenance Officers																
4	Librarians																
5	Driver Mechanics																
6	Security Officers																
7	Gardeners																
8	Data Processing Officers																
9	Secretarial Assistants																
10	Store Keepers																
11	Programme/System/Computer Analysts																
12	Procurement Officers																
13	Purchasing Officers																
14	Any other Relevant Health Workers (please specify with additional sheet(s) if necessary)																
15	Total																

Name of Chief Medical Director/Medical Director:.....

Signature:.....

Date:.....

E-Mail:.....

Telephone Number:.....



SUMMARY OF NUMBERS OF MEDICAL AND DENTAL DOCTORS ON THE CONSOLIDATED MEDICAL SALARY STRUCTURE (CONMESS)

Name of Hospital/Medical Centre/Clinic:.....

S/N	Type of Staff	CONMESS GRADE LEVEL							
		01	02	03	04	05	06	07	Total
1	Medical Doctors								
2	Dental Doctors								
3	Total								

Name of Chief Medical Director/Medical Director:.....

Signature:.....

Date:.....

E-Mail:.....

Telephone Number:.....

