

CIRCULAR

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

8th August, 2025

Chief of Staff to the President,
Deputy Chief of Staff to the Vice President,
Principal Secretary to the President,
All Honourable Ministers/Ministers of State,
Head of the Civil Service of the Federation,
National Security Adviser,
Economic Adviser to the President,
Special Advisers/Senior Special Assistants,
Chief of Defence Staff/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 Mobilisation, 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,
All Permanent Secretaries and Heads of Extra-Ministerial Departments,
Clerk of the National Assembly,

Chief Registrar, Supreme Court of Nigeria,
Accountant-General of the Federation,
Auditor-General for the Federation,
Directors-General and Chief Executives of Parastatals, Agencies and Government-Owned Companies.

SERVICE-WIDE COMPLIANCE WITH THE PROVISIONS OF THE NIGERIA EDUCATION REPOSITORY AND DATABANK (NERD) POLICY

Pursuant to Section 10(1) of the Education (National Minimum Standards and Establishment of Institutions) Act (1985) regarding governance of national education standards, and to safeguard academic integrity, standardise education record digitisation, eliminate credential fraud through quality assurance, and digitally enhance Nigeria's educational value for global competitiveness, the Federal Executive Council (FEC) established the **Nigeria Education Repository and Databank (NERD)**. It issued the National Policy for its implementation in May 2023, with an addendum and new notations in February 2025 following a formal request from the National Universities Commission (NUC). NERD now serves as the framework for higher education data preservation, commercialisation, exchange, and management in Nigeria.

2. To comply with the Policy, the directives in the National Proclamation and Declaration of Effectiveness approved for the NERD Programme by FEC on 4th February 2025, and to enforce national standards on education digitisation, all Ministries, Departments, Agencies, and higher institutions across Nigeria—whether civilian, military, private, or public—are hereby directed to:

- i. from 6th October 2025, verify the academic credentials of all staff and prospective staff through the NERD programme's National Credential Verification Service (NCVS), ensuring compliance for all new hires by obtaining instant NCVS clearance affirming the authenticity of each credential presented anywhere in Nigeria before appointment confirmation;
- ii. include NCVS clearance as part of documentation for staff holding a national credential number (NCN) and associated security codes for verified academic credentials for record-keeping;
- iii. appoint suitable officials as NERD Focal Officer (NFO), NERD Institution Record Officer (NIRO), and oversee onboarding of institution-approved records, master marksheets,

and graduate lists, while the NERD Digitisation Officer (NDO) coordinates digitisation of projects, theses, dissertations, etc., for preservation and retrieval of research and publications spanning over 90 years across all institutions;

- iv. transmit names and contacts of focal persons to the Secretary, Governing Council, Nigeria Education Repository and Databank Programme (secretariat@ned.gov.ng 08033164294) for documentation, onboarding, and training;
- v. enforce mandatory deposit of academic outputs as per NERD policy, with institution chiefs liaising with NERD Management on profit sharing, ownership rights, Reward schemes, and management of NSN and NCN;
- vi. treat the NERD-indexed journals as a national flagship, granting them privileges equivalent to other peer-reviewed indexes like SCOPUS for ranking and career progression;
- vii. allocate budget solely for the activities of NERD focal officers, support staff, and related logistics;
- viii. enforce compliance with the NERD Policy as a prerequisite for privileges and services from various agencies, with inter-organisational data exchange support from entities like the National Identity Management Commission and others via APIs to facilitate onboarding and data validation;
- ix. adjust NYSC mobilisation criteria in accordance with the President's regulations, requiring proof of NERD Policy compliance for all prospective Corps members, regardless of where they were educated;
- x. submit annual NERD compliance reports by 30th March each year;
- xi. NERD will issue guidance and regulations in consultation with NUC, NBTE, and NCCE on record digitisation and certification processes.

3. Except where specific dates are provided, the implementation of this circular is immediate. Honourable Ministers, Permanent Secretaries and Heads of Extra-Ministerial Departments, Parastatals and Agencies are to ensure adequate circulation and compliance with the contents of this circular.


Senator George Akume, fnim, CON
Secretary to the Government of the Federation