

NIGERIA CUSTOMS SERVICE CONDITIONS OF SERVICE

Section I

1. TITLE : NIGERIA CUSTOMS SERVICE BOARD

- (a) These Regulations shall be cited as the Conditions of Service of Nigeria Customs Service ;
- (b) The Nigeria Customs Service Board approved these regulations w.e.f. 10th December, 2002 ;
- (c) Where there is any inconsistency in part or in whole with the provisions of the Laws and Regulations setting up the Nigeria Customs Service Board, the Laws and Regulations shall supersede these Conditions of Service to the extent of the inconsistency.

2. APPLICATION

These regulations shall apply to all officers and men of the Nigeria Customs Service.

3. DEFINITIONS

- (a) *Officer*—means any employee in the Nigeria Customs Service, whether Senior or Junior ;
- (b) *Established Staff*—means an officer who was properly recruited and has been confirmed—
an employee of Nigeria Customs Service whose appointment has been confirmed ;
- (c) *Superintendent Cadre*—means the cadre of Superior officer that is, from the rank of Assistant Superintendent II to Comptroller-General ;
- (d) *Inspector Cadre*—means the cadre of Inspectorate ranks from Assistant Inspector to Chief Inspector ;
- (e) *Assistant Cadre*—means the cadre of junior ranks from Assistant III to Chief Assistant ;
- (f) *The Service*— means the Nigeria Customs Service ;
- (g) *Advancement*—means upgrading and promotion as contained in the Service Scheme of Service.

Section II

1. APPOINTMENTS

(a) General Eligibility/Requirement :

- (i) A candidate seeking direct appointment into the Service as :
Junior Officer 18-25 years *i.e.* not more than 25 years and shall not be less than 18 years old ;
Senior Officer shall not be less than 18 years and not more than 35 years of age.
- (ii) A male candidate shall not be less than 1.7 metres tall while the female candidate shall not be less than 1.64 metres tall. Similarly, a candidate must have fully expanded chest measurement of not less than 0.87 metres for men ;
- (iii) A candidate shall be literate and must possess such qualifications as specified in the approved Scheme of Service ;
- (iv) A candidate must be physically and mentally certified by Government Medical Officer for appointment in the Service ;
- (v) A candidate shall be of good character and must not have been found guilty of any criminal offence ;
- (vi) A candidate must not be suffering from any form of abnormality, deformity or any other physical or mental disability prior to appointment ;

(vii) A candidate shall be free from any form of financial embarrassment ;

(viii) *Citizenship*—A candidate to be newly appointed in the Service must be a Nigeria citizen either by birth or by descent except otherwise stated ;

(b) *Recruitment*—Employment into the Service shall be as contained in the Nigeria Customs Service Scheme of Service ;

(c) *Training*—On appointment, all categories of officers shall be required to undergo a twelve (12) months Basic Training and Advance Courses as *specified in* the Scheme of Service ;

(d) *Appointment of Female Officer*—A female officer, on first appointment, shall be un-married for an initial period of two (2) years after which she could apply in writing for permission (to get married).

(e) *Resignation/Withdrawal from Service*—An officer wishing to resign his/her appointment or withdraw his/her service shall apply in writing to the appropriate authority and must receive prior approval/clearance to leave the Service.

2. TRANSFER OF SERVICE

(a) Transfer of officers from the schedule and other arms of the Civil Service shall be based purely on professional need. Officers so transferred shall not be more than 35 years of age and in addition must satisfy the conditions set out in Section 2, Sub-paragraph (ii)-(viii) above ;

(b) A transferred officer shall take seniority from the date of his assumption of duty ;

(c) All transferred officers shall be required to undergo the (12) months Basic Training prescribed for the cadre to which he/she has been transferred.

3. TENURE OF SERVICE

The compulsory retirement age for all grades in the Service shall be either sixty (60) years of age or thirty-five (35) years of service, whichever comes earlier.

4. DUTIES OF OFFICERS

An officer shall perform the duties specified in the Scheme of Service for his/her cadre and grade.

5. POSTING

An officer shall be posted or deployed to where ever his/her services are considered to be most useful and he/she shall be obliged to accept such posting or deployment in any part of the Federation without question.

6. CONFIRMATION

An officer's appointment may be confirmed after two (2) years of satisfactory service and gazetted accordingly.

Section III

1. ALLOWANCES

The following allowances shall be paid at the rates approved for the respective ranks by the existing regulation :

- (a) *Transport Allowance*—Shall be paid to all officers ;
- (b) *Rent Allowance* :
 - (i) Shall be paid to officers not occupying Government quarters ;
 - (ii) Rent rebate shall be paid to officers who are occupying unfurnished or partly furnished quarters or quarters below what their ranks should command.
- (c) *Meal Subsidy*—Shall be paid to all officers ;
- (d) *Uniform Allowance*—Shall be paid to all officers on UPSS 08 and above only ;
- (e) *Hazard Allowance*—Shall be paid to all officers ;
- (f) *Non-Accident Bonus Allowance*—Shall be paid to drivers on merit only ;
- (g) *Call Duty Allowance*—Shall be paid to Medical and Health Personnel only at the prevailing rate ;
- (h) *Kilometre Allowance*—Shall be paid to an officer on official journey by road, using his/her own private vehicle ;
- (i) *Spectacle Allowance*—Shall apply in accordance with the existing regulations ;
- (j) *Investigation Allowance*—Shall be paid to qualified officer at the rate of 27½ per cent of basic annual salary ;
- (k) *Incentive Package for Teaching Staff* :
 - (i) *Responsibility Allowance*—Shall be paid to the Commandant of Training School at the rate of 10 per cent of annual salary ;
 - (ii) *Research Allowance*—Shall be paid to teaching staff of training school at the rate of 30 per cent of annual salary ;
 - (iii) *Teaching Allowance* — Shall be paid to teaching staff of the training school at the rate of 20 per cent of annual salary ;
 - (iv) *Book Allowance*—Shall be paid to teaching staff of training school at the rate of ₦1,5000.00 per annum.

1. ADVANCES AND LOANS

The following advances and loans shall be granted to officers in accordance with the government approved rates to all officers subject to availability of funds :

- (i) Motor Vehicle advance ;
- (ii) Motor Cycle advance ;
- (iii) Spectacle advance ;
- (iv) Housing Loan.

Section IV

TRAINING AND STAFF DEVELOPMENT

1. *Course*—The courses listed hereunder shall be mandatory for all officers as specified in the Nigeria Customs Scheme of Service

- (i) Basic Course ;
- (ii) Development/Promotion Courses ;
- (iii) Inspector Course ;
- (iv) Staff Course ;
- (v) Command Course ;
- (vi) Advance Command Course ;
- (vii) Any other course or courses the Nigeria Customs Service Board/Nigeria Customs Service Management may consider necessary to develop the ability and enhance the performance of the officers of Nigeria Customs Service.

2. Participation and success in the courses listed above shall determine the progression of the officer in Service. Any officer, whether junior or senior who fails the recruitment/Basic Course shall withdraw or be withdrawn from the Service. However, the officer shall be given four opportunities to pass the subsequent advance/promotion/inter-cadre examinations. Where the officer still fails the relevant examination at the fourth attempt, such officer shall withdraw or be withdrawn from the Service.

Section V

A. SPECIAL POWERS/PRIVILEGES

SPECIAL POWERS

Subject to recommendation by the appropriate Committee, the Comptroller-General, Deputy Comptroller-General, Assistant Comptroller-General may exercise discretionary powers :

- (i) Promote an Assistant to the rank of Inspector for conspicuous and outstanding act of gallantry ;
- (ii) Reduce in rank an officer on the rank of Inspector and below ;
- (iii) Dismiss from the Service an officer of the rank of Inspector and below :

B. PRIVILEGES:

- (i) The Comptroller-General will exercise the use of siren and motorised escort as well as fly official ensigns whenever on official duty and/or driven in official vehicle ;
- (ii) The Deputy Comptroller-General, Assistant Comptroller-General and Comptrollers shall exercise the use of siren and motorised escort as well as fly official ensigns when on official duty ;
- (iii) Officers of the rank of Comptroller and above shall be entitled to telephone facilities in their offices and residences ;
- (iv) All senior officers shall be entitled to furnished official quarters in accordance to their ranks/grades ;
- (v) All junior officers shall be entitled to barracks accommodation ;
- (vi) Officers from the rank of Comptrollers, Assistant Comptroller-General shall be entitled to such personal staff as cook, steward and driver.

A. ON RETIREMENT

- (i) *The Comptroller-General* shall be entitled to the following in addition to the salary (pension) :
- (a) One official car ;
 - (b) One driver (Inspector, UPSS 07) ;
 - (c) One orderly (Assistant Grade I UPSS 05 or Senior Assistant UPSS 06) ;
 - (d) Two domestic staff (Assistant, Grade III, UPSS 03) ;
 - (e) One cook (Assistant Grade I, UPSS 05) ;
 - (f) One steward (Senior Assistant Grade, UPSS 06) ;
 - (g) One personal Assistant (Assistant Superintendent, Grade II or I, UPSS 08 or 09) ;
 - (h) Security Guard for 24 hours in private residence ;
 - (i) One pistol (as personal weapon).
- (ii) *The Deputy Comptroller-General* shall be entitled to the following which may be monetised and paid in addition to the salary (pension) :
- (a) One official car ;
 - (b) One driver (Assistant, grade I UPSS 05)
 - (c) One orderly (Senior Assistant, grade I UPSS 06)
 - (d) Two domestic staff (Assistant, grade I UPSS 05)
 - (e) One cook/steward (Assistant, grade I UPSS 05 or Senior Assistant, UPSS 06),
 - (f) One security guard grade III UPSS 03 for 24 hours in private residence ; and
 - (g) One pistol (as personal weapon).
- (iii) *Assistant Comptroller-General* shall be entitled to the following which may be monetised and paid in addition to the salary (pension) ;
- (a) One driver (Assistant, grade II UPSS 04, Customs Assistant II UPSS 05) ;
 - (b) One cook/steward (Assistant, grade II UPSS 04, Customs Assistant UPSS 05) ; and
 - (c) Security Guard, Assistant, grade III UPSS 03.
- (iv) *Comptroller* shall be entitled to the following which may be monetised and paid in addition to the salary (pension) :
- (a) One driver (Assistant, grade II UPSS 04, Senior Assistant UPSS 06) ; and
 - (b) One security guard (Assistant grade III UPSS 03).

SECTION VI**DISCIPLINE****PREAMBLE**

Without prejudice to the provisions of the regulations or any establishment laws in force, any staff who involves himself/herself in an act of misconduct shall be disciplined. For the purpose of these regulations, misconduct means any act prejudicial to the good discipline and proper administration in the Nigeria Customs Service.