

**CIRCULAR LETTER TO:**

The Chief of Staff to Mr. Governor,  
The Senior Special Assistant to the Deputy Governor,  
The Secretary to the State Government,  
State Commissioners,  
The Head of Service,  
Special Advisers,  
Chairmen of Commissions/Boards,  
All Permanent Secretaries,  
The Accountant-General,  
The State Auditor-General,  
The Auditor-General for Local Government  
The Statistician-General,  
Directors-General  
General Managers/Heads of Non-Ministerial Departments.

**2017 PROMOTION EXERCISE**

Arrangements have been put in place for the commencement of year 2017 promotion exercise for Officers on GL. 07-17 in the State Civil Service. Consequently, I wish to request the Accounting Officers and Directors of Finance and Administration of Ministries, Departments and Agencies (MDAs) to appear before the Civil Service Commission to defend the minutes/briefs rendered to the Commission by their MDAs in respect of officers scheduled for promotion. The order of appearance is attached for guidance, please.

2. MDAs that are yet to forward the minutes of meeting/briefs of their Senior Staff Committees on the 2017 promotion exercise to the Commission are to do so on or before Friday 19<sup>th</sup> January, 2018, as the Commission will not be held responsible for the non-promotion of eligible officers in such MDAs for year 2017.
3. Kindly give the content of this circular letter the attention it deserves.
4. Thank you.

  
**Mrs. F. A. Adegoke**  
Permanent Secretary