

3rd March, 2021

CIRCULAR LETTER TO:

The Chief of Staff to Mr. Governor,
The Deputy Chief of Staff (Deputy Governor),
The Secretary to the State Government,
Office of the Head of Service,
State Commissioners,
Special Advisers,
Chairmen of Commissions/Corporations,
Permanent Secretaries/Tutors-General,
The Clerk, Ondo State House of Assembly,
The Accountant-General,
The State Auditor-General,
The Auditor-General for Local Government,
The State Statistician-General,
Directors-General,
General Managers/Heads of Non-Ministerial Departments,

ABUSE OF STATUTORY LEAVE GRANTS AND ABSCONDMENT OF OFFICERS IN ONDO STATE PUBLIC SERVICE

In recent time, the Head of Service has observed with dismay, the rate at which officers abscond in the Civil Service under the guise of one form of leave or another. Some officers who indulge in this act of gross misconduct would duly obtain Study Leave or Leave of Absence approval but would not report back to their duty posts at the expiration of such leave. Some, not being promptly detected by the System, would continue to draw their salaries and allowances for work not done. There are also cases of those who would keep seeking extension of the initial leave period granted them until they are able to cleverly secure a length of service that would qualify them for handsome retirement benefits, and then retire voluntarily. What is more worrisome is the fact that some Supervising Officers do cover up these abuses.

2. In order to stem the ugly trend, Accounting Officers are hereby requested to:
 - (a) furnish the Office of the Head of Service with names of officers currently on study leave or leave of absence or those who have exceeded their annual leave period, indicating when such leaves were approved and their expiration dates;
 - (b) stop the salaries of officers who have not returned to their duty posts after the expiration of their leaves and commence disciplinary actions against them in line with extant rules and regulations; and
 - (c) identify officers who have abandoned their duty posts prior to obtaining approval of their leave requests, stop their salaries immediately, commence disciplinary action against them and inform the Office of the Head of Service and the Civil Service Commission accordingly.
3. It must be noted, however, that processing of genuine leave requests for consideration of the approving authority should be done on time as failure to do so by the Schedule Officer would henceforth attract sanction.
4. Accounting Officers are to act on the content of this Circular and note that they (Accounting Officers) will be held responsible for any unreported abscondment or abuse of leave grant or delay in processing genuine leave requests.

