

Service Matters Department,
Office of the Head of Service,
Governor's Office,
Akure.

25 September, 2014

Circular Letter to:

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

ARBITRARY USE OF UNAPPROVED TITLES BY CAREER OFFICERS

The Public Service has its unique way of according official recognition to earned or honorary titles, be they academic, spiritual or traditional. Such titles are required to be communicated to appropriate authorities and official approval obtained before they are used as prefixable titles to the names of beneficiaries.

2. In recent times, however, government has observed a practice of arbitrary use of all manner of titles by Public Servants, most of which are unfounded, thus unwittingly exposing the Public Service of the State to ridicule. Such titles frequently misused as prefixes without approval include Dr., Pastor, Alhaji, Chief, Otunba, Prince, Elder, among others.

3. Henceforth, Public Servants are warned to desist from the unwholesome practice of appropriating and using titles that are not genuinely acquired and/or officially recognised. Any Officer caught doing so will be appropriately sanctioned for misconduct. It must be stressed that any Public Servant intending to officially use any genuinely-acquired title, be it academic or otherwise, must do so with all decency.

4. Accordingly, all Accounting Officers are enjoined to give the content of this Circular the seriousness it deserves and ensure its dissemination to the staff of their respective Ministries, Departments and Agencies [MDAs], for compliance.


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Head of Service