

E.236/155

Office of Establishments and Training,
Office of the Head of Service,
Governor's Office,
Akure.

31st August, 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/Boards/Agencies,
Senior Special Assistants to Mr. Governor,
Permanent Secretaries/Tutors-General/Directors-General,
The Clerk, Ondo State House of Assembly,
The Chief Registrar,
The State Auditor-General,
The Auditor-General for Local Governments,
General Managers/Heads of Non-Ministerial Departments,

**CONVERSION OF EXECUTIVE/SUPERINTENDENT/TECHNICAL CADRES TO
PROFESSIONAL/OFFICER CADRES IN THE STATE PUBLIC SERVICE**

Sequel to the decision of the National Council on Establishments (NCE), at its 42nd meeting and consequent issuance of the Federal Circular No. HCSF/SPSO/ODD/NCE/CND.100/S.10/III/102 dated 12th April, 2021 on the above subject, the State Government has considered and adopted the resolution that the conversion of officers in all the Executive Officer/Superintendent/Technical cadres to the corresponding Officer/Professional cadres on acquisition of relevant qualifications and cognate experience for conversion as prescribed in the Schemes of Service should be as follows:

A. Conversion from Executive/Technical/Superintendent cadres to the same Professional Officer's cadres.

The officer must have been doing job similar to the professional officer's cadre to which he/she desires to convert. For instance;

(i) Executive/Technical/Superintendent cadres on SLG.08, SLG.09 & SLG.10 should be lateral to the corresponding grade level.


(ii) Executive/Technical/Superintendent cadres on SLG.12, SLG.13 &

B. **Conversion from one cadre to another distinct cadre:**

- (i) SLG.09, SLG.10 & SLG.12 should be stepped down by one grade level.
- (ii) From SLG.13 and above, should be brought back to SLG.10 to enable the officer acquire the basic rudiments of the new cadre being entered into.

C. Officers must have acquired the basic academic qualification(s) as provided in the Schemes of Service to enter into the new cadre.

2. This Circular takes effect from 1st August, 2021, and there should be no consideration for retroactive effect please.
3. Kindly give this Circular letter the publicity it deserves.


Dare-Atunse R.O (Mrs)
Permanent Secretary