

Akure.

16<sup>th</sup> March, 2018

CIRCULAR LETTER TO:

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

**CORRESPONDENCE WITH THE CIVIL SERVICE COMMISSION**

It has come to the notice of the Ondo State Civil Service Commission that requests/complaints from Civil Servants that need, the intervention or the consideration of the Commission are being hindered by some Accounting Officers from getting to the Commission thereby denying such aggrieved Civil Servants access to fair hearing and freedom of expression as guaranteed by the Constitution of the Federal Republic of Nigeria. Often times, the Commission would receive advance copies of such letters but the official copy would not get to the Commission from the Ministries and Extra-Ministerial Departments (MEDs).

2. The Commission has also noticed that officers of just any rank are being made to sign covering letters conveying requests or applications to the Commission. This practice is against the norm where such letters should have been signed by the Accounting Officer or a Director when the Accounting Officer is not available. A situation where letters that are meant for the consideration of the Commission are signed by an officer below the rank of a Director would no longer be tolerated by the Commission.

3. In the light of the foregoing, the Commission has directed that any

comments of the MEDs to the Commission without hindrance or denial whether such a request is supported by the MED or not once such a correspondence is appropriately routed.

4. Also any covering letter conveying a request or petition from a Civil Servant to the Commission must be signed by the Accounting Officer of the officer making the request or a Director in the absence of the Accounting Officer. Henceforth, appropriate sanctions shall be imposed on any officer that deviates from the above best practice and such request shall be rejected.

5. Kindly accord this circular letter the widest publicity its deserves, please.

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