

Our Ref. No. FON/SA.792/52
State Finances Department,
Ministry of Finance and Planning,
AKURE.

8th June, 2005.

CIRCULAR LETTER TO:

The Chief of Staff to His Excellency, the Governor,
The Special Assistant to His Excellency, the Deputy Governor,
State Commissioners,
The Secretary to the State Government,
Head of Service,
Special Advisers,
Chairmen of Boards & Parastatals,
Permanent Secretaries,
The Clerk of Ondo State House of Assembly,
Heads of Non-Ministerial Departments,
The Auditor General,
The Accountant General.

**ELIMINATION OF OVERPAYMENTS IN SALARIES
OF STAFF IN ONDO STATE PUBLIC SERVICE**

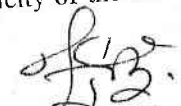
As part of efforts aimed at cost reduction and revenue generation in the Public Service of Ondo State, the State Government has commissioned a firm of Chartered Accountants, Captain Consulting, to painstakingly look into incidences of overpayments in salaries as a result of financial improprieties. The firm is expected to focus on the following, amongst other things:

- (i) elimination of incidence of overpayments in the salaries of staff of Ondo State;
- (ii) preparation of a software package for programming a true and correct database for the elimination of staff salaries;
- (iii) preparation of any other information in software formats that may be necessary in achieving the set objectives; and
- (iv) preparation of any other information that may be useful to the State Government in the process of salary administration.

2. In order to ensure a hitch-free exercise, therefore, you are requested to make the underlisted documents/ materials available to the Consultants in rooms 252 and 254, Ministry of Finance and Planning, State Secretariat Complex on or before Monday, 13th June, 2005:

- (i) salary vouchers prepared for the months of January-May, 2005;
- (ii) nominal roll as at 31st May, 2005;
- (iii) relevant information on each officer; viz:
 - (a) letter of first appointment; ✓
 - (b) birth certificate/statutory declaration of age; ✓
 - (c) last promotion letter; ✓
 - (d) photocopies of academic certificate(s). ✓

3. Heads of Departments are enjoined to ensure the widest publicity of the contents of this circular in their establishments, please.


L. G. Fabunmi
for: Permanent Secretary.