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Civil Service Commission,

Alagbaka,
Akure.

April, 2009

Circular Letter to:

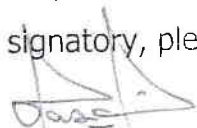
All Permanent Secretaries
and Heads of Extra-Ministerial Depts,
Ondo State Civil Service.

**GUIDELINES ON RENDITION OF REPORTS
TO THE CIVIL SERVICE COMMISSION**

It has been observed with concern, that most Ministries and Extra Ministerial Departments are found of forwarding just one or two copies of important Reports that are normally meant for consideration by the Commissioners. This practice, is to say the least, unacceptable as it often denies the Commission of the benefit of having the desired indepth review of such Reports within the limited time available for appropriate decisions.

2. In order to reverse the unwholesome trend, it has been decided that henceforth, Ministries and Extra-Ministerial Departments forwarding any Report to the Commission must send ten (10) clean copies. In addition, covering letters on such Reports must be signed by the Permanent Secretary/Head of Extra Ministerial Department, or in his absence, an appropriate officer not below the level of a Director in the Ministry/Extra-Ministerial Department concerned.

3. I wish to advise all concerned to accord this circular the priority attention it deserves, and give it wide publicity in their Ministries/Extra-Ministerial Departments. From now on the Commission would no longer attend to any Report submitted to it without the specified number of copies and the appropriate signatory, please.


Alh. B.O. Sanni
for: Permanent Secretary