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Office of Establishments and Training,
Governor's office,
Akure.

21 March, 2016

CIRCULAR LETTER TO:

The Chief of Staff to the Governor,
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/Boards,
Permanent Secretaries/Tutors-General,
Permanent Secretaries (Local Government),
The Clerk, Ondo State House of Assembly,
The Accountant-General,
The State Auditor-General,
The Auditor-General for Local Governments,
The Statistician-General,
Directors-General,
General Managers/Heads of Non-Ministerial Departments.

MATTERS AFFECTING CONVERSION/ADVANCEMENT IN THE PUBLIC SERVICE

It has come to the notice of the Head of Service that officers are in the habit of circumventing extant rules and regulations in an attempt to convert from one cadre to another. The minimum basic requirements for migration from one cadre to another are clearly spelt out in the Schemes of Service and extant circulars.

2. It is pertinent to state here that acquisition of additional qualifications or higher certificate(s) does not automatically qualify an officer for conversion/advancement. Conversion/advancement of officers are to be carried out specifically to meet the needs of government on one hand, and to engender job enhancement for efficient service delivery on the other hand. It is, therefore, a form of motivational tool which must, however, follow laid down rules and procedures, as a matter of necessity. For the avoidance of doubt, some of the conditions that must be met in a conversion/advancement process, apart from the provision of the Schemes of Service are as follows:

- i. Declaration of vacancies by the Office of Establishments and Training in

- ii. Presentation of Letter of Confirmation of Appointment, in addition to other relevant documents;
- iii. Approval to attend recognized Institutions;
- iv. Acquisition of relevant academic qualifications from recognized Institution(s);
- v. Success in prescribed examinations/screening of certificates presented by applicants;
- vi. The concurrence of relevant MDAs where necessary, as may be applicable.

3. For the purpose of emphasis, we wish to reiterate without contradiction that acquisition of additional qualifications/higher certificates is not the only condition precedent to conversion/advancement. Establishment positions/critical needs of government still remain the most important criteria. These can only be determined by the Head of Service through the Office of Establishments and Training. Hence, officers are not expected to bypass Office of the Head of Service in the quest of being converted to another cadre in the Public Service. Officers willing to convert to another cadre should be prepared to pass through the whole gamut of the conversion/advancement process.

4. Consequently, all Accounting Officers should ensure that issues relating to conversion are handled in strict compliance with extant rules and regulations. Therefore, efforts should be made by Accounting Officers to seek clarifications from Office of the Head of Service before conversion/advancement letters are endorsed and dispatched to beneficiaries. Henceforth, officers and Accounting officers who surreptitiously bypass this process will be sanctioned appropriately.

5. You are enjoined to give this Circular the widest publicity and attention it deserves, please.



Mr. A.O. Akinseloyin,
for: Head of Service.

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