

25 October, 2016.

**CIRCULAR LETTER TO:**

The Chief of Staff to Mr. Governor,  
The 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,  
Permanent Secretaries/Tutors-General/ Director-General,  
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/Heads of Non-Ministerial Departments.

**MATTERS AFFECTING MANDATORY WAITING PERIOD FOR PROMOTION  
IN THE STATE PUBLIC SERVICE**

The extant effective date for promotion in the State Public Service is notionally 1<sup>st</sup> January of every year while the waiting periods are 2, 3 and 4 years for officers on GL. 01-07, 07-15, 15 and above, respectively.

2. In recent times, however, it has been observed that keeping strictly to the existing effective notional date and waiting period without allowing for approximations can be very hurtful to officers whose promotions are declined on the basis of narrowly falling short of the required waiting period by just a few days or weeks. In some other instances, serving officers have had to lose as much as 11 months while retiring officers disengage only at a hair's breath away from their last promotion, thus wasting as much as 1½ or 2½ or 3½ years, as may be applicable. This, to say the least, is very demoralising, hence the intervention of the Senior Management Committee (SMC) with the following measures:

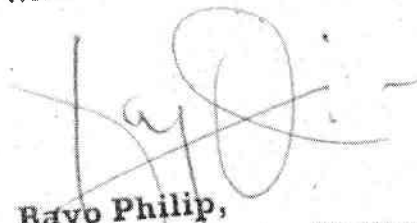
[i] Officers recruited or converted within the first 6 months of the year [i.e. January 2 - June 30] shall have that year counted for them for purpose of promotion;

[ii] Retiring officers who have 6 months or less [i.e. 1<sup>st</sup> July - 31<sup>st</sup> December] to conclude the required waiting period for their last promotion at the point of retirement, are now eligible to be promoted with effect from their last day in service.

3. The contents of this Circular are to take effect from now and, therefore, shall not have any retroactive application.

4. All Ministries/Departments/Agencies [MDAs] of Government are, however, required to obtain clearance for promotion of officers in the above-mentioned categories from the Office of Establishments, Office of the Head of Service, before promotions are effected or recommended.

5. All MDAs are to note, disseminate and comply with the content of this Circular, accordingly.

  
**Bayo Philip,**  
Secretary, Service Matters Dept.,  
For: Head of Service