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Office of the Head of Service,
Office of Establishments & Training
Governor's Office,
Akure.

2nd August, 2019

CIRCULAR LETTER TO:

- The Chief of Staff to Mr. Governor,
- The Deputy Chief of Staff (Deputy Governor)
- The Secretary to the State Government,
- Office of Head of Service,
- State Commissioners,
- Special Advisers
- Chairmen of Commissions/Boards/Agencies,
- Senior Special Assistants to Mr. Governor,
- Permanent Secretaries/Tutors-General/Directors-General,
- The Clerk, Ondo State House of Assembly,
- The State Auditor-General,
- The Auditor General for Local Governments,
- The Statistician-General,
- General Managers/Heads of Non-Ministerial Department,

PAYMENT OF REGISTRATION FEES BY MINISTRIES, DEPARTMENTS AND AGENCIES (MDAs) FOR TRAINING PROGRAMMES

The Office of the Head of Service has noticed with dismay, the rate at which Ministries, Departments and Agencies (MDAs) organise training workshops and appoint consultants for such trainings without recourse to the Training Department of the Office of Establishments and Training which is

saddled with the responsibility of registering approved consultants and Training outfits for such programmes.

2. To this end, MDAs are required to, henceforth, direct all training Consultants and outfits engaged for manpower development to register with the 'Training Department' of this office before the commencement of any approved training programme.

3. Kindly find below, the approved schedule of fees for registration for various categories of Training Consultancy Services in Ondo State.

CATEGORY	RANGE OF CONSULTANCY(₦)	REGISTRATION FEE (₦)	ANNUAL RENEWAL FEE (₦)
A	0 - 249,000.00	2,500.00	1,000.00
B	250,000.00 - 999,000.00	10,000.00	2,500.00
C	1,000,000.00 - 1,499,000.00	25,000.00	10,000.00
D	2,500,000.00 - 4,999,000.00	50,000.00	25,000.00
E	5,000,000.00 - 10,000,000.00	100,000.00	50,000.00

4. Interested Training Providers should collect the 'Payment Advice' from the Training Department of the Office of Establishments and Training, while further clarifications could be sought from the Director, Training and Manpower Department in case of any doubt.

5. Accounting officers are enjoined to kindly give the contents of this circular the publicity it deserves.

6. Thank you.


Funso Tunji-Omoniyi (Mrs.)
Director Training & Manpower Development
for: Head of Service