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Ref. No. ICT/AD/660/34
State Information Technology Agency,
Akure.
13th September, 2018.

CIRCULAR LETTER TO:

The Chief of Staff to Mr. Governor,
The Senior Special Assistance to the Deputy Governor,
The Secretary to the State Government,
Office of the Head of Service,
Chairman of Commissions/Corporations,
Permanent Secretaries/Tutors-Generals/Director-General,
The Clerk, Ondo State House of Assembly,
The Account-General,
The State Auditor-General,
The Auditor-General for Local Governments,
The Statistician General,
General Managers/Head of Non-Ministerial Departments,

PRODUCTION OF DIGITAL IDENTITY CARDS FOR CIVIL SERVANTS IN ONDO STATE

The government of Ondo State in its desire to drive governance through ICT has mandated the State Information Technology Agency (SITA) to carry out production of digital ID cards for all Civil Servants in the State.

2. This exercise is to create a unique identity for all Civil Servants within Ondo State, and to ensure that the information of individual are stored on the chips for easy access to information.
- 3/ Consequently, the exercise is scheduled to commence from 17th September, to 31st October, 2018 as detailed in the attached Time Table. Also, officers are enjoined to come along with the original copies of their document as indicated in the attached proforma.
4. Please, be informed also that all forms filled by the various officers must be attested to by the Accounting officers before the capturing exercise.
5. Furthermore, the photo capturing of each officer for the digitized I.D cards shall be without caps, head ties and glasses to conform to best practices.
6. Kindly accord the content of this circular the widest publicity it deserves, please.


B.M Omotola

Ag. Permanent Secretary,

GENERAL TIME TABLE FOR DATA CAPTURING OF CIVIL SERVANTS IN ALL THE MDAS IN ONDO STATE.

S/N	NAMES OF MDAs	DESIGNATED OFFICERS	PROPOSED WEEK	PROPOSED DATE	REMARKS
1	SITA & Multilateral and Intergovernmental Relations	2	Week 1	Sept. 17 – Sept. 21, 2018	
2	Auditor General's office & Accountant General's office	2			
3	Ministry of Regional Integration and Special Duties	2			
4	Board of Internal Revenue(BIR) & Teaching Service Commission	2			
5	Ondo State Signage Agency & Hospital Management Board	2			
6	Christian Welfare Board & Muslim Welfare Board	2	Week 2	Sept. 24 – Sept. 28, 2018	
7	Agricultural Inputs Supply Agency & Ministry of Natural Resources	2			
8	Ondo State Agricultural Development Programme & Ondo State Water Corporation	2			
9	Boundary Commission & Ondo State Waste Management Board	2			
10	Ondo State Electricity Board & Ondo State Agricbusiness Empowerment Centre	2			
11	Ministry of Information and Orientation & Government House and Protocols	2	Week 4	Oct. 2 – Oct. 5, 2018	
12	Office of Establishments & Deputy Governor's Office	2			
13	Service Matters Department & Emergency Medical Services Agency	2			
14	Ministry of Local Government and Chieftaincy & Cabinets and Special Services Departments	2			
15	Lands Records Bureau & General Administration Departments (GAD)	2			
16	Political and Economic Affairs Dept. & Project and Price Monitoring Unit & Ministry of Justice	2	Week 6	Oct. 8 – Oct. 12, 2018	
17	Ministry of Finance & Ministry of Agriculture	2			
18	Ministry of Health & Ministry of Environments	2			
19	Ministry of Education, Science and Technology & Ministry of Commerce, Industry and Cooperative Services	2			
		2			
20	Civil Service Commission & Direct Labour Agency	2		Oct. 15 – Oct. 19, 2018	
21	Auditors General for Local Government Office	2			
22	House of Assembly Commission	2			

23	Ministry of Youth and Sports & Directorate of Rural and Community Devt.	2	Week 7		
24	ODSACA & RUWATSAN	2			
25	Ministry of Lands and Housing & Ministry of Works and Infrastructure	2	Week 8	Oct. 22 -- Oct. 26, 2018	
26	Ondo State Library Board & Ministry of Physical Planning and Urban Devt.	2			
27	Ondo State Sports Council	2			
28	Public Servants Training Institute (PSTI)	2			
29	OSRC	2			
30	Ondo State Football Agency & Ondo State Independent Electoral Commission	2	Week 10	Oct. 29 -- Oct. 31, 2018	
31	SUBEB & Ondo State Law Commission	2			
32	Ondo State Judiciary & Ondo State Property and Housing Corporation	2			
33	Ministry of Commerce, Industry and Cooperative Services	2			
34	Bureau of Statistics & Ministry of Economic Planning and Budget	2			
33	Ondo State Cocoa Revolution & Ministry of Culture and Tourism & Ondo State Pension Board				
34	Ondo State Scholarship Board & Micro Credit Agency & Ondo State Primary Health Care Devt. Board	3			

STATE INFORMATION TECHNOLOGY AGENCY (SITA)
BIO DATA OF OFFICERS FOR DIGITAL IDENTITY CARD

BIO DATA

1.	SURNAME	
2.	FIRST NAME	
3.	MIDDLE NAME	
4.	GENDER	FEMALE <input type="checkbox"/> MALE <input type="checkbox"/>
5.	DATE OF BIRTH	
6.	PHONE NUMBER	
7.	EMAIL ADDRESS	

NEXT OF KIN INFORMATION

8.	NAME	
9.	PHONE NUMBER	
10.	ADDRESS	

EDUCATIONAL BACKGROUND

11.	ACADEMIC QUALIFICATIONS WITH DATES (FROM THE HIGHEST)	1.	
		2.	
		3.	
		4.	
12.	PROFESSIONAL QUALIFICATION WITH DATE	1.	
		2.	
		3.	
		4.	

EMPLOYMENT INFORMATION

13.	PERSONNEL CS NUMBER	
14.	PARENT MINISTRIES	
15.	PRESENT MDA	
16.	CADRE	
17.	GRADE LEVEL	
18.	PRESENT POST	
19.	DATE OF FIRST APPOINTMENT	
20.	DATE OF PRESENT APPOINTMENT	
21.	SALARY PAY POINT	

BANK INFORMATION

21.	ACCOUNT NAME	
22.	ACCOUNT NUMBER	
23.	BANK NAME	
24.	BVN	
25.	ORIN NO	