

Civil Service Commission,
Akure.

11th October, 2005


CIRCULAR LETTER TO:

The Chief of Staff to His Excellency; the Governor,
The Special Assistant to His Excellency, the Deputy Governor,
State Commissioners,
Special Advisers,
Chairmen of Boards/Commissions,
Permanent Secretaries,
The Clerk, Ondo State House of Assembly,
Heads of Non-Ministerial Departments,
The Accountant-General,
The Auditor General,

RE: FORMALIZATION OF TRANSFERS ARISING FROM THE
MANNING LEVEL EXERCISE

Further to the Office of Establishments and Service Matters' Circular Letter No.C70T/163 of 3rd August, 2005 on the efficient manning levels of Ministries/Departments, Senior Officers on GL. 07 and above who were affected by the deployment/transfer exercise are to appear before the Civil Service Commission for screening, as contained in the attached schedule so that necessary letters of transfer could be issued to them in order to formalize their transfers to the new Ministries/Departments. The Officers are to appear with all their credentials, that is, Academic Certificates, Birth Certificates, Letters of Appointment and promotions among others.

2. Heads of Department are enjoined to bring the contents of this Circular Letter to the attention of the affected Officers, and more importantly, for their attendance at the screening exercise as scheduled.
3. Thank you.


E. M. Adesuyi (Mrs),
Permanent Secretary.