

AD3/235/90

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

30 **October, 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 the 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 Chief Registrar,
- The State Auditor-General,
- The Auditor-General for Local Governments,
- General Managers/Heads of Non-Ministerial Departments.

**RE: REVIEW OF HOTEL ALLOWANCES ON OFFICIAL JOURNEYS
WITHIN AND OUTSIDE THE STATE**

Following the recent upward review of Duty Tour Allowance (DTA) by Mr. Governor, this office has been inundated with various requests with regards to clarification of the DTA for Senior Special Assistants and Special/Personal Assistants.

2. Accordingly, it is hereby, clarified that Senior Special Assistants and

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Special/Personal Assistants belong to categories ii & iii of our circular No. AD3/235/86 of 23 September, 2019 respectively as follows:

S/N	OFFICIAL STATUS	RATES PAYABLE PER NIGHT	
		WITHIN THE STATE (₦)	OUTSIDE THE STATE (₦)
i.	Chairmen/Members of Board/Commissioners/Permanent Secretaries/General Managers/Senior Special Assistants	8,000.00	40,000.00
ii	Special/Personal Assistants/Directors/Deputy Directors	6,000.00	25,000.00

3. All Accounting Officers are to note this clarification and give this circular the widest publicity it deserves, please.



V. F. Olajorin, NPOM
Permanent Secretary (Estabs)
for: Head of Service.