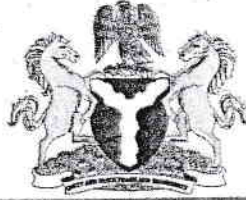


ONDO STATE GOVERNMENT

OFFICE OF THE CHAIRMAN



Civil Service Commission
P. M. B 691
Akure
Tel: 034-240014
Date: ^{20th} August, 2021

Your Ref:

Our Ref: G.1/27 Vol.V/112

CIRCULAR LETTER TO:

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

PS/
J. J. + R. P. S.

J. J. Chinn
20/8.



RETIREMENT OF OFFICERS

All officers who are up for mandatory retirement from the Civil Service and have three months (or as may be prescribed in appropriate regulations) to go, should turn in their letters and leave office, not later than a day to the beginning of terminal leave.

2. The terminal leave is an opportunity created for the officer to write Handover Note, put retirement papers together and tidy his desk, ahead of disengagement from Service. It is not a time to remain active at work or start another tour of service.

3. Where officers fail to comply with this directive, failure to do so shall be set against the retirement benefits to the extent of non-compliance. Thereafter, the officer will be retired compulsorily. Accounting officers should accord applications for retirement speedy endorsement.

4. Retiring officers are requested to comply fully with the regulations on retirement from the Civil Service. They can be rest assured of the appreciation of a grateful government of their meritorious services.

Ajose Kudéhinbu
Chairman