

AD3/235/86.

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

23 September, 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,

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

Further to our circular letters No. AD3/235/36 and AD3/235/60 dated 8th March and 28th November, 2001 respectively, on the review of hotel allowances on official journeys outside and within the State, the State Governor, Arakunrin Oluwarotimi Akeredolu, SAN, has approved a new rate/allowance for public officials travelling within and outside the State. This is due to the current economic realities in the Country.

2. The new rate is outlined below and shall be paid to official(s) whose tour allowance(s) is/are duly approved by appropriate authorities:

S/N	OFFICIAL STATUS	RATES PAYABLE PER NIGHT	
		WITHIN THE STATE (₦)	OUTSIDE THE STATE (₦)
i	Commissioners/SSG, HoS/CoS/Chairmen of Statutory Commissions/Special Advisers	10,000.00	50,000.00
ii	Chairmen/Members of Board/Commissions/Permanent Secretaries/General Managers/Special Assistants	8,000.00	40,000.00

S/N	OFFICIAL STATUS	RATES PAYABLE PER NIGHT	
		WITHIN THE STATE (₦)	OUTSIDE THE STATE (₦)
iii	Directors/Deputy Directors	6,000.00	25,000.00
iv	Officers on GL. 12-14	5,000.00	18,000.00
v	Officers on GL. 08-10	3,000.00	12,000.00
vi	Officers on GL. 06-07	2,000.00	8,000.00
vii	Officers on GL. 01-05	1,600.00	2,500.00

3. The provision of this circular take effect from 1st October, 2019. Accounting officers are to give the content of the circular the required publicity, please.


O. Aragbaiye
 Head of Service