

Civil Service Commission,
P.M.B. 691,
AKURE.

May, 2002.

CIRCULAR LETTER TO

STATE COMMISSIONERS,
SECRETARY TO THE STATE GOVERNMENT,
HEAD OF SERVICE,
PERMANENT SECRETARIES,
HEADS OF EXTRA-MINISTERIAL DEPARTMENTS,
AUDITOR GENERAL,
ACCOUNTANT GENERAL.

**SUBMISSION OF MINUTES OF PROMOTIONS MEETING
TO THE CIVIL SERVICE COMMISSION**

The Civil Service Commission has observed some inadequacies in the minutes of Promotion Meetings (Promotion briefs) sent to it by Ministries and Extra Ministerial Departments and therefore considered it necessary to address the problem with a view to improving the quality of future minutes.

2. It was observed that Ministries often forwarded recommendations on officers on Grade Level 07 to 17 to the Commission in the same briefs. For proper documentation, minutes of meeting should be separated as follows:

- (i) Minutes of promotion of officers from GL. 01- 06 should be forwarded to the Commission for information only.
- (ii) Minutes of Meetings of promotion of officers moving to Grade Level 07 up to Grade Level 12 should be forwarded to the Commission as recommendation, for its consideration and approval. This should be in fifteen (15) copies while photocopy of the letter of approval of vacancies from the Office of Establishments and Management Services should be attached to each minute.

forwarded to the Senior Management Committee, in the absence of the Head of Service, who in turn, will forward its recommendation to the Commission for consideration and approval.

3. Quite apart from this, most of the Ministries usually leave out completely, the provisions of the Scheme of Service on every post when writing the brief and the minutes of promotion interview to the Commission. Henceforth, the provision of the Scheme of Service for each post where officers are to be considered must be reproduced immediately after the establishment statistics: Approved Establishments, No. in post, No. of vacancy, No. approved to be filled, No. of eligible officers, etc.). I wish to emphasize that the names of all officers who fall within the field of selection (consideration) must be recorded on the briefs whether or not they have matured for promotion, to ensure that no officer is inadvertently left out.

4. It is worrisome to note that some Ministries often recommended officers under disciplinary action for promotion. This should not be so. I am to state that henceforth, all officers who sign such minutes and those officers in attendance, where any officer under disciplinary action is recommended for promotion, shall be jointly and severally held liable for disciplinary action as such action is irregular and could bring the service into disrepute.

5. The Commission also observed that Ministries/Departments did not follow a consistent pattern in the award of marks at promotion interviews. For the avoidance of doubt, I am to draw your attention to Rule 02703(C) of Civil Service Rules (1999 Ed.). The provision states:

“(C) The criteria for promotion shall be:


(i) Performance (as assessed under APER)	50%
(ii) Interview	30%
(iii) Additional qualification/examination	15%
(iv) Seniority	05%

Where additional qualification/examination is not an applicable criterion, the weight assigned to performance shall be increased by 15. Similarly, in cases where interview is not applicable, the weight for performance shall be increased by 30.”

6. Finally, I am to state that henceforth, open and confidential files of officers due for promotion interview in the Commission must reach the Commission at least twenty-four (24) hours before the commencement of the interview. Such officers should bring along the under listed documents to the interview:

- (i) Certificate of birth or Declaration of Age
- (ii) Letter of First Appointment
- (iii) Letter of Confirmation
- (iv) All Letters of Promotions/Advancement up to Grade Level 06
- (v) Evidence of Change of Name (if any)
- (vi) Letter of Transfer of Service or Inter Cadre transfer (if applicable)
- (vii) All Educational Certificates.

7. You are please requested to give this circular letter the widest publicity in your Ministry.


Debo Adepoju,
Permanent Secretary,
Civil Service Commission