

Our Ref: No. G1\271\Vol.V\59

Civil Service Commission,
Akure.

2nd September, 2007

Circular Letter to:

All Ministries and Extra-Ministerial Departments.

SUBMISSION OF STAFF DISPOSITION AND SENIORITY LISTS

The Civil Service Commission is about considering the 2007 promotion briefs submitted to the Commission. In order to do justice to the briefs, the Commission will require from Ministries\Extra-Ministerial Departments whose promotion briefs will normally come to the Commission, their staff disposition and seniority lists. These returns are very vital as they will assist the Commission in achieving thoroughness and fairness in the promotion of officers in the service of the State.

2. In the light of the above, each Ministry\Extra-Ministerial Department should, as a matter of urgency, submit to the Commission ten (10) copies each of the Seniority and Staff Disposition Lists.

3. I wish to add that the Commission will not consider any brief without the aforementioned documents. Therefore, the two (2) documents must be submitted to the Commission not later than Wednesday 26th September, 2007.

4. I hope we can count on your support and cooperation in our determination to speedily conclude the 2007 promotion exercise which can only be achieved if the documents required are submitted to the Commission as requested above.



B. O. Ayeni,
for: Chairman