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**Our Ref No: DB/267/45**

Budget Department,  
Ministry of Finance &  
Planning,  
Akure.

26<sup>th</sup> August, 2005

**CIRCULAR LETTER TO:-**

The Chief of Staff to His Excellency, the Governor,  
The Special Assistant to His Excellency, the Deputy Governor,  
All State Commissioners,  
The Secretary to the State Government,  
The Head of Service,  
All Permanent Secretaries,  
The Clerk of the House of Assembly,  
The Chief Registrar, Ondo State Judiciary,  
All Heads of Extra-Ministerial Departments,

**TIME TABLE FOR PRE-TREASURY BOARD MEETINGS FOR  
YEAR 2006 ADVANCE PROPOSALS AND DRAFT ESTIMATES**

I refer to our Circular Letter No. DB/267/22 of 3<sup>rd</sup> August, 2005 on the above subject and forward herewith the attached schedule for the Pre-Treasury Board meetings which will hold in the Conference Room of the Ministry of Finance and Planning on Monday 5<sup>th</sup> – Thursday 8<sup>th</sup> September, 2005 beginning at 9.00 a.m. daily.

2. I am to emphasize that the Accounting Officer of each agency is to lead the team of Head of Departments and Units to meet with the officials of this Ministry for the budget defence. The exercise concerns ALL government agencies that have budgetary provisions in the book of estimates as contained in the attached schedule.

3. Please, kindly adhere strictly to the time slated for your agency to participate in the exercise.

*o/c (Reg.)  
Circular Letter  
# D. D. 25/05*

*REC'D 8/10/05  
ADP  
note any other heads -*

**ONDO STATE OF NIGERIA**  
**SCHEDULE OF PRE-TREASURY BOARD MEETINGS FOR YEAR 2006**

**SCHEDULE OF MEETINGS WITH MINISTRIES/DEPARTMENTS/PARASTATALS  
AND HIGHER INSTITUTIONS**

**VENUE: CONFERENCE HALL, MINISTRY OF FINANCE AND PLANNING, AKURE**

DATE	S/N	MINISTRIES/DEPARTMENTS/PARASTATALS/ HIGHER INSTITUTIONS	TIME
<b>DAY ONE</b>  MONDAY 5/9/05	1	Ministry of Agric. Fisheries & Forest Resources	9.00 a.m. - 9.30 a.m.
	2	Agro-Climatological and Ecological Project	9.30 a.m. - 10.00 a.m.
	3	Agric Development Project (ADP)	10.00 a.m. - 10.30 a.m.
	4	Ondo State Afforestation Project	10.30 a.m. - 11.00 a.m.
	5	Ministry of Commerce and Industry	11.00 a.m. - 11.30 a.m.
	6	Ondo State Micro-Credit Agency	11.30 a.m. - 12.00 p.m.
	7	Ministry of Education and Youth Affairs	12.00 p.m. - 12.30 p.m.
	8	Ondo State Scholarship Board	12.30 p.m. - 1.00 p.m.
	9	Ondo State House of Assembly	1.00 p.m. - 1.30 p.m.
	10	Governor's Office (Govt. House and Protocol)	1.30 p.m. - 2.00 p.m.
	11	Office of the Deputy Governor	2.00 p.m. - 2.30 p.m.
	12	Ondo State Water & Sanitation Project (WATSAN)	2.30 p.m. - 3.00 p.m.
	13	Ondo State Boundary Commission	3.00 p.m. - 3.30 p.m.
	14	Ondo State Liaison Office, Lagos	3.30 p.m. - 4.00 p.m.
	15	Ondo State Liaison Office, Abuja	4.00 p.m. - 4.30 p.m.
	16	General Administration	4.30 p.m. - 5.00 p.m.

DATE	S/N	MINISTRIES/DEPARTMENTS/PARASTATALS/ HIGHER INSTITUTIONS	TIME
<u>DAY TWO</u> TUESDAY 6/9/05	17	Cabinet and Special Services Department	9.00 a.m. - 9.30 a.m.
	18	Projects and Prices Monitoring Unit (PPMU)	9.30 a.m - 10.00 a.m.
	19	Ondo State Accelerated Poverty Alleviation Agency	10.00 a.m. - 10.30 a.m.
	20	Office of Establishments & Service Matters	10.30 a.m. - 11.00 a.m.
	21	Ondo State Computer Information Management Centre	11.00 a.m. - 11.30 a.m.
	22	Ondo State Pension Board	11.30 a.m. - 12.00 p.m.
	23	Political & Economic Affairs Dept.	12.00 p.m. - 12.30 p.m.
	24	Christian Welfare Board	12.30 p.m. - 1.00 p.m.
	25	Muslim Welfare Board	1.00 p.m. - 1.30 p.m.
	26	Agency for Adult and Non-formal Education	1.30 p.m. - 2.00 p.m.
	27	Board for Technical and Vocational Education	2.00 p.m. - 2.30 p.m.
	28	Teaching Service Commission	2.30 p.m. - 3.00 p.m.
	29	State Primary Education Board	3.00 p.m. - 3.30 p.m.
	30	Ondo State Library Board	3.30 p.m. - 4.00 p.m.
31	Rufus Giwa Polytechnic, Owo	4.00 p.m. - 4.30 p.m.	
32	Adekunle Ajasin University, Akungba Akoko	4.30 p.m. - 5.00 p.m.	

DATE	S/N	MINISTRIES/DEPARTMENTS/PARASTATALS/ HIGHER INSTITUTIONS	TIME
DAY THREE	33	Ministry of Health	9.00 a.m. - 9.30 a.m.
WEDNESDAY 7/9/05	34	Health System Rehabilitation Project	9.30 a.m - 10.00 a.m.
	35	Health System Fund	10.00 a.m. - 10.30 a.m.
	36	Board of Alternative Medicine	10.30 a.m. - 11.00 a.m.
	37	Hospitals Management Board	11.00 a.m. - 11.30 a.m.
	38	Ministry of Justice	11.30 a.m. - 12. 00 p.m.
	39	Ondo State Law Commission	12.00 p.m. - 12.30 p.m.
	40	Ministry of Special Duties	12.30 p.m. - 1.00 p.m.
	41	Ondo State Water Corporation	1.00 p.m. - 1.30 p.m.
	42	Ondo State Electricity Board (OSEB)	1.30 p.m. - 2.00 p.m.
	43	Ondo State Property and Development Corporation	2.00 p.m. - 2.30 p.m.
	44	Waste Management Authority	2.30 p.m. - 3.00 p.m.
	45	Ministry of Information and Sports	3.00 p.m. - 3.30 p.m.
	46	Ministry of Culture & Tourism	3.30 p.m. - 4.00 p.m.
	47	Board of Tourism	4.00 p.m. - 4.30 p.m.
	48	Ondo State Radiovision Corporation	4.30 p.m. - 5.00 p.m.

DATE	S/N	MINISTRIES/DEPARTMENTS/PARASTATALS/ HIGHER INSTITUTIONS	TIME
DAY FOUR THURSDAY 8/9/05	49	Owena Press Limited	9.00 a.m. - 9.30 a.m.
	50	Ondo State Sports Council	9.30 a.m. - 10.00 a.m.
	51	Ondo State Sunshine Football Club	10.00 a.m. - 10.30 a.m.
	52	Ministry of Women Affairs & Social Dev.	10.30 a.m. - 11.00 a.m.
	53	Ministry of Works, Lands and Housing	11.00 a.m. - 11.30 a.m.
	54	State Audit Department	11.30 a.m. - 12.00 p.m.
	55	Local Government Audit Department	12.00 p.m. - 12.30 p.m.
	56	Civil Service Commission	12.30 p.m. - 1.00 p.m.
	57	Local Government Service Commission	1.00 p.m. - 1.30 p.m.
	58	Ondo State Independent Electoral Commission	1.30 p.m. - 2.00 p.m.
	59	The Judiciary	2.00 p.m. - 2.30 p.m.
	60	Judicial Service Commission	2.30 p.m. - 3.00 p.m.
	61	Nigerian Security & Civil Defence Corporations	3.00 p.m. - 3.30 p.m.
	61	Ministry of Finance and Planning	3.30 p.m. - 4.00 p.m.
	62	Office of the Accountant General	4.00 p.m. - 4.30 p.m.
	63	Board of Internal Revenue	4.30 p.m. - 5.00 p.m.
64	Pools Betting & Lotteries Board	5.00 p.m. - 5.30 p.m.	