

Our Ref. No. D38/1/110
Civil Service Commission,
Akure.
30th November, 2016

CIRCULAR LETTER TO:

The Chief of Staff to the Governor,
The Senior Special Assistant to the Deputy Governor,
State Commissioners,
The Secretary to the State Governor,
Office of the State Head of Service,
Chairmen of Commissions/Parastatals,
Permanent Secretaries/Tutors General/Director Generals,
The Clerk, Ondo State House of Assembly,
The Accountant General,
The State Auditor-General/Auditor General for Local Governments,
The Statistician General,
Head of Extra-Ministerial Departments/Parastatals

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Chair
P/S note
Sec 5/12/16
Secretary

CLARIFICATION ON PENAL EFFECTS ON DISCIPLINARY ACTIONS

It has been observed that the penal effects of some disciplinary actions have not only generated conflict but also have very painful consequence on officers whose preferments are deferred on account of punitive measures taken against them.

Noted
Chair

2. It should be noted that the extant circular on Penal effect of disciplinary actions on erring officers was issued vide letter Ref. D.1/117 of 7th November, 1991. Nevertheless, after due consideration of the penal effects of some of the disciplinary actions that could lead to denial of promotion/increment of officers that was considered as a double jeopardy, the Commission has therefore considered it necessary to further clarify/review the penal effects of certain disciplinary actions in the Public Service in conformity with the Civil Service Commission Regulation 55 as follows:


- (i) REPRIMAND shall take effect from the date the decision is communicated to the erring officer and it will last for a period of twelve months. Such officer shall not be considered for any promotion during the period of the reprimand. Two special reports shall be rendered

OTC (Reg) Head
DFA 16/12/16
P/S enquire
adequate publicity
6/12/16

on the erring officer at six months interval. He would, at the end of the effect of reprimand, be considered for promotion, subject to the two good special reports and availability of vacancies which must be approved by the Office of the Establishments. Any such promotion enjoyed at the end of reprimand shall take effect from a current date.

- (ii) **WARNING** shall not have penal effect on promotion except the probable potential negative implication on the erring officer.
- (iii) **SURCHARGE** shall take effect from the date the decision is communicated to the erring officer and, such officer shall not be considered for any promotion for the total period covered by the surcharge which shall not be less than one (1) year.
- (iv) **DEMOTION** shall take effect from the date the decision is communicated to the erring officer and the waiting period for next promotion shall start counting from the date the demotion is communicated. He shall have the salary of the old grade personal to him without any further increment until he is promoted to the old grade.
- (v) **TERMINATION OF APPOINTMENT** shall take effect from the date the decision is communicated to the erring officer and such erring officer will be eligible to terminal benefits
- (vi) **DISMISSAL** shall take effect from the date the decision is communicated to the erring officer and such officer shall not be eligible to terminal benefits.

3. All MDAs are requested to note and give the contents of this circular letter the deserved widest publicity and ensure unwavering compliance. please.



Pastor Niran Adeyemo
Secretary.