

Service Matters Department,
Office of the Head of Service,
Governor's Office,
Akure.

30th October, 2020

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/Corporations,
Permanent Secretaries/Tutors-General,
The Clerk, Ondo State House of Assembly,
The Accountant-General,
The State Auditor-General,
The Auditor-General for Local Government,
The State Statistician-General
Directors-General,
General Managers/Heads of Non-Ministerial Departments.

UNAUTHORIZED USE OF GOVERNMENT VEHICLES

Government has observed that in spite of the recent Circular of the General Administration Department No. GAD 3062/14 of 7th September, 2020 prohibiting unauthorised use of government vehicles, public servants have continued to disregard the laid-down procedures for use of official vehicles. This reckless breach is causing avoidable thefts, accidents and vandalism of government vehicles, even at this critical time of lean financial resources.

2. Consequently, the Head of Service has directed as follows:
 - (i) public servants, other than duly assigned drivers, are prohibited from driving government vehicles;
 - (ii) officers and drivers are prohibited from illegal and unauthorized use of government vehicles, particularly outside official assignments and hours;
 - (iii) drivers assigned to official vehicles are to keep necessary records, particularly the Log Book, in respect of movement and maintenance of their vehicles; and
 - (iv) all official vehicles are to be parked at the Government pool or other authorized locations after official hours and not in personal residences/premises.
3. All public servants should henceforth adhere strictly to this instruction as deviation will be sanctioned accordingly.
4. Accounting officers are enjoined to give the content of this Circular the desired publicity in their Ministries Departments and Agencies.


Tope Babalola
Director, Service Matters Department

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