

Ministry of Finance and Economic
Planning,
Finance and Administration Dept.
Akure.

28th January, 2004

CIRCULAR LETTER TO:

STATE COMMISSIONERS,
SECRETARY TO THE STATE GOVERNMENT,
HEAD OF SERVICE,
PERMANENT SECRETARIES
GENERAL MANAGERS/HEADS OF
EXTRA-MINISTERIAL DEPARTMENTS
CLERK OF THE HOUSE OF ASSEMBLY
AUDITOR-GENERAL
ACCOUNTANT-GENERAL

RETURN ON YEAR 2004 LEAVE ROSTER

I am directed to request Heads of Department to forward two (2) copies of the approved year 2004 leave roster in respect of the various categories of officers serving in their establishments to reach this office on or before Friday, 6th February, 2004.

I am to emphasize the need to adhere strictly to the deadline as this office would not entertain request(s) for extension of time occasioned by the inability of any Department to meet the deadline.

Heads of Department are therefore enjoined to ensure compliance with the contents of this circular please.

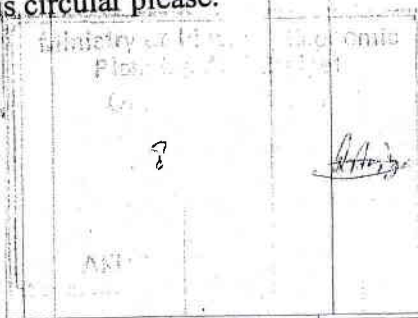
PPC (88A)

As has not been taken

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28/1/04



[Signature]
O. I. Oni (Mrs.),
for: Permanent Secretary