

Our Ref. No. PD1/22VOL.II/247

Ondo State Pension Board,
Oke-Eda,
Alagbaka,
Akure.

16 January, 2014

20 JAN 2014

Circular letter to:

- The Chief of Staff to Mr. Governor,
- The Senior Special Assistant to the Deputy Governor,
- The State Commissioners,
- Secretary to the State Government,
- Special Advisers,
- Chairmen of Commissions/Boards,
- Permanent Secretaries,
- Clerk, Ondo State House of Assembly,
- Tutors-General,
- Acting Statistician-General,
- Administrative Secretaries,
- The Accountant-General,
- The State Auditor-General,
- The Auditor-General for Local Governments,
- General Manager/Head of Non-Ministerial Department.

See (H-35)

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20/1/14

ADDITIONAL REQUIRED DOCUMENT FOR THE PROCESSING OF RETIREMENT BENEFITS OF OFFICERS ABOUT TO RETIRE

At the Stakeholders meeting held to review the successes of the recently concluded screening exercises of all Civil Servants and Teachers in the services of both

the State and Local Governments in the State, the issue of the imperativeness of the inclusion of the Primary Six Certificate among the requirements for the processing of retirement benefits of any serving career officer in both the State and Local Governments about to exit service mandatorily or voluntarily was exhaustively discussed.

2. And in furtherance of the efforts of the State Government to sustain its entrenched culture of sanity and transparency in its Public Service, it was decided that Primary Six Certificate will henceforth be among the required documents for the processing of retirement benefits of career officers at the State and Local Government Services in Ondo State.
3. In essence, this means that all serving officers at the exiting stage of his/her career must present for scrutiny by the affected officer's Accounting Officer in his/her MDA, original copy of his/her Primary School Certificate or any other acceptable document issued by the Ministry of Education, supporting the authenticity of his/her Primary School Certificate when processing his/her retirement benefits request.
4. Needless to mention here also that further authentication of this document will still have to be confirmed by the appropriate Pension Board before the commencement of the processing of all the documents submitted.
5. While any grey area in this Circular should be cleared with the undersigned, it will also be appreciated if I can count on your full cooperation in this regard.
6. This Circular is effective from January 15th, 2014.



Tope Kolawole

Secretary Pension Board

for: Chairman