

Office of Establishments and Training
Office of the Head of Service,
Governor's Office,
Akure.

17 January, 2014

Circular letter to:

The Chief of Staff to Mr. Governor,
The Senior Special Assistant to the Deputy Governor,
State Commissioners,
The Secretary to the State Government,
Permanent Secretaries,
Administrative Secretaries,
Tutors General,
Clerk, Ondo State House of Assembly,
The State Auditor-General,
The Acting Accountant-General,
The Auditor-General for Local Governments,
General Managers/Heads of Non-Ministerial Departments.

APPROVAL FOR LEAVE OF ABSENCE AND STUDY-LEAVE-WITH-PAY


Please, recall the contents of the State Government various Circular Letters on study leave with or without pay which dovetailed to my Circular Letter Ref:RT2/118/Vol.III/17 dated 28th November, 2013. I am to convey through this medium a clear directive of the State Government on the subject.

2. I wish to inform you that the State Government has approved that henceforth:
- (a) All Accounting Officers must personally sign all requests for study leave with pay. They should use their discretion to step down frivolous requests at their levels. Any application not routed through the Accounting Officer shall not be accepted or processed.
 - (b) No Officer must be given any tacit approval or concession to proceed on any study leave with pay without the required approval through this Office.
 - (c) Salaries of all Officers on study leave with pay without the required approval should be stopped immediately it is discovered, and the salaries that have been enjoyed before such discovery should be paid back by the Officer to Government Treasury and a copy of the Treasury Receipt bearing the amount should be forwarded to the Office of the Head of Service.
 - (d) Thereafter, disciplinary procedure should be initiated against such Officers and report on such forwarded to appropriate quarters.

3. It must be emphasized that as from NOW Study Leave with pay and leave of absence must be approved by the Governor, based on the recommendation of the Head of Service or appropriate employment Agencies like the Civil Service Commission, Teaching Service Commission, Local Government Service Commission, State Universal Basic Education Board, Hospitals' Management Board, House of Assembly Service Commission, etc.

4. In order to have a comprehensive view of the number of Government Officials currently on study leave with pay or leave of absence, please find attached a proforma specially designed to provide detailed information on such Officers. The returns on the proforma should be forwarded to my Office by the Accounting Officers of all Ministries/Departments/Agencies, (even, if a NIL Return) not later than Tuesday, 28th January, 2014.

5. Please, give the contents of this Circular Letter its well deserved publicity and ensure necessary strict compliance.


Toyin Akinkuotu, Esq.
Head of Service