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

11 October, 2013

CIRCULAR LETTER TO:

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



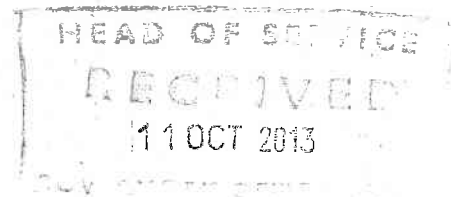
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ATTENDANCE OF GOVERNMENT FUNCTIONS

In recent times, it has been observed that public servants treat attendance at State programmes with levity. Poor attendance of Accounting Officers and Directors in particular, is often recorded at public functions including those programmes and activities called at the instance of the Head of Service. This attitude does not demonstrate the -required commitment, loyalty and support towards government business. To say the least, the attitude negates the spirit and letter of service allegiance and our service mantra – Commitment to Excellent Service (Comeserve).

2. In view of this, therefore, all Accounting Officers and Directors are advised to take attendance at public functions as part of their official duties and to also take

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2. In view of this, therefore, all Accounting Officers and Directors are advised to take attendance at public functions as part of their official duties and to also take responsibility at all times for mobilizing their staff to government functions as and when necessary, even at short notices. In case of any unavoidable absence, the Office of the Head of Service must be so informed prior to the programme, in writing.

3. Accounting Officers are enjoined to give the content of this Circular the necessary attention and publicity it deserves, for they need not be reminded of their leadership roles in maintaining service discipline.

4. Thank you.



Toyin Akinkuotu, Esq.
Head of Service