

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

19 November, 2013

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,
Chairmen of Commissions,
Permanent Secretaries,
The Ag. Clerk, Ondo State House of Assembly,
The Tutors-General,
Administrative Secretaries,
The Ag. Statistician-General,
The Ag. Accountant-General,
The State Auditor-General,
The Auditor-General for Local Governments,
General Managers/Heads of Non-Ministerial Departments.



See (HOS)
In file
[Signature]
2/1/14

PROMOTION OF OFFICERS ON GRADE LEVEL 12 AND ABOVE

During the 2013 promotion exercise, the Senior Management Committee [SMC] considered issues relating to compulsory Promotion Examination and possession of additional qualification as they effect the career of officers and consequently resolved as follows:

- [i] Henceforth, no notional promotion will be granted any officer who fails the Promotion Examination conducted prior to his/her promotion; notwithstanding his/her success in subsequent edition of the Examination. This means that effective date of promotion will no longer predate success at Promotion Examination;
- [ii] Any officer who fails Promotion Examination in two [2] consecutive editions will be made to personally bear the cost of his/her further participation in the Examination;
- [iii] Officers must not write Promotion Examination before they fall due for same. However, officers who have done so prior to this Circular will not be allowed to take advantage of their success beyond 2013 promotion exercise;
- [iv] Additional qualification is mandatory for all Officers moving to Grade Level 13 and above, irrespective of the Cadre. Such additional qualification, once acquired while in the Service and not before, will

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,
 Chairmen of Commissions,
 Permanent Secretaries,
 The Ag. Clerk, Ondo State House of Assembly,
 The Tutors-General,
 Administrative Secretaries,
 The Ag. Statistician-General,
 The Ag. Accountant-General,
 The State Auditor-General,
 The Auditor-General for Local Governments,
 General Managers/Heads of Non-Ministerial Departments.



Sec (HOS)
Dr. [Signature]
[Signature]
 2/1/14

PROMOTION OF OFFICERS ON GRADE LEVEL 12 AND ABOVE

During the 2013 promotion exercise, the Senior Management Committee [SMC] considered issues relating to compulsory Promotion Examination and possession of additional qualification as they effect the career of officers and consequently resolved as follows:

- [i] Henceforth, no notional promotion will be granted any officer who fails the Promotion Examination conducted prior to his/her promotion; notwithstanding his/her success in subsequent edition of the Examination. This means that effective date of promotion will no longer predate success at Promotion Examination;
- [ii] Any officer who fails Promotion Examination in two [2] consecutive editions will be made to personally bear the cost of his/her further participation in the Examination;
- [iii] Officers must not write Promotion Examination before they fall due for same. However, officers who have done so prior to this Circular will not be allowed to take advantage of their success beyond 2013 promotion exercise;
- [iv] Additional qualification is mandatory for all Officers moving to Grade Level 13 and above, irrespective of the Cadre. Such additional qualification, once acquired while in the Service and not before, will suffice for all the grade levels in the Management Cadre [i.e. Grade Level 13-17];

- [v] Any officer who is duly registered for Promotion Examination but fails to write the Examination will be made to refund all the expenses incurred by government on his/her registration.

3. Accounting Officers are to note and give the content of this Circular the publicity it deserves in their respective Ministries, Departments and Agencies [MDAs], and to ensure compliance.



Bayo Philip,

Secretary,

For: Head of Service.