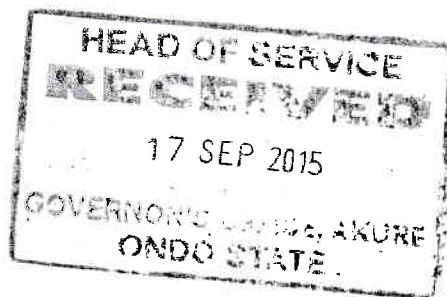


Office of Establishments and Training,
Office of the Head of Service,
Governor's Office,
Akure.

15 September, 2015

CIRCULAR LETTER TO:

The Chief of Staff to the Governor,
The Special Assistant to the Deputy Governor,
The Secretary to the State Government,
The Head of Service,
State Commissioners,
Special Advisers,
Chairmen of Commissions/Boards/Agencies
Permanent Secretaries,
Tutors-General,
The Clerk, Ondo State House of Assembly,
The State Auditor-General,
The Accountant General,
Auditor-General for Local Governments,
Directors-General,
General Managers/Heads of Non-Ministerial Departments.



Sec (HOS)
in file 15
W. HOS
17/09

RE: ADOPTION OF ENHANCED SCHEME OF SERVICE FOR OFFICIAL REPORTERS CADRE FROM GRADE LEVEL 08-16 AND CREATION OF ASSISTANT OFFICIAL REPORTERS' CADRE, GRADE LEVEL 07-15 IN THE PUBLIC SERVICE OF ONDO STATE

Following the issuance of our Circular Letter Ref. No. ED/335/110 dated 22nd January 2015, on the above subject, the Office of the Head of Service has been inundated with a flurry of letters and requests from relevant MDAs and individuals seeking for clarifications on the actual implementation of the provisions of the Circular Letter.

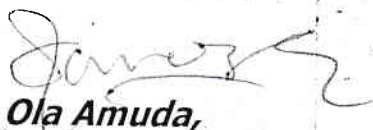
2. Consequently and for avoidance of doubts, I have been directed to state the following clarifications and additional information on the subject:

- (a) The two (2) different Cadres of Official Reporters' and Assistant Official Reporters' Cadres as approved and the conditions relating to each of the Cadres subsist.
- (b) The career of the Officers in the - Assistant Official Reporters' Cadre has now been elongated to terminate on GL.15. Thus, the career progression in the two cadres will be as follow:

S/N	OFFICIAL REPORTERS' CADRE	ASSISTANT OFFICIAL REPORTERS' CADRE	GL
1.	_____	Assistant Official Reporter	GL.07
2.	Official Reporter II	Higher Official Reporter	GL.08
3.	Official Reporter I	Senior Assistant Official Reporter	GL.09
4.	Senior Official Reporter	Principal Assistant Official Reporter	GL.10
5.	Principal Official Reporter	Principal Assistant Chief Official Reporter	GL.12
6.	Chief Official Reporter	Assistant Chief Official ?	GL.13
7.	Assistant Director	Chief Assistant Official Reporter II	GL.14
8.	Deputy Director	Chief Assistant Official Reporter I	GL.15
9.	Director	_____	GL.16

- (c) Ordinarily, all officers who are at present on GL.12 and above, and wish to convert to Official Reporters' Cadre from Assistant Official Reporters' Cadre should revert to GL.10 and have their salaries made personal to them. But in view of the fact that the conversion process as now is at the instance of Government, the State Government has graciously approved the conversion/lateral transfer **of all qualified Officers** to Official Reporters' Cadre.
- (d) Officers who are transferred literally to Official Reporters' Cadre must have to wait for the required maturity period before they are promoted to the next Grade Level, after satisfying the necessary conditions, while Officers in the Assistant Reporters' Cadre are to continue their career up to GL.15.
- (e) The entry qualification into Official Reporters' Cadre shall be a candidate who possesses a University Bachelor Degree in Arts, Law, Humanities or Social Sciences from a recognized Institution. While a candidate into the Assistant Official Reporters' Cadre shall possess Certificate in Secretarial Studies from recognized Secretarial/Technical Institute or College of Technology, including a pass at 140/160 words per minute in shorthand/typewriting of Official Reporter Certificate obtained from the Federal Training Centre or any recognized Institution. And
- (f) A Candidate in either Cadre shall only be promoted beyond GL 12 after possessing proficiency professional Certificate i.e. Official Reporters' Certificate from the Federal Training Institute or any other recognized Institution.

3. By the contents of this Circular Letter, it is believed that all issues relating to the matter have been laid to rest and all Officers are required to comply, accordingly, This Circular letter which supersedes my earlier circular Letter *NO ED/335/110* dated 22nd January 2015, takes effect from **1st of January, 2012.**



Ola Amuda,
For: Head of Service