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

14 April, 2015

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

**RE-DESIGNATION OF THE POST OF ADMINISTRATIVE
SECRETARY TO PERMANENT SECRETARY [LOCAL GOVERNMENT]**

The post of Administrative Secretary, was created in 2009 as the Accounting Officer's position for the Local Government Service. The position which enjoys the same rights and privileges as Tutor-General in the Teaching Service and Permanent Secretary in the Mainstream Civil Service, has been part of the critical reforms undertaken in the State Public Service since the inception of the present Administration.

2. It has, however, come to the knowledge of Government that the nomenclature "*Administrative Secretary*", is commonly used in other Agencies of government and applied to officers of lesser status. The commonplace interpretation and usage of the title is confusing.

3. To this end, Mr. Governor has approved that the post of Administrative Secretary, Local Government, be changed to *Permanent Secretary [Local Government]*.

4. The approval takes immediate effect.

5. The entire State Public Service is enjoined to note the content of this Circular, accordingly.


Toyin Akinkuotu, Esq.
Head of Service.