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

6th April, 2022

CIRCULAR LETTER TO:

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



REQUEST FOR CHANGE OF NAMES BY RETIRING FEMALE OFFICERS

It has been observed, with concern, the recent frequent requests for change of names by retiring Female Officers in the State Public Service. This rush for change of names at the point of retirement is predicated on the lackadaisical attitude of most Civil Servants to such issues.

2. Statutorily, Female Officers are expected to promptly process their change of names as soon as they are married in the Civil Service. However, some Female Officers are in the habit of delaying their requests for change of name until their retirements are at hand, resulting in inundating the Civil Service Commission with applications for change of names. This does not only strain the process, it gives room for fraudulent practices and also affects the smooth processing of retirement benefits.

3. In view of the foregoing, it has therefore, become expedient to re-emphasize the need for the prompt request for change of names by Female Officers as soon as they are married to avert such avoidable rush in the future. Henceforth, evidence of change of name

for Female Officers will be a requirement for promotion for both Junior and Senior Female Officers in the Public Service.

4. Any area of doubt concerning the contents of this circular letter should be referred to this Office for clarification.
5. Accounting Officers are requested to accord this circular the attention it deserves.


Dare-Atunse R. O. (Mrs.)
Permanent Secretary
for: Head of Service