

3rd April, 2014

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,
The Head of Service,
Special Advisers,
Chairmen of Local Government,
Chairmen of Commissions/Boards,
Permanent Secretaries,
Administrative Secretaries,
The Clerk, Ondo State House of Assembly,
The Ag. Statistician-General,
The Auditor-General;
Ag. Accountant-General,
Tutors-General,
The State Auditor-General,
The Auditor-General for Local Government,
General Managers/Head of Non-Ministerial Departments,
Director Local Government Administration.

REVIEW OF 10% OF ANNUAL BASIC SALARY AS FREE TRANSPORT CLAIMS OF RETIRED CIVIL SERVANTS IN ONDO STATE.

Recently, the Ministry of Finance has been inundated with a flurry of requests for the release of 10% of Annual Basic Salary as free transport claims to retired officers in the State.

02. As a rider to our earlier Circular Letter Ref. No. Exp.2/26/Vol. viii/157 dated 7th September, 2009, on the matter it has been approved that all retiring officers are entitled to 10% of their annual basic salary as free Transport claim in line with CSR sections 17203 (a-c) and 17202 respectively, but, with a provision that such claim should not exceed a maximum sum of N250,000.00 only (whichever applicable to such officers irrespective of their cadres).

03. It should be noted as well that a special vote has been created and domiciled in the Ministry of Finance where such requests will be processed as they come from the MDA's of the retiring officers.

04. For the sake of emphasis, all retiring officers from the Civil Service are expected to include the following documents alongside their applications:-

- (i) Letter of introduction personally signed by the Permanent Secretary/the Accounting Officer of such MDA,
- (ii) Covering letter from the applicant's Parent Ministry
- (iii) Applicant's identity card (photocopy),
- (iv) Personal Emolument Card,
- (v) Letter of last Promotion,
- (vi) Letter of Retirement

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05. Kindly ensure that you give the contents of this Circular letter the widest publicity it deserves, please.


Ajibade Olakunle
for: Head of Service