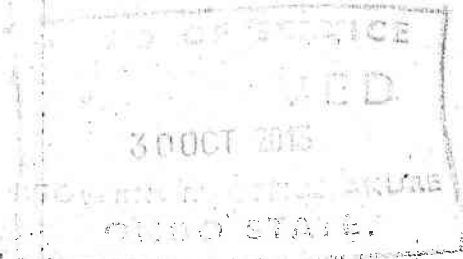


HOS/SQU/03/VOL.2
Staff Quarters Unit,
Office of the Head of Service,
Governor's Office,
Akure.

30th October, 2013



Circular Letter To:

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

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R. S. O. O.
M. A. S.
30/10/13

STAFF QUARTERS ALLOCATION REGULARIZATION

The State government has noticed with amazement the abuse of staff quarters allocated to some officers in the State Civil/Public Service. Some unscrupulous officers rent some apartments out to non-civil/public servant collecting rentage while some after quitting the quarters lodge their relatives in the building as against the Civil Service Rule CRS 14104.

2. As part of efforts to sanitise and effectively manage the quarters, the Head of Service has directed the immediate eviction of the underlisted occupants:
- (i) Retired civil/public servants still occupying the staff quarters as against CRS 14113 (a, b, c).
 - (ii) Occupants not allocated quarters through the due process of allocation.
 - (iii) Lodgers and persons that rented any of the quarters from civil/public servants illegally CRS 14104.
 - (iv) Officers that God has blessed with personal buildings and still reside in the quarters.

- (v) Those occupying the building without having their money deducted from their salary i.e. Transfer of quarters to another officer without due process.

3. Recent visit to the staff quarters also revealed that some officers engaged in illegal trading, farming and rearing of animals within the quarters premises. Henceforth it has become illegal for any occupant to:

- (i) Engage in farming and rearing of animals that could cause dirtiness of the staff quarters – CRS 14105.
- (ii) Illegal blockage of roads
- (iii) Restructuring of the building in any form, CRS 14106
- (iv) Manufacturing/production of goods within the staff quarters.

4. In order to follow due process, all officers applying for the staff quarters must obtain the following documents, fill and return same to the Office of the Head of Service, Staff Quarters Unit.

- (i) Application form.
- (ii) Landlord (Government/Tenancy agreement form.
- (iii) Allocation approval.

5. All Heads of MDAs should accord this circular necessary publicity it deserves, please.


Bosun Adu,

for: Head of Service.