



# CIVIL SERVICE COMMISSION

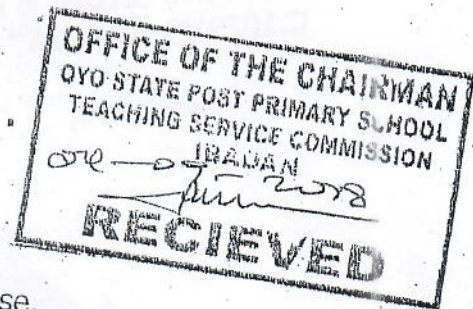
IBADAN, OYO STATE OF NIGERIA

Your Ref. No. ....  
All correspondence should be addressed  
to the Permanent Secretary quoting  
Our Ref. No. **C. 1079/109**

3rd  
Date: September, 2018

## CIRCULAR LETTER:

Deputy Governor,  
Secretary to the State Government,  
Head of Service,  
State Commissioners,  
Chairmen of Commissions, Boards  
and Parastatals,  
Permanent Secretaries/Clerk of the House,  
Heads of Extra-Ministerial Departments,  
General Managers/Executive Secretaries.



## GUIDELINES ON LATERAL TRANSFER OF OFFICERS INTO THE MAINSTREAM OF THE CIVIL SERVICE

The Civil Service Commission has noted the need for improvement to the Commission's Circular Letter Ref. No. C.1079T/9 dated 16<sup>th</sup> June, 2011 as regards transfer of officers to other officer cadres in the Civil Service.

### I. OFFICER ABOVE GRADE LEVEL 10

- a. Officer above grade level 10 wishing to transfer his/her service within or to the mainstream, shall transfer to Grade level 10 as the highest point for such transfer. Such officers should either be prepared to accept the offer or remain in their respective services.

### b. OFFICERS TRANSFERRING FROM OTHER SERVICES

Officers transferring from other services to the mainstream would only be placed appropriately with due consideration to the Disposition List of the cadre, to forestall supersession of serving Officers.

### II. EFFECTIVE DATE OF TRANSFER/CONVERSION:

Effective date of successful applicants at the interview shall, given all considerations, be the first day of the month following approval of transfer/conversion by the Commission.



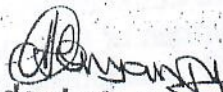
2. **APPEAL TO THE COMMISSION**

Officers are allowed to appeal against any decision by the Commission/appropriate MDA. However, such an appeal must follow due process and must reach the Commission within six weeks from the date upon which such decision is communicated to the officer. Any petition that does not conform to this directive shall not be entertained.

3. Kindly give the content of this circular letter the very wide publicity it deserves, while any point of doubt could be referred to the Commission for clarifications.


4. This circular is in furtherance to the Commission's Circular letter ref. no. C.1079T/9 dated 16<sup>th</sup> June, 2011 and should be read together.

5. Thank you.

  
Adegbola Akinyanju,  
Permanent Secretary,  
for: Chairman.

Ag PS DP  
Ch  
GL

Pls disseminate to  
the Zonal Hqs & HODs etc. f.i.

  
06/09

