

## CIVIL SERVICE COMMISSION

P.M.B. 5005, SECRETARIAT, AGODI, IBADAN, OYO STATE, NIGERIA.

Your Ref. No.....

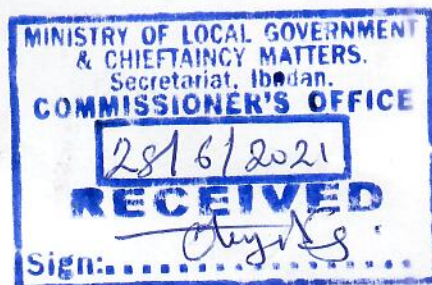
All correspondence should be addressed  
to the Permanent Secretary, quoting.

Our Ref. No...**Ref. No. C.16102/25**

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Date: 18th June, 2021.20.....

Secretary to the State Government,  
Chief of Staff,  
Head of Service,  
Honourable Commissioners,  
Chairmen of Commissions/Board/Agencies,  
Permanent Secretaries/Clerk of the House  
Head of Non-Ministerial Departments,  
General Managers,  
Executive Secretaries.



### **RE: GUIDELINES ON LATERAL TRANSFER OF OFFICER INTO THE MAINSTREAM OF THE CIVIL SERVICE**

In furtherance to the Civil Service Commission Circular No. C.1079/109 of 3rd September, 2018 on the above subject, it has become imperative to make further clarification on the conditions for inter service transfer.

2. It is deemed that due cognisance should be given to cognate experience as much as the emphasis on supersession regulation. While it is extant that officer above Grade Level 10 wishing to transfer his/her service to another cadre within the respective scheduled service or to the mainstream of the Civil Service shall transfer to Grade Level 10 as the highest point for such transfer, paragraph Ib of the Circular under reference, which should be read together with this, has been further clarified.
3. The Commission has approved that, henceforth, an officer transferring from one service to another service but in the same cadre shall be dropped by only a grade level below his/her substantive grade level albeit to the maximum of Grade Level 13, except where the entry point of the cadre is higher than Grade Level 13. This shall be in addition to other establishment parameters like peer career re-charting.
4. Kindly give the content of this circular letter the wide publicity it deserves while any point of doubt could be referred to the Commission for further clarification.
5. Thank you.