



OYO STATE GOVERNMENT OF NIGERIA

MINISTRY OF ESTABLISHMENTS & TRAINING

Your Ref. No:.....

All communication on this matter
should be addressed to the
Hon. Commissioner quoting

Our Ref. No: **AD3/344¹/31**.....

5th May, 2023.....

CIRCULAR LETTER

Deputy Governor,
Secretary to the State Government,
Chief of Staff,
Head of Service
Honourable Commissioners,
Executive Assistants,
Special Advisers/Senior Special Assistants,
Chairmen of Commissions and Boards,
Permanent Secretaries/Clerk of the State House of Assembly,
Heads of Extra-Ministerial Departments,
General Managers/Executive Secretaries,
Chief Registrar, Oyo State Judiciary,

ADOPTION OF CIRCULAR LETTER ON CONVERSION OF EXECUTIVE/SUPERINTENDENT/TECHNICAL CADRES TO PROFESSIONAL/OFFICER CADRES IN THE PUBLIC SERVICE

I wish to inform you that the Report of an Ad-hoc Committee set up to look into the need for the adoption of a Circular Letter No. HCSF/SPSO/ODD/NCE/CND.100/S.10/111/102 dated 12th April, 2021 on the above subject issued by the Office of the Head of Civil Service of the Federation has been carefully considered at the meeting of the Accounting Officers of relevant Commissions, Boards and Ministry of Establishments and Training with the Head of Service.

2. At the meeting, it was unanimously agreed that the adoption of the Circular Letter in the State will be in the interest of the Service.
3. Consequent upon this development, the Head of Service has approved that the content of the above-mentioned Circular Letter be adopted for use in the State Civil/Public Service as follows:
 - A. Conversion from Executive/Technical/Superintendent Cadres to same Professional Officer's Cadres:
The Officer must have been doing job similar to the Professional Officer's Cadre to which he/she desires to convert. For instance:

- (i) Executive/Technical/Superintendent Cadres on SGL.08, SGL.09 & SGL.10 should be lateral to the corresponding grade level;

- (ii) Executive/Technical/Superintendent Cadres on SGL.12, SGL.13 & SGL.14 should be stepped down by one grade level (SGL.10, SGL.12 & SGL.13 respectively).

B. Conversion from One Cadre to Another Distinct Cadre:

- (i) SGL.09, SGL.10 & SGL.12 should be stepped down by one grade level;
- (ii) From SGL.13 and above, should be brought back to SGL.10 to enable the Officer acquire the basic rudiments of the new cadre being entered into.

C. Officers must have acquired the basic academic qualification(s) and satisfy other requirements for conversion/transfer as provided in the Schemes of Service, and other extant circulars to enter into the new cadre.

4. In order to ensure a seamless implementation of the Circular Letter by all relevant Stakeholders, it was approved that the following strategies be adopted:

- (i) there shall be a career peer rechart for suitably qualified serving officers that were on salary grade levels 12 to 14 in various sub-officer cadres before their conversion to GL.10 by the Local Government Service Commission and the Civil Service Commission from 2012 to 2022 which will take them to GL.13 in their current Officer cadres thereby maintaining their seniority and allaying the fear of supersession;
- (ii) there shall be a career peer rechart for all eligible Officers who were hitherto on GL.12 to 14 in various sub-officer cadres before their Conversion to posts on GL.10 in the Officer cadres of cognate status in years 2020-2022 conversion exercise such that their career progressions would be recharted to GL.12 and 13 as the case may be with effect from the date of this Circular Letter;
- (iii) consideration should be given to the cognate experience of Officers in their previous sub-officer cadre vis-a-viz Officer cadre to which Conversion is being sought to determine the suitability or otherwise of any Officer for Conversion/transfer in line with paragraph 3A of this Circular letter;
- (iv) all Officers who benefitted from or seeking conversion/transfer from one cadre to another distinct cadre (not having cognate experience related to their desired cadres) shall be treated in line with paragraphs 3B and 3C of this Circular Letter;
- (v) other cases of Review of Conversion/Transfer of Service shall be treated on the merit of each application for such review by the respective Commission that granted the approval of such conversion/transfer ab initio;
- (vi) whenever Conversion/Transfer of Service Exercise precedes promotion exercise, such outstanding deserved promotions should be factored into such Conversion/Transfer of Service to forestall likely supersession.

5. This Circular Letter takes immediate effect.
6. Please, give the content of this Circular the widest publicity it deserves while any enquiry on its interpretation should be referred to this Ministry for clarification.
7. Thank you.



O.O. Adebuseyi (Mrs.)
Permanent Secretary,
for: Honourable Commissioner