



DEPARTMENT OF ESTABLISHMENTS AND TRAINING
OFFICE OF THE MILITARY ADMINISTRATOR

SECRETARIAT, IBADAN.

PRIVATE MAIL BAG No. 5001, IBADAN, OYO STATE OF NIGERIA

Your Ref. No. _____
All communications on this matter
should be addressed to the Secretary
to the State Government and Head of
Service quoted.

Our Ref. No. ED2/1/VOL.XII/415

28 May, 1999

The Secretary to the State Government
and Head of Service,

Honourable Commissioners,

Chairmen of Commissions and Boards,

Permanent Secretaries,

Clerk of the House,

Head of Non-Ministerial Department,

General Managers,

Head of Tertiary Institutions.

Elongation of Terminal Salaries of the Executive
Officers, Secretarial and Typist Cadres

The Oyo State Government has approved the adoption of new designations and salary structures contained in the following Federal Government Establishments Circulars on Elongation of Terminal Salaries of the Executive Officers, Secretarial and Typist Cadres:

- (i) PSRU - 10.4.9/V/852 of 22nd June, 1998 on the Elongation of Terminal Salaries of Executive Officers Cadre;
- (ii) PSRU 4.5.4/XX/396 of 24th June, 1998 on the Elongation of Terminal Salary of Secretarial and Typist Cadres.

2. Consequently, the existing and the newly approved designations as well as grading structures will be as follows:-

(a) EXECUTIVE OFFICER CADRE:

<u>Existing Structure</u>	<u>New Structure</u>
Chief Pers. Asst., GL.13	Chief Executive Officer, GL.14
Prin. Pers. Asst.I, GL.12x	Asst. Chief Executive Officer, GL.13
Prin. Pers. Asst.II, GL.10 x	Prin. Executive Officer I, GL.12
Prin. Pers. Asst.III, GL.09	Prin. Executive Officer II, GL.10
Prin. Pers. Asst.IV, GL.08	Senior Executive Officer, GL.09

Senior Pers. Asst, GL. 07
 Pers. Asst. I, GL. 06

Higher Executive Officer, GL.08
 Executive Officer, GL. 07
 Asst. Executive Officer, GL. 06

(b) SECRETARIAL CADRE

Existing Structure

Chief Sec. Asst, GL. 13
 Prin. Sec. Asst. I, GL. 12
 Prin. Sec. Asst. II, GL. 10
 Prin. Sec. Asst. III, GL. 09
 Prin. Sec. Asst. IV, GL. 08
 Senior Sec. Asst. GL. 07
 Senior Sec. Asst. I, GL. 06
 Secretarial Asst. II, GL. 05

New Structure

Chief Confidential Sec. GL. 14
 Asst. Chief Confidential Sec. GL. 13
 Prin. Confidential Sec. GL. 12
 Senior Confidential Sec. I, GL.10
 Confidential Sec. I, GL. 09
 Confidential Sec. II, GL. 08
 Confidential Sec. III, GL. 07
 Confidential Sec. IV, GL. 06

(c) TYPIST CADRE

Existing Structure

Chief Typist, GL. 08
 Senior Typist, GL. 07
 Typist Grd. I, GL. 06
 Typist Grd. II, GL. 05
 Typist Grade III, GL. 04
 Typist Grade III, GL. 03

New Structure

Chief Typist, GL. 09
 Senior Typist, GL. 08
 Senior Typist II, GL. 07
 Typist Grade I, GL. 06
 Typist Grade II, GL. 05
 Typist Grade II, GL. 04

3. The adoption of the Federal Establishments Circulars are subject to the following conditions:-

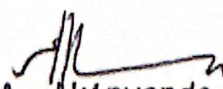
- (a) the guidelines for promotion of officers should be used in the conversion from the existing structures into the new ones;
- (b) the conversion of officers into the next higher grades in the three cadres would affect those who have passed the prescribed examinations in the three affected cadres as may be applicable;

- (c) the Department of Establishments and Training would undertake the immediate pooling of the Executive Officers and Confidential Secretaries, cadres and prepare necessary seniority lists for the two cadres;
- (d) any case of supercession that may arise in the process would be normalised by the Establishments and Training Department:

4. All Government Agencies are advised to implement the provisions of this Circular for affected staff in their Departments. However necessary returns are to be rendered to the Department of Establishments and Training for record purpose.

5. The effective date of the implementation of the circular is nominally 1st January, 1999 and financially 1st June, 1999. All officers affected by the up-grading of the posts are to convert to the next higher salary grade level at a point that will give them a salary increase which is at least equal to the incremental step in the old salary grade level. In other words, officers are to enter the new salary scale at that minimum point which will enable them enjoy a salary increase that would at least be equal to their old incremental rate.

6. Any point of doubt in the interpretation of this Circular Letter should be referred to the Department of Establishments and Training for clarification.


A. Akinwande,
Permanent Secretary (DET),
for Secretary to the State Government