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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  
ED3/362/55  
Our Ref. No.....

21 July, 2022

**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,

**EXECUTIVE COUNCIL DECISION ON THE REVIEW OF EXTANT  
RULES ON STUDY LEAVE WITH AND WITHOUT PAY**

I am directed to inform you that the State Executive Council at its 5<sup>th</sup> meeting held on 7<sup>th</sup> June, 2022 approved the following on the Review of Extant Rules on Study Leave With and Without Pay in the State Civil/Public Service:

- (a) the course of study for which the Study Leave With/Without Pay is being sought must be in Public Service interest;
- (b) the proposed course of study overseas applied for by the Officer should be relevant to the Officer's schedule of duties or available in the Public Service in order for the Service to benefit from the training;
- \* (c) there should be a bond between Government and Officers on Study Leave With Pay/Without Pay to ensure that the numbers of years used during the training benefit the Service on return, before retirement. Officers who fail to comply with this provision should be treated as having absconded from Service and be dismissed in line with PSR No. 030413;

P.M.B. 5001, Secretariat, Ibadan, Oyo State, Nigeria

- (d) progress reports must be submitted by the beneficiary every six months throughout the period of Study Leave Without Pay;
- (e) certificate must be submitted to the State Government by the beneficiary upon completion of the course of study;
- (f) promotion for Officers on Study Leave With Pay/Without Pay should be based on progress report, which must have been submitted every 6 months (twice a year) by the beneficiary. If such study leave falls within the promotion year, Officers on duty should be given preference ahead of those on Study Leave in case there is insufficient vacancy to accommodate Officers on study leave alongside their Colleagues currently at work;
- (g) the course of study must be relevant to the Public Service and be available in any reputable Institutions in the World;
- (h) Office of the Head of Service should continue to be the approving authority of the in-service training, study leave with or without pay.

3. Kindly bring the contents of this circular letter to the attention of all staff in your Ministry/Department/Agency for strict compliance while further enquiry on its interpretation should be directed to this Ministry for necessary clarifications.

4. Thank you.



**P.A.O. Oyekunle**

*for: Honourable Commissioner*