



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. 1079T/113

14th
Date.....December, 2018

CIRCULAR LETTER:

Deputy Governor,
Secretary to the State Government,
State Commissioners,
Chairmen of Commissions, Boards
And Parastatals
Permanent Secretaries/Clerk of the House,
Heads of Extra-Ministerial Departments,
General Manager/Executive Secretaries,

REVIEW OF APPEALS ON NORMALISATION OF POST ON CONVERSION/TRANSFER FROM ONE CADRE/MDA TO ANOTHER

Following various appeals being received from Ministries, Department and Agencies (MDAs) on normalization of post/grade level on conversion/transfer from one cadre to another or from one Commission/Agency/Parastatal to the Mainstream of the Service, the Civil Service Commission, after thorough examination, has found out that officers and MDAs have forwarded these appeals in total disregard for the Civil Service Commission's rules and regulations guiding conversion/transfer.

2. Consequently, the Commission wishes to reiterate and make the following clarifications/interpretations of Circular Letter C. 1079T/9 of 16th June, 2011:

(i) PLACEMENT ON TRANSFER OF SERVICE/CONVERSION

(a) OFFICER ON GRADE LEVEL 08 – 10

Officer in the sub-professional/professional/officer cadre on GL 08- 10, wishing to transfer to professional/another cadre /Mainstream may be transferred laterally inasmuch as it does not contravene the provisions of the extant Schemes of Service;

(b) OFFICER ABOVE GRADE LEVEL 10

Any officer either in the sub-professional or officer cadre on GL.12 and above, wishing to transfer to professional/officer cadre following acquisition of additional relevant qualification shall transfer to grade level 10 as the highest point for such

(ii) **EFFECTIVE DATE OF TRANSFER/CONVERSION**

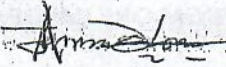
Effective date of successful applicants at the interview shall, given considerations, be the first day of the month following approval at Plenary.

3. **APPEAL TO THE COMMISSION**

It has been observed that appeals on normalization of post on conversion/transfer has always resulted in avoidable supersession crises across MDAs. Converted/transferred officers have always made appeals to the Commission for normalization of post on conversion/transfer after earning outstanding promotions. It should however be noted that the Commission has always considered the issue of outstanding promotion of converted/transferred officers before arriving at the effective date. Henceforth, the Commission has decided that appeals on normalization of post/grade level on conversion/transfer WILL NO LONGER BE ENTERTAINED.

4. 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 clarification.

5. Thank you.



J. T. Adelowo,
Director (Recruitment)
for: Chairman.