



# MINISTRY OF LOCAL GOVERNMENT AND CHIEFTAINCY MATTERS

P.M.B. 5043, SECRETARIAT, IBADAN, OYO STATE

Your Ref. No.....  
Further Communication should be addressed  
to the Honourable Commissioner Quoting

Our Ref. No: **LGA.206/33**

1/11, August, 2018  
Date

## Circular Letter

To:

All Chairmen, LGAs/LCDAs  
Heads of Local Government Administration/Council Managers  
Directors of Administration and General Services  
Directors of Finance and Supplies  
Internal Auditors

### RE- OPERATIONAL GUIDELINES FOR LOCAL GOVERNMENT AREAS AND LOCAL COUNCIL DEVELOPMENT AREAS

The attention of the Honourable Commissioner, Ministry of Local Government and Chieftaincy Matters has been drawn to the agitation for release of operation guidelines for the LGAs/LCDAs. This appears uncalled for as the existing guideline is adequate to address all matters concerning general administration and smooth running of the Councils. Accordingly, the existing guidelines dated November, 2011 including all instruments of service as relayed in the earlier Circular Letter Ref. No. 206/21 dated 20<sup>th</sup> April, 2016 are to remain in force.

2. However, His Excellency, the Governor, Senator Abiola Ajimohi has graciously approved a new remuneration package for political office holders in the Local Governments/Local Council Development Areas to take effect from May, 2018.

3. In the same vein, His Excellency has also approved an enhanced remuneration package for Heads of Local Government Administration/Council Managers with effect from August, 2018. The details of both remuneration packages are as contained in the Tables (A) & (B) below respectively. Again, Council Managers are to be henceforth addressed as Acting Heads of Local Government Administration.

Table A

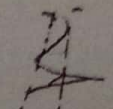
**REMUNERATION PACKAGE FOR ELECTED AND APPOINTED OFFICIALS OF THE LOCAL GOVERNMENTS AND LOCAL COUNCIL DEVELOPMENT AREAS**  
**MONTHLY SALARIES/ALLOWANCES**

S/ No	Office	Basic salary per month	Accommodation	Utility	Domes- tic Staff	Enterta- inment	Constitu- ency Allowanc- e	Motor vehicle Maintenan- ce/ Fueling	Imprest	Up keep	Total Per Month	Security vote	Personal Assistant	Wife Allowan- ce	Remark
A.	Chairman	74,000	37,846.33	12,000	50,000	20,000	20,000	15,000	45,000	100,000	373,846.33	200,000	40,482.51	50,000	P.A salary based on GL 08 str-1
B	Vice-Chairman	70,000	32,000	10,000	40,000	15,000	15,000	10,000	35,000	50,000	277,000	75,000	31,602.90	-	P.A salary based on G. 07 step
C.	Secretary	60,000	30,000	9,000	20,000	10,000	-	13,000	25,000	20,000	187,000	-	-	-	-
D.	Chief of Staff	60,000	30,000	9,000	20,000	10,000	-	13,000	25,000	20,000	187,000	-	-	-	-
E.	Supervisor	60,000	30,000	9,000	20,000	10,000	10,000	-	25,000	20,000	165,000	75,000	31,602.90	-	P.A salary based on G. 07 step
		60,000	30,000	10,000	-	10,000	-	-	20,000	15,000	155,000	-	-	-	-
G.	Deputy Leader	60,000	30,000	10,000	-	10,000	10,000	-	-	-	120,000	-	-	-	-
H	Councilor	60,000	30,000	10,000	-	10,000	10,000	-	-	-	120,000	-	-	-	-

REMUNERATION PACKAGE FOR HEADS OF LOCAL GOVERNMENT ADMINISTRATION

S/N	ITEM	AMOUNT PER MONTH (N)	REMARK
I	Basic Salary	85,962.00	
II	Rent	35,913.86	
III	Transport	15,963.08	
IV	Meal Subsidy	15,582.77	
V	Utility Allowance	10,582.77	
vi	Entertainment Allowance	9,392.62	
VII	Domestic Staff Allowance	31,602.90	
	<b>Total</b>	<b>205,000.00</b>	<b>Monthly</b>

Please comply accordingly.

  
**H. A. Bello,**  
 Director, Local Government Affairs.  
 for: Honourable Commissioner.



# MINISTRY OF LOCAL GOVERNMENT AND CHIEFTAINCY MATTERS

P.M.B. 5043, SECRETARIAT, IBADAN, OYO STATE

Your Ref. No.....  
Further Communication should be addressed  
to the Honourable Commissioner Quoting:  
**LGA:206/90**  
Our Ref. No:.....

18<sup>th</sup> September, 2018  
Date:.....

**The Chairman,**  
Local Government Service Commission,  
Secretariat,  
Ibadan.

## Attention : Permanent Secretary

### RE: OPERATIONAL GUIDELINES FOR LOCAL GOVERNMENTS AND LOCAL COUNCIL DEVELOPMENT AREAS

I am directed to acknowledge the receipt of your communication dated 29<sup>th</sup> August, 2018 on the above subject with regards to the appeal of the retired Heads of Local Government Administration (HLGAs) and inform that the implementation of the enhanced consolidated salary package for HLGAs has been approved to take effect from June, 2012 for the purpose of computation of gratuity only while the earlier effective date of August, 2018 subsists for serving Officers.

2. It is felt that since the HIGA scheme is an initiative of the present Administration, HLGAs who had retired after the commencement of the scheme but before the August, 2018 approval of the enhanced consolidated package should be accommodated in the enhanced package.

3. It is therefore hoped that the concerned retired Officers would appreciate this gracious consideration of Government and reciprocate the gesture by standing by all the policies and programmes of this Administration, please.

4. Thank you

**H. A. Bello,**  
Director (Local Government Affairs)  
for: Honourable Commissioner.

MINISTRY OF LOCAL GOVERNMENT AND CHIEFTAINCY MATTERS,  
P.M.B. 5043, SECRETARIAT, IBADAN, OYO STATE

Correspondence should be addressed to  
Secretary, Ministry of Local Government and Chieftaincy Matters,  
P.M.B. 5043, SECRETARIAT, IBADAN, OYO STATE

E:1161/36

July,

Date .....2020.....

The Chairman,  
Local Government Staff Pension Board,  
Ibadan, Oyo State.

Attention: The Secretary

RE: LETTER OF APPEAL ON THE CONSOLIDATED ENHANCED SALARY PACKAGE

I am directed to acknowledge receipt of your letter Ref.No.PBA.322/T/56 dated 24th June, 2020 on the above subject and inform you to effect the full implementation of the enhanced consolidated pension package for HLGAs that retired from August, 2018 till date at various Local Governments in the State. This consolidated package is to include the computation of gratuity for the retired beneficiaries effective from July, 2020.

I am to add that the HLGAs that retired between June, 2012 and July, 2018 may not be eligible to enjoy the consolidated package on their monthly pension for now, because it is not within the initial approval conveyed by the Ministry. However, the Ministry has considered that this matter would be presented to His Excellency, Governor Seyi Makinde in due time, please.

Thank you.

(Sgd),  
O.O. Akinlode,  
Director, Local Government Affairs  
For: Honourable Commissioner.  
Our Ref.No. PBA/T/62A  
Ibadan, 12th August, 2020.

Copy to:

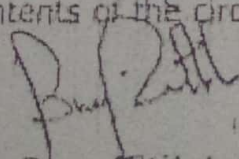
The Caretaker Chairmen,  
All Local Government/LGDAs  
Oyo State.

Attention: Heads/Acting Heads of Local Government Admin.

Above for your information and necessary action, please.

You are equally enjoined to give the contents of the circular letter the detail consideration it deserves.

Thank you.

  
Mr. Bayo Titilola-Sodo,  
Permanent Secretary,  
For: Chairman,

MINISTRY OF LOCAL GOVERNMENT AND CHIEFTAINCY MATTERS,  
P.M.B. 5043, SECRETARIAT, IBADAN, OYO STATE

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Secretariat,  
Ibadan.

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3. Thank you.

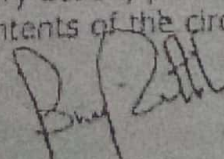
(Sgd),  
**O.O. Akinlade,**  
Director, Local Government Affairs  
For: Honourable Commissioner.  
**Our Ref.No. PBA/T/62A**  
Ibadan, 12th August, 2020.

**Copy to:**  
The Caretaker Chairmen,  
All Local Government/LCDAs  
Oyo State.

**Attention: Heads/Acting Heads of Local Government Admin.**

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Permanent Secretary,  
For: Chairman,  
Local Government Staff Pension Board