



BUREAU OF ESTABLISHMENTS AND TRAINING
OFFICE OF THE GOVERNOR
OSOGBO, OSUN STATE OF NIGERIA.
OFFICE OF THE PERMANENT SECRETARY

Your Ref. No.....
All communications should be addressed
to the Permanent Secretary,
quoting

Our Ref No.....ESTAB...303/391..

3rd July, 2008

CIRCULAR LETTER TO:

Secretary to the State Government,

Chief of Staff,

Head of Service,

Hon. Commissioners,

Chairmen of Boards and Commissions,

Permanent Secretaries, Executive Assistants,

Heads of Non-Ministerial Agencies,

General Managers and Chief Executives of Statutory Corporations.

Restructuring of the Administrative and Financial Management Functions
in the Osun State Public Service

As a result of the need to evolve a new policy to increase the efficiency of the financial management functions in the Public Service, the Executive Council has approved the creation of a new Directorate for Finance and Accounts in some agencies of Government, with effect from the next financial year commencing from January 2009. The new Directorate will be responsible for all accounting jobs and would ensure the establishment and maintenance of efficient financial management and best practices in public accountability. It is also to provide avenue for accounting staff to reach the pinnacle of their career.

2. Consequently, the erstwhile Directorate of Finance and Administration will metamorphous into two (2) Directorates of Administration and Supplies as well as Finance and Accounts in those agencies where the new directorate will take off as

approved. Initially ten (10) Agencies of Government, large enough to accommodate the new arrangement, have been approved. The Agencies are:

- (i) Bureau of Special Duties
- (ii) Hospital Management Board
- (iii) Judiciary (High Court of Justice)
- (iv) Ministry of Agriculture and Natural Resources
- (v) Ministry of Education
- (vi) Ministry of Works and Transport
- (vii) Office of the Governor
- (viii) Osun State Broadcasting Corporation (OSBC)
- (ix) Water Corporation
- and (x) Teaching Service Commission (TESCOM)

3. The schedule of Duties of each of the Directorate are as stated below:


(a) Directorate of Administration and Supplies

- i. Taking charge of the general administration of the Agency;
- ii. Advising on general administration matters;
- iii. Responsibility for assisting in the formulation of policies and their execution;
- iv. Ensuring the maintenance of discipline and cohesion in the agency;
- v. Preparation of Annual Estimates of the agency and staff turnover;
- vi. The Director as Co-signatory to the Ministry/Agency's Accounts;
- vii. Advising on all procurement activities of the Ministry/Agency;
- viii. Maintaining the stores and government inventories;
- ix. Ensuring compliance with Due Process and the provision of the Procurement Act in all contracts and procurements in the Agency;
- x. Supervising the Purchases and Supplies Section of the Agency to ensure due process;
- xi. Performing any other functions as may be assigned from time to time by the Permanent Secretary/Accounting Officer of the Agency.

(b) Directorate of Finance and Accounts

- i. Taking charge of the accounting duties in the Agency;
- ii. Responsible for the development and installation of efficient account system of the Agency;
- iii. Interpreting Financial Regulations;
- iv. Advising in the disbursement of funds of the Ministry or Department;
- v. Taking charge of the Department of Accounts;

- vi. Advising the Chief Executive, the Accounting Officer and other departmental Heads on financial matters;
 - vii. Establishing the Accounting System with appropriate in-built controls as approved by the office of the Accountant-General/Financial Regulations;
 - viii. Managing all funds and public money due and receivable in the Ministry/Department to ensure improved, efficient and effective collection of all Government revenue;
 - ix. Directing replies to and advising the Accounting Officer on Audit and Public Accounting Committee queries;
 - x. The Director as a Co-signatory with the Director Administration and Supplies to all cheques/monetary instruments;
 - xi. Performing any other functions as may be assigned by the Chief Executive/Accounting Officer/and/or the Accountant-General of the State.
4. All agencies concerned are expected to provide adequately the logistics/ structures of the new directorate in order to ensure the smooth take off, in the agencies involved. Please note that all the other agencies of government not mentioned in this circular letter are to maintain the status quo ante for now, as this arrangement incorporates the first phase implementation of the Executive Council approval only. Agencies of Government concerned are to ensure that the new policy is reflected in their year 2009 Estimates.
5. Kindly give the circular the necessary publicity it deserves. Any area of doubts should be cleared from the undersigned.


'Lere Olapetan
Permanent Secretary

3rd July, 2008.