

LAGOS STATE GOVERNMENT PUBLIC SERVICE RULES

REVISED TO 1st JANUARY ,

Lagos State Government Public Service Rules Foreword FOREWORD

It seems trite to contend that there is nothing that somewhat mirrors the image, perception and indeed the effectiveness of any Government like the image, perception and effectiveness of its Public Service. I have heard people refer to the word "bureaucracy" as if it was itself a bad thing. Checking up on the meaning of the word confirms what I already knew. It refers to a body of rules, procedures and processes by which things are done. In my opinion, this is a good thing. A

large workforce like the Lagos State Public Service, inclusive of its Local Government employees, numerous Parastatals and Commissions comprising over one hundred thousand people, employed to relate with members of the public, provide services and solve problems, require Rules of Engagement.

Without clear processes, rules and procedures, their conduct within and with members of the public would be simply chaotic. The "bureaucracy", the rules, processes and procedures for the conduct of Public Service are contained in the "Public

Service Rules" and this is a good thing. What needs to be borne in mind is that society is evolving daily, people are changing, their needs are changing, and technology is also having a huge impact on how things are being done. It is when the rules

do not catch up with these changes that difficulties may arise and bureaucracy may become counter-productive. Since the return of democratic governance, a lot of reforms have taken place in Lagos State, making the Lagos State Public Service the pack leader in developmental initiatives. Unfortunately, the existing Civil Service Rules were last reviewed in Between then and now, reforms in Pension

Administration, application of technology, adoption of Oracle software and business processes, unique Identity Numbers for Public officers, extension of Maternity Leave for female officers

from

months to

months with full pay, and the introduction of Paternity Leave for male officers has taken place. Service Charters and Mission Statements have now become part of the operational ethos of Ministries, Departments and Agencies of the Lagos State Government.

I have had cause to utilize Executive Orders or cause the issuance of Circulars to bring these developments in conformity with the existing Rules. In the circumstances, the necessity to revise the existing Rules becomes compelling. The new Public Service Rules

is the outcome of the initiative to bring our bureaucracy in conformity with changing local and global trends. The change of nomenclature from "Civil Service Rules"

to "Public Service Rules" is an attempt to make the rules applicable to Parastatals, Commissions

and other Agencies of Government that have hitherto not been considered part of the main Civil Service; because Ministries, Departments and Agencies of Government are inter - connected and inter-dependent, it is important

(i)

that

they all operate by a uniform set of processes and procedures in Human Resource Management. The road to these new Rules is somewhat long. It started with the

tenure of Y Yakub Abiodun Balogun as Head of Service, continued during the tenures of Adesegun Ogunlewe and Josephine Oluseyi W Williams as Heads of Service and we reached a glorious completion during the tenure of

Folashade

Jaji as Head of Service. I am grateful to all of them, the Office of Establishments and Training (the custodian), their staff, members of various Committees who contributed selflessly to the evolution of these new Rules and the State Executive Council members who debated and passed the motion for adoption and implementation. I can only now commend the new Rules to the entire Public Servants

in the hope that they will improve the service delivery capacity of the Lagos State Public Service.

(Sgd) Babatunde Raji Fashola (SAN) Governor of Lagos State, Governor's Office, Ikeja. (ii) Lagos State Government Public Service Rules For word

(iii) Preamble PREAMBLE This document is the product of an intensive review of the rules and

regulations guiding career management in the State Public Service. Without any iota of doubt, several reform programmes have been undertaken in the Lagos State Public Service since the advent of civilian rule in May

and it is only logical that they be adequately accommodated in the new Public Service Rules. Lagos State Public Servants are therefore enjoined to fully acquaint themselves with these Rules, which should be applied alongside corresponding Executive Orders, Instruments, Gazettes, Circulars and Notices as we are duty bound to operate by all Laws and Procedures guiding Public Service Management, Public Finance Management as well as Policies and Strategies in the State to ensure due diligence through transparency, accountability and probity in the conduct of

Government business. Accordingly, our attention is being drawn to the following guidelines, which should be taken into account while going through these Rules: (i) Method of Numbering Each Rule has been accorded a six-digit number. The first two indicate the Chapter; the next two, the Section; and the last two, the Rule Number. (e.g. is the First Rule in the second Section of the thirteenth Chapter or Rule One, Section Two of Chapter Thirteen.) (ii) Arrangement of Chapters, Sections and Rules There are eighteen Chapters arranged as listed in the Table of Contents (iii) Amendments Amendments to these Rules shall be effected through Circulars, which will be issued from time to time. (iv) Review of the Public Service Rules This treatise shall be reviewed periodically to update the provisions of the Rules. These Public Service Rules should be widely circulated and made available to all categories of Public Servants in Lagos State as they are required to familiarize themselves with its contents.

(Sgd)

,Shade Jaji (Mrs.) Head of Service, Office of the Head of Service, The Secretariat,
Alausa, Ikeja.

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CHAPTER INTRODUCTION It shall be the duty of every officer to acquaint himself with the

Public Service Rules ,

other regulations and extant circulars.

These Rules apply to all officers except where they conflict with specific terms approved by the State Government and written into the contract of employment or letters of appointment. In so far as the holders of the offices of: The Governor; The

Deputy Governor; Rt. Hon. Speaker; Chief Judge of Lagos State; Hon. Members of the State House of Assembly; Hon. High Court Judges; The Auditor -General for Lagos State; The Auditor -General for Local Governments; The Chairmen and Members of the following Executive Bodies, namely: The State Civil Service Commission; The State Judicial Service Commission; The State House of Assembly Service Commission; The State Teaching Service Commission; The State Audit Service Commission; The State Lagos State Independent Electoral Commission; The State Health Service Commission; The State Local Government Service Commission; and any other similar organs that derive their appointments from the Constitution of the Federal Republic of Nigeria or the Laws of Lagos State are concerned, these rules apply only to the extent that they are not inconsistent with the provisions of the Constitution of the Federal Republic of Nigeria or the Laws of Lagos State in so far as their Conditions of Service and any other law applicable to these officers are concerned.

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The special meanings, with which various words and terms are used for the purpose of particular chapters and sections in these

Public Service Rules, are quoted at the beginning of such chapters or sections.
Application Special Definitions

Lagos State Government Public Service Rules Chapter

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Except where otherwise indicated by the context or in special definitions for particular Chapters, the following words and terms are used with the following meanings wherever they occur in this Public Service Rules : Basic Salary - a base pay excluding any inducement addition or other forms of allowances. Emolument

is the total remuneration package as conveyed in an officer's letter of appointment. Child (of a Public Servant)

means a child who: (a)

is under the age of

years; and (b) (i) is the officer's biological offspring; or

(ii) the officer's step-child being the biological offspring of a

spouse

of the officer; or (iii) a child adopted by the officer in accordance with any

statutory provision; and

(c)

is entirely dependent on the officer. Civil Service

is a body or organ which enjoys continuity of existence

and is usually referred to as Government's central bureaucracy. Essentially, it covers Ministries and Extra-Ministerial Departments. Public Service

is a body or organ which enjoys continuity of existence. It is made up of the Civil Service, the Teaching Service, the Health Service, the Local Government Service, the

Judiciary, Parastatal Organizations, Government-Owned Companies and Tertiary Institutions. Ministry

- a Government organization established for the formulation and execution of Government policies and programmes. The political head of the Ministry is the

Commissioner while the Permanent

Secretary who is a career officer, is the administrative head and Accounting Officer. Department/Directorate

-

the largest structure of a Ministry or Extra-Ministerial Department responsible for specific activities. It is headed by a Director who is accountable to the Permanent Secretary. Extra-Ministerial

Department

-

a

Department

established

by

a

Lagos State Government Public Service Rules Chapter

constitutional provision. It is

a State Executive body having the same

status as a Ministry. Its head reports directly to the Governor. Examples of extra-ministerial bodies include

the

State Civil Service Commission, Lagos State Independent

Electoral Commission, the State Judicial Service Commission, Office of the State Auditor General etc. Classified Correspondence means correspondence

graded as

Restricted ,

Confidential ,

Strictly Confidential ,

Secret or

Top Secret . Established Post means a post provided for under the Personal Emoluments Sub-Head of the Estimates. Gazette

means the Lagos State Official Gazette. Administrative and Professional Cadres

mean officers in the State Public Service holding the posts of: Director (XXX), G.L.

Deputy Director (XXX), G.L.

Assistant Director (XXX), G.L.

Chief XXX Officer , G.L.

Assistant Chief XXX Officer , G.L.

Principal XXX Officer , G.L.

Senior XXX Officer , G.L.

XXX Officer I, G.L.

XXX Officer II, G.L.

and such other posts as may be declared by the authority responsible for Establishments Matters in the State to be posts in the Cadres.

Contract Appointment means

an engagement of a person to an established office for a term of two years renewable only once or as stipulated in the terms and conditions of his contract. Commission includes the Lagos State Civil Service Commission and other Boards and Agencies.

Centrally Deployed Cadre

means the Administrative Officer Cadre, Executive Officer

Cadres, Secretarial

Cadres, Accountant

Cadre,

Lagos State Government Public Service Rules Chapter

Procurement Officer Cadre, Engineer Cadre, Architect Cadre, Surveyor Cadre, Information Officer

Cadre, State Counsel Cadre, Medical/Dental Officers Cadres, Veterinary /Agricultural Officers Cadres, Internal Auditor

Cadre, the Cadres of Statisticians, Auditors, Stores or any other that may be approved by any authority having responsibility for Establishments Matters in the State. Civil Servant means any person or any officer holding or acting in any office in the State Civil Service and over whom the Civil Service Commission or any other similar body can exercise its powers

as well

as those whose Conditions of Service are covered by the P.S. All Civil Servants are Public Servants but not all Public Servants are Civil Servants. For example, Officers of the Lagos Water Corporation and Lagos State Agricultural Development Authority are Public Servants and not Civil Servants.

Executive Officer

Cadre

comprises Officers holding the posts of: Chief Executive Officer (XXX), G.L.

Assistant Chief Executive Officer (XXX), G.L.

Principal Executive Officer I (XXX), G.L.

Principal Executive Officer II (XXX), G.L.

Senior Executive Officer (XXX), G.L.

(XXX) (XXX) (XXX) Public Service Rules

Higher Executive Officer , G.L.

Executive Officer , G.L.

Assistant Executive Officer , G.L.

It also includes officers holding corresponding

officer Executive

posts ,

e.g. Executive Officer (Accounts,

Information , Audit etc) posts. Permanent Secretary/Head of Extra-Ministerial
Department/Agency

means Accounting Officer

of Ministry/Department/Agency (MDA). Officer , when used without qualification,
means a member of

staff in an established post, appointed either on permanent, temporary

or contract basis. Expatriate Officer

means a non-Nigerian

member

of staff

. Senior

Posts

are posts graded on Salary Grade Level

and above and other

Lagos State Government Public Service Rules Chapter

posts attracting fixed salaries of equivalent salary grade levels in Ministries or Extra-Ministerial Departments/Agencies. Senior

Officer

means a member of

staff in an established post, appointed on Salary Grade Level

and above. Junior

Officer

refers to

a member of

staff in an established post, appointed on GL.

and below . Member

of staff

means a person employed by any of the agencies of the Civil/Public Service of Lagos State. Staff is the

totality of all the persons employed by the Lagos State Government. Temporary Officer

means a member of

staff

employed temporarily in an established post. Appointment should be limited to Medical Interns and Personal Aides of the Honourable Members of the State House of Assembly. Trainee means a person appointed to a training post

in any grade; it includes a pupil. Monthly-Rated

means

employment on monthly rates of pay. Wife/Husband

(of an officer) means a spouse married under

the Marriage Act, Islamic

or

Customary Law. Nigerian married officer

includes a non-Nigerian married to a Nigerian

provided he has formally acquired Nigerian citizenship. Private Medical Practitioner

includes traditional medical practitioner.

: - Nothing in this Public Service Rules

shall be construed as limiting the powers of the State Government to amend or revoke any of its provisions at any time ,

provided it is not inimical to the well-being of the Public Service . Lagos State Government Public Service Rules Chapter

: -

Notwithstanding that throughout the Public Service Rules, the terms

Officer , Member of staff and Civil/Public Servant

are often

referred to in the masculine gender , the provisions of the Public Service Rules apply equally to female Public Servants except that: (a) provisions about wives of Civil/Public Servants do not normally apply to the husbands of female Civil/Public Servants unless where the former are incapacitated by illness or old-age, or are unemployed; (b) a child is not normally entirely dependent on a female Civil/Public Servant unless

the father of the child is dead or she is divorced from him and has been awarded legal custody of the child without a Maintenance Order . . Where the condition of service of a public servant is inadequate or does not provide for a particular issue, the employer shall have recourse to the Public Service Rules. A

copy of the Public Service Rules shall form part of the inventory items in each office of the Service to be handed over by a departing Officer to his successor .

Lagos State Government Public Service Rules Chapter

P u b l i c

S e r v i c e

R u l e s

t o

f o r m

p a r t

o f

i n v e n t o r y i t e m s Application of Public

Service Rules to Female Civil /Public Servants. CHAPTER APPOINTMENTS
AND EXIT FROM THE SER VICE SECTION

- GENERAL SECTION

- RECRUITMENT SECTION - RULES FOR APPOINTMENT ON

PROBA TION SECTION

- RULES FOR APPOINTMENT

ON CONTRACT SECTION

- SE CO ND ME NT , TR AN SF ER S,

CO NV ER SI ON

AND ADV ANCEMENT SECTION

- PROMOTIONS SECTION

- EXIT

FROM THE SER VICE SECTION

- CER TIFICA TE OF SER VICE SECTION - GENERAL Appointments to
Civil/Public of fices in the State Civil/Public Service are made as follows:

Lagos State Government Public Service Rules Chapter

GENERAL PRINCIPLES

The State Governments shall be committed to promoting the inclusion and fair treatment of all people who share the values, aspirations and work ethics of the State

Civil/Public Service.

All recruitment activities

must follow prescribed

Guidelines and shall

be targeted to

attract the right people to work in

the

Civil/Public Service, according to requirements defined by the

Ministries/Departments/Agencies and based on merit, gender equality

and social inclusion.

Security clearance must be done

for

all new entrants.

All appointments are subject to the provisions of the Lagos State Pension Reform Law, except otherwise stated.

(a) by letter written under the direction of the State Civil Service Commission and other Agencies so empowered; or (b) by formal agreement between the officer and the State Government or its appointed agents. Subject to Rules ,

and

,

P e r m a n e n t

S e c r e t a r i e s / H e a d s

o f

E x t r a - M i n i s t e r i a l

Departments/Agencies are authorized to appoint eligible candidates to posts in respect of which the powers of appointment have been delegated to them. (c) Conditions of service shall be governed by the

Service Rules, circulars and other relevant documents. (i) Appointment to posts graded G.L.

- G.L.

or equivalent shall be made by the State Civil Service Commission and any other similar

body so empowered.

(ii)

Appointment to posts graded G.L. - G.L.

or equivalent shall be made by the State Civil Service Commission and any other similar

body. Such appointment shall be made into available vacancies after due advertisement as the need arises. Applications must comply strictly with the terms of the advertisement. (iii) The

State Civil Service Commission and any other similar body shall make appointment to the posts graded G.L.

-G.L.

or equivalent with inputs of the Head of Service, as applicable. Appointment to these posts shall be in response to advertised vacancies. (iv) There shall be an annual competitive Civil/Public Service Entry Examination for posts graded G.L.

-

or equivalent for new entrants and serving officers wishing to transfer from other scheduled services. This examination shall be conducted by the State Civil Service Commission or any other such body in conjunction with the Office of the Head of Service, the Lagos State Public Service Staff Development Centre, the National Judicial Institute and other recognized bodies. (v) To qualify for this examination, candidates must possess an Honours Degree or a Higher National Diploma

in relevant disciplines as provided for in the Schemes of Service. Final recommendation shall be made by the line Ministries/Extra - Ministerial Departments in accordance with their requirements. Public

Lagos State Government Public Service Rules Chapter

Appointment to Senior

Posts

(i) Each

Ministry /Extra - Ministerial

De part me nt / Ag en cy

shall recruit on merit Junior Staff on Salary Grade Levels

-

or equivalent subject to the Workforce Plan and approved dispensation to recruit.

(ii)

Each Ministry/Extra-Ministerial Department / Agency shall fill vacancies with applicants

who possess the qualifications

prescribed in the approved Schemes of Service .

(iii) Each Ministry/Extra-Ministerial Department Agency shall work out the actual establishments or requirements. The Junior Staff Committee shall conduct interviews and appoint officers into various Junior Cadres.

(iv) Such recruitments shall reflect the geographical spread within the State.

(v) The procedure for appointment shall be the same as in appointment to Senior Posts. Appointments to all posts in the State Civil/Public Service other than those of Permanent Secretaries are vested in the State Civil Service Commission and any other such body which has, however , authorized Permanent Secretaries/Heads of Extra-Ministerial Departments to appoint eligible candidates to posts in respect of which the powers of appointment have been delegated to them. An officer's incremental date shall be 1st January or 1st July after the first anniversary of his appointment date, subject to good conduct and performance. (See Rule .

Except where otherwise provided, seniority as between persons selected for appointment from outside the Civil/Public Service shall be determined by the date

of assumption of duty certified by an authorized officer as reflected in the Assumption of Duty Certificate. The employment of unpaid staff is prohibited.

:

(i)

Permanent

Secretaries/Heads

of

Extra-Ministerial

Departments/Agencies shall keep an up-to-date record of every officer under their control. Staff Record of Service LS/EST AB Form No.

shall be used / Lagos State Government Public Service Rules Chapter

Appointment

to Junior Posts Authority for

Appointment Incremental date Seniority Unpaid staff

prohibited Personal Records

and one copy each

must be sent to the Central Staff Records Registry in the

Office of Establishments and Training, Office of the Accountant General, and the Lagos State Pensions Commission within one month of appointment. The Form shall be completed in ink.

(ii) Date of birth recorded on appointment by an officer shall not be changed throughout the career of the officer. Any contravention to this Rule shall be

regarded as an act of serious misconduct. SECTION - RECRUITMENT
Recruitment means the filling of vacancies by the appointment of persons not already in the Civil/Public Service of Lagos State

according to the manpower requirements of the Ministries/Departments/Agencies.
It,

however, excludes the transfer of officers from other Civil and Public Services

in the Federation to the State Civil/Public Service. Direct appointment to the Lagos State Civil/Public Service may be in any of the following categories: (a) As trainee or pupil; (b) On probation; (c) On Contract for a specified period; (d) In Acting Capacity; (e) On Temporary basis (Reference to definition in Rule ; and (f) On Part-Time basis. (a)

Where a candidate for employment requires additional

professional experience before he can be regarded as fully qualified for

appointment to a specified post, he may be appointed as a trainee or pupil for

a normal period of service of two years on the post. This period may , however ,

be reduced in special circumstances. On completion of the "trainee period", the pupil may be appointed to the full grade on probation and will not be eligible for confirmation in the Service until he has fulfilled the conditions laid down in Rule , where applicable. (b)

A

confirmed officer who is advanced to the training grade for the purpose of acquiring the necessary experience to qualify him for substantive promotion to a senior post will be treated as if he had been seconded thereto and the period of such secondment will not normally exceed the period laid

Lagos State Government Public Service Rules Chapter

Definition T y p e s o f A p p o i n t - m e n t Date of birth T rainee or pupil

down for training except with the special advice of the Agency responsible for Establishments Matters. Except where the State Civil Service Commission or any other such body decides otherwise, all first appointments to the pensionable establishment in posts other than the

trainee post (see Rule shall be on probation. An of ficer confirmed in a lower post shall not however be regarded as on probation in a higher post to which he is promoted, nor shall an of ficer seconded or transferred as confirmed of ficer from pensionable service elsewhere. T o be eligible for appointment to the State Civil/Public Service, every applicant must: (a) not be less than

years of age and not more than

years of age except for contract / part-time appointment; (b) possess such minimum requisite qualifications as may be

specified for the post applied for and as amended from time to time; (c) be certified by a State Government Medical Of ficer as

medically fit for Government Service; (d) possess a testimonial of good conduct from his last employer or ,

if not

previously employed, from the last school or college he attended ;

(e) possess requisite qualifications as provided for in the Schemes of

Service; and (f) No of ficer shall be appointed into the Civil Service without authorisation for appointment from the Of fice of the Head of Service and without an approved dispensation to recruit in the case of Parastatal Or ganisations. (a)

No candidate shall be appointed to any post in the State Civil/Public Service without the prior specific approval of the State Civil Service Commission or any other relevant body if: (i) the candidate has been convicted of a criminal offence; or (ii) he has previously been employed in Government Service

E l i g i b i l i t y
f o r A p p o i n t - m e n t Lagos State Government Public Service Rules Chapter

P r o b a t i o n Prior approval in certain

cases. and has

been dismissed or called upon to resign or retire therefrom. Such approval must always be obtained irrespective of any delegation of the powers of the

Commission. (b) In view of Rule

(a) above, every applicant for employment by Government must state: (i) whether he has been convicted of a criminal offence; (ii) all employment he had engaged in; and

(a) if he has left any employment, why he did so; or (b) if

he is still in any employment and whether he

is under any obligation to remain in it; (iii) whether he is free from financial embarrassment.

: (a) **M a n a g e m e n t**

a n d S e n i o r

P o s t s:

A l l a p p l i c a n t s

for Management and Senior posts are required by the State Civil Service Commission

or any other such body to complete Forms LSCS I

and LSCS II as a result of which antecedents are carefully scrutinized before they are invited for an interview for appointment.

(b) Junior Posts: It is the duty of Permanent Secretaries/Heads of Extra-Ministerial Departments/Agencies to enquire carefully into the antecedents of all candidates they consider for appointment to a junior post and to ensure that every selected candidate

is eligible under Rule

for appointment. The following procedure shall be followed by the selected candidate:- (i) the candidate shall submit an application letter ; (ii) the candidate shall be interviewed if found suitable, and any false statement made in his application shall be regarded as sufficient ground for non-employment or , if such falsehood is

detected

after

engagement,

for

termination

of

employment without notice ; (iii) if in the light of the information so supplied, the candidate is still considered eligible and suitable, he shall be made an offer of appointment ;

Lagos State Government Public Service Rules Chapter

Procedure for

appointment

(iv) if the candidate accepts the offer ,
shall write a letter of acceptance.

(a) :

Immediately assumes duty , a new member shall be required to enter his personal particulars in the Lagos State Establishments Form No

(Record of Service), a copy of which shall be attached to the appropriate documents forwarded to the State Agency responsible for Establishments

Matters

and the Pension Fund Administrator/Lagos State Pensions Commission and other relevant Offices/Departments.

(b)

A female Civil/Public Servant who marries while in the State Civil/Public Service, owing to her change of name,

must immediately notify her Permanent Secretary /Head of Extra-Ministerial Department of her marriage (whether under the Marriage Act, according to Islamic Law or Customary Law). It is the duty of every Permanent Secretary/Head of Extra-

Ministerial Department/Agency to ensure that all officers and temporary staff in his Ministry/Extra - Ministerial Department/Agency sign an Oath of Secrecy Form and that the oath so signed is carefully preserved. No Civil/Public Servant shall become a member of any secret society and any officer who is a member of such society shall immediately renounce his membership by making a statutory declaration to that effect, or resign his appointment, or retire from Service.

Contravention of Rule

shall be regarded as an act of serious misconduct and shall attract appropriate disciplinary action which may include dismissal from the Service. SECTION 5 RULES FOR APPOINTMENT ON

PROBATION Officers on probation shall be required to serve for two years before being confirmed in the Service. This period may, however, be reduced to not less than six months by deduction of any previous period of Civil/Public Service rendered satisfactorily in posts of cognate status involving similar duties. The period of probation shall not exceed two years unless the State Governor of Lagos State Government Public Service Rules Chapter

S e c r e t

s o c i e t y : p r o h i b i t i o n

o f

m e m b e r s h i p Personal Particulars Contravention Oath of Secrecy Change of name owing

to marriagePeriod of probation

Civil Service Commission or any other such body approves an extension. Such an extension may result in the incremental penalty referred to in Rule

if the Commission or the relevant body so decides. Within his probationary period, an officer is required to pass the prescribed examination appropriate to his appointment: (a) for officers holding senior posts, the prescribed examinations are those described in Chapter

and such other examinations as may be specified in individual order of appointment; (b) for Clerical Grade Officers, the prescribed examination is the Combined Promotion/Confirmation Examination held once a year;

(c)

for officers in the Technical Grades, the examination is as prescribed in the Schemes of Service

applicable to the particular post. To be eligible for confirmation in the permanent establishment, an officer appointed on probation is required to have favourable security clearance, pass the prescribed examination, if any, during his probationary period and to complete his probationary period to the satisfaction of the authority empowered to appoint him. At the end of the period of probation, the officer shall, unless his probationary appointment is terminated or extended, be confirmed in his appointment. Recommendations of Permanent Secretaries/Heads of Extra-Ministerial Departments/Agencies regarding the confirmation of all officers holding senior posts shall be made in the Progress Report prescribed in Chapter

of these Rules. The probationary period shall last a maximum of

years. Extension to the two-year probation period may be granted only where officers have failed their confirmation examinations and are studying for a retake. After three consecutive attempts at the confirmation examinations, officers must

either be confirmed, upon successful completion or have their employment terminated. For

avoidance of doubt, an officer would be confirmed in his appointment

after

passing

the

prescribed

examination

during

the

Lagos State Government Public Service Rules Chapter

Confirmation

or termination at

the end of probationary

period. Compulsory examination

period. Probationary period on the second anniversary of his

appointment and his maturity date for advancement/promotion would thus be calculated from his date of appointment. However, if an officer fails to pass the prescribed exams during

the probationary period, he would be confirmed in his appointment on the date he passes the exams and not on the second anniversary of his appointment. The officer's notional date would consequently be calculated from the

date he passed the exams to observe his maturity date for advancement/ promotion. This condition would also apply to an officer whose probationary period is extended, on the recommendation of the appropriate authority, due to unsatisfactory performance. He would be confirmed in his appointment on the end date of the extended probationary period. If within his probationary period, it is established to the satisfaction of the authority empowered to appoint an officer that he is not qualified for efficient service, his appointment may be terminated by that authority at anytime subject to the appropriate rules governing termination of appointment.

SECTION - RULES FOR APPOINTMENT ON CONTRACT It should be offered only where a specific need has been identified that is not met by the existing Civil/Public Servant population. The contract appointment must be recorded in a formal agreement. (a)

The Conditions of Service of a Contract Officer are those provided for in his contract and the privileges, emoluments or allowances described in these Rules do not apply to him unless they are specifically so stated in the contract itself.

Any question on the interpretation of a contract affecting a Contract Officer's Conditions of Service should be referred to the State Agency responsible for Establishments Matters.

(b)

(i)

Contract appointments may be offered to expatriates

only when suitable Nigerians are not available. Contract Appointment means

an engagement of a person to an established office for a term of two years renewable only once or as stipulated in the terms and conditions of his contract.

Lagos State Government Public Service Rules Chapter

Rules for Appointment

Contract Definition

(i) Nigerians may be appointed on contract terms if: (a) they are pensioners; (b) they are

years of age or over at the time they are being appointed; (c) they specifically request to be employed on contract terms and it is deemed in the best interest of the Service; (d) the candidate possesses specialized competencies or skills such as required, and provided such posts are duly advertised in at least two national newspapers and the State Government website.

(iii) For non-Nigerians, the provisions of the Public Service Rules regarding contract appointment shall apply in all cases, except for those married to Nigerians.

(iv) Non-Nigerian

of ficers married to Nigerian spouses should remain on contract until granted Nigerian citizenship before being considered for permanent appointment.

:

The duration of a contract appointment to an established of fice is a tour of two years renewable only once. (a)

Termination of Contract by the State Government - An appointment on contract may be terminated by the State Government at any time in accordance with the terms specified in the contract itself. A

full statement of consideration, which has prompted it, shall accompany a recommendation to the State Civil Service Commission

or any other similar body for the termination of appointment of a contract officer .
On the recommendation, the Civil Service Commission or any other similar body shall decide in its discretion whether the appointment

shall be terminated immediately in accordance with the terms of the contract or whether the officer should be offered an opportunity to submit any formal representations if he

so wishes before a final decision is taken. (b) Termination of Contract by the officer - The termination of a contract appointment by the holder is subject to the terms of his contract and any question concerning the waiving of any of the penalties under a contract is

Lagos State Government Public Service Rules Chapter

Duration of contract

appointment-Termination during

current contract.

of agreement shall be referred to the State Agency in charge of Establishments Matters. An officer serving on contract, who desires re-engagement, shall

inform the Government in writing through his Permanent Secretary/Head of Extra Ministerial Department/Agency not less than four months before he is due to leave.

In the absence of such notification, the contract is deemed terminated at the expiration of the tour . On receipt of such notification expressing an officer's wish to be re-engaged ,

the

Permanent

S e c r e t a r y / H e a d

o f

E x t r a - M i n i s t e r i a l

Department/Agency shall obtain the consent of the State Agency responsible for Establishments Matters to the re-engagement before forwarding his recommendation to the State Civil Service Commission or any other similar body, enclosing an up-to-date Progress Report on the of ficer following Rule (unless such a report has been forwarded within the previous two months). In return, he shall receive any of the following: -

(a) authority to inform the of ficer that arrangements will be made to of fer him re-engagement during the course of his

leave, and the details of the t e r m s

p r o p o s e d .

T h e

P e r m a n e n t

S e c r e t a r y / H e a d

o f

E x t r a - M i n i s t e r i a l / D e p a r t m e n t / A g e n c y shall inform the of ficer accordingly without delay; (b)

the original and duplicate of the re-engagement contract duly signed on behalf of Government. In this case the Permanent Secretary/Head of Extra-Ministerial Department/Agency shall obtain the of ficer's witnessed signature to both copies, deliver the duplicate to the of ficer , and return the original to the Agency responsible

for Establishments Matters; As soon as it is clear to a Permanent Secretary/Head of Extra- Ministerial Department / Agency that he shall not be able to recommend the re-engagement of an officer serving on contract, he shall seek the approval of the State Civil Service Commission or any other such body to inform the officer that he will not be re-engaged and, on receipt of such an approval, shall inform the officer without delay .

Lagos State Government Public Service Rules Chapter

Earlier notification

of non-re- engagement Re-engagement: Responsibility

of Permanent Secretary/ Head of

Extra- Ministerial Department/Agency Re-engagement: Responsibility

of Contract Officer Provided re-engagement is completed by the signing of a new contract before the end of vacation

leave granted under an expiring contract, service under the contract shall be treated as continuous. If a re-engaged

contract officer is required to return to duty under his new contract before the expiration of the leave due under the former contract, the leave for gone shall be treated as deferred leave to be enjoyed under the conditions of the new contract. When an officer on contract is re-engaged in his former office without a break in service and on the same salary scale, he shall retain the incremental date enjoyed under his former contract.

In other cases of re- engagement without break in service, the incremental date of a re-engaged contract officer shall be fixed in accordance with such rules as may be applicable in the circumstance on the basis that the commencement date of the new contract is the date on which he resumes duty thereunder .

Retired officers may only be re-engaged into career posts on grade levels immediately below that

on which they retired. Reference should be made to Rule

Promotion SECTION - SECONDMENT , TRANSFERS, CONVERSION AND ADVANCEMENT (a)

means the temporary release of an officer to the service of

another Government-approved body

or

any recognized

international organization for a specified period. Secondment should be used to fill identified skills gap. (b) Transfer

is the permanent release of an officer from one scheduled service to another .

Transfers should be used, where possible, as part

of

the

recruitment

process

to

fill

the

needs

i d e n t i f i e d

b y

Ministries/Extra-Ministerial Departments / Agencies. (c)

Conversion is the movement of an officer from one cadre to another cadre on presentation of prerequisite additional qualification. (d) Advancement is the upward movement of an officer within the cadre based on additional qualification or cognate experience as provided

in the

Schemes of Service

for such cadre. Secondment

Lagos State Government Public Service Rules Chapter

Incremental date Continuity of contract

serviceDeferred leave Appoint- ment

of retired officers

on contractDefinitions

Inter

-Service Transfer

and Secondment: (i) Application for Transfer/Secondment to posts graded G.L. - G.L.

or equivalent

shall be determined by the Ministry /Extra- Ministerial Department / Agency of the applicant's choice and shall include consideration of his Staff Performance

Appraisal and Development (SP ADEV) Reports covering the last three years. (ii) Applications for Transfer of Service/Secondment to posts graded G.L.

and above or equivalent in any Ministry/Extra-Ministerial Department/Agency shall be determined by the State Civil Service Commission or any other such body. SP ADEV Reports covering the last three years (or whole service, if less than three years) of the officer's service shall also be furnished. (iii) Secondment of an officer to the Service of another Government or approved body ,

at his own request ,

shall be for a period of two years in the first instance after which the officer must either apply for one year extension, return to his former post or seek for transfer. The

officer must obtain the necessary approval of the State Civil Service Commission or any other such body . The officer shall be entitled to notional increment during the period of his secondment and may be granted notional promotion by the State Civil Service Commission or any other such body

on his de - secondment in order to restore his seniority as a result of the promotion of his peers during his absence. (iv)

If it is in public interest to second an officer to the Service of another Government or approved body , the period of secondment shall not be limited and the officer shall continue to hold his substantive post and be entitled to increment and promotion and shall be treated as

having been posted on special duty . (v) During the period of such secondment, the benefiting organization shall be responsible for the officer's emoluments. (i) No applicant shall be considered for transfer on promotion to any Ministry/Extra-Ministerial Department/Agency except in response to an advertised post.

(ii)

An applicant shall be considered for transfer: (a) if he has been confirmed in his previous service and his

Lagos State Government Public Service Rules Chapter

Emoluments during

secondmentConditions to be met for

transferPr ocedure

qualifications, experience and career progression are in accordance with the

Schemes of Service

of the grade; (b) provided the contemplated transfer would in no way jeopardize the promotion prospects of serving of ficers; (c)

where the Ministry is satisfied that there are vacancies not only in the relevant grade but also in the applicant's discipline or specialty; (d)

if he has served in his current grade for the stipulated minimum number of years prescribed for promotion to an advertised post. (iii) posting of of ficers within the Ministry to positions outside their professional cadres is prohibited. Conversion: (a) Senior Posts

- Conversion

from one senior post to another o r from one cadre to another within the State Public Service requires the

approval of the State Civil Service Commission or any other such body . An of ficer must have served for a minimum period of

years in his original cadre before seeking conversion to another cadre except where otherwise stated.

An application for such

conversion must be submitted to the Permanent Secretary/Head of Ministerial Department/Agency of the applicant and must state the applicant's reasons for desiring a conversion and

qualifications for the post he desires. The conversion requires the prior recommendation of the

appropriate Personnel Management Board or any other such body . The recommendation of the Personnel Management Board shall be forwarded to the State Civil Service Commission or any other such body by the Permanent Secretary/Head of Extra - Ministerial

Department / Agency

together

with

a

statement as to:

(i) how the applicant has performed his

duties; (ii) whether the applicant is considered to be well - qualified for the post he desires ;

and

Lagos State Government Public Service Rules Chapter

Conversion on Senior posts Posting of Officers outside

their professional cadres prohibited

(iii) recommendations as to the grant or refusal of the application. (b)

Junior Posts

- Conversion

from one cadre to another within the State Public

Service requires the prior recommendation of the appropriate Personnel Management Board or any other such body and an officer must have served for a minimum period of

years in his original cadre before seeking conversion to another cadre except where otherwise stated. An application for such conversion must be submitted to the Permanent Secretary/Head of Ministerial Department/Agency of the applicant and must state the applicant's reasons for desiring a conversion and

qualifications for the post he desires. Such an application shall be forwarded to the Permanent Secretary/Head of Extra-Ministerial Department/Agency together with a

statement as to: (i) how the applicant has performed his

duties; (ii) whether the applicant is considered to be well - qualified for the post he desires ;

and (iii) recommendations as to the grant or refusal of the application. The conversion of officers on junior posts requires the recommendation of

the appropriate Personnel Management Board or any other such body and the ratification

of

Permanent

Secretaries/Heads

of

Extra-Ministerial

Departments/Agencies. To be eligible for conversion into the Administrative Officer cadre, an officer must have: a) obtained the full minimum educational qualification for direct appointment to the cadre; and b) been successful at the prescribed selection process. To be eligible for advancement from the post of Assistant Secretarial Officer III to the post of Assistant Secretarial Officer II, an officer must have: (a) obtained the full minimum educational qualifications for direct appointment to the Assistant Secretarial Officer cadre as prescribed in the Schemes of Service. The salary and incremental date at which an Assistant Secretarial Officer III enters the salary scale of Assistant Secretarial Officer II on

Lagos State Government Public Service Rules Chapter

Salary on Advancement Requirements for

Conversion

to the Administrative Officer cadre Conversion on Junior posts

advancement . SECTION - PROMOTION - (a) Except where powers of appointment or promotion have been delegated

to

Permanent

Secretaries/Heads

o f

E x t r a - M i n i s t e r i a l

Departments/Agencies, no promotion shall become ef fective unless approved by the State Civil Service Commission or any other such body.

(b)

All Of ficers who are eligible for promotion shall be considered except those under disciplinary action. The minimum number of years that an of ficer must spend in a post before being considered eligible for promotion shall be as follows: Grade Level of Staff Number

of years in post -

Minimum of

years -

Minimum of

years -

Minimum of

years

(c)

Promotions shall be made strictly on the basis of available vacancy and competitive merit from amongst all eligible candidates. In assessing the merit of of ficers: (i) a clear distinction shall be made between their records of performance or ef ficiency in lower grades and their potentials for promotion, i.e. ability and competence to perform ef ficiently the duties and responsibilities of the higher post; (ii) seniority and previous record of performance shall be taken into account in choosing between

candidates with equal potentials for promotion; and (iii) in all cases, a written examination and general satisfactory records of conduct shall also be considered.

(d) The responsibilities for the promotion of officers in accordance with the prevailing procedures shall be as follows: (i) G . L . -

by

the

Ministry/Extra-Ministerial Department/ Agency , with the concurrence of the authority in charge of Establishments Matters.

is governed by Rules

and

Lagos State Government Public Service Rules Chapter

Procedure Eligibility

(ii) G . L .

-

by

the

Ministry/Extra-Ministerial

Department/ Agency

or

the

relevant

pool,

subject

to

confirmation by the State Civil Service Commission or any other such body. (iii)

G.L. - by the State Civil Service Commission

body on recommendation from the Ministry/Extra-Ministerial Department/Agency or the relevant pool

routed

through the Office of the Head of Service. Before each promotion exercise, the responsible authority shall compile a list of all eligible candidates to be considered, the list being prepared on the basis of current performance and future job requirements,

or set of criteria previously established for the post by the Agency responsible for Establishments

Matters (e.g. of ficerTMs qualifications/experience, age, training, etc). The authority shall ensure that: (i) The promotional posts of deserving of ficers in the State Public Service shall not be jeopardized by the appointment of persons not already in the Civil/Public Service. (ii) No of ficer shall be debarred from promotion on the sole ground of lacking formal educational qualifications

other than that required for his grade and mode of entry into the service; provided also that no of ficer may be promoted to a post, which requires its holder to have formal professional/technical qualifications, which he does not possess. (iii) Only in very exceptional cases where available candidates within

the State Civil / Public Service are

not considered suitable for promotion to any vacant post may the latter be advertised publicly to interested persons outside the Service. In such cases, and, similarly, when officers in other Public Services in the Federation are being recruited/transferred on promotion to the State Public

Service, it should be ensured that they meet specific job requirements for the promotion posts. In any event, officers being transferred into the State Civil/Public Service from other states and agencies should be placed on the post they would normally have been had they joined the State Public Service in the first instance. or any such

Lagos State Government Public Service Rules Chapter

(iv) At the end of each promotion exercise, within six months of the announcement of the promotion, an officer who was not successful at the exercise shall be allowed a right of appeal for the reconsideration of his case. A

meeting of the appropriate Committee shall be convened to interview and

consider officers holding junior appointments in the Ministry/Extra Ministerial Department / Agency who may be recommended to the State Civil Service Commission or any other such body for promotion. The effective date of all promotions shall normally be 1st of January or 1st of July or as may be determined by the State Civil Service Commission.

:

The

Permanent

Secretary/Head

of

Extra-Ministerial

Department/Agency is authorised to fill his departmental vacancies in posts on GL.

and below on the recommendation of the Junior Staff Committee. (a)

Notional promotion may be granted to restore an officer's seniority, vis-à-vis his colleagues, if during his absence from duty on any of the following grounds, he was not considered for promotion, provided that on return to duty the officer is considered suitable for such a promotion: (i) where an officer is on approved study course or leave of absence on grounds of public policy; (ii) where an officer is on secondment to another Government Agency or approved body; (iii) where an officer is granted study leave without pay for less than two years, however this would be on the basis of performance. (b) When an officer is granted notional promotion, he shall not be entitled to the salary of the higher post until he actually assumes duty in the post, but the effective date of notional promotion shall be used in determining the point at which the officer enters the new salary scale, his future incremental date and seniority in the grade.

Lagos State Government Public Service Rules Chapter

From Junior to Senior

Post Effective Date Notional promotion

Under normal circumstances, no contract officer shall be considered for promotion. He could, however, be considered for an enhanced appointment during the re-negotiation of his contract. SECTION - EXIT FROM THE SERVICE If within his probationary period, it is established to the satisfaction of the authority empowered to appoint an officer that he is not qualified for efficient service, his appointment may be terminated by that authority at any time without any further compensation than free transport to the place from which he was engaged, and such free transport shall be granted only if his conduct has been good. Provided the

termination is not due to misconduct on the officer's part, it shall be effected by means of a month's notice and, subject to the same proviso, if the officer is eligible for vacation leave in respect of his service to date, such leave may be granted together with (if the officer so desires) normal vacation leave transport grant in lieu of the free transport mentioned above. Such leave, if any, shall be so arranged as to take place within the period of notice and, if possible, to expire on the same day as the notice. The position regarding the refund of the cost of any training given the officer is governed by the bond relating to such training. If an officer relinquishes his appointment within the period of his probationary service, he may be required to refund any expenditure by Government in transporting him, his family, domestic staff and baggage to or from the place or places at which he has been employed and he shall not be eligible for any facilities from Government towards transport from the station at which he is then serving. The position regarding the refund of the cost of any training given the officer is governed by the bond relating to such training. The appointment of an officer on probation who fails to secure confirmation in the established post at the expiration of his probationary period, including such extension as prescribed under Rule , may be terminated in the manner specified in Rule

by the State Civil Service Commission or any other such body . (a) An officer who resigns shall be liable to: (i) forfeit all claims to vacation leave and any vacation leave or passage privileges granted will be ex-gratia; o

Lagos State Government Public Service Rules Chapter

Relinquish- ment

of Appoint- ment during

probationary period T ermination of appoint-

ment during probationary period Pr omotion of a

Contract Officer Resignation Termination

(ii) refund to the Government in full any sum of money which he may be owing to Government or which, under the provisions of other Rules or agreements entered into with Government, is refundable to Government for his not discharging the obligations set out in such an agreement; provided that any or all of such refunds may be waived at the discretion of the Government. (a) An officer who leaves the Service other than by resignation or dismissal shall be eligible for proportionate leave in accordance with Rule If he has enjoyed more leave during the leave year than he is eligible to receive under that Rule, he will be required to refund salary at the rate at which it was paid for the number of working days' leave enjoyed in excess of what he was eligible to receive, the days in respect of which salary is refunded and is being treated as leave without pay for pension purposes. This provision shall be waived in the case of an officer who has died in the Service.

(b) No female Civil/Public Servant shall be required to resign her appointment or retire by reason of pregnancy alone, but if her condition,

interferes with the performance of her duties, she may, at the discretion of the Management, based on medical advice, be given lighter duties.

(c)

A

female Public Servant shall not be required to resign or retire on or after marriage.

(i) Officers who fail the

promotion examination on three (consecutive attempts on the same grade and whose on-the-job performance has been assessed to be below average shall be required to leave the Service.

(ii) An

of ficer whose service is no longer required in the event of abolition of office, re-organisation, redundancy or adverse security report shall be required to leave the Service and treated in accordance with extant laws. All officers shall participate in the Contributory Pension Scheme as provided for in the Lagos State Pension Reform Law (and relevant circulars. To ensure prompt processing of terminal benefits,

Ministries and Extra-Ministerial Departments/Agencies shall:- (i) ensure that the Record of Service of each officer is up-to-date; o

Lagos State Government Public Service Rules Chapter

Leaving the Service

during a leave yearPregnancy not a con-

dition for exitLeaving the Service on

grounds of failing an

examination or abolition of office or

re-organisation Compulsory Pension

ContributionProcessing of terminal

benefits: guidelines (ii) forward in the month of January every year the names of officers due to retire during the year to the Agency responsible for such matters;

(iii) ensure that a pension form is given to each retiring officer in good time to enable him

complete and submit to the Personnel Management Department of his

Ministry/Department/Agency at

least six months before he is due to proceed on retirement; (iv) ensure that the completed pension form, together with

an up-to- date

certified Record of Service, a statement of the of ficer's indebtedness to Government and other prescribed documents are forwarded to the Pensions Of fice at least three months before the of ficer is due to retire. (i)

The

statutory retirement age for all grades in the Service shall

be

years or

years of pensionable service, whichever is earlier .

(ii) No of ficer shall be allowed to remain in the Service after attaining the retirement age of

years or

years of pensionable service, whichever is earlier . (iii)

The relevant Human Resources Information Management Unit shall report the names and

dates of of ficers due for statutory retirement while taking further necessary and approved action. (iv) The provision is without prejudice to prevailing requirements for Judicial Of ficers and Academic Staf f of Universities and other Tertiary Institutions. There are four ways in which an of ficer in any of the established grades and in regular appointment may leave the State Civil / Public Service apart from

dismissal, termination, abolition of office, incapacitation, invalidation and death.

They are: (i) Resignation:

Where an officer has not served for

years, but he decides to leave the State Civil / Public Service ,

he shall be required to give one month's notice of his intention to leave or pay one month's salary in lieu of notice; Lagos State Government Public Service Rules Chapter

Ways of leaving

the Service Statutory Retirement

(ii) Withdrawal:

Where an officer who has served for five years but less than ten years decides to leave the State Civil / Public Service, he is deemed to have withdrawn from the Service. Withdrawal involves one month's notice or payment of one month's salary in lieu of notice; (iii) Retirement:

Where an officer has served for ten years or more and he decides to leave the State Civil / Public Service, he is deemed to have retired; the period of notice required is six months or payment of three monthsTM salary in lieu of notice; (iv) Redundancy:

where an officer's service is no longer required by reason of redundancy , that is, where the need for a specific job diminishes or ceases completely , that officer shall be required to leave the Service. Officers confirmed as redundant shall be paid three monthsTM

salary in lieu of

notice and would receive a redundancy payment in line with the statutory requirements. If an office in the permanent establishment, which is one of a number of similar public offices, is abolished but one more such office remains,

the

Permanent

Secretary/Head

of

Extra-Ministerial

Department/Agency shall make recommendations to the Commission or the Governor, giving his reasons as to which substantive holder of such office shall be re-deployed.

Officers are required to give six months' notice before the effective date of retirement from Service. Within the six-month period, the officers should benefit from the mandatory one-month pre-retirement workshop/seminar. Retiring officers are expected to take necessary measures to put their records straight so as to facilitate the speedy processing of their terminal benefits. SECTION - CERTIFICATE OF SERVICE

: All officers are eligible to receive on leaving the Service, a Certificate of Service. The Certificate of Service shall be rendered in triplicate on the approved form as follows: Lagos State Government Public Service Rules Chapter

Attendance at Mandatory

pre-retirement seminar Authority Forms

Lagos State Government Public Service Rules Chapter

For Heads of Service and Permanent Secretaries

For Officers on G.L.

and above For Officers on G.L.

and below The main purpose of a Certificate of Service is for use as a reference covering the holder's Civil/Public Service career when seeking other employment.

Accordingly, a Permanent Secretary/Head of Extra Ministerial

Department/Agency should, when completing a Certificate, give information which, if he was a prospective employer, he might fairly expect to obtain from the person who has previously employed the holder.

:

Certificates of Service issued to officers holding senior posts on G.L.

and above, require the counter-signature of the Permanent Secretary of the retiring officer, the Permanent Secretary, State Civil Service Commission or any other such body; those to be issued to officers holding junior posts G.L.

and below, require the counter-signature of the Permanent Secretary of the retiring officer and the Permanent Secretary, in the Office in charge of Establishment Matters. Action to complete the issue of a Certificate of Service should be taken in time for the Certificate to be handed to the recipient before he proceeds on pre-retirement leave. If it is necessary to include in the Certificate of Service of any officer,

an adverse comment on his work or conduct, the Certificate of Service must be completed and handed to him in time to permit

him to make, before leaving the Service, any representations on the subject that he may desire to put forward for Government's consideration.

Purpose Timing

Lagos State Government Public Service Rules Chapter

Duties

Emoluments SCHEDULE (i)

The term of the engagement of an officer

commences

from the date of assumption of duty . (ii)

The term of the engagement shall be deemed to be completed on the date on which any leave granted to the person engaged in respect of such tour of service expires.

(i)

The duties of the person engaged shall include the usual duties of the office to which he

is appointed and any other duties which the Government may call upon him

to perform. (ii) The person engaged shall reside in such place and occupy himself in such manner as the Government, through its duly authorized officers, shall direct, and he will not, either directly or

indirectly be engaged in or concerned with any other service or business whatsoever or receive commission or profits of any kind, but will devote the whole of his time and attention to the Service of the Government. He will conform with the

Public

Service Regulations of the Government. (i) The term "Emoluments" wherever it appears in this Schedule (except in clause shall be deemed to include contract addition where this is payable under the Agreement. (ii)

Increments or emoluments, if any , shall be calculated as from the first day or the month in which the person engaged takes up his appointment. (iii)

Increments of emoluments shall not be granted unless the efficiency , conduct and diligence of the person engaged during the year immediately preceding have been satisfactory . An increment shall not be withheld except on the decision/recommendation to that effect by the Permanent Secretary/Head of Extra-Ministerial Department/ Agency.

(iv)

The salary of the person engaged may be liable to deduction under

Clause When travelling on duty away from duty post, the person engaged shall be subject to such regulations, with regard to the provisions of transport and travelling allowance, as the Government may decide. (i)

If the person engaged is compelled by reason of ill-health (not caused by his own negligence) to resign his appointment, or if at any time it shall be certified by a duly qualified Medical Officer

employed by the Government that he is incapable by reason of any infirmity of mind or body of rendering further efficient service ,

Government shall pay such salary as may be due up to the date of

such resignation or the date on which a certificate in that respect was issued .

(ii)

A

Certificate of Medical Fitness duly signed by a qualified Medical Officer employed by the Government, shall be conclusive evidence on the question whether or not the person engaged was compelled to resign his appointment by reason of ill-health within the meaning of this clause. If the person engaged shall at any time neglect or refuse or from any cause (except ill-health not caused by his own negligence) become unable to perform any of his duties or to comply with any order, or shall disclose any information in respect of the affairs of the Government to any unauthorized person, or shall in any manner misconduct himself, Government may dismiss him and on such dismissal all rights and advantages reserved to him

by this Agreement shall cease other than his own contribution. (i)

Government may at any time terminate the engagement of the person

engaged by giving three monthsTM

notice in writing or by paying one monthTM s salary in lieu of notice.

(ii)

The person engaged may, at any time after the expiration of three months of service, terminate his engagement by giving to

Government three monthsTM

notice in writing, or by paying to

Government one month's salary in lieu of notice. Dismissal Lagos State Government Public Service Rules Chapter

Ill-health Termination of

Engagement In the event of any pecuniary damage arising from the person engaged disregarding or failing to comply with any order , standing order or departmental instruction, or from any neglect of duty whatsoever on his part, he may be liable to a deduction

from

his salary to make good the damage or any part thereof , the amount of which shall be fixed by his Permanent S e c r e t a r y / H e a d

o f

E x t r a - M i n i s t e r i a l

D e p a r t m e n t / A g e n c y

o n

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recommendation of an appropriate Personnel Management Board. Four months before the date of expiration of agreement, the person engaged shall give a written notice to Government stating his desire to remain in its

employment

and Government shall decide whether to o f f e r him further

employment

on contract. If Government decides in favour , his

re- engagement shall

be on such

terms and for such a period as may be mutually agreed. The person engaged will be eligible for a gratuity on the satisfactory completion of a tour of service at the rate of % of his basic salary , provided that he is not in receipt of, nor eligible for , any other terminal benefits.

While leave of absence is not a legal right included in the contract, the person engaged, after a tour of service, or if declared invalid before completing the tour , or his engagement is terminated by reason of ill- health in accordance with the provisions of clause

hereto, leave may be granted under the rules in force from time to time, applicable to Nigerian officers of a similar grade level so far as exigencies of the Civil/Public Service permit.

APPENDIX

CONTRACT

AGREEMENT FOR A NON-NIGERIAN MARRIED TO A NIGERIAN CITIZEN This Agreement made the——day of———.BETWEEN the Lagos State Government, represented by Permanent Secretary , Civil Service Commission, The Secretariat, Obafemi Awolowo Way , Ikeja (h e r e i n a f t e r

r e f e r r e d

t o

a s

" e m p l o y e r ") ,

o f

t h e

one

part

and

_____. (hereinafter referred to as "the person engaged") of the other part. Gratuity

Lagos State Government Public Service Rules Chapter

Further employment Leave Liability to make good

damage WHEREBY

IT

IS AGREED AS FOLLOWS: The person engaged undertakes that she will diligently and faithfully perform the duties

of _____ for the term of her engagement, and will act in all respects in accordance with the instructions

and directives

given to

her by

the Government through the Permanent

Secretary/Head of Extra- Ministerial Department/Agency or any other duly authorised officer. The basic salary of the person engaged is at the rate of _____-...-Naira (N) a year, rising

by annual increment to.....-.....-Naira (N)
a year on Grade Level — (%/% contract addition).

The person engaged shall, however, commence to draw her basic salary at the rate of-...-Naira (N ——) a year . This Agreement is subject to the conditions set out in the Schedule at the end of Chapter The Schedule shall be read and construed as part of this Agreement. Nothing in this Agreement shall impose any liability on the Permanent Secretary in his personal capacity . This Agreement shall be interpreted in accordance with the Laws of Nigeria. Signed by:——. On behalf of the Lagos State Government in the presence of—. Occupation: Signed by:—— in the presence of—. Signature:—. Address of Witness:— ..

Occupation:—..—..

L a g o s

S t a t e

G o v e r n m e n t

P u b l i c

S e r v i c e

R u l e s Chapter

CHAPTER ACTING APPOINTMENTS SECTION

- INTRODUCTION When it is necessary that a particular duty post of status not lower than an Executive Officer GL

should continue to be filled at a time when no officer of corresponding substantive rank is available for posting thereto, some other officer may, with the approval of the State Civil Service Commission, be formally appointed, by notice in the Gazette, to act in the duty post and assume either fully or in part, the duties and

responsibilities of such post. The mere fact that the substantive holder of a duty post will be absent for a short period (e.g. on casual leave or on sick leave) does not in itself justify an acting appointment; there may, however, be circumstances (such as compliance with statutory provisions) which necessitate the making of an acting appointment for a relatively brief period.

The decision whether an acting appointment is necessary or desirable in any particular case shall rest with the State Civil Service Commission. Acting appointments are not intended as a means of testing the suitability of officers for promotion; they will normally be made only in order to fill posts that are temporarily vacant and their duration should be limited accordingly. Recommendations for acting appointments must be forwarded to the State Civil Service Commission and must include a certificate to the effect that the acting officer will assume the full duties and responsibilities of the post in question.

Approved acting appointments shall be gazetted by the State Civil Service Commission but it will, on no account, be back-dated to a period in excess of six months of the date of receipt of the recommendation by the Commission. The date on which an acting appointment commences shall be indicated in the gazette notice authorising the appointment. Normally, the gazetted date of commencement will be that on which the acting officer takes

Lagos State Government Public Service Rules Chapter

When made Not made unless

necessary Not a form of trial

promotion Date of Commencement Procedure

over the duties and responsibilities of the post, except that if he takes over from the substantive holder the gazetted date of commencement shall not be earlier than that on which the latter, after handing over: (a) leaves the station or the post; (b) takes

over substantively or himself commences to act in another post in the same station; or (c) commences vacation leave in the same station, whichever is applicable according to circumstances. The date on which an acting appointment ceases shall be indicated in the gazette notice reverting the of ficer's appointment.

Normally , the gazetted date of cessation shall be that on which the acting of ficer relinquishes the duties and responsibilities of the post, except that if he hands over to the substantive holder , the gazetted date of cessation will not normally be later than the date on which the latter , before taking over: (a) arrives in the station, (b) ceases to hold substantively , or to act in, another post in the same station, (c) ceases vacation leave in the same station, whichever is applicable according to circumstances. Ministries shall be required to notify the State Civil Service Commission when of ficers revert from acting appointments by completion of Form No. Gen. 15A

which shall be forwarded not less than two weeks before cessation of the acting appointment. - An acting of ficer will not be regarded as relinquishing the duties and responsibilities of his acting appointment by proceeding on casual or special leave within the country , provided he spends such leave in Nigeria and provided it is not necessary during any such leave to appoint another of ficer to act in the duty post in question. - Reference is made to Rules -L a g o s

S t a t e

G o v e r n m e n t

P u b l i c

S e r v i c e

R u l e s Chapter

Date of Cessation Effect of Casual or

Special Leave Acting Allowance.

CHAPTER DISCIPLINE SECTION

- INTRODUCTION SECTION

- GENERAL

INEFFICIENCY SECTION

- MISCONDUCT SECTION

- SERIOUS MISCONDUCT SECTION

- CONDUCT

PREJUDICIAL

T O THE SECURITY

OF THE ST A TE SECTION

- RETIREMENT

IN PUBLIC INTEREST SECTION

- INTRODUCTION This chapter should be read in conjunction with the

Guidelines for Appointments, Pr omotions and Discipline

published by the State Civil Service Commission

or any other similar

publication. It shall be the duty of every of ficer to acquaint himself with the disciplinary rules and any other regulations in force. fiDisciplinary Proceedingsfl means the procedure initiated by or at the instance or with the approval of the State

Civil Service Commission or any other such body against a Civil/Public Servant in accordance with any disciplinary provisions in order to establish whether:

(a)

his conduct in the matter has been, in any respect blameworthy; or (b)

it is in the interest of the Ministry/Department/Agency where he is employed and generally in the interest of the Civil/Public Service as a whole that he should be sanctioned.

Officers

to

acquaint

themselves

with

disciplinary

rules

in

force Authority and

delegationChapter

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GENERAL PRINCIPLES

All

disciplinary procedures

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p e r f o r m a n c e .

I n t e r d i c t i o n s h a l l

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E r r i n g O f f i c e r s

f o u n d c u l p a b l e

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P u b l i c

S e r v i c e

R u l e s

Disciplinary proceedings in accordance with this chapter are initiated due to an of
ficer TM s misconduct or general inef ficiency .

:

Disciplinary Authority means the authority in whom power to dismiss and exercise
disciplinary control over a Public Servant is for the time being vested by the
provisions of Section

(of Lagos State Civil Service Commission Law , , or by any delegation of the said
power in accordance with the pro visions of Section of the s aid law and any other
such legislation. The power to dismiss and to exercise disciplinary control over of

ficers in the State Public Service is vested in the State Civil Service Commission or any other such body.

This power may be delegated to any member of the Commission or any of ficer in the State Public Service. The State Civil Service Commission or any other such body

has delegated full disciplinary powers to Permanent Secretaries and Heads of Extra-Ministerial Departments / Agencies in respect of of ficers on Salary G.L.

-

G.L.Recommendations for of ficers on G.L. -G.L. should be forwarded directly to the Commission for ratification, while

Personnel Management Board proceedings for G.L. and above appointed by the State Civil Service Commission should be endorsed by the Head of Service to the Commission.

:

Any disciplinary proceedings against a female of ficer , which might otherwise have been taken during the period of her maternity leave, shall be postponed until her maternity leave has expired. Such postponements, however , shall not in any way prejudice the proceedings against her .

SECTION

- OBLIGATIONS

OF

CIVIL / PUBLIC

SER V ANTS The State Civil Service Commission or any other such body may require any Civil/Public Servant to attend and give evidence before it concerning any matter in respect of any powers that are vested in it, and to produce any of ficial document relating to any such matter . Provided that any of ficial document which is the property of the Executive Council shall be so produced only with the permission of the Secretary to the State Government.

Chapter

Postpone- ment of

discipli- nary proceedings during

Maternity LeaveDelegated powers Civil Servant to appear

before Commission

L a g o s

S t a t e

G o v e r n m e n t

P u b l i c

S e r v i c e

R u l e s

Any Civil/Public Servant who submits any matter for the consideration of the Commission or any other such body shall ensure that all relevant documents are made available to the Commission or any other such body .

:

Any Civil/Public Servant who, without reasonable excuse, fails to appear before a Commission or any other such body when requested to do so, or who fails to comply with any request lawfully and properly made by the Commission or any other such body, shall be guilty of a breach of discipline for which disciplinary proceedings may be instituted against him.

SECTION

- GENERAL INEFFICIENCY General inefficiency

consists of a series of omissions or inability to discharge duties to the required standard, the cumulative effect of which shows that the officer is not capable of efficiently discharging the duties of the office he holds. It shall be the duty of every superior officer, as soon as he observes any fault or shortcoming in the work of an officer subordinate to him, to bring it to the officer's notice during a counselling/mentoring/coaching session and to place it on record that this has been done, with a view to improving the officer's usefulness and efficiency in the Service. Before proceedings for the removal of an officer for general inefficiency may commence, he must have been: (i) warned on three or more occasions previously in writing (see Rule or suffered loss or deferment of his last increment; and

(ii)

given ample opportunity for improvement (within a timeline of one year).

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P e r m a n e n t

S e c r e t a r i e s / H e a d s

o f

Extra-Ministerial

Departments / Agencies are authorized, subject to the provisions of the Labour Act (Cap. and of individual letters of consideration for appointment, to terminate the employment of a temporary member of staff

who must have

been informed of the grounds on which

it is proposed to terminate his appointment and has been given an opportunity to make

Chapter

Definition Drawing attention to

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inefficiency Removal of temporary

staff for inefficiency Relevant documents

to be made available to the Commission Failure to comply with

requirements by Commission,

a breach of discipline

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representations as to

why he should not be terminated. Similarly , prior to the termination of his

service for inefficiency , such an officer

must have been

warned of his failings and be given an opportunity to improve or to offer a satisfactory explanation of his failure to perform his duties efficiently . (a)

Immediately a Permanent Secretary/Head of Extra- Ministerial Department / Agency, in the exercise of his delegated powers, decides to withhold or defer the increment of an officer he shall so inform him in writing, stating the reason(s)

and, in the case of deferment, the period of deferment. (b) W h e r e

t h e

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Secretary/Head of Extra-Ministerial Department/Agency considers that the increment of an officer should be withheld or deferred, he shall report the

circumstances and his recommendations as to the withholding or period of deferment to the State Civil Service Commission or any other such body for a decision. If the decision is that the increment should be withheld or deferred, the State Civil Service Commission or any other such body shall so inform the Permanent Secretary/Head of Extra-Ministerial Department/Agency who will thereupon inform the officer in writing, stating the reason(s)

and, in the case of deferment, the period of deferment. If the Civil Service Commission or any other such body decides that the increment should be granted,

the

Permanent

Secretary/Head

of

Extra-Ministerial

Department/Agency shall take action in accordance with Rule (c) In all cases of withholding or deferment of increment, the Permanent Secretary/Head of Extra-Ministerial Department/Agency shall inform the Accountant-General of the State and the State Auditor - General. Immediately on deciding to grant an increment despite some defects in the service of an officer, the

Permanent Secretary/Head of Extra-Ministerial Department / Agency shall bring the defect to the notice of the officer. In all cases of termination for inefficiency, notice of termination shall be given.

The period of notice shall be one calendar month unless some

other period is appropriate in the light of a particular officer's terms of service. If it is decided that the officer shall leave the Service immediately, he

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Notification of

defects Withholding of increment: delegated

powers Withholding of increment: non-delegated

powers Effective date of

termination for inefficiency

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shall be paid salary equivalent to the period of the notice. The period of notice shall include any leave to which the officer is entitled. If the leave is longer than the period of notice, the officer shall be sent on leave and the period of notice absorbed by the leave. SECTION - MISCONDUCT

Misconduct

is defined as a specific act of wrongdoing or improper

behaviour which can be investigated and proved.

It can also lead to termination or retirement. It

includes: A

wilful act or omission or general misconduct to the scandal of the public or to the prejudice of discipline and proper administration of the Government, e.g. dishonesty , drunkenness, false claims against G o v e r n m e n t ,

f o u l

l a n g u a g e ,

i n s u b o r d i n a t i o n ,

n e g l i g e n c e ,

falsification or suppression of records, failure to keep records, sleeping on

duty , loitering, unruly behaviour , dereliction of duty ,

habitual lateness to work, refusal to proceed on transfer or to accept posting, refusal to carry

out lawful instruction(s) from superior officers, malingering, discourteous behaviour to the public, engaging in trade or business without authority , improper dressing while on duty , hawking merchandise or engaging in any other form of trade within of office premises during of office hours, deliberate delay in treating of official documents, immoral behaviour , failure to appear for promotion exercise without reasonable cause, fighting while on duty etc. As soon as a superior officer becomes dissatisfied with the behaviour of any of officer subordinate to him, it shall be his duty to inform the officer in writing giving details of

unsatisfactory behaviour

and directing

him to submit within a specific period, such

written representations as he may wish to make to exculpate himself from disciplinary action. After considering such

written representations as the officer may make within the specified time, the superior officer shall decide whether: (a) the officer has exculpated himself; in which case, he shall be so informed in writing and no further action shall be necessary; or (b) the officer has not exculpated himself but it is decided that he should

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Definition Issuing query

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not be

punished

in which case an appropriate formal letter of advice shall be issued to him which he shall be required to acknowledge receipt of in writing; or (c) the officer has not exculpated himself and deserves

some

punishment, in which case Rule

shall apply . Where a Tribunal of Inquiry/Personnel Management Board/

Administrative Panel set up by the Government makes recommendations of a disciplinary nature on an officer , the State Civil Service Commission

or any other such body shall not act on such recommendations until it has called upon the affected officer to reply to the allegations made against him by the Tribunal of Inquiry/Personnel Management Board/Administrative Panel. If the officer refuses or neglects to reply to the allegations within a reasonable time or not at all, the Commission or its Agent or

any other such body shall proceed to accept and enforce the recommendations of the Tribunal of Inquiry/Personnel Management Board/Administrative Panel, and take such disciplinary action against the officer as it shall deem appropriate. (a)

It shall be the duty of every officer to report any case of misconduct that comes to his notice to an officer superior to the officer involved. (b) When an officer's misconduct is brought to the notice of his superior officer , it shall be the duty of that superior officer to forward a

written report to the Permanent Secretary/Head of Extra-Ministerial Department / Agency without delay . If he considers it necessary that the officer should be interdicted, such a

recommendation shall be made in the report. (c) On receiving the report, the Permanent Secretary/Head of Extra- Ministerial

Department / Agency shall take action in accordance with Rule

as appropriate and, if necessary , shall interdict the officer . (d) At the appropriate point in the investigation, the officer may be suspended in accordance with Rule If it is represented to the State Civil Service Commission

or any other such body that an officer has been guilty of misconduct and the Commission does not consider the alleged misconduct serious enough to Chapter

Recommendations

of Tribunals of Inquiry Reporting misconduct Disciplinary procedure for

misconduct and serious misconduct Lagos

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If you desire to submit any representations as to why disciplinary action, which might include—....., should not be taken against you, they should be submitted

to me through:.....—. within ————.....—.of receipt by you of this letter . Failure to submit any representations within this time limit will

be taken to mean that you do not wish to make any , and appropriate disciplinary action will be taken against you. Acknowledge receipt of this letter in the copy attached.

Signed: ————..—..

Designation: ————...—

Date: ————.....— for: Perm. Sec./Head of Extra-Ministerial Department/Agency. I acknowledge receipt of the original of this letter No.—

..... dated the -.....—.. —. Signed:.....

Designation and Rank:..... *Delete whichever is

inappropriate. (iii) If the of ficer submits his representations and the State Civil Service Commission or any other such body is not satisfied that he has exculpated himself, and considers that the of ficer should be dismissed, it shall take such action accordingly . Should the Of ficer however fail to furnish any representations within the time fixed, the Commission or any other such body may take such action against the of ficer as it deems appropriate;

(iv) If, upon considering the representations of the of ficer , the Commission or any other such body is of the opinion that the of ficer does not deserve to be dismissed from the Service but deserves some other punishment, it shall impose on the of ficer such punishment as it considers appropriate; Chapter

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warrant proceedings under Rule

with a view to dismissal, it may cause an investigation to be made into the

matter in such a manner as it considers proper and the of ficer shall be entitled to know the whole case made against him, and shall have adequate opportunity of making his/her defence. If,

as a result, the Commission or any other such body decides that the allegation is proved, it may inflict any other punishment upon the officer, such as reduction in rank, withholding or deferment of increment or otherwise. Unless the method of dismissal is otherwise provided for in these Rules, an officer in the State Public Service may be dismissed by the State Civil Service Commission

or any other such body only in accordance with these Rules: (i) the officer shall be notified in writing of the grounds on which he is proposed to be disciplined. The query should be precise and to the point and must relate the circumstances of the offence, the rule(s) and regulation(s) which the officer has broken and the likely penalty. In serious cases which are likely to result in dismissal, the officer should be given access to any such document(s) or report(s) likely to be used against him and he should be asked to state in his defence that he has been given access to such document(s). The officer shall be called upon to state in writing, within the period specified in the query, any grounds upon which he relies to exculpate himself. (ii)

The query, or preliminary letter, shall be in the format shown below:

PRELIMINARY LETTER To _____
Designation and Rank _____

*I wish to draw your attention to the fact that/ *It has been brought to my notice that your *work/conduct is unsatisfactory in the following respect(s): _____

_____.
.....

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Notification in writing

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(v) Where necessary , the Commission may set up a Board of Inquiry which shall consist of not less than three persons, one of whom shall be appointed Chairman by the Commission or any other such body with due regard to the status of the of ficer involved in the disciplinary case and to the nature of the complaint which is the subject of inquiry . The Head of the of ficer's department shall not be a member of the Board;

(vi) The of ficer shall be informed that, on a specified day , the subject of his dismissal shall be brought before the Board and he shall be required to appear before it to defend himself and shall be entitled to call witnesses. His failure to appear shall not invalidate the proceedings of the Board;

(vii)

Where witnesses are called by the Board to give evidence before it, the of ficer shall be entitled to put questions to the witnesses and no documentary evidence shall be used against the of ficer unless he has previously been supplied with a copy or given access to it; (viii)

If, during the course of the inquiry , further grounds of dismissal are disclosed and the State Civil Service Commission or any other such body thinks it fit to proceed against the of ficer upon such grounds, the of ficer shall, by the direction of the Commission or any other such body, be furnished with a written statement of it and the same steps shall be taken as prescribed above in respect of the original grounds;

(ix)

The Board, having inquired into the matter, shall make a report to the Commission or other such body. If the Commission or any other such body considers that the report should be amplified in any respect or that further inquiry is desirable, it may refer the matter back to the Board for further inquiry or report.

However, the

Commission or any other such body shall not itself hear witnesses; (x)

If, upon considering the report of the Board together with the evidence and all material documents relating to the case, the Commission

or any other such body is of the opinion that the officer should be dismissed, such an action shall immediately be taken; (xi) If the Commission or any other such body does not approve the or any other such body

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of ficer's dismissal and does not consider that any penalty should be imposed, the of ficer shall be reinstated immediately and be entitled to the full amount of salary denied him

if interdicted; (xii)

If, upon considering the report of the Board, the Commission or any other such body is of the opinion that the officer does not deserve to be dismissed but that the proceedings disclosed grounds necessitating his retirement, the Commission or any other such body shall, without further proceedings direct accordingly . (xiii)

All disciplinary procedures must commence and be completed within a period of days except where criminal cases are involved

or in exceptional circumstance. An officer who is paid other than on hourly basis is prohibited from engaging in any other occupation for reward unless he has previously obtained the permission of the Permanent Secretary

in charge of

Establishments matters which shall only be given if such an engagement is not likely to interfere with the efficient performance of his duties. No officer may render professional assistance to institutions or Government Agencies during working hours or accept remuneration for it, except with the written permission of the Permanent Secretary/Head of Extra-Ministerial Department / Agency which will not usually be granted unless it is in the State's interest that it should not be withheld. The amount of the remuneration must be paid into the Treasury on deposit until the orders of Government as to the share, if any , which may be received by the officer is made known. No fine shall be imposed on any officer as punishment for an offence committed in the course of his duties. (a)

If at any time the State revenue sustains a loss by reason of the neglect or fault of any officer , he

shall be liable to be surcharged with the amount and any sum due to him from Government may be withheld in satisfaction of such a surcharge.

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after office hours W orking for institutions or

Government Agencies during office hoursFines P o w e r s o f s u r c h a r g e

(b) Of ficers defined as workers in Section

of Labour Act (Cap.may be surchar ged if the circumstances warrant such an action, but all papers relevant to the case must be submitted, in accordance with the Act, to the authority of the State in char ge of Establishments matters for approval of the surchar ge.

An of ficer shall not lend money on interest, whether on mortgage or otherwise, or guarantee or stand as surety for money lent on interest, to any other person. Nothing in this rule shall be deemed to prevent members of registered co-operative societies or approved benefit societies from standing as sureties for loans made by the societies, nor

shall it be deemed to prevent any of ficer from placing money in a deposit account in any bank or standing surety for money lent by Government to another of ficer .
No of ficer shall appear in the of fice or anywhere in his

of ficial capacity dressed in a manner considered inappropriate or immodest. In order to prevent the irregular use by non-of ficials , of letters of recommendations or certificates of character , of ficers are prohibited from giving ,

in their of ficial capacities , letters or certificates on of ficial stationery . SECTION - SERIOUS MISCONDUCT Serious misconduct

is defined as a specific act of very serious wrongdoing and improper behaviour , which is inimical to the image of the Service and can be investigated and, if proven ,

may lead to dismissal. Serious acts of misconduct include: (i) Falsification of records; (ii) Suppression of records; (iii) W ithholding of files; (iv) Conviction on a criminal char ge (other than a minor traf fic or sanitary of fence or the like);

(v) Absence from duty without leave;

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testimonials Money Lending Definition

(vi) (vii) Engaging in partisan political activities; (viii) Bankruptcy/Serious financial embarrassment;

(ix) Unauthorized disclosure of official information etc.; (x)

Bribery; (xi)

Corruption; (xii) Embezzlement; (xiii) Misappropriation; (xiv) Violation of oath of secrecy; (xv) Action prejudicial to the security of the State; (xvi) Advance fee fraud (Criminal Code ; (xvii)

Holding more than one full-time paid job; (xviii) Nepotism or any other form of preferential treatment; (xix) Divided loyalty; (xx) Sabotage;

(xxi) Willful damage to public property;

(xxii)

Sexual harassment; (xxiii) Fighting while on duty; (xxiv) Membership of cult(s) (xxv) Failure to appear for promotion exercise without reasonable cause False claims against Government Officials;

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(xxvi) Insubordination; (xxvii)

Malicious and false whistleblowing; (xxviii)

Battery; (xxix)

Assault; and (xxx) Any other

serious act unbecoming of a Public Officer .

The following are the prescribed sanctions which may be applied in accordance with the rules in this Chapter: i . Dismissal ii. Reduction in rank iii. Reduction in salary iv . Withholding /Deferment of increment v . Surcharge vi. Reprimand vii. Suspension viii. Termination of Appointment ix. Compulsory retirement x. Suspension of increment

Disciplinary procedure for serious misconduct shall be in accordance with Rules

--

(i)

When a serious case that may lead to dismissal has been instituted against an officer , the Permanent Secretary/Head of Extra- Ministerial Department / Agency may interdict him on not less than half of his monthly salary pending the determination of the case. (ii)

Recommendations to the Commission or any other such body for interdiction shall be made only if it is against the State's interest that the officer should continue to perform any of the duties of his rank.

When the charge against him is such that the continued performance of his present duties is against the State's interest or prejudicial to the investigation of the charge against him, consideration shall be given to placing him on alternative duties. Interdiction shall only be resorted to when this is not possible. (iii)

When an officer is interdicted, he shall cease to report for duty and shall receive such proportion of his

emoluments, being not less than one half, as the Commission or any other such body may determine.

The letter informing

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R u l e s Interdiction Pr ocedur e

an of ficer of his interdiction shall also indicate the proportion of emoluments he is to receive while on interdiction. (iv)

If proceedings under Rule (i) reveal that he is not guilty of the char ge made against him, the of ficer shall immediately be reinstated and shall receive the full amount of the emoluments denied him while he was interdicted.

(v) If he is found guilty but is not dismissed, he may be refunded such portion of the emoluments denied him as the Commission or any other such body may determine.
(a)

An of ficer who is under interdiction

shall notify his Permanent Secretary/Head of Extra-Ministerial Department / Agency of his intention to leave his station. He shall however not leave the country without the specific approval of the State Civil Service Commission or any other such body. (b) The of ficer shall be responsible for informing his Ministry/Extra-

Ministerial Department/Agency of the address to which instructions to him can be delivered. (c)

Should he fail to comply with the instructions delivered to him at such an address within seven days of such delivery, he shall be regarded as absent from duty without leave. Suspension is a sanction that involves temporary stay-of f duty with loss of corresponding benefits. It shall not be used as a synonym for interdiction.

Suspension shall apply where a prima facie

case, the nature of which is serious, has been established against an of ficer .

(a) The ultimate penalty for serious misconduct is dismissal.

An of ficer who is dismissed forfeits all claims to terminal benefits, leave or transport grant

subject to the provisions of the Lagos State Pension

Reform Law When an of ficer is dismissed, no notice or salary in lieu of notice shall be given to him and his dismissal shall take ef fect from the date on which he is notified.

This date shall be notified by the Permanent Secretary/Head of Extra-Ministerial Department/Agency concerned to the State Civil Service Commission or any other such body, to the of fice in char ge of Establishments Matters and to the State Treasury Of fice

as soon as

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b i i y o f n t c d i e r d i t e

f o f i c e r S u s p e n s i o n D i s m i s s a l n d t a i s f e f e c t s E f f e c t i v e d a t e o f

dismissal possible. Where the of ficer concerned seeks to evade this of ficial notification, the e f f e c t i v e d a t e s h a l l b e: (a) t h a t o n w h i c h h e i s s e r v e d w i t h t h e notification, even though he

may refuse to acknowledge receipt; or (b) the date on which the notification is delivered by a messenger to his recorded address, even though the of ficer concerned does not himself acknowledge receipt of such delivery; or (c) the date on which the notification is sent by post to his last known or normal address in accordance with the definition of "Service by Post" in Section

of the Interpretation Law (Cap. ,

Laws of

Lagos State

An of ficer must promptly report to his Permanent Secretary/Head of Extra-Ministerial Department / Agency whenever he is char ged with a criminal of fence and the outcome of the char ge.

If an of ficer is convicted of a criminal char ge, the Commission or
any other such body

shall consider the proceedings of the

court and if it is of the opinion

that the officer should be dismissed or subjected to some lesser penalty on account of the offence for which he has been convicted, the officer may thereupon be dismissed or otherwise punished without any of the procedures prescribed in Rule being followed. (a)

Nothing shall prevent disciplinary action being taken or continued against an officer whether or not - (i) criminal proceedings have been instituted with respect to such a person in any court of

law in Nigeria or elsewhere or are about to be instituted or are contemplated; or (ii) the grounds upon which any criminal charges are based, or are to be based, are substantially the same as those upon which the disciplinary proceedings were or are to be instituted. (b)

An officer acquitted of a criminal offence shall not be penalized for any charge of which he has been acquitted, but nothing in this rule shall prevent

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his being dismissed or otherwise punished on any other char ge

arising out of his conduct in the matter , provided that such a char ge

does not raise substantially the same issues as those of which he has been acquitted.

If the Commission or other such body deems it fit, the usual procedure may be followed for the purpose. An of ficer convicted of

a criminal offence (other than a minor traf fic or sanitary offence and the like) shall be suspended with ef fect from the date of conviction, pending consideration of his case by the Commission

or any other such body. Any of ficer who absents himself from duty without leave or travels out of

Nigeria without permission from the Of fice of the Head of Service

renders himself

liable to be dismissed from the Service and the onus shall rest on him to show that the circumstances do not justify the imposition of the full penalty . (For the purpose of these rules, the expression fiserious financial embarrassmentfl means the state of an of ficer's indebtedness which, having regard to the amount of debts incurred by him, has actually caused serious financial hardship to him. W ithout prejudice to the general meaning of the said expression, an of ficer shall be deemed to be in serious financial embarrassment where:

(a)

the aggregate of his unsecured debts and liabilities at any given time exceeds the sum of three times his monthly emoluments.

(b) he is a judgement debtor , and

the judgement debt

remains unsettled, or

(c)

he is adjudged a bankrupt or an insolvent wage earner , and he remains an undischarged bankrupt or as the case may be, for as long as any judgement against him

in favour of the official assignee remains unsatisfied. (Serious financial embarrassment, whatever be the cause, shall be regarded as necessarily impairing the performance of an officer on his job. (If such embarrassment is caused by imprudence or other reprehensible cause, the officer concerned shall be liable to immediate dismissal and the

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R u l e s Suspension of

convicted officersAbsence without

leave Serious financial

embarrass- ment onus shall rest on him to show that the circumstances do not justify the imposition of the full penalty .

(It shall be the duty of the Registrars of the Supreme Court of Nigeria, the Federal Court of Appeal, the

Revenue Court, the Federal and State High Courts,

the

Magistrate

Courts as well as Commissioners for Stamp Duties and Registrars of Bills of Sales to report to the appropriate Permanent Secretary/Head of Extra-Ministerial Department/Agency that an of ficer has become a judgement debtor or has acknowledged any debt in writing as the case may be, wherever it shall come to the knowledge of any of them. (Where the fact that an of ficer has become a judgement debtor or a

party

to accommodation bills or promissory notes is brought to the notice of his Permanent Secretary/Head of Extra-Ministerial Department/Agency, the latter shall call upon him to submit a statutory declaration in the prescribed

F, disclosing all his liabilities. (Al ter na tiv ely , a Pe rm an en t Se cr eta ry /H ead of

Ex tr a- Mi ni st er ial

Department/Agency may take such action as appears to him necessary when an of ficer becomes financially embarrassed, and if he considers it undesirable that an of

ficer should be retained in the Public Service, he shall initiate the appropriate disciplinary proceedings. (As long as an officer is in serious financial embarrassment, he shall be disqualified from promotion or acting in a higher appointment. It shall be the duty of every Permanent Secretary/Head of Extra-Ministerial Department/Agency to ensure that all officers, employees and temporary staff in his Ministry/Extra-Ministerial Department/Agency who have access to classified or restricted papers have signed the Oath of Secrecy, in the appropriate form before they are granted such an

access and that the declarations so signed are safely preserved. Every officer is subject to the Official Secrets Act, (Cap. (reproduced as Appendix

at the end of this Chapter) and is prohibited from disclosing to any person, except in accordance with official routine or with the special permission of Government, any article, note, document or information entrusted to him in confidence by any person holding office in the Lagos State Government or which he has obtained in the course of his term.

Lagos State Government Public Service Rules Chapter

Oath of Secrecy Unauthorised disclosure of official

information of official duties. Similarly, every officer shall exercise due care and diligence to prevent the knowledge of any such article, note, document or information from being communicated to any person against the interest of the Government. Every officer is prohibited from abstracting or copying of official minutes, records or other documents except in accordance with official routine or with special permission of the Permanent Secretary/Head of Extra-Ministerial Department / Agency. Officers shall not, as a general rule,

have access to official and secret records relating personally to themselves. No officer may, on leaving the Public Service, take with him any public record without

the written permission of the Permanent Secretary responsible for Establishments Matters. Historical manuscripts or other documents of public interest which may be discovered by any officer in the course of his official duties may not be appropriated to his own use, but their existence must be reported to the Government in order that steps may be taken for their examination and preservation. (i) Except in pursuance of his

official duties, no officer shall, without the express permission of his Permanent Secretary/Head of Extra- Ministerial Department / Agency, whether on duty or on leave of absence: (a) act as the editor or , take part directly or indirectly in the management of, or in any way make financial contribution to

any newspaper , magazine or journal except the following: (i) departmental or staff magazine; (ii) professional journal; (iii) publication of voluntary organizations; (b)

contribute to, whether anonymously or otherwise, or publish in any newspaper , magazine or periodical, or otherwise publish, cause to be published in any manner anything which may reasonably be regarded as of a political or administrative nature;

Lagos State Government Public Service Rules Chapter

Abstraction or

copying of official documents **S e c r e t p e r s o n a l**

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records Removal of historical

documents Publication and public

utterances (c) speak in public or make a broadcast on any matter which may reasonably be regarded as of a political or administrative nature; (d) allow himself to be interviewed or express any opinion for publication on any question of a political or administrative nature or on matters affecting the administration, public policy , defence or military resources of the State within the Federation. (ii)

(a)

in considering whether or not permission for the proposed publication is to

be granted, the Permanent Secretary/Head of Extra- Ministerial Department/Agency shall have regard to the interest of the Government and the public, and may , if he considers it necessary , seek the opinion of other appropriate Permanent Secretaries /Heads of Extra- Ministerial Departments/Agency.

(b)

On the submission to the Permanent Secretary/Head of Extra- Ministerial Department/Agency of a brief outline of the scope of the proposed publication and the method of the treatment to be applied thereto, the Permanent Secretary/Head of Extra-Ministerial Department/Agency may give a provisional permission for the proposed publication, provided that no final permission shall be granted unless a full and complete manuscript has been submitted to the Permanent Secretary/Head of Extra- Ministerial Department / Agency, and he is satisfied that the proposed publication is not against the interest of the Government or the public. (iii) Nothing in this Rule shall be deemed to prevent an officer from publishing in his own name, by writing, speech or broadcast matters relating to a subject of general interest which does not contain a criticism of any officer , Commissioner , official and Commissioner TMs statements or actions, or which can be regarded as of a political or administrative nature; provided that in so publishing any matter compiled with Government sanction from official records, he

gives prominence to a disclaimer of Government responsibility for its accuracy . No officer shall, without express permission of the Government, whether on duty or leave of absence: (a)

hold any office, paid or unpaid, permanent or temporary , in any political organisation;

Lagos State Government Public Service Rules Chapter

Political activities

(b) offer himself or nominate anyone else as a candidate for any elective public office including

membership of a Local Government Council or State or National Assembly; (c) indicate publicly his support of or opposition to any party , candidate or policy; (d) engage in canvassing in support of political candidates. (e) Nothing in this Rule shall be deemed to prevent an officer from voting at an election. Resignation is necessary before seeking elective public office. However, any officer wishing to engage in partisan political activities or seek elective public office shall resign his appointment forthwith. (a)

Public officers are not prohibited from holding shares in

both public and private companies operating in Nigeria or abroad except that they must not be directors in private companies, and may only be directors in public companies if nominated by Government. (b)

A

public officer , whenever required to do so by his Permanent Secretary/Head of Extra-Ministerial Department/Agency, shall disclose within three working days, in confidence, full information about any investment held by him or his immediate

family whether held in their own names or in the names of other persons or otherwise.

Where an officer is called upon to divest himself of investments which are likely to lead to public scandal or are likely to be construed as an indication that the officer has abused his public position for his private advantage, and he fails to comply within six months, the matter shall be reported to the Commission or any other such body for necessary action. In accordance with the provisions of Regulated and other Professions Private Practice Prohibition Act (Cap. Part II, no officer shall engage in private practice.

However, exception shall be granted to Medical Practitioners and Law lecturers in the Universities.

Chapter

L a g o s

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P u b l i c

S e r v i c e

R u l e s Resignation before seeking

elective officeInvestments Prohibition of private

practice It is the duty of every officer to report to Government any discovery of what he considers to be valuable minerals. Officers are prohibited

from giving any information on such valuable discoveries to any syndicate, company or individual and deriving

benefit from

it. Upon the report of such discovery , it shall be within the discretion of the Government to make the report public or to withhold it. No officer shall seek the influence of prominent persons or any other person for ensuring the due consideration of his claims on matters connected with discipline or with a view to obtaining consideration for appointment, transfer , promotion or posting. Every officer shall discharge any duties assigned to him by Government and accept liability for being stationed wherever his presence is considered to be most useful. An officer on leave of absence shall not accept any paid employment without previously obtaining the express approval of the Agency in charge of Establishments Matters. No officer shall undertake any private agency in any matter connected with the exercise of his public duties. Concealment of any of the facts which an applicant for Government employment is required to make in compliance with Rules

and

or any false statement in that regard or in any application for employment shall be regarded as sufficient grounds for non-employment or for subsequent termination of appointment without notice if the falsehood is detected after engagement. No officer may borrow money either as principal or as surety from anyone

or in any manner

place

himself under a financial obligation to any person whether in the Public Service of the Federation or a State or otherwise, such being a person:

(a)

who is directly or indirectly subject to his official authority;

(b)

who resides, possesses land or carries on business within the local limits of his official authority;

(c) with whom the officer has or is likely to have official dealings; or

(d)

who is a registered money-lender .

Chapter

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P u b l i c

S e r v i c e

R u l e s Seeking influence

of prominent persons Paid appointment

during leave of absence Mineral discoveries Posting and residence Private agency
Statement on

appointmentBorrowing money

For the purpose of this rule, the word a "person" shall include a body or Persons, corporate or non-corporate. (An officer may , however , borrow from banks, insurance companies, co- operative societies or incur debts through acquiring goods by means of a hire-purchase agreement provided that: (a) the banks, insurance companies or

co-operative societies, from which the officer

borrowed or the person with whom he signs a hire-purchase agreement, are not directly or indirectly subject to his official authority and do not have such official dealings with the officer that may lead to public scandal or be construed as an abuse of his public position for his private advantage; and (b)

the aggregate of his debts does not or is not likely to cause him serious financial embarrassment as defined under Rule (Subject to paragraph (above, an officer may incur the following debts, provided that the aggregate of his debts is not likely to cause him serious financial embarrassment: (a) sums borrowed on the security of land charged or mortgaged, where the said sums do not exceed the value of the said land;

(b)

overdrafts allowed by banks;

(c) sums borrowed from insurance companies on security of policies;

(d)

sums borrowed from the Government or co-operative societies; or

(e) sums due on goods acquired by means of hire-purchase agreement. (a) No officer or his family shall accept gifts or presentations, whether in the form of money or otherwise, from any person in recognition or anticipation of service rendered or to be rendered by virtue of his official position. These rules shall not be regarded as applying to small personal gifts such as may be exchanged between colleagues and friends. If an officer is in doubt as to the propriety of receiving and retaining a gift, he may consult his Permanent Secretary/Head of Extra-Ministerial Department/Agency.

Lagos State Government Public Service Rules Chapter

Presents in recognition of service

(b) Gifts

from traditional rulers, chiefs and other persons, which cannot

be refused without giving of fence, shall be handed over to the Government. When presents are received on behalf of the Government in ceremonial intercourse, they shall be handed over to the Government and any presents

given in return shall be at GovernmentTM s

expense. In order to improve Civil/Public Service management and enhance accountability and transparency , no of ficer shall receive any bribe or engage in corrupt practices. SECTION Š

CONDUCT PREJUDICIAL

T O THE SECURITY

OF

THE ST A TE Where it is considered that the conduct of an of ficer is prejudicial to the security of the State and where a Committee comprising representatives of the State Ministry of Justice, Of fice in char ge of Establishments Matters, Public Service Of fice and the Department in char ge of Special Services is satisfied that an of ficer has committed misconduct involving the security of the State or prejudicial to

it, the procedure prescribed in Rule

need not be followed by the State Civil Service Commission or any other such body in taking any disciplinary action it may deem fit and the punishment for such misconduct shall be aggravated. SECTION Š RETIREMENT IN PUBLIC INTEREST Notwithstanding the provisions of this Chapter , if the State Civil

Service Commission or any other such body considers that it is desirable in the Public

interest that an officer should be required to retire from the Service on grounds which cannot suitably be dealt with in accordance with the procedures laid down in Rule ,

it shall call for a full report from the Permanent Secretary/Head of Extra-Ministerial Department/Agency in which the officer has served; and if, after considering that report and giving the officer an opportunity of submitting a reply to the complaints by reason of which his retirement is contemplated, the Commission or any other such body is satisfied, having regard to the conditions of service, the usefulness of the officer thereto and all other circumstances of the case, that it is desirable

Lagos State Government Public Service Rules Chapter

Gifts from traditional

rulersProhibition of bribery

and corruptionConduct prejudicial to State Security Retirement in Public

Interest

in the Public

interest to do so, it shall retire the officer and the officer's service shall accordingly terminate on such date as the Commission

or any other such body may specify . In every such

case, the question of terminal benefits will be dealt with under the Lagos State Pension Reform

Law, Subject to the rules regarding terminal benefits, any officer may be compulsorily retired for purposes of facilitating improvement in the organisation or reorganization of the officer's Department, Ministry or Agency so that greater efficiency or economy may be effected.

Lagos State Government Public Service Rules

Chapter

APPENDIX

OFFICIAL SECRETS ACT , CAP . ARRANGEMENT OF SECTIONS See Rule

SECTION

- P R O T E C T I O N

O F

O F F I C I A L

I N F O R M A T I O N ,

E.T .C.

SECTION

- P R O T E C T I O N O F D E F E N C E E S T A B L I S H M E N T

E.T .C.

SECTION

- R E S T R I C T I O N S

O F

P H O T O G R A P H Y ,

E T C .

DURING PERIODS OF EMERGENCY

SECTION

- CONTROL

OF MAIL

-FOR W ARDING AGENCIES, ETC.

SECTION

- POWER T O REQUIRE INFORMA TION AS T O OFFENCES UNDER THIS
ACT

SECTION

-

SEARCH W ARRANTS

SECTION

- PENAL TIES AND LEGAL

PROCEEDINGS

SECTION

- S U P P L E M E N T A R Y

P R O V I S I O N S

A S

T O

OFFENCES

SECTION

- INTERPRETATION, ETC.

SECTION

- SHORT

TITLE, EXTENT

AND REPEAL

An act to make further

provisions for

securing Public Safety; and for

purposes connected therewith.

[13th September,] BE IT

ENACTED by the Legislature of the Federation in this present Parliament assembled and by the authority of the same as follows: - (subject to subsection (of this Section, a person who -

(a)

transmits any classified matter to a person to whom he is not authorised on behalf of the government to transmit it; or (b)

obtains, reproduces or retains any classified matter which he is not authorised on behalf of the government to obtain, reproduce or retain, as the case may be, shall be guilty of an offence.

(A

public officer who fails to comply with any instructions given to him on behalf of the government as to the safeguarding of any classified matter which by virtue of his office is obtained by him or under his control shall be guilty of an offence.

Lagos State Government Public Service Rules Chapter

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No .

Protection of Official

Information, etc. Commencement

(On proceedings for an offence under subsection (of this section relating to any classified matter , it shall be a defence to prove that:-

(a)

when the accused transmitted, obtained, reproduced or retained the matter , as the case may be, he/she did not know and could not reasonably have been expected

to

believe that it

was a classified matter; and

(b) when he knew or could reasonably have been expected to believe that the matter was classified matter , he forthwith placed his knowledge of the case at the disposal of the Nigeria Police Force. - (A

person who, for any purpose prejudicial to the security of Nigeria

(a)

enters or is in the vicinity of or inspects a protected place; or

(b)

photographs, sketches or in any other manner whatsoever makes a record of

the

description of

anything situated in a protected place; or (c) obstructs, misleads or otherwise interferes with a person engaged in guarding a protected place ; or

(d)

obtains, reproduces or retains any photograph, sketch, plan, model or document relating to, or to anything situated in, a protected place shall be guilty of an offence.

a

(A

person charged with an offence under the foregoing subsection shall, unless the contrary is proved, be deemed to have acted for

a purpose prejudicial to the security of Nigeria, if from his character or general conduct and from all the circumstances of the

case, it appears that he acted for such a purpose; but nothing in this subsection shall be construed as precluding the giving in evidence of matters tending to show that the accused acted for such a purpose. - (The President may , during any period of emergency within the meaning of Section

of the Constitution of the Federal Republic of Nigeria, by order provide that during the continuance of that period that no person shall, without permission in writing given by the President, photograph, sketch, or in any other manner whatsoever make

a record of the description of such things designed or adapted for use for defence purposes as may be specified by the order .

(A

person who contravenes the provisions of an order under this section shall be guilty of an offence. Lagos State Government Public Service Rules Chapter

Protection of Defence

Establishment, etc Restrictions of

photo - graphy ,

etc during periods

of emergency - Cap .

- (The Minister may make regulations: (a)

for controlling the manner in which any person conducts any organization for receiving

letters, telegrams, packages or other matters for delivery or forwarding to any other person; and, (b) without prejudice to the generality of the foregoing paragraph, providing for the furnishing of information and the keeping of records by persons having or ceasing to have the conduct of such an organization.

(Regulations under this section may contain such incidental and supplementary provisions as the Minister considers expedient for the purposes of the regulations, including in particular provisions imposing penalties (not exceeding imprisonment for a term of three months or a fine of one hundred naira or both) for any failure to comply with the regulations; and the regulations may make different provisions

for different circumstances. (Regulations under this section shall not come into force until they are approved by a resolution of each House of the National Assembly . - (Where an officer of the Nigeria Police Force not below the rank of Assistant Commissioner suspects that an offence under Section ,

or

of this Act has been committed and that a particular person is likely to be able to furnish information with respect to the suspected offence, he may , after obtaining the consent in writing of the Minister for the issue of a warrant under this subsection in respect of that person, issue a warrant to any superior police officer of that force authorizing him - (a)

to require that person to furnish to the superior officer all information in that person's possession relating to the suspected offence; and

(b)

in any case, where it appears necessary to the superior officer so to do, to afford that person adequate facilities for attending at a time and place specified by the officer

and

to require that person so to attend for the purpose of furnishing the information aforesaid.

(where it appears to an officer proposing to issue a warrant under the foregoing subsection that the delay likely to be involved in obtaining the consent mentioned in that subsection would seriously prejudice the security Lagos State Government Public Service Rules Chapter

Control of mail-

forwarding agencies etc. Power

to require information as

to

offences under

this

Act.

of Nigeria, he may issue the warrant without obtaining that consent but shall, on so doing, forthwith report his action to the Minister .

(If any person - (a) fails to comply with a requisition under Subsection(i)

of this section; or (b) in pursuance of such a requisition, furnishes any information which he

believes to be, or recklessly furnishes any information which is

false in a material particular , he shall be guilty of an offence. - (Where an officer of the Nigeria Police Force not below the rank of Assistant Commissioner has reasonable cause to believe that an offence under Section ,

or

of this Act has been committed and that matter relating to the offence is likely to be found on particular premises, he may issue a warrant to any superior police officer of that force authorizing him, and such other police officers as may accompany him, to enter and search the premises and to seize and remove any matter found on the premises which the superior police officer considers is evidence of an offence under any of those sections. (A

police officer may use force as may be reasonably necessary for the purpose of executing a warrant issued under this section. - (A

person who commits an offence under Section ,

or

of this Act shall be liable:- (a) on conviction and indictment, to imprisonment for a term not exceeding fourteen years; (b) on summary conviction, to imprisonment for a term not exceeding two years or a fine of an amount not exceeding two hundred naira or to both such imprisonment and fine. (A

person who commits an offence under Section

of this Act shall be liable on summary conviction to imprisonment for a term not exceeding three months or a fine of an amount not exceeding one hundred naira, or to both such imprisonment and fine. (No proceedings in respect of an offence under Section ,

or

of this Act shall

begin except with the consent of the Attorney-General of the Federation or a State or

on the instructions or authority of the Director of Lagos State Government Public Service Rules Chapter

Search warrants Penalties and legal

proceedings

Public Prosecutions of the State; and the instrument by which permission is signified for the beginning of any such proceedings shall state whether the proceedings shall be a summary or an indictment.

(Nothing in the last foregoing subsection shall be construed as preventing the detention of any person with a view to taking proceedings against him. - (Without prejudice to any other provisions relating to the matters mentioned in the following paragraphs or cognate matters, a person who :- (a) attempts to commit an offence under this Act or regulations made thereunder; or (b) aids, abets, counsels, incites, procures or commands the commission of such an offence; or (c) becomes an accessory before or after the fact to such an offence; or (d) conceals or procures the concealment of such an offence which he knows has been committed, shall be liable to being proceeded against and punished as a principal offender; and references in this Act to such an offence, or to an offence under any provision of this Act, shall include references to an offence in pursuance of this subsection. (Where it is alleged that an offence under this Act or regulations made thereunder has been committed outside Nigeria by a citizen of Nigeria, proceedings in respect of the offence may be brought in any court in Nigeria which would have had jurisdiction in the matter if the offence had been committed in the part of Nigeria for which the court acts.

(Without prejudice to any other power of arrest, a police officer may arrest without warrant any person whom he finds committing an offence under Section , , or of this Act, or whom he reasonably suspects of having committed such an offence.

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(In this Act, unless the context otherwise requires, the following expressions have the meanings hereby assigned to them respectively , that is to say-

Lagos State Government Public Service Rules Chapter

Supplementary

provisions as to offence Interpretation

etc. Lagos State Government Public Service Rules Chapter

system of security classification from time to time in use by or by any branch of the government, is not to be disclosed to the public and of which the disclosure to the public would be prejudicial to the security of Nigeria;

"government"

means the Government of the Federation;

"minister"

means the Minister of the Government responsible for security and public safety;

"protected place" means - (a) any naval, military or air -force establishment in Nigeria, any other place in Nigeria used for or in connection with the production, storage or testing, by or on behalf of the government, or equipment designed or adapted for use for defence purposes, and any other building, structure or work in Nigeria used by government for defence purposes; and (b) any area in Nigeria or elsewhere for the time being designated by an order made by the Minister as being an area from which the public

should be excluded in the interest of the security of Nigeria, and includes a

part of a protected place within the meaning of paragraphs (a) and (b) of this definition; "public officer"

means a person who exercises or formerly exercised, for the purposes of the government, the functions of any office or employment under the State.

(For the purposes of this Act, classified matter remains classified matter notwithstanding that it is properly transmitted to, or obtained from, or otherwise

dealt with by , a person acting on behalf of the Government of a State. - (This Act may be cited as the Of ficial Secrets Act.

(This Act shall apply throughout the Federation and shall apply to citizens of Nigeria elsewhere than in Nigeria. (The Of ficial Secrets Act is hereby repealed; however , that Section

of the Of ficial Secrets Act, (which provides for the control of mail-forwarding agencies) shall not cease to have ef fect in its ficlassified matter"

means any information or thing which, under any Short title, extent and repeal. C ap .

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application to Nigeria until the first regulations made in pursuance of Section

of this Act come into force. (Sub-section (of this Section shall not be construed as repealing the Of ficial Secrets Act (hereinafter referred to as "the former legislation") in so far as, apart from the sub-section, the former legislation has ef fect as part of the law of a State and is not inconsistent with or made redundant by the Act; a n d

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s h a l l

h a v e

e f f e c t

a c c o r d i n g l y .

(Nothing in this Section shall af fect any power of the Legislature of a State to make laws with respect to public safety which are not inconsistent with the provisions of the Act and, in particular , to make laws repealing the former legislation in so far as it has an ef fect as part of the law of the State.

Lagos State Government PublicService Rules Chapter

L i m i t a t i o n o f r e p e a l m a d e b y C a p .

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CHAPTER

SALARIES AND INCREMENTS SECTION

- SALARIES SECTION

- INCREMENT

RULES SECTION

- SALARIES The

Financial Regulations

contains guidance on the payment of salaries and wages. On first appointment, salary shall, as a general rule, be paid as from the date of assumption of duty . On transfer from another Government to the State Civil / Public Service, a member of

staff shall be eligible for the salary attached to his new office with effect from the day he assumes duty .

:

The following rules shall apply where an officer is promoted in the ordinary course within the State

Public Service to an office carrying salary on an incremental scale: (i) If the officer is promoted to a salary Grade Level that does not overlap his old Salary Grade Level, he will be placed at the minimum point of his new Salary Grade Level. (ii) If his salary in the former post is higher than the minimum point of

the new Salary Grade Level, he

will be placed

on

the next point, higher than his former salary

after taking into consideration the increment he

would have earned if he had not been promoted. SECTION - INCREMENT RULES Increment

is a predetermined amount added to the annual emolument of an officer every calendar year .

Lagos State Government Public Service Rules Chapter

Payment of Salaries Salary on appointment Salary on transfer

from other

Government Salary on promotion within

incremental scales Definition

An officer on an incremental Grade Level shall normally be

granted an increment unless he is on interdiction/suspension or has a disciplinary action pending against him or on account of poor performance. Subject to good conduct and performance, an officer's incremental date shall be 1st January or 1st July after the first anniversary of his appointment/advertisement/conversion/upgrading

date. For promotion,

incremental date shall be 1st January or 1st July. **DEFERRING AND WITHHOLDING OF**

INCREMENTS. The grant of an increment may be deferred or withheld in accordance with the provisions of the Chapter on Discipline.

In deciding which penalty to impose or recommend, a Permanent Secretary/Head of Extra-Ministerial Department shall take into account the gravity of the shortcoming and the quality of the officer's previous service, bearing in mind that to withhold an increment is a more serious penalty than to defer it. An officer's increment is deferred when the decision as to whether or not it shall be granted is postponed for a specific period.

The period must be fixed at the time the increment is deferred and must not be less than three months nor more than six months; if less than six months in the first instance, it may, if necessary, be increased to six months by an additional specific deferment. If a deferred increment is eventually granted, it does not become effective until the day following the expiration of the specific period of deferment, but the recipient retains his original incremental date for subsequent increments.

If a deferred increment is not granted at or before the expiration of six months from the date it was originally due, it must be withheld. An officer's increment is withheld when it is decided not to grant it and he shall cease to be eligible until his next incremental date. The withholding of an increment thus results in the salary of the officer in question remaining for the rest of his incremental service one increment behind what it would have been had the increment not been withheld. An increment deferred or withheld cannot be restored with a retrospective effect in consequence of improved service during a later increment-earning period.

Lagos State Government Public Service Rules Chapter

Increments not as of right Incremental Date Grounds for withholding

or deferring Deferred Increment Withheld Increment Withheld or deferred increment not restorable

An Officer who is required to fulfill any of the following conditions- (a) securing confirmation of appointment (b) passing of a prescribed examination or test may, if the conditions are not fulfilled within the specific time, cease to be eligible to receive any increment until the date on which he does fulfil the conditions in question.

Lagos State Government Public Service Rules

Chapter

Suspending of Increments

CHAPTER

STAFF PERFORMANCE EVALUATION SECTION

- GENERAL SECTION

- PROGRESS REPORTS ON OFFICERS SECTION

- R E N D I T I O N

O F

S T A F F

P E R F O R M A N C E

A P P R A I S A L

R E P O R T S

S E C T I O N

- GENERAL It is required that both the reporting officer and the officer being reported on, at the beginning of the reporting period must agree on performance

goals

derivable

from

the

overall

work

plan

of

the

Ministry/Department/Agency for the reporting period. (a) A

reporting of ficer must not only be at least one substantive grade above the of ficer being reported on, but also be the immediate superior of ficer under whom t he of ficer being reported on directly works. Where an of ficer has served in more than one Department before his report is rendered, the reporting of ficer shall be the immediate superior of ficer under whom he worked for

the substantial part of the normal period a report shall cover . It is necessary that a

Countersigning Of ficer should assess every report before

countersigning. (b) The reporting period for of ficers on GL07 - GL12 is bi-annual i.e. June and December of the reporting year . (c) The reporting period for of ficers on GL

- GL

is annual i.e. January - December of the reporting year . (i)

Of ficers™

bi-annual Reports should be completed within a

month after the reporting period, that is, 31st of July of the

Reporting Y ear and 31st January of the succeeding year .

Lagos State Government Public Service Rules Chapter

Reporting Officer

(ii)

Of ficers™

Annual Reports should be completed within the first

quarter of the succeeding year , that is, 31st of March; (iii) Of ficers reporting bi-annually must serve a minimum of

three months in the Agency within the reporting period;

(iv) Of ficers reporting annually must serve a minimum of six

months in the Agency within the reporting period; (v) Any violation of the conditions stated in

(i) - (iv)

above shows

that the of ficer is not eligible for appraisal and the period shall

not count as eligibility period for promotion. It is essential, for the general eficiency of the Service, that Performance

Appraisal

Reports on of ficers shall be detailed and candid. Reporting of ficers must realise that their own capabilities are discernible from reports rendered on their of ficers, bearing in mind

the responsibilities of the Of fices held. On the date designated Letter Day , any adverse comment on an of ficer's work or conduct included in a report shall be conveyed to him in w r i t i n g

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P e r m a n e n t

S e c r e t a r y / H e a d

o f

Extra - Ministerial

Department/Agency in clear terms and with the intent of encouraging him to improve his conduct and performance as appropriate. The fact that this action has been taken shall be stated in the report itself. Similarly , exceptional conduct and performance in the period under review shall be recognized and acknowledged. In cases where a Head of Department is not very familiar with the performance and conduct of an of ficer who is adversely reported on, he shall investigate the circumstances leading to the bad report before recording his own views, but where this is not possible, he shall indicate his inability to comment on the report.

SECTION - PROGRESS REPOR TS ON OFFICERS (a)

Progress reports must be rendered on all newly employed of ficers regardless of Grade Level. (b) Progress reports are meant to assess the conduct and performance of an of ficer on probation or contract, for confirmation.

Chapter

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P u b l i c

S e r v i c e

R u l e s Communi- cation of

reports to officers-

Letter Day Performance Appraisal

Reports to be detailed and candid What to do by Head of

Department not familiar with officer reported upon. Progress report on officer on probation/ initial

contract However, where the he should be informed appropriately and given ample opportunity to improve. The Reporting Officer who shall be the immediate supervisor is responsible for rendering progress reports at intervals of six months with effect from the date of first appointment. The final Progress Report shall be rendered at the expiration of an officer's probationary period or a contract tour. If, for any reason, an officer's probationary period is due to expire at a time when he will be on leave, the final progress report should be rendered not later than two months before he

proceeds on such leave, in order that a decision as to the confirmation, deferment of confirmation or termination of his appointment may be taken and communicated to him before his departure. In the case of an officer on contract, if adverse opinion of his suitability has been formed before progress report shall be rendered not later than two months before he proceeds, in order that Government's decision as to whether he should be allowed to return for a further tour may be taken and communicated to him before he departs and the officer may have the opportunity of deciding before he departs, whether in the light of the adverse opinion already formed, it is in his own interest to return. Where an officer has, during a period or part of a period in respect of which a Performance Evaluation Report is to be rendered, been absent from his Department for the purpose of training, the Head of Department shall obtain such reports from the authorities in charge of such training as will serve as an alternative to, and in lieu of, the normal Performance Evaluation Report.

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P e r m a n e n t

S e c r e t a r i e s /

H e a d s

o f

E x t r a - M i n i s t e r i a l

Department/Agencies should address progress reports to the Permanent Secretary , Civil Service Commission or the Permanent Secretary , Public Service Office, as appropriate under personal and confidential cover . The final Progress Report rendered after

monthsTM

service shall include a definite recommendation as to whether the officer TM s appointment should be confirmed or terminated or whether his contract should be renewed. conduct and performance are below required standard,

Chapter

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P u b l i c

S e r v i c e

R u l e s In special cases Timing Reports on Officers on

training courses. Procedure

REPORTS ON SECONDED OFFICER When an officer is seconded to another Ministry/Extra- Ministerial Department/Agency, the Permanent Secretary/Head of Extra- Ministerial Department/Agency to which he is seconded is responsible for furnishing the reports on the officer as required by this chapter . In cases where adverse comments are made on the performance and conduct of officers, such officers shall be informed in writing immediately . Arrangements shall be made with Corporations or State-owned Companies to which officers are seconded to furnish the reports on the officers so seconded as required by this chapter , as though such bodies were Government Departments/Agencies. It shall be the responsibility of the Permanent Secretary/Head of Extra-Ministerial Department/Agency from which an officer has been seconded to request the Corporation or State- owned company concerned, two months before the due date, to furnish the required report on appropriate annual Report Forms, which shall be supplied to the establishment for this purpose.

SECTION - RENDITION OF STAFF PERFORMANCE APPRAISAL REPORTS ON OFFICERS The purpose of the Staff Performance Evaluation Form is to provide a continuous process of reviewing, measuring and feedback on an officer's performance and capabilities from which his suitability for promotion, training and other potentials may be assessed by the State Civil Service Commission and other authorised Establishment bodies. In the case of promotion / appointment to a higher responsibility , the Commission should consider the cognate and relevance of the officer's previous experience to determine the eligibility and suitability for such post, without prejudice to seniority and length of service.

: Every officer on whom a Staff Performance Appraisal Report is rendered shall, within thirty days to the end of the Reporting Period, complete and sign the relevant pages of the appropriate number of copies of the Form and forward them, unfolded, through departmental channels to the

Performance Reports should be rendered on all of ficers at the end of each reporting period. Staf f Appraisal

Chapter

L a g o s

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P u b l i c

S e r v i c e

R u l e s Secondment to

Ministry/ Extra-Ministerial Department/ AgencySecondment to corpora-

tion, or State- owned companiesPurpose P e r i o d Action by officers

Pe rm an en t Se cr et ar y/ He ad

of

Ex tr a- Mi ni st er ia l De pa rt me nt /A ge nc y.

Of ficers who will be on leave on the due date should take this action before proceeding on leave (see Appendix to this Chapter) . It is essential for all of ficers to know that the performance appraisal shall be based on open reporting system. Each of ficer is therefore expected to provide correct information in the Staf f Performance Evaluation Report. The of ficer being appraised and the Head of Department are to agree on the duties to be performed, set and agree on performance objectives to be met and evaluate and assess the actual performance against the performance objectives set, so that the report may be used for the purpose explained in Rule

without reference to any other document. The attention of all officers is invited to the need to provide

detailed

information in their response to the questions on the relevant sections of the Staff Performance Appraisal Report forms, so that the reports may be used for the object explained in Rule

without APPENDIX SUMMARY The reports required on officers at various stages of their service together with the number of copies of such reports and their destinations are summarized in the following table: reference to any other document.

:

Every

Permanent

Secretary/Head

of

Extra-Ministerial

Department/Agency shall make such departmental arrangements as he considers necessary to ensure that, thirty days before the due date, an officer serving in his Ministry/Extra-Ministerial Department/Agency, on whom a Report is required, takes the action indicated in the preceding Rule and that the forms thus completed by individual officers are forwarded to the appropriate Reporting Officers who shall complete the appropriate sections of the report which shall then be forwarded to the Permanent Secretary/Head of Extra-Ministerial Department/Agency. Not later than fourteen days

after the due date, the

Permanent Secretary/Head of Extra-Ministerial Department/Agency will receive from Reporting Officers

reports duly completed by them, add his own reports, comments and endorsements, if any, to all copies of each report and forward them in sufficient time to reach their respective destinations within thirty days of the due date.

Chapter

L a g o s

S t a t e

G o v e r n m e n t

P u b l i c

S e r v i c e

R u l e s Department routine Action by Permanent

Secretary/ Head of

Extra- Ministerial DepartmentOpen Reporting

System

Chapter

OFFICER

TYPE

NO.

DATE

OF

SUBMISSION

DESTINAT-

ION

ALL

STAFF ON

GL

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A

On

probation/on

contract

with

less than

two

years™

service

SPADE V. GEN.

On

completing

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and

months™

service.

Permanent

Secretary,

Civil

Service

Commission

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Permanent

Secretary,

Office

of

Establishments

&

Training

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B

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contract

with

two

yearsTM

service

SPADE V. GEN.

C

Confirmed

in

Junior

Post

SPADE V. GEN.

End

of

each

calendar

Year

Permanent

Secretary,

Office

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A D M I N I S T R A T I V E

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SPADE V. GEN.

On

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service

Permanent

Secretary,

Public

Service

Office

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other

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agencies

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Officer

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has been

confirmed.

On

contract

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two

years™

service

SPADE V. GEN.

End

of

each

calendar

year

Permanent

Secretary,

Public

Service

Office

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All

other

staff

Members

SPADE V. GEN.

End

of

each

calendar

year

Permanent

Secretary,

Public

Service

Office

G

Officer

on

transfer

of

service/

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End

of

each

calendar

year

Permanent

Secretary,

Public

S e r v i c e

O f f i c e ,

C i v i l

S e r v i c e

C o m m i s s i o n

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LEVEL

AND

ABOVE.

On

Contract

appointment

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Form

Once

in

a

calendar

year

(July

and

Dec.)

Permanent

Secretary,

Civil

Service

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S e c r e t a r y ,

C i v i l

S e r v i c e

Commission

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Other

staff

members

SPADEV

Form

End

of

a

calendar

year.

Permanent

Secretary,

Civil

Service

Commission.

Lagos

State

Government

P u b l i c

S e r v i c e

R u l e s

CHAPTER PRESCRIBED EXAMINATIONS FOR CONFIRMATION/PROMOTION SECTION - GENERAL SECTION - COMBINED CONFIRMATION/PROMOTION EXAMINATIONS FOR CLERICAL OFFICERS AND ASSISTANTS SECTION

- COMPULSORY

EXAMINATIONS FOR ADMINISTRATIVE OFFICERS SECTION

- COMPULSORY

EXAMINATIONS FOR

EXECUTIVE OFFICERS SECTION GENERAL The purpose of the examinations specified in this chapter is to test the candidates' ability to apply the rules and principles contained in the Books, Acts, Laws etc. which form the subjects of the examinations. Accordingly, candidates will be allowed to refer, during the examinations, to the relevant books, Acts, Laws etc. in question but not books of model answers or prepared questions. There shall be an Examination Committee appointed by the Head of

Service of the

State consisting of Agencies responsible for

Establishments Matters, Management Services, Ministries of Justice, Finance and Education, which shall be responsible for the general policy;

while the Lagos State Examination Board shall conduct and supervise the examinations. Any

officer who does not pass the examinations specified in this chapter as compulsory for him within the time-limit stated in the relevant Rules,

will

have

his probationary

appointment terminated

or

his confirmation deferred, whichever is appropriate to the circumstance, and he

shall not be considered for promotion. Chapter

Lagos

State

Government

Public

Service

Rules Textbooks allowed Examination Committee Failure to

pass examinations

Chapter

Lagos

State

G o v e r n m e n t

P u b l i c

S e r v i c e

R u l e s An of ficer who refuses to take the confirmation examination after four years of first appointment shall be required to resign from the Service. Confirmation examination shall be held once a year . SECTION - COMBINED CONFIRMATION/PROMOTION EXAMINATION FOR CLERICAL OFFICERS AND CLERICAL

ASSISTANTS.

- The tests will be held at least once a year .

Details of the subjects to be taken at each level are as follows:

I. Clerical Officers G.L. with WASC or GCE O/L or NECO who have spent at least one year in the Service: (i) Use of

English (ii) General Paper (iii) Public Service Rules (iv) Financial Regulations (v) Office Procedures or Special Papers II. Clerical Assistants

G.L.

(with JSSCE or S. or SSCE

attempted) or those who have passed the Sub-Clerical/Sub-Technician Examinations and have spent at least two years on the post): (I) Use of

English (ii) General Paper (iii) Public Service Rules (iv) Financial Regulations (v) Office Routine or Special Papers (vi) Elementary Mathematics B. The pass marks shall be as follows: I. Clerical Officer II G.L. Confirmation/Promotion level : % Average with at least % score in English and % score in each of the other subjects. II.

Clerical Assistant: Promotion Level:

% Average with at least % score in English and % score in each of the other subjects. All Clerical Assistants on G.L.

who have served for not less than two years on the Time

of

holding

Confirmation Examination Refusal

to take confirmation examination

grade shall take and score a minimum of % pass mark to be deemed eligible for promotion to Clerical Officer II GL

SECTION

- COMPULSORY

EXAMINATION FOR

ADMINISTRATIVE OFFICERS Administrative Officers are required to pass the examinations prescribed in Rule

within two years from the date of : notwithstanding; (b) Transfer from other scheduled services; and (c) Conversion from other cadres to the Administrative Officer cadre. An Administrative Officer who possesses legal qualification obtained from a Nigerian University or has been called to the Nigerian Bar shall be exempted from taking Group A

of the prescribed examinations. The following are the prescribed examinations for Administrative Officers except otherwise reviewed: GROUP

A

: LA W

EXAMINATION This examination consists of two papers on the following subjects: (a) Nigerian Legal system; (b) Ministerial Government Procedure based on: (i) Lagos (Administrative and Executive Functions) Act No.

of

(ii) Ministers' Statutory Powers and Duties (Miscellaneous Provisions) Act, Cap. ,
Acts of the Federation of Nigeria,

(iii) Legislative Houses (Powers and Privileges) Act. Cap. Laws of the Federation
of Nigeria,

(iv) T ransfer of Functions (Lagos) Order L. N.

of

(v) T ransfer of Functions (Federation) Order L. N.

of

(vi) Chapter VI, Part I, Section A

of the Constitution of the Federal Republic of Nigeria ,

(vii) The Pensions Reforms Laws (a) Direct appointment to the State Civil/Public
Service, Grade Level

Chapter

L a g o s

S t a t e

G o v e r n m e n t

P u b l i c

S e r v i c e

R u l e s General Exemption General

The main provisions of the following legislation: (a) The Constitution of the Federal Republic of Nigeria, ; (b) The following chapters of the Laws of the Federal Republic of Nigeria,

and the subsidiary legislation

made thereunder: Chapter

T i t l e of Act

Commissions and T ribunals of Inquiry Act

Illiterates™

Protection

Interpretation Act

Notaries Public Act

Oaths Act

O f f i c i a l S e c r e t s Act

V o l. I B V

Cap

V o l. I V

Constitution Laws of Lagos State Civil Service Commission

Fundamental Human Rights VIII Part I of Federal Capital T erritory

Constitution79 Chapter

L a g o s

S t a t e

G o v e r n m e n t

P u b l i c

S e r v i c e

R u l e s

Chapter

L a g o s

S t a t e

G o v e r n m e n t

P u b l i c

S e r v i c e

R u l e s GROUP

B: EXAMINATION IN OFFICIAL

PUBLICATIONS This examination consists of two papers: (i) Public Service
Rules (ii) Financial Regulations SECTION

-

COMPULSORY

EXAMINATIONS

F O R

EXECUTIVE OFFICERS (ALL

CADRES)

Executive Of ficers (all cadres) are required to pass the examinations prescribed in Rule

within two years from the date of: (a) Direct appointment

to the State Civil / Public Service, Grade Level notwithstanding; (b) Transfer from other scheduled services; and (c) Conversion from other cadres to the Executive Of ficer cadre. The following are the prescribed examinations for Executive Of ficers (all cadres) except otherwise reviewed:

(i)

Public

Service Rules

(ii) Financial Regulations Fees shall be paid to examiners and invigilators at rates which may be determined

from time to time by the State Government. Officers who ar e r equir ed to pass S y l l a b u s e s

o f e x a m i n a t i o n s Examination Fees

Chapter

L a g o s

S t a t e

G o v e r n m e n t

P u b l i c

S e r v i c e

R u l e s CHAPTER MEDICAL / DENT AL

PROCEDURES SECTION - GENERAL SECTION - F ACILITIES FOR
MEDICAL

TREA TMENT SECTION - ABSENCE FROM DUTY ON ACCOUNT OF
ILLNESS SECTION - MA TTER RELA TING T O INJURIES SECTION - DEA
TH BENEFITS AND REP A TRIA TION OF CORPSES SECTION - GENERAL
Hospital

-

means a Government Hospital or any health facility run by a Government Agency .
Medical Officer

-

means a Government Medical Of ficer or a Medical Of ficer in a hospital run by a
Government Agency . Private Practitioner

- means any other Registered Medical or Dental Practitioner . The medical
certificates, reports of medical boards, dental treatment records, reports of private
practitioners and confidential health reports mentioned in this Chapter will be
treated as strictly confidential. No copies of such reports shall be released except to
another Service of Government to which an of ficer has been transferred. Every
person appointed shall be required to present himself for examination by a
Government Medical Practitioner with a view to

ascertaining that he is sound in health and fit to perform his duties without prejudice to government policy on the right of individual as it pertains to specific duties from time to time.

Unless otherwise provided in the offer of appointment, the fee for such an examination shall be paid by the State Government.

If the candidate is not finally passed as medically fit for service, his appointment shall

be terminated. TREATMENT AND Definitions Medical documents

to be treated as confidential Medical examination on appointment

Lagos State Government Public Service Rules Chapter

:

The

Permanent

Secretary/Head

of

Extra-Ministerial

Department / Agency may at any time direct or if the officer so requests, call on an officer to appear for examination by an approved or Government Medical Practitioner, or before a duly constituted Medical Board with a view to ascertaining that the officer is capable of performing the duties. An officer on leave of absence on medical grounds may be required, or at his own request, be permitted by the State Government or its accredited representative, to present himself

for examination by an approved Medical Practitioner , with a view to obtaining a report as to the officer's

medical fitness to return to his

duties or be

redeployed appropriately. In the case of examinations under

either of the

two preceding

Rules (and : (a) any fee in respect of the examination shall, in the absence of any special regulation or

arrangement to the contrary ,

be paid by the State Government; (b) the person(s) appointed to conduct the examination shall have discretion to call

a Specialist into consultation and any fee due to the Specialist for assistance in

rendering a report to the Government shall be paid from public funds; (c) the

report

of

the

examination

shall

be

furnished

to

the

Government

and

may be

communicated

to

the

of ficer

concerned

at

the

discretion

of

the

Medical

Of ficer; and

(d) the of ficer shall be informed at the earliest possible date of the decision

reached

by the Government after consideration of the report; and if the officer is dissatisfied with the decision, he shall

make representations to this effect and Government at its

discretion shall decide whether any further medical evidence shall be called for .

An officer may be granted leave by his Permanent Secretary/Head of Extra-Ministerial Department / Agency for the purpose of visiting a Medical Specialist/Dentist, but only if it is certified by the Government

Special medical

testsLeave to visit

medical specialist/ dentistMedical tests for officer on leave of absence Procedure

Lagos State Government Public Service Rules Chapter

Medical Officer that he is unable to deal with the case himself and that it will definitely affect the health of the officer if consultation is postponed. If no Medical Certificate is given, it will be open to an officer to apply for casual leave under Rule SECTION

-

FACILITIES FOR MEDICAL

TR E A T M E N T The Government medical facilities providing certain

free services

to all officers, spouses and four (dependants who

are under

years of age and the scale of charges for other Government medical facilities are specified in current Hospital Fees Regulations and amendments. A

member of staff who prefers to be treated by a private practitioner instead of availing himself of Government medical facilities must himself bear all expenses incurred through such treatment. (a) When, owing to the state of his health, a staff member or a member of his family is compelled, in the absence of a Medical Officer, to

avail himself of the services of a Private Practitioner, he will be responsible in the first instance for the fees payable. If, however, the circumstances are recognized by the Permanent Secretary, Ministry of Health, as requiring such service, he may authorize a refund to the officer at such rates as he

considers fair and reasonable.

(b)

When an officer or a member of his family gets a prescription from the Pharmacy or a Medical Investigation (Laboratory and Radiology) Officer in a Government Hospital/Clinic, which

he is unable to obtain from a Government Hospital, he shall, on application to the Permanent Secretary, Ministry of Health, be reimbursed the cost of purchasing the drugs and Services on production of receipt issued to that effect. (i) RE-IMBURSEMENTS OF MEDICAL EXPENSES All requests for re-imbursements of Medical Expenses shall be processed using the following guidelines: A. GENERAL

i. An individual is to present application for re-imbursement through the Heads of respective MDAs addressed to the Honourable State Government

Medical facilities Officer bears expenses Expenses

refundable in

Special

Circumstances

Lagos State Government Public Service Rules

Chapter

Commissioner or the Permanent Secretary , Ministry of Health; ii. Application should be accompanied by photocopy of staff identity card of applicant; iii. Application letters should be submitted along with copies of all relevant documents including evidence of payment; iv . Re-imbursment shall only be for applicant, spouse and not more than four children below

years of age, as at the last birth date; v . All applications should be addressed to Lagos State Ministry of Health for consideration and recommendation; vi. Recommendation amounts within the approval limits of the Honourable Commissioner and Permanent Secretary , Ministry of Health will be processed at that level while others will be forwarded to the Honourable Commissioner , Ministry of Economic Planning and Budget (MEPB) or His Excellency , the Governor as the case may be. B. RE-IMBURSEMENT

FOR DRUGS AND LABORATORY

TESTS

Application for re-imbursment of Medical Expenses on Drugs and Laboratory investigations not available at Government Hospitals must be accompanied by the following documents: i. Photocopy of doctor's prescription, clearly bearing the name and signature of a qualified Doctor from the State's Health Facility; ii. Drug prescriptions from private hospitals must be countersigned by a Doctor in the Lagos

State Civil Service; and iii. Copies of receipts and other documents as evidence of purchase/ payment. C. USE OF

PRIVATE FACILITIES i. In emergency situations that warrant use of Private Facilities, the applicants must ensure that he is transferred to a State Hospital within hours of admission; ii. Medical bills from private hospitals in non-emergency situations will NOT

be considered; iii. All original receipts must be produced on request by the Ministry of Health; iv . Any receipts more than N10, (Ten Thousand Naira) must be

Lagos State Government Public Service Rules

Chapter

accompanied by a valid Medical Report countersigned by a Doctor in a Lagos Public Health Facility; v . Any receipt more than N100, (One Hundred Thousand Naira) would be reviewed by the State's Medical Board. D. OVERSEAS MEDICAL

TREATMENT

In addition, application for re-imbursement of overseas treatment expenses must be accompanied by the following documents: i. Evidence of prior application for Government medical assistance for overseas medical treatment as endorsed by the Honourable Commissioner for Health and approved by His Excellency , the Governor; ii. Medical Report stating Diagnosis and Recommendation for overseas treatment, bearing Name and Signature and Managing Consultant in Nigeria which must be from a Public Health Facility; iii. Medical Report and Treatment Summary from Overseas Hospital; iv . Receipts and other documents as evidence of payment; v . All cases must be reviewed by the State Medical Board irrespective of the amount involved, while application without prior Government approval to proceed on overseas treatment will not be considered.

TREATMENT

ON BOARD SHIP/AIRCRAFT

AND ABROAD If an officer is embarked ,

by Government or its accredited representative ,

in a ship / aircraft as an invalid and placed in the charge of the medical escort, the latter's fees for medical attendance on the officer during the journey will be payable by Government. Government will consider claims for the refund of medical expenses incurred by officers and their families during voyages duly authorized by the Government in cases of serious illness occurring en route

and provided that the illness is not attributable to the officer's or his family's negligence. Claims for petty bills incurred on board ships/aircraft will not, however , be entertained.

The Ministry of Health or any other similar body may authorise a refund of medical expenses (including charges for maintenance) incurred by an officer while overseas on leave or on duty provided that: Officers embarked

as invalids Officers falling

seriously ill on voyage to or from Nigeria Medical expenses

during overseas leave or on duty

Lagos State Government Public Service Rules

Chapter

(a)

the illness was not due to the officer's negligence; (b)

the illness was attributable to conditions or the climate overseas; (c) the officer sought to avail himself of the services of the local National Health

Service (where applicable) and could not obtain the requisite attention within a reasonable time; (d) the officer informed the nearest accredited representative of the Government at the earliest date possible that he was unable to obtain the requisite attention through the local Health Service; and (e) the officer showed reasonable diligence, expedition and economy in seeking and obtaining medical attention. -

(a)

Approval for journeys outside Nigeria for medical treatment will only be given by the Governor following the assessment

and recommendation

of a constituted Medical Board and shall be confined to serious cases where a patient's life is

in danger or where the examination is necessary for diagnosis of difficult cases or to ensure that a patient is fully recovered and able to undertake his duties. Where the officer is treated as an out-patient, he shall be entitled to Estacode Allowance at the appropriate rate. (b)

An officer's spouse and children who are very ill and cannot be cared for locally because of lack of expertise or equipment can enjoy medical treatment overseas at Government expense. (c)

Every application for medical treatment abroad must be supported by a report from a properly constituted Medical Board.

It must be submitted to the Permanent Secretary, Ministry of Health by the sponsoring

Ministry, Department or Agency. The Permanent Secretary shall then make his recommendations to the Governor . The Permanent Secretary (Health) conveys approval to the applicant, with copies to the Ministry of Finance, who then seeks the permission to travel abroad from the Head of Service. - (i) Approval for Public Servants / Public Of fice Holders to receive periodic medical check-up at GovernmentTM s expense locally and abroad shall be given by the Governor:

M e d i c a l

t r e a t m e n t o v e r s e a s .

Lagos State Government Public Service Rules

Chapter

(ii) C o n d i t i o n s

f o r

s p o u s e s

a c c o m p a n y i n g

a i l i n g

o f f i c e r s : Permission may be granted an of ficer's spouse to accompany him at GovernmentTM s expense where the ailing of ficer is considered to be in a

'life or death' condition, in consequence of which immediate medical treatment or hospitalization abroad is recommended. In such a case, the commitment of the State Government shall be limited to the provision of return air passage for the two of them, together with the payment of Estacode rate in

respect of only one spouse, it being assumed that if the patient is hospitalized, his

s pouse will remain in a hotel, or that if the of ficer remains as an out-patient,

the two of them will utilize the same hotel accommodation. Even then this privilege (by which a spouse is permitted to accompany the officer) shall not be automatic, it being a necessary requirement that a specific approval from the competent authority must be obtained prior to the journey abroad. (iii) The duration of medical treatment abroad at Government expenses shall not exceed fourteen days which can be extended only by the specific approving Authority .

PROCEDURE FOR MEDICAL CHECK-UP - (i) The Governor's approval in respect of officers in (above shall be conveyed to the officers in writing by the Head of Service with copies to the Ministries of Health and Finance and the appropriate Nigerian Mission. (ii) Officers in (above shall submit their applications through their Permanent Secretaries to the Head of Service for the Director of Medical Services and the

Permanent Secretary , M i n i s t r y

o f

H e a l t h

t o

c o u n t e r s i g n

t h e

C e r t i f i c a t e

o f

Recommendation issued by a local consultant which should be attached to the application. **ANNUAL MEDICAL CHECK-UP FOR PUBLIC SER V A N T S** (i) In order to ensure better health service delivery and total well- being of staf f aimed at

stemming the various incidences of untimely death arising from often curable ailments, it is a matter Annual Medical

check up

Lagos State Government Public Service Rules

Chapter

of compulsion for all Public Servants to visit any designated State Government Hospital for medical check-up once a year .

For administrative purposes, this generally is scheduled to fall within the month of the officer's birthday .

(i)

If, as a result of such a check-up, it is recommended that a further medical consultation and/or treatment be undertaken/given abroad, permission to do so may be granted by the Governor.

(g) The cost of the annual medical check-up is borne by the Government. SECTION

- ABSENCE FROM DUTY

ON ACCOUNT

OF ILLNESS The following types of Medical Certificates are issued in connection with the sickness of Staff: (i)

Excuse Duty Certificate , Form No. Med. ; (ii)

Light Duty Certificate , Form No. Med. ; (iii) Medical Certificate of Treatment; (iv)

Certificates issued by hospitals run by a

State Government Agency . An of ficer seeking one of these certificates shall do so either: (i)

by presenting himself to the appropriate Medical Of ficer for examination,

in which case he will, unless admitted to hospital as an in-patient, be given an appropriate certificate by the Medical Of ficer who examines him; or (ii)

by forwarding to the Medical Of ficer at his station, a detailed report on his sickness given by the Private Medical Practitioner / T raditional Medical Practitioner who is attending to him and arranging for the collection from such a Medical Of ficer of whichever certificate the latter decides to issue to him in the light

of the report (see Rules , . i T ypes of Medical

CertificatesHow obtained

Lagos State Government Public Service Rules

Chapter

Every of ficer is responsible for keeping his Agency informed in writing

the address at which it shall be possible to find him or ascertain his whereabouts in the event of his being prevented by illness from reporting for duty. -

(a)

An of ficer , not being on leave of absence or an in-pa tient in a Government Hospital, who is prevented by illness from performing his duties at his place of work, must either report the fact immediately to his Agency or , within

hours, cause to be delivered to his Agency , an Excuse Duty Certificate, signed by the appropriate Medical Of ficer . (b)

on reporting sick to his Agency , an of ficer shall either: (i)

receive instructions to seek medical advice immediately ,

in which

case, he must cause one or other of the Medical Certificates listed in Rule

delivered to his Agency within

hours; or

(ii)

be authorised by a reporting of ficer to absent himself from duty without a Medical Certificate for a specified period; in a place where a Medical Of ficer is available, such a specified period shall not exceed two days; in a place where no Medical Of ficer is available the specified period shall be at the discretion of the reporting of ficer . (c)

Unless absence from duty through illness is covered either by admission to a Government Hospital or by departmental authority as explained above or an Excuse Duty Certificate, it shall be treated as absence without leave. (See Rule (d)

An of ficer who has failed to comply with this Rule shall render himself liable to be treated as having been absent without leave. An of ficer stationed at a place where a Medical Of ficer is available must, when he has been prevented by illness for two days from pe rforming his duties ,

seek medical advice. An of ficer may seek such advice either from t h e

M e d i c a l

O f f i c e r ,

o r

i f

he

prefers,

from

a

private

Medical

Practitioner / Traditional Medicine Practitioner . An officer stationed at a place where no Medical Officer is available shall, when so instructed by his Agency , comply with any official arrangements made to provide him with medical advice and shall comply with the advice so obtained. Responsibilities of officers:

duty to notify address Duty to report to Employer

when sickDuty to

seek and

comply with

medical advice

Lagos State Government Public Service Rules Chapter

If, for any reason, it is decided that an officer should be examined

by a Medical Board, he shall present himself for examination at the place and time instructed, and shall afterwards comply with recommendations of the Board, which shall supersede any medical advice already given to him by a

Medical Officer or Private Practitioner . Refusal to appear before a duly constituted Medical Board shall be treated as misconduct. RESPONSIBILITIES OF MINISTRIES/ EXTRA- MINISTERIAL DEPARTMENTS

:

Permanent

Secretaries/ Heads

of

Extra - Ministerial

Departments/Agencies shall arrange for the responsibilities described below to be allocated to appropriate officers: (i) In each Agency , an up-to-date record shall be maintained of the residential addresses of all officers. (see Rule . (ii) If an officer's absence from duty is not explained by him within

hours, enquiries shall

be made at his recorded address to ascertain the cause of absence. (iii) Whenever an officer becomes so ill that he is physically unable to present himself for medical examination, the circumstances and his whereabouts shall be reported by his Agency to the nearest Government Hospital. (iv)(a) When an officer reports that he is prevented by illness from performing his duties, he shall (unless Rule

(iii)

applies) be instructed or authorised as explained in Rule ; and (b) Be provided with a note requesting the Medical Officer to examine and treat him. (v)

When it is desirable to constitute a Medical Board, it is the responsibility of the Permanent

Secretary/ Head of Extra-Ministerial Department / Agency to initiate action in this regard .

Duty

to appear

before

a

Medical

Board

and to

comply

with

recommendations . Who is responsible? Recording of addresses. Enquiries about

absentees Reporting of staff

members' sickness Instructions to Officer

reporting sick Constitution

of

Medical

Board

Lagos State Government Public Service Rules Chapter

RESPONSIBILITIES OF MEDICAL OFFICERS

:

When an officer presents himself to a Medical Officer for examination, the latter shall examine and treat him and either give him the appropriate certificate listed in Rule

or , if he admits him to hospital as an in-patient, inform his Agency . When a Ministry/Extra-Ministerial Department/Agency reports to a Medical Officer that an officer of the Ministry/Extra-Ministerial Department/Agency is so ill that he is physically unable to present himself for medical examination, the Medical Officer shall, as appropriate, either arrange for the officer to be brought to hospital for examination and treatment or visit the officer to examine and treat him.

If the examination results in the officer's admission to a Government hospital as an in-patient, the Medical Officer shall so inform the officer's Agency; otherwise, he shall give the officer whichever of the certificates listed in Rule

he considers appropriate. When an officer forwards

to a Medical Officer a report on his sickness by the Private Practitioner attending to him, the Medical Officer shall, after such consultation with the Private Practitioner as he may deem necessary , issue

any of the certificates listed in Rule

he considers appropriate.

The period of excuse duty or light duty entered on the first certificate he issues shall not exceed three days unless the State Government Medical Officer has himself examined the patient in which case the period may be for up to seven days and not more than

a total of thirty-one daysTM

sick leave may be allowed on such certificates.

As an in-patient, an officer shall be off-duty for a maximum of thirty-one days.

On any of the occasions listed in this Rule, the Medical Officer shall report the circumstances to the officer's Agency: (i) When an officer is admitted to and when he is discharged from Government hospital; (ii) When an officer refuses to carry out, or in the opinion of the Medical Officer, is

neglecting to carry out

the Medical advice he has been given; When a patient

attends in person When Department

reports patient

unable to attend When

a

patient sends

private

practitionerTMs

report Reports to Ministries/

Extra- Ministerial Departments

Lagos State Government Public Service Rules Chapter

(iii) When in the opinion of the Medical Officer an officer is feigning ill-health.

SICK LEAVE An officer not being on leave of absence who is absent from duty on the grounds of ill-health, provided such absence is covered by proper authority, shall be regarded as being absent on sick leave. An officer on vacation leave who

is prevented from resuming duty at the expiration of his authorized leave by reason of ill-health certified by a State Government Medical Officer may be granted an extension of leave. (i)

The maximum aggregate sick leave which can be allowed an officer, who is not hospitalized, during any period of twelve months shall be six weeks. Where such an officer has been absent from duty on the grounds of ill-health for an aggregate period in excess of six weeks within calendar months, the officer shall be made to appear before a Medical Board with a view to

ascertain whether he shall be invalided from the Service.

Any period of absence on the grounds of ill-health in excess of the prescribed aggregate period shall be without pay. (ii) An Officer who is incapacitated as a result of injury sustained in the course of his official duties shall be entitled to draw full salary until he is discharged from sick leave or permanently invalided. An officer who is recommended by a Medical Board or a Medical Officer to be permanently invalided will immediately commence vacation leave prior to retirement in accordance with Rule

. Sick leave for a period of up to three months in the first instance may be granted on the certificate issued by a Government Medical Officer to an officer who is hospitalised. If at the end of the period, the officer is still hospitalised,

his

Permanent

Secretary/Head

of

Extra-Ministerial

Department / Agency shall make an arrangement for him to be examined by a Medical Board in order to ascertain whether he should be invalided from the Service or allowed further paid sick leave. O f f i c e r

w h o

d o e s

n o t

c o v e r

h i s

a b s e n c e

f r o m

d u t y

w i t h

t h e

p r o p e r a u t h o r i t y P o w e r

t o

g r a n t

a n

e x t e n s i o n

o f

l e a v e

t o

a n

o f f i c e r

w h o

i s

i l l A g g r e g a t e s i c k l e a v e

f o r o f f i c e r s I n v a l i d i n g P a y m e n t t o h o s p i t a l i s e d

o f f i c e r

L a g o s S t a t e G o v e r n m e n t P u b l i c S e r v i c e R u l e s C h a p t e r

SECTION - MATTERS RELATING TO INJURIES This section does not apply to any person who is a workman to whom the provisions of the Employee's Compensation Act , apply . When an of f i c e r sustains an injury as a result of an accident encountered in the course of performing his duty , he must immediately inform the nearest Medical Of f i c e r unless he

is unable, by reason of his/her injury , to do so. When a Medical Of f i c e r receives information of injury to an of f i c e r whether the information is received from the injured person or from any other source, he shall as soon as possible report details of such an injury to the a p p r o p r i a t e

P e r m a n e n t

S e c r e t a r y / H e a d

o f

E x t r a - M i n i s t e r i a l

D e p a r t m e n t / A g e n c y .

:

When a Permanent Secretary/Head

of

Extra-Ministerial

Department / Agency is informed of an injury sustained by an officer as a result of an accident in the course of his duty which might lead to a claim under the Pensions Act or otherwise, he shall call for a report by a Medical Officer if no such report has already been received. On receipt of the medical report,

the

Permanent

Secretary

/ Head

of

Extra-Ministerial

Department / Agency shall enquire into the circumstances of the accident, and if satisfied that the injury was not incurred in the actual discharge of duty, he shall so report to the Agency responsible for Establishments matters, sending a copy of his report to the injured person's Ministry/Agency/Department.

If, however, after his injury the Permanent Secretary/Head of Extra-Ministerial Department / Agency has any doubt on these points, he shall, as soon as possible, convene a Personnel Management Board meeting to consider the matter and report its findings on the following questions: (a) Did the accident occur in the actual discharge of duty? (b) Was the accident due to any fault of the injured person? (c)

Was the accident specifically attributable to the nature of the duty being discharged? The Board's report shall be forwarded to the Agency responsible for Establishments matters. In the case of fatal injury, the Permanent Secretary/Head of Extra-Ministerial Department / Agency shall convene a Board in the same way unless the information provided by the coroner's inquest is clearly sufficient for the purpose of deciding whether a special award should be made. Application Action by injured officer Action by

Department Action by medical

officer SECTION - DEATH BENEFITS AND REPATRIATION OF CORPSES The Government shall repatriate, at the request of the family of the

deceased, the corpse of a Nigerian Officer who dies abroad while on official duty or course of instruction, or the corpse of the wife of the official who was duly authorised to accompany him on the duty or course of instruction. Government's responsibility shall be limited to the following:

(i) Preparation of the body (embalment); (ii) Purchase of a reasonably priced coffin or casket,

including inner zinc and wooden coffin as stipulated by Airline Regulations; (iii) Transportation of the corpse to the officer's hometown

at a reasonable cost; and (iv) Payment of the cost of a half-page publication to the immediate family of the deceased for the publication of an obituary. Lagos State Government Public Service Rules Chapter

Death

of

Nigerian Officer/spouse overseas

CHAPTER COMPENSATION, INSURANCE SCHEME AND PERSONAL

EFFECTS SECTION - COMPENSATION FOR LOSS OF PRIVATE

PROPERTY SECTION - PASSENGER FLIGHT INSURANCE SECTION

- PACKING OF PERSONAL EFFECTS SECTION

- PERSONAL

ACCIDENT

INSURANCE POLICY SECTION

COMPENSATION

FOR LOSS

OF

PRIVATE

PROPERTY - (a)

Officers will not in general be entitled to compensation from Public Funds for loss of property in circumstances arising out of their service, and their attention is drawn to the possibility of insuring their property against any type of loss or damage. Cases of loss arising through special circumstances will be considered on their merits; but even if compensation is approved ex-gratia by the Government, it will, as a rule be given only in respect of articles actually or conventionally necessary at the place of the loss when it occurred, and the amount of the grant will, as a rule, be limited to two-thirds of the current value of such articles and on production of a police report and sworn affidavit from the court. (b) Claims for compensation may be withheld altogether if the loss or damage was due to negligence for which the officer was responsible or which could reasonably have been covered by insurance.

(c)

If it is necessary to insure Government furniture as well as personal effects of an officer occupying a

government-rented building, it will be necessary for such an officer to pay into Government revenue account,

his share of the insurance premium paid on his behalf during the period of his occupation of such a building in order that he may have his

share of claim from the Insurance Company in the event of any loss or damage to his property in such a

building. Personal effects

Lagos State Government Public Service Rules Chapter

- (a)

If the motor vehicle of an officer, while being used for official duties

is damaged as the direct result of civil disturbance, Government shall accept responsibility for such damage.

For the purpose of this Rule, "official duties" will be deemed to include journeys between house and office. (b)

If an officer's private vehicle,

while being used for official duties is damaged beyond repair as a result of an

accident, the government shall accept responsibility to the extent of the difference between the indemnity covered by the insurance and the cost of replacing the vehicle. SECTION - PASSENGER FLIGHT INSURANCE The following persons, when travelling by air, land or sea at the State Government's expense

will be eligible for free insurance cover to be provided by the Department responsible for insurance of the

member of

staff concerned as follows: Traveller Capital Benefit Member of staff N2,, Spouse of member of staff N1,, Child of member of staff N1,, Non-Official N1,, Youth Corper N1,, A

passenger travelling to and from any destination inside or outside Nigeria with the authority of Government is entitled to free insurance cover for the capital benefits, prescribed in Rule , which

will be automatic and will not require the completion of any formalities by the passenger . If the passenger wishes to arrange an excess of the capital benefits provided by Government, he must do so privately and at his own expense. The free cover referred to in Rule

above is provided for a period of normal-time travel only , though this is automatically extended when the passenger is delayed due to no fault of his.

Where a traveller takes advantage of "stop - over" facilities and

does not reach his destination during the normal travel time, the insurance cover lapses at the first place of stop - over . All officers to whom Rule

applies and who make stop - overs en route to or from a country outside Nigeria should, therefore,

make their Responsibility for

insurance Stop-over facilities.

Lagos State Government Public Service Rules

Motor vehicles Insurance at governmentTM expense Chapter

own arrangements for insurance from the place of stopover onwards.

Refunds of the extra premium incurred will only be made in respect of the capital benefits prescribed in Rule An of ficer who is obliged for a purpose connected with his duties

to transport his motor vehicle by sea between Nigerian ports is eligible to be refunded the cost of insuring the vehicle against marine risks during the journey .

SECTION

- P ACKING OF

PERSONAL

EFFECTS The following

Rules apply to of ficers transferred to duties outside the State and

Nigeria and who have not been able to make their own arrangements for the forwarding of their personal ef fects. An of ficer who is covered under Rule

above shall be responsible to freight his personal ef fect through a reputable shipping agent at Government expense.

SECTION GROUP

LIFE / GROUP

PERSONAL

ACCIDENT

INSURANCE (WELF ARE P ACKAGE) This policy of insurance provides cover for all categories of workers in the State Public Service who die or were involved in

accident while in Service irrespective of cadre or Grade Level . The Insurer shall be a Consortium of credible Underwriters as provided in the schedule by the Insurance Department of Ministry of Finance. The Consortium shall be led by a member of the group as may be

determined from time to time. The premium payable shall be at a competitive rate agreed between the Co-insurers and the Insurance Department of Ministry of Finance and based on recommendations of the Consortium of Brokers in line with the approved rates as provided by the Insurance Act.

Application Facilities provided Lagos State Government Public Service Rules

Marine Insurance

on motor vehicles. Definition / Scope of

CoverInsurer Consideration Chapter

The compensation shall comprise four elements: ? (a) Medical Expenses (ME):

This takes care of medical bill with a limit per occurrence (subject to review as determined from time to time by the agreement on the policy) ? (b) Total and Temporary Disability (TTD):

This covers basic, housing and transport elements of staff salary for the period of incapacitation and inability to carry out official assignments. This component belongs to the State Government and serves as compensation for salary paid to the officer while he is unable to attend to his official duties due to injuries sustained from the accident. ? (c) Permanent Disability (PD):

The compensation payable for permanent disability shall be the same amount as for death benefit. This is the cumulative of personal emolument of the staff for

months. ? (d) Death Benefit:

This is compensation payable to the next of kin of a deceased officer through his

Retirement Saving Account (RSA) on the completion of claim form and presentation of other relevant claim substantiating documents. It is the cumulative of

months personal emolument of the staff. Personal emolument shall be deemed to be the aggregate of the officer's Basic Salary, Rent and Transport

Allowances at the time of occurrence of the incidence.

:

(a) The State Government shall be responsible for all risk insurance covered for all workers and the payment of occupational hazard allowance in accordance with the Pension Reform Law, EmployeesTM

Compensation Act

and other Allied Legislation.

Lagos State Government Public Service Rules Chapter

CHAPTER - GRIEVANCES AND PETITIONS / APPEALS SECTION

- GENERAL SECTION

- PETITION RULES SECTION

- GENERAL All officers have the opportunity to raise concerns should they have a reasonable suspicion that unlawful conduct, malpractice or criminal negligence is occurring, has occurred or is likely to occur. (a) :

A

whistleblower raises concern to higher authority about alleged misconduct occurring in his office or the Service. He is not expected to suffer a detriment or any form of retribution as a consequence of the action if allegations are upheld. These suspicions should be investigated by the relevant PMB. However, officers with no reasonable grounds for

making malicious claims of misconduct, malpractice or otherwise shall be subject to appropriate disciplinary actions in accordance with the provisions of the relevant Rules in Chapter (b) : A grievance is an adverse situation inimical to the interest of an officer. It includes but not limited to the following: injustice, wrong, disservice, hurt, injury e.t.c. Such matters will be formally investigated by the relevant Personnel Management Board. If an officer is not satisfied with a decision made which affects him directly or indirectly, or the outcome of a grievance or a whistleblowing matter

raised,

a

representation

shall

be

made

to

the

Permanent

Secretary/Head

of

Extra-Ministerial

Department/Agency,

if

the

representation is unsuccessful, a formal written appeal can be made.

Lagos State Government Public Service Rules Chapter

GENERAL

PRINCIPLES

Government

makes

every

effort

to

ensure

that

all

members

of

staff

in

its

employment

are

treated

with

consideration

and

fairness

under

the

best

possible

conditions.

However,

procedures

have

been

established

whereby

concerns,

grievances

or

dissatisfaction

are

addressed.

A

grievance

procedure

as

contained

in

the

Civil

/

Public

Service

Rules

shall

be

adhered

to.

Whistleblowing/ Grievance;

definitions Every officer who has any representation of a public or private nature to make to the State Government should address it to: (a) The Chairman, State Civil Service Commission or any other such body, in respect of matters relating to appointments (including acting appointments),

promotion,

transfer, discipline, whistleblowing and grievances; or (b)

The Head of Service or similar authority on matters relating to other conditions of service, e.g. leave, passages, allowances, pensions, gratuities, etc. (a) Any officer in the State Public

Service may address the Head of Government,

by transmitting such a communication unsealed and in triplicate to any of the channels mentioned in the preceding Rule requesting that the petition be forwarded promptly to the Head of Government. The rule requiring transmission of communications to the Head of Government through the appropriate channel is based on the strongest grounds of public convenience, in order that all communications shall be duly verified as well as reported on before they reach the Head of Government. (b)

Any petition which does not follow the laid down channels shall be returned to the writer. SECTION - PETITION (i)

For the purpose of this section, a "petition"

is a formal appeal to the ultimate authority , that is, to the Head of Government, for special consideration of a matter affecting an officer personally . (ii) Without prejudice to their constitutional rights, officers should as much as possible exhaust all avenues provided in the Public Service Rules and Circulars for redress before proceeding to courts. Petitions by an officer (or by an ex-officer) on matters relating to his conditions of employment as an officer or his condition as a pensioner of

Government must be submitted in accordance with the rules set out in this

section. Application

Petition to Head of

Government Lagos State Government Public Service Rules

Chapter

Procedure

An officer must not attempt to bring political or other external influence to support his individual claims.

If he is dissatisfied, his proper course is to make representation to his immediate Superior Officer or Permanent Secretary/Head of Extra-Ministerial Department/Agency.

If his representation is not successful, it is open to him to submit a formal petition to the appropriate authority under Rule A

petition must bear the full name, Oracle Employee Number , signature and address of the petitioner .

When written by a person other than the

petitioner ,

the

signature

and

address

of

the

writer

must

be

included. When a person submits a petition on behalf of an illiterate, the petition should contain a statement that he has been asked to write on behalf of the illiterate.

A

petition must be submitted through the proper departmental channels, namely through the petitioner's immediate superior officer and the Permanent Secretary/Head of Extra Ministerial Department/Agency, who will forward the petition with his comments and recommendations to the Chairman, Civil Service Commission or any other such body or the Head of Service in accordance with administrative instructions in force at the time. It is in the petitioner's interest that the above-mentioned rule concerning the routing of a petition should be strictly observed in order that the petition will be

duly

verified

and

reported

on

before

it

reaches

the

final

destination. A

petition addressed to any of the channels mentioned in the preceding Rule must be submitted in triplicate, and an advance copy shall be sent direct to the appropriate authority .

In either case, one copy will be retained

by

the

Permanent

Secretary/Head

of

Extra-Ministerial

Department/Agency. A

petition will not be entertained if it: (i)

does not comply with Rule ; (ii) deals with a case in which legal action is pending in a Court of Law; (iii) is illegible or meaningless; Number of copies

Lagos State Government Public Service Rules

R o u t i n g o f p e t i t i o n Petition sub- mitted on

behalf of an illiterateChapter

E x t e r n a l i n f l u e n c e Identity of petitioner Disqualification

Delay in petition to

be explainedConclusion of petition Lagos State Government Public Service Rules
Chapter

(iv) is anonymous; (v) is worded in abusive, improper or foul language; or (vi) merely repeats the substance of a previous petition without introducing new relevant matter .

(b).

A

petition submitted more than six months after the date of the decision complained of,

will also not be entertained, unless such delay is s u p p o r t e d

b y

v a l i d

r e a s o n s

a s

d e t e r m i n e d

by

the

appropriate

authority. A

petition should conclude by stating concisely the nature of the redress sought, and a petition which exceeds two pages of foolscap in length must also include a summary of the reasons adduced in support of the redress sought.

CHAPTER OCCUPATION OF GOVERNMENT QUARTERS SECTION - GENERAL SECTION - OFFICERS HOLDING SENIOR POSTS

SECTION - OFFICERS HOLDING JUNIOR POSTS SECTION - GENERAL OCCUPATION OF STAFF QUARTERS

If an officer's duties necessitate his being available at any hour of the day or night, he may be required to live in specified Government Quarters in the vicinity of his place of work.

Except as provided in the preceding Rule, no officer shall be compelled to occupy Government quarters if he prefers to make some other arrangements for his accommodation.

An officer whose place of work is within

km of a house in respect of which he has been granted assistance under any State Government Housing Scheme will not be given preference in the allocation of Government quarters.

This Rule does not apply to officers who occupy quarters by virtue of Rule

It shall be a condition on which an officer is provided with Government quarters that he pays rent thereof by deduction from his salary at the prevailing rates as specified in Rule

However, the applicable rent subsidy will be used in calculating their retirement benefits.

It shall be a condition on which an officer is provided with Government quarters that he does not sublet any part thereof or use the quarters to take in a lodger or paying guest.

An officer who fails to comply with this Rule is guilty of serious misconduct. Condition attached

to occupation of

State Government quarters: Payment of rent Subletting prohibited

Lagos State Government Public Service Rules Chapter

Certain postings

necessitate occupation of specified quarters No compulsion to occupy

Government quarters Government Housing Scheme

participants not to be given preference

An officer provided with Government quarters is responsible for maintaining in good order all articles of Government furniture included therein, and for the cleanliness of the quarters including the compound and domestic servants' quarters, which he shall inspect from time to time.

An officer provided with Government quarters is prohibited from altering the structure or fixtures.

If any alteration is desired, application must be made to the appropriate authority responsible for the quarters, which will arrange for the alteration if approved. Fixtures must not be removed without the approval of the appropriate authority .

The officer to whom the quarters has been allocated shall be held responsible for any contravention of this Rule.

Government furniture in Government quarters belongs to the quarters to which it has been issued and no articles of furniture may be interchanged between quarters (or between quarters and offices) without the prior approval of the Office controlling the quarters.

An officer provided with

Government quarters must give at least forty-eight hoursTM

notice to the Office controlling the quarters of his intention to vacate the premises.

(a)

Government quarters must be taken over from and handed over to

the authorised representative of the Office controlling the quarters. An incoming occupant must acknowledge receipt of the quarters and all articles of Government furniture in it by signing the furniture inventory and key register. (b) An outgoing occupant shall hand over the keys of the quarters he is vacating to the authorised representative of the Office controlling the quarters and remains responsible for the quarters and all articles of the State Government furniture in it until he obtains the signature of such an authorised representative to the furniture inventory and key register in acknowledgment of their surrender . Taking over

and handing over104 Notice of

vacationAlterations to

structure and

fixtures prohibited Removal of

furniture prohibited Care of quarters Lagos State Government Public Service Rules

Chapter

Unless an officer, at the time he takes over Government quarters, indemnifies himself by reporting any deficiency or damage to the Office controlling the quarters, it will be assumed that he received the quarters and all articles of furniture in it in good condition, and will be liable for the cost of repairs discovered at the time he hands over the quarters.

Unless exempted by special conditions of service, an officer provided with Government quarters is required to pay all electricity and water charges raised

in respect of the period during which he retains the use.

Accounts for these charges shall be settled promptly .

:

On taking over Government quarters, an officer must immediately notify the fact to the authority (or authorities) locally responsible for making electricity and water charges.

At least forty-eight hours before surrendering the quarters, he must notify the same authority (or authorities) of his intention to surrender them; otherwise, he will be responsible for any charges accruing up to such time as the meters are read.

: (i) No officer shall continue to occupy Government quarters after the date on which his resignation takes effect or beyond three months from the date on which he starts his retirement or from the date he finally leaves the Service from any other cause. Any extension beyond

months will be on the written approval of the Head of Service. An officer shall cease to occupy Government quarters within one month of the date of his dismissal.

(ii) An officer shall not continue to occupy quarters in one station beyond the date when he takes up occupation of quarters in another station, except with permission in writing by his Permanent Secretary/Head of Extra-Ministerial Department / Agency.

In the event of

the officer's death, his spouse shall not continue to occupy the quarters beyond three months after his death except with the permission of the Head of Service on the recommendation of

his Permanent Secretary/Head of Extra-Ministerial Department / Agency in writing.

(iii) If occupation of quarters continues beyond the period specified in this Rule, the occupant

shall be ejected.

Ejection from quarters Lagos State Government Public Service Rules

Responsibility for

deficiency and damageChapter

Responsibility for notifying Electricity

and Water Authorities Vacation of quarters on

resignation, transfer, retirement or dismissal Responsibility for payment of utility bills

SECTION - OFFICERS HOLDING SENIOR POSTS

An officer is entitled to retain the use of Government quarters during his vacation leave, unless he is expected to resume duty at a different station. The officer is however expected to vacate his quarters within one month of starting his leave, when alternative accommodation is provided at his duty post.

(i) The following officers are entitled to Government quarters: (a)

All senior officers on G.L.

and above. (b) An officer appointed to duties which require him to be on "Call Duty" night and day. (ii) Rent Allowance shall be paid to all officers except those occupying Government quarters.

In order to assist officers on posting, transfer or assumption of duty on appointment at their new stations, when Government quarters cannot be provided, such officers shall be eligible for payment of an allowance for the first

days in lieu of hotel accommodation at the following rates

subject to periodic review: Permanent Secretary " N30, per day Of officers on G.L

.- " N25, per day Of officers on G.L. - " N15, per day Of officers on G.L. - " N10, per day Of officers on G.L. - " N , per day Of officers on G.L. - " N , per day

: Officers provided with Government quarters are required to pay rent at the prevailing rates.

Rate of rents Lagos State Government Public Service Rules

Retention of Government

quarters during vacation leaveChapter

SECTION - OFFICERS HOLDING JUNIOR POSTS

In this section the term 'of ficer' refers to an of ficer holding a junior post.

As a general rule, junior of ficers on G.L

- are not entitled to

Government quarters. However , a junior of ficer may be allocated Government quarters at the discretion of the Head of Service.

The of ficer shall be entitled to retain the use of Government quarters during his vacation leave unless he is expected to resume duty at a dif ferent station, and the of ficer is then expected to vacate his quarters within one month of starting his leave.

No rent is payable by an of ficer , who, by the nature of his job, is compelled to occupy specific Government quarters.

Except as provided in the preceding Rule, rent is payable from the date on which an of ficer takes over Government quarters to the date immediately preceding that on which he of ficially hands over his quarters to the authorised representative of the Of fice controlling the quarters, both dates inclusive. Retention of

Government quarters during vacation leaveJunior Officers not entitled to

Government quartersPeriod of r ent Lagos State Government Public Service Rules Chapter

Application Compulsory occupant

exempted Leave Lagos State Government Public Service Rules Chapter

CHAPTER

LEA VE SECTION

CE

DEFINITIONS SECTION

CE TYPES OF LEA VE SECTION - DEFINITIONS Leave is the authorized absence of an of ficer from duty for specific period as provided for in this Chapter .

Leave Addr ess is a place where an of ficer could be reached during his leave period.

Earned

Leave is the leave

due to an of ficer in a year for the service rendered to Government. Leave-Earning Service is a

qualifying period of duty before of ficers could be granted leave. Date of Resumption of Duty is the date following the date of expiration of the leave. Leave Y ear

is the period between 1st January and 31st December

of the same year . A

T our

is the period of service between the date of assumption or resumption of duty and the end of the tour ,

both days inclusive. SECTION - TYPES OF LEA VE The types of leave in the State Public Service are as follows: (a) Annual Leave; (b) Proportionate Leave (Pro-rata Leave); (c) Deferred Leave; (d) Casual Leave;

Leave Addr ess Earned Leave Leave- Earning

ServiceDate of r esumption Leave year T ypes of Leave T our

(e) Sick Leave; (f) Maternity Leave; (g) Paternity Leave; (h) Examination Leave; (i) Study Leave with Pay; (j) Study Leave without Pay; (k) Leave on Compassionate Ground; (l) Pre-retirement Leave; (m) Leave of Absence; (n) Leave on Grounds of Urgent Private Affairs; (o) Leave for Cultural and Sporting Activities; (p) Leave to Take Part in Trade Union Activities; (q) Sabbatical Leave; (r) Adoption Leave; Annual Leave

is the absence of an officer from duty for a period specified in Rule

as may be authorized by a superior officer. Annual vacation leave is compulsory.

No officer shall be required or allowed to take working leave, whereby the officer reports for duty during his approved leave period. All officers must, therefore, take their vacation leave within the calendar year in which such leave is due.

: Permanent Secretaries/Heads of Extra-Ministerial Departments are authorised to approve such leave as is permissible under this Chapter to officers under their control.

: Officers who are dismissed shall not be entitled to any form of leave.

: Annual vacation leave shall be based on working days only.

Lagos State Government Public Service Rules Chapter

Annual Leave Authority for

leave Annual vacation

leave is compulsory Dismissal Leave to be on

working days only 109

Chapter

Lagos State Government Public Service Rules

:

The period of any leave such as casual leave, sick leave,
maternity

leave, etc

granted under these Rules shall be inclusive of Saturdays, Sundays
and Public Holidays occurring therein.

:

An officer, whether serving at a station away from his home place or serving at his home place when granted annual leave shall be provided with leave allowance at the prevailing rates. (i) Annual Leave shall be granted to an officer in accordance with his Grade Level as follows:- (a) GL

and above -

working days (b) GL

-

-

working days (c) GL

and below -

working days (ii) An officer shall qualify for Annual Leave not less than six months after

the

previous leave within a leave-earning service year . (a) It is the responsibility of the Head of the Department of Administration/Personnel to prepare the Annual Leave Roster for all of ficers in that Ministry/Extra-Ministerial Department/Agency in consultation with the Permanent Secretary/Head of Extra-Ministerial Department/Agency.

Such a leave roster should be prepared during the first quarter of the leave y e a r .

T h e

P e r m a n e n t

S e c r e t a r i e s / H e a d s

o f

E x t r a - M i n i s t e r i a l

Departments/Agencies will then notify all of ficers when it will be convenient for the of ficers to proceed on annual leave. Such a notification should be made before the end of April of any leave year except in the case of an of ficer joining the Service during the course of the leave year , in which case Rule

shall apply; (b) It is the responsibility of every Permanent Secretary/Head of Extra-Ministerial Department/Agency to approve the Leave Roster for the coming year within the first quarter of the leave year .

Permanent Secretaries/Heads of Extra-Ministerial Departments/ Agencies shall give prior notice to the Head of Service of the date on which they propose to go on leave.

:

When an of ficer is granted leave without pay , his Permanent Secretary/Head of Extra-Ministerial Department / Agency shall report the fact to the State Auditor - General

and the State Accountant-General, where appropriate, quoting the name, Oracle Number , rank and station of the officer and full details of the leave granted.

Entitlement to leave

allowance. Annual Leave

entitlement Qualifying period for

Annual leave Annual Leave

Roster Leave of Permanent

Secretaries/ Heads of

Extra- Ministerial Departments Leave without pay

to be reported to the

Treasury and Audit

Approval for

vacation Casual/Sick/Maternity Leave inclusive of

Saturdays, Sundays and Public Holidays. Lagos State Government Public Service Rules Chapter

:

Temporary staff may be granted vacation leave, sick leave, leave to take examinations, casual leave and leave to take part in sporting competitions in accordance with the relevant rules in this chapter . Annual leave shall be granted at any time during the leave year .

Normally , the full leave shall be taken at one time but it may be taken in instalments.

Any leave not taken within the calendar year concerned shall be forfeited. No officer is allowed to accumulate leave. An officer who desires to spend his annual leave abroad shall ,

through his Permanent Secretary/Head of Extra-Ministerial Department/ Agency , obtain approval from the Head of Service prior to the journey . An officer spending his leave within or outside Nigeria must f u r n i s h

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E x t r a - M i n i s t e r i a l

Department/Agency with his intended destination or leave address before proceeding on leave. An officer is required to resume duty after vacation leave on the date following the expiration of his authorized leave. An officer may be required to return to duty before the expiration of his

authorized leave by the Permanent Secretary/Head of Extra-Ministerial Department/Agency. Any portion of his leave so curtailed shall be taken immediately and not later than ninety (days of completion of the assignment. On return from annual leave, every officer must complete and submit a Resumption of Duty Certificate endorsed by his Head of D e p a r t m e n t

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Secretary/Head

of

Extra-Ministerial

Department/Agency. An officer who joins the Lagos State Civil / Public Service during the course of the Leave Year will not normally be granted an annual leave but

a proportionate leave. The proportionate leave allowance shall be based on the number of earned leave days. Proportionate leave

(Pro-rata) is a vacation granted to a new or retiring officer in proportion to the number of days he has put into the Service. Any

period of service under

days is not reckonable. Normal grant of

annual leave Approval to spend

Annual leave abroad Leave address Date of Resumption

from vacation

leave Curtailment of Leave Procedure on return from leave

Leave for

Temporary Staff Conditions of leave

for new entrants Officers entitled to pro-rata leave

Lagos State Government Public Service Rules Chapter

TABLE Calculation of Proportionate Leave (See Rule Proportionate

Leave

for Graded

Officers

The

computation

is based

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Proportionate leave

The

calculation
of
proportionate
leave
shall
be
done
in
accordance
with
the
table
below:

Lagos State Government Public Service Rules Chapter

(a)

Officers who attend courses of instruction/training over a period of six months shall be entitled to Proportionate Leave for the period they put in service . (b) An officer who is retiring within the period of Leave-Earning Service shall be entitled to Proportionate Leave. Deferred Leave

is that which an officer is granted in exceptional circumstances
by

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S e c r e t a r y

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E x t r a - Ministerial Department/Agency to carry forward to the next leave year because of exigency of duty . It could be part of annual leave not fully spent. (a)

Any vacation leave not spent in accordance with Rule
shall be deemed forfeited.

However , due to the exigencies of Service, of ficers such as those approved to attend national or state assignments may be considered for deferment of leave.

(b) (i)

Any leave approved for deferment in accordance with (a)
above shall be spent by the following leave year.

(ii)

Authorised deferred leave shall be commuted to cash only where an of ficer has been made to retire prematurely and cannot spend all his deferred leave before his retirement.

No serving of ficer shall be allowed to commute to cash at the time of retirement any deferred leave. Any extension of leave shall be deducted from any vacation, annual or deferred leave due to the of ficer at the time the extension is granted.

:

An Officer may be granted by the Government special leave without salary for the purpose of undertaking a course of study which is considered likely to enhance his value to the State Government. Such leave will be subject to such conditions as may be specified at the time it is granted.

If the Government has awarded to the recipient, a scholarship, a bursary, a training course or study leave, in respect of the relevant course of study, leave granted under this Rule shall be treated, for the purpose of calculating retiring benefits, as having been granted on the ground of public policy.

:

If an officer is required, in the course of his vacation leave, to undertake any duty, such period of duty shall not count as part of the officer's leave entitlement.

Count against deferred leave. . Deferred leave Deferment of leave:

during exigencies Special leave for

courses of

study. Duty during

leave Chapter

Lagos State Government Public Service Rules

Extensions of leave shall be granted by the State Government or its accredited representative on the ground of

public policy. Unless otherwise directed, such extensions shall be on full salary.

An officer on vacation leave may, in exceptional circumstances, be granted an extension of leave on the grounds of urgent private affairs on full salary up to the

expiration of all his deferred leave and thereafter without salary . An officer on vacation leave who wishes to apply for an extension should address his application to his Permanent Secretary/Head of Extra- Ministerial Department/Agency.

:

An officer shall be granted leave by his Permanent Secretary/Head of Extra-Ministerial

Department/Agency for the purpose of taking part in any Cultural/Sporting event and such leave shall be determined as follows: (a) number of days required for the actual activity; (b)

number of days required for travelling to and from the place arranged for the event; (c)

any number of days in excess of (a)

and (b)

mentioned above, which are certified as necessary by the appropriate Cultural/Sports Council shall be allowed.

An officer granted leave under this Rule shall not be eligible for transport at Government's expense. Casual Leave

is the absence of an officer from duty for a short period not exceeding an aggregate of five

(working days within a leave year as may be authorized by the Permanent Secretary/Head of Extra- Ministerial Department/Agency. The casual leave shall only be granted after an officer has exhausted his annual leave. Casual leave is deductible in advance or arrears of earned leave. A

maximum of five

(working daysTM casual leave shall be granted in a ny le ave year . Casual le ave in e xcess of five (days in a ny le ave year may be granted by the Permanent Secretary/Head of Extra-Ministerial Department/Agency. Sick Leave

is the absence of an of ficer from duty on account of ill- health as authorized by a Medical Of ficer.

Application for

extensionUrgent private

affairsLeave for cultural

and sporting events.Casual leave Qualifying period for

casual leave.Extension of Leave on

ground of Public policy Sick Leave.

Lagos State Government Public Service Rules Chapter

Maternity Leave

is the authorised absence from duty of a serving female of ficer granted by the Permanent Secretary/Head of Extra- Ministerial Department/Agency on account of pregnancy based on the expected date of delivery.

(b) : Adoption Leave

is the authorised absence from duty of a serving female of ficer granted by the Permanent Secretary/Head of Extra- Ministerial Department/Agency on account of adoption based on date of release of child.

(a) A

female of ficer who is pregnant is entitled to

(Twenty Four)

weeksTM

maternity leave with full pay in the case of her first two deliveries. The said leave shall commence at least two weeks before the expected date of delivery .

Any third and subsequent deliveries by any employee shall attract

(Twelve) weeks Maternity Leave for the female officer . A

medical certificate showing the expected date of confinement must be presented not less than two months before that date.

The annual leave for that year will, however , be regarded as part of the maternity leave. Where this annual leave has already been enjoyed before the grant of maternity leave, that part of the maternity leave equivalent to the annual leave will be without pay . (b) A

female officer who adopts is entitled to

(Twelve) weeksTM

Adoption Leave at a stretch beginning from date of release of baby with full pay . Evidence showing the release of the baby must be presented before grant of leave. The annual leave for that year will, however , be regarded as part of the adoption leave. Where this annual leave has already been enjoyed before the grant of adoption leave, that part of the adoption leave equivalent to the annual leave will be without pay . A

female officer who is nursing a child shall be granted two hours of f-duty every day . This concession shall be granted up to a maximum period of six months from the date she resumes duty from maternity leave. Paternity leave

is the authorised absence from duty of a serving male officer to whom a new baby (or babies in case of multiple births) is born or adopted up to a maximum of

(Ten) consecutive days in relation to and at the time of his spouse's first two deliveries.

A

male officer shall not be entitled to Paternity Leave in respect of the third and subsequent children. Approval is subject to presentation of child's birth certificate or letter of release, as applicable.

Time-off for

Nursing Mothers Paternity Leave. Twenty Four - week

Maternity Leave. Maternity Leave. Twelve- week

Adoption Leave. Adoption Leave

Lagos State Government Public Service Rules Chapter

(a) The period of leave allowed for the purpose of taking an examination shall be limited to the shortest period to allow the officer reach the appointed place, sit the examination and return to his station. (b) -An officer may be allowed special leave on full pay to take an examination he is required by the conditions of his appointment to pass, provided his Head of Department certifies: (i) that he is industrious and efficient in the performance of his duties; (ii) that his general value to the Department justifies the concession; and (iii) that the passing of the examination is likely to enhance his value to the State Civil Service subject always to the limit specified in Rule

(a) . Sabbatical Leave

is the absence of an officer on GL.

or equivalent and above from duty, for the purpose of research either within or outside Nigeria. The officer on sabbatical leave shall be qualified to undertake properly organized study in areas relevant to the interest of the Service or national development for a period of twelve months once in five years. (a) An officer who wishes to proceed on Sabbatical Leave must have a strong performance and conduct record; (b)

An applicant who wishes to serve the sabbatical period in the State Civil/Public Service, would be considered on the relevance of his field of research and his honorarium would be based on his qualification and cognate experience; and (c) An officer who wishes to proceed on Sabbatical Leave shall be entitled to his salary and allowances. Study Leave

is the leave granted to a confirmed serving officer to undertake an approved course of study within or outside the country. There are two types of study leave: (a) Study leave with pay; (b) Study leave without pay. An officer may be granted study leave based on

the following: (i) evidence of letter of admission; (ii) evidence of duration of the course;

Types of Study Leave Study Leave with pay Study Leave Sabbatical Leave Leave for

examination.

(iii) that the course is necessary to enhance the performance of the officer and to add value to the Service; and (iv) that the course is relevant to the officer's profession. However, every recommendation shall emanate from the respective Ministry/Department/Agency's Personnel Management Board meeting for the consideration of the Centralised Personnel Management Board in the office in charge of Establishments and Training Matters which approval

shall be ratified by the State Civil Service Commission or any other similar body .
Study leave with pay

for a full-time programme shall be granted to an of ficer with normal emoluments only on grounds of public policy. The duration of study leave with pay shall not exceed two years. If, however , an of ficer fails to complete his course within the stipulated period, the period of extension shall not be more than one year . The period of extension shall also attract pension and right of emoluments. Full-time programmes at the instance of the of ficer shall attract study leave without pay . The conditions for approval of study leave without pay are as follows: (a) of ficers

on study leave without pay are not entitled to emoluments and allowances; (b) the duration of study leave without pay shall not be more than four years in the first instance, after which the of ficer can apply for one year extension if the need arises; (c) the period of study shall not be regarded as a break in service. Of ficers going on religious pilgrimages other than Of ficials assigned to cover such activities shall use part of their annual leave for such purposes. An of ficer may be allowed special leave from duty on full pay on compassionate grounds for a period up to two weeks within a year

for burial of his parent or member of his nuclear family . Lagos State Government
Public Service Rules Chapter

Leave on compassionate

grounds. Leave for

r eligious purposes. Conditions for study leave

without pay. Study leave

without pay.

Leave of Absence is absence from duty authorized on grounds of public policy . All such leave shall be approved without pay

by the Civil Service Commission or any other such body on the recommendation of the Head of Service. The various types of leave of absence are: (a) Leave of absence to join spouse on course of instruction of not less than

months duration abroad ; (b) Special Leave of absence to join spouse on grounds of Health / Public Policy ; (c) Leave of absence on grounds of Public Policy for Technical Aid Programme ; (d) Leave of absence to take-up non-elective political appointment ; (e) Leave of absence on ground of public policy for an official whose

spouse

is

a

President,

Vice

President,

Governor,

Deputy Governor , Chairman or Vice Chairman. An officer who is also a public servant shall be permitted to join his spouse proceeding abroad on a course of instruction

at government expense. The officer is eligible for free passage at Government's expense where the course of instruction is not less than

(nine) months. On grounds of public policy, the spouse of a serving officer may be granted leave without pay for a period not exceeding five years to enable him join his spouse on posting abroad on the following conditions: (a) that the officer's spouse be disallowed from taking up gainful employment; (b) that such leave shall not be regarded as

a break in service; (c) where such a spouse acquires additional qualifications, which will enhance their usefulness to the Service, they shall be considered for advancement in consonance with the prevailing regulations; (d) the period a spouse can be on leave of absence shall be four years in the first instance and subject to an extension of not more than one year. Where a Civil/Public Servant is selected for the Technical Aid Corps Programme by the Ministry of Foreign Affairs, in order to preserve the terminal benefits of the officer so selected and ensure the continuity of his service, such an officer shall be granted leave of absence on grounds of Public Policy. Chapter

Lagos State Government Public Service Rules

Leave of absence for

Technical Aid Corps

Programmes.

Leave of absence to

join spouse on grounds of public

policy. Leave of absence to

join spouse on course of instruction abroad. Leave of absence Types of Leave of

absence Civil/Public

Servants

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n o n - e l e c t i v e

p o l i t i c a l

appointments are required to apply to the Head of Service for leave of absence on grounds of Public Policy , if they intend to return to the Service at the end of the assignment. Spouses of the

President, V ice President, Governor,

Deputy Governor , Chairman and V ice Chairman who are Civil/Public Servants are required to apply to the Head of Service for leave of absence on grounds of Public Policy to join their spouses during their tenure of of fice.

:

An of ficer who retires in circumstances in which he is eligible for retiring benefits before he

has completed the full leave year may be granted a proportion of his vacation leave prior to retirement. (See Rule When a Medical Board recommends that an of ficer is medically unfit to continue in Service and for that reason be disengaged, he will forthwith commence vacation leave prior to retirement. The length of leave granted will be either: (a) his deferred leave granted on special circumstances, plus the proportion of his annual leave calculated in accordance with Rule ; or (b) two months;

whichever is of greater length. The leave will commence on the day which the Medical Board declares him unfit to continue in Service and retirement will take ef fect from its expiration.

:

Provided that it will not interfere unduly with the work of his Ministry/Extra-Ministerial Department / Agency, an officer who is an official of a registered trade union may be granted leave and, if necessary ,

a special extension of such leave to attend an important trade union conference/business. The period of leave shall be clearly stated in the letter of approval. An officer who, without an acceptable excuse, fails to resume duty on the approved date after vacation leave will be regarded as absent without leave and without pay . The period of absence shall not be set against any future leave. No officer may extend his vacation leave beyond the date specified in his leave advice without the consent of his Permanent Secretary/Head of Extra-Ministerial Department/Agency. Chapter

Lagos State Government Public Service Rules

Leave of absence for

non-elective political appointment. Leave of absence for

Spouses of President, Vice President, Governor

and Deputy Governor. Overstaying leave Leave to attend

important trade union conference/ business Leave on retirement Leave on permanent

invalidation CHAPTER FREE TRANSPORT FACILITIES WITHIN GOVERNMENT SECTION

- ECONOMY

IN USE OF TRANSPORT SECTION

- FREE TRANSPORT

FACILITIES AVAILABLE SECTION

-

MISCELLANEOUS

RULES

REGARDING

FREE

TRANSPORT

FACILITIES SECTION -

STANDARD GUIDELINES FOR ENGAGING NEWLY -

RECRUITED OFFICERS WITH RARE SKILLS FROM

OVERSEAS

-

MISCELLANEOUS

RULES

TRANSPORT FACILITIES

AT GOVERNMENT™S

EXPENSE SECTION - ECONOMY IN USE OF

TRANSPORT The necessity for any journey at Government™s expense shall be fully established before the use of transport at Government™s expense is authorised. (a) The type of transport and route authorised for a journey at

GovernmentTM s expense shall be determined by the cost, the cheapest route in all cases being utilised (as stated in Chapter .

(b)

Air transport may only be used on journeys which justify its use. AUTHORITY FOR USE OF

TRANSPOR T Authority for the use of transport facilities at GovernmentTM s expense shall be given in writing by Permanent Secretaries/Heads of Extra-Ministerial Departments/Agencies or their authorised representatives in accordance with the provisions of the Financial Regulations . The free transport facility authorised must not exceed that for which provision is made in this Civil/Public Service Rules. If an of ficer wishes to avail himself of transport facilities in excess of those provided by the

Civil/Public Service Rules or facilities not provided by the Rules, he must pay for such

facil ities

himse lf in advan ce. The Perma nent

Necessity for

JourneyM u s t

b e

s p e c i f i c

a n d

n o t

e x c e e d a p p r o v e d

rates Chapter

Lagos State Government Public Service Rules

Choice of route How given

Secretary/Head of Extra-Ministerial Department/Agency shall ensure that the free transport facilities authorised do not exceed the maximum allowed by these Rules and also do not exceed those actually required for the journey in question. In particular, when the facilities include free fares for children, the age of each child concerned must be ascertained and specified. An officer must: (a) use the free transport facilities for the purpose identified; (b) refund any cash payment received in advance but not used for the identified purpose; and (c) not claim payment in arrears for the facility he did not enjoy as identified. A

violation of any of the foregoing is an act of serious misconduct and shall be treated as such. No member of staff may travel at GovernmentTM s

expense in the capacity of Orderly or Personal Assistant to another officer unless the employment of an Orderly/Personal Assistant has been authorised by the Office in charge of Establishments Matters.

:

Waterways transportation at GovernmentTM s expense may only be used when no cheaper or quicker means of transport is available. However, necessary precautions must be taken when using such means of transportation i.e. use of life jacket.

SECTION - FREE TRANSPORT FACILITIES AVAILABLE

Subject to Rules and, the free transport facilities for which officers (including temporary staff) are

eligible are in respect of all journeys in Nigeria. Such journeys would entail the following: (a) the family passenger fare allowance is for one spouse and four

children; (b) the baggage allowance includes and is not additional to the tariff baggage allowance of a passenger ticket holder; (c) the baggage allowance for a spouse, child or servant only applies when the spouse, child or servant actually travels. Chapter

Lagos State Government Public Service Rules

General Precaution with use

of waterwaysTransport

of Orderlies

or Personal

Assistants

Free transport

facilities not transferable. TYPES OF JOURNEYS For the purpose of the transport facilities specified in Rule , the following types of journeys shall be regarded as being on duty: (a) all journeys undertaken in the course of an officer's duty on specific instructions from his Permanent Secretary/Head of Extra-Ministerial

Department/Agency

or

his

local

representative; (b) journeys to consult a Medical Officer; that is, journeys to and from the nearest Government Medical Officer when an officer is stationed or on leave at a place without medical facilities and his local superior officer certifies

that, in his opinion, the officer should consult a doctor; (c) journeys to obtain hospital treatment; that is, journeys to and from hospital when a Government Medical Officer certifies that it is necessary for the officer to leave his station and proceed to the hospital in question for medical treatment; (d) health trips; (i.e. journeys by an officer recommended by a Medical

Board to leave his station for a change of scene or climate); (f) journeys undertaken by a

spouse and children of an officer to obtain dental or hospital treatment and to consult a dental or a medical officer as in (b), (c)

and (d)

above;

: For the purpose of these Rules, journeys to new stations shall be

deemed to include: (a) journeys undertaken when assuming duty on first appointment (i.e.

journeys to station from place of engagement or Nigerian home place); (b) journeys undertaken

when proceeding

on transfer (i.e.

journeys from old station to new station); Chapter

Lagos State Government Public Service Rules

Duties and Journeys

Chapter

Journeys to

new station

(c) journeys undertaken when proceeding on retirement (in circumstances which render the officer eligible for retirement benefits) or for the purpose of repatriating the family, of officer and personal effects of deceased officer;

that is journeys from station to place of original engagement (if so desired) or cheaper point Nigerian destination of final leave, whichever is appropriate, provided such concession is utilised within six months of the date of retirement or death of the officer. For journeys specified in Rule , the following free transport facilities are available. (a) For journeys by Air:

Air tickets for the officer, one spouse and four children by the following classes of travel; (i) business class for Permanent Secretaries, Commissioners

and above

and their spouses; (ii) economy class for all others

and their spouses;

(iii)

economy class for

four children when travelling with the officer. (b) For journeys by other modes of transportation:

Officers are entitled to either tickets or cash in lieu of tickets at rates specified from time to time in the appropriate Establishments Circulars. An officer serving at a station where adequate motor repair

facilities are not available, for whom a motor vehicle is necessary for the proper performance of the duties of his office, may be allowed, on the authority

of

his

Permanent

Secretary/Head

of

Extra-Ministerial

Department, free transport for his motor vehicle or part thereof to and

from the nearest place where such facilities exist, for the purpose of effecting

necessary repairs.

Normally, this Rule shall not apply to motor vehicles requiring ordinary maintenance or servicing, but an exception to the rule may be made at the discretion of the Permanent Secretary/Head of Extra-Ministerial Department in cases where it is necessary for a vehicle to receive

essential large-scale servicing (for example, in the case of a new vehicle after the first kilometres). Transport of motor

vehicle and autocycle for repair Free transport

facilities available for duty journeys.

Lagos State Government Public Service Rules Chapter

Subject to the principles laid down in Rule, free transport by train or boat for an officer's own motor vehicle

may be granted by a Permanent Secretary/Head of Extra-Ministerial Department when an officer is assuming duty or is travelling on transfer , or on tour , or duty .

Free transportation of his

motor vehicle may be allowed by the Government if the Permanent Secretary/Head of Extra-Ministerial Department is satisfied that: (a) the vehicle is necessary for the duty , and (b) the transportation of the vehicle is connected with the most economical means of transporting the officer while performing the duty (for example, when it costs Government less to transport the vehicle to those places in the officer's itinerary where he can use it for his own transportation than to hire a vehicle at such places for this purpose).

SECTION - MISCELLANEOUS RULES REGARDING FREE TRANSPORT FACILITIES

When an Officer requires to take with him loads which are necessary for the efficient performance of his duties (e.g. office equipment, Survey instruments, tents, etc.), he may do so at the discretion of his Permanent Secretary/ Head

of

Extra-Ministerial Department /Agency.

When it is necessary for the efficient performance of his duties, an officer travelling on duty by air may take with him at GovernmentTM's expense, official documents, papers and office necessities up to a maximum of

kilograms in addition to the traffic baggage allowance included in his passenger ticket.

When proceeding on transfer , an officer may be provided with free Government transport in his station between his house and airport, sea-port or motor park and vice versa on his arrival at his new station. Where Government transport cannot be

provided, the officer may be reimbursed at rates approved by the appropriate authorities.

Extra equipment Official

document set.c.

by

air Use

of

Government

transport

from

house to

airport, motor

parks,

etc.

Lagos State Government Public Service Rules Chapter

Free transport

for motor vehicle and

motor/auto- cycle

SECTION - STANDARD GUIDELINES FOR ENGAGING

NEWLY-RECRUITED OFFICERS WITH RARE SKILLS FROM OVERSEAS- MISCELLANEOUS RULES FOR TRANSPORT FACILITIES AT GOVERNMENT'S EXPENSE

a. All free passages from overseas shall be by the normal sea or air route. This is the journey undertaken when assuming duty on first appointment i.e. journey from address overseas to station i.e. place of assignment; b. Free passage by the normal sea or air route shall be provided by the State Government for the spouse and children of a newly - recruited officer, who accompanies him to, or joins him in Nigeria, with the permission of the State Government; Booking of Passages a. All free passages from overseas shall be by the normal sea or air route. This is the journey undertaken when assuming duty on first appointment i.e. journey from address overseas to station i.e. place of assignment; b. Free passage by the normal sea or air route shall be provided by the State Government for the spouse and children of a newly - recruited officer, who accompanies him to, or joins him in Nigeria, with the permission of the State Government; c. A

newly - recruited officer from overseas is eligible for sea or air passage as laid down in the Public Service Rules or extant circulars for self, spouse and not more than four children between the overseas address and Nigeria. The extant circulars as to the class of travel would apply. d. A

newly - recruited officer who brings his/her spouse and children to Nigeria shall be paid/reimbursed by the State Government the cost of their passage to Nigeria by normal sea or air route. Lagos State Government Public Service Rules Chapter

Eligibility

e. Where Government transport from airport to house cannot be provided, the officer may be reimbursed at rates approved by the appropriate authorities; f. Officers travelling by sea shall be entitled to a maximum of 20-foot container plus shipment of personal car at Government expense; g. Officers travelling by air, with his heavy

baggage forwarded by sea,, will be entitled also to a maximum of -foot container plus shipment of personal car at Government expense. Clearing charges at the port of arrival would be borne by the Government, with insurance and/or custom duty .

h. Where the air freighting of an officer's personal effects is preferable to the officer than the ocean shipment, the air freighting of the officer's personal effects upon application by the officer shall be approved, subject to a maximum of , kg (married) or , kg (single) with insurance and/or custom duty .

Lagos State Government Public Service Rules Chapter

CHAPTER DUTY

AND COURSES OF INSTRUCTION WITHIN AND OUTSIDE NIGERIA SECTION

- GENERAL SECTION

- DUTY

VISITS OUTSIDE NIGERIA SECTION

- COURSES OF INSTRUCTION OUTSIDE

NIGERIA SECTION

- LOCAL

COURSES OF INSTRUCTION SECTION - GENERAL

(a) : This chapter applies to occasions on which officers are required, with prior approval of Government to: (i)

undertake a special duty abroad; (ii)

discharge of official duties during vacation leave abroad; (iii) be on a delegation or visit to an organisation abroad for a short period; (iv)

undertake courses of instruction abroad, including attachment to an organisation. In such circumstances, an officer shall be eligible for appropriate Estacode Allowance at the prevailing rates. (b) : For the purpose of this chapter , the following terms are used with the following meanings: Duty Visit - is an official tour outside Nigeria on a delegation or visit to an organisation for a short period during which the officer is eligible for the rate of allowances set out in Rule Course of Instruction - This includes any attachment to an organisation within or outside Nigeria for a specific period. In such an event, the officer is regarded as being on a course of instruction and he is eligible for the rates of allowance set out in Rules

and

as applicable. Any Civil/Public Servant who is about to undertake a course of training of not more than six months' duration shall be called upon to enter

into an agreement to refund the whole or part of the cost of the course in the event of voluntary interruption of the course. Chapter

Lagos State Government Public Service Rules

Application Interruption of training

coursesDefinitions

(a) : All officers who go for In-service Training at the State Government expense lasting more than three months shall be bonded at the discretion of the Head of Service to serve the State Government according to the following schedules:

Duration of Course

Number of Years to be bonded

(i) Three Academic Y ears or more Five Y ears (ii) T wo Academic Y ears Three Y ears (iii) One Academic Y ear T wo Y ears (iv) Over Three months but less than one Academic Y ear One Y ear (v) Three months and below No bond (b)

Before an of ficer proceeds on In-Service T raining, he shall sign the necessary Bond Agreement Forms with the existing regulations.

(c)

Refusal to sign the Bond Agreement Form on the part of the of ficer shall be regarded as misconduct which shall r e s u l t

i n

t h e

sponsorship/Study Leave being withdrawn and/or the of ficer facing necessary disciplinary action.

PROCEDURE

(i) Overseas Duty T our by all Civil/Public Servants/Public Of fice Holders and Estacode Allowance payable shall be subject to the approval of the Governor or by the appropriate authority .

(ii) Before an of ficer

undertakes an of ficial visit abroad, prior

approval of the Head of Service

shall be obtained. The application for permission shall specify:- (a) details of the visit, duty or course proposed; (b) why the visit, duty or course is considered warranted in the public interest; (c) the approximate date(s) on which it is proposed the of ficer sh a ll arrive in and depart from the country in which the duty or course

is to be undertaken; (d) the officer's address at his destination while away; (e) the probable duration of the duty or course; (f) the total estimated cost including all travelling expenses, and fees (if any). Chapter

Lagos State Government Public Service Rules

Obtaining approval Bond Agreement

An officer required to undertake duties or a course of instruction outside Nigeria must be furnished by his Permanent Secretary/Head of Extra-Ministerial Department/Agency with detailed instructions regarding such duties or course and be informed in advance and in writing of the allowances and travelling facilities for which he will be eligible at Government's expense. Where an officer is required during his vacation leave to undertake any duty, the period of duty will be leave-earning, not leave-consuming.

A

period of duty outside Nigeria during an officer's tour will be regarded as part of his tour. (See also Rules

and The normal effect on the amount of leave due to an officer on his attending a course of instruction during his vacation leave is specified in Rule SECTION - DUTY

VISITS OUTSIDE NIGERIA An officer on duty visit outside Nigeria shall be granted the following at the prevailing rates in the extant circular. (a) Passages:

Air passage for himself only; but where the duration of an officer's duties is not less than

months, his wife may accompany him at public expense. (b) Transport:

Reimbursement of actual expenditure or transport essential to the business of the visit; and (c) Duty/Estacode Allowance. Where the cost of accommodation or hotel expenses of an officer travelling abroad is met by the host government or institution, such an

officer shall be entitled to Estacode Supplementation Allowance as at the prevailing rate. For journeys outside Nigeria, the following travelling days shall apply: (a) For African countries -

days (to and fro) (b) For European countries -

days (to and fro) (c) Asian and American countries -

days (to and fro) Chapter

Lagos State Government Public Service Rules

Special duty visit:

Effect on Leave Passages Briefing of officer Estacode Supple-

mentation Allowance Travelling Days

An officer who, with the prior approval of Government, discharges official duties during his vacation leave outside Nigeria and who is obliged to take accommodation away from his normal place of residence or home, shall be treated as proceeding to such a destination on duty visit and shall be eligible for duty allowance abroad as indicated in Rule

so long as no accommodation is provided at the State Government's expense at such a destination. An officer for whom accommodation is provided

who, with the prior approval of the State Government, discharges official duties during his vacation leave outside Nigeria is eligible for a refund of daily travelling expenses necessarily incurred in the discharge of such duties plus a daily

subsistence allowance at the appropriate rate. SECTION - COURSES OF INSTRUCTION OUTSIDE NIGERIA An officer who is sponsored to attend a course of instruction is eligible for the benefits set out in this section provided that he has signed an agreement (Bond) to refund to the State Government all expenses connected therewith if he: (a) does not obtain a certificate of satisfactory attendance at the course, or (b) does not return to Nigeria, or (c) undertakes any other course of instruction without the specific approval of the State Government, or (d) resigns from the State Civil / Public

Service before the period stipulated by the Bond Agreement. A

senior officer sent overseas on a course of instruction will be eligible for free air passage for himself only; but where the duration of the course of instruction is not less than nine months, his spouse may accompany him at Government expense. Special rates of allowances etc. are prescribed from time to time for certain courses of instruction, and they apply to all officers attending the courses in question (See Rule . Officers who with the prior approval of Government attend courses of instruction (other than one to which Rule

applies) are entitled to be paid the difference between their normal Estacode allowance Chapter

Lagos State Government Public Service Rules

Discharging duties

during Vacation Leave,

away from normal

place of residence Refund of daily

travelling expenses abroad Conditions Passage Courses with

special rates

and the allowance/facilities offered by the donor country where the latter is lower than the official Estacode. An officer undergoing a training course overseas who receives a salary from an employer in the overseas country shall not be eligible for any salary or allowance from the State Government except as may be specifically approved

by

the

Permanent

Secretary,

Agency

responsible

for

Establishments Matters. EXTERNALLY-ASSISTED COURSES Where training facilities under a foreign Government's technical assistance scheme is required, all application forms for the nomination of candidates will be

forwarded to the National Planning Commission for processing. Officers attending courses of instruction under a technical assistance scheme will continue to receive their salaries and all other conditions of service will be in accordance with specified arrangement in addition to entitlements as applicable in Rule Where an officer is permitted on the recommendation of his Permanent Secretary/Head of Extra-Ministerial Department / Agency to take a course of instruction at the officer's own request, special conditions may be imposed.

These conditions shall be decided by the Ministry responsible for Establishments Matters and may include the grant of leave without pay and the withdrawal of all or any of the allowances or other privileges prescribed in this chapter . In such cases, it is the responsibility of the Permanent Secretary/Head of Extra-Ministerial Department/Agency to inform the officer in writing, before his departure, of the conditions which have been decided.

SECTION - IN-SERVICE TRAINING AND LOCAL COURSES OF INSTRUCTION

In-Service Training

- courses of instruction initiated at the instance of the Government. Chapter

Lagos State Government Public Service Rules

Overseas employ-

ment during training courses. Nomination Conditions Certain courses

to be granted as leave without pay Definition

An officer may be nominated for In-Service Training provided that his Permanent Secretary/Head of Extra-Ministerial Department/Agency certifies the following: (i) evidence of letter of admission; (ii) evidence of duration of the course; (iii) that the course is necessary to enhance the performance of the officer and to add value to the Service; (iv) that the course is relevant to the officer's profession. Officers shall be granted In-Service Training for a period not exceeding two years with normal emoluments, allowances and course fees.

Local Course of Instruction

is a course which an officer takes locally in Nigeria but outside his own station. An officer attending a local course of instruction (In-Service Training) at any Lagos State Training Centre, University, Public Service Training Institutions or other approved Institutions, is eligible for Local Course Allowance (LCA) at the prevailing rates in the extant circular . Officers are required to give six months' notice to retire from

Service before the effective date of retirement. At the commencement of the three months, officers shall be sponsored on the mandatory pre-retirement workshop/seminar. PART -TIME COURSE OF STUDIES Officers shall be granted approval to undertake part-time studies

which may be relevant to the officersTM

schedule of duties and to the Service generally. Such programme which may include staff vacation programmes shall be within

kilometre radius of Lagos. Chapter

Lagos State Government Public Service Rules

Local Course

AllowanceIn-Service Training Definition Mandatory Pre-Retirement Workshop for

retiring officers Part-Time Studies-

Approval

Chapter

Lagos State Government Public Service Rules

CHAPTER ALLOWANCES GENERAL An allowance

is a monetary benefit other than salary granted to an officer for a specific purpose. The following allowances are payable to officers in the Lagos State Civil / Public Service: (a) Statutory Allowances Rent Subsidy Meal Subsidy Utility Allowance Transport Allowance

Furniture Allowance Leave Grant Entertainment Allowance-See Rules

and

Domestic Staff Allowance-See Rules

and

(b) Job-Related Allowances Book Allowance Call Duty Allowance Shift Allowance
Specialist Allowance TeachersTM

Job-Specific Allowance Teaching Allowance Health Professional Non-Clinical
Allowance Clinical Allowance

Hazard Allowance

(c) General Allowances Overtime Allowance Miscellaneous Allowances

Hotel Accommodation Allowance

Duty Tour Allowance SECTION - SECTION - TRANSPORT

ALLOWANCE SECTION

- KILOMETRE ALLOWANCE RULES SECTION - GENERAL Definition Types
of Allowances

Chapter

Lagos State Government Public Service Rules

Estacode Allowance

Estacode Supplementation Allowance Local Course Allowance Book/Project
Allowance Responsibility Allowance Uniform Allowance Acting Allowance

Resettlement Allowance All allowances provided for in this Chapter shall be subject
to periodic review by the Committee on the Development of Pay Policy , Review

and Salary Determination System in the Lagos State Public Service through the issuance of appropriate circulars.

:

Officers who live in Government quarters or who are provided with residential accommodation at Government's expense are not entitled to rent subsidy. However, the applicable rent subsidy will be used in calculating their terminal benefits. Non-Accident Bonus shall be paid to Motor Drivers, Driver / Mechanics and Plant Operators not involved in any accident during a period of one year at the rate of N10, per annum. Officers in charge of Transport shall keep a full record of all accidents in which drivers are involved whether or not they are at fault. Drivers who are at fault will forfeit the bonus. The bonus is payable only in December on the strength of a Non-Accident Bonus Certificate to be issued by the officer in charge of Transport and approved by the Permanent Secretary/Head of Extra Ministerial Department/Agency. (a) Permanent Secretaries and above are entitled to four Domestic Servants as follows: (i) Two

Day /

Night Watchmen (ii) A

Gardener (iii) A

Cook/Steward Rent subsidy-

Officers not eligible Allowances subject to

periodic review Non-Accident

Bonus Keeping of record of all accidents Forfeiture of bonus When payable
Domestic servants

of officers

Lagos State Government Public Service Rules Chapter

(b) Officers on G.L. and

are entitled to two domestic servants as follows: (i) A

Night Watchman (ii) A

Gardener

(c) Officers on G. L.

are entitled to one domestic servant.

The allowances of domestic staff in Rule

(a)-(c) shall be paid along with the salaries of the entitled officers.

An allowance shall be paid to Secretarial Staff

as specified in (a)-(c) .

Officers who perform shift duties and are not health professionals shall be paid shift duty allowance at the

rate of % of their consolidated monthly salaries.

Officers on posting, transfer or on assumption of duty on new appointment at their new station, different from their city/town of domicile, shall be entitled to transport fare for self, spouse and a maximum of four children. In addition, they shall be eligible for hotel accommodation for the first

days or an allowance for the first

days, in lieu of hotel accommodation, at the following rates: (a) Permanent Secretary - N20, per night (b) Officers on GL

- N13, per night (c) Of ficers on GL07- - N9, per night (d) Of ficers on GL
and Below - N3, per night

Duty T our

Allowance

is granted to enable of ficers pay for lodging and feeding expenses during of ficial
tours. The allowance shall be paid at the prevailing rate in the extant circular .

This is not an emolument or an addition to an

of ficer TM s salary . However , if it is shown to the satisfaction of the Government
that an of ficer has endangered his health by failing to provide himself with adequate
boarding/lodging, he shall be liable to face disciplinary action.

Shift Duty Allowance for

non-health professionals Hotel Accommo-

ation Allowance for newly appointed,

newly posted officers.Duty T our Allowance Allowances of

domestic servantsAllowances for

Secr etarial Staff

Lagos State Government Public Service Rules Chapter

- (a) All of ficer are entitled to airfare depending on the exigencies and with the
approval of the Accounting Of ficer . (b) T ransport Allowance shall be paid to all
of ficers when travelling to towns and cities where air transport services do not exist
at rates specified in the extant circular . (c) For the purpose of local running, of ficers

shall be paid Incidental Allowance in addition to their Duty Tour Allowance at the prevailing rates.

- Nothing in this Public Service

Rules shall necessarily give any of ficer a right to Duty Tour Allowance and the provisions of this chapter may at any time be revoked, altered, added to or amended at the discretion of the Government.

:- The payment of the Duty Tour Allowance should be made only in respect of official tours duly approved by the appropriate authorities in each case. Where the cost of accommodation or hotel expenses of an of ficer travelling abroad is met by the host Government or institution, such an

of ficer shall be entitled to Estacode Supplementation Allowance at the prevailing rate. An of ficer on duty visit outside Nigeria shall be granted the following at the prevailing rates in the extant circular: (a) Passages:

Air passage for himself only; but where the duration of an of ficer's duty is not less than

months, his/her spouse may accompany him/her at public's expense. (b) Transport: Reimbursement of actual expenditure or transport essential to the business of the visit;

(c) Incidental Allowance : and (d) Estacode Allowance (a) Of ficers shall be eligible for Estacode Allowance subject to the approval of the appropriate authority . Entitlement

on Duty Visit Outside

NigeriaEstacode Allowance

subject to approval Duty Tour

Allowance ; Not a right Estacode Supplemen-

tation Allowance

Chapter

L a g o s

S t a t e

G o v e r n m e n t

P u b l i c

S e r v i c e

R u l e s For journeys outside Nigeria, the following travelling days shall Apply: (a)

For African countries -

days (to and fro) (b) For European countries -

days (to and fro) (c) Asia and American countries -

days (to and fro). Local course of instruction

is a course

which an of ficer takes locally in Nigeria but outside his own station. An of ficer attending a local course of instruction at any Lagos State training centre, university or any other approved Public Service training institution is eligible for Local Course Allowance at the prevailing rates.

:

(a) Book/Project Allowances for of ficers attending various courses at the Lagos State Training Centres, Treasury Schools, Universities and other approved institutions in Nigeria shall be paid, if stipulated in the course as a requirement, at

rates stated in the extant circular . (b) For postgraduate courses, Project Allowance is

payable once for of ficers on in-service training. The approved rates of

Responsibility Allowance are as follows: (a) Chief

Secretarial Of ficers attached to the Governor , the Deputy Governor , the Speaker and the Deputy Speaker of the State House of Assembly ,

the Chief Judge of Lagos State, the Secretary to the State Government, the Head of Service and the Honourable Commissioners and Chairmen, Statutory Service Commissions

at the rate of N25, per annum. (b) Assistant Chief Secretarial Of ficers attached to the Permanent Secretaries/Chief Executives of Extra-Ministerial Of fices and the Directors at the rate of N20, per annum; and (c) Secretarial Of ficers and Assistant Secretarial Of ficers attached to these functionaries at the rate of N10, per annum.

Overtime

is time spent performing of ficial duties outside normal hours of work.

The normal working time per week for the purpose of computing overtime payment due under this chapter shall consist of five days of eight hours a day from Monday to Friday .

T ravelling Days Local Course Allowance O v e r t i m e D e f i n i t i o n Book/Pr oject Allowance

Chapter

Lagos State Government Public Service Rules Overtime allowance shall be paid to of ficers on G.L

- who actually do overtime duly authorised and approved. A ,work-free day™

means the working day on which public holiday falls. For time worked on work-free days, a double-time hourly rate shall be paid, subject to a minimum payment for four hours in respect of each day . However , overtime in excess of four hours shall attract single-time hourly rate payment. Where an of ficer eligible for overtime payments is gazetted as acting in a post which attracts overtime payments, he shall be

paid for overtime on his full acting salary . If, however , the post in which the of ficer is acting is one which does not attract overtime payments, no overtime payments will be made; but if the of ficer receives no acting allowance in the post for the reason that his substantive salary is higher than the minimum of the acting post, he shall qualify for overtime payment at the rate attached to

his substantive salary notwithstanding the fact that the acting post is not in itself overtime - earning. No of ficer qualified for overtime payment shall work overtime in excess of

hours in any month unless authorized in special circumstances by the Accounting Of ficer/Chief Executive. Except where the salaries have been so fixed, taking into consideration the special circumstances of the duties being performed, monthly-rated established staf f

shall, wherever practicable, be given time- of f on a working day in lieu of time worked on a work-free day or public holiday . Of ficers on GL

and above who are not eligible for overtime allowance, but required to work outside their normal hours from time to time, should be permitted to work flexibly at a future date equivalent to the amount of additional time worked, as agreed with their superior of ficer. Overtime should be clearly scheduled and rotated where possible

Authority for Overtime and

Entitled Officers Treatment of officers

not qualified for overtime payment Definition- Work-free days Limitation of total

monthly overtime Effect on acting

appointment Payment for time

worked on work-free day

Chapter

Lagos State Government Public Service Rules

Uniform Allowance at the rates set out as follows

shall be payable to officers where uniforms are not provided: Post Amount of Allowance Nursing and Midwifery Officers = N25, per annum Fire Officers = N25, per annum Law Enforcement Cadres (Traffic and Environmental Sanitation) = N25, per annum

Vehicle Inspection Officers / Superintendents

= N25, per annum An officer duly gazetted as acting is eligible for acting allowance at the appropriate rate specified in Rules

and, whichever is applicable from the gazetted date of commencement of his acting appointment to the date immediately preceding the gazetted date of termination thereof (both dates inclusive), except for any day in excess of

days of continuous absence from duty on account of ill-health.

No allowance shall be paid if the period of acting appointment does not extend beyond

days. - (i)

When an officer has been recommended to act in a grade immediately higher than his own, he shall be regarded as adequately performing the full duties of the higher post and shall be entitled to

percent allowance after he has served at least two years in his substantive grade. (ii) An officer is required to serve for at least one year in his substantive rank before he is eligible to draw

percent acting allowance in respect of the post immediately higher

than his own. (iii) When an officer has been requested to act in a post two or more grades above his substantive rank, the maximum amount of acting allowance which he may receive shall

be calculated as the difference between the salary of his substantive appointment and the salary of the post immediately superior to his own.

Acting Allowance:

When Payable Rates of Acting

Allowance Uniform Allowance

Chapter

Lagos State Government Public Service Rules

(iv)

An officer who is acting in a grade higher than his own but who has not served at least one year in his substantive rank shall not be entitled to any acting allowance.

Where a gazetted acting appointment requires an officer to discharge simultaneously the duties of more than one office, the following rules shall apply:

(a) If the two offices are distinct and separate offices in different departments, and

they do not stand to one another in any immediate relation of superiority or subordination, the rate of acting allowance payable shall be fixed at an appropriate amount not exceeding half

the minimum basic salary of the post (or , if both are held on acting appointments, of the higher of the two); (b) If the two offices stand to one another in immediate relation

of superiority or subordination, no acting allowance will be payable unless one of them is higher than the acting officer's substantive post, in which event the rate of acting allowance payable shall be in accordance with Rule Where either the acting officer's substantive post or the post in which he is acting is associated with some special form of remuneration (i.e. other than basic salary , inducement addition, or temporary addition to rates of pay), the effect of such remuneration on the acting allowance payable shall be governed by such rules as may be specified by the Government in relation to such remuneration. If an officer is in receipt of a personal allowance in addition to the normal emoluments of his substantive office, such a personal allowance will be treated as part of his substantive basic salary for the purpose of calculating acting allowance. The substantive basic salary of a contract officer or re-engaged pensioner shall, for the purpose of calculating acting allowance in accordance with Rule

, be taken as the officer's actual salary less contract addition. In the case where an officer eligible for inducement addition in a long scale is acting in a super scale of office with a consolidated basic salary , the Effect of Acting

Appointment on allowanceThe effect on certain

special remuneration Officer receiving personal

allowancesContract Officers

and re-engaged pensioners Consolidated Salary

Chapter

Lagos State Government Public Service Rules

rate of acting allowance payable will be calculated at the rate of the difference between the consolidated salary of the higher office and the basic salary plus the inducement addition associated with the lower post. (a) Resettlement Allowance, previously known as Disturbance Allowance, should not be paid or treated as an emolument. It shall only be paid where an officer is posted or transferred in a circumstance that is established or confirmed that his living condition has been disturbed. (b) Resettlement allowance is granted in compensation for out-of-pocket expenses not covered by other regulations, but which are incurred by the officers in the course of transfer as defined in Rule Resettlement Allowance shall be paid at the rate of % of an officer's annual emolument. For the purpose of this Chapter

transfer includes the following: (i) transfer from one station to another during a tour of service; (ii) transfer from one station to another on return from leave; (iii) transfer or secondment from the Service of another Government in the Federation; (iv) evacuation, on the instruction of the appropriate housing authority, from a Government quarters of an officer allocated the quarters on other than a purely temporary basis, for the reason that the quarters is required for another officer: provided that the officer thus forced to leave the quarters is obliged thereby to move outside the residential area concerned.

Any claim made under this sub-paragraph should be supported by a certificate from the appropriate housing authority to the effect that the move in respect of which a claim is made constitutes a move from one residential area to another at the instruction of the housing authority. An officer whose transfer is at his own request shall be entitled to only transport allowance,

not resettlement allowance. Resettlement Allowance Resettlement Allowance:

Rate of payment Definition of transfer Not payable if transfer

is at officer's request

Chapter

Lagos State Government Public Service Rules

The following rates of allowance s

are payable to teachers who teach on part - time basis: (i) Part -time teacher/instructor (member of staff) = N500 per hour (ii) Part -time teacher/instructor (outside) = N500 per hour . Officers

in

the

Professional ,

Administrative ,

Executive ,

Technological and allied cadres whose normal duties do not involve teaching but who are posted to full-time teaching in departments/training institutions and other recognised institutions shall be paid an allowance of N1, per

month during the periods of such postings. A

House Master/Mistress is eligible for a House Master/Mistress allowance at the rate of N2, per month. Science / Mathematics

Teachers

are

eligible

f o r

Science/Mathematics Teaching Allowance at the rate of N2, per month. Laboratory Attendants who, in addition to their normal duties, are required to work with the evening class section of their institution shall be paid an allowance at the rate of N100 per day . SECTION

- TRANSPOR T

ALLOW ANCE -

T ransport Allowance is a monthly allowance payable to all categories of staf f to augment their expenses on transport. SECTION - KILOMETRE ALLOW ANCE RULES - Kilometre allowance may only be drawn in respect of distance travelled on of ficial duty . -

Kilometre allowance may not be drawn in respect of journeys between an of ficer 's quarters and his normal place of work except when an of ficer who is required by his superior of ficer to return to his place of work outside the normal working hours . Part-T ime Teaching Allowance Full-T ime Teaching Allowance House Master/

Mistress Allowance Science Mathematics

Teaching Allowance: Laboratory Attendants

AllowanceDefinition Limited to official

runningsHouse to office

journeys excluded Chapter

L a g o s

S t a t e

G o v e r n m e n t

P u b l i c

S e r v i c e

R u l e s

- Kilometre allowance may not be drawn in respect of

journeys for which the officer also utilizes other transport at GovernmentTM's expense for the transport of himself, his wife, servant or baggage save: (a) in special cases with the prior approval of the officerTM's Permanent Secretary/Head of Extra-Ministerial Department; (b) when the officer is proceeding on transfer . - An officer who owns a motorcycle and uses it on official journeys shall be paid an allowance at the rate of N6. per kilometre. This precludes journeys from the officerTM's residence to his normal place of work. - An officer who owns and maintains a motor vehicle and uses it for official journeys undertaken either within or outside his duty station shall be entitled to kilometre allowance at the rate of N10. per kilometre. - Claims

for payment of Kilometre Allowance are required to be

submitted monthly . Payment vouchers for Kilometre Allowance shall be supported by certificates that no other allowance has been or will be paid in respect of that month. Claims not submitted within two months will be disallowed unless there is a valid reason for the delay . Motor Cycle:

Rate of AllowanceMotor Vehicle Rate of

AllowanceClaims for Allowance Not payable

when other transport used Chapter

Lagos State Government Public Service Rules

CHAPTER INNOVATIONS/INVENTIONS AND AWARDS COMMITTEE

SECTION - GENERAL There shall be constituted for the purpose of the Rules in this chapter an Awards Committee which shall consist of a Judicial or Legal Officer appointed by the Head of Government as Chairman and such other persons as the Head of Government may, from time to time, appoint by notice in the gazette. The functions of the Awards Committee shall be to make investigations and recommendations in connection with Rules

and The Awards Committee may make rules for regulating their proceedings, but no such rules shall come into force until they will have been approved by the Head of Government. An officer shall be entitled to appear personally before an Awards Committee or be represented in such a manner as the Awards Committee may approve. All conclusions of Awards Committee shall be embodied in recommendations which shall be forwarded to the Head of Government. An Officer who has made an invention must immediately report it under Secret Cover to Government through his Permanent Secretary/Head of Extra-Ministerial Department. He may, at his own expense, and shall, at

the Government's expense if so required, lodge an application for provisional protection with the Registrar of Patents and Designs. When lodging any such application, the officer shall simultaneously send a copy to the Head of Government through his Permanent Secretary/Head of Extra-Ministerial Department. The Head of Government shall decide as expeditiously as possible,

whether the invention shall be regarded as secret, and his decision shall forthwith be communicated to the officerTM's Permanent Secretary/Head of Extra-Ministerial Department for the information of the officer. **CONTROLLING RIGHTS IN PATENTS** As soon as practicable the Head of Government shall decide whether the officer shall or shall not be allowed controlling rights in the Appointment Functions
P r o c e d u r e P r o v i s i o n a l p r o t e c t i o n o f

inventions GovernmentTMs opinion

Chapter

Lagos State Government Public Service Rules

patent and his decision shall be communicated to the officerTMs Permanent Secretary/Head of Extra-Ministerial Department for the information of the officer. Where an invention is in all respects alien to the employment of the officer, he shall normally be granted the full rights in such invention. Pending the decision of the Head of Government as to the controlling rights, all rights in the invention shall be deemed to belong to and be held in trust for the Government. If the Head of Government decides that the officer shall be allowed controlling rights in the patent, the following provisions shall apply: (a) the officer shall

be responsible for all expenditure in taking out the patent; (b) the Head of Government may attach to his decision such conditions as he may think fit; in particular, he may reserve to Government

a right to a

share of any commercial proceeds; (c) the official may, whether any rights

are

reserved under sub- paragraph (b) or not, apply to the Awards Committee, through his Permanent Secretary/Head of Extra-Ministerial Department, for an award in respect of his invention. If the Head of Government decides that an officer shall not be allowed controlling rights in the patents, the following provisions shall apply: (a) the officer shall assign all his rights in the invention to Government; (b) the Government shall be responsible for all expenditure in taking out the patent; (c) the Head of Government shall decide whether the officer shall or shall not be allowed a share of any commercial proceeds; (d) the officer may, whether he is allowed a

share in the commercial proceeds or not, apply to the Awards Committee through his Permanent Secretary/Head

of Extra-Ministerial Department for an award in respect of his invention. **AWARDS AND SHARE OF COMMERCIAL PROCEEDS** The question whether an award shall be made, the amount thereof, and the amount of the share of commercial proceeds to be reserved to the Officer is allowed controlling rights Rates applicable

when the officer is not

allowed controlling rights Determination

Chapter

Lagos State Government Public Service Rules

Government under Rule

(b) or allowed to the officer under Rule

(c) shall be determined by the Head of Government after investigation by the Awards Committee. In fixing the amount of any award or share of commercial proceeds: (a) any reasonable expense(s) to which the officer may have been put in connection with his invention shall be taken into account; (b) the reservation of a right of user free of royalty to the State Government shall not be taken into account, but if, and when such right shall be exercised by the Government, a material change shall, for the purpose of Rule , be deemed to have taken place. In the event of a material change taking place

in the circumstances which existed at the time when an award or allocation of commercial proceeds was made, the original decision under Rule

may be modified by the Head of Government after further investigation by the Awards Committee;

provided that, in any such modification of the original decision, the amount of an award which has been paid shall not be reduced. Where the inventor considers an award by the Head of Government unacceptable, he may apply to the Court to determine whether or not such an award is a fair remuneration under the Patents and Designs Act (Cap.P2/Cap..

Nothing in this Chapter shall affect the duties and liabilities of any officer under the provisions of the Official Secrets Act

(Cap.

/ Cap.. Modification Secrecy

Chapter

Lagos State Government Public Service Rules

CHAPTER REWARD FOR OUTSTANDING WORK Reward

in this Section refers to Ministerial Award of gifts or Certificates to deserving Officers. The recipient of an award must have been considered as the best on the basis of outstanding performance of duties and exemplary conduct during the year. Each Ministry or Extra-Ministerial Department may make such an award to deserving officers monthly/quarterly/annually. The award may be in the form of certificates, medals, gifts of cash or kind. The Permanent Secretary/Head of Extra-Ministerial Department shall be assisted by a Committee in selecting deserving officers from nominations made by Heads of Departments/Divisions. Any officer who, in the course of his official duties, carries out a unique act or, in perilous circumstances, secures the safety of human life or property may also be considered for an award as

the occasion warrants. An officer who has served continuously and meritoriously for a minimum of ,

and

years with a good record of service shall be eligible for a certificate of merit and award in kind

commensurate with his length of service. Definition Basis of awards Frequency of awards Nature of

awards Procedure for

selection Unique acts Certificate of merit

Chapter

Lagos State Government Public Service Rules

CHAPTER APPLICATION OF

THE PUBLIC SERVICE RULES

TO LAGOS STATE GOVERNMENT PARASTATAL ORGANISATIONS
SECTION

- GENERAL SECTION

- BOARDS/COUNCIL

MATTERS SECTION

- APPOINTMENT

AND PROMOTION SECTION

- EXIT

FROM THE SERVICE SECTION

- DISCIPLINE SECTION

- PETITIONS AND APPEALS SECTION - GENERAL A

Parastatal

is

a

government-owned

organisation

established by statute to render specified service(s) to the public. It is structured and operates according to the instrument establishing it and also comes under the policy directives of Government. Parastatals shall be classified into four categories as follows: (i) Regulatory Agencies; (ii) General Services; Definition Classification - tion

GENERAL

PRINCIPLES

Where

the

Conditions

of

Service

of

a

P u b l i c S e r v a n t

is

i n a d e q u a t e

o r

d o e s

n o t

p r o v i d e

f o r

a

p a r t i c u l a r

i s s u e ,

t h e

e m p l o y e r

s h a l l

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Rules .

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(iii) Infrastructure/Utility Agencies; (iv) Security Agencies. Parastatals are to retain and improve existing rules, procedures and practices in their establishments and ensure that there are no deviations from the general principles contained in the Administrative Guidelines for Parastatals and Government owned Companies in Lagos State

and

Public Service Rules . For example, variations in probationary periods and maturity periods for promotion only reflect organisational peculiarities and not inconsistencies with the

Public Service Rules .

However , in the absence of internal rules and regulations on any matter , the relevant provisions of the Public Service Rules shall apply . SECTION -
BOARDS/COUNCIL MATTERS (a) Statutory

Boards/Councils

shall

set

operational

and

administrative policies in accordance with government policy directives and supervise the implementation of such policies. The administrative policies may include those relating to appointment, promotion and discipline of staff. (b) A

Board shall not be involved directly in the day-to-day management of a parastatal. (c) A

Commissioner exercises control of a parastatal at policy level through the Board of the parastatal only. Accommodation shall not be provided to any part-time member of a Board on a permanent basis. No part-time member of the Board shall be allowed to retain official vehicle for use on a permanent basis. SECTION - APPOINTMENTS AND PROMOTIONS All appointments to public offices, both senior and junior, in Lagos State Government parastatals shall be made on the authority of the Boards/Councils within the approved manning levels, after securing the required approved dispensation to recruit from the Governor. Appointment into all grades in parastatals shall be need-based and subject to the

approval of the

supervisory Boards/Councils. Such appointments shall be made through a fair and open selection process that Existing Rules/

Conditions of Service Functions

of Boards/Councils Privileges

of Members of Board Authority for Appointment Appointment

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ensures merit, credibility and fair

employment opportunity . Eligibility for appointment under this rule shall be in accordance with the

provisions of Rule , subject to the fact that reference made in Rule

to the Head of

Service shall not apply to parastatals. The Board/Council of a parastatal shall approve all promotions without prejudice to its powers to delegate. The provisions of Rule

(b) and (c) on eligibility for promotion shall

apply to all parastatals, without prejudice to a parastatal's conditions of service.

SECTION - EXIT FROM THE SERVICE (a) The provisions of

Section

in Chapter

of the Public Service Rules

on Exit from the Service shall apply to all parastatals, as contained in each parastatalTM's conditions of service. (b) All such conditions of service for parastatals shall be approved by their respective Boards and ratified by the Head of Service.

SECTION - DISCIPLINE The power to exercise disciplinary control over officers in parastatals is vested in the supervisory Boards/Councils in accordance with their respective conditions of service. The provisions of Chapter

of the Public Service Rules

shall guide all parastatals in addressing disciplinary matters provided that, where there is a

reference to the Lagos State Civil Service Commission,

the

Head of

Service

or the Permanent Secretary , the Boards/Councils shall perform such functions. In the case of paramilitary services, the disciplinary procedures adopted in their respective services shall also apply . SECTION - PETITIONS AND APPEALS In consonance with Chapter , Section of the Public Service Rules , an officer of a parastatal who wishes to make representations to the Head of Government shall route such representations through the proper Authority to approve Promotion Exit from the Service Authority to Discipline General Application Application to

the Paramilitary Petition

to Head

of Government

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Departmental channels, namely: the petitioner TM s superior officer; the Chief Executive Officer; the Board/Council and the supervising Ministry of the organization.

Serial No. of sheet Rules Replaced GENERAL

APPENDIX ,A TM SCHEDULE OF REPLACEMENT SHEETS Note: The sheets which are replaced should be reinserted behind this schedule.

GENERAL

APPENDIX ,B™ SCHEDULE OF MINOR AMENDMENTS Note:

The actual amendment slips should be pasted over the blank pages behind this schedule in serial order . Serial No. of Amendment Gazette Reference Rules Affected