



EDO STATE GOVERNMENT OF NIGERIA

OFFICE OF THE HEAD OF SERVICE

GOVERNOR'S OFFICE

P.M.B. 1081, BENIN CITY

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Our Ref: HOS 626/19

05th October, 2022

CIRCULAR LETTER

Honourable Commissioners;

Permanent Secretaries;

Auditors-General (State and Local Government);

Chairmen, (Civil Service Commission, Local Government Service Commission, Edo State Independent Electoral Commission, Oil and Gas Producing Areas Development Commission, Audit Service Commission);

Heads, Extra Ministerial Departments;

Chairman (Internal Revenue Service)

Chief Executives, Boards and Parastatals;

Edo State.

THE USE OF E-GOV FOR ALL OFFICIAL CORRESPONDENCE

I am directed to refer to the above subject and to inform you that Government's policy on the use of E-Gov for ALL official correspondence within the Service is still in force.

2. In view of the foregoing, all Heads of Ministries, Departments and Agencies (MDAs) of Edo State Government are by this Circular requested to ensure that all official correspondence are handled on the E-Gov platform, except correspondence addressed to His Excellency, the Governor, which at the moment, should be done in physical mails and files.

3. I am to further request all Heads of MDAs to direct their Staff to make use of the **Training Module** on the E-Gov platform when applying for trainings/workshops/seminars/conferences etc. as any of such applications not done on the Module will henceforth not be approved.

4. Please bring to the attention of all Staff, the contents of this Circular.


Aziegbemhin, P. E. (Mrs.)

Permanent Secretary (General Services)

For: Head of Service