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ANAMBRA STATE OF NIGERIA

# CIVIL SERVICE RULES

(REVISED TO 1ST JULY 1978)



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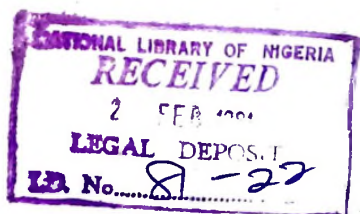
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ANAMBRA STATE OF NIGERIA

## CIVIL SERVICE RULES

(REVISED TO 1st JULY, 1978)



1979

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## PREFACE

These Rules supersede all General Orders, *Gazette* Notices, Circulars, etc., published prior to 1st July 1978 on the subjects concerned, but should be read in conjunction with circular instructions and *Gazette* notices on the same subjects issued on or after that date.

2. *Method of Numbering.*—Each Rule has been given a number containing five digits, of which the first two indicate the chapter, the third indicates the section within the chapter while the last two give the number of the individual Rule within the section, e.g., Rule 14211 is the eleventh rule in section two of chapter fourteen.

3. *Major Amendments.*—Major amendments to these Rules will be published by means of dated and serially numbered replacement sheets, the issue and effective date (but the text) of which will be notified in the *Gazette*. When a replacement sheet is received it should be inserted in the appropriate place in the binder and entered in the "Schedule of Replacement Sheets" (General Appendix A) at the end of the Rules; the sheet it replaces should be removed from its original position, endorsed with the number of the Replacement Sheet and re-inserted behind General Appendix A.

4. *Minor Amendments.*—The full text of minor amendments (also numbered serially but in a separate series) will be published in the *Gazette* and reprints will be issued, in the form of amendment slips. When a minor amendment appears in the *Gazette*, it should be entered in the "Schedule of Minor Amendments" (General Appendix B) at the end of the Rules and the necessary amendment to the text of the Civil Service Rule affected should be made forthwith in manuscript with a marginal reference to the serial number of the amendment.

When the corresponding Amendment Slip is subsequently received it should be pasted over the blank pages behind Appendix B in its correct serial order.

5. This book is not a personal issue to officers; it is issued to an office and may not be removed from it. Each successive officer in charge of the office to which this copy of Civil Service Rules is issued, is responsible during his tenure of office, for ensuring that it is kept in good order and up to date, and must ensure that his successor in office signs a handing-over certificate acknowledging its receipt.



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CHAPTER 1

INTRODUCTION

01001. These Civil Service Rules apply to all servants except where they conflict with specific terms approved by the Anambra State Government and written into the contract of employment or letters of appointment. In so far as the holders of the offices of—

**Application.**

The Governor of Anambra State,  
The Chief Judge of Anambra State and Judges of the High Court,  
The Chairman and Members of the Public Service Commission,  
The Chairman and Members of the State Schools Services Commission,  
The Chairman and Members of Local Government Services Commission and  
The Auditor-General of Anambra 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 in so far as their conditions of service are concerned and any other law applicable to these officers.

01002. The special meanings with which various words and terms are used for the purpose of particular Chapters and Sections in these Civil Service Rules are quoted at the beginning of such Chapters and Sections.

**Special definition.**

01003. Except where otherwise indicated by the context or in the special definitions for particular Chapters the following words and terms are used with the following meanings wherever they occur in these Civil Service Rules—

**General definitions.**

Basic salary includes any contract addition given to contract officers but excludes, for all staff, any inducement addition or other form of allowances.

Child (of a servant) means a child who—

- (a) is under the age of 18; and
- (b) (i) is the servant's biological offspring, or  
(ii) the servant's stepchild, being the biological offspring of a spouse of the servant, or
- (iii) a child adopted by the servant in accordance with any statutory provision and
- (c) is entirely dependent on the servant.

(A child is not normally entirely dependent on a woman 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).

Classified correspondence means correspondence which has been graded Restricted, Confidential, Staff Confidential, Secret or Top Secret.

Clerical Pools General Administration is a pool of clerical staff available for posting to certain Ministries or Non-Ministerial Departments as required. It is controlled by the Permanent Secretary of the Anambra State Ministry of Establishments who is regarded as Head of Department for the pool.



Daily-rated Staff means servants employed on daily rates of pay.

Division means a branch of a Ministry.

Established post means a post provided for under the personal emoluments sub-head of the estimates.

General Executive Class comprise the officers holding posts of Principal Executive Officer, Senior Executive Officer, Higher Executive Officer, Executive Officer and Assistant Executive Officer; it also includes officers holding corresponding posts viz. 'audit', 'accounts', 'revenue', 'estates', etc., e.g., Executive Officer (Accounts). The Executive Class (General Duties) is controlled by the Permanent Secretary, Ministry of Establishments, while Executive Class (Accounts) is controlled by the Permanent Secretary, Ministry of Finance. Executive Classes other than General Duties and Accounts mentioned above are controlled by their respective Ministries/Departments.

Head of Department means the Secretary to the Government, the Permanent Secretary of a Ministry and the Heads of Non-Ministerial Departments.

Junior officer means a servant employed in a pensionable junior post on pensionable terms and in salary grade level 01-06.

Junior posts are all those posts on salary grade level 01-06.

Ministry includes Non-Ministerial Departments.

Monthly-rated means employment on monthly rates of pay.

Nigerian Home Place means the place in Nigeria accepted in writing by Government as the place to which an officer or employee would naturally wish to return when spending his leave in Nigeria (notwithstanding, in case of a West African that his birth place is outside Nigeria). Such place must be determined at the time the officer or employee first becomes a servant, but may in special circumstances be altered subsequently for good reasons established to the satisfaction of Government.

Nigerian Officer means an officer other than an expatriate or a West African Officer.

Officer when used without qualification, means a servant employed in an established post, either on pensionable, non-pensionable or contract terms.

Expatriate Officer means a servant not of Nigeria or West African origin.

Public Service is service which ranks as such for the purpose of the Pension Decree.

Secretarial Pool is a pool of stenographic staff for posting to any Ministry or Non-Ministerial Department as required. It is controlled by the Permanent Secretary of the Ministry of Establishments.

Senior Posts include all posts graded in the salary group levels 07-16 and all posts attracting fixed salaries at equivalent levels.

Servant means a person employed by the Anambra State Government.

Temporary Staff means any servant employed temporarily in an established post on non-pensionable terms.



Trainee means a person appointed to a training post in any grade; it includes a pupil.

Unestablished Post means one provided for in an open or one-line vote (e.g., "labour", "Temporary Clerical Assistance", etc.).

West African Officer (or Employee) means an officer (or employee) for whom a country in West Africa other than Nigeria has been accepted in writing by the Government as the home country to which he would naturally wish to proceed when granted vacation leave. No officer or employee recruited in Nigeria on or after the 11th February, 1952 is eligible to qualify for treatment as a West African Officer.

Wife (of a Servant) means a wife married to him under the Marriage Act, according to Islamic Law or according to Customary Law.

**01004.** Nothing in these Civil Service Rules shall be construed as limiting the powers of the Anambra State Government to amend or revoke any of its provisions at any time.

**01005.** Notwithstanding that throughout the Civil Service Rules the terms "officer", "employee" and "servants" are referred to in the masculine gender, the provisions of the Rules apply equally to women servants.

**Application  
of Public  
Service  
Rules to  
women.**



CHAPTER 2

APPOINTMENTS AND LEAVING THE SERVICE

SECTION 1 ...	...	General.
SECTION 2 ...	...	Recruitment.
SECTION 3 ...	...	Rules for appointment on probation.
SECTION 4 ...	...	Rules for appointment on Non-Pensionable Contract.
SECTION 5 ...	...	Rules for Non-Pensionable Short-Term Appointments.
SECTION 6 ...	...	Transfers and Secondments.
SECTION 7 ...	...	Promotions.
SECTION 8 ...	...	Leaving the Service.

Section 1—General

**02101.** Appointment to public offices in the Anambra State Public Service are made on the authority of the Anambra State Public Service Commission. These appointments are made either—

**Authority for appointments.**

- (a) by letter written by the direction of the Anambra State Public Service Commission; or
- (b) by formal agreement between the officer and the Anambra State Government or its appointed agents.

Subject to Rules 02205, 02206 and 02207, Heads of Departments are authorized to appoint eligible candidates to posts in respect of which the powers of appointment have been delegated to them.

**02102.** Promotions to all posts in the Anambra State Public Service other than those of Permanent Secretaries are vested in the Anambra State Public Service Commission who has however authorized Heads of Departments to promote eligible candidates to posts in respect of which the powers of appointment have been delegated to them.

**Authority for promotions.**

**02103.** Except as otherwise provided an officer's incremental date shall be the first day of the month in which he takes up the appointment or is promoted thereto.

**Incremental date.**

**02104.** Except where otherwise provided seniority as between persons selected for appointment from outside the Anambra State Public Service shall be determined by the date of assumption of duty. Where, however, two or more persons selected from outside the service arrive on the same date, seniority *inter se* shall be determined by the date of the letter from the Anambra State Public Service Commission confirming the selection, or in the case of contract officers, by the date of the agreement. Seniority in any department shall be determined by the date of an officer's appointment to the particular class or grade in which he is serving.

**Seniority.**

**02105.** The employment of unpaid staff is prohibited.

**Unpaid staff prohibited.**



02106. Heads of Departments will keep an up to date record of each officer and employee under his control. Staff Record Form Gen. 39 shall be used and one copy must be sent to the Central Staff Records Office in the Ministry of Establishments within one month of the appointment.

Personal records.

### Section 2—Recruitment

02201. "Recruitment" means the filling of vacancies by the appointment of persons not already in the Public Service of the Anambra State of Nigeria, but it excludes the transfer of officers from other Public Service in the Federation to Anambra State Public Service.

Meaning.

02202. Direct appointments to Anambra State Public Service may be made in any of the following categories—

Types of appointment.

- (a) as trainees or pupils,
- (b) on probation in a pensionable post,
- (c) on contract or against a pensionable post for specified period.
- (d) on month-to-month terms against pensionable post.
- (e) on temporary basis other than (c) and (d) above.

When posts prove difficult to fill, they shall normally be advertised.

02203. (a) When a candidate for employment requires additional experience before he can be regarded as fully qualified for appointment to a specific post he may be appointed as a trainee or pupil for a normal service of two years in 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 02302 where applicable.

Trainee or pupil.

(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 down for the training except with the special advice of the Ministry of Establishments.

02204. Except where Anambra State Public Service Commission decides otherwise, all first appointments to the pensionable establishment in posts other than trainee post (*see* Rule 02203) will be on probation. An officer confirmed in a lower pensionable office will not however be regarded as on probation in a higher post to which he is promoted nor will an officer seconded or transferred as a confirmed officer from pensionable service elsewhere.

Probation.

02205. To be eligible for appointment to Anambra State Public Service, an applicant must:

Eligibility for appointment.

- (a) be over fifteen years of age;
- (b) possess such minimum qualifications as are specified from time to time;



- (c) be certified by a Government Medical Officer as sound in health and medically fit for Government service; and
- (d) possess a testimonial of good conduct from his last employer or, if not previously employed, from the last school or college he attended.

02206. (a) Every applicant for employment by Government must state:

Prior approval in certain cases.

- (i) whether he has been convicted of a criminal offence;
- (ii) all employment he has engaged in; and
  - (a) if he has left any employment, why he did so; or
  - (b) if he is still in any employment, whether he is under any obligation to remain in it; and
- (iii) whether he is free from pecuniary embarrassment.

(b) No candidate shall be appointed to any post in Anambra State Public Service without the prior specific approval of the Anambra State Public Service Commission if—

- (i) he has been convicted of a criminal offence, or
- (ii) he has previously been employed in Government Service and been dismissed or called upon to resign or retire therefrom.

Such approval must always be obtained irrespective of any delegation of the Commission's powers.

02207. (a) SENIOR POSTS—All applicants for senior posts are required by the Anambra State Public Service Commission to complete Form No. P.S.C. 1 as a result of which their antecedents are carefully scrutinized before they are invited for an interview for appointment.

Procedure.

(b) JUNIOR POSTS—It is the duty of Heads of Departments to enquire carefully into the antecedents of all candidates they consider for appointment to a junior post and to ensure that every candidate they select is eligible under Rule 02205 for appointment. The following procedure shall be followed for completing the appointment of a candidate selected, after such an enquiry, as *prima facie* eligible and suitable:

- (i) A candidate should be required to complete a letter of application on Form No. Gen. 69B. Any false statement made therein will be regarded as sufficient ground for non-employment or if such falsehood is detected after engagement for termination of employment without notice.
- (ii) If in the light of the information so supplied the candidate is still considered eligible and suitable he should be made an offer of appointment on Form No. Gen. 69 (for pensionable appointments) or Form No. Gen. 69A (for temporary appointments) and provided with a blank Form No. Gen. 75 on which to signify his acceptance of the offer etc.,
- (iii) If the candidate accepts the offer by returning within the specified time limit, Form No. Gen. 75 completed in



probation the officer will, unless his probationary appointment is terminated or extended, be confirmed in his appointment. Recommendation of Heads of Departments regarding the confirmation of all officers holding senior posts shall be made in the progress report prescribed in Chapter 6 of the Rules.

**Section 4—Rules for Appointment on Non-Pensionable Contract**

**02401.** A contract appointment is a temporary appointment (which does not provide for the payment of a pension) to a post of the level to which appointment is made by the Anambra State Public Service Commission for a specific period as opposed to appointment on pensionable terms, short month-to-month appointment or daily-paid and temporary employment. The agreement must be recorded in a formal document of agreement.

**Definition.**

**02402.** 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 it is specifically so stated in the contract itself. Any question of the interpretation of a contract as affecting conditions of service should be referred to the Ministry of Establishments.

**Conditions of service.**

**02403.** The duration of a contract appointment is limited to the period specified in the contract itself and any further employment of the officer concerned must be made subject of a new contract.

**Duration of appointment.**

**02404.** (a) By the Government—An appointment on contract may be terminated by the Government at any time in accordance with the terms specified in the contract itself. A recommendation to the Anambra State Public Service Commission for the termination of the appointment of a contract officer shall be accompanied by a full statement of the consideration which has prompted it. On the receipt of the recommendation the Anambra State Public Service Commission will decide in its discretion whether the appointment shall be terminated forthwith in accordance with the terms of the contract or whether the officer shall be offered an opportunity to submit any formal representations, if he so wishes, before a final decision is taken.

**Termination during currency of contract.**

(b) By the Officer—The termination of his contract by the officer himself is subject to the terms of his contract and any question concerning the waiving of any of the penalties under a contract of agreement shall be referred to the Ministry of Establishments.

**02405.** An officer serving on contract who desires re-engagement, shall so inform the government in writing through his Head of Department not less than four months before his leave is due. In the absence of such notification it may be assumed that an officer serving on contract does not desire re-engagement.

**Re-engagement (responsibility of the contract officer).**

**02406.** On receipt of such notification expressing an officer's wish to be re-engaged the Head of Department will obtain the consent of the Ministry of Establishments to the re-engagement before forwarding his recommendation to the Anambra State Public Service Commission enclosing an up-to-date confidential report on the officer (unless such report had been forwarded within the previous two months). In reply he will receive one or other of the following—

**Re-engagement (responsibility of the Head of Department).**

(a) authority to inform the officer that arrangements will be made to offer him re-engagement during the course of his leave, and the details of the



terms proposed. The Head of Department shall inform the officer accordingly without delay and shall ensure that his request for the preparation of the officer's Leave Certificate (*see* Rule 15403) includes a statement that re-engagement is required on the terms in question;

- (b) the original and counterpart of the re-engagement contract duly signed on behalf of Government. In this case the Head of Department shall obtain the officer's witnessed signature to both copies, deliver the counterpart to the officer, and return the original to the Ministry of Establishments;
- (c) authority to inform the officer that he will not be re-engaged. The Head of Department must so inform him without delay.

**02407.** As soon as it is clear to a Head of Department that he will be unable, for whatever reasons, to recommend the re-engagement of an officer serving on contract, he will seek the approval of the Anambra State Public Service Commission to inform the officer that he will not be re-engaged and, on receipt of such approval, will inform the officer without delay.

**Earlier notification of non-re-engagement.**

**02408.** Provided re-engagement is completed by the signature of a new contract before the end of vacation leave granted under an expiring contract, service under the new contract will be treated as continuous with service under the former contract.

**Continuity of service.**

**02409.** If a re-engaged contract officer is required to return to duty under his new contract before the expiration of his leave due under his former contract, the leave forgone will be treated as deferred leave to be enjoyed under the conditions of the new contract.

**Deferred.**

**02410.** Where service under the new contract is continuous with service under a former contract, leave in accordance with Rule 15310 during the period which an expatriate contract officer is awaiting the first available passage back to Nigeria will be treated as leave granted under a former contract.

**Period awaiting return passage.**

**02411.** When an officer on contract is re-engaged in his former office without a break in service and on the same scale of salary he will 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 will be fixed in accordance with such rules as may be applicable in the circumstances, on the basis that the commencing date of the new contract is, for a Nigerian officer, the date on which he resumes duty thereunder, or for expatriate officer, the date he embarks on returning to Nigeria to resume duty thereunder.

**Incremental date.**

**02412.** Reference should be made to Rule 02712.

### **Section 5—Rules for Short-term Appointment or Temporary Appointments**

**02501.** Appointments of employees on month-to-month and other short-term appointments in the service are governed by the conditions set out in the letters offering the appointments as well as such Rule as apply to such staff. Heads of Departments are authorized to terminate these appointments in accordance with such terms.

**Promotion.**



**Section 6—Transfers and Secondments**

**02601.** TRANSFER is the permanent release of an officer from one service to another or from one class to another within the same service.

**Definitions.**

SECONDMENT means the temporary release of an officer to the service of another Government or Body for a specified period.

**Inter-Service Transfer and Secondment—**

(a) Transfers of officers and employees between the Anambra State Public Service and another Public Service are conducted through and subject to the approval of the Anambra State Public Service Commission which shall be furnished with Confidential Reports covering the last three years (or whole service if less than three years) of the officer's service.

(b) Secondment—

(i) Secondment of officers to the service of other Governments or other bodies such as Statutory Corporation is also conducted through and subject to the approval of the Anambra State Public Service Commission but the terms of such secondments are a matter for the Ministry of Establishments.

(ii) Secondment of an officer to the service of another Government or Approved Body at his own request shall be for a maximum period of three years, during which period he will be required to elect to be permanently released to the service to which he had been seconded or revert to his former post. He will be entitled to notional increment during the period of his secondment and may be granted notional promotion by the Anambra State Public Service Commission on his desecndment in order to restore his seniority as a result of the promotion of others during his absence.

(iii) If it is in the 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 will be treated as having been posted on special duty.

**02602** (a) *Senior Posts.*—Transfers from one senior post to another or from one class to another within the Anambra State Public Service require the prior approval of the Anambra State Public Service Commission and an officer must have served for a minimum period of six months in his original Department before seeking transfer to another Department. An application for such transfer must be submitted to the Head of the applicant's Department and must state the applicant's reasons for desiring a transfer and his qualifications for the work he wishes to undertake. Such application should be forwarded to the Anambra State Public Service Commission by the Head of Department together with a statement as to—

**Inter-departmental transfers.**

(i) how the applicant has performed his duties;

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

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



(b) *Junior Posts.*—Transfers from one junior post to another within the Anambra State Public Service or from one Department to another may be arranged, with the consent of the officers being considered for transfer, at the mutual discretion of their Heads of Departments.

02603. (a) Transfers from non-pensionable to pensionable appointments require the approval of the authority empowered to appoint at the level concerned, and applications in regard to appointment made by the Anambra State Public Service Commission should be submitted to the Head of Department concerned and forwarded by him to the Commission, with his recommendations. At levels at which Heads of Departments are authorized to make appointments without the approval of the Anambra State Public Service Commission, care should be taken to repeat in full the procedure set out in Rule 02207.

From  
non-  
pensionable  
to pension-  
able posts.

(b) An officer or employee who is permitted to transfer from a non-pensionable to a pensionable appointment must clearly understand that his appointment after such transfer, may be subject to a period of probation and that in such circumstances, should he fail to secure confirmation in the pensionable establishment, he will have no claim to revert to his former non-pensionable appointment. This rule is modified in the case of promotion from a non-pensionable junior post to the immediately superior pensionable grade in the direct line of promotion therefrom to the extent that if the promotee does not secure confirmation in the higher grade, he may be allowed to revert to his former non-pensionable grade.

(c) The salary at which an officer or employee transfers to a pensionable appointment is not governed by the salary he was previously receiving in a non-pensionable appointment. In cases of transfer from an unestablished post to an established post, the salary of the transferee shall not be lower than what he was receiving as a non-pensionable employee, provided that his salary had been correctly determined.

(d) An application for transfer to pensionable appointment from an officer who was aged over 45 at the time he obtained his non-pensionable appointment will not normally be entertained.

02604. At all levels serving non-pensionable candidates for pensionable appointments must undergo a medical examination by a Government Medical Officer, if their non-pensionable appointment was not preceded by such an examination. If the Government Medical Officer does not certify them to be in sound health and medically fit for employment in the pensionable establishment their transfer will not be effected.

Medical  
examina-  
tion.

02605. To be eligible for transfer from the post of Clerical Assistant to the Standard Clerical Grade, an officer must have:

- (a) obtained the full minimum educational qualifications for direct appointment to the Standard Clerical Grade; or
- (b) passed the Standard Clerical Confirmation/Promotion test at Promotion

From the  
post of  
Clerical  
Assistant  
to the  
Standard  
Clerical  
Grade.



Level. Where an officer passes at accelerated advancement level, he should be accelerated to an appropriate higher point on the Standard Clerical Grade.

**02606.** The salary and incremental date at which a Clerical Assistant enters the salary scale of the Standard Clerical Grade on transfer is governed by Rule 05302. **Salary on transfer.**

#### Section 7—Promotions

**02701.** Before an officer holding a non-pensionable post, or in receipt of daily or monthly rates of pay, may be promoted to a pensionable office he must be examined by a Government Medical Officer and certified by him to be in sound health and fit for employment in the pensionable establishment, if his non-pensionable appointment was not preceded by such an examination. **Medical examinations.**

**02702. (a)** Except where powers of appointment or promotion have been delegated to Heads of Department, no promotions shall become effective until they have been approved by the Anambra State Public Service Commission. **Eligibility.**

**(b)** Promotions shall be made strictly on the basis of competitive merit by selection from amongst all suitable candidates—

**(i)** In assessing the merits of officers, a clear distinction shall be made between their records of performance or efficiency in lower grades and their potential for promotion, i.e., ability and competence to perform efficiently the duties and responsibilities of the higher post.

**(ii)** Seniority and previous records of performance will be taken into account in choosing between candidates with equal potential for promotion.

**(iii)** In all cases, however, a general satisfactory record of conduct shall also be considered.

**(c)** The responsibility for the promotions in accordance with the prevailing procedures shall be as follows—

**(i)** All Administrative Officers Cadre—Administrative postings and Promotions Committee, Cabinet Office.

**(ii)** All Posts in a general pool under the control of the Permanent Secretary, Ministry of Establishments—Anambra State Ministry of Establishments.

**(iii)** All specialized professional/technological grades—Professional Heads of Departments/Divisions in the Ministry/Department concerned in consultation with the Permanent Secretary/Head of Department.

**(iv)** All other grades—Heads of Ministries/Departments concerned.

**02703.** 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 the job requirements or set of criteria previously established for the post by the Ministry of Establishments, e.g., official qualifications/experience, age, training, etc. **Procedure.**

**(i)** The claims of meritorious officers in the Anambra State Public Service shall take precedence over those of persons not already in the Service.



- (ii) No officer shall be debarred from promotion on the sole ground of lacking a formal educational qualification other than that required for his grade and mode of entry into the service; provided also that no officer may be promoted to a post which requires its holder to have formal professional/technological qualifications which he does not possess.
  - (iii) Only in very exceptional cases where available candidates within Anambra State 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 a case, and similarly when officers in other Public Services in the Federation are being recruited/transferred on promotion to the Anambra State Public Service, it should be ensured that they meet the specific job requirements for the promotion posts, as in Rule 02703 above.
  - (iv) At the end of each promotion exercise, within six months of the announcement of the promotion, an officer shall be allowed the right of appeal against non-selection, and a reconsideration of his case.
- 02704.** (a) The effective date of promotion from one senior post to another shall be the date on which the officer assumes the duties of the higher office after selection for promotion except that if the officer has, immediately prior to his selection for promotion, been undertaking, by gazetted acting appointment under Rule 21101, the full duties and responsibilities of the post to which he is promoted, the date of his promotion may be antedated to either—
- (i) the date from which he has filled the post continuously; or
  - (ii) the date on which the substantive vacancy in the post occurred, whichever is the later; or
  - (iii) a date to be determined by the Anambra State Public Service Commission.
- (b) For the purpose of promotion, a higher post shall be deemed to be vacant on the date the substantive holder proceeds on pre-retirement leave or the date on which the establishment was provided for in the estimates.

#### Selection for Promotion

**02705.** Departmental Selection Boards shall be convened from time to time to interview and/or review officers holding appointments in the Department who may be recommended to the Anambra State Public Service Commission which shall examine the suitability of officers so recommended and offer them promotion to existing vacancies. In the case of promotions to Senior Management posts, the Public Service Review Unit shall examine the suitability of eligible officers and make recommendations to the Anambra State Public Service Commission which shall examine the suitability of officers so recommended and offer them promotion to existing vacancies.

**From one post to another.**

**02706.** The effective date of a promotion to a higher post shall normally be the date of which the officer assumes the duties of the higher post after selection for promotion except that if the officer has, immediately prior to his selection for promotion, been undertaking, by gazetted acting appointment under Rule 21101, the full duties and responsibilities of the post to which he is promoted, the date of

**Effective date.**



his promotion may be antedated to either—

- (a) the date from which he has filled the post continuously; or
- (b) the date on which the substantive vacancy in the post occurred, whichever is the later;
- (c) a date to be determined by the Anambra State Public Service Commission.

**02707.** The vacancy in a post on salary grade level 01-06 shall be filled by promotion within the Department concerned but if no suitable officer is available in the Department the Head of Department shall report the matter to the Anambra State Public Service Commission which may arrange the selection of a suitable officer from another Department or elsewhere.

**02708.** The Head of Department is authorized to fill his Departmental vacancies in grades higher than Clerical Officer and equivalent technical grades by promoting thereto officers selected by his Departmental Selection Board and ratified by the Anambra State Public Service Commission.

**02709.** In the case of inter-departmental promotion the effective date of promotion shall be the date on which the promoted officer takes up the duties of the higher office. In case of a promotion within a department, the effective date shall be the date on which the higher office falls vacant (whether or not the promoted officer acts in the vacancy from that date) provided that the promoted officer was, on that date, fully qualified to assume duty therein in a substantive capacity.

**02710.** Officers on study courses cannot be considered for promotion but, on return to duty, they may be promoted. If they have been superseded due to the promotion of others during their absence the Anambra State Public Service Commission may restore their seniority by granting them notional promotions which shall not involve any salary arrears although the officers' salaries may be adjusted to the point they would have reached had they been promoted at the same time or before other officers promoted in their absence.

**02711.** (a) An officer who has passed the compulsory examination for confirmation in the service shall be eligible for promotion, notwithstanding the fact that he has not completed the probationary period specified in Rule 02301.

(b) An officer who is promoted before passing the compulsory examination is however still required to satisfy the conditions for confirmation (see Rules 02302 and 02303).

**02712.** A Contract Officer will only be considered for promotion when there is no suitable pensionable officer available or where he possesses an exceptional qualification and suitable experience. The promotion of a Contract Officer to a higher post during the currency of his contract shall be embodied in a supplementary agreement.

### Section 8—Leaving the Service

**02801.** 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 will be granted only if his conduct has been good. Provided the termination is not due to misconduct on the officer's part it will be effected by means of a month's notice and, subject to the same proviso, if the

From one post on salary grade level 01-06 to another post on the same salary range.

To posts on Salary Grade Level 05-06

Effective date.

Notional promotions.

Promotion during probationary period.

Termination of appointment during probationary period.



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.

**02802.** 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, servant and baggage to or from the place or places at which he has been employed and he will 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.

**02803.** The appointment of an officer on probation who fails to secure confirmation in the pensionable establishment at the expiration of his probationary period, including such extension thereof as prescribed under Rule 02301, may be terminated in the manner specified in Rule 02801.

**02804.** (a) An officer who resigns will be liable to—

- (i) forfeit all claims to vacation leave; any vacation leave or passage privileges—granted, will be *ex gratia*;
- (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 agreements; Provided that any or all of such refunds may be waived at the discretion of the Government.

(b) By virtue of the provisions of Regulation 15 of the Pensions Decree all previous pensionable service is forfeited on resignation and cannot be taken into account for pension purposes if the officer is subsequently re-employed except where, under certain circumstances, such a break in service has been condoned by the Federal Ministry of Establishments.

**02805.** An officer who leaves the service other than by resignation or dismissal will be eligible for proportionate leave in accordance with Rule 15208. 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 being treated as leave without pay for pension purposes. This provision will be waived in the case of an officer who has died in the service.

**02806.** *Ex gratia* leave under Rule 02804 may be granted to an officer who resigns his appointment only if he has served a minimum period of ten months during the leave year. Any debts due to Government as a result of an officer who resigned after having enjoyed his leave before completing the minimum period specified under this Rule will be treated in accordance with Rule 15208 (b).

**02807.** Every post in the Anambra State Public Service is pensionable.

**02808.** The grant of pensions and gratuities to holders of pensionable posts in the Anambra State Public Service is governed by statute in the Pensions Decree. (Formerly Rule 02807 which now becomes Rule 02808).

Relinquish-  
ment of  
appoint-  
ment by  
officer  
during  
probation-  
ary period.

Termina-  
tion.

Resigna-  
tion.

Leaving  
the Service  
during a  
leave year.

Leaving the  
service by  
resignation.

Pensionable  
posts.  
Pensions  
and  
gratuity—  
authority.



03204. A woman officer required to resign in accordance with Rule 03203 may be re-engaged on temporary agreement without inducement addition on month-to-month terms with effect from the date she assumes duty. If such re-engagement is approved the salary of the officer for the period of her re-engagement will be the same basic salary, with incremental date unchanged, as she enjoyed prior to marriage.

**Section 3—Rules relating to Pregnancy**

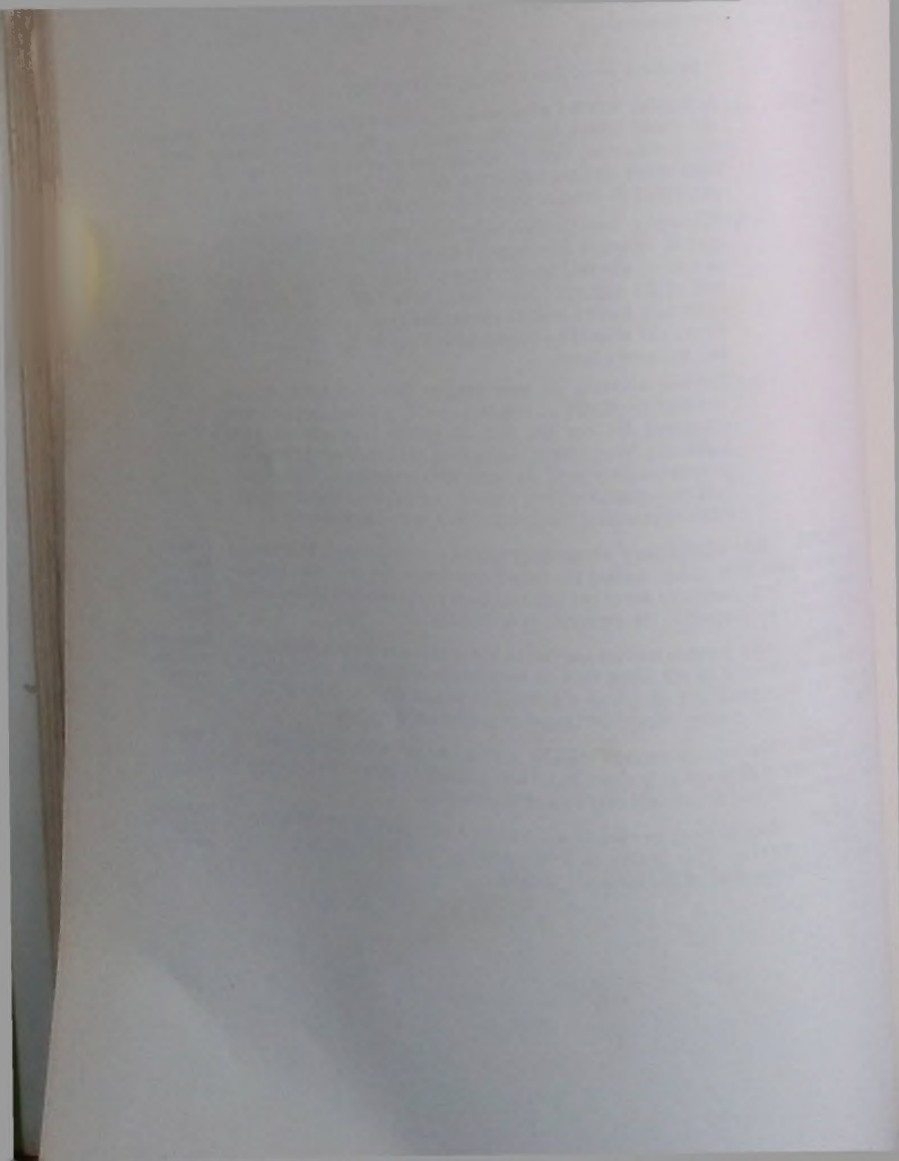
03301. (a) A woman servant who becomes pregnant shall proceed on leave six weeks before her confinement. A medical certificate showing the prospective date of confinement must be presented not less than three months before that date. No woman servant shall be permitted to resume duty until six weeks after her confinement. **Maternity leave.**
- (b) *Maternity Leave.*—Maternity leave taken by a woman servant should consume her annual leave entitlement for that year. The period of the said annual leave should be on full pay while the rest of the maternity leave should be on half pay. If prior to her maternity leave a woman servant had already enjoyed her annual leave, she should be placed on half pay for the whole period of her maternity leave.
- (c) Women servants on temporary or daily-rated terms who are certified medically as pregnant should, provided they have been employed for not less than six months be granted six weeks maternity leave before confinement and should not be permitted to resume duty until six weeks after confinement. They shall be paid one-quarter of their wages during the period of such maternity leave discounting the period of their accrued leave if any.

03302. Any disciplinary proceedings against a woman servant 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. **Postponement of disciplinary proceedings.**

03303. Any woman servant married or unmarried, 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 her course being interrupted on grounds of pregnancy. **Interruption of training courses.**

03304. No woman servant shall be required to resign her appointment or retire by reason of pregnancy alone, but if her condition interferes with the efficient performance of her duties, she may be posted elsewhere. **Performance of duties.**

03305. Any woman servant who is nursing a child shall be granted an hour off duty, every day. This facility shall be granted up to a maximum period of six months from the date of the birth of the child. **Time-off for nursing mothers.**



CHAPTER 4

DISCIPLINE

- SECTION 1 ... .. Disciplinary Procedure.  
SECTION 2 ... .. Misconduct.

Section 1—Disciplinary Procedure

**04101.** Disciplinary proceedings in accordance with this Chapter are initiated because of an officer's misconduct or general inefficiency.

Basis for disciplinary proceedings.

**04102.** The power to dismiss and to exercise disciplinary control over servants holding offices in the Anambra State Public Service is vested in the Anambra State Public Service Commission. This power may be delegated to any member of the Commission or any officer in the Anambra State Public Service.

Authority and delegation.

**04103.** General disciplinary procedure is laid down in the "PUBLIC SERVICE COMMISSION'S REGULATIONS 1962" on Dismissal and Termination of Appointments published by the Anambra State Public Service Commission and it should be read in conjunction with this chapter.

General disciplinary procedure.

- 04104.** (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 report it to the Head of his Department without delay. If necessary his recommendation as to interdiction may accompany the report (see Rule 04115).
- (c) On receiving the report, the Head of Department shall take action in accordance with Rule 04107 or 04108 as appropriate and if necessary may recommend to the Anambra State Public Service Commission or may himself order (if within powers delegated to him under Rule 04116) the interdiction of the officer or employee according to Rule 04115.
- (d) At the appropriate point in the investigation, the officer or employee may be suspended in accordance with Rule 04118.

Reporting misconduct.

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(e) Disciplinary proceedings shall be conducted in accordance with the provisions of the Rules quoted in the following table:—

Status of Person charged and delegation of Anambra State Public Service Commission's Powers	Rules to be followed in Proceedings for		
	Misconduct not meriting dismissal	Dismissal	Removal for general inefficiency
Officers holding Grade Levels 06-16 Posts on the Pensionable establishments—NO DELEGATION	04106	04108 04109 04113	04114
Officers holding Grade Levels 06-16 appointments on agreement, probation or contract—NO DELEGATION	04106	04107	
Officers holding posts on Grade Levels 01-07 POWERS DELEGATED TO HEADS OF DEPARTMENT	04106 04109 04113	04107	04114
Employee, temporary staff or daily-paid staff.	04125		

Where it is considered that the conduct of an officer is prejudicial to the security of the State, and where a Committee comprising members from the Office, the Ministry of Justice and the Ministry of Establishments are of the opinion that an officer has committed a misconduct involving the security of the State, the procedure laid down in the present section need not be followed by the Anambra State Public Service Commission in taking any disciplinary action if

Conduct prejudicial to the security of the State.

If it is represented to the Anambra State Public Service Commission that an officer has been guilty of misconduct and the Commission does not consider the misconduct serious enough to warrant proceedings under Rules 04107 and 04108, a view to dismissal, it may cause an investigation to be made into the matter in such manner as it considers proper and the officer shall be entitled to be heard in any case made against him and shall have an adequate opportunity of making his defence.

General procedure.

If, after the Public Service Commission decides that the allegation is proved, it is of the opinion that it is just to inflict such punishment upon the officer as by way of reduction in rank or otherwise.



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**SERIOUS MISCONDUCT**

**04107.** The term "officer" in this Rule refers to all officers in the Public Service except the following:—

**Dismissal  
of Pension-  
able  
Officers.**

- (a) Officers on contract or month-to-month terms;
- (b) Unestablished staff; and
- (c) Non-pensionable staff.

An officer in the Anambra State Public Service may be dismissed by the Anambra State Public Service Commission only in accordance with the following rules unless the method of dismissal is otherwise provided for in these Civil Service Rules—

- (i) The officer shall be notified in writing of the grounds on which it is proposed to dismiss him, and he shall be called upon to state in writing before a day to be specified (which day must allow a reasonable interval for the purpose) any grounds upon which he relies to exculpate himself;
- (ii) The matter shall be investigated by the appropriate authority with the aid of the Head of the Officer's Department, and such other officer or officers as the appropriate authority may appoint;
- (iii) If any witnesses are called to give evidence, the officer shall be entitled to be present and to put questions to the witnesses;
- (iv) No documentary evidence shall be used against the officer unless he has previously been supplied with a copy thereof or given access thereto;
- (v) If the officer does not furnish any representations within the time fixed, the Anambra State Public Service Commission may take such action as it deems appropriate against him;
- (vi) If the officer submits his representations and the Commission is not satisfied that he has exculpated himself, and considers that the officer should be dismissed, it shall take such action accordingly;
- (vii) If upon considering the representations of the officer the Commission is of the opinion that the officer does not deserve to be dismissed from the Service but deserves some other punishment, it shall impose on the officer such punishment as it considers appropriate;
- (viii) If upon considering the representations of the officer the Commission is of the opinion that the officer does not deserve to be dismissed but that the facts of the case disclose grounds for requiring him to retire in accordance with Rule 04114 it shall direct accordingly;
- (ix) In exceptional cases, if upon considering the officer's representations the Commission is of the opinion that the case against the officer needs further clarification, it shall appoint a Committee to enquire into the matter. The Committee shall consist of not less than three persons, one of whom will be appointed Chairman by the Commission. The members of the Committee shall be selected with due regard to the standing of the officer concerned, and to the nature of the complaints which are the subject of the Inquiry. The Head of the officer's Department shall not be a member of the Committee;



- (x) The officer shall be informed that on a specific day, the question of his dismissal shall be brought before the Committee and that he shall be required to appear before it and defend himself and shall be entitled to call witnesses. His failure to appear shall not invalidate the proceedings of the Committee;
- (xi) If witnesses are examined by the Committee, the officer shall be given an opportunity of being present and of putting questions to the witnesses on his own behalf, and no documentary evidence shall be used against him unless he has previously been supplied with a copy thereof or given access thereto;
- (xii) In exceptional cases, the committee may, in its discretion, permit the officer to be represented by a solicitor or counsel, provided that where the Committee permits the officer to be represented by counsel, the government shall similarly be represented by a counsel;
- (xiii) If during the course of the inquiry further grounds for dismissal are disclosed, and the Anambra State Public Service Commission thinks fit to proceed against the officer upon such grounds, the officer shall by the direction of the Commission be furnished with a written statement thereof and the same steps shall be taken as are above prescribed in respect of the original grounds;
- (xiv) The Committee having inquired into the matter shall make a report to the Commission which, if it considers that the report should be amplified in any respect or that further enquiry is desirable, may refer any matter back to the Committee for further inquiry or report accordingly. The Commission shall not itself hear witnesses;
- (xv) If upon considering the report of the Committee together with a copy of the evidence and of all material documents relating to the case, the Commission is of the opinion that the officer should be dismissed, such action shall immediately be taken;
- (xvi) If the Anambra State Public Service Commission does not approve the officer's dismissal, and does not consider that any penalty should be imposed, the officer shall be reinstated forthwith and shall be entitled to the full amount of salary denied him if he was interdicted;
- (xvii) If the Commission considers that the officer deserves some punishment but not dismissal, it shall apply such penalty as it deems appropriate;
- (xviii) If upon considering the report of the Committee, the Commission is of the opinion that the officer does not deserve to be dismissed but that the proceedings disclose grounds for requiring him to retire, the Commission shall without further proceedings, direct accordingly.

**04108.** An officer on contract or month-to-month terms may only be dismissed by the Anambra State Public Service Commission in accordance with the procedure set out in subsections (i) to (vii) in Rule 04107 unless the method of dismissal is otherwise provided for in these Civil Service Rules.

**Dismissal of officers on contract or month-to-month terms.**



**04109.** If criminal proceedings are instituted against an officer, proceedings for his dismissal upon any grounds involved in the criminal charge shall not be taken pending the criminal proceedings. **Criminal proceedings.**

**04110.** If an officer is convicted on a criminal charge, the Anambra State Public Service Commission shall consider the proceedings of the criminal 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 proceedings prescribed in Rules 04107 and 04108 being taken. **Conviction of criminal offence.**

**04111.** An officer convicted of a criminal offence (other than a minor traffic or sanitary offence and like) shall be suspended with effect from the date of conviction, pending consideration of his case by the Anambra State Public Service Commission. **No payments to convicted officers.**

**04112.** An officer acquitted of a criminal offence could still be penalized by the Anambra State Public Service Commission on any charge of which he had been acquitted, either simultaneously with or prior to the institution of criminal proceedings. Such penalty as might be decided upon by the Anambra State Public Service Commission would be deemed to be final and would not be affected by the officer's earlier or subsequent acquittal of any criminal offence preferred against him. **Acquittal of criminal offence.**

**04113.** An officer who is dismissed forfeits all claims to retiring benefits, leave or transport grant. **Effect of dismissal.**

**04114.** Notwithstanding the provisions of this Chapter, if the Anambra State Public Service Commission 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 by the procedures laid down in Rules 04107 and 04108, it shall call for a full report from the Heads of the Departments in which the officer has served; and if, 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 is satisfied, having regard to the conditions of the service, the usefulness of the officer thereto and all other circumstances of the case that it is desirable in the public interest so to do, it shall retire the officer and the officer's service shall accordingly terminate on such date as the Commission shall specify. In every such case, the question of pension will be dealt with under the Pensions Decree. **Enforcement of retirement.**

**04115.** (i) If the proceedings laid down in Rule 04107 or 04108 are being taken against an officer or a criminal charge has been laid against him and the Anambra State Public Service Commission considers it in the public interest that he should cease to exercise the powers and functions of his office instantly, the officer may be interdicted. **Interdiction.**

(ii) Recommendations to the Anambra State Public Service Commission for interdiction shall be made only if it is against the public interest that the officer should continue to perform any of the duties of his rank. When the charge against him is such that







**04118.** Suspension should not be used as a synonym for interdiction. It shall apply where a *prima facie* case (the nature of which is serious) has been established against an officer and it is considered necessary in the public interest that he should forthwith be prohibited from carrying on his duties. Pending investigation into the misconduct, the Anambra State Public Service Commission or the Head of Department (if within his delegated powers) shall forthwith suspend him from the exercise of the powers and functions of his office and from the enjoyment of his salary.

Suspension.

**04119.** An officer must, under pain of disciplinary action report to his Head of Department whenever he has been convicted of a criminal offence, whatever its nature.

Officers to report conviction of a criminal offence.

**04120.** When an officer is dismissed, no notice or salary in lieu shall be given to him and his dismissal shall take effect from the date on which he is notified thereof. This date shall be notified by the Head of Department concerned to the Anambra State Public Service Commission and to the Ministry of Establishments as soon as possible. Where the officer concerned seeks to evade this official notification, the effective date shall be:—

Effective date of dismissal.

- (a) that on which he is served with the notification, even though he may refuse to acknowledge receipt; or
- (b) the date on which the notification is delivered by messenger to his recorded address, even though the officer 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 55 of the Interpretation Act (*Cap.* 89).

#### GENERAL INEFFICIENCY

**04121.** (a) General inefficiency consists of a series of acts of omission or incompetence of which the cumulative effect shows that the officer is not capable of discharging efficiently the duties of the office he holds.

Definition.

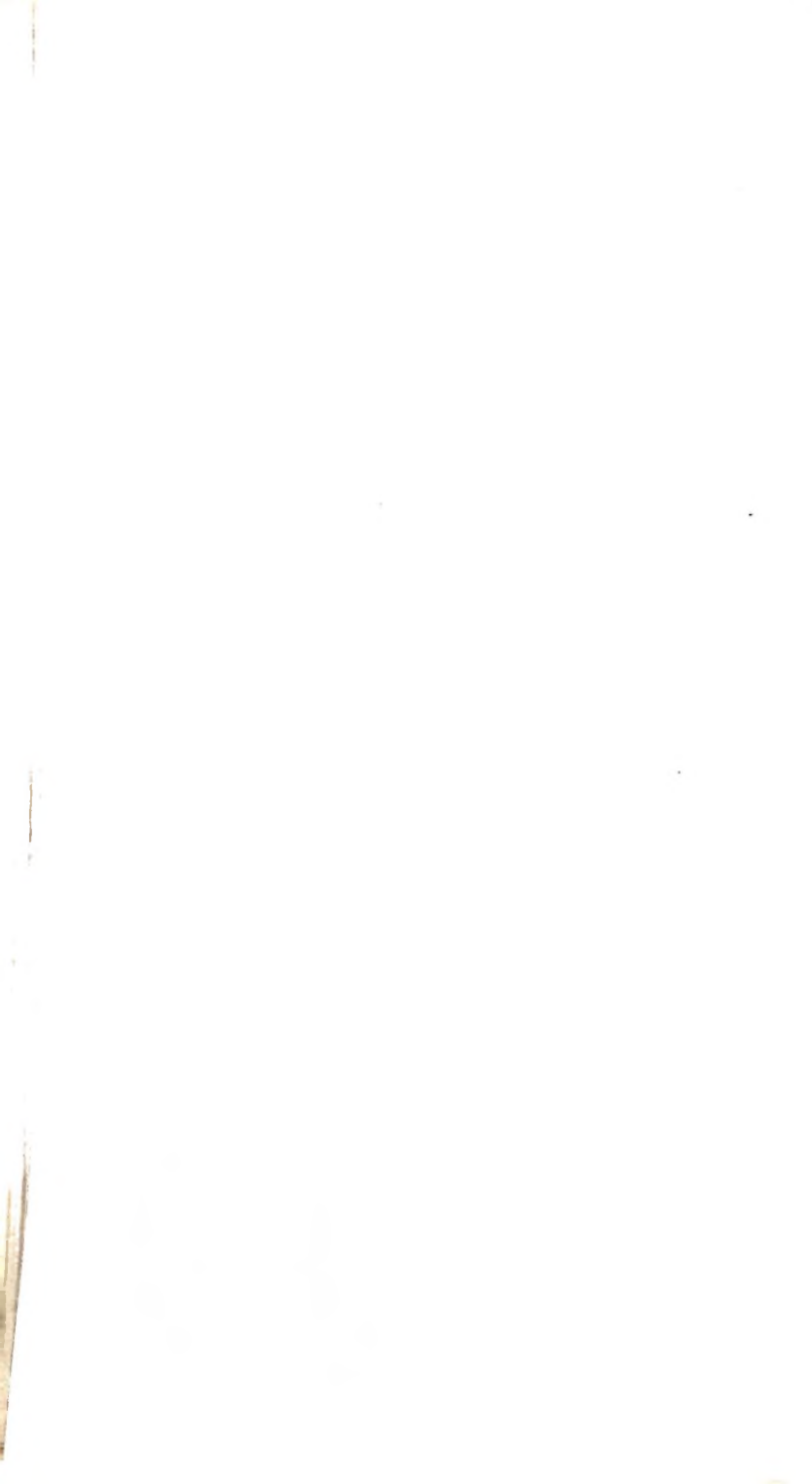
(b) Before proceedings for the removal of a servant for general inefficiency may be taken, he must have:

Removal for general inefficiency.

- (i) been warned on two or more occasions previously, in writing (*see* Rule 04125) or;
- (ii) suffered loss or deferment of his last increment; and
- (iii) been given ample opportunity for improvement.

**04122.** In all cases of termination for inefficiency, notice of termination shall be given. The period of notice shall be one calendar month unless 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 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.

Effective date of termination for inefficiency.



**WARNING**

**04123.** It shall be the duty of every superior officer as soon as he observes any fault or shortcoming in an officer or employee subordinate to him, to bring it to the officer's or employee's notice and to record that this has been done, with a view to improving the officer's or employee's usefulness and efficiency in the service.

Drawing attention to shortcomings.

**04124.** As soon as a superior officer becomes dissatisfied with the work or behaviour of any officer or employee subordinate to him, it shall be his duty so to inform the officer or employee in writing giving details of the unsatisfactory work or behaviour and to call upon him to submit within a specific time such written representations as he may wish to make to exculpate himself from disciplinary action. After considering such written representations as the officer or employee may make within the specific time the superior officer shall decide whether:—

Formal warning.

- (a) the officer or employee has exculpated himself in which case the superior officer shall so inform him and no further action shall be necessary; or
- (b) the officer or employee has not exculpated himself, but no immediate punishment is warranted, in which case the superior officer shall issue an appropriate formal warning (but in helpful and sympathetic terms) and require the officer or employee to acknowledge its receipt in writing; or
- (c) the officer or employee has not exculpated himself and deserves some punishment, in which case Rule 04104 shall apply.

**04125.** Heads of Departments are authorized, subject to the provisions of the Labour Code Act (*Cap.* 91) and of individual letters of consideration for appointment (Form Gen. 69 and Gen. 69A) to terminate the employment of employees, temporary staff and daily-rated staff at their discretion:

Employees, temporary staff and daily-rated staff.

Provided that prior to the dismissal of any such servant he has been informed of the grounds on which it is proposed to dismiss him and has been given an opportunity to submit representations why he should not be dismissed. Similarly, prior to the termination of his service for inefficiency, such servant shall be 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.

**04126.** Where a Tribunal of Inquiry set up by the Government makes recommendations of a disciplinary nature on an officer, and where such recommendations are accepted by the Government, the Anambra State Public Service Commission shall proceed to implement the Tribunal's recommendations without following the formal disciplinary procedures set out in these Civil Service Rules.

Disciplinary recommendations of Tribunals of Inquiry.

**Section 2—Misconduct**

**04201.** Misconduct is defined as a specific act of serious wrongdoing susceptible of investigation and proof. It includes:—

Misconduct.

- (i) 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., corruption, dishonesty, drunkenness, false claims against Government, foul language, insubordination, negligence, falsification or suppression of records, failure to keep records, etc.;



- (ii) conviction for a criminal offence (other than a minor traffic or sanitary offence or the like; cases of doubt should be referred to the Public Service Commission for guidance);
- (iii) financial embarrassment;
- (iv) absence without leave;
- (v) engaging in political activities;
- (vi) engaging in trade or business without authority;
- (vii) disobedience of lawful order, such as a refusal to proceed on transfer or to accept posting etc.;
- (viii) disclosure of official information;
- (ix) action prejudicial to the security of the state.

**04202.** Any officer or employee who absents himself from duty without leave renders himself liable to be dismissed from the service without formality, and the onus shall rest on him to show that the circumstances do not justify the imposition of the full penalty. **Absence without leave.**

**04203.** For the purpose of these Rules the expression "serious financial embarrassment" means the state of an officer's indebtedness which, having regard to the amount of debts incurred by him, has actually caused serious financial hardship to him, and without prejudice to the general meaning of the said expression, an officer shall be deemed to be in serious financial embarrassment— **Financial embarrassment.**

- (a) If the aggregate of his unsecured debts and liabilities at any given time exceeds the sum of three times his monthly emoluments.
  - (b) Where he is a judgement debtor, for as long as the judgement debt remains unsettled; or
  - (c) Where he is adjudged bankrupt or insolvent wage earner, for as long as 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.
- (2) Serious financial embarrassment from whatever cause shall be regarded as necessarily impairing the efficiency of an officer and rendering him liable to disciplinary action.
- (3) If such embarrassment is caused by imprudence or other reprehensible cause, the servant concerned shall be liable to immediate dismissal and the onus shall rest on him to show that the circumstances do not justify the imposition of the full penalty.
- (4) It shall be the duty of the Registrars of the High Court, Magistrate's Court as well as Commissioners of Stamp Duties and Registrars of Bills of Sales to report to the appropriate Head of Department that a servant 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.
- (5) When the fact that a servant has become a judgement debtor or a party to accommodation bills or promissory notes is brought to the notice of his Head of Department, the latter shall call upon him to submit a Statutory Declaration in the prescribed form (Gen. 74) disclosing all his liabilities.



- (6) Otherwise, a Head of Department may take such action as appears to him necessary when a servant becomes financially embarrassed; and, if he considers it undesirable that the servant should be retained in the Public Service, he shall initiate the appropriate disciplinary proceedings.
- (7) As long as an officer is in serious financial embarrassment, he shall be disqualified for promotion or acting in a higher appointment.

**04204.** An officer shall not lend money at 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 officer from placing money in a deposit account in any bank or in the post office savings bank or standing surety for money lent by Government to another officer.

**Money-lending.**

**04205.** No officer may borrow money either as principal or as surety from, or in any manner place himself under a financial obligation to a person (whether in the Public Service of the Federation or of the State or otherwise), being a person—

**Borrowing money.**

- (a) who is directly or indirectly subject to his official authority;
- (b) who resides or 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.

For the purpose of this Rule, the word "person" shall include a body of persons incorporated or unincorporated.

- (2) 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, co-operative societies from which the officer borrows 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 as 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 defined under Rule 04201.
- (3) Subject to paragraph (2), 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 the 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.



**04206.** It shall be the duty of every Head of Department to ensure that all officers, employees and temporary staff in his Department who have access to classified or restricted papers have signed Oath of Secrecy in the appropriate form before they are granted such access and that the declarations so signed are safely preserved. To facilitate this action in respect of officers holding posts on Grade Levels 01-06, Oath of Secrecy is incorporated in the revised Form No. Gen. 75 mentioned in Rule 02207 (b).

**Oath of Secrecy.**

**04207.** Every servant is subject to the Official Secrets Acts, 1962 (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 under any Government in the Federal Republic of Nigeria, or which he has obtained in the course of his official duties. Similarly, every servant shall exercise due care and diligence to prevent the knowledge of any such article, note, document or information being communicated to any person against the interest of the Government.

**Disclosure of official information.**

#### Copying of Official Documents

**04208.** Every servant is prohibited from abstracting or copying official minutes, records or other documents except in accordance with official routine or with the special permission of his Head of Department.

**General.**

**04209.** Officers and employees shall not, as a general rule, have access to official and secret records relating personally to themselves.

**Personal records.**

#### Removing Documents

**04210.** No officer may, on leaving the Public Service take with him any public record without the written permission of the Permanent Secretary to the Ministry of Establishments.

**Public records.**

**04211.** Historical manuscripts or other documents of public interest which may be discovered by any servant in the course of his official duties may not be appropriated to his own use, their existence must be reported to Government in order that steps may be taken for their examination and preservation.

**Historical documents.**

**04212.** (i) Except in pursuance of his official duties no servant shall without the express permission of his Head of Department, whether on duty or on leave of absence:—

**Publications and public utterances.**

(a) act as the editor of, or take part directly or indirectly in the management of, or in any way make financial contributions to, any newspaper, magazine or journal except the following—

(i) departmental or staff magazine,

(ii) professional journal,

(iii) publications of voluntary organizations;

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



- (c) speak in public or 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 Federation or other Country.
- (ii) (a) In considering whether or not permission for the proposed publication is to be granted, the Head of Department 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 Heads of Departments.
- (b) On the submission to the Head of Department of a brief outline of the scope of the proposed publication and the method of the treatment to be applied thereto, the Head of Department may give a provisional permission for the proposed publication:

Provided that no final permission thereof shall be granted unless a full and complete manuscript thereof shall have been submitted to the Head of Department, 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 a servant 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, Minister, official and ministerial 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.

**04213.** No officer shall, without express permission of the Government, whether on duty or leave of absence—

**Political activities.**

- (a) hold any office, paid or unpaid, permanent or temporary, in any political organization;
- (b) offer himself or nominate anyone else as a candidate at any election of members of a Local Government Council, or a State or Federal Legislature;
- (c) indicate publicly his support of or opposition to any party, candidate or policy;
- (d) engage in canvassing in support of political candidates. Nothing in this Rule shall be deemed to prevent an officer from voting at an election.

**Interest in Local Business, Property and Minerals**

- 04214.** (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 Head of Department shall disclose within seventy-two hours, in confidence, full information about any investments held by him or

**Investments.**



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 Anambra State Public Service Commission for necessary action.

- (c) All Senior Public Officers on Salary Grade Level 07 and above are prohibited from accepting appointments as Directors or paid staff, agents or consultants with private companies with which they might or could have been in a position to have close and intimate connections officially in their last three years of service, for three years immediately after retirement, without clearance from the Government.

04215. A servant who is paid on other than hourly basis is prohibited from engaging in any occupation for reward unless he has previously obtained the permission of the Permanent Secretary, Ministry of Establishments, which will only be given if such engagement is not likely to interfere with the efficient performance of his duties.

**Engaging in business after office hours.**

04216. No servant 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, Ministry of Establishments which will not usually be granted unless it is to the public advantage that it should not be withheld; the amount of the remuneration must be approved by the Government. Such 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 personally, are known.

**Work for institutions or government agencies during office hours.**

04217. No public officer shall engage in private practice in connection with any scheduled profession under the Regulated and Other Professions (Miscellaneous Provisions) Decree, 1978.

**Prohibition of private practice by Public Officers.**

04218. It is the duty of every servant to report to Government any discovery of what he considers to be valuable minerals. Servants are prohibited, under pain of dismissal, from deriving any benefit or taking any payment from any syndicate, company or individual as a reward for giving such information. Upon the report of such discovery, it shall be within the discretion of the Government to make the report public or to withhold it.

**Mineral discoveries.**

04219. No servant shall seek the influence of any person for ensuring the due consideration of his claims in matters connected with discipline or with a view to obtaining consideration for appointment, transfer or promotion.

**Seeking influence of prominent persons.**



**04220.** No step shall be taken by any servant to institute legal proceedings for libel or slander in connection with matters arising out of his official duties without prior approval of the Head of Service who reserves the right to compel the Ministry where the servant is working to allow or reject the servant's request as appropriate.

Legal proceedings for libel or slander.

**04221.** (a) No servant 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 Head of Department or the Permanent Secretary.

Presents.

(b) Presents from rulers, chiefs and other persons which cannot be refused without giving offence could be retained or disposed of as appropriate by the officer to whom the gifts had been handed. Gifts specifically meant for the Government should, of course, be handed over to Government without any discretion by the officer concerned.

**04222.** The collection of compulsory subscriptions from subordinate officers and employees to defray cost of testimonials and presentation to superior officers is prohibited.

Subscriptions.

#### Testimonials

**04223.** In order to prevent the irregular use by non-officials of letters of recommendation or certificates of character, officers are prohibited from giving in their official capacities letters or certificates whether on official stationery or otherwise.

Unofficial testimonials about servants.

**04224.** Every servant shall discharge any duties assigned to him by Government and accept liability of being stationed wherever his presence is considered to be most useful.

Posting and residence.

**04225.** No fines shall be imposed on any servant as a punishment for an offence committed in the course of his duties.

Fines.

**04226.** (a) If at any time the public revenue sustains a loss by reason of the neglect or fault of any officer he will be liable to be surcharged with the amount and any sums due to him from Government may be withheld in satisfaction of such surcharge.

Powers of surcharge.

(b) Employees defined as workers in section 2 of the Labour Code Act may be surcharged if the circumstances warrant such action, but all papers relevant to the case must be submitted in accordance with the Labour Code Act, to the nearest officer of the Ministry of Labour for approval of the surcharge.

**04227.** A servant on leave of absence shall not accept any paid employment without previously obtaining the express sanction of the Ministry of Establishments.

Paid appointment during leave.



**04228.** No servant shall undertake any private agency in any matter connected with the exercise of his public duties.

Private agency.

**04229.** Concealment of any of the facts which an applicant for Government employment is required to make in compliance with Rule 02207 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.

Statements on appointment.

#### Action on Increments Being Granted

**04230.** Immediately on deciding to grant an increment, despite some defects in the service of an officer or employee, a Head of Department should bring the defect to the notice of the officer or employee in writing, unless this has already been done.

Notification of defects.

#### Action on Increments Being Withheld or Deferred

**04231.** Immediately on deciding to withhold or defer the increment of an officer holding post on Grade Level 01-06 the Head of Department will so inform him in writing, stating the reason and, in the case of deferment, the period of deferment.

Officers on Grade Level 01-06.

**04232.** Immediately on deciding that the increment of an officer holding a post on Grade Level 07 and above should be withheld or deferred a Head of Department will report the circumstances and his recommendations as to the withholding or period of deferment to the Anambra State Public Service Commission for a decision. If the decision is that the increment should be withheld or deferred the Anambra State Public Service Commission will so inform the Head of Department who will inform the appropriate Treasury and the Auditor-General of the Anambra State; the Head of Department will thereupon inform the officer in writing, stating the reason and, in the case of deferment, the period of deferment. If the Public Service Commission decides that the increment should be granted the Head of Department will take action in accordance with Rule 04232.

Officers on Grade Level 07 and above.

**04233.** All public officers are forbidden from being members of Secret Societies. The term "Secret Societies" is defined, *inter alia*, as those societies by whatever other name called:—

- (i) whose membership is not known or made public;
- (ii) whose proceedings are kept secret and whose minutes are not kept;
- (iii) whose list of officers is not published or made known;
- (iv) whose objectives, etc., are not made public; and
- (v) whose members are under oath, obligation or other threat to promote the interests (legitimate or illegitimate) of one another and come to one another's aid under all circumstances, without due regard to merit, fair-play and justice to the detriment of the legitimate expectation of non-members. Membership of cultural or purely traditional religious societies are not regarded as membership of secret societies because the conduct of the affairs of such societies and their membership are open.



APPENDIX 4

OFFICIAL SECRETS ACT, 1962

See Rule 04207

ARRANGEMENT OF SECTIONS

*Section*

1. Protection of official information, etc.
2. Protection of defence establishments, etc.
3. Restrictions on photography, etc., during periods of emergency.
4. Control of mail forwarding agencies, etc.
5. Power to require information as to offences under this Act.
6. Search warrants.
7. Penalties and legal proceedings.
8. Supplementary provisions as to offences.
9. Interpretation, etc.
10. Short title, extent and repeal.

1962, No. 29

**An Act to Make Further Provision for Securing Public Safety  
and for Purposes Connected Therewith**

(13th September, 1962)

BE IT ENACTED by this Legislature of the Federation in this present Parliament assembled and by the authority of the same as follows—

**Commencement.**

1. (1) Subject to subsection (3) of this section, a person who—
  - (a) transmits any classified matter to a person to whom he is not authorized on behalf of the government to transmit it; or
  - (b) obtains, reproduces or retains any classified matter which he is not authorized on behalf of the government to obtain, reproduce or retain, as the case may be, shall be guilty of an offence.
- (2) 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.
- (3) On proceedings for an offence under subsection (1) 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 did not know and could not reasonably have been expected to believe that it was 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.

**Protection of official information, etc.**



2. (1) 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, or 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.
- (2) 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.
3. (1) The Minister may, during any period of emergency within the meaning of section sixty-five of the Constitution of the Federation, by order provide that during the continuance of that period no person shall, without permission in writing given by the Minister, 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.
- (2) A person who contravenes the provisions of an order under this section shall be guilty of an offence.
4. (1) The Minister may make regulations—
- (a) for controlling the manner in which any person conducts any organization for receiving letters, telegrams, packages or other matter 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.
- (2) 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 provision for different circumstances.
- (3) Regulations under this section shall not come into force until they are approved by resolution of each House of Parliament.

**Protection  
of defence  
establish-  
ments, etc.**

**Restrictions  
on Photo-  
graphy, etc.,  
during  
periods of  
emergency.**

**Control of  
mail for-  
warding  
agencies,  
etc.**



5. (1) Where an officer of the Nigeria Police Force not below the rank of Assistant Commissioner suspects that an offence under section one, two or three 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:—
- Power to require information as to offences under this Act.**
- (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.
- (2) 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 of Nigeria, he may issue the warrant without obtaining that consent but shall on so doing forthwith report his action to the Minister.
- (3) If any person:—
- (a) fails to comply with a requisition under subsection (1) 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;
- shall be guilty of an offence.
6. (1) 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 one, two or three 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 these 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.
- Search warrants.**
- (2) A police officer may use such force as may be reasonably necessary for the purpose of executing a warrant issued under this section.
7. (1) A person who commits an offence under section one, two or three of this Act shall be liable:—
- Penalties, and legal proceedings.**
- (a) on conviction on 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 ₦200.00 or both.



- (2) A person who commits an offence under section five 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 ₦100.00 or both.
- (3) No proceedings in respect of an offence under section one, two or three of this Act shall be begun except with the consent of the Attorney-General of the Federation or a State or by or on the instructions or authority of the Director of Public Prosecutions of the Federation or a State; and the instrument by which permission is signified for the beginning of any such proceedings shall state whether the proceedings shall be summary or on indictment.
- (4) Nothing in the last foregoing subsection shall be construed as preventing the detention of any person with a view to the taking of proceedings against him.
8. (1) 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 be 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 reference to an offence in pursuance of this subsection.
- (2) 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.
- (3) 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 one, two or three of this Act, or whom he reasonably suspects of having committed such an offence.
9. (1) In this Act, unless the context otherwise requires, the following expressions have the meanings hereby assigned to them respectively, that is to say—
- “classified matter” means any information or thing which, under any 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;

**Supplementary provisions as to offences.**

**Interpretation, etc.**



“the government” means the government of the Federation;

“the 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, of equipment designed or adapted for use for defence purposes, and any other building, structure or work in Nigeria used by the 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 interests of the security of Nigeria and includes a part of a protected place within the meaning of paragraph (a) or (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 Government.

- (2) 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.
10. (1) This Act may be cited as the Official Secrets Acts, 1962.
- (2) This Act shall apply throughout the Federation, and shall apply to citizens of Nigeria elsewhere than in the Federation.
  - (3) The Official Secrets Act is hereby repealed, so however that section five of the Official Secrets Act, 1920 (which provides for the control of mail forwarding agencies) shall not cease to have effect in its application to Nigeria until the first regulations made in pursuance of section four of this Act come into force.

**Short title  
extent and  
repeal.**



CHAPTER 5

SALARIES AND INCREMENTS

SECTION 1—Salaries.

SECTION 2—Increment Rules.

SECTION 3—Departmental Accelerated Advancement Tests.

Section 1—Salaries

**05101.** Financial Instructions contain guidance on the payment of salaries and wages. **Payment of salaries.**

**05102.** On first appointment salary shall, as a general rule, be paid as from the date of assumption of duty, but in the case of an expatriate or Nigerian officer, who accepts a firm offer of appointment to a senior post in the Anambra State Public Service while overseas, as a general rule half salary shall be paid from the date of embarkation and full salary from the date of arrival in Nigeria to assume duty provided that the officer proceeds direct to Nigeria; otherwise he shall be paid half salary for such time only as is ordinarily required to perform the journey between the port of embarkation and Nigeria. **Salary on appointment.**

**05103.** On transfer from another Government to the Anambra State Public Service a servant will be eligible for the salary attaching to his new office with effect from the day he leaves his former office. **Salary on transfer from other Government.**

**05104.** In view of the fact that the maxima of some salary scales are very close to the minima of the next higher scales and the need to ensure that those who assume higher responsibilities are adequately rewarded, the following rules shall apply:— **Salary on promotion within incremental salary grade levels.**

(a) Any officer promoted from one grade level to another should enter the higher scale at a point that gives him a salary increase that is at least equal to the incremental step in his old scale;

(b) an officer appointed to act in a higher post should be eligible to draw an acting allowance (whether in full or at an approved reduced rate) representing the difference between his substantive salary and that point on the scale attached to the higher post which gives him a salary increase that is at least equal to the incremental step in his old scale.

**05105.** When an officer receives in addition to the salary of his office, an allowance granted to himself personally and not permanently attached to his office, he may when absent on half-pay leave receive only half of such personal allowance, the rest being left undrawn and lapsing to the Treasury. **Personal allowance.**

Section 2—Increment Rules

**05201.** An officer on an incremental salary grade level is not entitled to an increment by right, but increment shall normally be granted unless disciplinary action is in progress against the officer in accordance with the provisions of Chapter 4. **Increments not as of right.**

**05202.** The incremental date of an officer or employee (including daily-rated employee) appointed or promoted to a post in the Anambra State Public Service **Incremental date.**



shall be the anniversary of the date he commenced to draw the full salary of such appointment or of the date of the promotion, advanced to the first day of the month concerned.

**05203.** An officer who is required to fulfil any of the following conditions:—

- (a) Securing confirmation of appointment,
- (b) Passing of a prescribed examination or test,
- (c) Obtaining an Efficiency Bar Certificate will, if the conditions are not fulfilled within a specific time, cease to be eligible to receive any increment until the date on which he does fulfil the conditions in question.

**Suspending of increments.**

#### **Deferring and withholding of increments**

**05204.** The grant of an increment may be deferred or withheld in accordance with the provisions of Chapter 4. In deciding which penalty to impose or recommend, a Head of Department will take into account the gravity of the shortcoming and the quality of the employee's previous service, bearing in mind that to withhold an increment is a more serious penalty than to defer it.

**Grounds for withholding or deferring.**

**05205.** An officer's increment is deferred when the decision as to whether or not it should be granted is postponed for a specific period. The period must be fixed at the time the increment is deferred and must be not 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 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 (*see* next Rule).

**Deferred increment.**

An officer due to proceed from ₦1,482.00 to ₦1,536.00 per annum on 1-2-62 had his increment deferred for three months. His salary should remain at ₦1,482.00 until 30-4-62 (i.e., for three months). Not later than 30-4-62 his Head of Department must decide whether or not to grant the deferred increment. If he grants it, the officer draws salary at ₦1,536 for the period 1-5-62 to 31-1-63 (i.e., the remaining nine months) and retains his original incremental date 1-2-63 for consideration of his next increment to ₦1,590.00.

**Example.**

**05206.** An officer's increment is withheld when it is decided not to grant it and that he shall cease to be eligible therefore until his next incremental date. The withholding of an increment thus results in the salary of the officer or employee in question remaining for the rest of his incremental service one increment behind what it would have been had the increment not been withheld unless the Anambra State Public Service Commission exercises the authority described in Rule 05208.

**Withheld increment.**

*Example.*—An officer due to proceed from ₦1,482.00 to ₦1,536.00 per annum on 1-2-62 had his increment withheld. His salary should remain at ₦1,482.00 throughout the period 1-2-62 to 31-1-63 and he cannot proceed to ₦1,536.00 until 1-2-63, his next incremental date.

**05207.** An increment deferred or withheld cannot be restored with retrospective effect in consequence of improved service during a later increment-earning period.

**Withheld or deferred increment not restorable.**



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**05208.** When an officer's or employee's increment has been suspended under Rule 05203, or withheld under Rule 05206, the Anambra State Public Service Commission, may at any subsequent incremental date, grant one or more special increments having the effect of raising the salary of the officer or employee to or towards the level it would have reached if the previous suspension or withholding had not occurred.

**Special increments to mitigate lasting effect of suspended or withheld increments.**



CHAPTER 6

OPEN REPORTING SYSTEM AND CERTIFICATES  
OF SERVICE

- SECTION 1—Reports on officers on Grade Level 07 and above—General.  
SECTION 2—Progress Reports on officers on Grade Level 07 and above.  
SECTION 3—Annual Reports on officers on Grade Level 07 and above.  
SECTION 4—Reports on officers on Grade Levels 01–06.  
SECTION 5—Certificates of Service.

Section 1—Reports on Officers on Grade Level 07  
and above—General

06101. Every Head of Department must nominate Reporting Officers within the Department, who shall sign Progress and Annual Reports which shall be countersigned by the substantive Head of Department or by an officer to whom this function is delegated by the Head of Department. A Reporting Officer must not only be at least one substantive grade above the officer being reported on, but also be the immediate superior officer under whom the officer being reported on directly works.

Reporting officer.

Where an officer has served in more than one department before his report is rendered, the Reporting Officer shall be the immediate superior officer under whom he worked for the substantial part of the normal period a report shall cover.

The Reporting Officer may consult the previous department of the officer being reported on before the report became due to be rendered.

It is necessary that a countersigning officer should assess every report judiciously before countersigning.

06102. It is essential for the general efficiency of the service that Annual Reports on servants shall be detailed and candid. Reporting Officers must realize that their own capabilities are discernible from the reports they write on their subordinates, bearing in mind that they hold their offices as much by virtue of their administrative ability as well as their professional ability.

Reports to be full and candid.

06103. The substance of any adverse comment on an officer's work or conduct included in a report shall be conveyed to him in writing by the reporting Head of Department in sympathetic terms and with the object of enabling and encouraging him to overcome his short-comings. The fact that this action has been taken shall be stated in the report itself. A copy of the letter addressed to the officer as well as a copy of his acknowledgement should be attached to the Report. Attention is however drawn to the provisions of Chapter 4 of these Rules.

Communication of reports to officers.

Reports on Seconded Officers

06104. When an officer is seconded to another Department, the Head of the Department to which he is seconded is responsible for furnishing the reports on the officer as required by this Chapter.

Departmental secondment.



**06105.** Arrangements shall be made with Corporations, States 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. It shall be the responsibility of the Head of Department from which an officer has been seconded to request the Corporation, State 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.

Secondment to Corporations, States or State-owned companies.

**Section 2—Progress Reports on Officers on Grade Level 07 and above**

**06201.** Progress Reports are meant to provide in respect of officers on probation or initial contract, a full record of each officer's work, conduct any capabilities on which to judge his suitability for confirmation or re-engagement (whichever is appropriate) and to ensure that in cases where an officer's suitability for continued employment is in doubt, he is given timely warning of his faults and reasonable opportunity to correct them.

Object.

**Timing**

**06202.** Head of Departments are 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 not later than two months before an officer's probationary period or second tour of the contract is due to expire.

Normal.

**06203.** 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 special cases.

In the case of an officer on contract, if an adverse opinion of his suitability has been formed before he proceeds on leave during his second tour a special Progress Report shall be rendered not later than two months before he so 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 that the officer himself 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.

**06204.** Heads of Departments should address Progress Reports to the Secretary, Anambra State Public Service Commission or the Permanent Secretary, Ministry of Establishments, as appropriate, under Personal and Confidential cover. The final Progress Report rendered after twenty-one months' service shall include a definite recommendation as to whether the officer's appointment should be confirmed or terminated or his contract should be renewed.

Procedure.

**Section 3—Annual Reports on Officers on Grade Level 07 and Above**

**06301.** The object of Annual Reports is to provide a full record of each officer's work, conduct and capabilities from which his suitability for promotion may be judged by the Anambra State Public Service Commission. In order that the Commission may be in a position to weigh, in connection with a particular vacancy, the merits of officers, it is important that it should know precisely what

Object.

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work the officer has been engaged upon and the judgement formed on that work. It is no less important that Anambra State Public Service Commission should receive an indication of each officer's suitability for appointment to a senior grade in which he would have to perform administrative or supervisory duties; it may be that the officer's work in the appointment which he holds gives the fullest satisfaction but that he is unsuitable for more responsible duties, and the Public Service Commission particularly desires to have a record or expression of opinion as to each officer's suitability for promotion when, by his seniority, he may be regarded as eligible to be considered for such advancement.

**06302.** Thirty days before the end of the year, every officer on whom an Annual Report is required (*see* Appendix to this Chapter) shall, subject to any departmental instructions which may be issued to supplement this Rule, complete and sign the first page of the appropriate number of copies of the Form and forward them, unfolded, through departmental channels to the Head of Department in which he is serving. Officers who will be on leave on the due date should take this action before proceeding on leave.

Action by  
officers.

**06303.** The attention of all officers is invited to the necessity for including the fullest possible information in their replies to the questions on the front page of Annual Report Forms, so that the reports may be used for the object explained in Rule 06301 without reference to any other document. For instance, the salary grade level quoted should be given in figures, so that they may be compared with salary grade levels in other Public Services without reference to printed salary tables.

**06304.** Every Head of Department shall make such departmental arrangements as he considers necessary to ensure that thirty days before the due date an officer serving in his Department, on whom an Annual 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 section of the report which shall then be transmitted to the Head of Department together with such separate departmental comments as he requires to enable him to write his own comments and endorsements on each report.

Departmental  
routine.

**06305.** Not later than fourteen days after the due date, the Head of Department will receive from Reporting Officers Annual 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.

Action by  
Head of  
Department.

#### Section 4—Reports on Officers on Grade Levels 01-06

**06401.** In order to provide a full record of the work, conduct and capabilities on which to judge the suitability of an officer Grade Levels 01-06 for confirmation, and to ensure that in cases where his suitability for confirmation is in doubt he is given timely warning of his faults and reasonable opportunity to correct them, Heads of Departments shall arrange for progress reports on such officers to be rendered annually by responsible departmental officers.

Progress  
reports on  
uncon-  
firmed  
officers.

**06402.** In order to provide a full record of the work, conduct and capabilities on which to judge the suitability for promotion of Standard Clerical or Technical

Annual  
reports.



Grade Officers on Grade Levels 04–06, Heads of Departments shall arrange for annual reports on such officers to be rendered to them by responsible departmental officers at the end of each calendar year.

The Reports on all eligible candidates shall be made available when Departmental Selection Boards meet to select candidates for promotion from one post on grade level 01–06 to another.

### Section 5—Certificates of Service

**06501.** All officers including those on contract appointment and employees shall be furnished on leaving the service with a Certificate of Service. A daily-rated servant with at least two years of service may also, at his request, be furnished with a Certificate of Service. **Application.**

**06502.** Certificates of Service for issue to officers on Grade Level 07 and above require the countersignature of the Secretary to the Anambra State Public Service Commission; those for issue to officers on Grade Levels 01–06 require the countersignature of the Permanent Secretary to the Ministry of Establishments, Certificates of Service for issue to employees, temporary or daily-rated staff, do not require such countersignature. **Authority.**

**06503.** The main purpose of a Certificate of Service is that it may be used as a reference covering the holder's Government Service when seeking other employment. Accordingly, a Head of Department should, when drafting a Certificate give in it that information which he himself, were he in the position of a prospective employer, might fairly expect to obtain from the person who has previously employed the holder. **Object.**

**06504.** Certificate of Service must be rendered on the approved forms as follows:— **Forms.**

For officers on Grade Level 07 and above—Forms Gen. 58 (in triplicate).

For officers on Grade Levels 01–06—Form Gen. 58A (in triplicate).

For employees, temporary and daily-rated staff—Form Gen. 26 (in duplicate). Form Gen. 58 shall be forwarded for countersignature to the Secretary, Anambra State Public Service Commission; Form Gen. 58A shall be countersigned by the Permanent Secretary, Anambra State Ministry of Establishments.

### Procedure

**06505.** 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 leave prior to leaving the service. If it is necessary to include in the Certificate of Service of any officer any 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. **Timing.**



CHAPTER 7

EXAMINATIONS IN LAW AND OFFICIAL PUBLICATIONS

SECTION 1—General.

SECTION 2—Compulsory Examinations for Administrative Officers.

Section 1—General

EXAMINATION RULES

**07101.** The object of the examinations specified in this chapter is to test the candidates' ability to apply the rules and principles contained in the books, Acts, etc., which form the subjects of the examinations. Accordingly, candidates will be allowed to refer during the examinations to the relevant books, Acts, etc., in question but not books of model answers or prepared questions.

**Textbooks allowed.**

**07102.** There shall be an Examination Board appointed by the Cabinet Office consisting of representatives of the Cabinet Office, the Ministries of Establishments, Justice, Finance and Economic Development and Education and Information which shall be responsible for the general policy and conduct of the examination.

**Examination Board.**

**07103.** An officer who fails to pass, within the time-limits quoted in the relevant Rules, the examinations specified in this Chapter as compulsory for him, is liable to have his probationary appointment terminated, or his confirmation deferred whichever is appropriate to the circumstances and he shall not be considered for promotion.

**Failure to pass examinations.**

Section 2—Compulsory Examinations for Administrative Officers

OFFICERS WHO ARE REQUIRED TO PASS

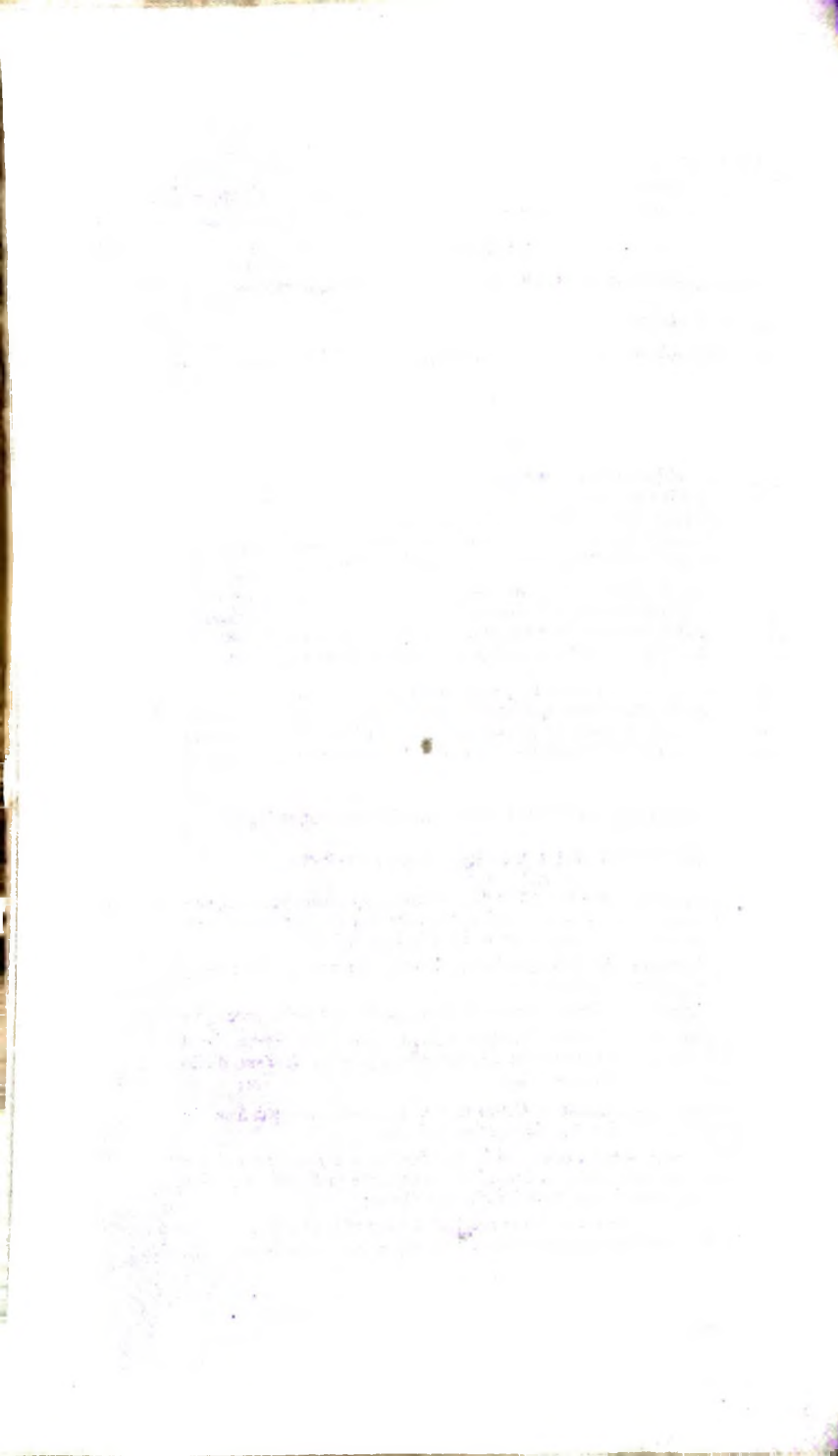
**07201.** Within two years from the date of taking up administrative appointments in the Anambra State Public Service, the following Administrative Officers are required to pass the examinations prescribed in Rule 07202:

**General.**

- (a) Administrative Officers appointed direct to the Anambra State Public Service on first appointment;
- (b) Administrative Officers promoted from unconfirmed junior post;
- (c) Administrative Officers transferred from other Public Service who at the date of transfer are under the age of forty years and have not satisfied conditions for confirmation.

The following Administrative Officers are, however, exempted from the Compulsory Examinations for Administrative Officers:

- (i) Officers who were confirmed in the Service in any position, junior or senior, whether such confirmation required the passing of a prescribed examination as is the case for clerical officers;
- (ii) all public servants who have reached the age of forty years at the time of their appointment/promotion into any grade of the Administrative Class;



- (iii) all officers who are on first appointment or have been promoted/transferred to senior positions in the Administrative Class, for example, Administrative Officer Class V on Grade Level 10 or Administrative Officer, Grade IV, on Grade Level 12.

07202. An Administrative Officer who possesses legal qualification obtained from a Nigerian University or has been called to the Nigerian Bar may be exempted, at the discretion of the Government, from taking Group A of the Examination.

Exemption.

07203. The following are the prescribed examinations for Administrative Officers:—

Syllabuses of examinations.

GROUP A—LAW EXAMINATION

This examination consists of two papers, on the following subjects:—

- (i) (a) Nigerian Legal System.  
(b) Ministerial Government Procedure based on:  
1. Ministers' Statutory Powers and Duties (Miscellaneous Provisions) Act No. 2 of 1958;  
2. Legislative Houses (Powers and Privileges) Act (Cap. 102) of 1958;  
3. Transfer of Functions (Federation) Order L.N. 258 of 1959;  
4. Sections 90–93 of the Constitution of the Federation.
- (ii) The main provisions of the following legislation:—  
(a) the Constitution of the Federation;  
(b) the following Chapters of the Laws of the Federation of Nigeria and Lagos, 1958 and the subsidiary legislation made there under:—

<i>No. of Act</i>	<i>Title of Act</i>
	Commissions and Tribunals of Inquiry (1961).
83 ... ..	Illiterates Protection.
89 ... ..	Interpretation.
141 ... ..	Notaries Public Oaths Act, 1963; Official Secrets Acts, 1962.
149 ... ..	Petitions of Right.

GROUP B—EXAMINATION IN OFFICIAL PUBLICATIONS

This examination consists of two papers:—

- (i) Civil Service Rules.  
(ii) Financial Instructions.

1870  
The first of the year  
was a very dry one  
and the crops were  
very poor. The  
winter was also  
very cold and  
the snow was  
very deep.

The second of the year  
was a very wet one  
and the crops were  
very good. The  
winter was also  
very mild and  
the snow was  
very light.

The third of the year  
was a very dry one  
and the crops were  
very poor. The  
winter was also  
very cold and  
the snow was  
very deep.

CHAPTER 9

**FEEES FOR EXAMINERS AND PART-TIME LECTURERS/INSTRUCTORS**

09001. No fees may be paid to examiners except in accordance with this Chapter.

General.

09002. Except where otherwise indicated in the scales of fees, only one fee payable for correcting papers in respect of each candidate and only one fee is payable for setting a group of papers; if more than one examiner is employed the appropriate single fee will be divided between the examiners.

Sharing of fees between examiners.

09003. The following is the scale of fees approved for examiners in respect of the examinations specified:—

Scale of fees.

A.—LAW EXAMINATIONS (Rules 07203 and 07403)

	N
For Setting Administrative papers ... ..	10.00
For correcting paper (per candidate) ... ..	1.00

B.—EXAMINATIONS UNDER THE PHARMACY ACT (*Cap. 152*)

	N
Initial fee for undertaking the duties of examiner (per subject and in addition to whichever of the following specific fees may be appropriate) ... ..	4.50
For setting papers (per paper)... ..	10.00
For correcting papers (per examiner, per candidate)... ..	0.50
For conducting practical examination (per subject) ... ..	10.00
For conducting <i>viva voce</i> examination (per subject) ... ..	10.00
For each candidate examined <i>viva voce</i> (per examiner, per subject)... ..	0.50
Officers of Ministry of Health who are engaged on full-time teaching duties ... ..	Nil

C.—OTHER EXAMINATIONS (e.g., in Official Publications, etc.)

As for Law Examinations under A above.

D.—PART-TIME TEACHING:

Part-time Lecturers/Instructors in Post-Primary Institutions, etc. ... 4.00

See Rule 09002 for sharing of fees between examiners.



CHAPTER 10

MEDICAL AND DENTAL PROCEDURE

SECTION 1—General.

SECTION 2—Facilities for Medical Treatment.

SECTION 3—Facilities for Dental Treatment.

SECTION 4—Absence from Duty on account of illness.

SECTION 5—Curtailement of tour on grounds of ill-health.

SECTION 6—Health Rules in connection with absence from Nigeria.

SECTION 7—Injuries.

Section 1—General

**10101.** "Hospital" means a Government Hospital or hospitals run by a Government Agency. **Definitions.**

"Medical Officer" means a Government Medical Officer or a Medical Officer in a hospital run by a Government agency.

"Private Practitioner" means any other Registered Medical or Dental Practitioner.

**10102.** The medical certificates, report 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 them except those mentioned in this chapter will be furnished, except that this rule will not preclude the keeping of an officer's or employee's health record in the Ministry of Health or the transfer of such record to the corresponding office when a servant is transferred to the service of another Government.

Medical documents to be treated as confidential.

**10103.** Every person selected for appointment either in a temporary or in a permanent capacity shall be required to present himself for examination to a Government medical practitioner (or one so approved by Government) with a view to its being ascertained whether he is physically fit for service. Unless otherwise provided in the offer of appointment, the fee for such examination shall be paid by the Anambra State Government. If the candidate is not finally passed as physically fit for service, his appointment shall not be proceeded with.

Medical examination on appointment.

**10104.** The Head of Department may at any time (and shall, if the officer so requests) call upon an officer to present himself for examination to an approved or Government medical practitioner, or to a duly constituted medical board, with a view to its being ascertained whether the officer is physically capable of performing the duties of his appointment or of any appointment to which it may be proposed to transfer him.

Special medical tests.

**10105.** An officer on leave of absence may be required, or at his own request, may be permitted, by the Anambra State Government or its accredited representative to present himself for examination to an approved medical practitioner, with a view to obtaining a report as to the officer's physical fitness to return to his duties or to take up a fresh appointment.

**10106.** In the case of examinations under either of the two preceding rules:—

(a) any fees in respect of the examination shall, in the absence of any special regulations or arrangement to the contrary, be paid by the Government;



- (b) the person or persons 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 officer concerned at the discretion of the medical officer;
- (d) the officer shall, however, be informed at the earliest possible date of the decision reached upon his case by the Government after consideration of the report; and if the officer is dissatisfied with that decision he shall be at liberty to make representations to this effect, in which event the Government shall decide at its discretion whether any further medical evidence shall be called for.

**10107.** An officer may be granted leave by his Head of Department for the purpose of visiting a medical specialist/dentist, but only if it is certified by the local Government 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. An officer granted leave in such circumstances will be treated for the purpose of free transport facilities (but not for travelling allowance) as travelling on duty. If no medical certificate is given, it will be open to an officer to apply for casual leave under Rule 15405.

Leave to visit medical specialist/dentist.

#### Section 2—Facilities for medical treatment

**10201.** The Government medical facilities provided free to all officers, employees and their families and the scale of charges for other Government medical facilities are specified in the current Hospital Fees Regulations and amendments thereto.

Government medical facilities in Nigeria.

#### Attendance by private practitioners in Nigeria

**10202.** An officer or employee 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.

Patient bears expense.

**10203.** In special circumstance, however, claims for the refund of expenses incurred by an officer or his wife or dependent children under the age of eighteen years in obtaining medical treatment from a private medical practitioner may be considered where the applicant shows evidence in respect of the following:—

Expenses refundable in special cases.

- (i) That medical facilities are not available within easy reach at his station;
- (ii) that he made efforts to obtain medical treatment in a Government hospital/health institution, but could not be treated owing to lack of medical facilities;
- (iii) that the reference to a private hospital for medical treatment was made on his behalf by a Government medical officer; and
- (iv) exceptionally, that the case is one of extreme emergency.

#### Attendance by Ship's Surgeons

**10204.** If an officer is embarked by Government or its accredited representative in a sea-going vessel as an invalid and placed in the charge of the ship's surgeon, the latter's fees for medical attendance on the officer during the voyage will be payable by the Government.

Officers embarked as invalids.



10205. 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 will not, however, be entertained.

Officers falling seriously ill on voyage to or from Nigeria. Medical expenses during overseas leave.

10206. The Ministry of Establishments may authorize a refund of medical expenses (including charges for maintenance) incurred by an officer while overseas on leave or on duty provided—

- (a) the illness was not due to the officer's own negligence;
- (b) the illness was attributable to conditions in or the climate of Nigeria;
- (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 thereunder within a reasonable time;
- (d) the officer informed the nearest accredited representative of the Anambra State Government of Nigeria at the earliest date possible that he was unable to obtain the requisite attention through the National Health Service; and
- (e) the officer showed reasonable diligence, expedition and economy in seeking and obtaining medical attention.

10207. (a) Approval for journeys outside Nigeria for medical treatment will only be given by the Head of Service on the recommendation of the Chief Medical Officer to the Anambra State Government or his Deputy, if he is not available, and will 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 the duties of his office. Where an officer is permitted by the Government of Anambra State to receive medical treatment overseas which does not involve actual hospitalization, he is entitled to the payment of allowances at the normal Estacode rates. Allowances also at the normal Estacode rate will be paid to an officer permitted by the Government to receive post-hospitalization medical care overseas as an out-patient. In all cases, medical treatment overseas shall be on the recommendation of a properly constituted Medical Board.

Medical treatment overseas.

- (b) Approval for medical check-up abroad will be given by the appropriate authority.

### SECTION 3—FACILITIES FOR DENTAL TREATMENT

#### Government Facilities

10301. The dental treatment provided free by Government dental surgeons to officers, employees and their families and the scales of charges for other dental treatment provided by Government dental surgeons are specified in the current Hospital Fees Regulations and amendments thereto.

General.

10302. Except in cases of emergency dental treatment by Government dental surgeons can only be provided "by appointment". Except in cases of emergency, officers and employees must not leave their stations to visit a Government dental surgeon before the latter has confirmed an appointment for the treatment required.

Appointments necessary.

#### Treatment by Private Dental Practitioners

10303. An officer or employee who prefers to be treated by a private practitioner instead of availing himself of the services of a Government dental surgeon must himself bear all expenses incurred through such treatment.

Patient bears expenses.



**10304.** This Rule refers only to types of dental treatment for which no charge will be made if provided by a Government dental surgeon. When a servant is compelled, because the services of a Government dental surgeon are not available to avail himself of the services of a private dental practitioner in order to obtain urgent treatment prescribed by a medical officer, he will be responsible in the first instance for the fees payable. If, however, the circumstances are recognized by the Chief Medical Officer to the Anambra State Government as requiring such services, he may authorize a refund to the servant less charges payable under the current Hospital Fees Regulations.

Expenses refundable in special cases.

**SECTION 4—ABSENCE FROM DUTY ON ACCOUNT OF ILLNESS**  
**Medical Certificate**

**10401.** The following types of Medical Certificate are used in connection with the sickness of servants— **Types.**

- (a) Excused Duty Certificate, Combined Medical Form No. Med. 166.
- (b) Light Duty Certificate, Combined Medical Form No. Med. 167.
- (c) Medicine and Duty Certificate, Combined Medical Form No. Med. 168.
- (d) Certificates issued by hospitals run by Government agencies.

**10402.** An officer or employee seeking one of these certificates should do so either—

**How obtained.**

- (a) by presenting himself to the appropriate medical officer for examination—in which case he will, unless admitted to hospital as in-patient, be given by the medical officer who examines him whichever certificate the latter considers appropriate; or
- (b) by forwarding to the senior administrative medical officer at his station a detailed report on his sickness by the private medical practitioner who is attending him, and arranging for the collection from such medical officer of whichever certificate the latter decides to issue in the light of the private practitioner's report (*See* Rule 10414).

**Responsibility of Officers and Employees**

**10403.** Every officer or employee is responsible for keeping his department informed in writing of the address at which it will be possible to find him or ascertain his whereabouts in the event of his being prevented by illness from attending his place of work.

**Duty to notify address.**

**10404.** (a) An officer or employee not being on leave of absence nor an in-patient 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 Department or, within twenty-four hours, cause to be delivered to his Department an excuse duty certificate, signed by the appropriate medical officer, with the contents of which the officer or employee has made himself acquainted.

**Duty to report when sick.**

(b) On reporting sick to his Department an officer or employee will either:—

- (i) receive instructions to seek medical advice forthwith—in which case he must cause one or other of the medical certificates listed in Rule 10401, with the contents of which he has acquainted himself, to be delivered to his Department within twenty-four hours, or



- (ii) be authorized by a responsible officer to absent himself from duty without a medical certificate for a specified period; in a place where a medical officer is available such specified period will not exceed two days; in a place where no medical officer is available the specified period will be at the discretion of the responsible officer.
- (c) Unless absence from duty through illness is covered either by admission to a government hospital, by departmental authority as explained above, or an Excuse Duty Certificate, it will be treated as absence without leave (*See* Rule 04201).

**10405.** An officer or employee stationed at a place where a medical officer is available must, when so instructed by his Department or when he has been prevented by illness for two days from performing his duties at his place of work (whichever event occurs first), seek medical advice. An officer or employee may seek such advice either from the medical officer or, if he prefers, from a private medical practitioner in the neighbourhood; in either case he must comply with the advice given. If he prefers to be treated by a private practitioner he must obtain the latter's consent to meet the medical officer in consultation.

Duty to seek and comply with medical advice.

An officer or employee stationed at a place where no medical officer is available must, when so instructed by his Department, comply with any official arrangements made to provide him with medical advice and must comply with the advice so obtained.

An officer or employee who has failed to comply with this rule will render himself liable to be treated as having been absent without leave.

**10406.** If for any reason it is decided that an officer or employee should be examined by a Medical Board, he must present himself for examination at the place and time instructed, and must afterwards comply with the recommendations of the Board, which will supersede any medical advice already given to him by a medical officer or private practitioner. An officer or employee who has failed to comply with this rule will render himself liable to be treated as having been absent without leave.

Duty to attend Medical Boards and comply with recommendations.

### Departmental Responsibilities

**10407.** Heads of Departments will arrange for the responsibilities described in the following four rules to be allocated to appropriate officers.

Who is responsible.

**10408.** In each departmental office an up-to-date record must be maintained of the residential addresses of the officers and employees employed there (*See* Rule 10403).

Recording of addresses.

**10409.** If an officer's or employee's absence from duty is not explained by him within twenty-four hours, enquiry should be made at his recorded address to ascertain the cause of absence.

Enquiries about absentees.

**10410.** Whenever an officer or employee becomes so ill that he is physically unable to present himself for medical examination, the circumstances and his whereabouts should be reported by his Department to the nearest medical officer.

Reporting of staff's sickness.



**10411.** When an officer reports that he is prevented by illness from performing his duties, he should (unless Rule 10410 applies) be instructed or authorized as explained in Rule 10404 (b) and be provided with a note requesting the medical officer to examine and treat him.

Instructions to staff reporting sick.

**10412.** When it is desirable to appoint a Medical Board, it is the responsibility of the Head of Department to initiate action in that regard.

Appointment of Medical Board.

### Responsibility of Medical Officer

**10413.** When an officer/employee presents himself to a Medical Officer for examination, the latter will examine and treat him and either give him whichever of the certificates listed in Rule 10401 the Medical Officer considers appropriate or, if he admits him to hospital as an in-patient, inform his Department.

When patient attends in person.

**10414.** When a Department reports to a Medical Officer that an officer/employee of the Department is so ill that he is physically unable to present himself for medical examination, the Medical Officer will, as appropriate, either arrange for the officer/employee to be brought to hospital for examination and treatment or visit the officer or employee to examine and treat him. If the examination results in the officer/employee being admitted to a Government hospital as an in-patient, the Medical Officer will so inform the officer's/employee's Department; otherwise he will give the officer/employee whichever of the certificates listed in Rule 10401 he considers appropriate.

When Department reports patient unable to attend.

**10415.** When an officer/employee forwards to a Medical Officer a report on his sickness by the private practitioner attending him, the Medical Officer will, after such consultation with the private practitioner as he may deem necessary, issue whichever of the certificates listed in Rule 10401 he considers appropriate in the light of the private practitioner's report.

When patient sends private practitioner's report.

The period of excused duty or light duty entered on the first certificate he issues will not exceed three days unless the Government Medical Officer has himself examined the patient, in which case the period may be for up to seven days. Each period of extension thereto shall not exceed seven days and not more than a total of thirty-one day's sick leave may be allowed on such certificates. If the officer or employee is still not fit for duty after thirty-one day's sick leave he shall be examined by a Medical Board. This shall also apply to a servant admitted to a private hospital on the instruction of a Government Medical Officer, but it shall not apply when a servant is admitted to a Government hospital unless the period exceeds three months when a Medical Board would have to be held.

**10416.** On any of the occasions listed in this Rule the Medical Officer will report the circumstances to the officer's/employee's Department:—

Reports to departments.

- (a) when an officer/employee is admitted to and when he is discharged from Government hospital;
- (b) when an officer/employee refuses to carry out or, in the opinion of the Medical Officer is neglecting to carry out, the medical advice he has been given;
- (c) when in the opinion of the Medical Officer, an officer/employee is feigning ill-health.



**Sick Leave Rules**

**10417.** An officer or employee not being on leave of absence who is absent from duty on the ground of ill-health will, provided such absence is covered by proper authority be regarded as absent on sick leave.

**10418.** An officer or employee on vacation leave who is prevented from resuming duty at the expiration of his authorized leave by reason of ill-health duly certified by a Government Medical Officer may be granted an extension of leave.

**10419.** (i) An officer can be allowed a maximum aggregate of six weeks sick leave during any period of twelve months. Any officer who has been on sick leave in excess of this maximum aggregate, unless hospitalized, should be made to appear before a Medical Board.

(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 invalidated.

**10420.** An officer or employee who is recommended by a Medical Board or a Medical Officer to be permanently invalidated ceases, with effect from the date of recommendation, to be eligible for sick leave (*See* Rule 15205).

**10421.** Sick leave for a period up to three months may be allowed on the certificate of a Government Medical Officer. If at the end of that period the officer or employee is still unfit to return to duty, his Head of Department must make an arrangement for him to be examined by a Medical Board with a view to its being ascertained whether he should be invalidated from the service or allowed further sick leave.

**10422.** On the certificate of a Government Medical Officer (or when circumstances render such certificate unduly difficult to obtain, on the certificate of a responsible departmental officer), daily-rated staff absent from work in consequence of illness may be allowed sick leave up to the following aggregate limit within each calendar year:—

(a) 14 days on full pay;

(b) 12 further period of days on half pay, at the discretion of Head of Department; and

(c) In case of a special hardship, an extension of sick leave on half pay up to a maximum of 32 days should be granted at the discretion of the Head of Department.

Sick leave  
for daily-  
rated staff.

**Section 5—Curtailment of Tours of Expatriate  
Officers on Grounds of Ill-health**

**10501.** It is the duty of Heads of Departments and Medical Officers to take steps to ensure that no expatriate officer is retained in Nigeria when his state of health renders it desirable for him to go on leave. This in no way limits the clear

Responsi-  
bility.



duty of every individual officer to report to a Medical Officer when he considers that his health is becoming impaired and to carry out any recommendations or instructions made or given to him by a Medical Officer in order to mitigate such impairment. No expatriate officer will serve a tour of over eighteen months without a special medical certificate stating that he is fit to extend his tour.

10502. After an expatriate officer has completed twelve months of his tour, a certificate from a Medical Officer, giving in full the reasons for his opinion that the state of the officer's health renders it desirable for him to go on leave, will be sufficient to justify the officer's Head of Department authorizing him to proceed on vacation leave without completing his full tour.

**Curtailment  
of tour on  
medical  
advice.**

### Invaliding

10503. At any stage of his tour an expatriate officer may be invalided by the Government on the recommendation of a Medical Board composed normally of the Superintending Medical Officer as President and one or two Medical Officers as members.

**Authority.**

10504. When a medical board recommends that an expatriate officer should be invalided, the board will:

**Procedure  
by Medical  
Board.**

- (a) forward to the Chief Medical Officer its proceedings and recommendations in triplicate, on Combined Medical Form No. 26, together with full clinical notes in duplicate;
- (b) immediately inform the local head of the officer's Department of its decision to recommend invaliding and of the passage arrangements it recommends;
- (c) copy the information under (b) to the Medical Officer attending the officer;
- (d) at its discretion the board will inform the officer concerned.

10505. On learning that it has been decided by a Medical Board to recommend the invaliding of one of his expatriate officers a Head of Department or his local representative will:—

**Procedure  
by Head of  
Depart-  
ment.**

- (a) on the advice of the Medical Officer attending the invalid and in collaboration with the Anambra State Cabinet Office and the Ministry of Establishments, the necessary passages and the preparation of leave papers will be arranged in accordance with Rules 15406 and 16221 and instruct the officer as to the date on which and the route by which he should travel; in cases of urgency the requests for passages and leave papers should be made by telegrams and confirmed by the appropriate written forms;
- (b) forward, in triplicate, to the Medical Officer last in attendance on the invalided officer, Combined Medical Form No. 25 (confidential health report) with answers to the first three questions thereon duly inserted and signed.

10506. On learning from a Medical Board that it has been decided to recommend the invaliding of an expatriate officer he is attending, a Medical Officer will:—

**Procedure  
by Medical  
Officer.**

- (a) provide the invalided officer's Department with such advice and assistance as may be necessary in connection with passage arrangements;



- (b) obtain three signed copies of Combined Medical Form No. 25 from the officer's Head of Department (or if the invalidated officer is himself the Head of Department, from the Ministry of Establishments) and forward them to the Permanent Secretary, Anambra State Ministry of Health after completing the first page on all three copies.

**10507.** On receiving the proceedings of Medical Board recommending that an expatriate officer be invalidated the Permanent Secretary to the Anambra State Ministry of Health will:—

Procedure  
by the  
Permanent  
Secretary  
Ministry of  
Health.

- (a) send one copy of the Board's proceedings to the Anambra State Ministry of Establishments;
- (b) send one copy of the Board's proceedings together with the copy of clinical notes to the Embassy/High Commission of the officer's country of origin in Nigeria;
- (c) file the triplicate copy of the Board's proceedings and the duplicate of the clinical notes;
- (d) obtain from the Medical Officer last in attendance on the invalidated officer the three completed copies of the first page of the Combined Medical Form No. 25 referred to in Rules 10505 and 10506, file one copy and send the other two to the Anambra State Ministry of Establishments for onward transmission as may be necessary;
- (e) in the case of an officer from a State Public Service, copies of the above documents will not be filed by the Permanent Secretary to the Anambra State Ministry of Establishments, but will be sent to the appropriate State Ministry of Establishments.
- (f) advise the Anambra State Ministry of Establishments of the appropriate decisions to be taken in cases of permanent invaliding, whether the decision of the Board should be approved or the officer could be temporarily invalidated for further medical treatment and return to duty.

**10508.** Cases of temporary invaliding will be referred to an appropriate Consultant Physician for further advice as to the officer's further usefulness to the Anambra State Government.

Further  
action.

Cases of permanent invaliding recommended by a Medical Board and supported by the Chief Medical Officer to the Anambra State Government will be regarded as final and appropriate invaliding action will be taken by Government.

#### **Section 6—Health rules for expatriate officers during absence from Nigeria**

**10601.** In this section the word "officers" means an expatriate officer proceeding on vacation leave.

Application  
and defini-  
tion.

**10602.** Unless the rules in this section are complied with, an officer will not be entitled to pay during any extension of his absence from Nigeria which may be necessitated by ill-health.

Effect of  
rules on  
salary.

**10603.** Not earlier than seven days before leaving his station to depart from Nigeria, every officer is required to present himself to the appropriate Medical Officer for medical examination.

Medical  
examina-  
tion before  
departure.



**Medical form of advice regarding health during absence from  
Nigeria**

- 10604.** On presenting himself for examination in accordance with Rule 10603, an officer will receive from the Medical Officer a form of advice (Combined Medical Form No. 24) regarding the care of his health during his absence from Nigeria. **Issue of.**
- 10605.** Every officer is required to comply with the Medical Officer's advice contained in his combined Medical Form No. 24 and may be required to show that he is doing so. **Compliance with.**
- 10606.** An officer may, during his absence from Nigeria, be required by the Anambra State Government or its accredited representative to produce his Combined Medical Form No. 24. If he is unable to do so he will either be sent to a Consultant Physician and required to pay the latter's fee or be directed to furnish a medical certificate at his own expense. No refund of any of these costs will be entertained unless the officer can offer an acceptable explanation for his inability to produce his Combined Medical Form No. 24. **Production of.**
- 10607.** If an officer falls ill and so requires medical attention during his absence from Nigeria, and remains ill for a week, he must report the fact to the nearest Nigerian Mission Overseas or, where applicable, to such other office as may be specified for this purpose in his leave papers; and he should at the same time forward a certificate from his medical attendant stating the nature of the illness and its probable duration. In return he will receive instructions as to any further action he should take. **Reporting illness during absence.**
- 10608.** If the Medical Officer who examines an officer before the latter's departure from Nigeria recommends that he should be examined by a Physician during his absence from Nigeria, this information should be transmitted to the Nigerian Mission in the country which will advise him accordingly. Similarly an officer may, after reporting to the Nigerian Mission in accordance with Rule 10607, receive instructions to present himself for examination by a Physician. Every officer is required to comply with such instructions and to carry out such advice as he may be given by the Physician. **Medical examination during absence.**
- 10609.** It is the duty of every officer to consult a Dental Surgeon and to secure all necessary dental treatment. In cases where dental treatment required after an expatriate officer's return to duty is held to be directly attributable to neglect of this rule, Government reserves the right to refuse the grant of leave with pay and transport facilities under Rule 15402 for obtaining such treatment, and the refund under Rule 10304, of any expenses incurred in obtaining it. **Duty of officers to consult dentist.**

**Section 7—Injuries**

- 10701.** This section does not apply to any person who is a workman to whom the provisions of the Workmen's Compensation Act (*Cap. 222*) apply. **Application.**
- 10702.** When an officer or employee sustains an injury as a result of an accident encountered in the course of performing his duty, he must immediately inform the nearest Medical Officer unless he is unable, by reason of his injury to do so. **Action by injured officer.**



**10703.** When a Medical Officer receives information of injury to an officer or employee, whether the information is received from the injured person or from any other source, he shall as soon as possible report details of the injury to the appropriate Head of Department or the latter's local representative.

Action by  
Medical  
Officer.

**10704.** When a Head of Department or his local representative is informed by a Medical Officer, or any other person, of an injury sustained by an officer or employee as a result of an accident in the course of his duty, which might lead to a claim for a special award 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 local Head of Department 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 Ministry of Establishments, sending a copy of his report to the Head of the injured person's Department. If, however, after his inquiry the local Head of Department has any doubt on these points, he shall as soon as possible convene a Board to consider the matter and to report its findings on the following questions:—

Action by  
head of  
depart-  
ment.

- (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 by the local representative together with his report thereon to the Anambra State Ministry of Establishments through the Head of Department concerned.

In the case of fatal injury the local representative 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.

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CHAPTER 11

RESIDENCE IN NIGERIA OF WIVES AND CHILDREN OF

EXPATRIATE OFFICERS

11001. This Chapter applies to expatriate officers only.

**Application.**

11002. Every officer, irrespective of grade has the privilege of bringing his wife and children to Nigeria. When an officer intends to exercise this privilege he should inform his Head of Department of the date on which his wife and/or children are expected to arrive.

**Privilege of bringing wife and children to Nigeria.**

11003. It shall be a condition on which an officer exercises the privilege described in Rule 11002 that he shall not be entitled to any preferential treatment in the matter of posting, housing and allocation of duties by virtue of the fact that his wife and children are with him.

**Condition of bringing wife or children to Nigeria.**

11004. The passage privileges for which an officer is eligible in respect of his wife and children are specified in section 2 of Chapter 16. The booking arrangements for free passages are explained in Rules 16221 and 16223.

**Passages for wife and children.**



CHAPTER 12  
EQUIPMENT, COMPENSATION, INSURANCE AND  
PERSONAL EFFECTS

12001. Where necessary, officers holding senior posts are required to provide themselves with camp equipment (including an approved type of filter); see Chapter 20 for rates of allowances. Heads of Departments should, when advertising to fill vacancies in senior posts, indicate whether or not it will be necessary for the officers appointed to provide themselves with camp equipment.

Camp equipment.

Compensation for loss of Private Property

12002. (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 many types 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. 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.

Personal effects.

(b) If it is necessary to insure Government furniture as well as personal effects of an officer occupying Government rented building, it will be necessary for such officer to pay into revenue his share of the insurance premium paid on his behalf during the period of his occupation of such 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 building.

12003. Since all the Local Government areas in the Anambra State are setse infested areas, no officer is entitled to horse allowance or compensation thereof in the case of the loss of a horse owned by an officer.

Horses.

12004. If the motor vehicle of an officer, whilst being used for official duties is damaged as the direct result of civil disturbance, Government will accept responsibility for such damage. For the purpose of this Rule, "Official duties" will be deemed to include journeys between house and office.

Motor vehicles.

Passenger Flight Insurance

12005. The following persons when travelling by air, land or sea at Government expense will be eligible for free insurance cover as follows:—

Traveller	Capital Benefits Insured
	N
Officer or Employee ... ..	20,000
Wife of Officer or Employee ... ..	10,000
Child of Officer or Employee ... ..	10,000
Non-Official ... ..	10,000
Members of National Youth Service Corps ... ..	10,000

Insurance at Government expense.



## *Anambra State Civil Service Rules*

12006. An air passenger flying to and Nigeria on the authority of a Government capital benefits, prescribed in Rule 12005 v the completion of any formalities by the air to arrange excess of the capital benefits pro privately and at his own expense.

12007. The free cover referred to in Ru of normal flight time only, though this is aut is delayed or the passenger is delayed due to m his own. Where a traveller takes advantage of reach his destination during the normal flight the first place of stop-over. All officers to who stop-overs on route to or from a country o their own arrangements for flight insurance Refunds of the extra premium so incurred will benefits prescribed in Rule 12005.

12008. An officer who is obliged for a transport his motor vehicle by sea between Ni the cost of insuring the vehicle against marine

### **Packing of Person**

12009. The following four rules apply t invalidated or Nigerian officers transferred to not been able to make their own arrangement effects.

12010. If an officer applies to his Hea with the information, etc., specified in this R conditions specified in Rule 12011, pack and has left in Nigeria and arrange for its shipment who will be authorized to issue whatever occ eligible for in respect of the baggage in ques

The following information is required:—

- (a) the full address to be marked on ti
- (b) the address to which letters to the be directed;
- (c) the name and address of his auth entry of such baggage to whom rel sent should the officer not desire v
- (d) details of the baggage to be prepar be as full as possible; they must ma ammunition and other dangerous should, if possible, be accompanied of each package and their approxi
- (e) the keys of any locked packages before shipment;
- (f) the whereabouts of the baggage;
- (g) the statement of the part of the jou to be insured and the value he wi
- (h) any deposits required by the Govern



12011. It shall be a condition on which an officer avails himself of the facilities that he accepts responsibility for:

- (a) paying for any transport within and outside Nigeria in excess of transport provided free under the Civil Service Rules;
- (b) paying the cost of any labour and materials used, at the discretion of Government, in packing or repacking the baggage ready for shipment;
- (c) arranging for and paying the cost of any insurance he desires;
- (d) paying the cost of any other necessary charges incurred by Government during package, storage and transport;
- (e) any loss or damage to the baggage during package, storage and transport;
- (f) obtaining and forwarding to his Head of Department any necessary export permits.

12012. To minimise the risk of loss or damage and to facilitate the handling of baggage, officers are advised in their own interest, to list all their personal effects by baggage prior to proceeding on leave and to pack them in such a way that they could be shipped as they stand.

12013. On receiving an officer's application to have his baggage prepared for shipment, a Head of Department shall—

- (a) complete the necessary "Application for Shipment of Unaccompanied Baggage" Form Gen. 52 and forward it to the Government Coastal Agent;
- (b) ensure that baggage is marked in large clear letters with the name of the officer and consigned to the Government Coastal Agent at the Lagos Terminus (Iddo) if sent by rail. The number of the waybill and date of despatch should be telegraphed to "COASTAGENT, Apapa" and the waybill forwarded to the Coastal Agent at Apapa by the quickest means. If baggage is sent by road it should be delivered to the Baggage Office of the Government Coastal Agency at Apapa;
- (c) obtain and forward to the Coastal Agent a Statement showing the number and type of package. Insurance will be arranged by the Coastal Agent if desired by the officer, in which case he should state the value for which cover is required;
- (d) forward to the Government Coastal Agent by registered post keys for opening of cases if required by Customs;
- (e) obtain from the officer concerned the name and address of a clearing agent nominated by him which should be communicated to the Government Coastal Agent for the onward despatch of shipping documents and keys. If so requested, the Government Coastal Agent is prepared to appoint such an agent at the port of destination;
- (f) advise the Coastal Agent the extent to which the personal effects of retired officers and their transport are covered by Government warrants. The balance of freight will be recoverable from the officer before the loads are shipped;
- (g) any officer having baggage in excess of his normal entitlement should contact the Government Coastal Agent on the appropriate deposit to make;
- (h) as the Government Coastal Agent is to be contacted at the Lagos Port Complex (Apapa and Lagos Quays), so also could officers outside Lagos wishing to send their baggage contact the officer in-charge Government Coastal Agency at Ports of Port Harcourt, Calabar, Warri and Sapele or any other port.



CHAPTER 13

MEMORIALS AND PETITIONS

SECTION 1—General.

SECTION 2—Petition Rules.

SECTION 1—GENERAL

13101. Every officer who has any representations of a public or private nature to make to the Government should address them to:—

- (a) The Secretary to the Anambra State Public Service Commission, in respect of matters relating to appointments (including acting appointments), promotion, transfer and discipline;

OR

- (b) The Permanent Secretary, Ministry of Establishments, on matters relating to other conditions of service, e.g., leave, passages, allowances, pensions, gratuities, etc.

13102. Any officer in the Anambra State Public Service may address the Head of Government, in which case he must transmit such communication unsealed and in triplicate to any of the channels mentioned in the preceding Rule requesting that the petition be forwarded in due course to the Head of Government. Every letter, memorial or other document which may be received by the Head of Government otherwise than through the proper channel will be returned to the writer. 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 may be duly verified as well as reported on before they reach the Head of Government. It extends therefore to communications relating to public affairs as well as to the concerns of the writer.

SECTION 2—PETITION RULES

13201. 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. It must be distinguished from a letter of representation addressed to an appropriate senior officer of Government in the normal way.

13202. 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.

13203. An officer must not attempt to bring political or other outside influence to support his individual claims as a civil servant. If he is dissatisfied, his proper course is to make representations to his immediate superior officer or Head of Department. If his representations are not successful, it is open to him to submit a formal petition to the appropriate authority under Rule 13101.



## *Anambra State Civil Service Rules*

13204. A petition must be submitted through the channels, namely through the petitioner's immediate superior in the Department will forward the petition with his copy to the Secretary of the Anambra State Public Service Commission and the Secretary of the Ministry of Establishments in accordance with the instructions in force at the time. It is in the petition mentioned rule concerning the routing of a petition that the order that the petition will be duly verified and forwarded to its final destination.

13205. A petition addressed to any of the channels mentioned in Rule must be submitted in duplicate, and an advance copy must be submitted to the appropriate authority. In either case, one copy must be retained in the Department.

13206. A petition must bear the signature and the address of the petitioner. When written by a person other than the petitioner, the signature and address of the writer must be included.

13207. When a person submits a petition on behalf of a petitioner, not merely as letter-writer) on behalf of a petitioner, the petition should contain a statement that he has been authorized by the person or persons.

13208. A petition which:—

- (i) does not comply with Rule 13206;
- (ii) deals with a case in which legal remedies are available;
- (iii) is illegible or meaningless;
- (iv) is anonymous;
- (v) is worded in abusive or improper language;
- (vi) merely repeats the substance of a previous petition, and does not raise a new relevant matter, will not be entertained.

13209. A petition should conclude by stating the relief sought, and a petition which exceeds in length should also include a summary of the reasons adduced in support of the claim.

13210. When a petition is submitted more than once on the same matter, and the petitioner has complained of has been given, the petitioner should explain the reasons for the repetition. Failure to give an adequate explanation will materially affect the consideration of the petition.

13211. Representations or petitions from staff will not normally be forwarded beyond the Department of the staff member whose decision shall be final.



CHAPTER 14

OCCUPATION OF GOVERNMENT QUARTERS

- SECTION 1 ... .. General.  
SECTION 2 ... .. Officers on Grade Level 07 and above.  
SECTION 3 ... .. Officers on Grade Level 06 and below.

Section 1—General

COMPULSORY OCCUPATION OF GOVERNMENT QUARTERS

14101. The members of Fire Services up to and including the rank of Station Officer are normally required to live in barracks whilst on duty and if, in exceptional circumstances, they are not provided with rent-free Government quarters they will be eligible for a rent allowance at rates determined by Government in the light of such circumstances.

Certain appointments carry liability to live in barracks.

14102. If a servant'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.

Certain postings necessitate occupation of specific quarters.

14103. Except as provided in the two preceding Rules no servant shall be compelled to occupy Government quarters if he prefers to make other arrangements for his accommodation.

Otherwise no compulsion.

14104. It shall be a condition on which an officer is provided with Government quarters that he pays rent therefore by deduction from salary in accordance with the rent rules specified in Rule 14206.

Condition attaching to occupation of Government quarters payment of rent.

14105. It shall be a condition on which an officer is provided with Government quarters that he does not sub-let 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 gross misconduct.

Sub-letting prohibited.

14106. 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 must inspect from time to time.

Care of quarters.

14107. 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 Ministry of Works and Housing responsible for the quarters which will arrange for the alteration if approved. Mosquito proofing and fixings must not be removed without the approval of the medical authorities. The officer to whom the quarters have been allocated will be held responsible for any contravention of this Rule.

Alterations to structure and fixture prohibited.



14108. 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 sanction of the officer controlling the quarters.

Removal of furniture prohibited.

14109. An officer provided with Government quarters must give at least forty-eight hours notice to the officer controlling the quarters of his intention to vacate the premises.

Notice of vacation.

14110. Government quarters must be taken over from, and handed over to the authorized representative (normally the quarters clerk of the Ministry of Works and Housing) of the officer controlling the quarters. An in-coming occupant must acknowledge receipt of the quarters and all articles of Government furniture therein by signing the furniture inventory and key register; an out-going occupant must hand over the keys of the quarters he is vacating to the authorized representative of the officer controlling the quarters, and remains responsible for the quarters and all articles of Government furniture therein until he obtains the signature of such authorized representative to the furniture inventory and key register in acknowledgement of their surrender.

Taking over and handing over.

14111. Unless an officer, at the time he takes over Government quarters, indemnifies himself by reporting any deficiency or damage to the officer controlling the quarters, it will be assumed that he received the quarters and all articles of furniture belonging thereto in good condition, and he will be liable for the cost of making good any deficiency, damage or neglect discovered at the time he hands over the quarters. In particular, an officer will be charged 25k for every ordinary or rim lock keys he fails to surrender, and ₦1.25 for every Yale key.

Responsibility for deficiencies and damage.

### Electricity and Water Charges

14112. Unless exempted by special conditions of service an officer provided with Government quarters is required to pay all electricity and water charges raised thereon in respect of the period during which he retains the use thereof. Accounts for these charges must be settled promptly.

Responsibility for payment.

14113. 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.

Responsibility for notifying Electricity and Water Authorities.

14114. No officer shall continue to occupy government quarters after the date on which his resignation takes effect, or beyond 42 days from the date on which he starts his retirement leave or from the date he finally leaves the service from any other cause.

Vacation of quarters on resignation, transfer or retirement.



He may 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 Head of Department. 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 Department in writing.

If occupation of quarters continues beyond the period specified in this Rule, the occupants would be ejected.

### SECTION 2—OFFICERS ON GRADE LEVEL 07 AND ABOVE

**14201.** In this section the term "Officer" means an officer on Grade Level 07 and above. **Definition.**

**14202.** Except as provided in the second part of this Rule no expatriate officer may retain the use of Government quarters during his vacation leave, even though he may be willing to pay the rent. In special circumstances and provided that the duration of an officer's vacation leave is not expected to exceed forty-two days he may, at the discretion of the officer controlling the allocation of the quarters in question, be given special permission either to retain the use of his quarters or to be moved into other quarters during his vacation leave, on payment of rent therefor. An expatriate officer is only eligible to retain the use of Government quarters during his vacation leave if he is expected to resume duty at the same station and the officer controlling the allocation of the quarters, at his discretion, authorizes the retention. **Retention of Government quarters during vacation leave normally prohibited to expatriate officers.**

#### Rent Rules

**14203.** No rent is payable by an officer if the sole accommodation with which he is provided by Government is:— **Exemption of officers occupying certain quarters.**

(a) a tent;

(b) a temporary shelter or building not intended for permanent occupation such as a "bush" house or hut erected in connection with a special and/or temporary duty;

(c) a caravan.

**14204.** An officer staying with another officer in Government quarters in his own station shall be deemed to be provided with Government quarters but without prejudice to his entitlement to separate quarters when available. **Sharing of quarters.**

**14205.** Except for the first three days and the last three days of each period of posting to a station an officer who occupies a Government rest house in his own station shall be deemed to be provided with Government quarters until such a time as other quarters are available. **Quarters in Government rest houses.**

**14206.** Officers provided with Government quarters other than those specified in Rule 14204 are required to pay rent at the rate of one-twelfth of salary ( $\frac{8\frac{1}{3}}{100}$ %) subject to a maximum of N300 per annum. For the purpose of this Rule the salary of an officer includes basic salary, acting allowance and inducement addition, where applicable. **Rates of rents.**

**14207.** Except in respect of periods when, by virtue of Rule 14203, no rent is payable (in which case the circumstances must be explained and certified by or on behalf of the officers' Head of Department in the remarks column of the officer's monthly salary voucher, and no rent deduction will be made therefrom) full rent **Full rent to be deducted from salary in first instance.**



shall, in the first instance, be deducted from the total of an officer's monthly salary from the date he first occupied Government quarters to the date immediately preceding that on which he officially hands over his quarters—both dates inclusive. The responsibility for claiming any rebate allowance under the following three Rules of the rent so deducted will then rest with the officer himself. Rebate claims should be made monthly on Treasury Form 166 duly supported by the appropriate certificates included in the form.

**14208.** An officer shall be entitled to a rebate of 50 per cent. of the rent paid under Rule 14207, in respect of any period during which the sole accommodation with which he is provided by Government consists of:— Rent rebate of 50 per cent.

- (a) quarters shared with another officer, or with other officers with the prior permission of the officer responsible for allocating quarters in the station in which they are situated; or
- (b) quarters whether temporary, semi-permanent or permanent, which do not provide at least two living rooms for the exclusive use of the officer (for this purpose a bedroom is classed as a living room); or
- (c) unfurnished quarters, whether temporary, semi-permanent or permanent; or
- (d) temporary quarters with or without furniture.

**14209.** An officer shall be entitled to a rebate of 75 per cent. of the rent paid under Rule 14207 in respect of any period during which the sole accommodation with which he is provided by Government consists of quarters of a type specified in Rule 14208 (b), (c) or (d) shared with another officer. Rent rebate of 75 per cent.

**14210.** An officer is entitled to 100 per cent. rebate on rent paid for any period during which he is not occupying Government quarters. An officer is regarded as occupying Government quarters until he has officially handed over his quarters. Rent rebate of 100 per cent.

**14211.** (i) The following officers are entitled to Government quarters:— Entitlement to Government quarters.

- (a) An expatriate officer;
- (b) An officer whose salary is N2,856 and above per annum;
- (c) An officer appointed to duties which require him to be on "call duty" night and day.

(ii) When an officer entitled to quarters cannot be allocated one, he will be eligible to receive a rent supplement in lieu of Government accommodation at the rates specified hereunder:—

Officers on salary Grade Level 15 and above	N60 per month
Officers on salary Grade Levels 10-14	... N50 per month
Officers on salary Grade Levels 8-9	... N40 per month

A female officer who would otherwise be eligible to receive rent supplement but is married to an officer in any sector of the public service who already receives rent supplement or occupies Government quarters is excluded.

**14212.** When an officer, who would normally be allocated quarters is required to stay at an hotel or catering rest house until quarters can be found for him, he may be granted a refund of the bill for the board and lodging only of himself, wife and children, less 75k per night per person for the first twenty-eight nights and less N1.50 per night per person for any period thereafter for himself and his wife and half those rates for each child. No Nigerian officer may stay in an hotel for more than 28 days at Government expense. When quarters cannot be allocated a refund of hotel expenses may be granted.



14213. If an officer stays in an hotel or Government catering rest house in his station during the first three nights on assuming or resuming duty, or the last three nights prior to departure on vacation leave, he may be granted a refund of the hotel bill for the board and lodging of himself, wife and children (if accompanying him at Government expense) less 75k per night per person.

Refund of hotel expenses on arrival from or departure on vacation leave.

Section 3—Officers on Grade Level 06 and Below

14301. In this section the term "officer" does not include an officer on Grade Level 06 and below.

Application.

14302. 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 and the officer is then expected to vacate his quarters within one month of starting his leave.

Retention of Government quarters during vacation leave.

14303. No rent is payable by an officer, who by virtue of Rule 14101 or in the special cases under Rule 14102, is required to occupy specific Government quarters.

Compulsory occupants exempt.

14304. Except as provided in the preceding Rule rent, at the appropriate rate specified in the following Rule is payable from the date on which an officer takes over Government quarters to the date immediately preceding that on which he officially hands over his quarters to the authorized representative of the officer controlling the quarters—both dates inclusive.

Period rent.

14305. The appropriate rates of rent to be paid by officers provided with Government quarters in respect of which rent is payable are:—

Rates of rent.

Type of quarters	Appropriate rate of rent
(a) Non-standard type ...	As fixed by the local Head of Department in consultation with the Resident or Administrative Officer in-charge of division subject to a maximum of 6% of salary or salary plus acting allowance.
(b) Standard type quarters completed prior to 1st January, 1947 with:	
(i) One or two rooms ...	50k per room per month.
(ii) More than two rooms ...	60k per room per month.
(c) Standard type quarters completed on or after 1st January, 1947 ...	6% of occupant's basic salary, or if acting in a higher post 6% of total of salary plus acting allowance drawn.



CHAPTER 15

Leave

SECTION 1	...	...	Definitions and General.
SECTION 2	...	...	Leave Rules for Nigerian Officers.
SECTION 3	...	...	Leave Rules for Expatriate Officers.
SECTION 4	...	...	Miscellaneous Leave Rules for Officers on Grade Level 07 and above.
SECTION 5	...	...	Leave to take Examinations.
SECTION 6	...	...	Leave Rules for Daily-rated Staff.

Section 1—Definitions and General

15101. In this Chapter the following terms are used with the following meanings:—

*Authorized Leave.*—“Authorized leave” is the vacation leave actually granted on any particular occasion, together with any authorized extension thereof.

*Declared Destination.*—The “declared destination” of an officer and his wife, when granted passage privileges, is the place, within the country in respect of which the passage privileges are granted, which is declared by the officer to be the place to which he himself will proceed on disembarkation in that country.

*Deferred Leave.*—“Deferred leave” is vacation leave which an officer is permitted to carry forward to an occasion subsequent to that immediately following the year or tour in respect of which it was due.

*Earned Leave.*—“Earned leave” is the vacation leave due in respect of the tour immediately preceding the occasion on which it is enjoyed.

*End of Tour.*—

- (a) The tour of an officer granted Nigerian leave ends on the day he relinquishes duty to proceed on leave (except that the end of tour of a West African officer who spends his Nigerian leave in his home country at his own expense may be calculated as though he were proceeding on overseas leave, provided there is no unnecessary delay between his relinquishing duty and leaving Nigeria).
- (b) The tour of an officer granted overseas leave ends on the day immediately preceding that on which the ocean-going vessel or airliner by which he travels from Nigeria departs from the port or airport at which he joins it, or if he travels overland on the day immediately preceding that on which he leaves his approved point of departure.

*Leave.*—Unless otherwise stated in the context “leave” means leave with full salary.

*Leave-earning Service.*—“Leave-earning service” is a tour and any other period of duty which the Government may approve to be leave-earning service.



*Nigerian Destination.*—The “Nigerian Destination” of an officer granted Nigerian leave is the place within Nigeria to and from which he is provided with leave transport grant. Save with the prior approval of the Government it may not be such as to result in a greater cash disbursement by Government than would be involved by payment of leave transport grant to and from the officer’s Nigerian home place; except that the Nigerian destination of a West African officer who decides to travel to his home country at his own expense for his Nigerian leave may be taken as the port (or other exit point from Nigeria) from which he may reasonably be expected to travel to his home country.

*Nigerian Leave.*—“Nigerian leave” is vacation leave transport grant limited to journeys to and from a place within the Federal Republic of Nigeria.

*Overseas Leave.*—“Overseas leave” is vacation leave enjoyed overseas with passage privileges.

*Resumption of Duty.*—

- (a) The date of resumption of duty of an officer returning from Nigerian leave is the date on which he reports for duty at the place specified for this purpose by his Head of Department (except that a West African officer who spends his Nigerian leave in his home country at his own expense may, for the purpose of resuming duty, be treated as though he were returning from overseas leave, provided that he reports for duty at the place specified by his Head of Department without unnecessary delay after re-entering Nigeria).
- (b) The date of “resumption or assumption of duty” of an officer returning from overseas leave (or assuming duty) is the date on which he finally leaves, in Nigeria, the ocean-going vessel or airliner by which he returns or, if he returns overland, the date on which he arrived at his approved point of arrival or, if he returns to Nigeria before the expiration of his authorized leave, the date on which he reports for duty.

*Tour.*—A “Tour” is the period of service between the date of assumption or resumption of duty and the end of tour as defined above, both dates inclusive.

*Vacation Leave.*—“Vacation leave” is leave with full salary following a tour, at the rates quoted in Rule 15207.

*Leave Year.*—The term “leave year” is the period between the first of January and the 31st December of the same year.

**General**

**15102.** Unless otherwise stated in these Civil Service Rules, leave is granted by the Government at its discretion and Heads of Departments are authorized to sanction the grant of such leave as is permissible under this Chapter to officers, employees and daily-rated staff under their control.

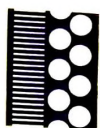
**Authority for leave.**

**15103.** Officers and employees who are dismissed will not be granted leave.

**Dismissal.**

**15104.** The period of any leave granted under the provisions of this Chapter is (unless otherwise stated) inclusive of all Sundays and Public Holidays occurring therein.

**Sunday and public holidays.**



### Action by Head of Departments

**15105.** In order to maintain uniformly, the proper proportion of officers on duty and to ensure that all officers are granted the amount of leave for which they will be eligible during the leave year at the times most convenient to the Public Service, Heads of Departments are required to prepare and maintain leave rosters in respect of annual vacation leave for all officers in their Departments. Such leave rosters should be prepared during the first quarter of the leave year. The Head of Department will then notify all officers when it will be convenient for the officers to proceed on annual leave. Such notification should be made before the end of April of any leave year except in the case of an officer joining the service during the course of the leave year, in which case Rule 15210 shall apply.

Leave  
rosters.

**15106.** Heads of Departments will notify before hand the Secretary to the Anambra State Government of the date on which they propose to go on leave.

Leave of  
Heads of  
Departments.

**15107.** When an officer or employee is granted leave on half or no pay his Head of Department will report the fact to both the Auditor-General and the Accountant-General of the Anambra State, where appropriate, quoting the name, rank and station of the officer or employee and full details of the leave granted.

Leave on  
half or no  
pay to be  
reported to  
Audit or  
Treasury.  
Temporary  
staff.

**15108.** Temporary staff (excluding month-to-month employees) may be granted vacation leave, leave to visit a dentist, leave to take examinations, casual leave and leave to take part in sporting contests in accordance with the relevant Rules in Sections 4 and 5 of this Chapter and sick leave in accordance with the provisions applicable to daily-rated staff (see Rule 15606).

### Extensions of Leave

**15109.** Any extension of leave granted under the following Rules will be deducted from any vacation, annual or deferred leave due to the officer at the time the extension is granted.

Count  
against  
deferred  
leave.

**15110.** An officer or employee may be granted by the Government, special leave without salary for the purpose of undertaking a course of study which is considered likely materially to enhance his value to Government. Such leave will be subject to such conditions as may be specified at the time it is granted. If the recipient has been awarded by Government a scholarship, a bursary, a training course or "study leave", in respect of the relevant course of study, leave granted under this Rule will be treated, for the purpose of calculating retiring benefits as having been granted on the ground of public policy.

Special  
leave for  
courses of  
study.

**15111.** If an officer is required, in the course of his vacation leave, to undertake any duty, such period of duty shall not be reckoned against the officer's leave entitlement.

Duty during  
leave.

**15112.** An officer attending a course of instruction to which special conditions apply will be granted such extension of leave as is allowed by the conditions in question.

Special  
courses of  
instruction.

**15113.** Extensions of leave may be granted by the Anambra State Government or its accredited representative on the ground of public policy. Unless otherwise directed such extensions will be on full salary.

Public  
policy.



**15114.** An officer on vacation leave may, in exceptional circumstances, be granted an extension of leave on the ground of urgent private affairs on full salary up to the expiration of all his deferred leave and thereafter without salary.

**Urgent private affairs.**

**15115.** An officer on vacation leave who wishes to apply for an extension thereof should address his application, if within Nigeria, to his Head of Department, if outside Nigeria, to the nearest Nigerian Mission or the Permanent Secretary, Ministry of Establishments, Anambra State.

**Application for extension.**

**15116.** An officer spending his leave outside Nigeria must, before his passage from Nigeria is booked, inform his Head of Department in writing of his intended destination.

**Place of leave.**

**15117.** An officer or employee may be granted leave by his Head of Department for the purpose of taking part in any Cultural/Sporting event and such leave shall be determined as follows:—

**Leave for cultural and sporting events.**

- (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) above-mentioned, which are certified as necessary by the appropriate Cultural/Sports Council, shall be allowed.

An officer or employee granted leave under this Rule will not be eligible for transport at Government expense.

**15118.** Officers may be granted, at the discretion of Heads of Departments, occasional permission to absent themselves from duty for a few days without loss of salary, provided that if an officer is permitted to leave his station on such casual leave it shall be at his own expense. Casual leave in excess of seven days in any leave year may not be given by a Head of Department without the specific approval of the Permanent Secretary, Ministry of Establishments.

**Casual leave.**

- 15119.**
- (a) Paid sick leave is subject to a maximum of six weeks which can be allowed an officer during any period of twelve months. Any officer who has been on sick leave in excess of this period, unless hospitalized should be made to appear before a Medical Board.
  - (b) 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 declared fit to return to duty or permanently invalidated.
  - (c) an officer who is recommended by a Medical Board to be permanently invalidated will forthwith commence vacation leave prior to retirement;
  - (d) Sick leave for a period up to three months in the first instance may be allowed on the certificate of a Government Medical Officer to an officer who is hospitalized. If at the end of that period the officer is still hospitalized, his Head of Department must make an arrangement for him to be examined by a Medical Board with a view to its being ascertained whether he should be invalidated from the service or allowed further paid sick leave.

**Sick Leave.**



**Section 2—Leave Rules for Nigerian Officers**

**15201.** In this section the term "Nigerian Officer" includes all officers of Nigerian origin, but it excludes:— **Definitions.**

- (a) expatriate officer;
- (b) daily-rated staff;
- (c) monthly-rated unestablished staff;
- (d) officers engaged on month-to-month terms;
- (e) Nigerian Officers appointed to any of the following post prior to 1st April, 1962:—
  - (i) Chief Judge of Anambra State;
  - (ii) Anambra State Justices;
  - (iii) Members of the Electoral Commission of Anambra State;
  - (iv) Members of the Public Service Commission of Anambra State;
  - (v) Auditor-General of Anambra State;
  - (vi) Members of Anambra State Schools Services Commission;
  - (vii) Members of the Local Government Service Commission, Anambra State.

**15202.** Annual vacation leave is compulsory. No officer should be required, or allowed, to take working leave, whereby the officer reports for duty during his approved leave period. All public officers must therefore take and exhaust their vacation leave within the calendar year in which such leave is earned or by the first of February of the following calendar year. Any period of such vacation leave not so exhausted shall be regarded as having been forfeited. **Normal grant of annual leave.**

**Abnormal Grant of Annual Leave**

**15203.** An officer or employee 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 15208). **On retirement.**

**15204.** When a Medical Board recommends that an officer or employee should be permanently invalidated he will forthwith commence vacation leave prior to retirement. The amount of leave granted will be either:— **On permanent invalidation.**

- (a) his deferred leave, if any, plus the proportion of his annual leave calculated in accordance with Rule 15208; or
  - (b) two months;
- whichever is the greater amount.

It will commence on the day on which the Medical Board recommends permanent invalidation and retirement will take effect from its expiration.

**15205.** Provided that it will not interfere unduly with the work of his Department an officer who is an official of a Registered Trade Union may be granted casual leave and if necessary a special extension of such leave to attend an important Trade Union Conference/Business. **Leave to attend important trade union conferences/business.**



15206. An officer may be granted vacation leave, which may be taken in instalments (provided that the leave transport grant under Rule 15219 shall be granted only once during a leave year) at any time in a leave year at the following rates:—

<i>Salary Grade Levels</i>	<i>Leave per annum</i>
Grade Levels 08 and above ... ..	30 days
Grade Levels 04 to 07 ... ..	21 days
Grade Levels 01 to 03 ... ..	14 days

Rate of vacation leave.

15207. (a) Proportionate leave under Rules 15204 to 15206, 15212 and 15213 will be reckoned at the appropriate rates shown in the ready reckoner at the end of this Chapter in respect of each completed month's service. No period of service less than one month will be reckoned for proportionate leave;
- (b) In any case where it is established that an officer has enjoyed more than the proportionate leave for which he is eligible, the cost of the excess leave will be recovered from any benefit accruing to him or from him directly as a debt due to Government.
- (c) Annual leave entitlement will be at the rate applicable to the officer's substantive basic salary on the first of January of the leave year concerned and will not be subject to any increase during the course of the leave year on account of increments, promotions or for any other reason.

Pro rata calculations.

#### Vacation Leave Procedure

15208. It is the responsibility of every officer to indicate to his Head of Department during the month of January of each year the date when, subject to the exigencies of the service, he would wish to take his annual leave during the leave year. If the suggested date has not been confirmed by the first of April, it will be up to the officer concerned to apply to his Head of Department without further delay for confirmation or alteration of his suggested date of vacation leave.

Action by the officer.

15209. An officer who joins Anambra State Public Service during the course of a leave year and who has not served for a minimum period of six months will not normally be granted vacation leave but his *pro rata* leave will be carried over to the following year. If however, under exceptional circumstances, such officer is allowed to proceed on leave, he shall not be entitled to leave transport grant.

New entrants.

#### Curtailement of Leave

15210. An officer may with the consent of the Head of Department be required to return to duty before the expiration of his authorized leave. Any portion of his leave so curtailed shall be taken at a later date in accordance with Civil Service Rule 15203.

At Government request.

15211. When an officer or employee is permitted by his Head of Department at his own request to return to duty before the expiration of his authorized leave, the authorized leave thus foregone will be forfeited.

At officer's request.

#### Leave Transport Grant

15212. An officer or employee serving at a station away from his Nigerian home-place may, when granted annual leave, be provided with leave transport grant at the rates specified in Rule 15215 to and from his Nigerian home-place.

Officers employed away from home-places.







15213. An officer whose place of employment is also his home-place, or is within 800 kilometres of his home-place, will be eligible for a leave transport grant based on 800 return kilometres of travelling. Thus every officer in this category proceeding on leave will be enabled to travel at least 800 kilometres in each direction from his place of employment at Government expense.

Officers employed in their home-places.

15214. (i) A flat rate of leave transport grant, in cash, for which he will not be required to give account, will be payable once in every leave year to an officer when his annual leave is approved at the following rates:—

Rate of grant.

Substantive Basic Salary of Officers/Employees		Rate per kilometre
₦2,856 and over	... ..	Single 5k per kilometre Married 10k per kilometre.
₦1,908 to ₦2,855	... ..	Single 4k per kilometre. Married 8k kilometre.
Below ₦1,908	... ..	Single 3k per kilometre. Married 6k per kilometre.

Note—The term “kilometre” in this Rule includes distance for journeys by inland waterways and for sea journeys as well as road journeys.

Family travelling separately.

(ii) If the wife of an officer to whom this Section of the Civil Service Rules applies does not accompany him when he proceeds on vacation leave or resumes duty, but joins him at his station during his tour or precedes him on leave, the rate of leave transport grant provided in this Rule may be utilized piecemeal by the officer or his wife as and when each of them travels provided that the amount paid on each occasion will be the amount payable to a single officer proceeding on or returning from leave, and the aggregate amount paid in any leave year does not exceed the amount specified in this Rule.

(iii) A woman officer whose husband has not claimed leave grant in a marital status can claim separately as a single officer.

15215. An officer in receipt of motor-car basic allowance may not draw both a leave transport grant and kilometre allowance when travelling on leave. He should elect to draw either a leave transport grant or kilometre allowance.

Leave grant not payable in addition to kilometre allowance.

15216. Leave transport grant will be payable at the rate applicable to an officer's substantive basic salary on the first of January of the leave year concerned and will not be subject to an increase during the course of the year on account of increments, promotions or for any other cause.

Rate not variable during leave year.

15217. Officers will not be entitled to the free use of Government transport for the conveyance of themselves, their families or their baggage while proceeding on or returning from leave.

Free use of Government transport prohibited.

15218. Where an officer on Grade Level 07 and above is required to proceed overseas on duty or on a course of instruction, he may be permitted to take any earned leave for which he is eligible in the country to which he is required to travel. The period of the journeys to and fro is included in the leave period. The wife of such an officer is not eligible for free passage at public expense, except where the period of the duty or course of instruction is not less than nine months.

Overseas vacation leave.



**15219.** An officer or employee is required to resume duty after vacation leave on the day following the expiration of his authorized leave and to arrange his return journey accordingly.

Return from vacation leave.

**15220.** An officer or employee who, without an acceptable excuse, fails to resume duty after vacation leave as required by Rule 15221 will be regarded as absent without leave (*see* Rule 04202) and without pay. The period of absence may not be set off against any future leave nor, save with Government permission, against any deferred leave already standing to the officer's or employee's credit. Lack of transport will not be an acceptable excuse for overstaying leave.

Overstaying leave.

**15221.** Special leave and passage privileges granted to West African officers are set out in section 4 of Chapter 16 of the Civil Service Rules.

Home leave for West African officers.

### Section 3—Leave Rules for Expatriate Officers

**15301.** In this section, the term "officer" means an expatriate officer, but it excludes a Nigerian or a West African officer excepting those defined in Rule 15201 (*e*)

Definition.

**15302.** Officers appointed to the Anambra State Public Service may be required to travel by air when proceeding on or returning from overseas leave.

Air travel.

**15303.** The length of a normal tour of service shall be eighteen months minimum or as Government may decide from time to time.

Normal tour.

### VACATION LEAVE Leave Conditions

**15304.** An officer may be granted a local leave of 21 days at the end of his first 12 months of service for which he shall be paid a bonus of ₦120 if married or ₦80 if single to facilitate his travelling within Nigeria. The period of such local leave will however be deducted from the officer's earned leave. An officer whose age is about 50 at the time of his engagement will have his home leave annually. Curtailment of a tour to less than 15 months requires the approval of the Anambra State Ministry of Establishments. An officer will not be required to serve a tour of more than 24 months except in special circumstances and with the consent of his Head of Department who will take into consideration the necessities of the service, the character of the stations at which the officer has been serving and his medical history.

Normal grant of vacation leave.

**15305.** An officer may, at the discretion of the Government, be granted vacation leave otherwise than in accordance with Rule 15304:—

Abnormal grant of vacation leave.

- (a) on medical grounds;
- (b) on the ground of urgent private affairs;
- (c) on the ground of public policy;
- (d) prior to retirement at his own request before completing his normal length of tour.

### Rates of Leave

**15306.** Expatriate Officers will be granted vacation leave at the rate of five days for each completed month of leave earning service.

Vacation leave.

**15307.** On each occasion on which an officer is granted vacation leave, the leave actually authorized will be the whole of his earned leave together with all his deferred leave. In the event of any exceptional circumstances, making it impossible to authorize the whole of an officer's earned leave the balance not so authorized will be

Full earned leave to be authorized.



15219. An officer or employee is required to resume duty after vacation leave on the day following the expiration of his authorized leave and to arrange his return journey accordingly.

Return from vacation leave.

15220. An officer or employee who, without an acceptable excuse, fails to resume duty after vacation leave as required by Rule 15221 will be regarded as absent without leave (see Rule 04202) and without pay. The period of absence may not be set off against any future leave nor, save with Government permission, against any deferred leave already standing to the officer's or employee's credit. Lack of transport will not be an acceptable excuse for overstaying leave.

Overstaying leave.

15221. Special leave and passage privileges granted to West African officers are set out in section 4 of Chapter 16 of the Civil Service Rules.

Home leave for West African officers.

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Air travel.

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Normal tour.

### VACATION LEAVE Leave Conditions

15304. An officer may be granted a local leave of 21 days at the end of his first 12 months of service for which he shall be paid a bonus of ₦120 if married or ₦80 if single to facilitate his travelling within Nigeria. The period of such local leave will however be deducted from the officer's earned leave. An officer whose age is about 50 at the time of his engagement will have his home leave annually. Curtailment of a tour to less than 15 months requires the approval of the Anambra State Ministry of Establishments. An officer will not be required to serve a tour of more than 24 months except in special circumstances and with the consent of his Head of Department who will take into consideration the necessities of the service, the character of the stations at which the officer has been serving and his medical history.

Normal grant of vacation leave.

15305. An officer may, at the discretion of the Government, be granted vacation leave otherwise than in accordance with Rule 15304:—

Abnormal grant of vacation leave.

- (a) on medical grounds;
- (b) on the ground of urgent private affairs;
- (c) on the ground of public policy;
- (d) prior to retirement at his own request before completing his normal length of tour.

### Rates of Leave

15306. Expatriate Officers will be granted vacation leave at the rate of five days for each completed month of leave earning service.

Vacation leave.

15307. On each occasion on which an officer is granted vacation leave, the leave actually authorized will be the whole of his earned leave together with all his deferred leave. In the event of any exceptional circumstances, making it impossible to authorize the whole of an officer's earned leave the balance not so authorized will be

Full earned leave to be authorized.



treated as deferred leave to be enjoyed at the next leave immediately following the deferment. Such circumstance should be explained to the satisfaction of the Secretary to the Military Government who will normally not give his consent to the deferment of an officer's leave unless the exigencies of the service warrant such a step.

**15308.** An officer may, with the consent of his Head of Department (which will only be given in very exceptional circumstances) be required to return to duty before the expiration of his authorized leave, in which case the difference between his authorized leave and the leave actually enjoyed will be treated as deferred leave and carried forward to be enjoyed at the next leave immediately following the deferment, otherwise it will be forfeited.

Curtailment of leave.

**15309.** When an officer is permitted at his own request to return to duty before the expiration of his authorized leave, the authorized leave forgone will be forfeited.

Curtailment at officer's request.

#### Return from Leave

**15310.** An officer granted overseas leave who returns to Nigeria therefrom by the normal sea or air route is required to return by the first available passage after the expiration of his authorized leave booked for him by the nearest Nigerian Mission. The period of waiting for such passage after the expiration of authorized leave will be deducted from the deferred leave; if any, due to the officer; provided the delay is not due to the officer having failed to request the nearest Nigerian Mission at the proper time to book his passage. Such leave will be treated as leave on salary at whatever rate (i.e., full, half or none) the officer was receiving salary on the last day of his authorized leave.

By normal route.

**15311.** An officer to whom the preceding Rule does not apply is required to resume duty after vacation leave on the day following the expiration of his authorized leave.

Otherwise than by normal route.

**15312.** When an officer due to return to duty has failed to do so, his Head of Department will call the attention of the Permanent Secretary to the Ministry of Establishments to the fact, in order that enquiries as to the officer's whereabouts may be made. An officer who without an acceptable excuse fails to resume duty after vacation leave as required by Rules 15310 and 15311 will be regarded as absent without leave (see Rule 04202) and without pay. The period of absence may not be set off against any deferred leave already standing to the officer's credit.

Overstaying leave.

**15313.** On resuming duty after vacation leave an officer will start a new tour.

New tour.

#### Procedure Prior to Leave

**15314.** An officer other than a Head of Department is required, three months before the expiration of his normal tour, to apply to his Head of Department for instructions as to the date of his departure on leave. The date on which an officer should leave his post to proceed on leave and the route by which he should travel to join the vessel or aircraft by which his passage has been booked will be decided by his Head of Department, who will instruct him accordingly. In no circumstances may an officer leave his post or hand over his duties in order to proceed on leave, without proper authority.

Officers to apply for leave.



treated as deferred leave to be enjoyed at the next leave immediately following the deferment. Such circumstance should be explained to the satisfaction of the Secretary to the Military Government who will normally not give his consent to the deferment of an officer's leave unless the exigencies of the service warrant such a step.

15308. An officer may, with the consent of his Head of Department (which will only be given in very exceptional circumstances) be required to return to duty before the expiration of his authorized leave, in which case the difference between his authorized leave and the leave actually enjoyed will be treated as deferred leave and carried forward to be enjoyed at the next leave immediately following the deferment, otherwise it will be forfeited.

Curtailment of leave.

15309. When an officer is permitted at his own request to return to duty before the expiration of his authorized leave, the authorized leave forgone will be forfeited.

Curtailment at officer's request.

#### Return from Leave

15310. An officer granted overseas leave who returns to Nigeria therefrom by the normal sea or air route is required to return by the first available passage after the expiration of his authorized leave booked for him by the nearest Nigerian Mission. The period of waiting for such passage after the expiration of authorized leave will be deducted from the deferred leave; if any, due to the officer; provided the delay is not due to the officer having failed to request the nearest Nigerian Mission at the proper time to book his passage. Such leave will be treated as leave on salary at whatever rate (i.e., full, half or none) the officer was receiving salary on the last day of his authorized leave.

By normal route.

15311. An officer to whom the preceding Rule does not apply is required to resume duty after vacation leave on the day following the expiration of his authorized leave.

Otherwise than by normal route.

15312. When an officer due to return to duty has failed to do so, his Head of Department will call the attention of the Permanent Secretary to the Ministry of Establishments to the fact, in order that enquiries as to the officer's whereabouts may be made. An officer who without an acceptable excuse fails to resume duty after vacation leave as required by Rules 15310 and 15311 will be regarded as absent without leave (see Rule 04202) and without pay. The period of absence may not be set off against any deferred leave already standing to the officer's credit.

Overstaying leave.

15313. On resuming duty after vacation leave an officer will start

New tour.

#### Procedure Prior to Leave

15314. An officer other than a Head of Department is required to apply to his Head of Department before the expiration of his normal tour, to apply to his Head of Department for instructions as to the date of his departure on leave. The date of departure should leave his post to proceed on leave and the route by which he should join the vessel or aircraft by which his passage has been authorized. The officer should be instructed by his Head of Department, who will instruct him accordingly. An officer may leave his post or hand over his duties to another officer without proper authority.



**Section 4—Miscellaneous Leave Rules for  
Officers on Grade Level 07 and Above**

15401. In this section the word "officer" means an officer on Grade Level 07 and above whether Nigerian, West African or Expatriate.

Definition.

15402. An officer may be granted leave by his Head of Department for the purpose of accompanying his wife on her arrival to or departure from Nigeria. An officer granted such leave will be treated for the purpose of free transport facilities (but not for travelling allowance) as travelling on duty between his station and the place to or from which his wife can reasonably be expected to travel without him (e.g. a place on the railway).

Leave to meet or accompany wife.

**Procedure Prior to Vacation or Annual Leave**

15403. Leave Certificate for officers granted overseas or West African leave will be prepared by the Permanent Secretary, Ministry of Establishments on the authority of requests from Heads of Departments on Form No. L5. An officer proceeding on overseas leave and travelling via Lagos should, if possible, collect the duplicate of his leave certificate en route from the Ministry of Establishments where it is prepared. When it is not possible for an officer so to collect the duplicate of his leave certificate it will be posted by air to the leave address quoted on his Form No. L5. Leave Certificates for officers granted Nigerian leave will be prepared under the same conditions, but where it is not possible for an officer to collect the duplicate of his leave certificate prior to proceeding on leave it will be posted to the leave address on his Form No. L5.

Leave Certificates.

General instructions regarding the procedure to be followed by officers on leave are given in the instructions accompanying their Leave Certificates.

Procedure for leave.

On return from annual or vacation leave, every officer must complete a Return to Duty Certificate (Form L10) to his Head of Department for accuracy and endorse it to the Permanent Secretary,

Procedure on returning from leave.

Facilities within Nigeria for which an officer is eligible on transfer or on duty, are specified in Chapter 15.

**—Leave to Take Examinations**

Leave of leave allowed for the purpose of taking an examination shall be the shortest period which will allow the officer or employee to sit the examination and return to his station.

Officers allowed special leave on full pay with reference to Rule 17207 to take an examination he is appointed to pass.

Compulsory examinations.

Employees may be allowed special leave on full pay for up to 14 days for transport facilities as specified in Rule 17207 to take an examination which is not a condition of his current appointment, if the Head of Department certifies:—

Non-Compulsory examination.



**Section 4—Miscellaneous Leave Rules for  
Officers on Grade Level 07 and Above**

**15401.** In this section the word "officer" means an officer on Grade Level 07 and above whether Nigerian, West African or Expatriate.

Definition.

**15402.** An officer may be granted leave by his Head of Department for the purpose of accompanying his wife on her arrival to or departure from Nigeria. An officer granted such leave will be treated for the purpose of free transport facilities (but not for travelling allowance) as travelling on duty between his station and the place to or from which his wife can reasonably be expected to travel without him (e.g. a place on the railway).

Leave to meet or accompany wife.

**Procedure Prior to Vacation or Annual Leave**

**15403.** Leave Certificate for officers granted overseas or West African leave will be prepared by the Permanent Secretary, Ministry of Establishments on the authority of requests from Heads of Departments on Form No. L5. An officer proceeding on overseas leave and travelling via Lagos should, if possible, collect the duplicate of his leave certificate en route from the Ministry of Establishments where it is prepared. When it is not possible for an officer so to collect the duplicate of his leave certificate it will be posted by air to the leave address quoted on his Form No. L5. Leave Certificates for officers granted Nigerian leave will be prepared under the same conditions, but where it is not possible for an officer to collect the duplicate of his leave certificate prior to proceeding on leave, it will be posted to the leave address quoted on his Form No. L5.

Leave Certificates.

**15404.** General instructions for the procedure to be followed by officers on leave are specified in the instructions accompanying their Leave Certificates.

Procedure during leave.

**15405.** On return from annual or vacation leave, every officer must complete and submit a Resumption of Duty Certificate (Form L10) to his Head of Department who will confirm its accuracy and endorse it to the Permanent Secretary, Ministry of Establishments.

Procedure on returning from leave.

**15406.** The transport facilities within Nigeria for which an officer is eligible when assuming duty, proceeding on transfer or on duty, are specified in Chapter 17.

Transport within Nigeria.

**Section 5—Leave to Take Examinations**

**15501.** The period of leave allowed for the purpose of taking an examination will be limited to the shortest period which will allow the officer or employee to reach the appointed place, sit the examination and return to his station.

Period.

**15502.** An officer or employee may be allowed special leave on full pay with free transport facilities as specified in Rule 17207 to take an examination he is required by the conditions of his appointment to pass.

Compulsory examinations.

**15503.** An officer or employee may be allowed special leave on full pay for up to six days with free transport facilities as specified in Rule 17207 to take an examination the passing of which is not a condition of his current appointment, provided that his Head of Department certifies:—

Non-Compulsory examination.



- (a) that he is industrious and efficient in the performance of his duties,
- (b) that his general value to the Department justifies the concession, and
- (c) that the passing of the examination is likely to enhance his value to the service.

Subject always to the limit specified in Rule 15501, leave on full pay in excess of six days may be granted under this Rule on condition that the period in excess of six days be deducted from the officer's or employee's subsequent vacation leave.

**15504.** Without the certificate required under Rule 15501 an officer or employee may be allowed leave on full pay to take an examination the passing of which is not a condition of his current appointment, provided that the whole period is deducted from his subsequent vacation leave. An officer or employee granted leave under this Rule will not be eligible for transport at Government expense.

**15505.** An officer or employee who has submitted an application for a Government scholarship and has obtained a minimum educational qualification of West African School Certificate may be allowed special leave, with free transport facilities as specified in Rule 17207 to take an entrance examination to a University, provided that his Head of Department certifies that he has demonstrated his ability to undertake the course of study proposed in his scholarship application.

**15506.** An officer or employee who wishes to take a University entrance examination in order to secure entrance to the University for the purpose of taking a degree course at private expense may be allowed leave on full pay to take the examination on condition that the whole period is deducted from his subsequent vacation leave. An officer or employee granted leave under this Rule will not be eligible for transport at Government expense.

University  
entrance  
examina-  
tion.

**15507.** Officers who undertake local and overseas courses should on completion of such courses be eligible to the grant of full annual leave in the calendar year in which the courses are completed. An officer who had undergone two years course of instruction cannot on return apply to be granted two years accumulated leave but would be eligible to full annual leave only in the calendar year in which he completed his course of instruction, returned and resumed duty.

**Section 6—Leave Rules for Daily-rated Staff**

**15601.** Artisans who are regularly employed may be granted leave on full pay each calendar year except the calendar year in which they are first employed, on the following scale:—

Rates for  
artisans.

Senior Artisans on ₦3.27 to ₦3.40	...	...	...	...	21 days
Artisans on ₦3.23 to ₦3.27	...	...	...	...	21 days
Artisans earning less than ₦3.23	...	...	...	...	14 days

**15602.** All daily-rated staff who are regularly employed for at least six months may be granted fourteen days leave on full pay each calendar year except the calendar year in which they are first employed.

Rates for  
other  
daily-rated  
staff.



15603. Annual leave granted under Rules 15601 and 15602 must normally be taken within the calendar year in which it is granted, and if not taken within that year, will lapse. Subject to this overriding principle the time at which annual leave is granted shall be at the absolute discretion of the Head of Department.

When taken.

15604. The period of any leave granted under the provisions of this section is (unless otherwise stated) inclusive of all Sundays and Public Holidays occurring therein.

Christmas Day, Good Friday and Beiram Festival Day.

Transport.

15605. Daily-rated staff granted leave under Rule 15601 or 15602 will not be eligible for free transport at Government expense, except that a daily-rated servant who has been taken away from his place of engagement will be eligible for free transport (for himself only) at the cheaper rate, back to the place of his engagement when he is due for leave or on completion of the work for which he was transferred.

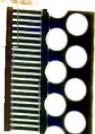
APPENDIX 15

Ready Reckoner for Pro-Rata Leave Calculation

(See Rule 15208)

Any Period of Service under 30 Days is not Reckonable

LEAVE EARNING PERIOD	PRO-RATA LEAVE IN DAYS		
	30 days per annum	21 days per annum	14 days per annum
12 months ... ..	30	21	14
11 months ... ..	28	19	13
10 months ... ..	25	18	12
9 months ... ..	23	16	11
8 months ... ..	20	14	9
7 months ... ..	18	13	8
6 months ... ..	15	11	7
5 months ... ..	13	9	6
4 months ... ..	10	7	5
3 months ... ..	8	6	4
2 months ... ..	5	4	3
1 month ... ..	3	2	1



CHAPTER 16

PASSAGES

SECTION 1—Definitions and General.

SECTION 2—Expatriate Officers.

SECTION 3—West African Officers.

Section 1—Definitions and General

16101. In this Chapter the following terms are used with the following meanings:—  
Free Passage—A free passage is:—

(a) a first-class sea passage; or

(b) air passage at:—

(i) first-class for officers appointed to senior posts before August 1, 1960 and others appointed after that date into salary Grade Level 15 and above; or

(ii) tourist class for officers appointed to posts graded below salary Grade Level 15 after August 1, 1960.

between Nigeria and some other countries provided at the expense of Government.

Free Transport—"Free transport" is transport within Nigeria (including coastal transport) provided at the expense of Government.

Normal Air Route—A "normal air route" is the direct air route between Nigeria and the approved destination of the officer.

Normal Sea Route—A "normal sea route" is the direct sea route between Nigeria and the approved destination of the officer.

"Passage Privileges" are the free passage privileges outside Nigeria set out in this Chapter.

General

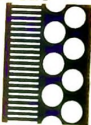
16102. Nothing in these Civil Service Rules shall give any servant a right to any passage privileges. The passage regulations embodied in this Chapter may at any time be revoked, altered, added to or amended.

16103. Officers who resign forfeit all claims to passages and any passage privileges granted to such officers will be *ex gratia*.

16104. An officer who is dismissed will not be entitled to free passages.

Section 2—Expatriate Officers

16201. In this section the term "officer" means an expatriate officer but it excludes a Nigerian or a West African officer.



**Booking of Passages**

16202. All free passages from Nigeria shall be by the normal sea or air route, and shall be booked through the Passages Office, Government Coastal Agency, Lagos, on the authority of requests thereto from Heads of Departments on Form No. L1 (for sea passages) and No. L. 2 (for air passages).

From  
Nigeria.

16203. All free passages to Nigeria by the normal sea or air route are booked by the nearest Nigerian Mission or the Crown Agents and an officer on leave requiring a free passage by any of these routes for either himself or his wife must request the nearest Nigerian Mission or Crown Agents to book it. An officer in Nigeria, who requires a free passage to Nigeria by normal sea or air route for his wife to join him, and has not already whilst on leave requested the nearest Nigerian Mission or the Crown Agents to book it, should arrange for his wife to make the request.

Normal  
Passages  
to Nigeria.

**Vacation Leave Passage Privileges**

16204. An expatriate officer will be provided by Government with free passage for himself by the normal sea or air route on every occasion on which he is granted vacation leave except:—

By normal  
route:  
officer.

(a) when granted leave on the grounds of urgent private affairs before having completed a tour or twelve months or on returning from such leave (where the leave on urgent private affairs is necessitated by the serious illness of an officer's immediate relative, e.g., the wife or child of a married officer or the parents of an unmarried officer, he may be granted vacation leave with free passages irrespective of the number of months served during the tour);

(b) on leaving Nigeria prior to retirement at his own request before having completed a full tour of twelve months.

16205. (a) A free passage by the normal sea or air route will be provided by Government for the wife of an expatriate officer, who accompanies him to, or joins him in Nigeria, with the permission of the Government once in each direction in respect of each tour (see Chapter II).

Wife.

(b) Wife's additional Passage Privileges. Where an officer has claimed under the following Rule less than the cost of two rebated adult passages from his country of domicile to Nigeria, and from Nigeria to his country of domicile, he will be permitted reimbursement up to the limit of the amount thus unclaimed, of the actual cost of further passages from and to Nigeria for his wife for the purpose of visiting the officer's children in his country of domicile or approved destination provided that such reimbursement may not be claimed in respect of a homeward journey undertaken within six weeks after a voyage to Nigeria on a free passage granted to her as the wife of an officer or in respect of an outward journey undertaken within six weeks before her husband's return to his country of domicile or approved destination, on vacation leave.

Children.

16206. An overseas officer who brings his children to Nigeria will be reimbursed by Government the cost of their passage to and from Nigeria by normal sea or air route on the following conditions—

(a) no such officer shall be eligible during any one tour to be reimbursed a sum in excess of the amount actually spent by him on children's passage up to a maximum of the cost of two adult fares by sea or air, whichever



is utilized, from his recognized country of domicile to Nigeria, and from Nigeria to his recognized country of domicile;

- (b) reimbursement shall be made only in respect of a child who is under the age of eighteen years on the date of embarkation.

**16207.** In respect of each free passage to or from Nigeria by the normal air route provided under Rules 16204 and 16205 — the officer will be given a fixed baggage grant of ₦30. Baggage.

**16208.** An officer or his wife provided with a free passage under Rules 16204 and 16205 (a) will be provided with the cheapest rail fare (including, where necessary saloon class fare by regular inter-island steamer service) between the officer's declared destination and the port or airport of embarkation or disembarkation and, provided such declared destination is situated at a distance of more than 80 kilometers from the nearest or most convenient rail-head, with the cost of the cheapest form of transport between such rail-head and the declared destination. Rail fare.

Alternatively:—

- (a) if the officer or his wife proceeds to or returns from the declared destination by air, he or she will be granted the amount that the journey would have cost if the rail route had been used;
- (b) if the officer or his wife proceeds to or returns from the declared destination otherwise than by rail or air, he or she will be granted the cost of the rail fare plus, subject to the above proviso, the full cost of the normal transport between rail-head and the declared destination;
- (c) if the wife proceeds to or returns from a place other than the declared destination, she will be granted the full cost of the rail fare between the port or airport and the declared destination;
- (d) if the officer returns from a place other than the declared destination, he will be granted full cost of the rail fare between the declared destination and the port or airport of embarkation.

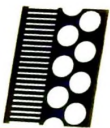
**16209.** An officer returning from overseas leave (or travelling to Nigeria on first appointment) by the normal sea or air route, whose departure is delayed by reason of an official change in his passage arrangements after he has arrived at the port or air-terminal of departure in conformity with his original passage instructions, will be paid a detention allowance of ₦15 a night for each night on which he is obliged to sleep away from his home, between the port or air-terminal and his home. Similar payment may be made in respect of an officer's wife similarly delayed when enjoying passage privileges under Rule 16205 (a). Detention allowance.

#### Leave on urgent Private Affairs

**16210.** An expatriate officer granted vacation leave on the ground of urgent private affairs before completing a tour of twelve months will be provided with free passages from and to Nigeria by the route specified in Rule 16204 but will be required to pay "twelve minus X" twelfths of their cost ("X" being the number of months of his curtailed tour that the officer has completed). Officer.

**16211.** In respect of each assisted air passage to or from Nigeria provided under Rule 16210 the officer will be given a free baggage grant of "X" twelfths of ₦30. Baggage.

**16212.** An officer provided with an assisted passage under Rule 16210 will not be eligible for free rail travel within the country in which he spends his leave. Rail fare.



16213. The passage privileges in respect of an officer's children, his wife and her baggage and rail fare will not be affected by his leave having been granted on the ground of urgent private affairs. **Wife and children.**

16214. An officer who is retiring at his own request without completing a final tour of twelve months and is granted vacation leave under Rule 15305 (d) will be provided with homeward passage privileges as though he had been granted vacation leave on the ground of urgent private affairs (see Rules 16210 to 16213). **Retiring before completing final tour.**

#### Miscellaneous Passage Privileges

16215. On retirement an expatriate or West African officer may be paid a special baggage grant of ₦10 and be provided with free ocean cargo freight to his home country for the transport of baggage up to 12 cubic metres, or ten shipping tons at the discretion of the Shipping Company concerned, subject to a maximum of 2,440 kilograms in weight inclusive of whatever ticket tariff baggage allowance and/or fixed baggage grants may be included in the normal passage privileges which the officer may enjoy on that occasion. **Extra baggage on retirement.**

16216. When an overseas officer has paid for his fiancee's passage to Nigeria in order that they may be married on her arrival, he will, on their marriage, be eligible to be refunded the cost of her passage within the limit allowed by Rules 16205 and 16207 (whichever are appropriate) for the passage of a wife joining her husband in Nigeria. **Fiancees.**

16217. Free passages to the officer's home country will be provided for the wife and children of an expatriate (or West African) officer who dies in Nigeria, if they are in Nigeria at the time of his death and take advantage of this privilege within six months thereof. **Family.**

16218. The Administrators of the estate of a deceased expatriate (or West African) officer may be granted the following assistance towards the transport of his personal effects to his home country:— **Personal effects.**

- (a) an ocean freight warrant for the transport of baggage up to 12 cubic metres or ten shipping tons at the discretion of the Shipping Company concerned, subject to the maximum of 2,440 kilograms in weight; and
- (b) ₦10.

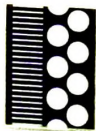
### Section 3—West African Officers

#### General

16301. A West African officer or employee who spends his vacation leave in his home country may be provided with leave transport grant as specified in Rule 15215 to and from the point of exit from or entry into Nigeria approved by his Head of Department. **Special privileges.**

#### Officers on Grade Level 07 and Above

16302. Once every three years a West African officer on grade level 07 and above may be granted home leave to be spent in his home country with free first-class return sea passages, between Nigeria and the most appropriate port in his home country, for himself, his wife and up to three of his children, if they accompany or precede him. The officer must have completed three years' service in a senior post before the first occasion on which he is granted this privilege. On the **Special privileges.**



other hand, if the officer is promoted from a junior post, then he will be entitled to this privilege five years after he was last granted free passages to his home country. Each subsequent occasion on which it is granted must be at least three years after the occasion next preceding it.

16303. A West African officer granted vacation leave with passage privileges between Nigeria and his home country will be provided with documents authorizing the provision of passage(s) back to Nigeria at the expense of Government, but must book the passage(s) himself.

Passage procedure during leave.

### Miscellaneous Passage Privileges

Note—The provisions of the following Rules are applicable to West African Officers on Grade Level 07 and above.

16215—Extra Baggage on Retirement.

16217—Repatriation of Deceased Officers.

16218—Family and Personal Effects.

### Officers on Grade Level 06 and Below

16304. Once every five years a West African officer or employee may be granted, in addition to the leave transport grant provided by Rule 15215, free return sea passages of the class specified in Rule 17205 (a) between Nigeria and the most appropriate point of entry in his home country, for himself, his wife and up to three of his children, if they accompany or precede him. The officer or employee must have completed five years' service before the first occasion on which he is granted this privilege; each subsequent occasion on which it is granted must be at least five years after the occasion next preceding it. Free passages from Nigeria to an officer's or employee's home country provided under this Rule will be booked through the passages office, Government Coastal Agency, Lagos, on the authority of Heads of Departments on Form No. L.1. Officers or employees granted free passages under this Rule will be provided, by the passages officer, with documents authorizing the provision of the passages back to Nigeria at the expense of Government, but must book the passages themselves.

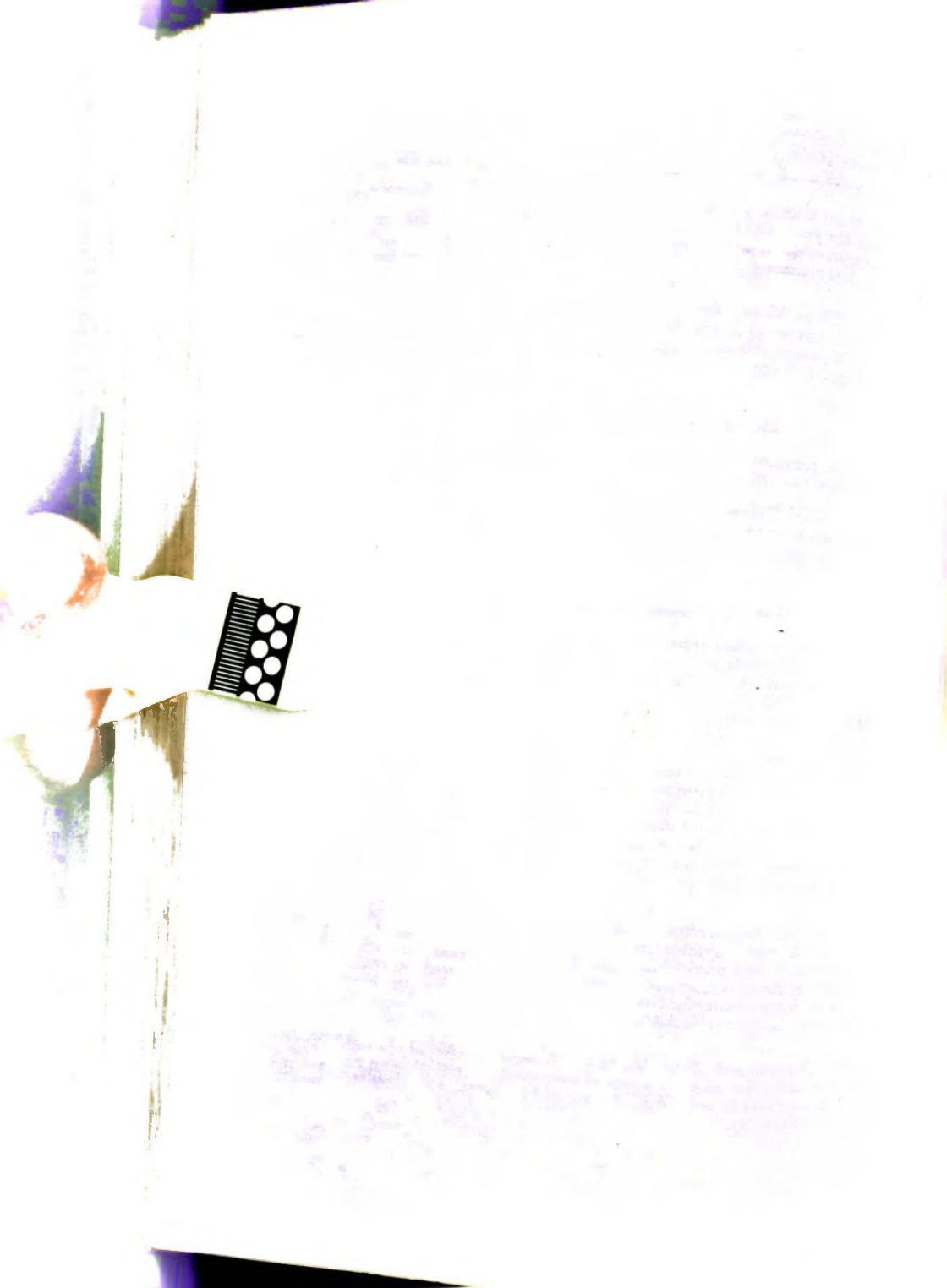
Vacation leave.

16305. A West African officer or employee who leaves the service in circumstances in which he may be granted retirement benefits may, at the discretion of his Head of Department, and provided he applies therefor within six months from the date of his leaving the service, be granted free passages of the class specified in Rule 17205 (a) to his home country for himself and, if they accompany or precede him, for his wife and up to three of his children.

Repatriation on retirement.

16306. The wife and all the children of a deceased West African officer or employee may, at the discretion of his Head of Department and provided they apply therefor within six months of his death, be granted free passages to the officer's or employee's home country.

Repatriation of deceased officer's family.



CHAPTER 17

Free Transport Facilities Within Nigeria

SECTION 1—Definition and General.

SECTION 2—Free Transport facilities available.

SECTION 3—Miscellaneous Rules Regarding Free Transport facilities.

SECTION 4—Daily-rated Staff.

Section 1—Definitions and General

17101. In this chapter the following terms are used with the meaning defined in Rule 15101:—

END OF TOUR.

RESUMPTION/ASSUMPTION OF DUTY.

NIGERIAN DESTINATION.

VACATION LEAVE.

OVERSEAS LEAVE.

The following terms are used with the following meanings:—

*Cheaper Point*—The term “cheaper point” means a place which may be substituted for an officer’s or employee’s Nigerian home place as the starting point or destination of a journey at Government expense, on condition that such substitution results in the transport facilities actually provided in respect of the journey involving neither greater cash disbursement by Government nor more excessive use of Government transport services than would be involved by providing similar facilities from or to the officer’s or employee’s Nigerian home place.

*Loads*—The baggage allowance set out in this Chapter are given in terms of carrier “loads”. In cases where freight rates are related to weight, the load allowances should be converted on the basis that one load weighs 25 kilograms. In cases where freight rates are related to cubic capacity, the load allowances should be converted on the basis that one load occupies 3/25 cubic metres.

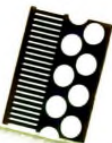
GENERAL

Economy in use of Transport

17102. The necessity for any journey at Government expense should be fully established before the use of transport at Government expense is authorized.

17103. (a) The type of transport and route authorized for a journey at Government expense must be determined by the cost, the cheapest route in all cases being utilized. (For the purpose of this Rule transport provided by the Nigerian Railway Corporation, the Nigerian Ports Authority, and other public corporations is regarded as non-government transport).

(b) Air transport may be used on journeys which justify its use, but such transport may normally be used only for the carriage of the officer himself. Subject to the approval of the Permanent Secretary



to the Ministry of Establishments, an officer's spouse and children may be permitted to travel by air at Government expense where the cost is not excessive and where exceptional circumstances justify the use of air travel for an officer's spouse and children. On all other occasions separate transport must be used for any of the free transport facilities (i.e., spouse, children, servant, loads) which may be necessary when an officer travels by air transport.

#### Authority for use of Transport

**17104.** Authority for the use of transport facilities at Government expense is conveyed by warrant, carrier waybill or Treasury Form 150 signed by Heads of Departments or their authorized representatives in accordance with the provisions of Financial Instructions. **How given.**

**17105.** The free transport facility authorized by warrant, carrier waybill or Treasury Form 150 must not exceed that for which provision is made in these Civil Service Rules. If a servant wishes to avail himself of transport facilities in excess of those provided by the Civil Service Rules, or facilities not provided by the Rules, he must pay for such facilities himself in advance. The officer signing a transport warrant, carrier waybill or Treasury Form 150 is responsible for ensuring that the free transport facilities authorized therein, not only do not exceed the maximum allowed by these Rules, but also do not exceed those actually required for the journey in question. In particular when the facilities include free fare for children the age of each child concerned must be ascertained and specified. **Must be specific and not exceed approved scales.**

**17106.** Any servant who utilizes any part of the free transport facilities provided under these Civil Service Rules for a purpose other than that for which it is authorized or who, having received a cash payment in advance to defray the cost of such facilities, fails to refund on demand any part thereof not used to defray the cost of the specific facility for which he received it, or who claims payment in arrears in respect of any such facility he has not utilized for the purpose claimed, is guilty of gross misconduct. **Free transport facilities not transferable.**

**17107.** No servant may travel at Government expense in the capacity of orderly or personal attendant to another servant unless the employment of an orderly has been sanctioned by the Ministry of Establishments (except as provided in Rule 17306). **Transport of orderlies or personal attendants.**

**17108.** Canoe transport at Government expense may only be used when no cheaper or quicker means of transport is available. **Canoe transport.**

**17109.** Journeys at Government expense by air must be made by aircraft of the Nigeria Airways Company Limited except when no aircraft of the Company is available for a journey which is of vital urgency. **Air transport.**

#### Section 2—Free Transport Facilities Available

**17201.** The free transport facilities for which, subject to the principles laid down in Rules 17102 and 17103, servants (including temporary staff) are eligible in respect of journeys in Nigeria (including coastal journeys between Nigerian Ports) are set out in sections 2 and 3 of this Chapter, in which:— **General.**

- (a) the family passenger fare allowance is for one wife and children;



to the Ministry of Establishments, an officer's spouse and children may be permitted to travel by air at Government expense where the cost is not excessive and where exceptional circumstances justify the use of air travel for an officer's spouse and children. On all other occasions separate transport must be used for any of the free transport facilities (i.e., spouse, children, servant, loads) which may be necessary when an officer travels by air transport.

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any servant who utilizes any part of the free transport facilities provided by these Civil Service Rules for a purpose other than that for which it is intended or who, having received a cash payment in advance to defray the cost of such facilities, fails to refund on demand any part thereof not used to defray the cost of the specific facilities for which it was received, or who claims payment in respect of any such facilities for a purpose other than that for which it was received, shall be liable to pay the full cost of such facilities. *Free transport facilities not transferable.*

No servant shall be permitted to transport more than the capacity of the vehicle provided for his use. *Transport of orderlies or personal attendants.*

No servant shall be permitted to transport more than the capacity of the vehicle provided for his use. *Finance transport.*

No servant shall be permitted to transport more than the capacity of the vehicle provided for his use. *trans-*

*d.*  
**General.**



to the Ministry of Establishments, an officer's spouse and children may be permitted to travel by air at Government expense where the cost is not excessive and where exceptional circumstances justify the use of air travel for an officer's spouse and children. On all other occasions separate transport must be used for any of the free transport facilities (i.e., spouse, children, servant, loads) which may be necessary when an officer travels by air transport.

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Must be specific and not exceed approved scales.

**17106.** Any servant who utilizes any part of the free transport facilities provided under these Civil Service Rules for a purpose other than that for which it is authorized or who, having received a cash payment in advance to defray the cost of such facilities, fails to refund on demand any part thereof not used to defray the cost of the specific facility for which he received it, or who claims payment in arrears in respect of any such facility he has not utilized for the purpose claimed, is guilty of gross misconduct.

Free transport facilities not transferable.

**17107.** No servant may travel at Government expense in the capacity of orderly or personal attendant to another servant unless the employment of an orderly has been sanctioned by the Ministry of Establishments (except as provided in Rule 17306).

Transport of orderlies or personal attendants.

**17108.** Canoe transport at Government expense may only be used when no cheaper or quicker means of transport is available.

Canoe transport.

**17109.** Journeys at Government expense by air must be made by aircraft of the Nigeria Airways Company Limited except when no aircraft of the Company is available for a journey which is of vital urgency.

Air transport.

#### Section 2—Free Transport Facilities Available

**17201.** The free transport facilities for which, subject to the principles laid down in Rules 17102 and 17103, servants (including temporary staff) are eligible in respect of journeys in Nigeria (including coastal journeys between Nigerian Ports) are set out in sections 2 and 3 of this Chapter, in which:—

General.

- (a) the family passenger fare allowance is for one wife and 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 wife, child or servant only applies when the wife, child or servant actually travels.

#### Types of Journey

**17202.** For the purpose of the transport facilities specified in Rule 17205 the following types of journeys will be regarded as on duty:—

Duty  
journeys.

- (a) all journeys undertaken in the course of an officer's duty on specific instructions from his Head of Department or his local representative;
- (b) journeys to obtain dental treatment;
- (c) journeys to consult a medical officer: i.e., journeys to and from the nearest Government Medical Officer when a servant is stationed or on leave at a place without medical facilities and his local Head of Department or the local administrative officer (whichever is appropriate) certifies that in his opinion the servant should consult a doctor;
- (d) journeys to obtain hospital treatment: i.e., journeys to and from hospital when a Government Medical Officer certifies that it is necessary for a servant to leave his station and proceed to the hospital in question for medical treatment;
- (e) journeys undertaken by wives and children of servants to obtain dental or hospital treatment and to consult a dental or a medical officer as in (b), (c) and (d) above;
- (f) journeys in connection with the arrival, in, or departure from, Nigeria of the wife of an officer on Grade Level 07 and above (Rule 15403);
- (g) health trips: i.e., journeys by a servant recommended by a Medical Board to leave his station for a change of scene or climate to and from a place served by Government vessel or the railways, free transport facilities being restricted to travel by Government vessel or railways except between the servant's station and the nearest point thereto served by Government vessel or railways.

**17203.** For the purpose of these Rules, journeys to new stations will be deemed to include:—

Journeys  
to new  
station.

- (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) (see Rule 17208);
- (c) journeys undertaken when proceeding on retirement (in circumstances which render the servant eligible for retirement benefits) or for the purpose of repatriating the family, servant and personal effects of deceased servants: i.e., journeys from station to place of original engagement (if so desired) or cheaper point (see definition) Nigerian home place, Nigerian destination of final leave or exit point from Nigeria, whichever is appropriate, provided such concession is utilized within six months of the date of retirement or of the death of the servant.

**17204.** Journeys by a servant granted leave under the provision of Rules 15502, 15503 or 15505 to and from the nearest centre at which the examinations is held.



17205. For journeys specified in Rule 17202, the following free transport facilities are available:—

- (a) For journeys by Train: Railway warrants for the officer, one spouse and children by the following class of travel:—

Salary	Class
₦1,908 and above ... ..	First
₦900 to ₦1,907 ... ..	Second
Below ₦900 ... ..	Third

Free transport facilities available for duty journeys.

Warrants for third class travel may be obtained in respect of two servants of officers entitled to travel first class and one servant of officers entitled to travel second class.

- (b) For journeys by Road or River Transport—Either warrants by the same class as for journeys by train or cash in lieu of warrants at rates laid down from time to time in the appropriate Anambra State Treasury circulars.

- (c) A load allowance as follows:—

Authorized Class	MAXIMUM NUMBER OF LOADS FOR WHICH ALLOWANCE CAN BE CLAIMED	
	Unmarried Officer	Married Officer
First Class ... ..	12	16
Second Class ... ..	8	12
Third Class ... ..	2	4

The load allowances include, and are not additional to the tariff baggage allowance of passenger ticket holders. Warrants will be issued for the carriage of loads by train; for journeys by road or river, either warrants will be issued where possible or cash in lieu of warrants will be payable at the rate of  $\frac{1}{4}$ k per kilometre per load;

Provided that the first two loads of a married officer and the first load of an unmarried officer may be reckoned at  $\frac{1}{4}$ k per kilometre per load.

Note.—For the purpose of this Rule a bicycle does not count as a load. A bicycle may, where appropriate, be carried at Government expense, but an additional warrant may be necessary.

17206. For journeys specified in Rule 17203, the following free transport facilities are available:—

- (a) the facilities authorized under sections (a) and (b) of Rule 17205 for the officer, wife, children and servant(s);

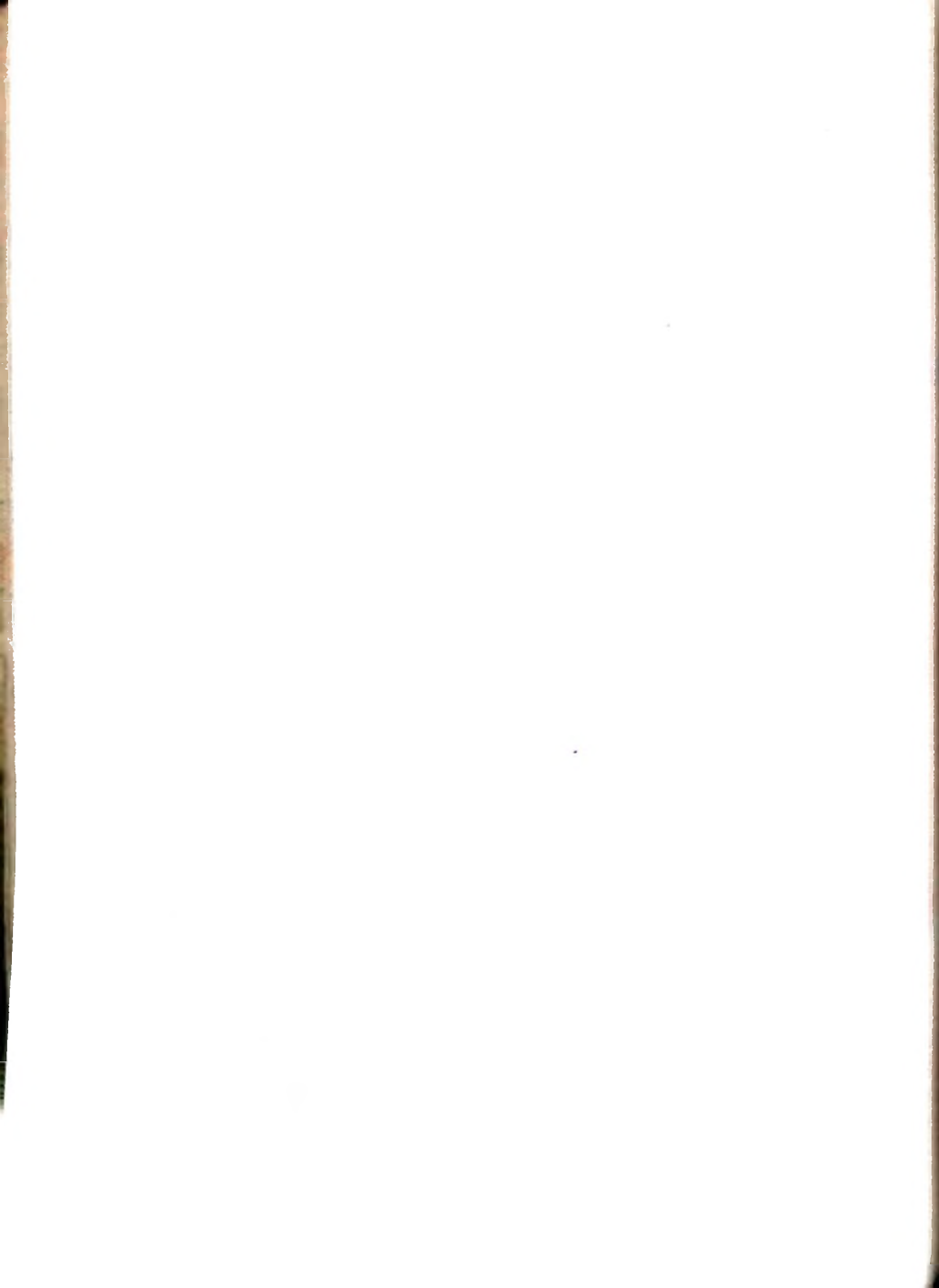
- (b) A load allowance as follows:—

Authorized Class of Travel

Maximum number of loads for which an allowance may be claimed

	Unmarried Officer	Married Officer
First Class ... ..	36	48
Second Class ... ..	20	28
Third Class ... ..	12	16

Free transport facilities for journeys to new station.



17207. For journeys specified in Rule 17204, the following free transport facilities are available:—

- (a) the facilities authorized under sections (a) and (b) of Rule 17205;  
(b) a load allowance as follows:—

<i>Authorized Class of Travel</i>	<i>Maximum number of loads which allowance may be claimed Officer only</i>
First Class ... ..	4
Second Class ... ..	2

Free transport facilities available for journeys to take examination.

17208. An officer proceeding on leave from one station and returning to another will be eligible for the load allowance authorized in Rule 17206 (b) in respect of the journey from the first to the second station. If he has declared his intention to travel during leave to his Nigerian home place (Rule 01003) he may be paid leave transport grant under Rule 15213.

Change of station after leave.

17209. 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 Head of 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 will not apply to motor vehicles requiring ordinary maintenance or servicing, but an exception may be made at the discretion of the Head of 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 800 kilometres).

Transport of motor vehicle and motor-  
autocycle for repair.

17210. Subject to the principles laid down in Rule 17102, free transport by train or boat for an officer's own motor vehicle may be granted by a Head of Department when an officer is purchasing a new vehicle. When an officer is assuming duty or is travelling on transfer, or on tour, or duty, warrants for the free transport of his motor vehicle by Government ferry may be issued, but its free transport by any other service will only be allowed if the Head of Department is satisfied that:—

Free transport for motor vehicles and motor-  
autocycle.

- (a) the vehicle is necessary for the duty, and  
(b) the transport 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 transport than to hire a vehicle at such places for this purpose).

### Section 3—Miscellaneous Rules Regarding Free Transport Facilities

#### TRAIN JOURNEYS

17301. Subject to the exigencies of the railway service the following officers will be provided with reserved first-class, two berths compartments when travelling

Accommodation.



by train. Each journey must be covered by warrants made out for two first-class fares whether or not the officer travelling is accompanied by his spouse—

- (i) Members of the Advisory Council on the Prerogative of Mercy;
- (ii) Chairman and members of Commissions established by the Anambra State Government;
- (iii) Officers holding posts graded in salary Grade Level 15 and above. When so accommodated officers will not be entitled to additional passenger tickets for their wives.

For other officers entitled to first-class accommodation, their wives and families, when travelling by train, such special reserved first-class accommodation as is suitable and available will be provided. In special circumstances, e.g., when an officer is being invalided, such special accommodation on the train as may be required and is available will be provided.

**17302.** Notwithstanding that an officer may be eligible for free transport of more than 500 kilograms of baggage, he may not ordinarily take more than 500 kilograms of baggage by passenger train; any excess over 500 kilograms must ordinarily be railed by goods train. As an exception to this rule, an officer may be authorized to take his full baggage allowance by passenger train provided his Head of Department is satisfied that by his doing so he will avoid unnecessary delay in reaching his station. Such authority must be included in the relevant railway warrant and will be subject, in respect of journeys by "limited" train, to prior agreement with the Station-master at the place where the train is boarded that the full allowance can be accepted. **Baggage.**

**17303.** 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, at the discretion of his Head of Department, be permitted to add up to four loads to the limit authorized in Rule 17205 (c). **Extra equipment.**

**17304.** When it is necessary for the efficient performance of his duties, an officer travelling on duty by air may take with him at Government expense official documents, papers and office necessities up to a maximum of 5 kilograms in addition to the tariff baggage allowance included in his passenger ticket. **Official documents etc., by air.**

**17305.** A judge travelling on circuit may be allowed transport for personal effects and office requisites up to a maximum of 60 loads and also for an orderly. When travelling by train he may also be allowed free transport for a car and driver if it is necessary for him to take his own car with him on circuit. **Judge on circuit.**

**17306.** Any of the facilities provided under Rule 17206 may be utilized piecemeal by the officer or his spouse or children, as and when each of them travels, provided that: **Family travelling separately.**

- (a) the aggregate facilities utilized do not exceed those specified in that Rule; and
- (b) each journey on which they are utilized separately by the officer's spouse or children is a direct unbroken journey; and
- (c) no member of the family utilizes them on more than one journey in each direction between the officer's station and his Nigerian home place or



cheaper point (*see* definitions), his old station and his new station, his place of engagement or the point of entry into or exit from Nigeria on a journey from or to the officer's home overseas—whichever is appropriate.

17307. Officers who undertake journeys permitted under Rules 17202 to 17204 may claim incidental portrage allowance on the conditions and at the rates set out in this Rule. This allowance is intended to cover out-of-pocket expenses incurred in paying for the handling of an officer's load at the departure station and at arrival and intermediate stations. The following rules apply to the grant of incidental portrage allowance:—

Incidental  
portrage  
allowance.

(a) a refund may be granted at the rate of 3k per load for each load allowed under the appropriate Rule up to a maximum of ₦1.00;

(b) the allowance is payable only to journeys by the officer himself, or when accompanied by his family but not to his family if travelling separately.

17308. When proceeding on transfer an officer may be provided with free Government transport in his station between his house and the railway station 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.

Use of  
Govern-  
ment  
transport  
from house  
to railway  
station, etc.

#### Section 4—Daily-rated Staff

17401. Daily-rated employees are not eligible for free transport at Government expense except that if, in exceptional circumstances, it is necessary to take a daily-rated employee away from his place of engagement to work elsewhere for a period exceeding three months, he shall be granted free transport for himself and his family to the new place of work and back to his place of engagement when he is due for leave or on completion of the work for which he was transferred.

Notwithstanding the provisions of this rule, a daily-rated employee who retires from the Service with an annual allowance or gratuity granted under the terms of Anambra State Ministry of Establishment's Circular letter PENS/74/11/79 of 2nd September, 1977, may enjoy transport facilities provided in Rule 17206 from his last place of work to his Nigerian home place or place of engagement, whichever is appropriate. This privilege is forfeited if not utilized within six months of the date of his retirement.

A daily-rated employee taken away from his place of engagement shall be provided with free transport back to his place of engagement in the event of his appointment being terminated at the new station.



CHAPTER 18

**Duty and Courses of Instruction Outside Nigeria**

SECTION 1—General.

SECTION 2—Duty visits outside Nigeria.

SECTION 3—Courses of instruction outside Nigeria.

**Section 1—General**

**18101.** This Chapter applies to occasions on which servants are required, **Application.**  
with the prior approval of Government—

- (a) to undertake special duty visits to countries outside Nigeria;
- (b) to discharge official duties during vacation leave outside Nigeria;
- (c) to take courses of instruction outside Nigeria.

**18102.** For the purpose of this Chapter the following terms are used with **Definitions.**  
the following meanings:—

**Duty visit**—A “Duty Visit” is an official tour outside Nigeria on a delegation or visit to an organization for a short period during which the officer is eligible for the rates of allowances set out in Rule 18201.

**Courses of Instruction**—A “Course of Instruction” includes any attachment to an organization overseas for any period in excess of 28 days. 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 Rule 18304.

**Procedure**

**18103.** (a) In respect of official visits, by Heads and Deputy Heads of **Obtaining approval.**  
Departments on leave outside Nigeria, the prior approval of Government may be assumed.

(b) In all other cases, Heads of Departments should seek the prior approval by application to the Ministry of Establishments through the appropriate channels. Unless an application is in respect of a course of instruction for which a special procedure has been issued (in which case it should accord with the special procedure in question) it should specify:—

- (i) details of the visit, duty or course proposed;
- (ii) why the visit, duty or course is considered warranted in the public interest;
- (iii) the approximate dates on which it is proposed the officer should arrive in and depart from the country in which the duty or course is to be undertaken;
- (iv) the officer’s address whilst absent from Nigeria;
- (v) the probable duration of the duty or course;
- (vi) the total estimated cost including all travelling expenses, subsistence allowance and fees (if any).



**18104.** An officer required to undertake duties or a course of instruction outside Nigeria must be furnished by his Head of Department 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 expense in connection therewith. Briefing of officers.

**Effect of Leave**

**18105.** Where an officer is required during his vacation leave to undertake any duty, the period of duty will be leave-earning and not leave-consuming. A period of duty outside Nigeria during an officer's tour will be regarded as part of his tour (see also Rule 15113). Special duty visit.

**18106.** The normal effect on the amount of leave due to an officer of his attending a course of instruction during his vacation leave is specified in Rule 15114. Course of instruction.

**18107.** Where provision is made in this Chapter of the Civil Service Rules for reimbursement to officers of actual expenditure on rail fares, the most expensive class of fare reimbursable is:— Class of rail fare.

<i>Officer</i>	<i>Class of Rail Fare</i>
Heads of Departments and Officers on salaries of Grade Level 13 and above ... ..	First
Other officers ... ..	Second

**Section 2—Duty visit outside Nigeria**

**18201.** An officer directed to visit a Country outside Nigeria on duty (including an officer required to perform a short period of duty away from his home during his vacation leave) will normally be granted the following:—

- (a) Passages—Ocean or air passage for himself only; but where the duration of an officer's duties is not less than nine months, his wife may accompany him at Government expense.
- (b) Transport—Reimbursement on actual expenditure or transport essential to the business of the visit.
- (c) Duty Allowance Abroad—Where a government or other body providing the training as a form of technical assistance to Nigeria also provides free board and/or lodging, the officers concerned shall be entitled to only 10% of the estacode rates appropriate to their grades for their incidental expenses such as laundry and internal transportation. Where the cash allowance from a sponsor under a technical assistance programme is less than 30% of the appropriate estacode rates, the affected officers will be entitled to claim the difference from the Government.

**Discharging duties during vacation leave**

**18202.** An officer who, with prior approval of Government, discharges official duties during vacation leave outside Nigeria and who is obliged to take accommodation away from his normal place of residence or home, will be treated as proceeding to such a destination on duty visit and will be eligible for duty allowance abroad as indicated in Rule 18201 so long as no accommodation is provided at Government expense at such a destination. Away from normal place of residence.



**At or near place of residence**

18203. A Nigerian officer for whom accommodation is provided who, with the prior approval of 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 of ₦14.00

Nigerian officer.

18204. An expatriate officer who, with prior approval of Government, discharges official duties during his vacation leave outside Nigeria but who is not obliged to take accommodation away from home is eligible for a refund of daily travelling expenses necessarily incurred in the discharge of such duties plus a daily subsistence allowance of ₦14.00

Expatriate officer.

**Section 3—Courses of instruction outside Nigeria**

18301. An officer who is permitted to attend a course of instruction is eligible for the benefits set out in this section:

Condition.

Provided that he has signed an agreement to refund to 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 Government, or
- (d) resigns from the Anambra State Public Service within a period of:—
  - (i) two years for courses lasting for twelve months or less;
  - (ii) three years for courses of between twelve and twenty-four months duration;
  - (iii) five years for courses lasting for more than twenty-four months.

Senior officers undertaking courses lasting for less than twelve months could leave the service at any time after such courses without being required to make good the cost of the courses:

Provided that such courses convey no academic or professional qualification on the officers.

18302. Any officer on Grade Level 07 and above sent overseas on a course of instruction will be eligible for free ocean or air passage for himself only; but where the duration of the course of instruction is not less than nine months, his wife may accompany him at Government expense.

Passages.

18303. 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.

Courses with special conditions.

18304. Officers who, with the prior approval of Government attend courses of instruction (other than the one to which Rule 18303 applies) should be paid allowances at the following rates:—

- (i) (a) Officers on salary Grade Level 15 and above ... ₦75 per night
- (b) Officers on salary Grade Level 10 and above ... ₦60 per night
- (c) Officers below salary Grade Level 10 ... ₦50 per night
- (d) Junior Officers ... .. ₦20 per night
- (ii) Subsistence or Incidental Allowance ... .. 25% of the appropriate Estacode rate.



Where the host Government or institution merely contributes in cash towards the cost of accommodation and other living expenses, an amount less than the appropriate estacode rate, the officer is entitled to claim in lieu of subsistence allowance, the difference between the cash payment by the host government or institution and the estacode rate applicable.

*Courses of instruction outside Nigeria.*—All officers on Training Courses shall receive a consolidated allowance for boarding, lodging, entertainment, books and other incidentals representing thirty per cent. of the estacode rates appropriate to their grades, after receiving full estacode rates for the first twenty-eight days of arrival on training courses.

Where a government or other body providing the training as a form of technical assistance to Nigeria also provides free board and/or lodging, the officers concerned shall be entitled to only ten per cent. of the estacode rates appropriate to their grades for their incidental expenses such as laundry and internal transportation. Where the cash allowance from the sponsor under a technical assistance programme is less than thirty per cent. of the appropriate estacode rates, the affected officers will be entitled to claim the differences from the Government.

Junior officers, that is, officers below the rank of a substantive Executive Officer, salary Grade Level 07, are regarded as trainee students and are entitled to N160 per month.

**18305.** An officer undergoing a training course overseas who receives a salary from an employer in the overseas country will not be eligible for any salary or allowance from the Anambra State Government except as may be specifically approved by the Permanent Secretary, Ministry of Establishments.

Overseas  
employ-  
ment  
during  
training  
courses.

#### Externally assisted courses

**18306.** 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 Permanent Secretary, Ministry of Establishments, who on approval of the nomination for a particular course will complete the application forms and forward them to the Ministry of Finance and Economic Development.

Procedure.

**18307.** Officers attending courses of instruction under a technical assistance scheme will continue to receive their salaries, and all other conditions of service will be decided in accordance with the existing arrangements between the donor Government and the Anambra State Government.

Conditions.



**18308.** Where an officer is permitted on the recommendation of his Head of Department to take a course of instruction at the officer's own request, special conditions may be imposed. Conditions will be decided by the Permanent Secretary Ministry of Establishments, 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 Head of Department to inform the officer in writing, before his departure, of the conditions which have been decided.

**Certain  
courses to  
be granted  
as leave  
without pay.**



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CHAPTER 19

**CLOTHING ALLOWANCES**

SECTION 1—General.

SECTION 2—Outfit Allowance.

SECTION 4—Warm Clothing Allowance.

SECTION 5—Uniform Allowance.

SECTION 6—Camp Equipment Allowance.

**SECTION 1—GENERAL**

**19101.** Nothing in these Rules shall give any officer a right to any of the allowances set out in this Chapter, the provisions of which may at any time be revoked, altered, added to or amended at the discretion of the Government. **Allowance not a right.**



SECTION 4—WARM CLOTHING ALLOWANCE

**19401.** In this section the word "officer" means a Nigerian officer appointed to any pensionable post on Grade Levels 01-16 and the special grades, but it does not include Government scholars and other persons awarded Government bursaries under the Ministry of Education and Information scholarship or training award schemes. **Definition.**

**19402.** An officer who is required by Government to proceed to a foreign country on duty or on an approved course of instruction will be eligible for a warm clothing allowance of ₦200. **Eligibility.**

**19403.** Warm clothing allowance is not payable to an officer under the following conditions— **Exceptions.**

- (a) if the duty or course is undertaken during the period of the officer's normal vacation leave spent in country with a cold or temperate climate;
- (b) if the duty or course is entered upon as a result of the officer's own application and is taken in conjunction with his normal vacation leave;
- (c) if the duty or course which the officer is directed to undertake, takes place earlier than three years from the date on which he last drew a warm clothing allowance.

SECTION 5—UNIFORM ALLOWANCE

**19501.** In this section the word "officer" means a Nigerian officer appointed or promoted to a post on Grade Level 07 and above on or after the 13th of May, 1960. **Definition.**

**19502.** Uniform allowance at the rates set out hereunder is payable to an officer on first appointment to any of the posts listed hereunder— **Eligibility.**

<i>Posts</i>	<i>Amount of Allowance</i>
	₦
Nursing Sisters, Sister Tutors and Superintendents, Health Sisters and Midwifery Tutors ... ..	40

**19503.** An officer who has already received an outfit allowance under the conditions prevailing before the 13th of May, 1960, is not eligible for this allowance. **Exception.**



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**SECTION 6—CAMP EQUIPMENT ALLOWANCE**

**19601.** In this section the word "officer" means a Nigerian officer appointed or promoted to a post on Grade Level 07 and above on or after the 13th of May, 1960. **Definition.**

**19602.** The payment of this allowance to any grade of officers is not automatic; it is only payable to an individual field officer when he is actually required to tour under bush conditions and on a certificate personally signed by the Permanent Secretary of the Ministry concerned to the effect that the officer is definitely required to use and maintain camp equipment. **Payment not automatic.**

**19603.** An officer who has already received an outfit allowance under the conditions prevailing before the 13th of May, 1960 is not eligible for this allowance. **Exception.**

**19604.** Camp equipment allowance at the rate of ₦80 is payable to an officer who qualifies under Rule 19602. **Rate of allowance.**



CHAPTER 20

ACTING APPOINTMENTS AND ALLOWANCES

SECTION 1—Acting Appointments.

SECTION 2—Acting Allowances.

SECTION 1—ACTING APPOINTMENTS

20101. When it is necessary that a particular duty post (of status not lower than Senior Clerical Officer) 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 Public 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 thereof.

When made.

20102. The mere fact that the substantive holder of a duty post will be absent therefrom for a short period (e.g., on casual leave or on the sick list) 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 will rest with the Anambra State Public Service Commission.

Not made unless necessary.

20103. 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.

Not a form of trial promotion.

20104. Recommendations for acting appointments must be forwarded to the Anambra State Public Service Commission on General Form No. 66 and must include thereon either—

Procedure.

- (a) a certificate to the effect that the acting officer will assume the full duties and responsibilities of the post in question; or
- (b) a statement to the contrary effect, with a recommendation as to the reduced rate of acting allowance that should be paid (*see* Rule 20202). Approved acting appointments will be gazetted by the Anambra State Public Service Commission but it will on no account be back-dated to a period in excess of two months of the date of receipt of the recommendation by the Commission.

20105. The date on which an acting appointment commences will be indicated in the *Gazette Notice* authorizing the appointment. Normally, the gazetted date of commencement will be that on which the acting officer takes over the duties and responsibilities of the post, except that if he takes over from the substantive holder the gazetted date of commencement will not be earlier than that on which the latter, after handing over—

Date of commencement.

- (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.



**20106.** The date on which an acting appointment ceases will be indicated in the *Gazette Notice* reverting the officer's appointment. Normally, the gazetted date of cessation will be that on which the acting officer 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—

Date of  
cessation.

- (a) arrives in the station,
- (b) ceases to hold substantively or to act in another post in the same station, or
- (c) ceases vacation leave in the same station, whichever is applicable according to circumstances.

Ministry shall be required to notify the Anambra State Public Service Commission when officers 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.

**20107.** An acting officer 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 (or on a sea-voyage between Nigerian ports) and provided it is not necessary during any such leave to appoint another officer to act in the duty post in question.

Effect of  
casual or  
special  
leave.

#### SECTION 2—ACTING ALLOWANCES

**20201.** An officer duly gazetted as acting is eligible for acting allowance at the appropriate rate specified in Rules 20202 to 20204, 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 days in excess of 14 days of continuous absence from duty on account of ill-health. No allowances will be paid if the period of acting appointment does not extend beyond 14 days.

When  
payable.

- 20202.**
- (i) When an officer has been recommended to act in a grade immediately higher than his own, he will be regarded as adequately performing the full duties of the higher post and shall be entitled to 100 per cent. acting allowance.
  - (ii) When an officer has been requested to act in a post two or more grades above his substantive rank he should receive fifty per cent. acting allowance.
  - (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, will be calculated as the difference between the salary of his substantive appointment and the initial salary of the post immediately superior to his own.
  - (iv) An officer who is acting in a grade higher than his but who has not served for at least one year in his substantive rank shall not be entitled to any acting allowance.

Rates of  
acting  
allowance.



20203. When a gazetted acting appointment requires an officer to discharge simultaneously the duties of more than one office, the following rules shall apply—

For discharging the duties of more than one office.

- (a) if the two offices are distinct and separate offices in different Departments they do not stand to one another in any immediate relation of superiority or subordination, the rate of acting allowance payable will 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 will be in accordance with Rule 20202.

20204. 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 will be governed by such rules as may be specified by the Government in relation to such remuneration.

Effect or certain special remuneration.

20205. If an officer is in receipt of a personal allowance in addition to the normal emoluments of his substantive office, such personal allowance will be treated as part of his substantive basic salary for the purpose of calculating acting allowance in accordance with Rule 20202.

Officers receiving personal allowances.

20206. The actual substantive salaries of officers serving on contract terms and of re-engaged pensioners are calculated in relation to the theoretical pensionable salaries for which they would have been eligible had they been appointed on normal pensionable terms; the "substantive basic salary" of a contract officer or re-engaged pensioner will, for the purpose of calculating acting allowance in accordance with Rule 20202, be taken as the theoretical pensionable basic salary in relation to which his actual salary is fixed.

Contract officers and re-engaged pensioners.

(N.B. The "theoretical pensionable salary" means an officer's actual salary, less contract addition).

20207. In the case where an officer eligible for inducement addition in a long scale is acting in a post with a consolidated basic salary, the 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.

Consolidated salary.



CHAPTER 21

TRANSPORT ALLOWANCES

SECTION 1—Motor Transport Allowances.

SECTION 2—Bicycle and Auto-Allowances.

SECTION 3—Miscellaneous.

SECTION 1—MOTOR TRANSPORT ALLOWANCES

DEFINITIONS

**21101.** In this chapter the following terms are used with the following meanings—

**Auto-cycle**—An “auto-cycle” is a cycle designed by the manufacturer for propulsion both by pedal and motor or a pedal cycle fitted with an auxiliary motor.

**Motor-cycle**—The term “motor-cycle” includes a scooter and a motor-cycle with a side car.

**Occasional Motor Transport Allowance**—is paid to an officer who does not normally require to own a motor vehicle for the efficient performance of his duties, and who is not therefore eligible to receive regular motor transport allowance whenever, with the approval of his Head of Department, he uses his car for official purposes.

**Regular Motor Transport Allowance**—consists of a basic monthly allowance and a kilometre allowance paid to an officer who owns, and maintains at his own expense, a motor vehicle which is considered necessary for the efficient performance of the duties of his office.

**21102.** Allowances for motor-cycle and auto-cycles are set out in Rule 21117.

APPROVAL TO DRAW “REGULAR” MOTOR TRANSPORT  
ALLOWANCE

**21103.**

- (i) When in the opinion of his Head of Department it is necessary for an officer to own a motor vehicle for the proper performance of the duties of his substantive office he may be granted “regular” transport allowance in respect of one vehicle owned by him in accordance with the rules set in the second part of this Civil Service Rule. In deciding whether it is necessary for an officer to possess a motor vehicle for the proper performance of the duties of his office, Heads of Departments should be guided, not only by the amount of official travelling which the officer may have to perform while in occupation of the post which he holds at the time the question is raised, but also by the general nature of the duties attached to the service or grade to which he belongs, and by the general consideration (related to all the circumstances, including

When justified.



the responsibility of his official position and the place where he is required to reside) as to whether the possession of a motor vehicle would effect a material saving in his time and energy and enable him to be a more profitable servant to Government.

- (ii) "Regular" transport allowance will not normally be granted to servants who are not substantive holders of Grade Level 07 and above, applications by officers outside these categories may be considered and determined by a Head of Department provided that the officer concerned is in receipt of the initial salary on Grade Level 08 per annum. All other applications personally recommended by a Head of Department must be submitted under his signature together with full reasons for the recommendation, to the Permanent Secretary to the Ministry of Establishments for determination.

21104. The allowance to be drawn will be specified at the time it is granted either by the Head of Department or the Ministry of Establishments and will not be higher than the class permissible under Rule 21103 as appropriate to the substantive duty post when occupied by the officer; and the Auditor-General and the Accountant-General must be informed of the class of allowance granted to an officer.

Allowance to be specified.

21105. An officer may, on transfer, continue to draw the allowance.

Allowance not reduce on transfer

21106. An officer who possesses a motor vehicle but is not eligible to be granted "regular" motor transport allowance may--

Approval to draw occasional motor transport allowance.

- (i) with the prior approval of his Head of Department in respect of each journey draw "occasional" motor transport allowance for specific journeys made on official duty in his own vehicle;

- (ii) with the approval of his Head of Department draw "occasional" motor transport allowance in respect of any extraordinary journey between his quarters and his normal place of work if he is required by a superior officer to return to his place of work outside the normal hours. The class of allowance to be drawn will be at the kilometre rates prescribed in Rules 21115.

21107. "Regular" motor transport allowance will be drawn in the form of a combined allowance consisting of a basic monthly allowance at the rates prescribed in Rule 21117, payable irrespective of the distance covered together with a kilometre allowance at the rates prescribed in Rule 21116.

Regular motor transport allowance.

#### KILOMETRE ALLOWANCE RULES

21108. Kilometre allowance whether drawn under Rule 21107 or as "occasional" allowance, may only be drawn in respect of distance travelled on official duty.

Limited to official runnings.

21109. Kilometre allowance may not be drawn in respect of journeys between an officer's quarters and his normal place of work save as provided in Rule 21106 (ii) and when an officer is allocated quarters so far from his normal place of work (his Head of Department being fully satisfied that nearer quarters are not available)

House to office journeys excluded.

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that his essential house-to-work journeys exceed 640 kilometres a month. Journeys in excess of 640 kilometres may be treated as having been undertaken on official duties.

**21110.** Kilometre allowance may not be drawn in respect of journeys for which the officer also utilizes other transport at Government expense for the transport of himself, his wife, servant or baggage save,

Not payable when other transport used.

- (a) in special cases with the prior approval of the officer's Head of Department;
- (b) when the officer is proceeding on transfer.

#### MOTOR BASIC ALLOWANCE RULES

- 21111.** (a) An officer who has received a loan for the purpose of a new vehicle should receive basic allowance from the date of registration of the vehicle at the prevailing rates until the sixth anniversary of the registration. To receive further basic allowance, the officer must obtain a certificate of roadworthiness not earlier than one month before the Ministry of Works and Housing on the payment of the fee of two naira, twenty kobo to any Government Treasury. This certificate must be attached to the first Payment Voucher for basic allowance in favour of the officer submitted after the sixth anniversary.
- (b) When an officer is on leave on the sixth anniversary of the original basic allowance in respect of his car, he will continue to draw basic allowance until he resumes duty. He will then be required to obtain the necessary certificate before further payments are made to him.
- (c) To continue to draw basic allowance on the vehicle in subsequent years, the officer must produce a certificate of roadworthiness for each succeeding year.

**21112.** Basic allowance will cease:—

Date of cessation.

- (a) On the date the officer ceases to own the vehicle;
- (b) On the date the officer starts drawing motor transport allowance in respect of another vehicle;
- (c) On the date the vehicle is damaged to such an extent that it is unlikely again to be roadworthy;
- (d) On the date a contract officer, whose current contract will expire at the end of that leave, proceeds on leave provided that if the officer is later re-engaged by the Anambra State Government and resumes duty in Nigeria without a break in service at the expiry of his leave, he may draw the amount of basic allowance which has been withheld from him in respect of such leave;
- (e) On the date the officer ceases duty in Nigeria to undertake duties outside Nigeria expected to last at least a calendar year or to take up a course of instruction or scholarship expected to last at least a calendar year;



- (f) Two months after the date on which the officer while on duty outside Nigeria, scholarship or course of instruction, becomes aware that it will last at least a year, whichever occurs first;
- (g) On the date when an officer on the permanent establishment or on a contract not expiring with leave, gives notice, while on leave, of his intention to resign or retire.

**21113.** If while an officer is on duty in Nigeria the vehicle in respect of which he is drawing basic allowance is, by reason of mechanical defect or lack of essential parts, temporarily unusable for a period exceeding three months, the officer must report the fact to his Head of Department and the basic allowance will be suspended from the commencement of the fourth month from the date on which the vehicle ceased to be usable until it is again fit to be used by the officer on official duties (i.e., if the vehicle becomes unusable on the 20th of January, 1962, basic allowance will be suspended from 21st April, 1962, inclusive).

Suspension.

**Rates of allowances**

**21114.** The following are the approved rates of allowance per kilometer.

Class "A".

- (a) *Kilometre Allowance.*—The rates of 5k per kilometre for journeys undertaken outside an officer's station and 3k per kilometre for local running shall apply.
- (b) *Motor-Cycle/Auto-Cycle Allowance.*—Any junior officer who is entitled to a motor-cycle or an auto-cycle allowance shall continue to be paid a monthly allowance of ₦10. Those who are not entitled but use their vehicle in the discharge of their duties shall be paid as follows:—
- |                              |     |     |     |                   |
|------------------------------|-----|-----|-----|-------------------|
| For the first 320 kilometres | ... | ... | ... | 3k per kilometre  |
| 321–960 kilometres           | ... | ... | ... | 2k per kilometre  |
| over 960 kilometres          | ... | ... | ... | 1k per kilometre. |

**21115.** Occasional allowance under Rule 21106 is at a flat rate of 5k per kilometre.

Occasional transport allowance.

**21116.** The following are the approved rates of allowance under Rule 21109:—

Regular transport allowance.

<i>Class of Allowance and Type of Journey</i>	<i>Rate in kobo per kilometre</i>
Touring outside locality or station	5k
Local	3k

**21117.** Every entitled officer should receive a car basic allowance of ₦50 per month. Public officers entitled to official chauffeur-driven cars shall, without prejudice to their eligibility for motor vehicle advance or loan, not be eligible for motor basic allowance in respect of their personal cars.

**SECTION 2—BICYCLE AND AUTO-CYCLE ALLOWANCE**

**21201.** When in the opinion of his Head of Department it is necessary for an officer or employee to possess a bicycle for the proper performance of the duties of his office, he may be granted bicycle allowance (which may be drawn concurrently

Basic allowance.



with other transport allowance) of ₦4 a month. The allowance may be drawn from the date the bicycle is first used by the officer or employee for the purpose for which the allowance is approved. It will cease as soon as he ceases to own and maintain a bicycle or his duties cease to necessitate its use.

**21202.** A servant who is not in receipt of bicycle allowance but who owns a bicycle and uses it on special journeys on Government service may receive an allowance of 10k a day for such journeys subject to a limit of ₦4 (four naira) in any calendar month.

### SECTION 3—MISCELLANEOUS

**21301.** Claims for payment of transport allowance are required to be submitted monthly. Payment vouchers for motor transport allowance must be supported by certificates that no other allowance has been or will be claimed in respect of that month. Claims not submitted within two months will be disallowed unless there is valid reason for the delay.

Claims for  
allowance.

### NOTE

Civil Service Rule No. 21203 and Section 3—Horse Allowance, Numbering from 21301 to 21304 are omitted.

*Reason for Omission.*—HORSE ALLOWANCE IS NOT PAYABLE IN THE ANAMBRA STATE OF NIGERIA.



CHAPTER 22

TRAVELLING ALLOWANCE

22001. Travelling allowance is granted to enable servants to travel on official occasions in reasonable comfort and to compensate them for actual wear and tear of their personal effects. The allowance is in no sense an emolument or an addition to a servant's salary and if it is shown to the satisfaction of the Government that a servant has endangered his health by failing to provide himself with adequate camp equipment, food, etc., he will be liable to be placed on half or no pay during any consequent illness.

Not an emolument.

22002. Nothing in these Civil Service Rules shall give any servant a right to travelling allowance and the provisions of this Chapter may at any time be revoked, altered, added to or amended at the discretion of the Government.

Not a right.

22003. This Chapter applies to all servants whose salary is not assessed at rates intended to cover expenditure involved in constant travelling.

Persons eligible.

When Eligible

22004. Subject to the exceptions specified in Rule 22005, a servant is eligible for travelling allowance for the period in Nigeria necessarily spent—

General.

- (a) in reaching his station on assuming or resuming duty from overseas;
- (b) in travelling to and awaiting a passage at the place where his tour ends when proceeding on vacation leave overseas;
- (c) in travelling to his new station on transfer;
- (d) on duty away from his permanent headquarters or station; including any extension of such period (apart from days in hospital) necessitated by his own sickness, provided the latter was not due to any fault or negligence on his part.

22005. Any portion of the periods listed in Rule 22004 to which any of the following circumstances apply fail to qualify the traveller for travelling allowance—

Exceptions.

- (a) when his subsistence is included in the transport facilities provided at Government expense;
- (b) when he draws a refund of hotel expense under Rule 22008;
- (c) when he accompanies the Governor as a member of the latter's personal staff (this exception does not apply to motor drivers and messengers);
- (d) when he is aboard the vessel to which he is permanently posted as a servant;
- (e) when he is in hospital;
- (f) when he is detained in any place by the sickness of his wife.

22006. Personal conversions of salary or any additions to salary not involving promotion from one grade to another, which brings a servant's salary into a higher category (as quoted in the first column of Rule 22007) than that applicable to his colleagues in the same grade, do not make him eligible to receive travelling allowance at a rate higher than that for which his colleagues on normal salaries in the same grade are eligible.

Rates "personal" salary rights do not increase rate of travelling allowance.



22007. Travelling allowance is payable at the following rates for each night of a qualifying period— Table of rates.

<i>Substantive basic salary of traveller discounting any "personal" salary right—(See Rule 22006) or Basic salary of higher office in which he is acting by gazetted acting appointment</i>	<i>Travelling Allowance per Night</i>
	₦
Officers on Grade Level 12 and above... ..	6
Officers on Grade Levels 07 to 11 ... ..	5
Officers on Grade Levels 04 to 06 ... ..	4
Officers under Grade Level 04 and daily-rated staff ... ..	2

#### Refund of Hotel Expenses

22008. If during any of the periods specified in Rule 22004 an officer on Grade Level 07 or above is obliged to stay at an hotel (*see* Rule 22009), he may in lieu of travelling allowance, be granted a refund of the hotel bill for the board and lodging of himself and his wife (if accompanying him at Government expense). When granted.

If the wife of an officer on Grade Level 07 or above is obliged to stay at an hotel when travelling in Nigeria at Government expense on joining her husband from Overseas or preceding him on vacation leave Overseas a similar refund may be granted.

22009. The following may be regarded as hotels for the purpose of Rule 22008:— Catering Rest Houses, etc., included.

- (i) a Government Catering Rest House;
- (ii) an Ocean-going Vessel in port;
- (iii) a train (except when the officer is travelling in his own coach—whether or not it is coupled to a train with catering facilities).

#### Claims

22010. Claims for travelling allowance will be submitted at the end of each month on Treasury Form No. 5. Claims not submitted within two months will not be considered unless there is valid reason (such as serious illness) for the delay. Method.

#### Hard-Lying Allowance

22011. When in the opinion of the Head of Department a servant eligible for travelling allowance under Rule 22003 undertakes touring sufficiently arduous to justify the payment of hard-lying allowance, authority may be sought by the Head of Department for such payment as a supplement to travelling allowance, at the rate of one-half of the travelling allowance applicable under Rule 22007. Hard-lying allowance will not be payable except to servants compelled by touring in exceptionally arduous conditions to live under canvas or in temporary improvised structures in places where no other accommodation is available.



CHAPTER 23

INVENTIONS

Awards Committee

23001. 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*.

Appointment.

23002. The function of the Awards Committee shall be to make investigations and recommendations in connection with Rules 23008 and 23009.

Function.

23003. The Awards Committee may make rules for regulating their proceedings, but no such rules shall come into force until they shall have been approved by the Head of Government. An officer shall be entitled at his own expense to appear personally before an Awards Committee or be represented in such manner as the Awards Committee may approve. All conclusions of the Awards Committee shall be embodied in recommendations which shall be forwarded to the Head of Government.

Procedure.

23004. An officer who has made an invention must immediately report it under Secret Cover to Government through the Head of his Department. He may, at his own expense, and shall at the expense of Government if so required, lodge an application for provisional protection with the Registrar of Patents and Designs. When so lodging any such application, the officer shall simultaneously send a copy thereof to the Head of Government through the Head of his Department. The Head of Government shall decide as expeditiously as possible whether the invention shall be regarded as secret, and his decision shall be forthwith communicated to the Head of the officer's Department for the information of the officer.

Provisional protection of inventions.

Controlling Rights in Patents

23005. An soon as practicable the Head of Government shall decide whether the officer shall or shall not be allowed controlling rights in the patent and his decision shall be communicated to the Head of the officer's 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.

Government's opinion.

23006. If the Head of Government decides that the officer shall be allowed controlling rights in the patent, the following provisions shall apply:

Rules applicable when officer allowed controlling rights.

- (a) the officer shall, subject to the provisions of Rule 23004, 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 of user of the invention free of royalty and/or may reserve to the Government a right to share of any commercial proceeds;



- (c) the officer may, whether any rights are reserved under sub-paragraph (b) or not, apply to the Awards Committee, through the Head of his Department, for an award in respect of his invention.

**23007.** If the Head of Government decides that the 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 the Head of his Department for an award in respect of his invention.

Rules applicable when officer not allowed controlling rights.

#### Awards and Shares of Commercial Proceeds

**23008.** 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 Government under Rule 23006 (b) or allowed to the officer under Rule 23007 (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—

Determination.

- (a) any reasonable expenses 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 Anambra 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 23009 be deemed to have taken place.

**23009.** 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 23008 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 Decree, 1970.

Modification.

**23010.** Nothing in this Chapter shall affect the duties and liabilities of any officer under the provisions of the Official Secrets Act, 1962—as subsequently amended.

Secrecy.



CHAPTER 24

OVERTIME

**24001.** Overtime fees will be payable in accordance with the provisions of this Chapter only to the servants specified in the list shown at Appendix 24A at the end of this Chapter. **Applications.**

**24002.** Officers in the following categories do not qualify for the payment of overtime fees:— **Exceptions.**

- (i) all officers on Grade Level 10 and above and officers whose posts are graded in salary Grade Levels 08, 09, and Nurses on salary Grade Level 07;
- (ii) all officers whose posts are graded in salary Grade Level 07 other than those who, by the nature of their work, are regarded as qualified for overtime payment. Overtime shall not be paid to Works Superintendents, etc., or Foremen whose duties are generally of a purely supervisory nature, although should exceptional circumstances demand that they themselves perform manual work the grant of overtime may be recommended if they are otherwise eligible;
- (iii) all clerical and other office workers;
- (iv) Fire Fighting Services;
- (v) servants whose special terms of employment require attendance for work or duty at any time and for any period that the exigencies of the service may demand, and whose conditions of employment have been taken into consideration when their emoluments were fixed;
- (vi) servants whose work does not admit of supervision and whose hours of work or attendance are not prescribed or scheduled, e.g., pharmacists, hospital orderlies, ambulance drivers, ferrymen.

**24003.** The normal working time per week for the purpose of computing overtime payment due under this Chapter will consist of five days of eight hours a day provided the number of hours may vary in the following cases:— **Normal working week.**

- (a) certain grades in the Printing and Stationery Division of the Ministry of Education and Information, Produce Section of the Ministry of Industries, Co-operatives, Trade and Transport, for whom special departmental arrangements are already in force;
- (b) those employees whose working time is regulated on a relay or shift basis.

**24004.** Payment for overtime where due will be made for time worked in excess of the normal working day. **Payment of overtime.**

- 24005.** (a) Overtime will be calculated in half-hours and to nearest half hour. Example—A man works 15 minutes overtime; that period is disregarded for the purpose of overtime payment. **Method of computing overtime.**
- (b) Overtime will be computed in respect of each day and there will be no aggregation of period disregarded under section (a) of this Rule. Payment will be made monthly.



24006. Only overtime work duly authorized by the responsible officer shall qualify for payment.

Authority for working overtime.

24007. Payment for overtime on normal working days will be at the rate of time-and-a quarter.

Rate of payment of over-time.

24008. The hourly rate of salary will be calculated at 1/190th of the monthly salary for the monthly rated staff and at 1/44th of six days' wages for daily-rated staff. Established staff will be paid overtime allowance as laid down in Appendix A to this Chapter.

Method of calculation of over-time.

24009. For the purpose of this Chapter a "work-free day" means that day in each period of seven days which is regarded as work-free, e.g., for large number of servants, Sunday is the normal work-free day, but this is not always so; hence the need for a generic term.

Work-free days.

24010. For time worked on work-free days, time-and-a-half will be paid, subject to a minimum payment as for four hours in respect of each day.

Payment for time worked on work-free days.

24011. (i) Established staff will receive payment for actual time worked up to eight hours at the scheduled single-time hourly rate subject to a minimum payment as for four hours. Time worked in excess of eight hours will be paid at the scheduled time-and-a-half rate.

Payment for time worked on public holidays.

(ii) Daily-rated staff will receive one day's pay whether required to work or not and if required to work, will in addition, receive payment for actual time worked up to eight hours at the scheduled single-time hourly rate, subject to a minimum payment as for four hours. Time worked in excess of eight hours will be paid at the scheduled time-and-a-half rate.

24012. These are credited to Government revenue, the servants in question receiving payment for overtime under this Chapter.

Fees paid by the public for overtime services rendered by Servants.

24013. Where an officer eligible for overtime payments is gazetted as acting in a post which attracts overtime payments, he will be paid for overtime on his full acting salary. If, however, the post in which the officer is acting is one which does not attract overtime payments, no overtime payment will be made; but if the officer receives no acting allowance in the post for the reason that his substantive salary is higher than the minimum of the acting post, he will qualify for overtime payment at the rate attaching to his substantive salary notwithstanding the fact that the acting post is not in itself overtime-earning.

Effect on acting appointment.

24014. (a) No servant qualified for overtime payments shall work overtime in excess of 45 hours in any one month, unless this is authorized in special circumstances by the Head of Department.

Limitation of total monthly overtime.



- (b) No officer whose post is graded in salary Grade Level 07 may draw more in basic salary plus overtime, in any one month than the minimum monthly salary of an officer in the salary Grade Level 08. (Such overtime should be authorized in advance by the superior officer in charge of the work except in an emergency). This limitation does not affect the obligation laid upon all officers by Rule 04220 to discharge any duties assigned to them by Government. The obligation to work after normal hours continues even though overtime fees are not in issue.

**24015.** Except where the salaries have been so fixed taking into consideration the special circumstances of the duties being performed:—

**Treatment of servants not qualified for overtime payments.**

- (a) monthly-rated, established staff, will, wherever practicable, be given time off on a working day in lieu of time worked on a work-free day or Public Holiday;
- (b) daily-rated, unestablished staff, will, wherever practicable, be given time off on a working day in lieu of time worked on a work-free day or Public Holiday. Where this is not practicable, time-and-a-half will be paid subject to a minimum as for four hours.

**24016.** The categories of staff listed in Appendix 24B at the end of this Chapter will be eligible, in lieu of overtime payments, and in lieu of the provisions of Rule 24015, for the allowances indicated in column three of the Appendix.

**Allowances in lieu of overtime.**



EMPLOYEES NORMALLY ELIGIBLE FOR OVERTIME PAYMENTS

MINISTRY OR NON-MINISTERIAL DEPARTMENT

(a) *All Ministries and Non-Ministerial Departments.—*

1. Drivers.
2. All daily-paid and established labour force.
3. All stores staff who work a normal 44-hour week.
4. Standard Technical Grade Officers.
5. Other Tradesmen.
6. Artisans (including Chargemen).
7. Craftsmen.
8. Technical Officers and Assistant Technical Officers except those mentioned in General Order 24002 (ii).
9. Foremen and Assistant Foremen.
10. Gatemen and Watchmen.
11. Inspectors of Works.

(b) *Printing Division, Ministry of Education and Information.—*

1. Printers.
2. Press Engineer's Assistant.
3. Assistant Press Mechanic.
4. Senior Book-binding Assistant.
5. Book-binding Assistant.
6. Senior Press Attendant.
7. Press Attendant.
8. Technical Officers below salary Grade Level 08.
9. Press Engineer.
10. Office Equipment Engineer.
11. Assistant Technical Officers-in-Training.
12. Senior Overseers.
13. Overseers.
14. Printers, First Class.
15. Learner Printers.
16. Apprentice Printers.
17. Senior Foremen.
18. Mechanicians.
19. Office Equipment Mechanics.

(c) *Information Division, Ministry of Education and Information.—*

- Driver/Projectionist.



EMPLOYEES NORMALLY ELIGIBLE FOR OVERTIME PAYMENTS

MINISTRY OR NON-MINISTERIAL DEPARTMENT

(d) *Industries, Co-operatives, Trade and Transport.*—

1. Draughtmen.
2. Timekeepers.
3. Weight and Measure Inspection Attendants.

(e) *Works and Housing.*—

1. Works Superintendents (Roads, Building, Mechanical, Electrical and Waterworks); Assistant Works Superintendents, Wood-working Officers, Technical Officers and Assistant Technical Officers.
2. Technical Assistants.
3. Timekeepers, Grades I and II.
4. Senior Baggage Assistants.
5. Baggage Assistant, Grade I.
6. Road Overseers Grade I and II.
7. Miscellaneous Subordinate Staff.
8. Baggage Foreman.
9. Assistant Technical Officers.

(f) *Veterinary.*—

Laboratory Technician.

(g) *Produce Inspection Division.*—

1. Assistant Produce Officers.
2. Produce Inspectors.
3. Laboratory Technicians.

(h) *Community Development Division.*—

Campmasters.

(i) *Surveys.*—

1. All staff in the Technical grades including Survey Assistants.
2. Air Mapping Assistants.
3. Air Survey Attendants.
4. Draughtmen.
5. Drawing Office Attendants.
6. Map Mounters and Letterpress Operators.
7. Lithographers.
8. Lithographic Mechanics and Lithograph Attendants.
9. Survey Photo Assistants.
10. Photographic Attendants.
11. Technical Assistants, computing.



EMPLOYEES NORMALLY ELIGIBLE FOR OVERTIME PAYMENTS

MINISTRY OR NON-MINISTERIAL DEPARTMENT

(j) *Inland-Waterways.*—

1. Boatwains.
2. Floating staff serving ashore.
3. Timekeepers.
4. Ferry Attendants.
5. Crews of Harbour Craft.
6. Turstile Operators.
7. Wireless.
8. Patrolmen.
9. Technical Assistants.
10. All Technical staff—Hydrological Assistants, Draughtmen, Laboratory Technicians, etc.

*Forestry Division.*—

1. Forest Assistants.
2. Forest Surveyors.
3. Forest Draughtmen.

STAFF ELIGIBLE FOR ALLOWANCES IN LIEU OF OVERTIME PAYMENTS

<i>Department</i>	<i>Post</i>	<i>Rate of Allowance</i>
HEALTH ... ..	Hospital Attendants working a three-shift system.	12 per cent. of basic salary.
	Hospital Attendants working a two-shift system covering twenty-four hours.	17½ per cent. of basic salary.
	Ambulance drivers working a non-shift system but liable to be called up after normal working hours.	17½ per cent. of basic salary.
	Junior Port Health staff working at air and sea ports (where circumstances warrant).	12½ per cent. of basic salary.
WORKS ... ..	Transport Clerical staff of Ferries.	10 per cent. of basic salary.
	Shift workers on the Water works section—	
	3 shifts ... ..	12 per cent. of basic salary.
	2 shifts ... ..	17½ per cent. of basic salary.
	1 shift ... ..	27 per cent. of basic salary.

*All Ministries/Non-Ministerial Departments*

*Posts*

*Rate of Allowance*

Hall Porters ... ..	12½ per cent. of basic salary.
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(Establishment Circular No. 15/1973).



ESTABLISHED STAFF OVERTIME TABLE BASED ON A 44-HOUR WEEK  
(EFFECTIVE FROM 1-10-75)

<i>Salary per annum</i>	<i>Daily equivalent of 1/30 of 1/12</i>	<i>Half days pay 1/60 of 1/12</i>	<i>Hourly rate 1/190 of 1/12</i>	<i>Overtime at Time-and-a-quarter</i>	<i>Work free day at time-and-a-half</i>
N	N	N	N	N	N
720	2.0000	1.0000	.3158	.3947	.4737
744	2.0667	1.0333	.3263	.4079	.4895
768	2.1333	1.0667	.3368	.4211	.5053
792	2.2000	1.1000	.3474	.4342	.5210
804	2.2667	1.1333	.3579	.4474	.5368
816	2.2333	1.1167	.3526	.4408	.5289
834	2.3167	1.1583	.3658	.4572	.5487
840	2.3333	1.1667	.3684	.4605	.5526
864	2.4000	1.2000	.3789	.4737	.5684
870	2.4167	1.2083	.3816	.4770	.5724
894	2.4833	1.2417	.3921	.4901	.5882
900	2.5000	1.2500	.3947	.4934	.5921
924	2.5667	1.2833	.4053	.5066	.6079
936	2.6000	1.3000	.4105	.5132	.6158
954	2.6500	1.3250	.4184	.5230	.6276
972	2.7000	1.3500	.4263	.5329	.6395
984	2.7333	1.3667	.4316	.5395	.6474
1,014	2.8167	1.4083	.4447	.5559	.6671
1,056	2.9533	1.4667	.4632	.5789	.6947
1,098	3.0500	1.5250	.4816	.6020	.7224
1,140	3.1667	1.5833	.5000	.6250	.7500
1,164	3.2331	1.6167	.5105	.6382	.7658
1,206	3.3500	1.6750	.5289	.6612	.7934
1,248	3.4667	1.7333	.5474	.6842	.8210
1,290	3.5833	1.7917	.5658	.7072	.8487
1,332	3.7000	1.8500	.5842	.7303	.8763
1,374	3.8167	1.9083	.6026	.7533	.9039
1,416	3.9333	1.9667	.6211	.7763	.9316
1,440	4.0000	2.0000	.6316	.7895	.9474
1,512	4.2000	2.1000	.6632	.8289	.9947



APPENDIX 24B—continued

ESTABLISHED STAFF OVERTIME TABLE BASED ON 44-HOUR WEEK  
(EFFECTIVE FROM 1-10-75)

Salary per annum				Daily equivalent of 1/30 of 1/12	Half days pay 1/60 of 1/12	Hourly rate 1/190 of 1/12	Overtime at Time-and-a quarter	Work free day at time- and-a-half
N				N	N	N	N	N
1,584	...	...	...	4.4000	2.2000	.6947	.8684	1.0421
1,656	...	...	...	4.6000	2.3000	.7263	.9079	1.0895
1,728	...	...	...	4.8000	2.4000	.7579	.9474	1.1369
1,800	...	...	...	5.0000	2.5000	.7895	.9868	1.1842
1,872	...	...	...	5.2000	2.6000	.8211	1.0263	1.2316
1,908	...	...	...	5.3000	2.6500	.8368	1.0461	1.2553
2,004	...	...	...	5.5667	2.7833	.8789	1.0987	1.3184
2,100	...	...	...	5.8333	2.9167	.9211	1.1513	1.3816
2,196	...	...	...	6.1000	3.0500	.9632	1.2039	1.4447
2,292	...	...	...	6.3667	3.1833	1.0053	1.2566	1.5079
2,388	...	...	...	6.6333	3.3167	1.0474	1.3092	1.5710
2,484	...	...	...	6.9000	3.4500	1.0895	1.3618	1.6342
2,496	...	...	...	6.9333	3.4667	1.0947	1.3684	1.6421
2,616	...	...	...	7.2667	3.6333	1.1474	1.4342	1.7210
2,736	...	...	...	7.6000	3.8000	1.2000	1.5000	1.8000
2,856	...	...	...	7.9333	3.9667	1.2526	1.5658	1.8789
2,976	...	...	...	8.2667	4.1333	1.3058	1.6316	1.9579
3,096	...	...	...	8.6000	4.3000	1.3579	1.6974	2.0368
3,216	...	...	...	8.9333	4.4667	1.4105	1.7632	2.1158



CHAPTER 25

**DISTURBANCE ALLOWANCE**

**25001.** Disturbance allowance is granted as compensation for out-of-pocket expenses not covered by other regulations, but which are incurred by officers and employees in the course of transfer, as defined in Rule 25002. **Not an emolument.**

**25002.** For the purpose of this Chapter "Transfer" includes the following, except where the move is at the officer's own request:— **Definition of transfer.**

- (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 to Anambra State Government;
- (iv) evacuation, on the instructions of the appropriate housing authority, from a Government quarter, of an officer allocated the quarter on other than a purely temporary basis, for the reason that the quarter is required for another officer; provided that the officer thus forced to leave quarter 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.

**25003.** Nothing in these Civil Service Rules shall give any officer a right to disturbance allowance and the provisions of this Chapter may at any time be revoked, altered, added to or amended. **Not a right.**

**25004.** Except that there shall be a minimum payment of N5 and a maximum payment of N55 disturbance allowance may be paid at the rate of one-sixtieth of the annual basic salary of the officer or employee. **Rate of allowance.**









