

REPORT OF VISITATION  
TO UNIVERSITY COLLEGE, IBADAN

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JANUARY, 1957



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# CONTENTS

	<i>Page</i>
I. INTRODUCTION . . . . .	3
II. HISTORICAL SUMMARY . . . . .	4
III. THE PRESENT STATE OF THE COLLEGE:	
Staff . . . . .	5
Students . . . . .	8
Site and buildings. . . . .	10
Finance . . . . .	11
Library . . . . .	12
Miscellaneous . . . . .	13
IV. FUTURE DEVELOPMENT:	
Increase of student numbers . . . . .	16
Capital development . . . . .	18
Administration and government . . . . .	21
The Faculties . . . . .	23
Arts . . . . .	23
Science . . . . .	27
Agriculture and Veterinary Science . . . . .	30
Medicine . . . . .	33
Department of Extra-Mural Studies . . . . .	44
Engineering . . . . .	45
V. QUINQUENNIAL ADVISORY COMMITTEE . . . . .	47
APPENDICES	
I. Examination results . . . . .	49
II. List of publications . . . . .	51
III. Distribution of students by subjects . . . . .	68

THE MEMBERS OF THE VISITATION WERE:

Dr. J. F. Lockwood	Vice-Chancellor, University of London
Sir Eric Ashby	Vice-Chancellor, Queen's University of Belfast
Professor J. D. Boyd	Professor of Anatomy, University of Cambridge
Dr. Willis Jackson	Director of Research and Education, Metropolitan-Vickers Electrical Co. Ltd.

AND THEY WERE ACCOMPANIED BY

Mr. I. C. M. Maxwell	Assistant Secretary, Inter—University Council for Higher Education Overseas.
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## INTRODUCTION

1. The delegation was appointed by the Inter-University Council for Higher Education Overseas at the request of the Visitor of the College acting in accordance with Section 6 of the University College, Ibadan Ordinance, 1954 and its terms of reference were:—

- (a) to review the progress of the College since the 1952 visitation and
- (b) to advise the College on its future prospects with particular reference to development during the quinquennium 1957-62.

2. The delegation arrived in Nigeria immediately after Christmas, 1956 and left about the middle of January, 1957. During this period visits were made to all three regions and to Lagos. Discussions were held with the Governor-General, Ministers, officials and members of the public as well as with the College Council, Principal, staff and students. Our gratitude is due to all of them for their un-failing helpfulness.

3. Copies of our report were submitted in February, 1957 to the Visitor of the College, the Chairman of the College Council and the Principal. We were subsequently asked by the Chairman of the College Council whether we would agree to our report being published, in an abbreviated form, in view of the interest of the general public in the College. We have acceded to his request in the hope that the report will not only increase the country's pride in its University College but also help to explain in a wider circle the College's needs and objectives as we see them. This report as now published is substantially the same as the original except for the exclusion of some matters which are of purely domestic concern to the College and for an overall abbreviation in the interests of general readability. We wish to emphasise here the nature and purpose of our mission. We have understood these as being to help the College see itself from the outside rather than to prepare a blue-print for its development. Our suggestions are therefore purely advisory. It would be an infringement of the College's autonomy and presumption on our part as visitors if they were anything more. We hope however that our comments will help the Faculties, Senate and Council to prepare their detailed plan of advance for the next phase of the College's history.

4. In our report we draw attention to various aspects of the College's arrangements which in our opinion might be modified but we

are anxious lest this should obscure our admiration for the remarkable progress made in the space of eight years in creating for Nigeria a university institution whose excellent and attractive buildings, sound financial basis and academic vitality represent a considerable achievement.

## II HISTORICAL SUMMARY

5. At the time of the previous visitation (January, 1952) the College had been in existence for nearly four years and was occupying temporary buildings for staff and student residential accommodation and for all teaching except in the preclinical departments and in agriculture. A substantial building programme on the new site was, however, being pressed forward with great energy. The Secretary of State for the Colonies had cut the first sod on the new site in November, 1948; by November 1954 the College was able to announce the completion of many of its permanent buildings and its formal transfer to the new site. For the rapidity of this development the College and Nigeria as a whole owe a great debt to the inspiration and drive of the first Principal, Dr. Kenneth Mellanby. Plans for the development of clinical teaching met with many vicissitudes before it was decided to erect an entirely new teaching hospital. This scheme entailed the temporary suspension of clinical teaching at Ibadan. Such was the prospect which confronted our predecessors in 1952. We, however, found a very different situation; a magnificent new teaching hospital was nearing completion and clinical courses were due to commence in ideal surroundings in the ensuing October.

6. From its inception the College was governed by a Provisional Council but by 1952 it was clear that this was unsuitable for an institution of the size and complexity to which the College had then grown. With the endorsement of the 1952 visitation a new constitution was drafted and came into effect on 1st October, 1954. It provided for an enlarged representation of the several regions of Nigeria on the Council, required a Senate to act on behalf of the College in all academic matters and established a body to be known as Congregation, consisting of the graduate members of the academic and administrative staff and having the power to submit recommendations to the Council or Senate on any matter affecting the College.

7. There were 210 students for the first academic session of the College which began in October, 1948. Numbers had risen to 338 when the visitation in 1952 took place. They are now 563. The increase has therefore approximated to that foreseen by the 1952 visitation.

8. From February, 1948 the College has benefited from its special relationship with the University of London. The range of subjects offered has not varied significantly either from the time of the last

visitation or indeed from the very beginning of the College's activities. In recent years, however, B.A. Honours and B.Sc. Special degree courses have been instituted in the majority of subjects in the Faculties of Arts and Science. A record of examination results achieved under the scheme of special relationship is given in Appendix I.

9. The objects of the College are defined in the constitution as being:—

- “(i) to hold forth to all classes and communities without any distinction whatsoever an encouragement for pursuing a regular and liberal course of education;
- (ii) to promote research and the advancement of science and learning;
- and
- (iii) to organise, improve, and extend education of a University standard.”

We are satisfied that the College has been fulfilling these objects and that it is an institution which can play a part in the family of universities and colleges within the Commonwealth. It is therefore fitting that the College should have received the honour last year of being visited by Her Majesty the Queen and His Royal Highness the Duke of Edinburgh, and that this occasion should be commemorated by the name given to the new women's hall of residence.

### III THE PRESENT STATE OF THE COLLEGE

#### STAFF

10. The present senior staff numbers 150 made up as follows:—

Arts	40
Science	33
Medicine	30
Agriculture	9
Extra-Mural Studies	9
Institute of Social & Economic Research	2
Library	6
Administration, including Estates and Accounts	21
	<hr/>
	150
	<hr/>

Of the members of staff in the academic departments 19 are Nigerian and 93 non-Nigerian. In the session 1951-2 the respective figures were 8 and 59. The ratio of locally born members of staff to expatriate members has therefore risen during the quinquennium from 1: 7.4 to 1: 4.9. We consider this to be gratifying progress in this

comparatively early stage of the College's development and expect that this ratio will improve still more in the next few years as promising young graduates from the College return to the staff after further training. It is noteworthy that the Chairs of History and of Preventive and Social Medicine, the Registrarship and the Acting Directorship of Extra-Mural Studies are held by Nigerians.

11. The academic staff appears in general to be sufficient for the present teaching needs of the College except for two most important appointments which are, and unfortunately have been for some time, unfilled. These are the Chairs of Education and Agriculture.\* The number of hours of teaching carried out by the staff is not excessive and lack of time is not therefore a serious obstacle to research. A great deal of important and useful research well suited to the special opportunities and needs of West Africa is in progress and a list of publications during the last five years is attached to our report—(Appendix II).

12. In addition to the unfilled Chairs of Education and Agriculture several other vacancies existed at the time of our visit. In some cases no suitable candidate had been found by advertisement, in others an appointment had been made but not in time for the new member of staff to obtain his release from the post he was holding to arrive in Ibadan for the beginning of the session. The number of applications received for advertised vacancies corresponds to the response for appointments in some of the university institutions in the United Kingdom where in several subjects the recruitment of staff is at present very difficult. Bearing in mind that more than one attempt to fill a vacancy may be necessary and that three or even six months' notice is frequently required before successful candidates can leave their existing posts, we consider that the College might well review the present practice of arranging its recruitment predominantly in the summer vacation by which time in any case the best candidates have frequently been absorbed into vacancies elsewhere.

13. The conditions of service of staff in the College appear now to be most reasonable and suitable for attracting staff of the right calibre. We wish to emphasise, however, that the provision of adequate amenities and research facilities is just as important as good salary scales. In this connection we must mention the Senior Staff School. Doubt about educational facilities for children is, in our opinion, one of the most significant factors in discouraging men with young families from applying for posts overseas. This is reflected in the fact that with an expatriate staff of about 100 in the College there are no more than 34 children of members of staff in that school. We hope that the needs of the Staff School will receive all the sympathetic con-

\* Appointments have subsequently been made to the Chair of Agriculture and Headship of Department of Education.

sideration the College can give. While providing the best amenities possible the College should, in our opinion, make such reasonable economies in the heavy cost of staffing as are consistent with its contractual obligations, its sound academic development and, in particular, the prospect of continuing to recruit good staff. With this in mind we have suggested one or two minor modifications for the College's consideration.

14. The present procedure for promotion seems unwieldy. Recommendations by heads of departments might perhaps be submitted periodically for consideration by a committee appointed by the Senate. The kind of structure found useful in other colleges for such a committee is the Principal, Vice-Principal, the Deans of Faculties and as many professors as there are Deans of Faculties. There would normally be no need first to test the field by public advertisement but if in any instance the committee wished to obtain external advice we believe that the Inter-University Council would be willing to help. There should be some flexibility in the arrangements to prevent a good candidate being excluded from consideration simply because the departmental establishment was completely filled—perhaps, for example, by creating a separate central "float" to meet the difference in cost between a limited number of Senior Lectureships and Lectureships Grade I.

15. The development of research on a large scale is handicapped by the shortage of research fellows and research assistants. Graduates of the College are rightly encouraged to gain experience elsewhere and junior research workers from overseas have not so far been attracted to the College in sufficient numbers. This is a difficulty experienced in other colleges both in the United Kingdom and overseas. It is to be hoped, however, that the College will benefit more in the future from the awards made available for research in overseas colleges by the Goldsmiths' Company, the Leverhulme Trustees and the Fulbright programme but the situation remains one for which no easy and immediate remedy is available. The best hope for a long term solution may be in publicising in other universities the research opportunities and records of the College's various departments and in establishing research fellowships for competition in Nigeria and overseas.

16. Relations among members of various departments and of different grades are good but the lack of a centrally placed common-room in which members of staff can regularly meet one another is a serious disadvantage. The existence of a focal point where staff could have informal discussions over coffee and where an up-to-date notice board could be kept would greatly help the efficient conduct of business, which is already hampered by the serious shortage of telephones, and would exert a centralising and unifying influence in the College.

17. Such comments as we wish to make about technical staff are contained in our reports on the Faculties of Science and Medicine (paragraphs 85, 110 and 117). No comments are made about junior staff as we do not regard this as being within our competence.

#### STUDENTS

18. The following table shows the regions from which the 563 students at present in the College come and the faculties in which they are studying:—

Faculty	East	West	North	Federal	Southern Cameroons	Non-Nigerians	Total
Arts	78	97	10	1	4	1	191
Science	84	83	8	4	1	8	188
Medicine	66	43	1	1	5	7	123
Agric.	30	28	1	1	1	—	61
	258	251	20	7	11	16	563

A more detailed table showing how the students are distributed between the various courses will be found in Appendix II.

The Eastern and Western Regions almost equally share nearly 90% of the total student population, while the Northern Region sends only about 3.6% of the total. This position has not materially altered during the quinquennium 1952-7. The distribution between faculties is, however, well-balanced.

There are at present 31 women students in the College, 21 from the Western Region, 7 from the Eastern, 2 from the Southern Cameroons and 1 from Sierra Leone. They represent as small a proportion as 5.5% of the total student population; this is, however, a slight improvement on the figures for 1952-3.

19. 190 students were offered admission for the session 1956-7, an increase of 20 on the previous year, but 13 failed to take up their places. Of the students admitted 87 were from the Western Region, 70 from the Eastern, 6 from the Northern, 5 from the Cameroons and the remainder either came from Federal territory or were non-Nigerians. 13 of them were women. 84 of these students had qualified already for direct entry to degree courses, while the remainder were selected by means of the College entrance examination. 669 candidates already possessing the concessional minimum entrance qualifications under the University of London special relationship scheme with the College sat this entrance examination

in 1956 but only 94 passed at the level required by the College for acceptance this session. The selection of students for university courses is a complicated matter in a territory as large as Nigeria where students come from a variety of school and social backgrounds, but the 1956 entrance examination results and such information as we have gained about the nature of the examination prompt us to recommend that a thorough investigation of the present system is desirable at an early date. Elsewhere in the report (paragraph 42 section (1) ) it is suggested that meetings should be held periodically with directors of education and some of the principals of schools and other institutions supplying students to the College. Undergraduate selection is one matter which might with advantage be discussed on such occasions. The advice of the professor and staff of the Department of Education, when appointed, would also be valuable.

20. All the men students are accommodated in single rooms in three halls apart from 40 who live in the original hutments on the old site. With the exception of three or four rooms reserved for students' guests all available rooms are occupied. The women students live in a separate hall; most have single rooms but a limited number share rooms, apparently without serious inconvenience.

21. The corporate life of the students at the moment centres round these halls of residence to which students have formed a strong attachment and loyalty. This is a welcome development but it is important that it should be supplemented in such a way that all students come to feel themselves members of one society. The previous delegation hoped that a Students' Union Building would be provided urgently but this hope has unfortunately not been fulfilled.

22. Sports and cultural societies are not as well supported as is generally considered desirable, perhaps because the students are inclined to concentrate so whole-heartedly on their course work. If expert coaching were more readily available it might help to stimulate a greater interest in the various sports for which the College provides such good facilities.

23. We found it difficult to understand the relationship between Masters and Wardens of Halls and the Assistant Registrar (Students) and their respective duties in relation to student discipline. We would advocate vesting in the Masters as much responsibility as possible for the students in their respective Halls. It is understood that a system of moral tutors has recently been instituted; such a system is, in our opinion, valuable if it can be made fully operative.

24. Progress has been made in establishing staff-student relations on a sound basis and credit for this must be given to those members of staff who give freely of their time and energy to offering hospitality in their homes and advising individual students. It is most

important however that this relationship should be extended. Continuing success in building a cohesive society within the College as it develops will depend both on the co-operation of more staff members in this direction and on the readiness of students to respond.

#### SITE AND BUILDINGS

25. The permanent site occupied by the College is at an altitude of 600-750 feet 5 or 6 miles north of Ibadan. The land is well-wooded and extends over some 1600 acres, of which 320 have been leased to the Nigerian College of Arts, Science and Technology. It is understood that there is a possibility of acquiring an adjacent area of 1250 acres for further expansion. The College still wisely retains part of the temporary site, which is about 4 miles distant and uses it for some student accommodation and for the Departments of Preventive and Social Medicine and Extra-Mural Studies. The rest is, however, occupied for the time being by the Nurses Training School. The teaching hospital is on the outskirts of Ibadan where it is conveniently placed for the reception of patients from the town, but it is 4 miles distant from the College.

26. The main buildings are of an attractive and unconventional design which helps not only to mark out the College as a unique institution in Nigeria but also to provide a stimulating environment for cultural studies. Building began in February 1951 and at the time of our visit the following buildings were erected and in use:— three halls of residence for men, each built round courtyards but differing from one another in lay-out; a hall of residence for women; administration offices; two large double-storey blocks occupied by the Faculty of Arts; Trenchard Hall, a gift from the United Africa Company, which is used for large assemblies and for examinations; a library capable of seating about 300 readers and of holding a quarter of a million volumes; an arts theatre; science, agriculture and pre-clinical laboratories; and two chapels, one Protestant and the other Roman Catholic. In addition accommodation has been provided for all senior members of staff in houses and flats, and Abadina village has been developed as a housing centre for junior members of the staff. Further work is in progress including extensions to the existing halls of residence for women, the construction of an entirely new hall of residence for women, and the development of a new senior staff housing area.

27. Good progress has been made towards clearing the grounds and keeping them in tidy condition. There are excellent playing fields including a running track, tennis courts and a football, hockey and cricket pitch, which appear to meet the present needs for student recreation.

28. The lay-out of the present main academic buildings and student accommodation is such that further expansion may entail the risk

either of congesting the central area or of placing new buildings at an inconvenient distance from the centre. It seems most advisable therefore that urgent consideration should be given to the preparation of an up-to-date long-term plan for the lay-out of the whole area.

29. The annual expenditure on works and maintenance of College property is large. In the year ending 30 June, 1956 it amounted to £96,184. The number of workers employed is about 400. While we appreciate that the ground rapidly becomes over-grown if not regularly attended to, that the intricate design of many of the buildings contributes to the high cost of painting them and that there may well be tropical conditions which necessitate more regular maintenance and decoration of buildings than are required in temperate climates, we are inclined to suggest that the College should review the present arrangements to see whether they are the most efficient and economical possible.

#### FINANCE

30. In the four financial years since the last visitation the recurrent income of the College has risen from £370,129 (1952-3) to £768,975 (1955-6). There was a crisis in 1954 when it was discovered that the expenditure to which the College was committed exceeded its expected income both in its capital and recurrent accounts. But the Federal Government came generously to the rescue of the College. It voted £1.08 millions to cover deficits on unfinished capital projects and to finance a large number of new projects and it voted grants for current expenditure, over and above the recurrent grants already promised, as follows: 1954-55: £100,000; 1955-56: £152,600; 1956-57: £200,600. These grants enabled the College to continue its building programme and to expand its staff.

31. The present state of the College's finances seems to us very buoyant. In the year ending June 30, 1956 there was an excess of income over expenditure of £147,953. Much of this surplus is due to the failure to fill vacant posts. Reserves and unappropriated revenue at June 30, 1956 amounted to as much as £295,698. This need cause no disquiet provided of course that all reasonable academic requirements have been met. Paragraphs 34, 43 and 44 are relevant in this connection.

32. The device of an expendable endowment fund (standing at June 30, 1956 at £1,342,000) provides for the time being manoeuvring room within which the College can plan its development comfortably. We are apprehensive, however, about the financial situation which may arise in some ten years' time when the expendable endowment will be exhausted and when the Government will be faced with a sudden and steep increase in its liability to the College. We feel that the College's position when that situation arrives would be much

stronger if the Government could see its way to make systematic further contributions to its non-expendable endowment of the College, which at present stands at £750,000.

33. In capital expenditure the College has been equally fortunate. As is summarised in paragraph 54 no less than £3.795 millions have been granted for capital projects, and although most of it is spent or committed, the College still has about £244,000 of unallocated grant for capital.

#### LIBRARY

34. The progress made by the library in the comparatively short period since the opening of the College is impressive. Splendidly housed since 1954 and well administered, it now possesses about 100,000 volumes. Within the building there is ample space for an increasing book-collection for many years to come, and it is hoped that places for readers will be adequate to satisfy speedily growing demands. We specially welcome the insistence on the open access system. It was hardly to be expected that in the course of its brief life the library could accomplish much more than the provision of a general library to serve teaching purposes in the subjects already established and to meet the immediate demands of the special research interests which have grown up in the College, particularly in the natural sciences and West African history, ethnology and geography. The library necessarily has substantial gaps, some of which could perhaps be filled if funds were available. The College might advantageously make a capital grant of several thousand pounds to this end, if the library committee could draw up a fairly comprehensive list of major desiderata. The recurrent book-grant will need to be boosted to cover the widening spread of departmental teaching and research and, in view of the growing number of students, to provide duplicate copies of books which are in heavy common demand.

35. In general we feel assured that the process of book-ordering and purchasing is handled with expedition, and that there is no undue delay in the accession and cataloguing sections before books become available for readers. The Library Record which appears at regular intervals keeps members of the College informed on acquisitions.

36. Among specially interesting sources of strength are (i) the bibliographical section which includes the printed catalogues of the British Museum and the Library of Congress as well as the more important subject bibliographies; (ii) Africana, of which there is a good collection by any standards; (iii) Arabica, among which is a group of 150 indigenous Arabic MSS. from Northern Nigeria; (iv) a considerable collection of works on tropical agriculture; (v) a useful

collection of publications in the field of tropical medicine. The library is performing a valuable service in providing temporary accommodation for Nigerian archive material.

37. The provision of 2 microfilm readers and 1 microcard reader in an air-conditioned room offers a valuable facility for researchers whose documentary material is overseas. In its turn the library provides a photo-copying and microfilming service, which is performing an important function by recording and so preserving copies of e.g. Nigerian newspapers, Nigerian Intelligence Reports, local MSS.

38. Recruitment and training of senior staff present an awkward problem. The only permanent solution is to attract local graduates. But until recently no Nigerians of graduate level have taken up librarianship or have regarded it as a possible profession. We are glad to note that one graduate of the College joined the library staff and this year gained admission to the School of Librarianship and Archive Administration in London; and that a second graduate of the College has begun a probationary period of service in the library. Junior staff present almost equal difficulty. There is a steady loss by resignation of the better assistants who, on gaining the improved academic qualifications which they wish and are encouraged to seek, enter the College or the Nigerian College of Arts, Science and Technology as students.

39. The Bindery is well equipped and staffed, and, besides routine library binding, produces a certain amount of fine artistic work in Nigerian leather. Some work is undertaken for special government libraries—a task which is profitable for goodwill from outside.

40. The Ibadan University Press is directed by the Librarian and is concerned with both the publishing and printing activities of the College. Among its printings is a variety of publications ranging from the *Abuja Chronicle*, *The Common African Toad* (a manual for Zoology students) and the second edition of Chief Egharevba's *Short History of Benin*, to the College Calendar, several issues of the student magazine, and school magazines for a number of secondary schools. The Press is a most useful institution both internally and externally and encouragement should continue to be given to it.

#### MISCELLANEOUS

##### *Public Relations*

41. Nigeria has an area of 373,000 square miles, a limited communication system and a population of over 31,000,000. Few of the population will be able to visit the College and see for themselves what is being done there and so the College must go out to them in

whatever region they live. Moreover, the degree of educational achievement varies enormously throughout this huge territory. There are comparatively few members of the public who have personal experience of university life and it will be many years before there is the wide-spread informed understanding of university affairs which exists in the older countries of the Commonwealth. The College must therefore describe and explain its work and objectives in a variety of ways adapted to the different educational levels of the population. The Extra-Mural Department has, of course, a leading role to play in this respect, and we are happy to record its already considerable achievements. As suggested in paragraph 137 the effectiveness with which it represents the College might well be enhanced by the establishment of permanent extra-mural centres. The interest aroused by two historical research schemes based on the College indicates the contribution which research can make. Visits to schools by members of staff while on tour have also helped and, we hope, will help further in the future as local travel has been made easier financially through the generosity of the Carnegie Corporation of New York.

42. The College has improved its public relations since the previous visitation. Nevertheless, great opportunities of further improvement remain and the College may be interested to know some methods which have been adopted successfully elsewhere:—

- (1) Conferences and organised visits present good opportunities for the public to see the College and absorb its atmosphere. Visits by local societies, refresher courses and conferences for teachers, business men and government officials, whether run by the College or simply accommodated on the site, are specially valuable. Periodic conferences with directors of education and with those who prepare or sponsor students for admission to the College are also useful not only for the business transacted but also for the general relationship established.
- (2) *Honorary membership of halls of residence.* By being given a direct association with the College distinguished citizens are encouraged to visit the College from time to time when they are in the vicinity.
- (3) *Documentary films.* Films have been produced for at least two of the overseas colleges portraying in simple terms their purpose and achievements. They are intended for use in town and country and in one case the film was arranged as a dramatic story to make it more interesting for the general public.
- (4) *Illustrated brochures.* These are designed particularly for schools and education authorities. Information about

admission to the College should not be issued in unattractive, complicated pamphlets.

- (5) *Broadcasting.* By means of a regular radio programme run under the auspices of the Extra-Mural Department with some such title as "The College Hour", systematic courses of study and information on the contribution being made by the College to national life are made available to interested listeners in isolated areas.

- (6) *Activities of local branches of the Graduates' Association.*

#### 43. *Central Research Fund*

From time to time equipment of a specialised nature is required for a research project, but cannot be provided from normal departmental resources; on other occasions research workers engaged in field work or consulting archives in foreign countries are forced to incur expenses beyond their normal means. To meet such situations as these it is suggested that a Central Research Fund should be established under the control of the Senate from existing capital reserves.

#### 44. *Publication Fund*

Subsidies are frequently required by publishers as a condition of publishing works of scholarship which are not in themselves commercially attractive. Without special financial assistance members of staff may be unable to arrange for their research to be published and their own careers and the reputation of the College as a research centre may suffer in consequence. A Publication Fund under Senate control from which grants could be made as required and into which agreed royalties would be paid, would be a great help to the staff, especially in the Faculty of Arts, and could be established from existing capital reserves.

#### 45. *College Bookshop*

It has been represented to us that the College Bookshop could provide a better service if it stocked a wider range of books relevant to the subjects taught in the curriculum and supplied stationery of the type needed by students for their course work. A supply of postcards of the College would be a useful contribution to publicity.

#### 46. *Religious Facilities*

There are chapels of unusual and attractive design for Protestants and Roman Catholics but as yet there is no mosque. No official chaplains have been appointed by the College but qualified members of the academic staff conduct services and perform pastoral duties for their several denominations.

#### 47. *Medical Health Service*

The College, in conjunction with the Nigerian College of Arts, Science and Technology operates a health service for students and senior and junior staff. Two medical officers are employed on a full-time basis, one living on the University College site and the other at the Ibadan branch of the Nigerian College. There is a much larger population to be served at the former than at the latter and eventually it would seem necessary to have two medical officers working full time on the University College site.

All students are examined in their first year, the examination including a chest X-ray and a tuberculin test. Several students expressed concern that they did not have an annual medical check-up. Recently hostels have tried to keep one or two rooms as sick bays. For acutely ill students, however, better facilities should be supplied. We recommend that there should be included in future plans a proper sick bay for up to 12 students at one time. As the College population expands such a number will not be excessive.

### IV. FUTURE DEVELOPMENT

#### INCREASE OF STUDENT NUMBERS

48. Now that the College has with such success laid its academic foundations soundly and securely, the time has arrived for serious attention to be devoted to a much more rapid rate of growth. The need of the country for graduates is very great, and the College has a special responsibility to ensure that, without any lowering of standards, its own output of highly educated men and women should not appear to lag behind the demand. The College expects to have about 750 students in residence in the 1957-58 session. It is our firm belief, after a careful review of the position in its several aspects, that during the forthcoming quinquennium this figure could be at least doubled. The statistics which have been kindly supplied to us by Ministers, Government Offices and Examining Bodies, relating to the estimated number of candidates at School Certificate and General Certificate of Education examinations coupled with an estimate of the number of passes and especially of grade I School Certificates, as well as of potential direct entry successes, indicate that there is no likelihood of a shortage of students well-qualified to embark on degree courses at the College even on the much increased scale which we regard as desirable and indeed as necessary. It is of great importance that the College should keep in the closest and most regular touch with the examining bodies and with government departments so as to have the most accurate possible forward estimates of the number of potential candidates for admission for some years ahead.

49. In suggesting a figure of 1500 to be achieved by 1962-63, we are thinking of a minimum objective. We hope that by a bold policy on

growth the College will exceed this number within the five-year period. Such a policy will catch the public imagination and enhance the impact which the College can and must make on public opinion. Criticisms which have been levelled against the College on the score of its small numbers will no longer have any apparent justification or excite dubious comparisons with institutions overseas. We read with interest the section on higher education in the Report of the International Bank Mission (pp. 590 ff.). While we agree with much of what appears there, we feel bound to say that the comparisons instituted on p. 593 covering cost per student are misleading and of little useful relevance to the Nigerian situation.

50. The practical problems consequential upon the attempt to carry out such a programme are particularly difficult and will call for the exercise of much wisdom, courage, and determination. Inconveniences will be inescapable, but if they are faced with a real sense of responsibility and with a spirit of disinterested devotion to the College and to its high purpose, they can be surmounted. Among the problems which suggest themselves are such matters as residential accommodation for students, staff housing, academic accommodation (e.g. class-rooms, laboratories, tutorial rooms) and the possible duplication of classes, the increased administrative burden to be borne by the registry and bursar's office, heavy additional demands upon the library, the likely inadequacy of the sports field and of the proposed Students' Union building unless it is planned with an eye on future needs of a much greater magnitude.

51. It is not necessary to go into these problems in any detail since their nature and significance are clear to the College, but a few comments on residence in particular are not out of place. The present policy on student residence requires all students to be housed in halls of residence, each hall, apart from the women students' hall, being designed to hold 150 students in single rooms. It is anticipated that when present building contracts are completed, there will be room for 943 students. By extensions to the present halls and the construction of a new hall, a figure of 1176 should be attainable. Since each student place costs about £1,200 to build, the capital cost of providing accommodation in single rooms for upwards of 300 additional students would amount to as much as £350,000. We are forced to the conclusion that the College should urgently reconsider its policy on student residence. Several suggestions have been brought to our notice, e.g. that students should share rooms in the halls of residence; that the old College site should be used; that students who have relatives or friends in Ibadan city should be permitted to live with them; that the availability of other lodgings for students in the city should be explored; that in place of further halls the College should experiment by building chalets in or near the compound in each of which a number of students could be housed. Of these proposals we feel the first to be

the most practicable. The College might consider ruling that all freshmen at least should "double up". As the annual intake of new students grows in proportion to the total size of the student body, such doubling would progressively absorb the growing numbers. Doubling would entail an undue strain on present kitchen facilities which would have to be enlarged. Such enlargement seems to us not to present an insuperable difficulty. Since students sharing what are not big rooms might find private study in them impeded and inconvenient, there would be a demand for opportunities to use class-rooms for private reading. In planning for the construction of Hall VI, the College would do well, we think, to explore the possibility of building slightly larger student rooms which could be easily shared. If this were done, the College should be able to accommodate at least 1350 students on the main site by the session 1962-3. The teaching hospital will make housing provision for the 150 or so students who will be doing their clinical work.

If the case for "doubling up" is presented to the students in a way which brings home to them the contribution which they can thus make to develop, accelerate and expand higher education on a large scale in Nigeria, there is a strong chance that they will readily respond to the need. We are not competent to make an appraisal of the potential future lodging position in Ibadan city, but we have seen and heard little to persuade us that it looks a good early prospect. In any case transport difficulties would give cause for doubts.

52. A great co-operative effort by staff and students can overcome the many obstacles. The academic staff will perhaps find themselves confronted with the necessity to duplicate classes. This is a necessity which university teachers elsewhere have not infrequently had to experience, and the College ought to be able to count on the entire goodwill of its teachers to help usefully in the performance of an invaluable piece of national service.

#### CAPITAL DEVELOPMENT

53. Since the last visitation great progress has been made in capital development on the site. But as the Chairman of the Council said when presenting a programme for development in 1954, "a College must grow to live". The time is still a long way off when the College will have completed its major capital development, and we hope the Federal Government will see its way to further grants for buildings and equipment in the coming quinquennium.

54. We understand that the College has received grants for capital development as follows:—

	<i>Source</i>	<i>Amount</i>	
(1)	C. D. and W. (Colonial Development and Welfare)	£1,850,000	All but £150,000 spent; remainder earmarked for new chemistry laboratory (£30,000) and contribution towards new arts block (£120,000).
(2)	Cocoa Marketing Board	£85,000	spent in Faculty of Agriculture.
(3)	United Africa Co.	£61,000	spent on Trenchard Hall.
(4)	Nuffield Foundation	£5,000	spent on Nuffield House.
(5)	Nigerian Govt. (a)	£1,322,365	all spent or allocated to specific projects.
(6)	Nigerian Govt. (b) (Economic programme 1955-60)	£472,000	£275,000 allocated to specific projects; £197,000 (plus about £47,000 to cover increased labour costs) unallocated.
	Total:	£3,795,365	of this sum £3,598,365 is spent or allocated to specific projects; £197,000 (plus about £47,000) i.e. about £244,000 remains unallocated at 31.12.56.

55. The future programme for capital development falls into three parts:—

- (1) projects already agreed upon and for which funds are allocated;
- (2) projects for which funds are earmarked, but for which authority has still to be obtained;
- (3) projects for which no financial provision is available except the £244,000 still unallocated from the Nigerian Economic Programme.

Details are as follows:—

(1) *Projects already agreed upon and for which funds are allocated.*

<i>Project</i>	<i>Source of funds</i>	<i>Estimate</i>
Tower and office extension	Nigerian Govt. (1954)	£39,000
Chemistry laboratory	C. D. and W.	£30,000
Telephone system	Nigerian Govt. (1954)	£7,000
Street lighting	" " "	£3,000
Students' Union	" " "	£15,000
College market	" " "	£2,000
Additions to halls of residence (158 places; total 743 places)	(Nigerian Govt. (1954) and Nigerian Economic Programme)	£202,000

(2) *Projects for which funds are earmarked but for which authority has still to be obtained.*

<i>Project</i>	<i>Source of funds</i>	<i>Estimate</i>
Arts block, including accommodation for extramural work and economics	C. D. and W. and Nigerian Govt.	£210,000
Extension to pre-clinical laboratories	Nigerian Economic Programme	£50,000

(3) *Projects for which no financial provision is available except the £244,000 still unallocated from the Nigerian Economic Programme.*

We assume that the College wishes to hear our comments on the projects being considered by the Council under this head before making decisions on priorities. These projects, in order of approximate estimated costs, are as follows:—

<i>Project</i>	<i>Rough estimate</i>
1. Halls of residence	
(a) additions to existing halls (200 places; total 943 places)	£245,000
(b) a sixth hall (233 places; total 1176 places)	£300,000
2. Housing	
(a) for senior staff (40 at £5,000)	£200,000
(b) for College servants	£30,000
3. Acquisition of remainder of College site	£60,000
4. Administration wing and cold store	£50,000
5. Extension of farm	£25,000
6. Extension of generating station	—
7. Laboratories for agricultural zoology	—
8. Laboratory for plant physiology	—
9. Contingencies and minor capital projects	—

56. We regard it as essential that the Senate should be given the opportunity to comment on the relative priority to be given to these projects. For the guidance of the Senate we would like to reaffirm our belief that a very substantial increase in student numbers is the most urgent need of the College in this phase of its history. On this criterion items 1 and 4 above, which are concerned with accommodation and catering facilities for students, seem to us to merit high

priority. If the rooms in the sixth hall were designed to accommodate two students and if there were some doubling up of accommodation in other halls, the potential student population could be raised to about 1500 by 1962-1963.

An increase in numbers of this order would necessitate more academic, technical and domestic staff. Therefore a high priority would need to be given to item 2.

Our comments on the other items are as follows:—

3. It is in the College's best interests to secure the remainder of the site as soon as possible.
  5. Land is needed for grazing experiments, but if funds are not available the immediate need might be met by redeployment of land already under cultivation.
  6. We are not competent to express an opinion on the need for a larger generating station; it is bound up with the policy of the Electricity Board, and the College is keeping the matter under review.
  7. This might be deferred until the appointment of a professor of agriculture.
  8. This could be done comparatively cheaply through the conversion of a room now used as a herbarium.
57. It is evident that the capital expenditure necessary to raise student numbers to 1500 by 1962-63 greatly exceeds the funds at present available. Nevertheless we believe it would be a disservice to the national interest if the College were obliged for lack of capital funds to depart from its policy of increasing student numbers. We hope therefore that the College will be prepared to go to the Government for a supplementary capital grant before the expiry of the current Economic Programme.

#### ADMINISTRATION AND GOVERNMENT

58. In the pioneering days of the College it must often have been necessary to make decisions on policy at the administrative level and without prior consultation with the academic body. In times of emergency this may still occasionally be necessary; for example, the "rescue operation" in 1954 to meet deficits in the College finances had to be done in July, when the academic staff had dispersed for the summer.

59. But the College has now reached a stage when it would be totally out of keeping with university tradition to tolerate such methods except in case of emergency. We were concerned, therefore, to find that some decisions involving policy are still being made without reference to the Senate. Even as long ago as 1952 members of the last visitation were uneasy at the failure of the Senate to play its proper part in formulating College policy. After a lengthy meeting with the Senate and many informal conversations with Senate members we are unanimously of opinion that there is still cause for uneasiness.

60. In questions of administration the College cannot simply imitate procedure in Britain. Local circumstances are different and they call for a local solution. Sovereignty and ultimate responsibility reside in the Council, which may delegate its authority between meetings to a Finance and General Purposes Committee. But in Ibadan neither the Council nor the Finance and General Purposes Committee meets frequently enough to exercise continual supervision over the affairs of the College. Therefore much more executive responsibility is delegated to the administrative officers in Ibadan than is delegated in British universities.

61. It is all the more important, therefore, that the Senate, or a committee appointed by the Senate, should be given the opportunity to advise the administrative officers (as, in a British university, the Senate advises the Council or its finance committee) on all matters of policy before decisions are taken. The Senate is the senior authority of the College (in the sense of the Ordinance) which is on the spot. It is easily called together: we therefore believe it should accept rather more responsibility for formulating College policy than do corresponding Senates in British universities.

62. Under local conditions it is not enough that the Senate should be consulted only on exclusively academic questions. There are very few policy decisions which are without academic implications. For example, a sum of about £244,000 for capital development before 1960 remains unallocated. The question whether some of this should be spent on a new administration wing, or on houses for academic staff, or on beginning a sixth hall of residence is in our opinion a question of vital interest to the Senate. Even decisions on the siting of non-academic buildings have academic implications. For example, a decision to develop for any purpose the land south of the science laboratories and across the river might have very serious consequences for geophysical research and for the long-term pasture experiments there. Therefore the Senate should have an opportunity to comment even on such apparently irrelevant questions as the College site plan. It is a basic principle in British universities that the Senate (or its equivalent) should participate fully in university government. Section 13 (*d*) of the College Ordinance recognises that principle in Ibadan and it was evident at the Council meeting that members of the Council recognise it too. We emphasise that we are not suggesting that the Senate should busy itself with the day-to-day decisions which the administrative officers are there to make, nor that the Senate should arrogate to itself the right to make final decisions on matters of policy. What we are suggesting is that both the Council and the administrative officers should continually seek Senate opinion not only on strictly academic matters but on the whole pattern of the College's activities.

63. Our suggestion will, of course, fall to the ground if the Senate is not prepared to offer, when given the opportunity, clear-cut and

helpful opinions which do not unduly emphasise academic considerations at the expense of other considerations equally important for the stability of the College. We believe that if the Senate were fully informed on all College matters, it would appreciate the task of the administrative officers more clearly and it would rapidly reach a position where it could advise and support the Council and the officers in formulating policy for the whole College and not merely for its academic activities.

64. If the administrative officers are to be obliged to seek Senate opinion on all important policy matters (and we are convinced that this is the proper procedure) there will need to be a small business committee of the Senate which meets frequently, and which can be relied upon to reflect Senate opinion accurately. We do not suggest that the Senate should abdicate its own responsibilities or authority in favour of this committee but rather that the Senate should allow this committee to prepare material and suggest lines of discussion for the Senate, and to be available at short notice for consultation with the administrative officers. Such a committee, if it had the confidence of the Senate, might greatly enhance the authority of the Senate in the affairs of the College.

## THE FACULTIES

### FACULTY OF ARTS

65. It is gratifying to recognise the measure of progress achieved by the Faculty of Arts in the five years since the last visitation. The departments are now comparatively well-staffed and display vigour and enterprise. There is abundant evidence that they have thought seriously and with profit about the nature and direction of their teaching and research in the Nigerian setting. The publications of the Departments of Geography, History, and Religious Studies in particular show the results of this thinking. Throughout the faculty there is an enthusiasm and liveliness of outlook which can bring great benefit to the students and the College. The liaison of the English Department with schools and the Inspectorate of the Western Region as well as with the Chief Adviser on Education to the Federal Government is very valuable. We are glad to observe a consciousness that the function and influence of a good Faculty of Arts extend beyond the limits of the subjects that are taught.

66. The academic performance of students has been good, and the introduction of honours courses has already been justified by results (see Appendix I)

67. The staffing position has improved considerably during the last few years and it is now true to say that the departmental establishments are on the whole adequate to meet existing demands upon them. It is essential, however, to provide for the expansion of

present interests and for the promotion of new lines of work within departments, for the new developments in economics and social studies and in education, and for the probable substantial increase in the number of students in the faculty.

68. Already the faculty is feeling acutely the difficulties of having to work in accommodation which is no longer sufficiently spacious to contain the many courses which form even the routine work of the departments. At present the severely limited space which is directly available in the main arts building and the concessionary rooms in the geography building have to carry a heavy load of courses: Classics 23, English 23, History 23, Mathematics 61, Religious Studies 7. There are only 15 tutorial rooms for 40 members of staff. The proposal (paragraph 55) that a new arts building should be treated as a matter of urgency is reasonable, especially in view of the pressure which a growth in staff numbers and the expected rapid rise in student numbers will inevitably exert.

69. We are glad to learn that the College is in the process of attempting to develop a Department and/or an Institute of Education. Here the College has a great responsibility and a challenging opportunity to give leadership and aid in the vast educational development of the country. It is clear that it must be prepared to play a large part in fostering educational research and in training people for the staffs of teacher training colleges. It may not prove easy to find many persons of the high academic quality and pedagogic skill to conduct this work, but the College has a national duty to build up this side of its activities with speed and the greatest sense of urgency.

70. The College has taken the first step towards the creation of an effective Department of Economics and Social Studies by the appointment of a professor. It should now be possible to proceed to the appointment of other staff and to begin some teaching in economics from the beginning of the 1957-8 session. Inevitably some time will elapse before the department can build up a sufficiently strong staff to warrant the starting of courses for the B.Sc. (Econ.) degree. But in the meantime it will certainly be able to offer economics as a subject in the B.A. General degree. If suitably qualified staff can be recruited, the department might well consider the introduction of political science and sociology as additional subjects in the B.A. General course, so that the student who is attracted to social studies could offer economics, political science, and sociology as his three subjects. Early attention might be paid to the desirability of adding anthropology and law to the B.A. General curriculum: both of these subjects, if introduced, could initially remain under the general oversight of the Professor of Economics and Social Studies. Experience gained from the teaching of these subjects in appropriate groupings along with the growth

of staff numbers will hold out the hope that before the end of the quinquennium conditions will be ripe for B.Sc. (Econ.) courses. It seems to us that it is in the interest of Nigeria that a high priority be given to this development.

71. It is a happy idea that the newly appointed professor should also be Director of the Nigerian Institute for Social and Economic Research, which replaces the moribund West African Institute of Social and Economic Research. The close and intimate association between the department and the institute can be fruitful in many ways; under vigorous direction and with the proper encouragement the joint efforts of the two can benefit the College both in the academic sphere and in making its influence felt throughout Nigeria on economic and social problems, and at the same time giving technical advice and guidance to government and the business community.

72. We are much impressed by the argument that the largely Muslim population of much of Nigeria calls for the introduction of teaching in Arabic language and literature and we are of the opinion that the College would both greatly enrich the faculty and also win wide public support by instituting such courses. They would link up well with the valuable work that is being done in the History Department on historical Islamic influences on West Africa and in the Department of Religious Studies on Islamic religion, and would attract students whose interest lies in Islamic studies. If the College could not see its way to the setting up of a full department immediately with a view to offering courses for a degree in Arabic language and literature, it could consider the appointment of one or more teachers who might for a while be under the wing of the History Department until such time as an independent department could be satisfactorily instituted. There would possibly be useful opportunities for informal contact and association on a friendly and mutually helpful basis with the School of Islamic Studies at Kano.

73. European modern languages present a special problem. The fact that Nigeria is surrounded by largely French-speaking peoples leads naturally and rightly to the assumption that within the College some provision should be made for study of the French language, since business and official relations with these surrounding territories impose a demand for Nigerians with a good and fluent knowledge of this language. Secondly, other departments for their teaching and research have a strong and continuing need for a competent reading knowledge of at least French and German, and possibly of other languages. Thirdly, it has been represented to us that Nigeria will find herself in the position of having to fill an increasing number of diplomatic and commercial posts abroad for which a sound speaking and writing knowledge of modern languages will be indispensable. We are convinced that the existence of these con-

siderations makes desirable the appointment of one or more lecturers who could organise the necessary teaching. It would strengthen the position of the courses and the status of the teachers if the College could award a Diploma or Certificate of Proficiency gained after a test of appropriate standard. We do not feel that at the present time the College would be well-advised to contemplate honours degree courses in European modern languages.

74. The Senate in presenting its general views on gaps in the academic structure which the College might proceed to fill stressed "the importance of philosophy as a subject fundamental to the study of the arts and the humanities". This is an undeniably true assessment, and without doubt a university ought to have a school of philosophy, which might extend also to the philosophy of science. But in this formative period of the College, when so many urgent demands crowd their claims upon the resources at hand, the moment cannot be said yet to have come to set up a department of philosophy. There are possibilities of developing some parts of the extensive philosophical domain by co-operation between the Departments of Classics, History, Religious Studies and later the Department of Economics and Social Studies. The lead in this co-operative effort might best come from the Department of Religious Studies, where the professor is by training and inclination a philosopher.

75. We note with some surprise the high priority accorded by the Senate to the establishment of a Department of Linguistics in place of the sub-department of Phonetics. The precise purpose of the present sub-department is, we understand, to offer teaching and practical assistance in the phonetics of English. The desire of the staff is to secure departmental independence and to follow their research bent by concerning themselves with the problems of language in general and also the analysis and comparative study of African languages. This last is an eminently interesting and valuable task, but is one which should derive its financial support in the research stage from sources other than the College. Although we are assured that the cost of carrying out the Senate's proposal would be small, we cannot avoid the conclusion that even what might appear to be an insignificant sum should not be diverted from the resources necessary to meet more urgent needs. If in the future the College should think of setting up a Department of (West) African Studies, linguistics would be a desirable concomitant.

76. The argument just advanced against linguistics applies perhaps with equal force to archaeology. The cost of maintaining a department or sub-department would be relatively high and at present could not properly be a charge on the College budget. Archaeological investigation is being conducted under the Benin scheme and the Yoruba Historical Research project. Any demand for training in

archaeological techniques might be satisfied for the time being by associating interested students or research fellows, maintained by funds from outside, with these schemes.

77. Research which has been energetically begun or which is in prospect on a variety of specifically African themes, which already cover history, language, geography, and religion will possibly lead to suggestions for a School of (West) African Studies. This is natural since the College must have some part of its root system in the culture of its environment. There would probably be advantage in some form of informal co-ordination of these researches, particularly in the cases where overlapping might arise. Such overlapping might introduce the risk of unnecessary duplication of equipment and material supplies and lead to expenditure which joint planning could easily avoid.

78. The proposals which we have made above will require for their proper execution an increase in academic staff in the faculty. A conservative estimate of the number of teachers additional to the present approved establishment who would be required to put into effect by the end of the quinquennium 1957-62 the suggested developments would be: Arabic 1 or 2 (if an honours degree course were contemplated, this figure would have to be raised), economics 5 (if B.Sc. (Econ.) courses are to be satisfactorily introduced by the end of the quinquennium), education 5, European modern languages 1 or 2, others 7. This last figure of 7 takes some account of the proposed substantial growth of the student population. But without a fuller knowledge of the likely distribution of the increase over the several departments within the faculty, it is not possible to say with any precision whether it is an underestimate or not.

79. Although Mathematics belongs formally to the Faculty of Arts we prefer to discuss it under the Faculty of Science.

## FACULTY OF SCIENCE

80. *Introduction.* Since 1952 impressive progress has been made in the Faculty of Science. The four full departments constituting the faculty work in amicable co-operation and there are healthy signs of cohesion among its members. The heads of departments have regular informal meetings to discuss matters of common interest; and there are many other signs of integration in the faculty. The staffs of the Chemistry and Physics Departments, for example, meet together each morning for tea; and in the physics workshop jobs were being done for other departments. The laboratories are well equipped for teaching and we had the impression in our talks with the staff that an atmosphere of enthusiasm for research had been created throughout the faculty.

81. In teaching the faculty has a good record. The performance of students in examinations is very satisfactory and the decision of the College to embark on special courses in science has been amply justified by the high proportion of successful candidates in B.Sc. (Special) examinations since 1954 (see Appendix I\*).

82. In research there is evidence of admirable activity. The Physics Department is playing a part in the international geophysical year. With the aid of a recorder on loan from the Department of Scientific and Industrial Research important observations are being made on the peculiar properties of the ionosphere near the equator, and magnetic field readings are being taken in a sub-station in the College grounds. The department is to be congratulated on choosing lines of investigation which are at the same time fundamental and relevant to the tropics. The Chemistry Department is conducting not only studies in pure chemistry but a survey of the chemistry of natural products in the heart wood of Nigerian trees. The Botany Department has published good work on cytogenetics and experimental morphology, and is engaged also on the physiology and ecology of Nigerian plants. The Zoology Department has enlisted the help of the Government Department of Fisheries and the Nigerian Ports Authority in its work on the ecology of lagoons.

83. Among the scientific amenities which the faculty has are a small zoo, which (quite apart from its scientific value) brings members of the public to the College, and a botanical garden. Both these are expensive to maintain but we consider them to be justified. However, any further increase in the size of the botanical garden would in our opinion involve commitments which would not be justified unless the Federal Government wishes to recognise the garden as an acclimatization garden for Nigeria, and contributes substantially towards its upkeep.

84. *Future Needs.* The departments are well housed and, apart from the additional laboratories for chemistry (already approved—paragraph 55) and minor works in other departments it does not seem to us that more accommodation is necessary, provided always that if practical classes have to be duplicated there is a corresponding increase in academic staff. The present staff/student ratio is generous but this is necessary in a College where demonstrators and other post-graduate workers are hard to obtain. If financial provision is made for 6 more lecturers in the faculty, to be established as student numbers increase, the academic establishment should be adequate for an intake of double the present number of students into the faculty. If the intake is more than doubled some extra junior staff will be needed to supervise practical classes.

\* In Mathematics students have sat for the normal B.Sc. (Special) examinations for External Students and the results are not therefore included in Appendix I.

85. The departments are adequately supplied with laboratory attendants, but there is a very serious shortage of skilled technicians. The present training scheme is admirable so far as it goes, but in our view the need for a service of African technicians is so great that the problem ought to be attacked even more boldly. It might be argued that it is not the business of the College to train technicians. But the viability of scientific research in the College depends on a supply of technicians and the College cannot afford to leave the problem for some other institution to solve; moreover the College has on its staff some of the few men in Nigeria capable of training technicians. Accordingly we suggest that the College should consider the advisability of creating a few posts for technician instructors, who should be paid at something like grade I lecturer rates, and whose duties should include both technical work and the formal in-service training of apprentice technicians. Posts would be needed in such subjects as instrument-making, electronics, glass-blowing, chemical techniques, and biological techniques; and the object of the scheme should be to Africanize the technical services in the College (and perhaps in other scientific services in Nigeria) in the next ten years. It would no doubt be necessary to give some publicity to the scheme and to persuade the schools that the career of a laboratory technician is an honourable one and is adequately paid. The future of scientific research in tropical Africa depends on a solution to this problem of the supply of technicians. It will be a notable service to the country if the College can find a solution (see also paragraphs 110 and 117).

86. The College is at a stage when it is desirable to turn out more graduates from existing departments rather than to create new departments. Nevertheless the need for some teaching in geology is so pressing that we think the College should embark on some courses in this subject. It would need four members of staff to cover the curriculum for degrees in geology. This is more than the College could reasonably contemplate at present. But a start could be made by the appointment of a grade I lecturer attached to the Department of Geography, who would provide a 1-year course in geology suitable for geographers, agriculturists, and as an ancillary subject in science. The geologist would need a laboratory and an adequate capital grant to build up a stock of specimens, slides, and books.

87. An anomalous position in the faculty is occupied by the sub-department of Parasitology. In the beginning it was in charge of the principal in his capacity as honorary Professor of Parasitology. Possibly it was created so that the first principal, who had done distinguished work in this field, might be able to continue his scientific work. It now consists of a lecturer and 4 laboratory assistants and the College is in some doubt as to where the sub-department should be placed administratively. The lecturer does a little teach-

ing in the Faculty of Agriculture and his research principally lies in fields covered by the Faculty of Science. We were impressed with the quality and interest of the research being done in this sub-department. Investigations include the life cycle of the guinea-worm in *Cyclops* and man, a survey of parasite worms in sheep in Southern Nigeria, a study of parasite worms in Nigerian school children, and some studies in the ecology of the snails which carry *Bilharzia*. We are in no doubt that the work of this sub-department should be encouraged.

88. The Department of Mathematics is well staffed and has an impressive record of published work. It covers both pure and applied mathematics. Its urgent need is for accommodation: at present there is no department in the physical sense and no place where its members can meet. We understand that the head of the department would like the mathematicians to have permanent accommodation near the science buildings and not (as is at present planned) in the new arts block. We realise that there may be difficulties in the way of this arrangement at present but we do concur in the view that the proper place for a mathematics department is among science departments and we hope that the Senate will bear this in mind when it comes to make recommendations to the Council about a long-term site plan for the College.

#### FACULTY OF AGRICULTURE AND VETERINARY SCIENCE

89. *Introduction.* The faculty received in 1950 a grant of £1 million from the Cocoa Marketing Board: £50,000 of this has been spent on buildings and equipment. The remainder is an endowment which brings in about £34,000 per annum. The estimated expenditure by the faculty in salaries, wages, and maintenance, and excluding overseas travel, for 1956-7 is about £49,000. The additional £15,000 is derived from ordinary College revenue, less £4,000 which represents receipts from the farm.

90. The faculty is housed in simple but adequate buildings. There appears to be ample room for teaching and research, and the laboratories are well equipped with modern apparatus. The farm (at present 400 acres) is used to provide large scale demonstrations for students and for long-range research in animal and crop production. Particularly noteworthy are the experiments on animal husbandry in Zebu cattle and the co-operative work on pasture plots. The acting head of the department is to be congratulated on the achievement of bringing so much bush into cultivation in so short a time.

91. Recruitment of students to the faculty has in the past been disappointing. In the last four years the numbers graduating were

as follows:—1953: 1, 1954: 4, 1955: 3, 1956: 4. At present there are 30 students in the faculty and there is an intermediate class of 30 potential agriculture students, so there are welcome signs that numbers are on the increase. The paucity of students is attributed to several causes, including the relatively lower salary scales for agriculturists compared with those for other professions such as medicine and the length of the course compared with that for science.

92. *Future development.* Five years ago the visitors to the College said of the faculty: "we were left with the impression that it did not yet have a clearly thought out policy and sense of direction", and the visitors went on to say that this was partly due to the fact that the Chair of Agriculture had been vacant for some time. The chair was still vacant\* at the time of our visit. Except for one brief period it has not been occupied since 1952. No time should be lost in re-organising the faculty's affairs.

93. The chief shortcomings in our opinion are these. In the first place there does not seem to be enough integration of teaching activities. The faculty has become fragmented into so called "divisions" (most of them consisting of only one academic member of staff). The heads of "divisions" do not meet regularly and informally for tea and when they meet as a faculty they have not succeeded in resolving the day-to-day problems of preventing overlapping in contents of courses, and of ensuring that students receive an integrated syllabus and not just an assortment of specialisms. Moreover this fragmentation of the faculty is inimical to research.

94. Secondly the faculty appears to have isolated itself from the other faculties in the College. The distance between the agriculture and science buildings is itself a barrier to co-operation, but this is not the only reason. We understand that Statute 5 (c) (iii) is interpreted in such a way that the heads of the departments of Chemistry, Physics, Botany and Zoology are not full members of the Faculty of Agriculture and Veterinary Science. In our view it would be deplorable if this interpretation of the statute were allowed to restrict the influence of these science departments in the counsels of the faculty. At a time when it is essential that the resources of the College should be used to their maximum efficiency it is disappointing to find that the science departments make no contribution to the post-intermediate curriculum in agriculture except one course in organic chemistry. For example, the Botany and Zoology Departments include specialists in entomology, mycology, plant physiology, and genetics; yet none of them has been invited to contribute to post-intermediate work in agriculture. Such co-operation as there is between biologists in the Faculty of Science and biologists in the

\* An appointment has subsequently been made.

Faculty of Agriculture is unofficial and cannot bring the benefits to the student which would be brought by a genuine co-operation between faculties.

95. Finally, no arrangements exist to meet the limited but important demand for research workers in agricultural science. Recruits to this work normally have honours degrees in pure science succeeded by some post-graduate training in agriculture, or degrees in agriculture succeeded by post-graduate training in some special fields, e.g. genetics or plant physiology. Much might be done through a joint operation between the faculties of science and agriculture to meet this need.

96. It is not for us to propose specific solutions to these problems. The most effective solution would be an energetic and wise Professor of Agriculture. But if there is to be any delay in the appointment of a professor we think the College would do well to consider inviting some distinguished agriculturist, familiar especially with academic organisation, as visiting professor for a year. In any event, we think the sooner the "divisions" are abolished the better, and we concur in what we understand to be the present Dean's view, namely that there should be two departments, crop production and animal production, each under a head (professor or senior lecturer) one of whom would be the Dean and both of whom would have seats on the Senate. If this change were made, and other members of staff became simply members of one or other of the two departments instead of heads of fictitious "divisions", we believe more cohesion could be given to the work of the faculty. Of course, a sub-division of the faculty into two departments would be only a beginning and one would expect other departments (e.g. soil science) to be created once the faculty was functioning as a team and when finance becomes available for expansion.

The need to include as full members of the faculty the heads of departments of the basic sciences is so urgent that we hope the College will consider what provision can be made under Statute 5 to ensure this. It is a matter which affects not only co-operation between the Faculties of Science and Agriculture but co-operation between other faculties too.

97. There are already friendly contacts between individual members of the faculty and individual workers in the various agricultural institutes at Moor Plantation. We heard in particular appreciative comments on the College's work in animal husbandry. But the amount of research in the faculty supported from outside sources or inspired by national needs seems to us to be disappointing. We understand that the Council of National Resources (on the advice of its relevant technical sub-committee) is willing to receive suggestions for long-range research and could make grants-in-aid to the College

to enable the faculty to carry out such work, without in any way infringing the autonomy of the College. Indeed an earlier attempt to secure finance from the Council for agricultural research failed through no fault of the faculty. It would benefit the prestige of the faculty among agriculturists in Nigeria if advantage could be taken of this opportunity to do work in co-operation with the Council of National Resources, particularly in the field of crop production.

98. On several occasions it has been urged upon the College that courses leading to degrees in veterinary science should be instituted. Even with full co-operation from the institute in Vom and (for pre-clinical work) from the Departments of Anatomy and Physiology in the Faculty of Medicine, this would be a costly operation. In its present condition, the faculty certainly could not stand the strain of this additional responsibility. Others more competent than ourselves have already advised the College on the question of courses for veterinary science. The only comment we feel able to make is that the question might well be deferred until the faculty's present activities are re-organised. We would say the same about proposals for courses leading to a degree in forestry, although the cost of introducing these courses would be more modest.

99. The present academic establishment of the faculty is 11. Now that student numbers are increasing this establishment may prove insufficient; and in any event there are certain subjects (e.g. agricultural economics and soil chemistry) where, if the lecturer were to be away ill, teaching would stop. We think it would be reasonable for the faculty to ask for 3 more lecturers in the coming quinquennium. But in considering what increases in staff are needed it is hoped that the College will bear in mind contributions to the curriculum which might more appropriately be made by departments in the Faculty of Science.

## FACULTY OF MEDICINE

100. *Student Numbers.* The new hospital possesses sufficient facilities to provide places for some 50 clinical students in each year of the course. With such an annual clinical entry therefore the hospital will support an undergraduate population of some 150 students. If allowance is made for inevitable wastage at the pre-clinical stage there must be an annual entry to the 2nd M.B. course of more than 50 undergraduates; the estimates we have been given for this entry have varied from 60 to 80. The total number in the two preclinical years together should therefore be at least 120 students. To this figure must be added the number of those students who are preparing for re-examination. The size of this re-examinee group will vary from year to year but will probably be no fewer than 20 annually. Within 5 years of recognition of the

clinical facilities, therefore, the total population of the preclinical and clinical departments should amount to some 300 students. In subsequent years this number, owing to failures in the final medical examinations, will be rather larger.

101. As students in the Faculty of Medicine there must also be included an indeterminate number of undergraduates who are studying for part or whole of the premedical examination in the science departments. There will probably be fewer in number as the standard of science teaching in the secondary schools improves and more students enter the faculty with complete exemption from the 1st M.B. In any case it would seem that, apart from the teaching of organic chemistry to those preparing for the 2nd M.B. examination, the teaching burden imposed by premedical candidates on the science departments will not be an increasing one.

102. From this brief analysis of the numbers of medical students to be anticipated two points emerge. First, the number of preclinical students on the College site can be expected to increase to a *minimum* of about 140. Not less than 50 additional places in halls of residence will be needed to meet the medical expansion. Further, during the 5 years following recognition the accommodation in the students' hostel at the hospital must be increased to at least 150 places. Indeed, when allowance is made for those who fail at the final M.B. stage, this last figure should probably be 175. Secondly, the increase in the number of preclinical students will impose a strain on the preclinical departments. Nevertheless it is most important that the preclinical expansion should take place as soon as is possible for otherwise the clinical departments will be dealing with smaller groups than are within their capacity.

#### PRECLINICAL DEPARTMENTS

103. *Length of course.* The 2nd M.B. courses in the College extend over 6 terms. This is one term longer than is normally required by the regulations of the University of London. The preclinical teachers in the College have made a strong case in favour of the retention of the present arrangement. It can be noted, too, that preclinical teachers in the London medical schools are strongly in favour of an extension of the corresponding courses there to 6 terms. Maintenance of the period devoted to preclinical studies at its present length seems justified by the opinions of the teachers concerned and of successive examiners from London. It is, however, a problem which must be kept under review by the faculty and on which a final decision can only be made in the light of local experience and judgment.

The partitioning of teaching time between the preclinical departments is another problem on which widely differing opinions have been expressed by members of the faculty. It is, again, a problem

which must be solved by the considered judgment of the faculty. It may, however, be worth noting here that in London about half of the teaching time in the preclinical period is devoted to anatomy and about half to physiology and the related subjects. Further, more than 30 hours of teaching (lectures and practical classes) per week for any student is academically unsound.

104. *Buildings and general facilities.* The Departments of Anatomy, Physiology, Biochemistry (which has only recently been separated from that of Physiology but which is still included, for administrative purposes, with that department) and Pharmacology are all housed in single-storey buildings originally intended for science departments. While ingenuity has been shown in exploiting the limited facilities provided by these buildings, they are not suitable for the presentation of the subjects which must be taught in them. Consideration must therefore be given to the provision of more appropriate accommodation for these preclinical departments. Indeed, provision of a suitable building (perhaps in the form of a preclinical block) or buildings for these departments is a matter of some urgency. Although it is apparent that financial provision for such a development cannot be included in the next quinquennial estimates, knowledge at this stage of the longer range plan is essential. If, for example, the provision of more suitable accommodation is to be included in the estimates for the quinquennium 1962-7 financial prudence suggests that alterations in the present buildings should be such that they sufficiently meet the immediate necessities of student, staff and investigative requirements. An indefinite postponement of proper preclinical facilities, however, will make necessary much more considerable alteration and extension of the present class rooms and laboratories. It would be unfair, in some ways quite intolerable, that the existing conditions should be allowed indefinitely to persist. The alterations are to some extent dictated by the expected increase in preclinical student numbers by not less than half.

105. The most urgent necessity is the provision of adequate facilities for the Department of Anatomy. These must include a properly equipped embalming room, which can be kept clean, adequate refrigeration, better storage arrangements with stainless steel (or equivalent formalin resistant) tanks, good dissecting tables with stainless steel or glass tops, hot water and adequate washing facilities and a solution of the problem of the disposal of effluvia. The present position in the department in regard to *all* of these facilities is highly unsatisfactory. Good tanks and dissecting room tables will, of course, be readily transferable to any new building designed as a permanent home for the Anatomy Department. The other suggested improvements are all so urgent, however, that they should be made as soon as possible notwithstanding the short period which the present buildings may be in use. Any definitive solution for this department can be regarded as too far off to allow any interim

period with the present lack of facilities to be considered tolerable. The degree of the improvements, however, and especially the size and elaborateness of the refrigeration plant, should be gauged against the long-range plan for the department.

106. The other preclinical departments will also require some expansion and alteration if an entry of 60-70 students is to be accommodated and if duplication of classes is to be avoided. When the W.A.I.S.E.R. building is made available the immediate needs of physiology and biochemistry can probably be met by structural alterations. If, however, the whole of this building is not immediately made available there will have to be another small building for biochemistry teaching. The accommodation for pharmacology should also be extended and modified so as to provide for an adequate class room.

107. *Academic staff.* The present establishment of the Department of Anatomy includes a professor, 2 senior lecturers and 2 lecturers. In fact, however, only the chair and one senior lectureship are filled on the normal basis. Anatomists are in very short supply everywhere and it is difficult to make effective suggestions for the stimulation of recruitment. The selection and *ad hoc* training of Nigerian medical graduates for lectureships in anatomy is the most obvious answer to a difficult situation. It has, however, been pointed out to us that the salaries paid to holders of clinical appointments together with the opportunities provided for clinical post-graduate study in Britain, will militate against an attempt to fill the permanent posts in anatomy in this manner. As it is, the Professor of Anatomy has, perforce, had a teaching burden quite beyond what can be expected of any university teacher. The most vigorous efforts should be made to solve these problems.

108. The present staff of the Department of Physiology can cope with existing student numbers, but, with the expected increase, will have to be strengthened if duplication of classes is to be avoided. A development of science teaching in the department would also justify such an increase. The Department of Biochemistry should be strengthened by the addition of a lectureship. Eventually, to meet very important requirements in addition to the teaching of medical students, there will have to be a chair of biochemistry and any immediate changes relating to the subject should be made with full awareness of the ultimate necessary aim of a strong and independent Biochemistry Department.

109. In view of the probable increase in teaching burden some increase in staff may be necessary in the Department of Pharmacology.

110. *Technical and secretarial staff.* There is, generally, a need for a larger technical staff and for trained secretarial assistance. These needs should sympathetically be considered by the College.

111. *Research.* The importance of basic medical research in itself needs no stressing but in the College adequate funds and facilities for investigative work in anatomy, physiology, biochemistry and pharmacology are, perhaps, of special importance. The special problems in these fields provided by Nigerian conditions, the importance of a basic science background to the work of the hospital, the fillip to recruitment supplied by the presence of good research facilities, are all reasons why the College should foster the research work of these departments. The departmental requirements in this regard include additional laboratory space, increased animal house accommodation, better technical assistance and more funds. The College should attempt to meet some, at least, of these requirements within the means available (cf. paragraph 31). We have been impressed by the keenness of the preclinical staff in general towards their research and we consider that their projects deserve to be forwarded.

#### CLINICAL DEPARTMENTS IN THE HOSPITAL

112. The Departments of Medicine, Surgery, Obstetrics, Anaesthetics and Paediatrics are still working in the Adeoyo Hospital; the Departments of Pathology, Bacteriology and Clinical Biochemistry (Chemical Pathology) have settled into their new quarters in the University College Hospital; they do not yet know, however, exactly how their new facilities will enable them to meet the new duty of teaching and the considerably extended routine work arising from the increased number of hospital beds. It is, therefore, difficult to assess the immediate needs of these departments. In any case, the approaching inspection by the University of London may raise problems, or indicate requirements, of a kind on which we have, comparatively, little competence for judgment. Two general comments may, however, be made. The first is an expression of admiration for the manner in which the members of the clinical and paraclinical departments have coped with the difficulties at Adeoyo Hospital. A visit to that hospital is both a startling and a heartening experience. What has been learned and experienced there by the staff in the past frustrating years will be of enormous value in the new hospital both for teaching and for handling patients. Comment on the new hospital is also necessary but in how different terms! It is an exciting building architecturally, carefully planned and with wonderful facilities. By the standards of hospitals anywhere in the world it can be said to be magnificent. When it is remembered that in addition to the hospital itself so much ancillary building was necessary, and that in addition to the planning of the clinical teaching facilities a nursing school of the highest standard had *pari passu* to be developed, nothing but admiration can be expressed for all concerned.

113. No one can anticipate all the possible contingencies of the move from Adeoyo, of the commencement of clinical work, or of the entry of clinical students to the hospital. Much attention

has been given to the possible difficulties and, to outsiders, the plans seem admirable. Certain problems however require attention in this report. Some are concerned with the general relationship between Hospital and College; these will be considered in paragraphs 127 to 132. Others are academic and are dealt with now.

114. A general but most important problem is the supply of adequate clinical material. In this report it would not be appropriate to attempt to give specific advice on this matter. The general practice out-patient department will obviously be of great help in functioning as a "buffer" between the medical requirements of the city and surrounding countryside and the *necessary* selection of clinical cases suitable for teaching. It is to be hoped that the representatives of the Senate on the governing body at the hospital will always be able to keep this most important problem effectively before that body and that the medical staff will be given every support in their attempts to face it. From the very beginning of clinical activity in the hospital it will be essential to keep in mind that it is a *teaching* hospital.

115. At present there are Departments of Pathology, Clinical Biochemistry (Chemical Pathology), Bacteriology, Medicine, Surgery, Obstetrics and Gynaecology, Preventive and Social Medicine, and, it would seem, of Paediatrics and Anaesthetics. The status, for administrative and academic purposes, of radiology, dermatology, forensic medicine, ophthalmology and the otolaryngological service appear not to have been decided. To prevent embarrassing situations the faculty should devote some attention to the categorisation of the clinical subjects and no new appointee, covering a new field or providing specialist coverage of part of an old one, should be permitted, in default of specific statement, to regard himself as the head of a new department unless the Senate, on the recommendation of the faculty, has supported and the Council has accepted the establishment of that new department. Otherwise there would be no end to the establishment of medical departments, and, of course, the establishment of new departments multiplies overhead costs.

116. *Academic staff.* During the quinquennium there should doubtless be some growth in size of all of the College departments represented in the hospital. Before the commencement of work there, however, it is difficult to estimate the extent to which such growth will be necessary. Provision should certainly be made for some general staff expansion during the quinquennium. Certain increases in staff are obviously necessary. Thus within the Department of Pathology provision must be made for haematology and blood transfusion and there will have to be additions to the staff of the Department of Anaesthetics. Every attempt, too, should be made to fill the vacancies on the establishment of the Department of Surgery (which may, indeed, have to be increased) and the Department of Clinical Biochemistry.

117. *Technical staff.* All the clinical departments have, in one way or another, indicated the need for increased and better technical and secretarial staff. An excellent start has been made on the training of African technicians and in the long run the problem can and must be solved by such training. The College and hospital should cooperate most closely in the provision of facilities for this training. Meanwhile, to supply specialist technical assistance and to aid the training scheme more skilled technicians should be recruited, especially at the level of superintendent technician. The intricacies of much modern and essential laboratory equipment are such that their use requires constant highly skilled servicing, especially where the resources of manufacturers cannot readily be called upon.

118. *Research.* There is in the faculty some uncertainty about the provision of funds for research and of the source from which these funds should flow. In spite of the supplementation from time to time of research grants from outside sources, there will be an increasing requirement from the College itself and due allowance should be made for it (see paragraph 43).

119. Several heads of departments have stressed the advantages that would ensue from the presence, in their departments, of research assistants of graduate status. If means could be found for making some such appointments investigative work would undoubtedly be forwarded, especially in those departments whose heads have a heavy routine responsibility (see paragraph 15).

120. *Medical library.* The special library needs of medical scientists who work remote from large centres are obvious. All the departments feel the inadequacy of the present situation. The expansion of medical library facilities should be explored as soon as possible in the realisation that as medicine in Nigeria develops the need for good reference library facilities must spread and the College will be required to meet a demand from more than its own staff.

#### DEPARTMENT OF PREVENTIVE AND SOCIAL MEDICINE

121. This department, which is at present housed in a one-storey building on the old site, has an establishment of a professor, a senior lecturer and a lecturer but only the Chair is filled. It would, by United Kingdom standards, be rather well staffed if all the positions were filled. In Nigeria, however, such a department should have strong research interests and should have a greater part to play in medical education than is, perhaps, necessary in countries with a long tradition of disease control. Further, as part of the hospital development a special building has been provided for the department. It will be necessary gradually to strengthen the department by adding members of staff with established interests in special aspects of tropical public health, such as malariology, helminthology,

virus disease, epidemiology. Problems of nutrition, too, might be represented by research and some teaching. Tuberculosis and spirochaetal infections are also urgent public health problems. This department would, perhaps, also be suitable for the housing of a medical statistician who could be available for consultation by members of the faculty. In developing the department's staff the facilities available elsewhere in the hospital and the College should be considered; it would be wasteful to duplicate effort, especially if, as the result of duplication, funds are not available for other projects of public health interest.

122. A further problem posed by the department is the provision of facilities enabling the students to see public health problems "in the raw" and to visit water works, sewage disposal units, specialised hospitals, etc. The pilot project at Ilora seems to have been conceived with imagination and to be an exciting experiment from which medical students can learn much. Both visits and the pilot project deserve the sympathetic consideration of the faculty, the Senate and the Council, but with the realisation that too intensive or too rapid a development in such directions could be a considerable strain on College finances.

#### MISCELLANEOUS

123. There are several smaller issues relating to the faculty to which it seems desirable to call attention. These are:—

- (1) *Supply of anatomical material.* The Professor of Anatomy has had considerable difficulty in this regard: he should be given every help by the Faculty, the Senate and by all those who have the interests of medical education in Nigeria at heart. In particular he should receive the support of all those who have influence (local government, hospital or police) near, or at, the source of supply.
- (2) *Nursing school.* While this thriving and important school is a hospital responsibility, it is so important for providing an absolutely essential background to medical education that the College and the members of its staff should continuously exert themselves in support of the school.
- (3) *Pre-registration appointments.* When the first Ibadan clinical students qualify there must be sufficient pre-registration house jobs. The problem of providing these will grow as the years pass and planning at an early stage will be advantageous.

#### UNIVERSITY COLLEGE-HOSPITAL RELATIONSHIP

124. The University College Hospital, as its name implies, has a special relation to the College. Indeed it has been established to be "a teaching hospital. . . capable of providing such facilities as are

usually provided in medical schools forming part of a University in the United Kingdom for the instruction of medical students. . . .” The hospital has been provided to supply the needs of the clinical students and of the teaching staff of the College. Hospitals, however, and especially hospitals with teaching responsibilities and facilities, are most expensive to maintain. It has, therefore, been a wise decision that has kept the finances of the College more or less separated from those of the hospital. And it is greatly to be hoped that this separation will, so far as is possible, be maintained in the future.

125. When the hospital is fully functioning certain special problems may arise which will require special attention by the Council and Senate of the College in close co-operation with the Board of Management of the Hospital. Fortunately the Chairman of the Council and the Chairman of the Board of Management are at the present time one and the same person and 7 (6 appointed by the Senate and 1 by the Council) of the 16 members of the board can be regarded as representative of the general interest of the College. There should, therefore, be no liaison difficulty. Moreover, in Section 12 (1) of the Ordinance the duties of the board in relation to many of the possible issues that might arise are so clearly defined that any considerable difficulty is unlikely to arise.

126. There are, nevertheless, several points on which our opinion has been sought. We express this opinion diffidently, more particularly as the inspection for recognition by the University of London is imminent. It has, however, been most satisfactory to find that on all the points we have found that local consideration of them has resulted in conclusions substantially similar to our own. The points are:—

- (1) *The appropriate time for a comprehensive settlement of financial arrangements between the College and the Hospital.*

127. The time has come for a detailed investigation of the present *ad hoc* arrangements with a view to an early settlement, preferably in the current year. A statutory duty of the Board of Management is the provision of adequate accommodation and equipment for carrying out research. An important part of a possibly debatable field has thus fortunately been fenced off and transferred to the financial responsibility of the board. Some aspects of the investigative activity of the College staff in the hospital may, however, not strictly fall within the meaning of the term “research”. In any case, the provision of accommodation and equipment does not, in itself, allow research to proceed; recurrent funds are necessary and, from time to time, apparatus must be replaced or augmented. We have met several different and to some extent opposed views on this problem. The academic staff, in general, seem to prefer a solution whereby most, or at least a substantial part, of the funds for research

reach the departments by way of the College, in which case, of course, estimates, by way of the Senate, would have to be included in the budget proposals. The matter should be considered in detail by representatives of both College and Board of Management. Whether these representatives should meet informally (as the "joint informal committee" which the Chairman has from time to time had occasion to call together) or as an established committee meeting regularly is a matter to be decided locally. The time has perhaps come when a committee of this kind should be regularised and have appointments to it in equal numbers from both Senate and Board of Management. Such a committee should have the Chairman of the Board as its chairman and must include the Principal, the Dean of the Faculty of Medicine and the Chairman of the Medical Advisory Committee. It would probably be advantageous if the suggested committee could be strengthened by the addition of some non-medical member of the Senate who need not be a regular attender but who could take a wide and dispassionate view of contentious issues. Such a committee need not have statutory powers but it would, we believe, be found increasingly useful as a liaison between College and hospital. Its initial terms of reference should be fluid enough easily to allow of modification and the possible hiving off of sub-committees as the relationship, which must always be a close one, between the two institutions evolves.

128. Apart from the rather indeterminate responsibility for research funds there are certain financial responsibilities arising from the clinical school which must be clearly placed on the College. While the hospital must supply all the essential services for the hospital medical students' hostel, or hostels, the College must pay for these services. The reasonable suggestion would seem to be that the College should transfer to the hospital the boarding fees received from these students.

129. Another financial question is whether the hospital should pay to the College a proportion of the cost of the consultant staff in virtue of its clinical services to the hospital. Though there may be some logic in such a proceeding it would, in our opinion, not be altogether appropriate in the circumstances obtaining in Ibadan. Such payments would represent artificial transfers of financial charges for it is not to be expected that the Federal Government would put funds at the disposal of the hospital to meet such charges without a corresponding reduction in the College subvention. If, at any time, it becomes necessary for the hospital to employ full-time consultants over and above the College establishment certain difficulties might arise that would require careful assessment by both College and hospital.

130. The Departments of Pathology, Bacteriology and Clinical Biochemistry will be providing routine services for the hospital and its patients. These departments, however, are College departments

and their primary duties are teaching and research. The routine specimens will provide them with their teaching material and will doubtless be the source of some of their research activities. The question of payment for the routine duties of these departments is consequently a complicated one. In so far as much of the routine work will be a chore of no teaching or research interest to these departments, it would seem reasonable that the hospital should make a payment, of an agreed amount, to the College. In spite of what has been written above on the possible artificiality of financial transfers the responsibility of the Hospital Board for a considerable portion of the cost of routine services rendered by these departments is so clear that it should be recognised. In particular if it is found necessary to increase the permanent staffs in these departments on account of the pressure of routine duties then the new staff members should be paid for by the hospital board and should be regarded as, say, Senior Hospital Officers. There is, of course, nothing completely novel in this suggestion for registrars in these subjects are already regarded as hospital employees.

(2) *Responsibility of the Board of Management in relation to medical student conduct in the hospital.*

131. By Sections 14 and 15 of the 1952 Hospital Ordinance the Board of Management is vested with important regulatory powers relating to the conduct of medical students when on its premises. We have been assured that in the exercise of these powers the Board would act only in close collaboration with the College. This collaboration could only be effective, if some senior member of the medical departments of the hospital acted as "agent" for the College in the hospital. A large part of this problem of the conduct of clinical medical students will be removed from the sphere of responsibility of the Board of Management if the medical student hostels at the hospital are regarded as a College enclave in which the usual disciplinary measures of the College, together with any special easements (owing to the seniority of the students), could be expected to operate. Such an arrangement is commended to the attention of the College for suggestion to the Board of Management of the Hospital. It would imply that some form of wardenship should be instituted with the residence of the warden, depending on his seniority, either in or near the hostels.

(3) *Administration of the Faculty of Medicine in the hospital.*

132. Some special administrative system should be instituted to cope with strictly medical school problems (e.g. students' well-being and discipline, allocation of work and study, and detailed arrangements for teaching) in their relation to the hospital. The need could be met by a part-time clinical sub-dean who might be a non-professorial member of the academic staff at the hospital or by a medical school secretary who might live on the hospital site and act as warden

of the hostels there. Both methods of meeting this necessary requirement should be considered by the Faculty of Medicine and the Senate.

#### DEPARTMENT OF EXTRA-MURAL STUDIES

133. This department recently had the advantage of a long visit from Professor Raybould, who is a distinguished authority on adult education in Britain. Among the beneficial results of his visit there has been a striking shift in emphasis from short and relatively superficial courses to courses of 20 or more meetings, for which students discipline themselves to put in a good attendance and to provide written work. It is greatly to the credit of the Acting-Director and his colleagues that notwithstanding these rigorous conditions there were 1,738 students on the permanent register in 1955-56. In addition to the regular courses there were six vacation courses held at the College, some of them lasting for as long as ten days; and the department has conducted two successful radio discussion programmes over the Nigerian Broadcasting Service.

134. We were provided with the collected tutors' reports for 1955-56. They record vividly the successes and the difficulties and frustrations of an extra-mural service in a country of the size of Nigeria. Clerks and teachers make up the bulk of the students. The department already puts out a leaflet explaining what extra-mural classes are for, and in particular that they are not intended to train students for the General Certificate of Education. Nevertheless it is not surprising that many students turn away from the classes in disappointment when they find that extra-mural work is not the highroad to this certificate.

135. The department is financed partly from the College and partly from the Regional and Federal Governments. The Northern and Western Regions have agreed to provide finance on a five-year programme of expansion (their grants in 1955-56 amounted to £15,500 and £13,000 respectively); but the Eastern Region gave in 1955-56 only £4,000 and all attempts to secure a quinquennial arrangement there have failed. Accordingly the Department of Extra-Mural Studies cannot guarantee continuity of employment to its staff in the Eastern Region and it has had to curtail its activities there. This is unfortunate because the demand from the people for adult education in the Eastern Region is strong and the record for attendance is the highest in Nigeria (63%, compared with 45% in the West and 38% in the North).

136. It was represented to us that the work of the department could be done more efficiently if all the income came from College funds. We realise the advantages of such an arrangement but we think there would be disadvantages too. In the first place the Federal Government would be unlikely to agree to providing all the finance for what is in part a regional responsibility. Secondly,

the Department of Extra-Mural Studies would find itself in competition with other departments of the College for its annual income and it might be difficult to persuade the College authorities that extra-mural work should cost the College something like 5% of its total income.

137. The chief practical difficulty which the department is facing is lack of accommodation for resident tutors. Regional governments are short of houses for their own staffs, and in some districts tutors have had difficulty in finding anywhere to live. In the North the difficulty is so great that the department is unable to spend the money voted for adult education by the Northern Regional Government. The College may care to consider whether it would be worthwhile to build a number of tutors' residences in outlying parts of the country. To do so would not only remove one of the great impediments to the work of the department but it would also provide "out-stations" for the College which might be very useful for members of the staff on tour and as centres which could provide a focus for the public relations of the College itself (see paragraph 41).

138. During our talks with the Acting-Director and two members of his staff we heard of three other problems which we think should be brought to the Council's attention. One (probably inevitable at present) is a reluctance on the part of members of the academic staff to take part in extra-mural work. Another problem is that resident tutors cannot take library books away from Ibadan. A modest grant for the purchase of duplicate copies of books needed by resident tutors would solve this problem. The third problem is that the extra-mural tutors find it difficult to feel part of the College not only because their work takes them outside it but because they are not assigned to a faculty under Statute 5 (b). We realise that membership of a faculty involves membership of a faculty board; but we suggest that it is in the College's interest that members of its tutorial staff, who are its ambassadors to the people of the country, should feel themselves to be an integral part of the academic body.

#### ENGINEERING

139. The suggestion has been put to us that preparations should be made for the initiation of degree courses in engineering within the next quinquennium. We regret that it was not found practicable to incorporate such courses in the initial development plan of the College since we feel that the professional engineers of Nigeria should desirably be educated alongside, and thus acquire the same status as, those who will come to occupy similar senior posts in other spheres of the national life. What has in fact been done is to make provision for the education of prospective professional engineers at the Zaria branch of the Nigerian College of Arts, Science and Technology. We have therefore enquired first into whether this provision is

physically adequate to cater for the needs of the country and for the number of students of engineering likely to be forthcoming during the next few years, and secondly into whether means can be devised for linking those students with those of the College in a way which will avoid the worst features of separation, and at the same time provide for the development of close and friendly collaboration between the two institutions.

140. On the first point we have learnt, from data provided by the Committee of the Joint Group of Members of the Institutions of Civil, Mechanical and Electrical Engineers, resident in West Africa, that the number of professional engineers working in Nigeria in early 1955 was of the order of 300; that at the time there were vacancies for approximately 100 additional men of the same status; and that the required number of professional engineers might be expected to increase at the rate of 5% per annum for some years to come.

141. It seems reasonable to deduce from these data that the annual output of Nigerian students educated to degree level in civil, mechanical and electrical engineering or to that of the graduateship examination of the professional institutions of the United Kingdom in these main branches of engineering, should be of the order of 40. Experience in the United Kingdom suggests that to provide an annual output of 40 successful students the annual input to the first year of the Engineering courses should be about 60.

142. Now the laboratory, drawing office and lecture room facilities rapidly approaching completion at Zaria will be able to accommodate an entry of 50 to the first year of the engineering course, and this accommodation could be extended with little difficulty. There are moreover supplementary facilities in West Africa as well as overseas. One is the Engineering School of the Kumasi College of Technology in Ghana which is recognised for the award of the London external degree. This school is capable of accommodating an annual entry of up to 80 students, a number unlikely to be provided within Ghana itself for many years to come. Others comprise universities and colleges of technology of the United Kingdom and the United States of America, at which many Nigerian students are now studying for engineering degrees.

143. Unfortunately it has not been possible for us to obtain reliable figures of the number of boys now engaged in Intermediate Science or the General Certificate of Education Advanced Level study who may wish to enter professional engineering courses subsequently. But on the assumption that a proportion of these will continue to be sent abroad or go of their own choice it seems highly probable that the Zaria facilities will prove adequate to absorb all the additional students likely to be forthcoming during the next few years.

144. There would seem to be little, if any, justification, therefore, for commencing engineering courses in University College, Ibadan during the next quinquennium. Even if the situation were otherwise, however, it would seem necessary to defer such a decision on the grounds of cost and availability of suitable staff. We also feel, with considerable concern, that it would seriously retard, if not destroy, the possibility of developing a healthy collaboration between the University College and the Nigerian College in the national interest.

145. The line of action we advise is that the Engineering School at Zaria should be brought into special relationship with the University of London through University College, Ibadan and we hope that this may prove to be an acceptable arrangement both to the two colleges and to the University of London. In this event we would conceive the Engineering School at Zaria as the Faculty of Technology of the University College, or as the first element of such a Faculty, and that suitable machinery would be devised between the two colleges for the consideration of the long-term needs for technological teaching in Nigeria as a whole and of the most effective means of extending the present facilities for it.

146. In this context we would now refer to two detailed questions which we have been asked. The first was whether, without instituting a department of engineering at University College, the Physics Department might make a contribution within the field of engineering science by organising advanced courses in electronics and telecommunications. We feel that this would be entirely justifiable provided that the courses were regarded as constituent parts of the degree course in physics. As such they would have a direct and beneficial relevance to the excellently conceived research programme of the department. Any decision to extend these courses for the purpose of contributing to the production of engineering scientists on the other hand should emerge from joint discussions between the University College and the Nigerian College following the extension of special relationship. The second was whether steps should be taken to introduce within the Chemistry Department lecture and laboratory work in chemical engineering of a character relevant to local needs. We feel that this would be an entirely desirable post-graduate extension of the work of the honours school of chemistry, but again that its introduction should be a matter for discussion with the Nigerian College, more particularly in view of the need for associated lecture and laboratory work on related mechanical engineering topics.

#### V. QUINQUENNIAL ADVISORY COMMITTEE

147. At the conclusion of our report we wish to refer briefly to a matter which has been much in our minds during our consultations on a development policy for the College. On our arrival in Ibadan

the College had not prepared a detailed programme of development phased through the several years of the forthcoming quinquennium. A number of general proposals were put before us, but they had not been fully analysed or arranged in an articulated scheme of priorities. It was the intention of the College to formulate its programme for submission to the Federal Government after receiving and studying our expression of view on what developments appear both desirable and practicable. It seems to us advantageous to the College and useful for the government that the costed estimates for this defined programme should be scrutinized by a specially appointed committee which would then advise Government on the grant that the College should receive for the whole quinquennium. The committee should be an *ad hoc* body whose functions would end with the presentation of their advice to Government. Such a committee might in our opinion consist of three members nominated by His Excellency the Governor-General and two members nominated by the Inter-University Council. Difficulties arising from the time-table of this procedure in the present instance will probably prevent the Federal Government from forming its conclusions on the whole programme before the beginning of the first year of the quinquennium, viz. 1957-58. It would be our hope that in this situation the Federal Government would feel able not only to provide on recurrent account adequate funds for maintaining the present activities of the College in 1957-58 but would make additional financial provision for some modest measure of expansion in that academic year. The advisory committee could perhaps meet towards the end of 1957 and present its statement to Government on the financial needs of the College for the remaining four years of the quinquennium, viz. 1958-62. Such a scrutiny by a sort of *ad hoc* University Grants Committee would ensure a both fair and realistic appraisal of the plans of the College.

148. We suggest that, if this pattern of procedure be followed for the policy discussions relating to the quinquennium 1962-67, namely (i) visitation, (ii) preparation by the College of its detailed plan, (iii) Quinquennial Advisory Committee, the beginning of the process should be earlier than in our present case. The visitation should take place early in the year 1961. The College would next prepare its development policy statement in time for submission to the specially appointed Quinquennial Advisory Committee towards the end of 1961. If such a time-table could be followed, the Federal Government would be in a better position to announce its grant to the College for the whole of the quinquennium 1962-67.

RESULTS OF EXAMINATIONS UNDER SCHEME OF  
SPECIAL RELATIONSHIP JUNE, 1952—JUNE, 1956  
UNIVERSITY COLLEGE, IBADAN

		1952	1953	1954	1955	1956
<b>ARTS</b>						
INTERMEDIATE ARTS	Candidates <sup>1</sup>	38	32	41	31	38
	Pass	24	21	25	24	28
B.A. GENERAL	Candidates	21	22	16	15	11
	Pass	13	18	12	13	7
<i>Subsidiary Subjects</i>	Candidates	—	—	—	2	1
	Pass	—	—	—	2	1
<b>B.A. HONOURS</b>						
<i>Classics</i>	Candidates	—	—	2	3	4
	Honours	—	—	—	3	4
<i>English</i>	Candidates	—	—	—	—	—
	Honours	—	—	—	—	—
<i>Geography</i>	Candidates	—	—	—	—	2
	Honours	—	—	—	—	2
<i>History</i>	Candidates	—	—	—	14	8
	Honours	—	—	—	13	8
<i>Latin</i>	Candidates	—	—	2	3	2
	Honours	—	—	1	1	1
<b>SCIENCE</b>						
INTERMEDIATE SCIENCE	Candidates <sup>1</sup>	71	82	85	93	107
	Pass	34	63	63	73	80
B.SC. GENERAL	Candidates	29	21	14	23	21
	Honours	1	1	—	2	—
<i>Subsidiary/Ancillary Subjects</i>	Pass	17	12	10	10	7
	Candidates	—	3	5	6	12
<i>Pass</i>	Pass	—	3	5	6	9
	Pass	—	3	5	6	9
<b>B.SC. SPECIAL</b>						
<i>Botany</i>	Candidates	—	—	1	1	—
	Honours	—	—	1	1	—
	Pass	—	—	—	—	—
<i>Chemistry</i>	Candidates	—	—	—	1	6
	Honours	—	—	—	1	2
	Pass	—	—	—	—	4
<i>Geography</i>	Candidates	—	—	—	—	—
	Honours	—	—	—	—	—
	Pass	—	—	—	—	—
<i>Physics</i>	Candidates	—	—	2	1	5
	Honours	—	—	2	—	1
	Pass	—	—	—	1	1
<i>Zoology</i>	Candidates	—	—	1	2	1
	Honours	—	—	—	—	—
	Pass	—	—	—	2	—
M.Sc.	Candidates	—	—	—	—	1
	Pass	—	—	—	—	1

		1952	1953	1954	1955	1956
<b>AGRICULTURE</b>						
B.Sc. AGRICULTURE Part I	Candidates <sup>2</sup>	5	4	8	9	14
	Pass	3	3	5	4	6
	Referred	1	1	1	—	5
	Pass in Referred Subject	—	—	1	1	—
B.Sc. AGRICULTURE Part II	Candidates	—	1	4	3	6
	Pass	—	1	4	3	4
<b>MEDICINE</b>						
SECOND M.B.	Candidates <sup>2</sup>	(a)(b)	(a)(b)	(a)(b)	(a)(b)	(a)(b)
	Referred <sup>1</sup>	28 —	23 12	15 10	22 9	25 10
	Pass	6 —	9 3	1 1	8 2	5 2
	Pass in Referred Subjects	12 —	10 4	4 —	11 2	8 —
		3 —	1 5	1 7	— 1	2 6

#### NOTES

- (a) Examination in June for 2nd M.B.  
 (b) Examination in February for 2nd M.B.

#### GENERAL FOOTNOTE

- (1) Candidates taking part only of intermediate level examination are not included.
- (2) Candidates taking part of examination only are included in the total number entering for the examination.
- (3) Candidates credited with Pharmacology only are included.

## UNIVERSITY COLLEGE, IBADAN

## PUBLICATIONS OF THE ACADEMIC STAFF

(Since joining the College during the Session 1951-55 inclusive)

## FACULTY OF ARTS

## ENGLISH

Molly M. Mahood, M.A. (Oxon.)—Professor

*Published lecture:*

"The place of English Studies in an African University", (Inaugural lecture), University Press, Ibadan 1955.

*Review:*Review of David Erdman's "Blake: Prophet against Empire", *Modern Philology*, August 1955.*Book in the press:*

"Shakespeare's Wordplay" (Methuen).

H. J. Uldall, M.A. (Columbia)—Senior Lecturer *ifc* Sub-Dept. of Phonetics.*Associate Editor*—Danish—English Dictionary. Copenhagen, 1955-56.*Article published:*"Maidu Phonetics", *International Journal of American Linguistics*, January 1954.*Book in the press:*

"Outline of Glossematics".

L. F. Brosnahan, M.A. (N.Z.), D.Litt. et Phil. (Leiden)—Lecturer.

*Book published:*"Some Old English Sound Changes" Cambridge, (*Heffer*) 1953.*Article published:*"Bilingualism and Society in Nigeria". *Proc. 3rd Annual Conference of W.A.I.S.E.R.* (1956).*Articles in the press:*

1. "English in Southern Nigeria" (in *English Studies*)
2. "The Germanic Languages" (in *A Manual of Phonetics* edited L. Kaiser, Amsterdam).

N. L. Haddock, M.A. (Birm.)—Lecturer

*Work in the press:*

"Lindisfarne Syntax—an Index and Study" (Urs-Graf, Davos, 1957—)

J. A. Ramsaran, M.A. (Lond.)—Lecturer

*Published article:*"Quater-Centenary of Richard Eden's *Decades of the Newe Worlde or West India, etc.*", *Caribbean Quarterly*, Vol. 4, No. 2.

## GEOGRAPHY

B. J. Garnier, M.A. (Cantab.)—Professor

*Published articles:*

1. "A Simple Apparatus for Measuring Potential Evapotranspiration", *Nature*, August 16, 1952.
2. "The Climate of South Africa" (a review), *Geographical Review*, April, 1953.
3. "The Incidence and Intensity of Rainfall at Ibadan, Nigeria." *Comp. Rend. 5th C.I.A.O., Abidjan*, 1953.

4. "Measuring Potential Evapotranspiration in Nigeria", *The Measurement of Potential Evapotranspiration*, ed. J. R. Mather, Johns Hopkins University Lab. of Climat. Pubns. in Climatology, Vol. 7, 1954.
5. "Potential Evapotranspiration: a plea for its measurement", (with W.V. Lewis), *Weather*, August 1954.
6. "The Economic Development of Nigeria—a review of the International Bank Report", *Geogr. Review*, Vol. 45, 1955.
7. "The Moisture Resources of Nigeria and their Utilization", (in the proceedings of a Symposium of the International Geographic Union, held at Makerere College, September 1955), *Geogr. Publications Limited*, England 1956.
8. "A Method of Computing Potential Evapotranspiration in West Africa", *Bulletin of the Institut Francais d'Afrique Noire*, July, 1956.

*Papers read to Conferences:*

1. "Geography in Nigeria: its progress and prospects" read to a conference of Geographers of the Institut Francais d'Afrique Noire, held at Dakar, March 1956, to be published in the Bulletin de l'I.F.A.N. early in 1957.
2. "Climatic Aspects of Irrigation Development in Nigeria", read to Section E of the British Association, Sheffield, September, 1956; summary to be published in 'The Advancement of Science' during 1957.

*Book in the press:*

"The Climate of New Zealand". A book of about 200 pages, with 75 maps, in the press with Ed. Arnold (Publishers) Ltd.

W. B. Morgan, M.A. (Oxon.), Ph.D. (Glas.)—Lecturer

*Published articles:*

1. "The Lower Shire Valley of Nyasaland: A Changing system of African agriculture", *Geographical Journal*, Vol. CXIX, December 1953.
2. "Farming Practice, Settlement Pattern, and Population Density in south-eastern Nigeria", *Geogr. Journal*, Vol. 121, 1955.
3. "The Nigerian Oil Palm Industry", *Scott. Geogr. Magazine*, Vol. 71, 1955.
4. "The Strip Fields of Southern Nigeria", (in the proceedings of a Symposium of the International Geographic Union held at Makerere College, September, 1955), *Geographical Publications*, England, 1956.

*Articles in the press:*

1. "The Grassland Towns of south-eastern Nigeria", *Transactions of the Institute of British Geographers*.
2. "Settlement Patterns of the Eastern Region", *Nigerian Geographical Journal*.
3. "The Approach to Regional Studies in Nigeria" (reprint of an article in the Department's *Research Notes*, requested by the Archives of the Akademie für Raumforschung und Landesplanung, Hanover).
4. "Report on population and settlement in south-eastern Nigeria" as a contribution to the *Survey of Tropical Africa*, Twentieth Century Fund, New York.

J. C. Pugh, M.A. (Cantab.), Ph.D. (Lond.)—Senior Lecturer (*left*)

*Book published:*

"Land and People in Nigeria" (with K. M. Buchanan), *University of London Press*, 1955.

*Published articles:*

1. "Rainfall Reliability in Nigeria", *Proc. XVII I.G.U. Congr. Section on Climatology*, Washington, 1952.

2. "Les Domes Crystallins d'Evolution Polycyclique", *Comp. Rend. 5th C.I.A.O.* Abidjan, 1953.
3. "Les Surfaces d'Aplissement en Nigeria", *Comp. Rend. 5th C.I.A.O.*, Abidjan, 1953.
4. "Les Formes Cotieres Nigeriennes", *Comp. Rend. 5th C.I.A.O.*, Abidjan, 1953.
5. "High-level Surfaces in the Eastern High-lands of Nigeria", *South African Geographical Journal*, Vol. 36, 1954.
6. "Isostatic Readjustment in the Theory of Pediplanation", *Quarterly Journal of the Geological Society*, Vol. 110, 1955.
7. "Outline of the Geomorphology of Nigeria" (with Lester King), *South African Geogr. Journal*, Vol. 34, 1952.
8. "A Classification of the Nigerian coastline", *Journal of the West African Science Association*, Vol. 1, 1954.
9. "Surveying Techniques for Nigerian University Students", *Empire Survey Review*, Vol. 13, 1955.

*Articles in the press:*

1. "Eastward Projection of Lama-Hollis Forms", (accepted by *Journal of the West African Science Association*).
2. "Survey Research in West Africa", (requested for Conference of West African Science Association, Accra, Jan. 1956).

*Books in preparation:*

1. "The Physical Regions of Nigeria" (to be completed 1956).
2. "A Short Geography of West Africa" (& A. E. Perry), (to be completed 1956).

K. M. Buchanan, B.A.—Senior Lecturer (*left*)

*Published articles:*

1. "Nigeria: Largest remaining British Colony", *Econ. Geogr.* Vol. 28, 1952.
2. "The Northern Region of Nigeria: The Geographical background of its political duality", *Geog. Review*, Vol. 43, 1953.
3. "The Delimitation of Land Use Regions in a Tropical Environment: an example from the Western Region of Nigeria", *Geog.* Vol. 38, 1953.
4. "The pattern of Export Production in Nigeria", *Nigerian Marketing Board Journal*, Vol. 3, 1953.

*Book published:*

"Land and People in Nigeria" (with J. C. Pugh,) *University of London Press*, 1955.

R. M. Prothero, M.A. (Wales)—Lecturer (*left*)

*Published articles:*

1. "Agricultural Problems in Nigeria", *Corona*, Vol. 5, 1953.
2. "Some problems of Land Use Survey in Nigeria", *Econ. Geog.*, Vol. 30, 1954.
3. "Recent Developments in Nigerian Export Crop Production", *Geog.*, Vol. 40, 1955.
4. "The Sample Census of Agriculture, Nigeria, 1950-51", *Geog. Journal*, Vol. 121, 1955.
5. "The Afforestation of Reservoir Gathering Grounds", *Quarterly Journal of Forestry*, October, 1953.
6. "Tropical Studies: The Geographical Approach and the Need for Integration", *South African Geogr. Journal*, Dec. 1953.

N. C. Mitchel, M.A. (Belfast)—Lecturer (*left*)

*Published article:*

"Nigeria", *Focus*, Vol. 4, 1954.

## HISTORY

K. O. Dike, B.A. (Dun.), M.A. (Aberd.), Ph.D. (Lond.)—Professor

*Book published:*

"Trade & Politics in the Niger Delta, 1830-85", *Oxford University Press*, 1956.

*Published articles:*

1. "Study of African History" (three series), *West Africa*, March 1955.
2. "West African History", *Europa Publications Survey of the British Commonwealth*.
3. "Report on the Preservation and Administration of Historical Records and the Establishment of a Public Record Office in Nigeria, September, 1953. (*Govt. Printer*, Lagos, 1953).
4. "Rise of the Sokoto Empire", *Encyclopaedia Britannica*.

*Articles in the press:*

1. "A Century of British Rule in Nigeria, 1851-1951" (Lugard Lectures, 1956) *University Press*, Ibadan.
2. "John Beecroft, Her Britannic Majesty's Consul to the Bights of Benin and Biafra", *Journal of the Historical Society of Nigeria*, Vol. 1, No. 1.
3. "Life of Lord Lugard" by M. Perham, (Review) for *West Africa*.

H. F. C. Smith, M.A. (Cantab.)—Lecturer

*Published articles:*

1. "Report on the Teaching of History in Sudan Secondary Schools" (Appendix to Report of the International Commission on Secondary Education in the Sudan, Government Publications Bureau, Khartoum 1955).
2. "Transfer of the Capital of Kush from Napata to Meroe", *Kush*, III, Khartoum, 1956).

*Periodical:*

Historical Society of Nigeria Bulletin of News, Vol. 1, Nos. 1-2, (Ibadan, 1956). (In collaboration with J. D. Omer-Cooper & A. F. C. Ryder).

*Book in the press:*

"The Sudan in the Ancient World" (now in hands of translator & publishers, *Ministry of Education, Khartoum*).

V. W. Treadwell, M.A. (Cantab.)—Lecturer

*Articles published:*

1. "The Survey of Donegal 1622, Part I", *Donegal Annual*, 1954-5
2. —ditto II, *Donegal Annual* 1955-6

*Articles in the press:*

1. "The Survey of Armagh 1622", *Ulster Journal of Archaeology* 1957
2. "The Survey of Tyrone 1622", *Ulster Journal of Archaeology*, 1958

A. F. C. Ryder, M.A. (Oxon.), D.Phil. (Oxon.)—Research Fellow (Benin Scheme)

*Article in the press:*

"Dom Domingos, Prince of Warri" (& P.C. Lloyd).

## MATHEMATICS

F. V. Atkinson, M.A., D.Phil. (Oxon.)—Professor (*left*)

*Work published:*

1. "On second-order linear oscillators." *Univ. Nac. Tucuman Revista A.* (1951).

2. "The normal solubility of linear equations in normed spaces." *Math. Sbornik N.S.* (1951) Russian
3. "Asymptotic properties of a differential equation." *Acta. Acad. Ci. Lima* (1951).
4. "Über die Nullstellen gewisser extremaler Polynome." *Arch. Math.* (1952).
5. "On a theorem of K. Yosida." *Proc. Japan Acad.* (1952).
6. "A spectral problem for completely continuous operators." *Acta. Math. Acad. Sci. Hungar.* (1952).
7. "On relatively regular operators." *Acta. Sci. Math.* 15, 38-56, 1953.
8. "On linear Perturbation of Non-linear Differential Equation". *Canadian Journal of Math.* 6, 1954.
9. "The Asymptotic Solution of Second Order Differential Equation". *Annali di Math.* (4), 37, 1954.
10. "On lacunary and other orthogonal polynomials." *Univ. Nac. Tucuman Rev. Ser. A.* (1954).

C. Obi, M.Sc. (Lond.), Ph.D. (Cantab.)—Senior Lecturer

*Work published:*

1. "Periodic solutions of nonlinear differential equations of the second order IV." *Proc. Camb. Phil. Soc.* 47 (1951) 741-751.
2. "Periodic solutions of nonlinear differential equations of the second order V." *Ibid.* 752-755.
3. "Periodic solutions of nonlinear differential equations of order  $2n$ ," *J. of the Lond. Math. Soc.* 28 (1953) 163-171.
4. "A nonlinear differential equation of the second order with periodic solutions whose associated limit cycles are algebraic curves." *Ibid.* 356-360.
5. "Uniformly almost periodic solutions of nonlinear differential equations of the second order." *Proc. Int. Congr. of Mathematicians*, 11 (1954) 150-151.

*Work in the press:*

"Uniformly almost periodic solutions of nonlinear differential equations of the second order I." *Proc. Camb. Phil. Soc.* (An amplification of 5 above).

R. H. F. Denniston, M.A. (N.Z.), M.A., Ph.D. (Cantab.)—Lecturer

*Work published:*

1. "Summary of thesis, printed in volume of thesis-summaries for degree of Ph.D. for 1951-52." *Camb. U.P.*
2. "On the Topology of the Joined Point-Pairs of an Algebraic Variety", *Annali di Math.* (4), 38, 213-233, 1955.
3. "Sui numeri Betti delle varietà razionali". *Rend. dell'Acc. Naz. Lincei* (1955) (8) 19, 418-421.
4. "Topology of certain Birational Transformations", *Annals of Math.*, Jan. 1956. (2) 63, 10-14.

A. Zulauf, Dr.rer.nat. (Mainz)—Lecturer

*Work published:*

1. "Zur additiven Zerfaellung natuerlicher Zahlen in Primzahlen und Quadrate". *Archiv. d. Math.* 111, 5, 327-333 (1952).
2. "Ueber den dritten Hardy-Littlewoodschen Satz zur Goldbachschen Vermutung". *Journ. f. Math.* 192, 117-128 (1953)
3. "Ueber die Darstellung natuerlicher Zahlen als Summen von Primzahlen aus gegebenen Restklassen und Quadraten mit gegebenen Koeffizienten, I: Resultate fuer genuegend grosse Zahlen". *Journ. f. Math.* 192, 210-229 (1953).
4. "—ditto II: Die Singulaere Reihe". *Journ. f. Math.* 193, 39-53 (1954).

5. "—ditto. III: Resultate fuer fast alle Zahlen". *Journ. f. Math.* 193. 54-64 (1954).

*Work in press:*

"On sums and differences of primes and squares". Accepted for publication in *Compositio Mathematica* (1956).

A. Olubummo, M.A., Ph.D. (Dur.)—Lecturer

*Work published:*

"Left completely continuous B—Algebras". *Journal L.M.S.* (1956).

*Work in press:*

"The Laplace-Stieltjes Transform of an increasing vector-valued Function". Submitted to the *Oxford Quarterly Journal of Mathematics* (1956).

#### RELIGIOUS STUDIES

A. D. Galloway, M.A., B.D. (Glas.), S.T.M. (N.Y.), Ph.D. (Cantab.)—Professor

*Work in the press:*

1. "Religious Symbols". *Scottish Journal of Theology.*
2. "The Useless Disciplines". *University Press, Ibadan.*

E. G. Parrinder, M.A., M.Th., Ph.D., D.D. (Lond.)—Senior Lecturer

*Book published:*

"A Short History of Ketu", *University Press, Ibadan.*

*Articles published:*

1. "African Traditional Religion". *Hutchinson's University Library*, p.160, 1954.
2. "Moslem Revival in Nigeria". *West Africa.*
3. "Les Societes religieuses en Afrique". *Presence Africaine.*
4. "Divine Kingship in West Africa". *Numen.*
5. Introduction to "My life in the Bush of Ghosts" by Amos Tutuola.

#### FACULTY OF SCIENCE

##### BOTANY

Eva R. Sansome, D.Sc. (Manc.)—Research Fellow (Mycology)

*Articles published:*

1. "Camphor induced gigas forms in Neurospora." *Trans. Brit. Myc. Soc.* 39, 1956.
2. "Reproduction in Bacteriophage". *University Press, Ibadan.*
3. "Crossing over in fungi Bacteria bacteriophage and higher organisms". *Comp. Rend. Lab. Crls. Serie physiolog.* 26, 1956.

E. Njoku, B.A., Ph.D. (Lond.), M.Sc. (Manc.)—Senior Lecturer

*Articles published:*

1. "Studies in the morphogenesis of leaves XI. The effect of light intensity on leaf shape in *Ipomoea caerulea*". *New Phyt.* 55, 91.
2. "Some problems of plant life in a tropical environment". *University College Press, Ibadan.*
3. "The effect of defoliation on leaf shape in *Ipomoea caerulea*". *New Phyt.* 55, 233.

*Article in the press:*

"The effect of mineral nutrition and temperature on leaf shape in *Ipomoea caerulea*". *New Phyt.*

*Ready for publication:*

"Rates of plant growth in West Africa". Paper read to the Conference of the West African Science Association in March 1956.

G. K. Berrie, B.Sc. (Manc.)—Lecturer

*Articles published:*

1. "Chromosomes of African Hepatics—*Jubulac*". *Trans. Brit. Bryol. Soc.*, (1955) 2, 532-536.
2. "The West African Cycad". *Nigerian Field*, 21, 34-41. (With A. Berrie)

J. A. Townrow, B.A. (Cantab.)—Lecturer

*Articles published:*

1. "On some species of *Phyllothea*". *J. Proc. Roy. Soc. N. S. Wales*. Vol. 89. pp. 39-53. 1955.
2. "The genus *Lepidopteris* and its Southern Hemisphere species". *Avhandl. Norske. Vidensk.-Akad.* 1. Vol. for 1956. no. 2. pp. 1-28.

*Article in the press:*

"On *Dicroidium* and some leaves confused with it". *Proc. Geol. Soc. S. Africa.*

B. Hopkins, B. Sc. (Manc.), Ph.D. (Lond.)—Assistant Lecturer

*Articles in the press:*

1. "Concept of minimal area".
2. "Pattern in the plant community".

G. H. Banbury, B.Sc. (Lond.)—Lecturer (*Left*)

*Article published:*

"Physiology of incompatibility in *Mucor*". *Proc. Sixth Int. Botan. Conference*, 1954.

H. J. Savory, M.Sc. (Bristol)—Senior Lecturer (*Left*)

*Article published:*

"West African Rhizophora," (& R. W. Keay) *Kew Bulletin* 1953.

## CHEMISTRY

C. W. L. Bevan, B.Sc. (Wales), Ph.D. (Lond.)—Professor

*Articles published:*

1. "Nucleophilic Displacement of Fluorine from Aromatic Compounds. Part I". *Journ. Chem. Soc.* 1953, 655.
2. "Effects of Alkyl Groups in Nucleophilic Substitution" (with E. D. Hughes & C. K. Ingold) *Nature*, 1953, 171, 301.
3. "The Acid-catalysed Hydrolysis of Benzoyl Fluoride" (with R. F. Hudson). *Journ. Chem. Soc.* 1953, 2187.
4. "The Influence of the Nitro-Group on the Reactivity of Aromatic Halogens Part II". (with G. C. Bye), *Journ. Chem. Soc.*, Sept. 1954.
5. "Nucleophilic Activity towards an Aromatic Carbon Atom", (with J. Hirst), *Chem. and Ind.*, Sept. 1954.
6. "Studies in Aromatic Nucleophilic Substitution Part IV. Relative Nucleophilic Powers of Common Reagents", (with J. Hirst), *Journ. Chem. Soc.*, 1956, 254.

7. "Studies in Aromatic Nucleophilic Substitution Part V. The Influence of the Solvent", (with G. C. Bye), *Journ. Chem. Soc.*, 1956, 469.
8. "A Convulsant Alkaloid of *Dioscorea dumetorum*" (with J. L. Broadbent & J. Hirst), *Nature*, 1956, 935.

*Articles in the press:*

1. "Studies in Aromatic Nucleophilic Substitution Part VI. The Effects of Alkyl Groups", (with T. O. Fayiga and J. Hirst).
2. "Kinetics of the Demethylation of Some Fluorophenyltrimethyl ammonium Iodides by Methoxide Ion in Absolute Methanol", (with G. C. Bye.)

J. Hirst, B.Sc., (Lond.)—Senior Lecturer.

Publications as in collaboration with Professor C. W. L. Bevan above.

D. H. Irvine, B.Sc. (Leeds), Ph.D. (Cantab)—Senior Lecturer

*Articles published:*

1. "A possible structure for Higher Oxidation State of Metmyoglobin", (with P. George), *Biochem. Journ.* 60, 596, 1955.
2. "On the partial molal entropies of complex ions and their conjugate acids in aqueous solution", (with P. George & G. I. Hanania), *Recueil*, 75, 759, 1956.
3. "A kinetic study of the reaction between ferrimyoglobin and hydrogen peroxide", (with P. George), *T. Colloid Science II*, 327, 1956.

*Article in the press:*

"The Reduction of Thallium III by the Osmous Tris-dipyridyl ion in Aqueous Perchloric Acid".

H. Rees, M.A. (Cantab.), A.R.I.C.—Lecturer

*Article in the press:*

"Heterotropolones" (*Chem. and Ind.*)

B. D. England, M.Sc. (N.Z.), Ph.D. (Lond.)—Lecturer (*left*)

*Articles published:*

1. "The Kinetics and Products of Bimolecular Substitution Reactions of Sodium Phenoxide in Methanol", *Chem. and Ind.*, Sept. 1954.
2. "Bimolecular Substitution with Anionotropic Rearrangement in 1-Methyl Allyl Bromide", *Journ. Chem. Soc.*, June 1955.

## PHYSICS

R. W. H. Wright, B.Sc., Ph.D. (Lond.)—Senior Lecturer

*Articles published:*

1. "Variation with Temperature of the Electrical Properties of a Degenerate Electronic Semi-conductor as exemplified by Cadmium Oxide", *Proc. Phys. Soc. A*, 1951 64 350-362.
2. "The Residual Resistance in an extremely Impure Semi-conductor" *Proc. Phys. Soc. A* 1951 64 949-950.
3. "The Effect of the Mean Free Path of Electrons on the Electrical Properties of Non-Metals", *Proc. Phys. Soc. A* 1951 64 984-999.
4. "Low temperature Conduction in Extremely Degenerate Semi-conductors", *Proc. Phys. Soc. B* 1953 66 273-277.
5. "Multiple Stratification of the F-layer at Ibadan", (with N. J. Skinner & R. A. Brown), *Journ. Atm. Terr. Phys.* (1954), 5, 92-100
6. "F2-Layer Regularities at Ibadan", (with N. J. Skinner), *Journ. Atm. Terr. Phys.* (1954) 5, 290-297.
7. "The Equatorial Midday Anomaly of the F2 on magnetically quiet and

- disturbed days", (with N. J. Skinner). Abstract of paper presented to Physical Society Conference on the Ionosphere held at Cambridge in Sept. 1954, published by *Physical Society*, 1954.
8. "Some Geomagnetic Effects in the equatorial F2 region", (with N. J. Skinner), *Journ. Atm. Terr. Phys.* (1955) 6 177-188.
  9. "Recombination and Ion Production from the total electron content", (with N. J. Skinner), *Journ. Atm. Terr. Phys.* (1955) 7 105-106.
  10. "The Electrical Conductivity of Cadmium Oxide at Low Temperatures", (with J. A. Bastin), *Proc. Phys. Soc. A* 1955 68 312-315.
  11. "Spread F Layer Echoes and Radio Star Scintillation", (with N. J. Skinner and other), *Journ. Atm. Terr. Phys.* (1956) 8 240-246.
  12. "Equatorial Ionospheric Absorption", (with N. J. Skinner), *Journ. Atm. Terr. Phys.* (1956), 9 103-117.

N. J. Skinner, B. Sc. (Nott.), Ph.D. (Lond.)—Lecturer

Publications as in collaboration with Dr. R. W. H. Wright above.

R. A. Brown, B.Sc. (Lond.), Ph.D. (Lond.)—Lecturer (*Left*)

*Article published:*

"Lunar variations of the F2 layer at Ibadan", *Journ. Atm. Terr. Phys.* (1956) 9 144-154.

J. A. Bastin, M.Sc.—Asst. Lecturer (*Left*)

*Articles published:*

1. "The Analysis of Observations" (& other), *Proc. Roy. Soc. A* 1952 212 559-576.
2. "Some experiments in extra-sensory perception" (& other), *Journ. Parapsychology* 1952.

#### PARASITOLOGY

S. D. Onabamiro, B.Sc. (Manc.), Ph.D. (Lond.), F.L.S.—Lecturer *i/c*

*Book published:*

"Food and Health", Penguin Book Co., London.

*Articles published:*

1. "The Transmission of *Dracunculus medinensis* by *Thermocyclops nigerianus*, as observed in a Village in South-West Nigeria", *Annals of Tropical Medicine and Parasitology*, Vol. 45, No 1. May 1951. pp1-10
2. "Four New Species of *Cyclops* Sensu Lat (Crustacea: Copepoda) from Nigeria", *Proc. Zool. Soc. London*, Vol. 122, Part I. pp. 253-266.
3. "On the Diurnal Migration and Seasonal Fluctuation in the Numbers of *Thermocyclops nigerianus* Kiefer in a Nigerian pond", *Annals of Tropical Medicine and Parasitology*, Vol. 46, No. 1, May 1952. pp38-47.
4. "The Geographical Distribution and Clinical Features of *Dracunculus medinensis* in South-West Nigeria", *West African Medical Journal*, Vol. 1, No. 4 (New Series). pp. 2-8.
5. "The Diurnal Migration of *Cyclops* infected with larvae of *Dracunculus medinensis* (Linnaeus) with Some Observations on the Development of the Larval Worms", *West African Med. Journal*, Vol. III, No. 4 (New Series) pp. 180-194.
6. "The Effects of Hetrazan (Banocide), Diethylcarbamazine on the Larval Forms of *Dracunculus medinensis*", *West African Medical Journal*, Vol. V., No. 2, 1956 pp. 64-70.
7. "The Early Stages of the Development of *Dracunculus medinensis* (Linnaeus) in the Mammalian Host", *Annals of Tropical Medicine and Parasitology*, Vol. 50, No. 2 June 1956. pp. 157-166.
8. "Some New Species of *Cyclops* sensu lat. (Crustacea-Copepoda) in Nigeria", *Proc. Zool. Soc.* Vol. XLIII, No. 290, 1956 pp. 123-133.

## ZOOLOGY

J. E. Webb, Ph.D., D.Sc. (Lond.)—Professor

*Book published:*

"Animal Classification", *Ibadan University Press*, pp. 1-161. (with J.H. Elgood).

*Articles published:*

1. "The Taxonomy of Termites and its Importance to Agriculture." *Proc., 13th Int. Congr. Ent.* Amsterdam. (1951).
2. "On the lancelets of West Africa", *Proc. Zool. Soc. Lond.*, 125, 421-443.
3. "On the lancelets of South and East Africa", *Annals of the South African Museum*, XLIV. Pt. I.
4. "On the populations of *Branchiostoma lanceolatum* and their relations with the West African lancelets", *Proc. Zool. Soc. Lond.* 127, 125-140.
5. "A note on the lancelets of Singapore with a description of a new species of *Branchiostoma*", *Proc. Zool. Soc. Lond.* 127, 119-123.

*Articles in the press:*

1. "The 'Atlantide' Expedition to West Africa 1945-46. Cephalochordata", *Atlantide Report*. IV.
2. "The 'John Murray' Expedition 1933-34. Cephalochordata", *Scientific Reports of the 'John Murray' Expedition*.

J. H. Elgood, M.A. (Cantab.)—Senior Lecturer

*Book published:*

"Animal Classification" (with J. E. Webb). *Univ. press*, Ibadan.

*Other publication:*

"On the status of *Centropus epomichis*." *Ibid.*

H. S. Clausen, M. Sc. (Copenhagen)—Lecturer

*Articles published:*

1. "Biological and Taxonomical Notes on Nigerian Fresh-Water Syngnathus (Linne 1758) Kaup 1856". *Videnskabelige Meddelelser fra Dansk Naturhistorisk Forening i København*. 1956.
2. "Correlation entre distribution Ichthyofaunique et distribution de depots geologiques en Nigeria du Sud-Ouest (Afrique Occidentale)". *Vie et Milieu*. 1956.
3. "Fortpflanzung von Aphyosemion in Periodischen Gewassern", *Zoologischer Anzeiger*. 1956.
4. "Larvae of the Polypterid Fish *Erpetoichthys Smith*". *Nature* 1956.

Mrs. M. B. Hill, (nee Harley), B.Sc., Ph.D. (Lond.)—Lecturer

*Article published:*

"The feeding habits of *Nereis diversicolor*". *Brit. Journ. An. Behaviour* Vol. 1, p. 88 (1953).

J. H. Sudd, M.A. (Cantab.), Ph.D. (Lond.)—Lecturer

*Article in the press:*

"A response of worker ants to dead ants of the same species." *Nature*.

## FACULTY OF MEDICINE

### BACTERIOLOGY

P. J. Collard, M.D., M.R.C.P. (Lond.)—Professor

*Articles published:*

1. "Methods for determining the sensitivity of Myco. tuberculosis to Isoniazid, Streptomycin, and P. A. S." *Tubercle*, April, 1956.

2. "Salmonellae isolated from cattle in Ibadan", (with R. Sen), *W. African Medical Journal*, V—118, September 1956.

*Articles in the press:*

1. "Agama agama as a reservoir of Salmonellae in Nigeria", Letter to *Nature*
2. "Agama agama as a reservoir of Salmonellae infections in Ibadan" (with D. Montefiore), *W. Afr. Medical Journal*.
3. "Salmonellae isolated from fowls in Ibadan" (with R. Sen), *W. Afr. Medical Journal*.

R. Sen, M.B. (Cal.), Dip.Bact. (Manc.)—Lecturer

Publications in collaboration with Professor P. J. Collard as above.

CLINICAL BIOCHEMISTRY.

J. C. Edozien, B.Sc. (Lond.), M.Sc., M.D. (N.U.I.), M.R.C.P.Ed—Senior Lecturer

*Articles in the press:* (accepted July 1956 for publication in *The Journal of Clinical Pathology*).

1. "The serum proteins of healthy adult Nigerians".
2. "The Lipid levels in the serum of Nigerians and its relationship to vascular diseases."

MEDICINE

A. Brown, M.B., Ch.B. (Edin.), F.R.C.P.Ed.—Professor

*Articles published:*

1. "Enteric Fever Associated with jaundice" (with W. D. Silvera), *W. African Med. Journal*.
2. "Disease as a Factor in the Nigerian Environment" (Section), comprising pp. 41-57 ("Land and People in Nigeria", Buchanan & Pugh).
3. Lecture on problems of medicine in Nigeria under the title "Medicine in the Tropics" at the Universities of Birmingham and Edinburgh in 1953 and delivered a Litchfield lecture on the same topic at the University of Oxford in 1954.

J. R. Lauckner, M.B., Ch.B. (Edin.), M.R.C.P., F.R.F.P.S. (Glas.)—Senior Lecturer

*Article published:*

"Ambulatory treatment of pulmonary tuberculosis in Nigeria", *Tubercle* 1956. 37. 321.

D. B. Jelliffe, M.D., M.R.C.P.—Lecturer (*Lcfi*)

*Articles published:*

1. "Blackwater fever in African Children", *Brit. M. J.* 1951. 1. 1117.
2. "Congenital toxoplasmosis in an African Child", *Arch. Dis. Childhood.* 1951. 26. 258.
3. "Amoebic hepatitis treated with Chloroquine. (Report of a successful case in African boy)", *J. Trop. Med.* 1951. 54. 114.
4. "Toxic hepatitis caused by diamino diphenylsulphone", *Lancet.* 1951. 1. 1343.
5. "Oil of Chenopodium in treatment of Ascariasis: Report of 3 cases of fatal liver damage in Africans", *J. Trop. Med.* 1951. 54. 143.
6. "Lymphostatic Verrucosis in case of tertiary yaws", *J. Trop. Med.* 1951. 54. 165.
7. "Clinical rickets in Ibadan", *Tr. Roy. Soc. Trop. Med. and Hyg.* 1951. 45. 119.
8. "Acquired haemolytic anaemia with haemoglobinuria in an African infant", *J. Trop. Med.* 1951. 54. 247.

9. "The African Child", *Tr. Soc. Trop. Med. and Hyg.* 1952. 46. 13.
10. "Sickle-cell disease. Review of the literature with report of 2 cases of sickle-cell anaemia in Nigerian children", *Trans. Roy. Soc. Med. and Hyg.* 1952. 46. 169.
11. "Cerebral thrombosis in sickle-cell anaemia", *West African Med. J.* 1952. 1. 38.
12. "Congenital cataract and maternal smallpox", *J. Trop. Med.* 1952. 55. 99.
13. "Infective gangrene of the mouth (Cancrum oris)", *Paediatrics.* 1952. 9. 544.
14. "Origin, fate and significance of umbilical hernia in Nigerian children (review of 1300 cases)", *Tr. Roy. Soc. Trop. Med. and Hyg.* 1952. 46. 428.
15. "Juvenile Osteomalacia in a Nigerian Child", *J. Trop. Med.* 1952. 55. 215.
16. "Protein content of breast milk of African Women", *Brit. M. J.* 1952. 2. 1131.
17. "Antibiotic treatment of infective gangrene of the mouth", *J. Trop. Med.* 1953. 56. 53.
18. "Clinical notes on Kwashiorkor in Western Nigeria", *J. Trop. Med.* 1953. 56. 104.
19. "Out-patient treatment of Malaria with single dose of intramuscular Chloroquine in a hyperendemic area in Western Nigeria", *Tr. Roy. Soc. Trop. Med. and Hyg.* 1953. 47. 235.
20. "Serum proteins in the newborn African", *Docum. Med. Geog. et trop.* 1953. 5. 286.

#### OBSTETRICS AND GYNAECOLOGY

J. B. Lawson, M.A. (Cantab.). M.B., B.Chir., M.R.C.O.G.—Senior Lecturer *ie*.

*Article published:*

"Problems of Antenatal Care in Nigeria", *West African Med. Journal.* 1954, 3, 38.

*Report published:*

"Clinical Report of Department of Obstetrics, University College, Ibadan, 1953-54". pp. 169. 1956. (with U. G. Lister).

Una G. Lister, M.B., B.S. (Lond.) M.R.C.O.G.—Lecturer

*Article published:*

"Obstructed Labour in Southern Nigerian Women", *J. Obs. and Gyn. B. E.* 63. 772. (1956).

Clinical report in collaboration with J. B. Lawson as above.

A. H. C. Walker, M.R.C.S., L.R.C.P., M.R.C.O.G.—Senior Lecturer (*Left*).

*Article published:*

"The Effects of Anaesthesia upon Fallopian Tube Motility", (with R. J. Stout), *J. Obs. and Gyn. B. E.* 59. 1.

#### PHARMACOLOGY

J. L. Broadbent, M.D. (Leeds)—Senior Lecturer *ie*

*Articles published.*

1. "Observations on itching produced by cowhage, and on the part played by histamine as a mediator of the itch sensation." (1953) *Brit. J. Pharmacol.* 8. 263.
2. "Histamine induced pruritus and pain". (1955), *Brit. J. Pharmacol.* 10. 183.
3. "A convulsant alkaloid of *Dioscorea dumetorum*", (with C. W. L. Bevan and J. Hirst), (1956) *Nature*, 177, 935.

4. "Laboratory Studies on the detection and treatment of yam poisoning (with B. Reiff), (1956) *The West African Medical Journal*, 5, 76.

H. Schnieden, M.D. (Bristol)—Lecturer

*Articles published:*

- "Effects of cortisone on the water metabolism of rats kept on cassava diet". *Proceedings of 20th Int. Congr. of Phys., Brussels 1956.*

*Article in the press:*

- "Water Metabolism in clinical and experimental malnutrition."

#### PHYSIOLOGY

J. Grayson, M.Sc., M.D. (Manç.)—Professor

*Articles published:*

1. "Temperature Responses in Rat Liver and Abdomen Following Cold Exposure" (with D. Mendel), *Journ. Phys.* 129, 1956.
2. "The Distribution and Regulation of Temperature in the Rat" (with D. Mendel), *Journ. Phys.* Vol. 133, p. 334, 1956.
3. "Factors Involved in the Control of Cerebral Blood Flow" (with Carlyle) *Journ. Phys.* Vol. 133, p. 10, 1956.
4. "Contribution of the Spleen to Liver Blood Flow" (with D. Mendel), *Proceedings of 20th Int. Congr. of Phys., Brussels, 1956.*

*Articles in the press:*

1. "The role of the hepatic artery and Spleen in the Regulation of Liver Blood Flow" (with D. Mendel), *Journ. Physiology.*
2. "The Effects of Haemorrhage on Liver Blood Flow", Contribution to an International Symposium on liver function held by the U. S. Atomic Energy Commission at San Francisco.

D. Mendel, M.D. (Lond.), M.R.C.S., M.R.C.P.—Senior Lecturer

*Articles published:*

- "The actions of drugs on the rat right ventricle", *Int. Congr. of Phys. Brussels.*

Other articles in collaboration with J. Grayson as above.

O. Bassir, B.Sc. (Liv.), Ph.D. (Lond.), F.R.I.C., Higher College Diploma (Yaba)  
—Lecturer in Biochemistry.

*Articles published:*

1. "Nutritional Studies on Breast Milk of Nigerian Women", *Int. Congr. of Phys., Brussels, 1956.*
2. "Some Biochemical Features of Breast Milk of Lagos Women during the First Year of Lactation", *Journ. Trop. Med. and Hyg.* 1956, 59, 139.
3. "Variation in the Output of Milk with the Stage of Lactation", *W. African Med. Journ.* 1956, 5, 88.
4. "Molecular Inhomogeneity as a Source of Error in Inulin Clearance Studies", *Journ. Phys.* March 1956.
5. "The Effect of Low Calcium Diet on Tissue Metabolism", *Journ. Trop. Med. and Hyg.* September 1955.
6. "Photo-Activation as a Source of Error in the Cephalin Cholesterol Flocculation Test", *Scand. Journ. Clin. and Lab. Invest.*, September 1955.
7. "Infant Feeding", *Lagos Health Week Magazine*, 1956.
8. "Sources of Error in Clinical Biochemistry", *W. African Med. Journ.* 1956, 5 131.
9. "Sources of Error in Clinical Biochemistry" Communication to the *Royal Institute of Chemistry*, 1956.

*Articles in the press:*

1. "Diurnal Variation of Output of Breast Milk of Lagos Women", *J. Trop. Med. and Hyg.*
2. "Determination of the Output of Breast Milk".

PREVENTIVE AND SOCIAL MEDICINE

O. A. Ajose, M.D. (Glas.), D.P.H.—Professor

*Article published:*

"Old and New in Nigeria—Custom, Religion and Disease", *The Lancet*, 15 May 1954.

*Articles in the press:*

1. "What Community Effort can achieve in a planned Project: an illustration from Ilora, Nigeria, Health Programme".
2. "The Ways and Means of Carrying out Environmental Sanitation Programmes."
3. "Local Sanitation Problems."

SURGERY

Beatrice M. Joly, M.D. (Lond.), M.R.C.P., F. R.C.S.Ed.—Professor

*Articles published:*

1. "Non-infantile Subacute Idiopathic Intussusception in Western Nigeria—with a report of 33 cases" (with H. O. Thomas), *W. Afr. Med. Journ.* Vol. III, No. 1, 1954.
2. "Peptic Ulcer in Western Nigeria and in the Southern States of America", *W. Afr. Med. Journ.* Vol. V, No. 2, 1956.

P.G. Konstam, M.D. (Frankfurt), F.R.C.S.Ed.—Senior Lecturer

*Articles published:*

1. "Peptic Ulceration in Southern Nigeria", *Lancet* 29, 1039, Nov. 1954.
2. "A Case of Histoplasma Duboisii Infection", *W. Afr. Med. Journ.* Vol. III, March 1954 (with W. D. Silvera).
3. "Gastric Acidity in Nigerian Peptic Ulcer", *W. Afr. Med. Journ.* Vol. IV, 203, 1955.

*Articles in the press:*

1. "On Peptic Ulcer in South India".
2. "Tuberculous Spondylitis in South Nigeria".

H. O. Thomas, M.B., Ch.B. (Birm.), F.R.C.S.—Senior Lecturer

*Articles published:*

1. "Extraskeletal Giant-Cell Tumour of Scalp—Report of a case", *W. Afr. Med. Journ.* Vol. I, No. 1 (New Series) March, 1952, p. 29-34.
2. "Clinical Notes on Two Cases of Neurofibroma", *W. Afr. Med. Journ.* Vol. I, No. 2 (New Series) June, 1952, p. 72-74.
3. "Myosarcoma of Meckel's Diverticulum", *Surgery*, Vol. 32, No. 4 October 1952, p. 667-672.
4. "Idiopathic Gangrene of the Scrotum in West Africans", *British Journ. of Urology*, Vol. XXV, No. 1, March 1953, p. 60-63.
5. "Giant Neurofibroma of the Great Omentum", (with D. B. Jelliffe), *The British Journ. of Surgery*, Vol. XL, No. 163, March 1953, p. 473-477.
6. "Non-Infantile Subacute Idiopathic Intussusception in Western Nigeria (with a report of 33 cases)." *W. Afr. Med. Journ.* Vol. III, No. 1 (New Series) March, 1954, p. 3-16. (with Professor Beatrice M. Joly).
7. "Possible applications of Plastic Surgery in Nigeria". *W. Afr. Med. Journ.* Vol. III, No. 3. (New Series) September 1955, p. 127-129

8. "Some Uncommon Limb Fractures", *W. Afr. Med. Journ.* Vol. IV. No. 4. (New Series) March 1956. p. 185-195.
9. "Traumatic Aneurysm of the Femoral Artery", *W. Afr. Med. Journ.* Vol. V. No. 1 (New Series) March 1956 p. 22-25.

*Articles in the press:*

1. "Cervical Teratoma", *Brit. Journ. of Surgery*.
2. "Surgical Conditions of the Alimentary Canal", Chapter in "Clinical Pediatrics in the Subtropics and Tropics" Edited by Jelliffe and Trowell.

#### FACULTY OF AGRICULTURE

D. H. Hill, D.V.M. (Toronto)—Senior Lecturer i/c

*Articles published:*

1. "Urinary Calculi in an Aged Bull", *Vet. Med.* Vol. XXV, No. 9, 350-352.
2. "Diseases seen in Nigeria which could threaten North American Live-stock." *Proc. 90th Ann. Conv. of the A.V.M.A.*, Toronto, July 20-23, 1953, 465-477.
3. "Poultry Production in Nigeria", *Section Paper No. 97 of the 10th World's Poultry Congress*, 13-21 August, 1954.
4. "Trypanosoma brucei in the Cat", *Brit. Vet. J.*, Vol. 3, 2, 77-79 (3 figs.).
5. "Some clinical and serological observations on an outbreak of contagious pleuropneumonia in a dairy herd of zebu cattle in Nigeria", *Brit. Vet. J.*, Vol. 112, 2, 63-70. (8 figs.).
6. "Newcastle Disease in Nigeria", (with O.S. Davis & J. K. H. Wilde). *Brit. Vet. J.*, Vol. 109, 9, 381-385.
7. "Current investigation in poultry production and diseases in the Western Region of Nigeria". *Paper presented at the Western Region of Nigeria Agricultural Committee*, 1956.

K. T. Ebes, Dr.Ir. (Wageningen)—Senior Lecturer i/c (Left)

*Articles published:*

1. "Verbetering van de stamvorm door selectie (Stem form improvement by selection in Cinchona)", *Nederlandsch Boschbouw Tijdschrift*.
2. "The Effect of spacing and thinning on the yield of Cinchona Ledgariana", *Neth. J. Agric. Sci.*, 1-1, 1953, 44-53.
3. "The thickness of bark and bark per dm<sup>2</sup> of Cinchona", *Neth. J. Agric. Sci.*, 1-1, 1953, 54-58.
4. "Mechanical sorting of Cinchona seeds", *Neth. J. Agric. Sci.*, 1-2, 1953, 137-139.
5. "Course on introduction to agriculture", ATCAS/C. 1.1-1.8. Food and Agriculture Organisation of the United Nations. Rome, 1953.
6. "Introduction to Agriculture", FAO Publication ATCAS/C1. July-Sept. 1953.

V. A. Oyenuga, B.Sc., Ph.D. (Dunelm), A.R.I.C.—Lecturer

*Articles published:*

1. "The Ash Constituents of some Herbage Plants at Different Stages of Maturity", (with Brynmor Thomas, A. Thompson and R. H. Armstrong), *Empire Journal of Exper. Agric.* 1952, 20: 10-22.
2. "Nigeria's Feedingstuffs: Their Composition and Nutritive Value", *University College, Faculty of Agriculture Technical Bulletin No. 1.* Ibadan, 1955.
3. "The Composition and Nutritive Value of Certain Feedingstuffs in Nigeria: 1. Roots, Tubers and Green Leaves", *Empire Journal of Exper. Agric.* 1955, 23 (90); 81-95.

4. "The Composition and Nutritive Value of Certain Feedingstuffs in Nigeria: II Concentrates", *Empire Journal of Exper. Agric.* 1955, 23. (91-92): 171-187.
5. "Agriculture in Nigeria", Text of a lecture given to Nigeria Union of Great Britain and Northern Ireland in 1955. *The Nigeria Union, 1955 Summer School Papers*, London, January, 1956.
6. "Food, Health and Population Growth in Nigeria", *The Glass Measure, official organ of The Association of Pharmaceutical Students of Nigeria*, 8 (No. 1): 19-21 and 37. May, 1956.

*Article in the press:*

"The Chemical Composition and Value of Some of Nigeria's Grass Species", *The Empire Journ. of Exper. Agric.* 1956.

G. H. Caswell, B.Sc. (Lond.), A.R.C.S.—Lecturer

*Articles published:*

1. "Observations on the biology of *Callosobruchus maculatus*, (Coleoptera: Bruchidae)", Paper presented at the 6th International Conference C.I.A.O., S. Thome, 21-28 August, 1956.
2. "Some problems of grain storage in Southern Nigeria", *ibid.*

H. T. Clifford, M.Sc. (Melb.), Ph.D. (Dun.)—Lecturer

*Articles published:*

1. "On the distribution of *Rhacomitrium crispulum*", *The Bryologist*, 58, 330-334, 1955.
2. "Seed Dispersal on Footwear", *Proc. Bot. Soc. Brit. Is.* 2(2), 129-131, 1956.

*Article in the press:*

"Studies in British Primulas VI., Hybridization between *Primula vulgaris* Huds. and *Primula veris*." *New Phytologist*.

F. E. S. Alexander, M.A., Ph.D. (Cantab.)—Lecturer

*Articles published:*

1. "Examination of soil micro-organisms in their natural environment" (with R. M. Jackson). *Nature*, Vol. 174, 750 (1 fig.)
2. "Preparation of sections for study of soil micro-organisms", (with R. M. Jackson), *Soil Zoology, Proceedings of the University of Nottingham, 2nd Easter School in Agric. Science 1955*. Butterworth, 1956.

M. Milliken, M.Agric. Sc. (N.Z.)—Lecturer (*Left*)

*Article published:*

"Some Notes on Land as a Factor of Production in Nigeria", *West African Institute of Social and Economic Research, Annual Conference, Economics Section, Achimota, April, 1953* (Proceedings of).

## LIBRARY

W. J. Harris, B.A. (Oxon.), F.N.Z.L.A.—Librarian

*Publications:*

1. "Libraries in Nigeria" (with Jessie Carnell) *West African Libraries*, 1: 2-6, March 1954.
2. "Medical Facilities in the Library of University College, Ibadan", *Proceedings of the first Internat. Congress on Medical Librarianship, 1953*. Libri, 3: 188-190, 1953.
3. Reviews of the 'Nigeria Handbook, 1953', and the 'Directory of Scientific and Technical Libraries in Africa south of the Sahara, 1953'. *West African Libraries*, 1: 14-17, March 1954.

4. "Library proposals for Nigeria", *WALA News*, Vol. 2: pp. 38-40, June 1955.
5. Presidential address at the inaugural conference of the West African Library Association, September 1954. Reprinted from *WALA News*, Vol. 2, pp. 5-10, January 1955.
6. "Notes on Book Preservation in West Africa", *WALA News*, Vol. 2: pp. 102-105, December 1956.
7. "Library Progress in West Africa". Presidential address to the Second Annual Conference of the West African Library Association. *WALA News*, Vol. 2: pp.54-62, August 1956.

W. E. Kensdale, B.A. (Oxon.)—Deputy Librarian (*Left*)

*Publications:*

1. "Hayar 'attar Yada' and the Na'it inscription", *Le Museon*, 16: 371-372, 1953.
2. "The red granite stela of Ma'In", *Journal of Near Eastern Studies*, 12: 194:196 plus plates, 1953.
3. "Two South Arabian antiquities", *Journal of the Royal Asiatic Society*, 1953: pp. 40-41 plus plates.
4. Review of J. Ryckmans: 'L'institution monarchique on Arabie Meridionale avant l'Islam, etc.' Louvain, 1951. *Journal of Royal Asiatic Society*, 1953, p. 71.
5. "Arabic manuscript collection of the Library of the University College of Ibadan, Nigeria." *WALA News*, Vol. 2: 21-25, June 1955.
6. "Religious beliefs and practices of the ancient South Arabians". A lecture given to the Philosophical Society, University College, Ibadan on December 16, 1953. *Ibadan University Press*, for the Philosophical Society 1955. 7p.
7. "Catalogue of the Arabic manuscripts preserved in the University Library, Ibadan, Nigeria. Fascicules 1-2. *The Library*. 1955-56. pp.27.

## DISTRIBUTION OF STUDENTS BY SUBJECTS

## FACULTY OF ARTS

	1st year	2nd year	3rd year	4th year	5th year
Classics	20	29	15	15	4
English	17	36	15	12	2
Geography	-	7	4	2	1
History	19	49	22	15	12
Mathematics	3	8	7	9	3
Religious Studies	5	9	5	5	-

## FACULTY OF SCIENCE

	1st year	2nd year	3rd year	4th year	5th year
Biology	32	-	-	-	-
Botany	57	-	9	8	1
Chemistry	119	-	18	11	4
Geography	4	-	2	6	-
Mathematics	61	-	15	23	4
Physics	120	-	19	16	6
Zoology	58	-	2	6	1

## FACULTY OF AGRICULTURE

	1st year	2nd year	3rd year
Botany, Organic Chemistry, Pedology, Zoology	13	-	-
Animal Production, Crop Production, Agricultural Organisation	-	11	6

## FACULTY OF MEDICINE

	1st year	2nd year
Anatomy	38	42
Physiology	38	42
Pharmacology	-	42



7 June 66

# Nigerian Institute of Social & Economic Research Ibadan



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ANNUAL

REPORT

1964-65

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## GOVERNING COUNCIL

### *Chairman*

The Economic Adviser to the Federal Government, Dr P. N. C. Okigbo

### *Members*

The Vice-Chancellor, University of Ibadan, Dr K. O. Dike

The Secretary to the Prime Minister of Nigeria, Mr S. O. Wey

The Permanent Secretary, Ministry of Economic Development,  
Mr A. A. Ayida

Representative of Ahmadu Bello University: Professor E. H. Whetham

Representative of the University of Lagos: Dr O. Olakanpo

Representative of the University of Nigeria, Nsukka: Dr S. A. Aluko

Representative of the University of Ibadan: Dr O. Aboyade

Representative of the University of Ife: Dr S. O. Biobaku

The Deputy Director of Research, Central Bank of Nigeria,  
Mr A. E. Bassey

Director, Nigerian Institute of Social and Economic Research,  
Dr H. M. A. Onitiri.

The Nigerian Institute of Social and Economic Research (NISER) is the successor of the West African Institute of Social and Economic Research, which was founded in 1950 on the site of the University College, Ibadan (now the University of Ibadan). Its present name dates from 1956, when the West African Institute was dissolved, being replaced in the then Gold Coast by the Economic Research Unit and in Nigeria by NISER. Until Nigerian Independence in 1960 NISER obtained finance from the Federal Government and from Colonial Development and Welfare Funds; subsequently, it has been financed almost entirely by the Nigerian Government, though it is hoped that additional support may be forthcoming from philanthropic foundations. Though the Institute's programme originally emphasized anthropological research, it has been increasingly devoted to applied research on problems of immediate relevance to Nigerian development plans.



## I. ADMINISTRATION

### *Re-organization*

During the past year work was continued on the programme for the reconstitution and expansion of the Institute in accordance with the guide lines suggested in the *National Development Plan, 1962-68*. In its section on "Economic Development Expenditure" the Plan calls for

"the expansion of the present Nigerian Institute for Social and Economic Research into the major National Institute of Applied Research on Nigerian development problems. The Institute will concentrate its attention upon long-range problems of the Nigerian economy with particular reference to the National Plans. It is intended that the Institute will operate independently from Government, but that its research programmes will be prepared in close consultation with Government. It is also expected that the Institute will provide valuable training for the staffing of planning organizations. A sum of £200,000 has been provisionally allocated by the Federal Government for the financing of this important work." (p. 59)

To implement these recommendations Mr W. M. L. Bispham, who was Acting Director of the Institute up to June 1964 initiated plans for the reorganisation of the Institute early in the year. Under his direction six working papers were drafted covering (1) research and training policy; (2) staff; (3) external relations; (4) physical facilities; (5) a draft constitution; and (6) finances. These were submitted for discussion to a meeting of the provisional NISER Governing Council on 18th May, 1964. The results of the discussions were incorporated into a revised set of working papers submitted to the Governing Council on 20th November 1964 by the newly appointed Director of the Institute. At this second meeting, the Governing Council approved the final version of the NISER constitution.

### *New Constitution*

The new constitution (see Appendix B for full text) is designed to reflect NISER's expanded role as "the major National Institute for Applied Research on Nigerian development problems". The Director of the Institute is now responsible to a Governing Council on which the Federal Government, the Central Bank, and all the universities of Nigeria are represented. The Advisory Board established under the old Constitution has been retained but with a broadened representation which includes the business community, the trade union movement,

the Federal and Regional Governments, the Nigerian Economic Society, and the Economic Development Institute of the University of Nigeria.

The purpose of these changes has been to make the Institute responsive to the research needs of those sections of Nigerian opinion which are most important in influencing, formulating and studying national economic and social policy. In addition, the new constitution enjoins the Director to consult with Public Corporations, Government Agencies and other organizations in formulating the Institute's research programme. The effect of the new constitution has thus been to enable NISER to emerge as a fully representative national organ for economic and social research.

Notwithstanding its new role, the Institute retains many of its close associations with the University of Ibadan. Located on the Ibadan campus, the Institute draws on University facilities and has lodgings assigned to it from the University housing pool (all housing formerly belonging to NISER having been turned over to the University in accordance with section 12 of the new constitution). NISER staff serve under the same general conditions of employment as University personnel and are admitted to the privileges enjoyed by the academic and administrative staff of the University.

Furthermore, all appointments to the Institute's full-time research staff are made by the Council of the University of Ibadan on the recommendation of the University Appointments Committee.

### *Expansion*

Hand in hand with the reconstitution of the Institute has gone a programme for its physical expansion. During the past year plans were presented for a £50,000 extension of the existing building to enable the total number of research workers to be increased from 16 to 30. Also put forward was a £50,000 plan for the expansion of residential accommodation which, if adopted, would increase NISER's share of senior staff housing in the University housing pool from 10 to 24 units. The combined plans for the expansion of residential and office accommodations would thus cost £100,000 and would approximately double the present capacity of the Institute.

Pending the realization of these plans, the Institute has already gone ahead with a few minor improvements in physical facilities. During the year, work was completed on converting the garage space in the present building to an air-conditioned seminar room with accommodation for about forty people. A separate room, also fully air-conditioned, was set aside for data processing. The IBM World Trade

Corporation, which recently established an African Education Centre at the University of Ibadan, has installed four automatic card punchers in this room for the preliminary processing of data. The facilities will relieve the congestion now developing at the Centre.

### *Library*

The past year has seen important progress in the Institute's reference library, which now has a collection of approximately 2,800 books, pamphlets, and government publications, and more than 100 current periodicals. The Library acquired 1,103 new volumes during 1964-65, including a collection of 400 books on economic development from the Economic Development Institute of the International Bank for Reconstruction and Development. With these accessions, the library is developing into a useful reference library on economic development.

The work of classifying most of the books was begun in November, 1964, with the secondment from the University of Ibadan Library of Mrs Johanna Visser, a graduate librarian. The majority of books and serials are being classified according to the Dewey Decimal System, while Nigerian government publications are catalogued according to Swam's *Handlist of Nigerian Publications*. Completion of the classification project is expected by June, 1965.

Two bibliographical projects are being prepared: a bibliography on the Nigerian economy, 1963-64, and a reference file of articles and editorials on labour matters (including wages and prices) appearing in the Nigerian press from 1945 to 1964. Provision for additional library space is made in the projected scheme for extending the Institute building.

### *Budget*

The Institute received a subvention of £40,000 from the Federal Government for its current and special expenditures during the year. Because of under-staffing, this amount was not fully expended.

## II. RESEARCH STAFF

In July 1964, Dr H. M. A. Onitiri was appointed Director of the Institute in succession to Mr W. M. L. Bispham, who served as Acting Director during the previous year.

There were no other permanent additions to the full-time staff, but there were several departures of members who completed their terms at the Institute. These were: Dr S. L. Andrevski, Senior Research

Fellow in Sociology; Mrs A. Brain and Mrs B. F. Olaniyan, Temporary Research Assistants in the Library; and Dr R. L. West, Visiting Professor of Economics. Mr O. Oloko, Research Fellow in Sociology, and Mr D. E. J. Osifo, Junior Research Fellow in Economics were on study leave. At the year's end, therefore, there were only two permanent members of the full-time staff: the Director and Dr S. P. Schatz, Senior Research Fellow in Economics. In addition, two temporary personnel joined the full-time staff for short periods: Mrs J. Visser as Librarian, and Mr J. L. Auspitz as Junior Research Fellow.

Of last year's associated staff only one member remains: Miss M. Montin (Political Science). Three Associate Research Fellows completed their work at the Institute. These were: Mr D. B. Abernethy (Political Science), Mr A. N. Hakam (Economics), and Dr E. J. Ryan (Sociology). These departures were, however, more than counter-balanced by some 16 additions to the number of Part-time Staff, Associate Research Fellows, and Research Students, as indicated in the list which follows:

#### LIST OF STAFF (as of 1 April 1965)

##### *I. Full-time Research Staff*

###### *Director*

H. M. A. Onitiri, B.Sc. (London), M.A. (Yale), PH.D. (London).

###### *Senior Research Fellow*

S. P. Schatz, B.S. (Pennsylvania), M.A., PH.D. (New School, N.Y.).

###### *Research Fellow*

O. Oloko, B.A. (Durham); on study leave.

###### *Junior Research Fellows*

J. L. Auspitz, B.A. (Harvard); temporary.

D. E. J. Osifo, B.Sc. (London), D.E.D. (Manchester); on study leave.

###### *Librarian*

Mrs J. Visser, B.A. (Stell.), Dip. Lib. (Cape Town), F.S.A.L.A.; on secondment from University of Ibadan Library.

## 2. *Part-time Research Staff*

Mrs Dorothy Vine, B.A. (Manchester), F.R.G.S.

Mrs Elzbieta Zielinski, B.A. (Central School of Planning and Statistics, Warsaw); on leave from Polish Ministry of Finance, Foreign Department.

## 3. *Associate Research Fellows*

R. A. Akinola, B.A. (Exeter), PH.D. (London); Lecturer, Department of Geography, University of Ibadan.

W. M. L. Bispham, M.A. (Cantab.); Senior Lecturer in Industrial Relations, Department of Economics, University of Ibadan.

J. R. Harris, B.A. (Wheaton), M.A. (Northwestern); SSRC/ACLS Foreign Area Fellow: Instructor, Department of Economics, Northwestern.

A. H. Hay, B.A. (Cantab.); Research Student, Department of Geography, University of Cambridge.

Miss M. A. Montin, B.A. (Swarthmore), M.A. and M.A.L.D. (Fletcher School of Law and Diplomacy); PH.D. candidate, London School of Economics.

L. Schätzl, Dip. Kfm. (University of Munich), Wissenschaftlicher Assistent, Munich.

R. H. T. Smith, B.A. (New England, N.S.W.), M.A. (Northwestern), PH.D. (Australian National University); Associate Professor, University of Wisconsin, on leave 1964-66; Guggenheim Fellow, 1964-5; Honorary Visiting Lecturer, Department of Geography, University of Ibadan.

M. M. D. Toluhi, B.A. (Durham); Acting Senior Lecturer in Economics, Nigerian Defence Academy, Kaduna.

## 4. *Research Students*

S. Bowles, B.A. (Yale); Fellow, Center for Studies in Education and Development, Harvard; PH.D. candidate, Department of Economics, Harvard.

Miss E. A. Hopkins, B.A. (Oxon.); M.Sc. candidate, Department of Economics, University of Ibadan.

R. F. Melson, B.S. (M.I.T.); Research Fellow, Institute of African Studies, University of Ife; PH.D. candidate, Political Science Department, M.I.T.

J. H. Meredith, B.A. Hist. (Jackson State College, Miss.), B.A. Sci.

(University of Mississippi); Graduate student, Department of Political Science, University of Ibadan.

F. L. Osunsade, B.Sc. Econ. (London); Graduate student, Department of Economics, University of Ibadan.

C. S. Rooks, B.A. (Wake Forest College), M.A. (Duke University); PH.D. candidate, Duke University.

L. A. Rupley, B.A. (Manchester College, Indiana), M.A. (University of Illinois); Rotary Fellow for International Understanding; PH.D. candidate, University of Illinois.

### *Recruitment*

To fill the vacancies on the full-time staff a recruitment programme was initiated in January 1965, with the eventual aim of building a staff which would consist of the Director, two Research Professors, two Senior Research Fellows, four Research Fellows, and four Junior Research Fellows. It is expected that most of these appointments will have been made by June, 1965.

To stimulate the recruitment effort, the Director visited the following institutions during the year: IFO Institute, Munich; Agricultural Development Institute, Berlin; Netherlands Economic Institute, Rotterdam; Institute for Social Studies, the Hague; Organization for Economic Co-operation and Development, Paris; Central School of Planning and Statistics, Warsaw; Centre for the Study of Economic Planning, Kampala. These visits also served to prepare the ground for collaborative research projects between the Institute and foreign institutions.

### *Research Personnel*

To enable the Institute to draw selectively on a wide range of expertise the Governing Council this year approved a more varied and flexible system with regard to the recruitment of research workers. Although the full-time research staff retains major responsibility for carrying out the approved research programme of the Institute, other categories of personnel may also be employed. These are:

1. *Part-time Research Staff*—who for the most part will be full-time members of Nigerian universities invited to assist with particular NISER projects. Independent scholars who are in Nigeria primarily to do their own research may also join the part-time staff to work on given research projects.

2. *Visiting Scholars*—who may be invited for short periods to work or advise on particular projects on a full-time basis. They are classed as temporary members of the full-time research staff.

3. *Scholars Seconded from Nigerian and Foreign Universities*—who may work or advise on particular projects on a full-time basis. They are classed as temporary members of the full-time staff on secondment. Special provisions have been made in the Institute's budgetary estimates to facilitate such exchanges.

4. *Foreign and Nigerian Experts*—who may be given assignments which they can execute largely at their own universities or institutes. In the case of foreign experts such assignments may necessitate their visiting Nigeria for short periods.

In addition to retaining paid researchers, the Institute is now authorised to accommodate two classes of associated scholars. These are:

1. *Associate Research Fellows*—who are independent researchers whom the Institute undertakes to assist with office space, clerical facilities and housing. They may be (a) established scholars, who wish to work independently on research topics on the Institute's approved list or within the general field of the Institute's concern; (b) senior civil servants or officers of public corporations who are given leave of absence to work on projects approved by their organizations; and (c) pre-doctoral research students who are working on projects included in the Institute's research programme, approved list or on projects specifically approved by the Institute. Associate Research Fellows are normally expected to submit the results of their research for publication by the Institute.

2. *Research Students*—who are normally post-graduate students sponsored by an outside body to work on their dissertations for higher degrees on topics of interest to the Institute. Such students are required to register with one of the Nigerian Universities and to arrange their housing in Nigeria through the University at which they are registered. The Institute undertakes to provide them with office and clerical facilities.

To supplement these arrangements, the Institute may undertake to sponsor or support research projects by scholars who are not connected with NISER but whose work is thought worthy of the Institute's interest.

### III. RESEARCH PROGRAMME

At its meeting in November 1964 the Governing Council approved a list of research projects to be undertaken during the period 1964-66. Most of these will be started in October, 1965, when newly-recruited staff members are expected to begin work. Work was in progress on seven of these projects during the year and substantial progress was made on the following six projects.

- "The Location of Industries in Nigeria";
- "Aiding Nigerian Private Enterprise";
- "Nigeria's Inter-regional Trade";
- "Petroleum in Nigerian Economy";
- "Foreign Exchange Policy for Nigerian Development";
- "Possibilities of Price Control".

#### *Approved List for 1964-66*

1. *The Structure of the Nigerian Economy*—An attempt to construct a working model of the Nigerian economy for the purposes of economic prediction and planning. This will include an input-output model for major Nigerian industries.
2. *Economic Forecasting for Stable Development*—A system for short-term forecasting of changes in overall economic activity and in major economic sectors.
3. *Planning Nigeria's Development: A study of alternative techniques*—This will include an assessment of techniques used in past and current development plans and a consideration of the relevance of such techniques as input-output tables and capital-output ratio to future development planning.
4. *Foreign Aid and Nigeria's Development*—A survey of recent experience and future prospects. This will include an assessment of the impact of foreign aid on Nigeria's development and an examination of the domestic machinery for co-ordinating various forms of foreign assistance.
5. *Domestic Financing of Economic Development*—An examination of the structure of public finance with particular reference to the contribution of domestic sources (taxation, borrowing, etc.) to the finance of economic development.

## 6. *Aspects of Nigeria's Industrialization*

- \**(a) Industrial Growth and the Balance of Payments*—A study of Nigeria's experience and future prospects. This will include an examination of the present and future impact of industrialization on exports, imports, and invisible transactions.
  - \**(b) The Location of Industries in Nigeria* (Researcher: R. A. Akinola)—The purpose of this study is to examine the economic and non-economic factors influencing the location and distribution of industries in Nigeria and to appraise the location of existing industries with respect to economic and geographical advantages. Special attention will be devoted to the industrial estates in various parts of the Federation. Data collection in Ikeja Industrial Estates has been completed and work has been started in the Apapa industrial area.
  - (c) Industrialization and Employment*—An assessment of the impact of industrialization on employment in Nigeria.
  - (d) Government Incentives for Industrial Development*—An examination of the effect of various governmental measures on the process of Nigeria's industrialization. (Research was begun in March 1965 by M. M. D. Toluhi.)
  - (e) Social Consequences of Industrial Development*—A study of social problems which arise from rapid industrialization in a few centres in Nigeria.
  - (f) Detailed Studies of Selected Industries*—Some of the important and rapidly growing industries (including the textile industry) will be selected for detailed studies.
7. *Planning Nigeria's Educational Development*—A study of the techniques and direction of educational planning. This will include a review of recent Nigerian experience.
- \*8. *Aiding Nigerian Private Enterprise* (Researcher: S. P. Schatz)—This project examines the methods employed by governments in fostering domestic industries: tax relief; technical, commercial and managerial advice and assistance; industrial estates; government purchases (e.g. the Approved Manufacturers' scheme); provision of credit; etc. The greater part of this project is already completed. Two aspects of it which have been published are:
- (i) Development Bank Lending: The Federal Loans Board, O.U.P., 1964*

(ii) "Aiding Nigerian Business: The Yaba Industrial Estate",  
*Nigerian Journal of Economic and Social Studies*, July 1964.

\*9. *Wages and Prices in a Developing Economy*—A study of Nigerian experience and future prospects. This will attempt to analyse and explain the movement of wages and prices since 1945. In particular, it will assess the relationship between wages, prices, and the process of economic development. (Research was begun in March 1965 by W. M. L. Bispham and H. M. A. Onitiri.)

\*10. *Nigeria's Inter-regional Trade* (Researchers: R. H. T. Smith and A. M. Hay)—The study aims at establishing the volume and composition of internal commodity trade among the four political regions of Nigeria. Tonnage movements will be converted to monetary values to provide an estimate of the flow of money associated with this trade. The precise year to which the study will refer will vary between 1963 and 1965 depending on availability of data on trade by the various modes of transport—rail, road, inland waterways, coastal shipping.

Great progress has been made in assembling data on road and railway inter-regional movements. Some inter-regional road matrices have been constructed. Mr Hay has assembled much information on road movements of commodities from the Eastern to Western Region. Complete summaries for August 1963–July 1964 of inter-regional movements of 150 commodities by rail have been assembled from Railway Corporation sources and progress is being made in converting volume movements into value equivalents. Records kindly released by the Railway Corporation will soon be processed to determine the role of 27 'key' cities in inter-regional trade.

11. *Nigeria's Trade with Her Neighbours*—A study of legal and illegal trade across Nigeria's borders. This will include an attempt to analyse the effect of the smuggling trade on the balance of payments.

\*12. *Petroleum in Nigerian Economy* (Researcher: L. Schätzl)—This project became necessary with the discovery of oil and the increased use of oil and gas in industrial undertakings and transport in the country. The impact of oil on Nigerian Development and external financial position will be analysed.

The study will focus on: (i) The position of petroleum in the Nigerian energy structure; (ii) Nigerian crude oil;

- (iii) Refined petroleum product in the Nigerian economy;
- (iv) The contribution of oil to the Nigerian economy.

Collection of data on all four sections is nearing completion. The last phases are scheduled for May 1965 and a report of findings is expected several months thereafter.

13. *Commodity Exports and Economic Development*—This will include a review of production plans and market prospects (foreign and domestic) for major export commodities, as well as an assessment of the future role of the Marketing Boards in Nigerian economic development.
14. *The Marketing of Staple Agricultural Products in Nigeria*—This will include an analysis of the various marketing systems and the influence of transport improvements on agricultural products destined largely for domestic consumption.
15. *An Economic Survey of the Kolanut Industry*—A major study of an important crop produced largely for domestic consumption.
16. *The Control of Public Expenditures in Nigeria*—An assessment of the adequacy of the constitutional machinery for financial control.
17. *Schemes for Agricultural Development*
  - (a) Farm Institutes and Settlements.
  - (b) Large-scale government projects.
  - (c) Commercial Plantations.
18. *Economic Development and Rural Improvement*—A study of the impact of economic development on Nigeria's rural areas.
19. *An Economic Survey of the Nigerian Beef Industry*—A detailed study of Nigerian beef production and trade.
- \*20. *Foreign Exchange Policy for Nigerian Development* (Researcher: Mrs Elizbieta Ziclinski)—The study will review foreign exchange regulations and practices and their effectiveness; it will attempt to identify the loopholes in existing regulations. Measures for tightening such regulations will be examined, and the relevance of the mechanism of foreign exchange control in socialist countries will be assessed. The study will be divided into four parts: 1. foreign exchange controls in Socialist countries (Polish experience), 2. foreign exchange controls in Nigeria, 3. foreign exchange controls in Ghana, 4. conclusions and recommendations.

Basic materials on (1) have been collected, and draft reports will be ready by the end of June. The whole study will be completed before the end of 1965.

21. *Rural-Urban Migration*—A survey of the scale and importance of these movements and their economic implications in terms of productivity in both the rural and urban areas.
22. *Survey of Fertility and Income in Nigeria*—A study of the relation between rising income, changing social and economic expectations, and the present or anticipated size of families.
- \*23. *Possibilities of Price Controls* (Researcher: H. M. A. Onitiri)—The purpose of this study is four-fold, namely: (i) to examine and explain the behaviour of prices of various commodities in two decades of Nigeria's economic development, (ii) to draw some conclusions from the analysis as to the relation between economic development and the price level in the Nigerian setting, (iii) to discuss the desirability of official interference with the price level, and (iv) to examine the possible ways in which any official interference can be conducted.

The first part of the study will assemble the evidence on price changes in the Nigerian economy during the past two decades; the second part will analyse and explain the evidence; the third will examine the desirability of official interference with prices; and the fourth will discuss the practical problems of instituting a system of price controls and regulations.

#### *Other Authorised Research*

The Director of the Institute is authorised to sponsor or support projects which are not included on the approved list. During the past year the following projects were being carried out under such authorisation:

1. *A History of the Co-operative Movement in Nigeria*—This study, which is sponsored jointly by NISER and the Department of History of the University of Ibadan, is being carried out at the request of the Co-operative Federation of Nigeria. It will trace the role of the Co-operative Movement's doctrine of "self-help through mutual help" in the economic development of Nigeria and will draw on private archives and interviews as well as published material. (Researcher: S. O. Adeyeye.)
2. *The Structure of Egyptian Industries*—NISER is lending modest support to the research of Professor K. M. Barbour of the Department of Geography, University of Ibadan. It is expected

that his analysis of Egyptian industries by type, age, size, capital endowment, workers employed and location, will be of interest in Nigeria, which shares many common problems with Egypt.

Three additional *ad hoc* projects were approved for the year 1965-66. These were:

1. *Nigerianization of Trade*—An examination of the possible means of increasing both Nigerian competition against and integration with foreign trading companies. The present structure of trade will be examined and an intensive series of interviews will be carried out with Nigerian and expatriate importers, wholesalers, and retailers. (Researchers: Dr O. Olakanpo and Mr R. W. Baker.)
2. *A Survey of Prospective Returns to Agricultural Investment in Nigeria*—The study, which NISER will undertake in association with the Center for Research on Economic Development, University of Michigan, will attempt to discover whether particular types of investments promise consistently higher returns in different parts of the country and under different conditions of relative factor scarcity, and thus to provide a basis for the determination of policy toward Government investments in agriculture. The study will be part of a joint NISER-EDI project on "Efficiency in the Use of Nigerian Agricultural Resources".
3. *Foreign Investment and Economic Development in Nigeria*—NISER will lend support to the research of Mr R. S. Bhambri of the Department of Economics, University of Ibadan, on the role of foreign investment in the Nigerian economy. He will examine the pattern of foreign investment in Nigeria before and after independence; the relative importance of domestic and foreign financing; the relative merits of such categories of capital imports as official aid, grants, loans, and direct investments; and the effect of foreign investment on the balance of payments.

#### *Independent Research in Progress*

The Institute's Research Students and some of its Associate Research Fellows were engaged in work on the following dissertation topics:

1. *The Colonial Development and Welfare Scheme and the First Plan Period in Nigeria, 1946-56*—An examination of the evolution and operation of the Colonial Development and Welfare Scheme and an appraisal of the ten-year development plan that was sponsored

- by it. Colonial planning machinery, principles of allocation, and major bottlenecks will be analysed with a view to formulating suggestions for solving present-day problems of aid allocation and planning administration in Nigeria. (Researcher: F. L. Osunsade.)
2. *Western Nigeria's Five-Year Development Plan, 1955-60*—An analysis of the mechanisms of planning and plan fulfilment. Emphasis will be laid on the causes of deviation from the plan and of under-fulfilment in certain sectors. (Researcher: I. A. Rupley.)
  3. *The Problems of Implementation of Western Nigeria's Six-Year Development Plan, 1962-68*—An attempt to isolate the most significant of the difficulties which have hindered the execution of the plan during its early years. The study will be based on discussions with the civil servants responsible for making and executing the plan as well as on the published material available. (Researcher: Miss E. A. Hopkins.)
  4. *Factors Affecting the Supply of Industrial Entrepreneurship in Nigeria*—The study will examine the conditions under which successful managers and entrepreneurs have emerged in the following industries, all of which show a high degree of Nigerian participation: printing, wearing apparel, timber sawing, furniture and joinery, rubber and rubber products, and soft drink bottling. It will evaluate the extent to which lack of technical and administrative training impedes a more rapid expansion of the entrepreneurial group. (Researcher: J. R. Harris.)
  5. *The Politics of Popular Education in Southern Nigeria*—A study of the inter-relationships between politics and education in a developing area. The work, which will be completed in August, 1965, gives a history of Western formal education in Nigeria since 1840, provides an analysis of the Universal Primary Education Schemes introduced in the Western Region in 1955 and in the East two years later, and assesses the political effects of mass education. (Researcher: D. B. Abernethy, former Associate Research Fellow at NISER.)
  6. *Foreign Industrial Investment in Nigeria*—An analysis of the factors attracting foreign investment to Nigeria, based on interviews with 60 firms and classification of some 340 others during the period August 1963 to August 1964. (Researcher: A. N. Hakam, former Associate Research Fellow at NISER.)

7. *Trade Unionism in Nigeria*—A study of the role of labour unions in Nigerian development and of the attitudes and sociological backgrounds of the trade union leadership. (Researcher: R. F. Melson.)
8. *The Nigerian Press and Politics: The Press in Transition*—This research is for a doctorate degree. This is a study of the press since independence, both of the growth of the institution as one of the mass media of Nigeria, and of the role being played by the press in the discussion of public issues. The institutional aspects that will be covered by the study include a survey of the size, circulation, readership, and areal distribution of the press, ownership, finance, and the profession of journalism. The public issues being examined include the census, the Preventive Detention Act, the general strike, the election, and freedom of the press with special attention to the Newspapers (Amendment) Act of 1964. Throughout each of the topics mentioned above, the role of the press is examined. As an exploratory section to the study, 150 questionnaires were circulated to a sample group to find out their ideas on why they read the newspapers, what role they think newspapers play, and what freedom of the press means to them. (Researcher: Miss Marcia Montin.)
9. *An Economic Model for Educational Planning*—The above research project of which field work has been completed will be submitted as doctoral dissertation to the Department of Economics at Harvard University. In the first three chapters of the dissertation, educational expenditures will be integrated into a general equilibrium system, and a planning model for the efficient allocation of resources in the educational system will be developed. In the remaining three chapters the parameters of the model will be estimated for Nigeria and the efficiency of Nigerian resource allocation with respect to education will be explored. The economic implications of alternative educational technologies and alternative patterns of educational development is to be evaluated.  
During the past year two of the three chapters have been drafted, including an explicit statement of the formal theoretical structure of the model. Data relevant to the cost of the various types of education in Nigeria have been collected. Also collected are data on the wage structure of the Federal and Regional governments, and in addition, a survey of the wages accruing to individuals of various educational qualifications in private industry and commerce has been conducted. (Researcher: Samuel Bowles.)

10. *Higher Education In Nigeria*—The project is for a doctoral dissertation and field work has been completed. It is mainly concerned with the political problems which affect Nigeria's efforts to develop a system of higher education and to produce the high-level manpower needed by the nation. Such things as the factors which influence decisions on the founding and expansion of Universities, the relationship which exists between universities and governments, and the difficulties facing an attempt to co-ordinate the planning and activities of the various agencies involved in the production of university-trained manpower, are being investigated. An attempt is being made to compare Nigeria's experience with a general model which would demonstrate the development and functioning of a system of higher education where decisions are made according to rational criteria based on meeting the needs of the nation in the most economical manner.

Another part of the study will examine by means of questionnaires, the attitudes of students on such things as job expectations, reasons for choosing fields of study and occupations, future employment problems, etc. (Researcher: C. S. Rooks.)

11. *An Analysis of the 1955-60 Development Plan in Western Nigeria*—

The project is for eventual submission as Ph.D. dissertation.

The starting point in this project is a comparison between the aims as set out in the plan and the actual achievement of those aims. Such a comparison reveals sectors in the plan where a greater (or lesser) degree of success in achieving the plan goals occurred. Such a comparison also indicates in many instances the factors which prevented achievement of the plan goals, i.e., shortage of construction capacity, shortage of administrative manpower, shortages of materials etc. Perhaps some quantitative estimate can be made, as a result of this detailed analysis, of the amount of deviation from the plan which was due to the various shortages or bottlenecks encountered.

Some factors in planning techniques and budgeting procedure are discussed. There appear to be some instances, for example, where a greater impediment to implementation of the plan occurred because of the restrictions of the budget method rather than because of any shortage of resources. The entire discussion throughout the paper is relevant to policy and practice in development planning. This relevance is greater, of course, with regard to Western Nigeria. (Researcher: L. A. Rupley.)

## IV. OTHER ACTIVITIES

### *Seminars*

The Institute sponsored a series of fortnightly seminars on "The Theory of Socialist Planning" for postgraduate students and government planning officers. The seminars were conducted by Dr Janusz Zielinski of the Central School of Planning and Statistics, Warsaw. Lectures delivered at the seminars will be subsequently published.

NISER also sponsored seminar meetings which were addressed by Dr Arnold Rivkin of the International Bank for Reconstruction and Development and by Professor Wolfgang Stolper of the University of Michigan.

### *Training Activities*

The large number of vacancies in the full-time staff made it impossible for the Institute to carry out fully the training activities and teaching exchanges approved by the Governing Council. Dr S. P. Schatz, however, was able to deliver two series of ten lectures on the Nigerian economy to first- and second-year students in Applied Economics at the University of Ibadan. Dr Onitiri gave 2nd year lectures on International Trade and supervised (jointly with Mr Bhambri) the theses of two M.Sc. students—Miss Hopkins and Mr Osunsade.

## V. PUBLICATIONS

### *Books*

BROWN, CHARLES V.: *Government and Banking in Western Nigeria: A case study in economic policy*. No. 5 in Nigerian Economic and Social Studies Series, Oxford University Press for NISER, Ibadan 1964. 7s. 6d.

A short monograph on the implementation of the government's policy in aiding two indigenous banks in Western Nigeria—the Agbonmagbe Bank and the Merchants' Bank. The study is largely based on the findings of the "Coker Commission of Inquiry into the affairs of certain Statutory Corporations in Western Nigeria".

DERRETT, J., DUNCAN M. (Ed.): *Studies in the Laws of Succession in Nigeria*. Oxford University Press for NISER, London (in press).

A collection of anthropological essays on the laws on intestate succession among various tribal groups in Nigeria. The contributors

are: Miss Rosemary Harris, Queen's University, Belfast; Professor S. Ottenberg, University of Washington; Dr M. G. Smith, University of California; Dr R. G. Armstrong, Dr P. C. Lloyd and Mr J. S. Boston, all of whom undertook their research while at NISER or the University of Ibadan.

SCHATZ, SAYRE P.: *Development Bank Lending in Nigeria: The Federal Loans Board*. Oxford University Press for NISER, Ibadan 1964. 13s. 6d.

A thorough study of the activities of the Federal Loans Board of Nigeria and its predecessors. On the basis of his analysis of the loan applications and the experience of the loan recipients, the author presents the thesis of a capital shortage illusion: that there is a false demand for capital and that a shortage of viable projects is actually the main impediment to indigenous private investment. The book concludes with a general hypothesis about the role of development bank lending in developing countries.

Two other books were in preparation during the year. Dr Sayre P. Schatz completed the manuscript of a book tentatively titled *Economics, Politics and Administration in Nigerian Development Banking: The Regional Loans Boards*. It is conceived as a companion volume to his work on the Federal Loans Boards. Dr Janusz Zieliński completed the final draft of his "Lectures on the Theory of Socialist Planning", which will be compiled into a special volume.

#### Reprint Series

The NISER reprint series consists of journal articles and essays based on work done while the authors are associated with the Institute. During 1964-65 eight new numbers were added to the series, which was begun with three reprints in the previous year. The new reprints were:

No. 4—DOUGLAS G. ANGLIN: "Nigeria: Political Non-alignment and Alignment", *Journal of Modern African Studies*, Volume 2, No. 2, 1964.

No. 5—GERALD K. HELLEINER: "The Fiscal Role of the Marketing Boards in Nigerian Economic Development 1947-1961", *Economic Journal*, September 1964.

No. 6—SAYRE P. SCHATZ: "Economic Environment and Private Enterprise in West Africa", *Economic Bulletin of Ghana*, Volume VII, No. 4, 1963.

- No. 7—W. M. L. BISPHAM: "The Concept and Measurement of Labour Commitment and its Relevance to Nigerian Development", *Nigerian Journal of Economic and Social Studies*, March 1964.
- No. 8—GERALD K. HELLEINER: "The Eastern Nigeria Development Corporation: A Study in Sources and Uses of Public Development Funds, 1949-1962", *Nigerian Journal of Economic and Social Studies*, March 1964.
- No. 9—C. A. P. TAKES: "Problems of Rural Development in Southern Nigeria", *Tijdschrift Van Het Koninklijk Nederlandsch Aandrijkskundig Genootschap*, Volume LXXXI, No. 4, 1964.
- No. 10—SAYRE P. SCHATZ: "Aiding Nigerian Business: The Yaba Industrial Estate", *Nigerian Journal of Economic and Social Studies*, July 1964.
- No. 11—GERALD K. HELLEINER: "A Wide-ranging Development Institution: Nigeria's Northern Region Development Corporation, 1949-1962", *Nigerian Journal of Economic and Social Studies*, July 1964.

#### *Articles by Staff Members*

In addition to those titles reproduced in the Reprint Series NISER staff members published the following articles:

- ABERNETHY, D. B.: "Nigeria Creates a New Region", *Africa Report*, March 1964.
- "Education and Politics in Developing Countries" (with Trevor Coombe), forthcoming in *Harvard Educational Review*, Summer 1965.
- BISPHAM, W. M. L.: "Polygons: a review article", *Nigerian Journal of Economic and Social Studies*, forthcoming.
- ONITIRI, H. M. A.: "Fluctuations in West African Trade and Payments", in *International Finance and Development Planning in West Africa*, by Sune Carlson and O. Olakanpo. Scandinavian University Books, 1964.
- "Recent Trends in Nigerian Balance of Payments", *Nigerian Journal of Economic and Social Studies*, July 1965, forthcoming.
- "International Organizations and the Development of African Primary Products", in *African Primary Products and International Trade*, by I. G. Stewart and H. W. Ord (Ed.), Edinburgh University Press, 1965.

SCHATZ, S. P.: "Implications of Economic Development", in *Development: For What?*, by John Hallowell (Ed.), Duke University Press, 1964.

— "The Capital shortage illusion: Government Lending in Nigeria", *Oxford Economic Papers*, July 1965, forthcoming.

### *Bibliography*

There was one addition to NISER's series of bibliographical indexes:

VINE, DOROTHY: "Index of the basic material used in preparing *Nigerian Cocoa Farmers* (Galetti, Baldwin, and Dina, 1956) with some explanatory notes on its content and arrangement", NISER, 1965. [mimeographed] Free.

## VI. VISITORS

As in the past NISER received a large number of visitors during the year. The following list is representative rather than comprehensive:

Mr Bent Anderson, Charles Ostenfeld & W. Johnson Consulting Engineers, Copenhagen, Denmark.

Mr John Beran, Federal Land Development Authority, Kuala Lumpur.

Mr John B. Blandford, A.I.D., Washington, D.C.

Mr Harrison Brown, California Institute of Technology, Pasadena, California.

Mr David Calcott, I.L.O. Team, Ministry of Labour, Ibadan.

Mr Milton Dillon, African Affairs Section, National Academy of Sciences, Washington, D.C.

Mr G. Feral, I.L.O. Team, Ministry of Labour, Ibadan.

Dr Z. Fiejka, Lecturer in Economics, University of Ghana.

Mr Alexis Forter, Central Asian Research Centre, London.

Mr Charles Furth, Director, George Allen and Unwin Limited.

Dr Reginald Green, Lecturer in Economics, University of Ghana.

Mr Lyle Hansen, Economics Department, Williams College, Williamstown, Massachusetts.

Mr William C. Hollinger, Development Advisory Service, Harvard University, Cambridge, Massachusetts.

Mr Robert Hurel, UNESCO Registration Centre, Accra.

Mr C. A. R. Hurst, Pall Mall Press Limited, Publishers, London.

- Professor Raymond Illsley, Professor of Sociology, University of Aberdeen, U.K.
- Dr E. Kiss, Commercial Attache, Embassy of the Hungarian Peoples Republic, Lagos.
- Dr Kai Lemberg, Economic Adviser to the Danish Ministry of Transport.
- Mr Fred Lindvall, California Institute of Technology, Pasadena, California.
- Mr A. E. Lucas-Miles, Shell-BP, Lagos.
- Dr D. C. Macfarlane, Director of the West African Programme at the McGill Centre for Developing Area Studies.
- Professor Roy C. Macridis, State University of New York, Buffalo.
- Mr Alexander Melamid, New York University, New York.
- Dr E. S. Munger, African Studies Association, California.
- Mr David Neale, Oxford University Press, London.
- Mr A. S. Oswani, University of Khartoum, Sudan.
- Dr Thomas Oursin, IFO Institute of Economic Research, Centre for African Studies, Munich.
- Mr Lincoln B. Page, U. S. Geological Surveys, Boston, Massachusetts.
- Mr Fred D. Patterson, Phelps Stokes Fund, New York City.
- Dr Arnold Rivkin, Economic Adviser to the Prime Minister of Sierra Leone.
- Mr Rudolph Nah Roberts, National Planning Agency, Monrovia.
- Dr Thayer Scudder, California Institute of Technology, Pasadena, California.
- Mrs H. P. de Slowak, Synthetics Slowak, Montevideo, Uruguay.
- Dr Olav Stokke, Director, Norwegian Institute of International Affairs, Parkveien, 19 Oslo.
- Professor Wolfgang Stolper, Professor of Economics, University of Michigan.
- Mr William H. Taft, III, Washington, D.C.
- Mr Janos Veres, Charge d' Affaires, Embassy of the Hungarian Peoples Republic, Lagos.
- Dr J. H. Williamson, Department of Economics, York University.
- Professor Thomas Wilson, Adam Smith Professor of Political Economy, University of Glasgow.

## APPENDIX

### NIGERIAN INSTITUTE OF SOCIAL AND ECONOMIC RESEARCH UNIVERSITY OF IBADAN, NIGERIA

#### CONSTITUTION

1. There shall be a Nigerian Institute of Social and Economic Research located at the University of Ibadan.
2. The functions of the Institute shall be to conduct and assist research and training in the social sciences and to administer matters relating thereto. The Institute will give special attention to research on Nigeria's economic and social problems.
3. There shall be a Director who will be the academic and administrative head of the Institute. On questions of research policy and budgeting he shall be responsible to the Governing Council of the Institute; on all other matters he will be responsible through the Vice-Chancellor of the University of Ibadan to the University Council.

In formulating the training and research plans of the Institute, the Director will consult with, and be guided by the needs of the Federal and Regional Governments, the Nigerian Universities, the Public Corporations and such other bodies as he may deem fit to consult. In particular, the Institute will attempt to facilitate the co-ordination of research on Nigeria's economic and social problems.

4. There shall be a Governing Council to whom the Director shall be responsible on all matters of policy relating to the Institute. The Council shall consist of:—
  - (i) The Economic Adviser to the Federal Government (*Chairman*)
  - (ii) The Vice-Chancellor of the University of Ibadan.
  - (iii) The Secretary to the Prime Minister.
  - (iv) The Director of Research, Central Bank of Nigeria.
  - (v) The Permanent Secretary, Federal Ministry of Economic Development.
  - (vi) One representative from each of the Nigerian Universities.

- (vii) The Director of the Nigerian Institute of Social and Economic Research, who shall also be the Secretary to the Governing Council.

The Governing Council, which shall have the power to co-opt members and to form sub-committees, shall meet not less than twice a year.

5. There shall be an Advisory Board. The Board shall consist of:—
- (i) The Vice-Chancellor of the University of Ibadan (*Chairman*)
  - (ii) Two members appointed by the Federal Government.
  - (iii) One member appointed by each of the Regional Governments.
  - (iv) One member appointed by the Councils of each of the Nigerian Universities.
  - (v) Six members representing the business community appointed by the Governing Council.
  - (vi) Two members representing the Trade Union Movement.
  - (vii) The Director of the Economic Development Institute, University of Nigeria.
  - (viii) One member appointed by the Nigerian Economic Society.
  - (ix) The Director of the Nigerian Institute of Social and Economic Research, who shall also be the Secretary to the Advisory Board.

The appointment shall be for three years and members will be eligible for reappointment on the expiration of their terms. Members shall serve at the pleasure of the authorities by whom they are appointed. It shall be in the power of the Governing Council to alter the constitution and functions of the Advisory Board.

The Board shall meet once in each academic year to receive the Annual Report of the Director following its approval by the Governing Council. The report shall be subsequently published. The Board may make recommendations to the Governing Council on research and general policy.

6. Appointments to the full-time Research Staff of the Institute shall be made by the Council of the University of Ibadan on the recommendation of the appropriate University Appointments Committee. Recommendations should be made to the latter by the Interview Panel which for this purpose will include the Chairman of the Governing Council, two other members of the Governing Council, one of whom shall be a representative from another

Nigerian University, and the Director of the Institute. In the case of the Director, the appointment must have the approval of the Federal Minister of Economic Development. Terms of appointment shall, so far as is appropriate, be the same as for the corresponding grades of the other academic staff of the University of Ibadan.

7. Appointments to the Administrative Staff of the Institute shall be made by the Council of the University of Ibadan on the recommendation of the appropriate University Appointments Committee. Recommendations shall be made to the latter body by an Interview Panel which for this purpose will include the Chairman of the Governing Council, two other members of the Governing Council, one of whom shall be a representative from another Nigerian University, and the Director of the Institute. Terms of appointment shall, so far as is appropriate, be the same as for the corresponding grades of the administrative staff of the University of Ibadan.
8. Appointments to the intermediate and subordinate staff of the Institute shall be made on the recommendation of the Director by the appropriate Appointments Committee of the University of Ibadan. So far as is appropriate, the terms of appointment shall be the same as for corresponding grades of the intermediate and subordinate staff of the University of Ibadan.
9. The Director shall prepare an annual budget which shall be submitted to the Governing Council. Where quinquennial or other estimates are required, the same procedure shall be followed. The Governing Council may approve supplementary provisions for specific projects during the course of the financial year. The University may accept funds on behalf of the Institute from sources other than the Federal Government of Nigeria on the recommendation of the Governing Council.
10. The accounts of the Institute shall be audited by the auditors of the University of Ibadan and the cost of audit shall be included in the Institute's annual budget.
11. The Institute shall make payments to the University in respect of services rendered to the Institute.
12. Domestic accommodation constructed by the Institute (or by its predecessor—the West African Institute of Social and Economic Research) shall enter the University housing pool, provided that

the Institute has the right to occupy, when required, domestic accommodation up to the number of housing units that it has constructed. Should the Institute require accommodation surplus to its contribution, the Housing Allocating Committee of the University of Ibadan shall decide on allocation in the normal manner.

13. Whenever possible workers in those fields of social science in which the Institute is interested shall be associated with the Institute by whatever means are most appropriate in each case.





Extra

**sources  
of  
wealth**



The Rivers State

**NIGERIA • NIGERIA**

**SOURCES  
OF  
WEALTH**

The Rivers State

**NIGERIA • NIGERIA**

Published by the Information Unit, Office of the Governor, Rivers  
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# Contents

	<i>Page</i>
Introduction .. .. .	5
Fishing .. .. .	8
Inter-state trade .. .. .	10
Map showing prawn catches .. .. .	11
Forest Resources .. .. .	12
Oil-palm .. .. .	17
History of Oil-palm in Rivers State .. .. .	19
Rubber .. .. .	22
Coco-nut .. .. .	26
Raphia palms .. .. .	31
Palm-wine .. .. .	32
Raphia fibre .. .. .	34
Food crops .. .. .	37
Rice .. .. .	38
Cocoa .. .. .	39
Cashew .. .. .	41

## PREFACE

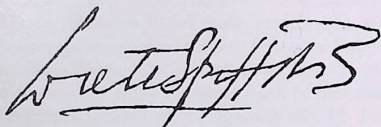
The Rivers State is situated in the Rain Forest of the Federal Republic of Nigeria and various food and cash crops *e.g.* rubber, oil-palm, groundnuts, plantains, cassava and cocoa, grow profusely in the area.

The initiative of the people of the Rivers State is directed towards encouraging business-men and investors with vision to visit the Rivers State and familiarize themselves with the potentially valuable but undeveloped resources to be found in the soil, in the forest and in the rivers of the State.

The development of the State's resources is one to which the Government of the State intends to devote immediate attention because this is the mainstay of the economy of the Rivers State. While the pamphlet—*The Oil-Rich Rivers State*—gives an expert account of mineral oil exploitation and production in the Rivers State, this one—*Sources of Wealth: The Rivers State*—spotlights some of the agricultural products that are available in the State. Although it is not possible to describe all the agricultural products in such a small pamphlet, attempts have been made to mention some of the most important ones.

Entrepreneurs and investors, upon their coming to the Rivers State, will find that practical men who are experts in such fields as agriculture, transportation, fishing, or forestry have already inaugurated pilot projects in their respective branches. Such pilot projects, if carried through by investors, will provide the revenue upon which the State can build a sound economy for the future.

I commend this pamphlet to all business-men and investors who may find interest in developing the agricultural products of the Rivers State.



Lt.-Commander A. P. Diete-Spiff, N.N.  
*Military Governor, Rivers State.*

## INTRODUCTION

The Rivers State is made up of the following Political Divisions:

- (i) Ahoada Division with an area of 1,977 square miles and a population of 506,577.
- (ii) Brass Division with an area of 3,350 square miles and a population of 309,716.
- (iii) Degema Division with an area of 1,250 square miles and a population of 400,740.
- (iv) Ogoni Division with an area of 404 square miles and a population of 231,513.
- (v) Port Harcourt Division with an area of about seventeen square miles and a population of 95,768.

The area of the Rivers State is 7,008 square miles with a total population of 1,544,314. It is one of the most viable States being blessed with natural resources and mineral oil deposits.

Brass and Degema Divisions and the southern part of Port Harcourt Division are within the Mangrove Forest Belt of the tropical Rain Forest while Ahoada and Ogoni Divisions are within the Tropical Rain Forest Belt. Rainfall is very heavy in all the divisions.

The inhabitants of Brass and Degema Divisions in particular and the south of Port Harcourt Division to a certain extent live mainly by trading and fishing with little farming. Some of the men who are not engaged in the above occupations interest themselves in canoe-carving, palm-wine tapping, and the collection of palm fruits from wild palm groves or some local crafts such as wood-carving and building.

The inhabitants of Ahoada and Ogoni Divisions on the other hand are principally farmers with few traders and fishermen. The last two divisions and the upland areas of Port Harcourt Division have a good farming population with good tradition in agriculture.

Peasant agriculture is the rule in the Rivers State, practised on the basis of strifling cultivation. In areas of lowland or low river basins which are liable to periodical flooding during high water levels in the rains, huge bunds are constructed along the water bank to hold the water thus keeping the parcels of land on the opposite side dry for cultivation. More land is therefore made available for cultivation and food production. In some areas such swampy lands are used for rice cultivation.

The main food crops cultivated are yams, cocoyams, cassava, rice,

plantains and bananas, groundnuts, sugar-cane, vegetables and fruits.

Tree-crop farming is rather new in the State as most of the farmers depend upon exploiting wild oil-palms or raphia palms for their produce. A few holdings of badly planted, tapped and maintained rubber could be found scattered in the State together with small holdings of coco-nuts, oil-palm and cocoa.

Although there exist great potentialities and possibilities for good oil-palm, rubber, coco-nut and raphia plantations for economic benefits of the State, much has not been done in these fields.

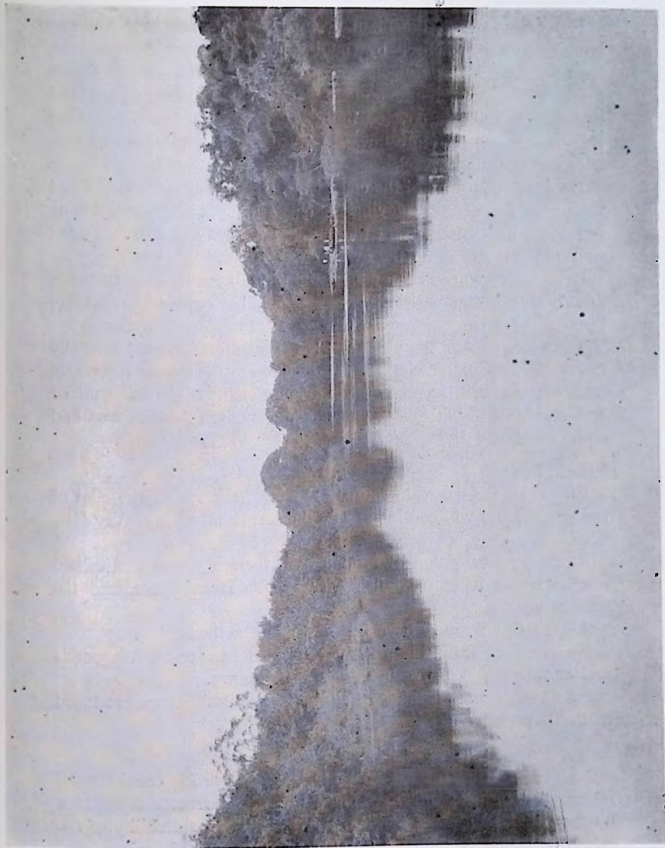
Apart from the State's rich wealth of mineral oil already discussed in the publication entitled *The Oil-Rich Rivers State*, the State is also very rich in natural resources from the land and sea which, when developed and exploited, would earn for the State the much desired foreign exchange or earnings from inter-state trade. It will also yield additional wealth required for providing the social services of the State and at the same time raising the standard of living of the population.

The development of these natural resources will in addition to the above earnings provide employment opportunities for a good number of the population either in the primary processing industries or the many Agro-industries for which the necessary raw materials would be available.

A wide range of food crops and tree crops can be produced in this part of the country, but attention has been directed in this publication to the major crops with great economic potentialities, that would attract local or foreign investments for their exploitation. The same applies to the other natural resources of the Rivers State.

The production of crops such as citrus, avocado pears, mangoes, pine-apples and pawpaw will for a long time be geared to meet local demands.

The chapters that follow treat the major resources describing their present position, main uses, possibilities and prospects.



*A Scene of the Rivers State. Rivers and rivulets dividing and subdividing and intercrossing not only with each other but with branches of other streams.*

## FISHING

Fishing is one of the main occupations in Brass and Degema Divisions. It is practised by small fishermen in the shallow seas, rivers, the numerous rivulets and streams that permeate the Rivers State, using very simple and inefficient local fishing gears and equipment. The area covered by a fisherman in a day is negligible and catches are therefore low. The local canoe with a paddle constitutes the fishing vessel.

No deep sea fishing of the coast is at the moment undertaken and the use of modern fast moving vessels with modern efficient fishing gears and appliances are at the moment unused and in most cases not within the reach of the average fisherman.

No research work or study on population, breeding characteristics and breeding sanctuaries, types and possible annual outputs are known.

The resources of the sea and rivers therefore remain virtually unexploited. Commercial fish production will therefore remain undeveloped until the present systems and methods are reorganized and mechanized, with more efficient and modern fishing gears and equipment.

### Present Position

Fish is by far the main source of protein supply for the diet of the people, and will continue to be the main source for a very long time.

Besides the provision of protein diet, there is a well established internal trade in smoked fish between the Rivers State and the neighbouring states.

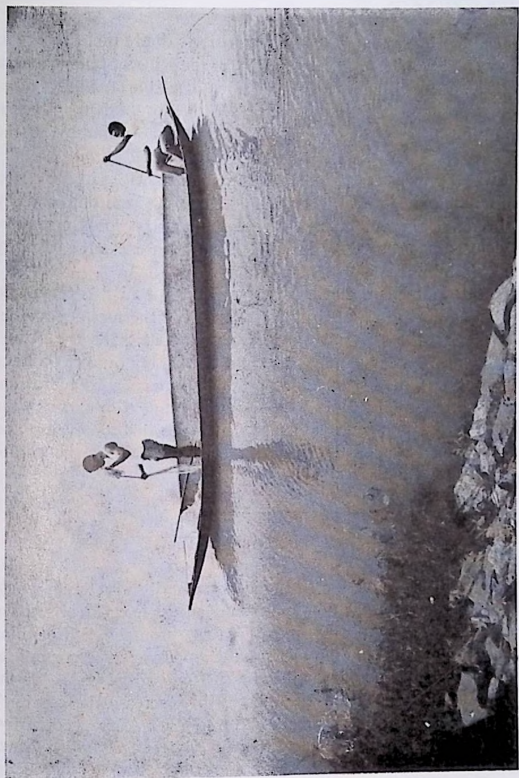
All the catches have been by traditional methods.

No deep sea fishing is practised at the moment and fish ponds and culture and selective breeding are unknown.

Practically no use is made of all the fish wastes that are produced in the Rivers State.

### Future Prospects and Possibilities of Fishing Industry

An experimental brackishwater fish culture station consisting of fifteen acres of fish ponds have recently been constructed at Buguma by the Federal Fisheries Services for studying the suitability of the extensive saline swamps of the Rivers State for fish culture and prawn production.



*Fishing by cast-net from a canoe. Catches are usually low as area covered is relatively small*

The above study will reveal the most suitable species of fish for raising in the brackish ponds, their breeding habits and yields and will also evolve most useful management techniques for maximum yields.

If the above trials should succeed, there is no doubt that this would open new and wonderful opportunities for the Rivers State as over a million acres of brackish swamp now available for any other economic production would be converted to fish ponds for modern fish farming and prawn production to boost the economy of the State.

Salt water prawns are found in reasonable quantities in the estuaries of the State and already command a good market in the country and abroad. The development of a prawn industry would considerably yield revenue for the State and the foreign exchange capacity of the Federation.

Modernization of the fishing systems of the local fishermen and their better organization into co-operative fishermen's societies with motorized vessels and modern gears would make the Rivers State a great fish producing area second only in importance to Lake Chad if not the most important fish producing area of the Federation.

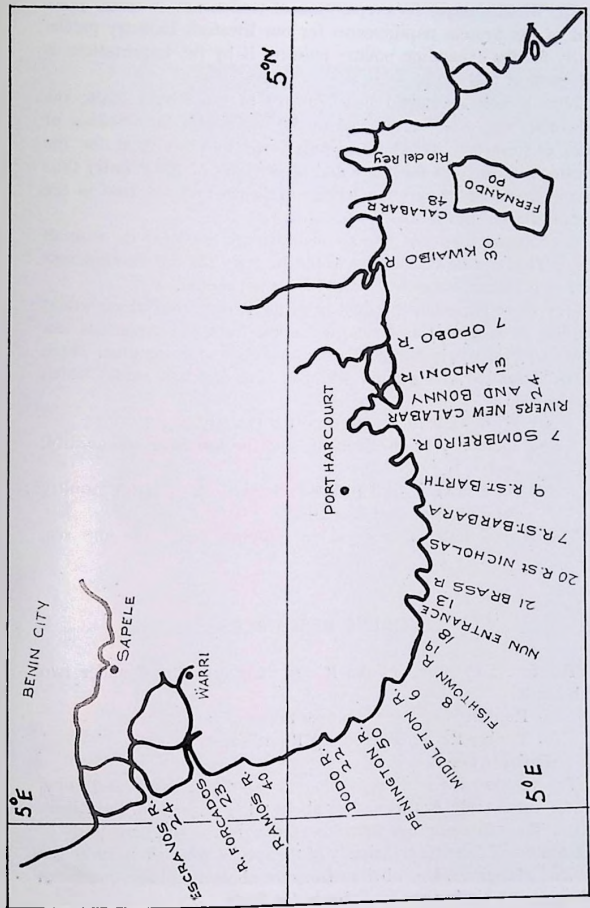
Either through local capital or foreign investment or through the combination of both sources of capital it is possible to develop and exploit the deep seas off the coast of the Rivers State by the use of trawlers.

## INTER-STATE TRADE

Increased fish production in the above described methods would lead to increased internal inter-state trade in fresh iced fish or smoked fish and may even supply raw materials for a profitable fish canning industry which will not only increase the employment opportunities for the people but cut down the present foreign exchange for the importation of tinned fish or even possibly increase the country's foreign exchange earnings by exportation to other African countries.

Page eleven shows the coast-line of the Niger Delta with Prawn Catch Figures.

For very many years the entire Federation depended upon rich protein feeds for its livestock industry upon the blood meal from the Northern slaughter houses. Although rich in protein the blood meal



MAP OF NIGER DELTA COAST-FIGURES SHOW PRAWN CATCH IN WHOLE WEIGHT (lbs) PER HOUR  
Federal Fisheries Service Map

had its disadvantages for preparation of feed meals. In recent years part of the protein requirements for our livestock industry particularly for the expanding poultry industry is by the importation of fish-meal at high cost.

With a well developed fish industry in the Rivers State, the fish offals and other wastes and catches unsuitable for smoking or sales as fresh fish would be manufactured into fish-meal for the livestock industry of the State and other states of the country thus saving whole or in part the foreign exchange now involved in the importation of fish-meal.

A company tried last year to manufacture fish-meal on a small scale. This is a new field that would be open for full development and exploitation either with local or foreign capital.

One more important product from the Rivers State which would require development is lime production from the numerous sea shells such as oyster and periwinkle that abound in the area. These shells if roasted and ground will give lime (calcium oxide) which can be used as:

- (i) Whitewash for houses and for sanitary work.
- (ii) Lime as a form of manure and for correcting soil acidity;  
and
- (iii) As a mineral feed to livestock particularly laying poultry for good egg shell formation.

The Rivers State is very rich in resources from land and sea.

## FOREST RESOURCES

The forest resources of the Rivers State are treated under two sub-heads:

- (a) Resources of the Mangrove Forests.
- (b) Timber Resources from the Rain Forest.

### 'A' Mangrove Forest

The mangrove forest, consisting of tall trees, scrub and some barren areas together account for about thirty per cent of the Rivers State. The tall mangrove forest is unique in the southern parts of the State and consists principally of the species *Rhizophora arcemosa* or Red Mangrove. It is obvious from the above that large quantities of mangrove timber are available in the State.



*A Mangrove forest in the Rivers State. Approximately ten thousand million cubic feet of standing mangrove timber are available in the State.*

### **Present Uses**

- (i) As the main source of fuel and domestic firewood.
- (ii) Local production of charcoal for various domestic uses for minor and cottage industries such as blacksmithing and goldsmithing.
- (iii) Supplies of Pit Props for the Enugu Coal Mines. As much as 15,000 to 20,000 tons.
- (iv) Production of Tanin from the bark of felled mangrove trees for dye stuff production for local dye industries.
- (v) Use of mangrove poles for scaffolding in the house-building industry.
- (vi) Use as Railway sleepers for the Nigerian Railway Corporation.
- (vii) Mangrove poles may be found suitable as transmission poles and for use as support of over-head cable and wires for the P. and T. and the Electricity Corporation of Nigeria.

### **Future Prospects**

The use of mangrove for fuel and domestic firewood may diminish with high standards of living of the people and with the expansion of the gas industry in the State which is rich in natural gas.

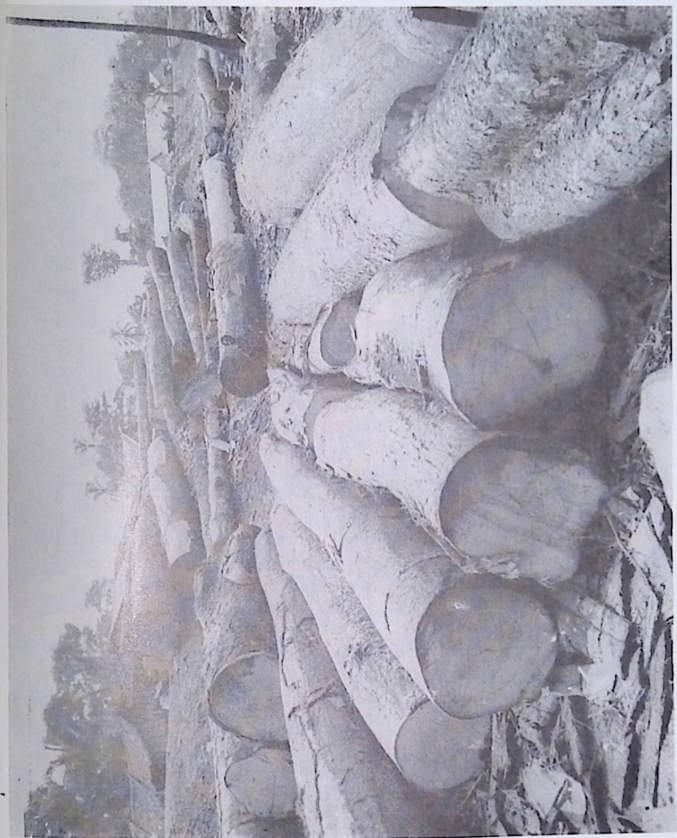
The use of mangrove timber for scaffolding is also likely to reduce with the use of the more modern steel scaffolding.

While the requirements of the mangrove timber for transmission poles, Railway sleepers and pit-props may continue to yield some revenue, the future of the mangrove forest actually depends upon the possible development and expansion of its uses in:

- (i) Tanin extraction for industrial dye production.
- (ii) Rayon manufacture from the cellulose content of the mangrove timber for industries producing rayon goods.
- (iii) Production of toilet papers and other tissue papers from the mangrove pulp which is known to produce paper of high porosity and good bulking properties, and would be very useful in the production of absorbent or duplicating papers and other bookbinding papers.

These last three commercial propositions would need further investigation and may require foreign participation for their full development.

Their development would no doubt increase employment prospects in the State and either increase the foreign exchange earnings or



*Abura Timber in the Rivers State. Present methods of cutting and extraction are haphazard and wasteful*

reduce our further importation of some of these products thus saving the country's foreign exchange.

There are approximately ten thousand million cubic feet of standing timber and at twenty-eight cubic feet to the ton this would give about thirty-four million long tons.

The estimated annual yield is between 600,000 and 1,000,000 long tons. That means that at least 600,000 tons could be cut each year in perpetuity without diminishing the total mangrove resources.

### **'B' Rain Forest**

The Rivers State is rich in timber of all types but the exploitation so far has been unorganized or controlled and therefore very wasteful.

A systematically controlled organization would prevent the existing wasteful exploitation to the benefit of the State and the Timber Industry.

### **Present Uses**

The Rivers State is at the moment self-sufficient with all types of timber such as Iroko, Mahogany, Terminalia and Abura, for all its building programmes and furniture and in fact exports large quantities of Mahogany and Abura to overseas markets.

There is also a very good internal trade in timber between the Rivers State particularly Ahoada Division and the neighbouring Central Eastern State.

The various types of timber also provide materials for the local canoe industry which produces large numbers of various sizes of canoes for personal uses and passenger services all over the creeks.

It is hoped that with the improvement in the system of forest management and exploitation a very lucrative trade in timber particularly Mahogany and Abura would develop rapidly to increase our foreign earnings. Little of terminalia is exported, the bulk of that species of timber is used in the local building industry.

### **Utility Timber**

The characteristic tree of the freshwater swamp forests of the Rivers State is Abura or Bah which yields a utility timber for which there is considerable export demand. These stocks of timber undoubtedly constitute a resource of considerable value but the present methods of cutting and extraction are haphazard and wasteful.

This is one of the cheapest timbers exported.

It competes abroad with Beech and Spruce. The timber is light pinkish brown and sometimes greenish yellow. The sapwood is normally indistinguishable from the heartwood. It has uniform grain and even texture. Occasionally it is figured, with short curled grain or with an eccentric heart.

#### **Good Substitute for Alder**

Abura is easy to work with hand and machine tools, though its silica content has a blunting effect on machine-tools and other tool edges. It takes stains easily. It is a good substitute for Alder, and better in many respects than Beech. It seasons rapidly and easily with very little degrade, weighs thirty-two pounds per cubic feet (air-dried), and is not durable but very permeable to preservatives.

Abura is reported as the most suitable species for small moulding, clean-borings and model building. If well seasoned, it is a good insulator suitable for radio-box fittings and electric switch-boards. Owing to its resistance to acids, it is good material for battery and accumulator boxes, laboratory fitments, containers for chemicals and fertilizers.

#### **Greatest Use**

Its greatest use is in joinery and cheap furniture. Fair quantities are converted to plywood, flooring-blocks, toys and turnery.

Export logs are usually less than thirty inches diameter and minor fungal infection should not be regarded as serious defects.

## **OIL-PALM**

One of the most important agricultural products in the Rivers State is palm produce—Palm-Oil and Palm-Kernel.

At the moment majority of the people depend upon wild palm groves for the supply of palm produce.

Tall wild palm groves are very common in all parts of the State and form the picturesque scenery in the rain forests.

They grow very tall, up to fifty feet or more in some places, and are very variable in age, appearance, yield and other generic characters.

The harvesting and processing appear laborious and unattractive to the younger generation. Carrying the bunches over long distances



*Uncultivated wild palms in the Rivers State. In 1964, Abonema produced 3,480 tons of produce, Yenagoa 1,000 tons, Nembe 560 tons, Ekowe 450 tons, Amassoma 400 tons, and Abobiri 400 tons. It is assumed that half the production of Abonema originates from other towns and half from the periphery of the delta. For the whole delta, it is estimated that 8,000-9,000 tons palm-kernels per year are produced.*

from the forest to processing mills or sheds also create problems and difficulties in the industry.

Yielding capacity of these wild unselected palms are low and as variable as the palm trees in the groves are.

Many farmers in the State have not come to regard the oil-palm as a plantation crop. An encouraging beginning has however been made as shown by the sales of improved oil-palm seedlings from nurseries in some of the towns. A few scattered plantations of one or two acres can be seen in some isolated places. However, a 5,795-acre plantation of the former Eastern Nigeria Development Corporation came into production from 1965 at Elele. This plantation is bound to form a nucleus plantation around which future commercial plantation production is largely to be built.

The exact production of oil-palm produce in the Rivers State is not yet known but the estimated average annual production in the three States that made up the former Eastern Region was in the order of 300,000 tons of palm-oil. Out of this estimated total, about 140,000 tons of palm-oil was purchased by the Marketing Board for export in 1963 and 1964 leaving about 160,000 tons for national trade or local consumption. There is a well established internal trade in palm-oil between the Eastern and Northern States and to a certain extent to the West and Lagos, and possibly to other neighbouring countries. Local consumption in the three Eastern States is estimated at 140,000 tons per annum as palm-oil forms the main cooking oil or fat in the diet of the people.

### **History of Oil-Palm in the Rivers State**

The Rivers State has a long and interesting history in connection with its palm produce trade.

Palm-oil and palm-kernels were some of the early products experimented with in its early trade with Europeans to replace the foreign exchange lost through the abolition of the slave trade. Other products experimented with included gold dust, pepper, ivory, rice, timber including cam-wood, and red-wood.

Palm produce eventually became by far the most important export produce in the area thus earning for itself the name 'Oil Rivers' and the area eventually became known politically as the Oil Rivers Protectorate.

Exports of palm-oil in the year 1808 (the year following the abolition of the Slave Trade) amounted to only one or two hundred

tons according to Macgregor Laird but by 1837 the tonnage had reached 14,000 tons. The export figures continued to rise gradually over the years.

### **Uses of Oil-Palm Produce**

- (i) Palm-oil constitutes the main cooking oil or vegetable fat for the people and would remain so for a very long time. It is very rich in Vitamin A and is therefore a good source of that vitamin;
- (ii) In some remote villages it still forms the main item of fuel for lighting their houses at night;
- (iii) For local soap manufacture for internal trade;
- (iv) Export trade to provide foreign exchange earnings and to serve as raw material for the manufacture of soaps, margarine, etc.
- (v) The palm-kernels are also exported to earn foreign exchange. The oil is extracted and used for the manufacture of various goods such as soap, margarine and confectionaries while the palm-kernel cake is used for livestock feed;
- (vi) The palm fronds are used for fencing and for various temporary roofing;
- (vii) The bunch refuse is very rich in Potash and is a very valuable organic manure applied as mulch. Potash can be extracted from the bunch refuse after burning.
- (viii) Palm-wine is another important local product of value obtained from the oil-palm.

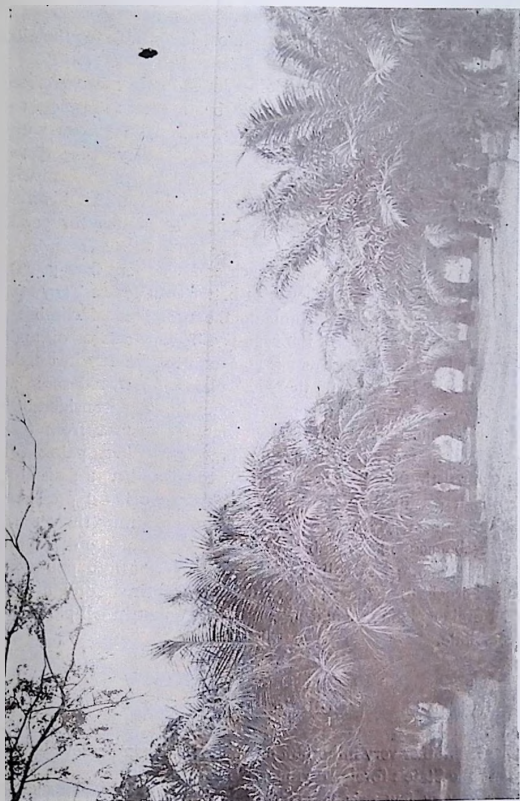
### **Present Trends and Problems**

The present problems limiting the economic value of the oil-palm industry are many. The existing wild palms are poor and very variable yielders. Yields are declining fast in most groves and their considerable height deter harvesting limiting the exploitation to a few specialized climbers. Transportation from forest groves to mills also creates problems.

In some areas the fruits are sold to processing mills which may be Pioneer Mill or Hand Press. Where mechanical processing mills are unavailable the local tedious methods with low efficiency have to be used.

The quality of the oil produced in many areas is poor due to lack of education on processing and storage techniques.

In some localities the industry is dying out in view of the



**Plantation Palms**

*Palm-trees are planted in rows at correct spacings. They come into yield much earlier in life and remain short for easy harvesting. Yields are also high as seeds are obtained from selected high yielding types.*

recent low Marketing Board prices and in response to the rising demand for palm-wine from palm trees.

### **Feature Prospects and Possibilities**

The climatic and soil conditions are most favourable for the oil-palm industry in the Rivers State.

Prospects for developing a good oil-palm industry are therefore bright. One of the main methods would be to get the farmers to gradually replace the poor and variable wild palm groves with plantation palms raised from seeds of selected high yielding types produced and distributed by the Quasi-Federal Nigerian Institute for Oil-Palm Research with Headquarters near Benin. This Institution has also evolved the best maintenance techniques for good plantation management.

Planted palms come into bearing much earlier (about four years) and produce much larger bunches with better fruit types. They are low and therefore completely eliminate the problems of climbing which frighten many men off the industry. Their yields of oil and palm-kernels have better returns per acre or per man-day invested.

The existing 5,795 acres of the Elele plantation would serve a nucleus for future expansion and peasant plantations of considerable size could be encouraged to develop. Farmers distant from the nucleus plantation could also be encouraged to plant palms to replace the existing wild groves. Such farmers could also assist to produce high quality produce using the hydraulic hand press in co-operation or simply where acreages would warrant their use.

Considerable scope is available for the expansion of the oil-palm industry to increase palm-oil for local consumption and palm-oil and palm-kernels for export to earn the much desired foreign exchange. Foreign planters could also gainfully invest in oil-palm in the Rivers State.

## **RUBBER**

Rubber is another very important cash crop that can be developed to increase the State's foreign earnings.

There are very few private plantations in the State. These are poorly planted with poor yielding local varieties, with very close spacings thus giving too many plants per acre. The result of this



*Rubber Tapping  
Plantation Rubber being tapped for latex collection.*

faulty planting is tall and slender trees with thin back, irregularly spaced all over the plantation.

Maintenance of these plantations is poor and tapping is generally very badly done leading to untimely deaths of many plants or destroyed tapping panels.

In some places the trees are not normally tapped by the farmers, but are hired out to itinerant tappers who slaughter these trees as they have no real interest or stake in the plantation and are only out to get the maximum latex during the period of temporary occupation.

Rubber is the fourth largest export money earner in Nigeria after groundnuts, cocoa and palm produce. The Mid-West State is by far the largest exporter of this crop at the moment. Most of the rubber trees in the Rivers State were planted after the First World War and during the Second World War.

The rubber latex is processed and exported as smoked sheets or blanket sheets while the scraps and wastes are exported as crepe rubber.

Unlike the oil-palm and coco-nut palm, the product is not locally consumed as food in any way. All have to be exported or sold to local industries to earn cash.

### **Present Problems**

- (i) Use of poor yielding local planting materials
- (ii) Poor and irregular spacing leading to too many trees per acre with poorly developed back
- (iii) Poor maintenance practice
- (iv) Poor tapping techniques
- (v) Poor processing leading to low quality produce.

### **Uses of Rubber**

Natural rubber is still in great demand despite the competition from synthetic rubber as some articles are best produced from natural rubber,

Rubber is used in the production of tyres and tubes, for surgical goods, many general purpose utility goods, plastics, foams, etc.

For some of these goods requiring high resilience and low hysteresis with low heat building up, natural rubber appears better than synthetic rubber e.g., Tyre side walls and large aeroplane tyres.

In Nigeria tyre manufacture (Michelin and Dunlop Tyres) have



*Rubber Budded Stumps*

*High yielding budded and pollis clonal stumps ready for field planting. Establishment is by clonal seedlings or by budded clonal stumps.*

been started, a good business in tyre rethreading and shoe manufacture have also developed in various parts of the Federation. Production of foams from latex for the manufacture of cushions, foam mattresses and various goods are also developing fast.

### **Future Prospects**

Climatic and ecological factors in the Rivers State are very favourable for rubber production, rainfall in all cases exceed ninety inches per year and very evenly distributed. The temperature range is between 70°F and 90°F and soil conditions are also suitable in many parts.

With a possible expanding market and demand for natural rubber either for local industries or for export trade the Rivers State has opportunities for developing the rubber industry to increase its foreign exchange earnings.

There already exists in north east of Ahoada Division a former E.N.D.C. plantation of over 3,000 acres. This will form a good nucleus plantation for future expansion or for developing a number of good peasant farms around this nucleus plantation to supply latex to the Plantation's Processing Factory.

For high yields farmers should be encouraged to use only high yielding clones as clonal seeds or budded stumps with correct spacings.

The farmers have to be guided and educated to plant cover crops, use the appropriate types and rates of fertilizers and practice all other improved management techniques. They should also be taught to process their latex properly in modern plantation factories or small farmers processing factories to take full advantage of premium prices for quality.

Small processing factories could be developed on co-operative basis or by individuals where the acreages warrant them in the areas far from the nucleus plantation.

For the full development of this industry local or foreign capital in some proportions would be necessary.

### **COCO-NUT** (*Cocos nucifera*)

In the mangrove swamp belt of Brass and Degema divisions, the coco-nut tree forms the most common scenery along the coast.



*Copra Production*  
*Sun drying of Copra is one of the commonest and natural methods of Copra Production.*

fringes of the numerous islands, replacing the mangrove of the brackish swamps and the oil-palm of the rain forest belt.

A number of scattered small plantations of the coco-nut palm can be found in the interior of most of these islands. These plantations have been poorly planted and maintained and yields are generally low.

Although this crop is very widely distributed throughout the Rivers State, much has not been done to exploit its products for commercial purposes.

Very little export trade exists in copra which is at the moment produced by few farmers who collect the nuts and dry the meat by natural means or over kitchen fires by means of platforms erected over these fire places. Proper drying kilns are non-existent.

Besides the small export trade in copra described above most of the coco-nuts produced in the State are used directly as food within the State or sold for food to neighbouring States.

Coco-nut oil is also extracted in the Rivers State for the production of edible or cooking oil. Some of the coco-nut oil so produced is used for lubrication of small machines and plants.

Recently coco-nuts have been used in the preparation of some delicacies such as coco-nut rice or coco-nut biscuit for cake, and desiccated coco-nut pieces are therefore becoming of increasing importance in local trade for the manufacture of coco-nut biscuits and confectionaries. The local demand is increasing steadily.

At the moment not much use is made of the coco-nut fibre. It is used as fuel in a few places but by far the most important commercial use at the moment is the use of the husk for stuffing in mattresses and upholstery production and to a less extent in foot-mat production.

Retting for coir production for the fibre is not widely practised.

### **Main Uses of Coco-nut Products**

(i) Directly as item of food; the mature flesh or meat is much relished and used.

(ii) *Coco-nut oil extraction.* The oil is at the moment extracted on a small scale for cooking and lubrication. There are great possibilities of large scale production of copra for export trade or large scale coco-nut oil extraction industry to produce the oil for export, or for various industries such as soap, margarine, beauty cream preparation and perfumeries, etc.

Coco-nut oil is a very high quality vegetable oil for the manufacture

of superior quality soaps and perfumeries. With the increase in the standards of living of the population there is bound to be changes in the demand for higher quality products in soaps, creams and perfumeries thus increasing the demand for coco-nut products.

(iii) *Production of desiccated coco-nuts and coco-nut chips for the confectionary and baking trades.* The demand for these products is increasing locally and also in the United Kingdom, United States, West German Republic, Canada and Australia. The local demand for the manufacture of coco-nut biscuits and other confectionaries at the moment varies from twenty to thirty tons per annum, and is bound to increase considerably with future developments in the country.

(iv) *Coco-nut cake production for livestock feed from the residue of the copra or meat or pared brown skin resulting from the production of desiccated coco-nuts.*

(v) *The milk of the young nuts provide very delicious drinks while the immature flesh or meat can be scooped and eaten as desert.*

(vi) *Coir and coir products for various Agro-industries or cottage industries.*

Coir is a very valuable raw material for many industries in the production of foot-mats, brushes, brooms, spinning into yarns for producing ropes, mats, mattings, rugs, carpets, belting, bags, nets, etc.

Coir ropes are very suitable for boats and ships as the coir can withstand prolonged action of sea water and is therefore particularly useful in the Rivers State for our water transport industry.

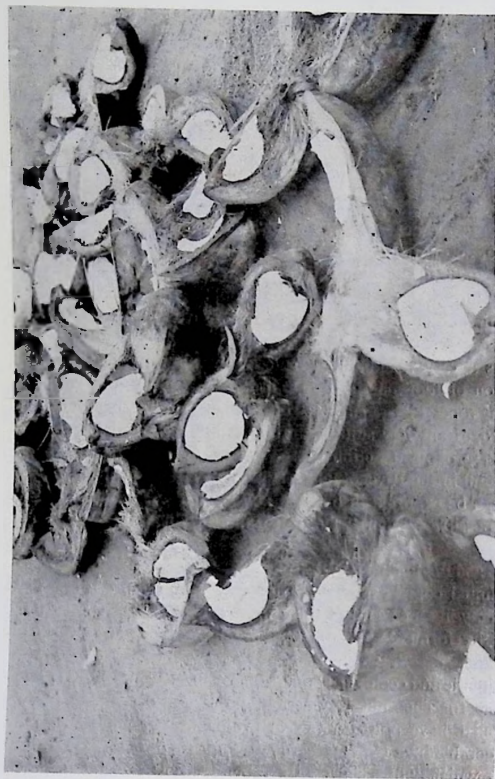
Coir can be exported in bales to U.K. or U.S.A. and is therefore another possible foreign exchange earning product.

### **Prospects and Possibilities**

The annual copra export from Nigeria is about 400 tons. More than seventy-five per cent of this export comes from Badagry Division of the former Western Region and now forms part of the Lagos State.

The climatic and ecological conditions of the Rivers State are most favourable for coco-nut production. Brass and Degema Divisions in particular have potentialities of producing coco-nuts.

Considerable investments are required for the development of this industry, which will earn considerable foreign exchange for the country in addition to opening up profitable employment or occupation for large numbers of men and women in the number of Agro-



*Coco-Nuts*  
- Copra production: Splitting open the coco-nuts to extract the nuts for drying into copra.



The last named is not of great importance except for providing additional source of food (protective food) for the people. The fruit is boiled and eaten by some people of the Rivers State.

## I.—PALM-WINE

Palm-wine is the fermentable sap of the raphia palm or oil-palm. By far the most important source of palm-wine in the Rivers State is the fermentable sap of the Raphia Palm, *R. vinifera* or *wine-palm*.

Palm-wine can also be obtained from the stalk of the male flower or from the stalk of immature flowers or soft top part of the stem of the oil-palm. The yield from these latter sources is however limited.

From the large numbers of Raphia palm groves in the fresh water swamps of the Rivers State, it is estimated that the potential yield of alcohol which is the principal economic product of palm-wine to be near 100 million gallons a year.

Palm-wine owes its white milky appearance to a suspension of yeast in it. This yeast is also an important produce for the bakery industry or as medical treatment in view of its rich Vitamin B content.

Palm-wine is used at the moment as a delicious beverage or soft drink when fresh and unfermented to very strong alcoholic drinks depending upon its state of fermentation.

The fermented palm-wine is also used for local distillation of gin.

When palm-wine is stored, fermentation proceeds immediately producing alcohol and carbon dioxide. The rate of fermentation depends upon the temperature and the final amount of alcohol produced depends upon the sugar content of the palm-wine. The carbon dioxide produced during the process of fermentation can cause violent explosions if not allowed to escape freely into the air. It is never therefore advisable to store palm-wine in tightly corked or crown-corked bottles.

There exists a great internal trade in palm-wine within the States of the Federation, and palm-wine during normal times is carried as far as the Northern States for sale.

### **Future Prospects and Possibilities**

The Raphia Palm with its palm-wine offers vast potentialities and prospects for the economic development of the Rivers State.



*Various species of palm of the genus RAPHIA grow in the Rivers State. Palm-wine is tapped from these and they are abundant in the State.*

Besides the expansion of the crop to provide increased palm-wine for local and inter-state consumption to give the desired satisfaction and happiness desired in the social life of the people, increased palm-wine production offers new agro-industries to increase the earnings of the State and offers more employment opportunities. The following agro-industries are possible either with local capital, or foreign capital or by the combination of both sources of capital:

- (1) Palm-wine preservation and bottling industry for larger storage and distribution to the distant parts of the Federation.
- (2) *Alcohol Industry*.—Alcohol distillery for the production of Ethyle Alcohol on commercial basis for laboratory and other uses thus saving the present foreign exchange in the importation of alcohol.
- (3) Dry yeast extraction from palm-wine, to meet the needs of bakers in Nigeria and also for medical uses.
- (4) *Gin Production*.—A gin factory to produce gin locally and cheaply to improve the present system of distillation which produces large quantities in the State.

Revenue is bound to increase through Excise duties and Company taxes from these industries.

## II.—RAPHIA FIBRE

This is an important leaf fibre derived from the upper surface layer of the leaves of various species of *Raphia* palms.

The fibres can be dyed to various colours and used for weaving into cloths, cushion covers, and various household materials.

*Raphia* cloth weaving was of great importance in the Rivers State up to the early 1930s when various *raphia* cloths were produced and used by women. The industry died when the demand for *Raphia* cloths declined sharply.

A virile *Raphia* cottage industry can be built up to produce various articles of trade, to absorb and usefully engage a number of young boys and girls who are unable to complete their primary schools. *Raphia* fibre can also be exported to earn foreign exchange as Madagasca at the moment forms the most important exporting Country to England and other European Countries.

### III.—PIASSAVA

This is the best fibre of commercial importance obtained from the leaf bases of *Raphia Palm* (*R. vinifera*) and used for the manufacture of brooms, brushes and cords.

Locally it is used for tying and building particularly mud and wattle type of local houses and for cordage.

There is considerable possibility of developing a very good cottage industry in the manufacture of cords, brooms and brushes using the piassava as raw material.

The piassava fibre has a high market value because of its texture, weight and flexibility. The two last qualities make it a very suitable material for heavy duty work such as brooms and rotary sweepers in industry.

### IV.—BAMBOO POLES

These are the long leaf stalks of the *Raphia Palm* and they sometimes grow as long as thirty-forty feet. These poles are very useful being used as ceiling materials for houses, for fencing, for connecting timber rafts or palm-oil casks. They are also used for propelling canoes or rafts in shallow seas and rivers.

The hard outer bark is used for baskets, fish-traps and fencing sheets while the soft inner pith is used for mat-making and wide-brimmed hats for rain. The mats made from the bamboo pole have some special uses such as for drying produce, roofing of trade canoes, protection of produce from rain and in recent years for lining strips before loading of produce.

### V.—RAPHIA LEAVES OR THATCH

The older leaves are used for making thatches for roofing of houses.

It is obvious that besides the main uses *Raphia Palm* is only of local value and is most likely to be replaced with more modern materials.

### OTHER FIBRE YIELDING PLANTS

The most important fibres of economic potentials have been dealt with under the crops from which they are produced, *e.g.*,

*Raphia* and *Piassava* from the *Raphia*.

Palm and coir or coco-nut fibre from the coco-nut palm. Besides these fibres there are other fibres of interest either for local trade or raw materials for valuable cottage industries. Many of these fibres are produced from some cultivated fibre plants or wild plants which grow abundantly in the rain forest belt of the Rivers State. A few of the most promising fibres are.—

### 1. SISAL HEMP (*Agave Sisalana*)

Sisal Hemp grows well in most parts of the State and produces very valuable leaf fibre but is not actually cultivated on large scale at the moment for its fibre.

Local retting is practised in some areas and the resulting fibre made into rope for local use.

### 2. PINE-APPLES (*Ananas Spp*)

Some varieties of pine-apples which grow in the State produce very good leaf fibres when retted and are used for local consumption.

### 3. CANE (*Calamus Spp.*)

This is a long limbing palm which grows in many of the tropical rain forests twining on tall trees and growing to considerable lengths.

The hard back is used as rope for binding or tying rafts, for baskets, fans, etc. The main potentialities of this fibre lie in its use for the production of cane-chair, cane-tables, cane-baby cots, etc., which could be developed into a very lucrative cottage industry in the State for inter-state trade or export trade.

### SCREW PINE (*Pandanus utilis*)

This is a shrub which grows luxuriantly in the fresh water swamps and brackish swamps with low salinity.

### KAPOK OR SILK COTTON (*Evisdendron Spp*)

These are large or moderate sized branching trees which are quick growing. They are deciduous trees that produce pods which ripen

into black-pea like seeds surrounded by creamy white floss (Kapok) or unicellular hairs varying from half to one inch.

The hair or silk cotton is a very useful stuffing fibre used for stuffing pillows, cushions, mattresses, life-buoys, etc. The young leaves of this plant are used for mat-making but the prop-roots yield very good fibre used for tying, mat-making and as local rope.

### HIBISCUS *SPP*

Various fibres from hibiscus species are produced in the State for various local rope production.

### SEED FIBRES

Cotton is not an important crop in the Rivers State in view of the heavy rainfall. A few perennial cotton plants however grow in some parts producing low yields of cotton-wool for stuffing and limited local spinning and for the development of a life-buoy or life jacket industry for the benefit of the river transport system of the State.

### FOOD CROPS

The two most important food crops that have any good potentials for large scale development or for production of raw materials for cottage industries or agro-industries are cassava and rice.

### CASSAVA

Cassava grows luxuriantly in all parts of the Rivers State. Yields are however low at the moment because of the present use of low yielding local varieties and poor cultural practices. Present yields vary from two to four tons per acre.

Cassava production in the Rivers State can be considerably stepped up to give high outputs by the use of high yielding varieties, better cultural practices such as optimum spacing and plant population per acre and use of varieties with high starch content.

Cassava is a very important staple food in the whole country and items of food such as gari (the most common staple carbo-

hydrate food), 'foofoo', tapioca and starch, are produced from cassava.

A number of sweet varieties exist in many parts with low hydrocyanic acid content (poison) which can be boiled and eaten. Varieties with yields of ten to twelve tons per acre with about thirty per cent starch content have been evolved by the Federal Agricultural Research Department and are available for distribution to farmers.

Expansion of the industry by the use of the high yielding varieties and increasing acreages under the cultivation of the crop would supply raw materials for cottage industries in gari, tapioca and starch production.

Starch presently used in Nigeria either for domestic use or in the textile industries is at the moment imported into the country. The development of starch cottage industries in the Rivers State would not only increase employment opportunities for young school leavers, but would increase the earnings in the State and reduce the present foreign exchange of the Federation in the importation of foreign starch. The State will also be self-sufficient in its gari requirements if not develop an internal trade in gari with other states of the Federation.

## RICE

The Rivers State has great potentialities for the production of swamp or wet rice and upland rice. These potentials have not yet been exploited and would require considerable investment to fully develop a rice industry in the State. The investments so needed for the expansion and mechanization of this industry could either come from abroad or from local sources.

The development of a rice industry will yield the following benefits:

- (i) Produce all the rice needed for feeding the people of the Rivers State.
- (ii) Develop an inter-state trade in rice between the Rivers State and other non-producing States of the Federation.
- (iii) Possibly open a new line of export trade in rice to increase the country's foreign earning and reduce the foreign exchange now involved in the importation of rice to the country.
- (iv) Open up new opportunities in agro-industries in rice processing, packaging, etc., for export and a possible manufacture of rice crispice.

- (v) Rice bran production for livestock feed for internal trade and possible export to neighbouring African countries.

## COCOA

Cocoa may not be an important crop in the Rivers State in view of the highly unsuitable climatic and soil conditions of the area.

There are, however, a few isolated private plantations of the crop in the State with very poor maintenance and consequent low yields.

We are, however, discussing this crop here because of our proud association with one of the rival stories of the introduction of this valuable crop into the country.

## SQUISS BANEGO OF BONNY

There is as much mystery about the date of the first plantings of cocoa in Nigeria and the people responsible as there is in Ghana. If you ask about the beginnings of cocoa in that country you will be told the story of Tetteh Quarshie, the labourer from Mampong, who worked on a cocoa plantation in Fernando Po and smuggled a few beans home when his contract was finished. Tetteh planted his beans and the story recounts how he made money by selling the pods at £1 each. There are other claims that Tetteh was not the first. So it is in Nigeria. One authority says that cocoa came to Nigeria through a chief named 'Squiss Banego' who established a plantation in 1874 in the Bonny district of the Rivers State with beans brought again from Fernando Po. From that first farm it is said that the trading firms became interested and set up their own farms.

Another story gives the credit to a Mr Ogunwole who became interested in cocoa when he was serving with the Dahomean expedition and visited Porto Novo. Mr Ogunwole served for six years in that area and learned about the planting, growing and harvesting of cocoa and something of the processes of fermentation. When he returned to Nigeria he brought a supply of pods to Ebute-Metta and planted them at Agbakin and Idiapo near Agodi, a few miles from Ibadan.



*A Cocoa plantation. There are very few of these in the State. The first cocoa-beans were smuggled to Nigeria from Fernando Po by a Rivers man.*

## BOTANICAL GARDEN AT EBUTE-METTA

There is some verification for this because Ebute-Metta was the site of a botanical garden which had been established by Government in 1887 and it seemed probable that experiments were conducted there with the new plant. It is certain that by 1892 beans for planting were being distributed on a small scale from the garden, although it was left entirely to Nigerian farmers to decide whether or not they would plant and wait for the tree to mature.

Progress during the first twenty years was very slow and although Nigeria's first shipment of cocoa in 1895 was greater than from Ghana (twenty-one tons as compared with thirteen tons) thereafter we lagged behind the rapid strides made in our sister territory which was soon to become the most important cocoa producing country in the world. It was not until 1908 that more than 1,000 tons were exported from Nigeria and it was 1914 before a figure of just over 5,000 tons was reached.

Since that date there has been a steady rise in production. The 50,000 tons mark was reached in 1930 and since 1940 production has been around 100,000 tons per year which makes Nigeria the third most important world producer of cocoa, giving place only to Ghana and Brazil.

## CASHEW

This is a crop that grows well on very poor soils—very sandy or gravelly soils which are no use for the production of other crops like Oil-Palm, Rubber, Cocoa, etc. It therefore does not compete with these crops in good agricultural lands.

There are in many parts of the Rivers State some very sandy and leached soils which will apparently not be suitable for other crop production. Advantage would be taken of the unique soil requirements of this plant to use such apparent waste lands for useful production of cashew fruits and nuts.

The cashew crop produced in these very poor soils will not only help to increase the cash earnings of the farmers but will also increase the foreign exchange earnings of the country and also help to diversify the agriculture of the state. The cashew trees will also help to provide cover for such sandy soils and therefore reduce erosion.

### **Present Situation**

Only isolated stands of cashew plants can be found in parts of the Rivers State particularly in school compounds and old Missionary establishments for the production of cashew fruits for local consumption. No commercial use is made of the nuts in most cases.

### **Future Possibilities**

Considerable acreages of this crop can be developed on the very poor, sandy and badly leached or eroded soils of the State to produce reasonable quantities of cashew fruits and cashew-nuts for internal trade to increase the income of the farmers of the State who could otherwise not have raised any cash crops on such lands. The nuts could be exported to foreign markets to increase the foreign exchange earnings of the Federation.

The development of large acreages would open new employment opportunities to a number of men and women of the State.



**GOVERNMENT OF NORTHERN NIGERIA  
GENERAL ORDERS**

1967

**OD  
DT 515  
N. 041**

OD  
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N.04  
1967

Government  
**NORTHERN NIGERIA**  
**GENERAL ORDERS**  
*(Amended up to 31st December, 1967)*

## CONTENTS

<i>Chapter</i>	<i>Page</i>
I Application and Definitions ... ..	1
II Appointments, Promotions and Transfers ... ..	3
III Women Government Servants ... ..	17
IV Discipline ... ..	21
V Confidential Reports ... ..	31
VI Salaries and Increments ... ..	37
VII Leave ... ..	45
VIII Duty and Courses outside Nigeria ... ..	53
IX Examinations ... ..	57
X Medical and Dental Procedure ... ..	65
XI Transport ... ..	75
XII Allowances ... ..	83
XIII Miscellaneous ... ..	109

## INDEX

*Note.*—To use this Index, which is *not* cross-referenced, first look under the main headings (in large capitals) which correspond with the titles of the Chapters. The contents of each Chapter is arranged alphabetically under the main heading. If a subject cannot be found, look for an alternative title, e.g., "Date of Birth" is given as "Birth, date of".

<i>Subject</i>	<i>No. of General Order</i>	<i>Page</i>
<b>ALLOWANCES</b> ... ..	470-595	83-105
Claiming Allowances, Method of ... ..	471	83
Delegation by Permanent Secretaries ... ..	472	83
Payment in Certain Cases ... ..	473	83
Right, not a ... ..	470	83
<b>ACTING</b> ... ..	475-479	84-85
Contract Officers ... ..	479	85
Effect of Specialised Remuneration ... ..	477	84
Officers Receiving "Personal" Allowances ... ..	478	84
Rate Payable ... ..	476	84
When Payable ... ..	475	84
<b>CEREMONIAL</b> ... ..	490-492	86
Barrister's Wig and Gown ... ..	492	86
Civil Service Uniform ... ..	490	86
Officers required to wear Uniform ... ..	491	86
<b>CHILDREN'S</b> ... ..	495-500	87
Annual Certificate ... ..	500	87
Definition ... ..	495	87
Eligibility ... ..	496, 498	87
Evidence of Birth ... ..	499	87
Nomination ... ..	497	87
Rate Payable ... ..	496	87
<b>CLOTHING AND TOURING EQUIPMENT</b> ... ..	505-509	88
Applications ... ..	508	88
Clothing Allowance ... ..	505	88
Refund Required ... ..	506	88
Special Conditions ... ..	509	88
Touring Equipment Allowance ... ..	507	88
<b>DISTURBANCE</b> ... ..	511-515	89
Amount ... ..	514	89
Certificate ... ..	515	89
Eligibility ... ..	511	89
When not Payable ... ..	513	89
When Payable ... ..	512	89
<b>GUEST OF GOVERNMENT</b> ... ..	517-521	90-91
Definition of Guest of Government ... ..	518	90
Definition of Senior Officer ... ..	517	90
Eligibility ... ..	519	90
Method of Claiming ... ..	520	91
Reciprocal Arrangements ... ..	521	91

<i>Subject</i>	<i>No. of General Order</i>	<i>Page</i>
HARDLYING ... ..	525-528	92
Amount ... ..	526	92
Eligibility for ... ..	525	92
Commuted ... ..	528	92
Conditions for Payment ... ..	527	92
HORSE ... ..	530-533	93
Eligibility for ... ..	530	93
Hire of Horses ... ..	533	93
Rates ... ..	532	93
Restriction in Tsetse Areas ... ..	531	93
MOTOR TRANSPORT ... ..	535-551	94-98
Allocation of Classes ... ..	539	95
Approval to draw ... ..	536, 544	94, 96
Auto-Cycle ... ..	550	98
Basic Allowance, Classes ... ..	537, 538	94
Basic Allowance, Rules ... ..	543	95
Bicycle ... ..	549	98
Claims ... ..	551	98
Mileage Allowance, Occasional ... ..	547	98
Mileage Allowance, Rates ... ..	546	97
Mileage Allowance, Rules ... ..	545	96
Motor-Cycle ... ..	548	98
Restriction of Classes C and D ... ..	540	95
Transfer, effect on Allowance ... ..	541, 542	95
Types of Allowance ... ..	535	94
OVERTIME ... ..	560-568	99-100
Acting Appointments ... ..	566	100
Allowances in lieu ... ..	563	100
Contract officers ... ..	565	100
Eligibility ... ..	560	99
Interpretation ... ..	568	100
Limits of total overtime ... ..	564	100
Rules, overtime ... ..	561	99
Time off in lieu ... ..	562	99
Works, Ministry of ... ..	567	100
RESPONSIBILITY ... ..	575-577	101
Amount ... ..	576	101
Eligibility ... ..	575	101
Publication ... ..	577	101
TOOLS MAINTENANCE ... ..	580-582	102
Conditions, special ... ..	582	102
Eligibility ... ..	580	102
Intention ... ..	581	102
Rates ... ..	580	102
TOURING EQUIPMENT ... ..	507	88
(See Clothing)		

<i>Subject</i>	<i>No. of General Order</i>	<i>Page</i>
TRAVELLING ... ..	585-595	103-105
Commutd Allowance ... ..	593	105
Eligibility ... ..	586, 587, 588	103
Emolument, not a ... ..	585	103
Hotel, definition of ... ..	592	105
Method of Claiming ... ..	594	105
Personal salary rights ... ..	590	104
Rates ... ..	589	103
Refund of Hotel Expenses ... ..	591	104
Responsibility for avoiding double payments ... ..	595	105
APPLICATION AND DEFINITIONS ... ..	1-3	1-2
Application ... ..	1	1
Definitions, General ... ..	3	1
Definitions, Special ... ..	2	1
APPOINTMENTS, PROMOTIONS, TRANSFERS ... ..	20-88	3-15
Advertisements ... ..	30	5
Births, date of ... ..	23	4
Confirmation ... ..	38	6
CONTRACT APPOINTMENTS ... ..	45-55	8-9
Conditions of Service ... ..	46	8
Definition ... ..	45	8
Duration ... ..	47	8
Promotion ... ..	55	9
Re-engagement ... ..	49-54	8, 9
Termination during Currency of Contract ... ..	48	8
COMPULSORY EXAMINATIONS ... ..	37	6
DAILY-RATED STAFF ... ..	26	4
DECLARATION OF SECRECY ... ..	24	4
ELIGIBILITY ... ..	20	3
EMPLOYMENT EXCHANGES ... ..	30	5
LETTER, APPOINTMENT BY ... ..	27	4
PERMANENT SECRETARIES, APPOINTMENT BY ... ..	29	5
PERSONAL RECORDS ... ..	85	15
PLACE OF ORIGIN ... ..	21	3
PREVIOUS CONVICTION OR DISMISSAL ... ..	22	3
PROBATION ... ..	35, 36	6
PROCEDURE FOR APPOINTING ... ..	31	5
PROMOTIONS ... ..	65-71	10
Application for ... ..	67	10
Effective date ... ..	70	10
Eligibility for ... ..	66	10
General ... ..	65	10
Medical Examination ... ..	68	10
Procedure for recommending ... ..	71	10
PUBLIC SERVICE COMMISSION, APPOINTMENT BY ... ..	28	4
RE-EMPLOYMENT OF PENSIONERS ... ..	80-83	13
Duration ... ..	82	13
Rules for re-employment ... ..	81	13
Salaries ... ..	83	13

<i>Subject</i>	<i>No. of General Order</i>	<i>Page</i>
RE-ENGAGEMENT AFTER RESIGNATION OR DISMISSAL ...	79 ...	13
RESIGNATION OF PROBATIONARY APPOINTMENT ...	42 ...	7
RETURNS OF STAFF ...	87 ...	15
SCALE G, RECRUITMENT TO ...	25 ...	4
SENIORITY ...	88 ...	15
TERMINATION AT END OF PROBATIONARY PERIOD ...	39, 41 ...	6
TERMINATION DURING PROBATIONARY PERIOD ...	40, 41 ...	6
TRANSFERS ...	75-78 ...	11-12
Inter-Ministry ...	76 ...	11
Inter-Service ...	75 ...	11
Medical Examination ...	78 ...	12
Non-Pensionable to Pensionable ...	77 ...	11
UNPAID STAFF, EMPLOYMENT OF ...	86 ...	15
CONFIDENTIAL STAFF REPORTS ...	160-197 ...	31-36
PROGRESS AND CONFIDENTIAL REPORTS ...	160-181 ...	31-35
Absence of Reporting Officer ...	178 ...	35
Adverse Comments ...	171 ...	33
Amendment of Reports ...	176 ...	34
Annual Reports, Period of Submission ...	163 ...	31
Certificate and Remarks ...	170 ...	33
Classification of Duties of Professional/Technical Officers ...	166 ...	32
Completion of Parts of Reports ...	173, 174, 175 ...	34
Definition ...	160 ...	31
Distribution and Number of Copies ...	179 ...	35
Fitness for Promotion ...	169 ...	33
Form of Reports ...	164 ...	31
Forwarding ...	180, 181 ...	35
Issue of Forms ...	172 ...	33
Method of Forwarding ...	181 ...	35
Number of Copies and Distribution ...	179 ...	35
Officers to whom Authority for Completion of Parts may be delegated ...	175 ...	34
Overall Grading for Qualities and Performance of Duties ...	168 ...	32
Performance of Duties ...	167, 168 ...	32
Periods of Submission of Reports ...	162 ...	31
Personal Particulars and Record of Employment ...	165 ...	32
Professional/Technical Officer, Classification of Duties ...	166 ...	32
Promotion, Fitness for ...	169 ...	33
Purpose of Reports ...	161 ...	31
Qualities and Performance of Duties ...	167, 168 ...	32
Remarks and Certificates ...	170 ...	33
Reporting Officer ...	178 ...	35
Responsibility for Completion of Reports ...	173, 174 ...	34
Service with more than one Ministry ...	177 ...	35
Time of Forwarding ...	180 ...	35
CONFIDENTIAL STAFF REPORTS ...		
Available to all Government Servants on Request ...	195 ...	36
Certificate, Form of ...	196 ...	36
Confidential Reports, Supplementary ...	197 ...	36
Form of Certificate ...	196 ...	36
Supplementary Confidential Reports ...	197 ...	36

<i>Subject</i>	<i>No. of General Order</i>	<i>Page</i>
<b>DISCIPLINE</b> ... ..	<b>110-150</b>	<b>21-30</b>
ABSENCE ... ..	131	26
AUTHORITY FOR TAKING ACTION ... ..	111	21
BASIS FOR DISCIPLINARY ACTION ... ..	114	21
BUSINESS, ENGAGING IN ... ..	142, 142A	28
CONVICTION ON CRIMINAL CHARGE ... ..	113	21
COPYING OF OFFICIAL DOCUMENTS ... ..	136	27
DATE OF DISMISSAL ... ..	117	22
DEFINITION ... ..	110	21
DISCIPLINARY PROCEEDINGS, DETAILS ... ..	123	24
DISCLOSURE OF INFORMATION ... ..	135	27
DUTIES, OBLIGATORY ... ..	130	26
FINANCIAL EMBARRASSMENT ... ..	132	26
HISTORICAL DOCUMENTS ... ..	139	27
INEFFICIENCY ... ..	115	22
INTERDICTION ... ..	121, 122, 122A	24
LEAVE, EMPLOYMENT ON ... ..	134	27
LIBEL AND SLANDER ACTIONS ... ..	147	29
LOSS OF FUNDS ... ..	150	30
MINERAL DISCOVERIES ... ..	143	28
MISCONDUCT, REPORTING OF ... ..	121	23
MONEY LENDING ... ..	133	26
PERSONAL RECORDS, ACCESS TO ... ..	137	27
POLITICAL ACTIVITIES ... ..	141	28
PRIVATE FIRMS, WORK FOR ... ..	144	29
PRIVATE PROPERTY, SALE OF ... ..	145	29
PROMINENT PERSONS, INFLUENCE OF ... ..	146	29
PUBLICATIONS AND PUBLIC STATEMENTS ... ..	140	27
PUBLIC RECORDS ... ..	138	27
PUNISHMENTS ... ..	112	21
RETIRING BENEFITS, EFFECT OF TERMINATION ON ... ..	116	22
SHORTCOMINGS, DRAWING ATTENTION TO ... ..	119	23
SUBSCRIPTIONS AND PRESENTATIONS ... ..	148	29
TERMINATION FOR INEFFICIENCY, EFFECTIVE DATE ... ..	118	23
TESTIMONIALS, UNOFFICIAL ... ..	149	29
WARNINGS ... ..	120	23
<b>DUTY AND COURSES OF INSTRUCTION OUTSIDE</b>		
NIGERIA ... ..	275-296	53-56
COURSES OF INSTRUCTION ... ..	290-296	55-56
Allowance, Clothing ... ..	293	55
Allowance, Overseas Course ... ..	292	55
Approval of Course ... ..	290	55
Effect on Leave ... ..	294	55
Externally assisted Courses ... ..	291	55
Leave Without pay for Government Scholars ... ..	296	56
Salary ... ..	292	55
Special Conditions for Certain Courses ... ..	295	56

<i>Subject</i>	<i>No. of General Order</i>	<i>Page</i>
DUTY VISITS ... ..	275-285	53-54
Allowance, Clothing ... ..	284	54
Allowance, Detention ... ..	282	54
Allowance, Incidental Expenses ... ..	283	54
Allowance, General ... ..	281	54
Approval of Visit ... ..	275	53
Briefing of Officers ... ..	276	53
Excess Baggage ... ..	285	54
Passages ... ..	277	53
Rail Fares ... ..	279	54
Road Travel ... ..	280	54
Transport ... ..	278	54
EXAMINATIONS ... ..	310-335	57-64
COMPULSORY LAW, ETC., EXAMINATIONS ... ..	311-316	58-60
Enter, how to ... ..	312	58
Officers liable ... ..	311	58
Pass marks ... ..	314	58
Penalties for failure ... ..	316	60
Syllabuses ... ..	315	58
Text books allowed ... ..	313	58
FEES FOR EXAMINERS ... ..	334-335	64
Authority for payment ... ..	334	64
Scale ... ..	335	64
GENERAL ... ..	310	57
LANGUAGE EXAMINATIONS ... ..	320-333	61-63
Comprehension, English ... ..	329	62
English Comprehension ... ..	329	62
Enter, How to ... ..	323, 326, 331	61, 62
Exemptions ... ..	330	62
Gratuities ... ..	322, 328	61, 62
Hausa Language Examination ... ..	320	61
Interpreters' Examination ... ..	325	61
Marks, Pass ... ..	324	61
Lists of Posts and Examinations ... ..	333	62
Pass Marks ... ..	324	61
Penalties ... ..	332	62
LEAVE ... ..	230-265	45-52
APPLICATION FOR ... ..	245	47
CASUAL LEAVE ... ..	256	49

<i>Subject</i>	<i>No. of General Order</i>	<i>Page</i>
DAILY-RATED STAFF LEAVE RULES ... ..	260-265	51
Artisans ... ..	260	51
Daily-rated staff other than Artisans ... ..	261, 261A	51
Public Holidays, etc. included ... ..	263	51
Sick Leave ... ..	265	51
Transport ... ..	264	51
When taken ... ..	262	51
DEFERMENT OF ... ..	242	46
DEFINITIONS ... ..	237	46
EXAMINATIONS, LEAVE FOR ... ..	255	49
GRANT OF LEAVE ... ..	238	46
GRANTED, BY WHOM ... ..	231	45
INFORM ACCOUNTANT-GENERAL, ETC. ... ..	234	45
INSTALMENTS ... ..	241	46
INVALIDING ... ..	250	48
NOT GRANTED IN SOME CASES ... ..	232	45
PUBLIC HOLIDAYS, ETC. INCLUDED ... ..	233	45
RATES OF LEAVE ... ..	240	46
RETIREMENT, ELIGIBILITY FOR LEAVE ON ... ..	239	46
RETURN FROM LEAVE ... ..	244	47
RIGHT, NOT A ... ..	230	45
SICK LEAVE AND INVALIDING ... ..	250-251	48
SPORTING CONTESTS, LEAVE FOR ... ..	257	49
TRADE UNION MEETINGS, LEAVE FOR ... ..	258	49
TRAVEL-TIME LEAVE ... ..	243	46
MEDICAL AND DENTAL PROCEDURE ... ..	355-409	65-73
ABSENCE FROM NIGERIA, HEALTH RULES ... ..	395-402	71
Advice, compliance with ... ..	399	71
Application and definitions ... ..	395	71
Departure, medical examination before ... ..	397	71
Illness during absence ... ..	401	71
Medical examination during absence ... ..	402	71
Paper of advice ... ..	398, 400	71
Salary effect of rules on ... ..	396	71
ABSENTEES ... ..	382	69
ADDRESS, TO BE NOTIFIED ... ..	377	68
ADDRESSES, TO BE RECORDED ... ..	381	69
ADVICE, MEDICAL, TO BE COMPLIED WITH ... ..	379	69
BOARDS, MEDICAL ... ..	380	69
DEFINITIONS ... ..	355	65
DENTAL TREATMENT, FACILITIES FOR ... ..	370-374	67
Appointment necessary ... ..	371	67
Government facilities ... ..	370	67
Overseas, dental expenses while ... ..	374	67
Private Dental Practitioners, fees of ... ..	373	67
Private Dental Practitioners, treatment by ... ..	372	67

<i>Subject</i>	<i>No. of General Order</i>	<i>Page</i>
DOCUMENTS, MEDICAL ... ..	356 ... ..	65
INJURIES ... ..	405-409 ... ..	73
Action by injured officer ... ..	406 ... ..	73
Action by medical officer ... ..	407 ... ..	73
Action by Provincial Secretary ... ..	408 ... ..	73
Application ... ..	405 ... ..	73
Serious Injuries, all to be reported ... ..	409 ... ..	73
LEAVE ON MEDICAL GROUNDS ... ..	357 ... ..	65
MEDICAL CERTIFICATES ... ..	375, 376 ... ..	68
MEDICAL OFFICER, REPORT BY ... ..	388 ... ..	70
MEDICAL OFFICER, RESPONSIBILITY OF ... ..	385, 386 ... ..	69, 70
MEDICAL TREATMENT, FACILITIES FOR ... ..	360-366 ... ..	66
Government facilities ... ..	360 ... ..	66
Overseas, medical expenses while ... ..	366 ... ..	66
Passage, illness while in ... ..	365 ... ..	66
Private Practitioners, attendance by ... ..	362 ... ..	66
Private Practitioners, fees of ... ..	363 ... ..	66
Ships Surgeons, attendance by ... ..	364 ... ..	66
Transport ... ..	361 ... ..	66
PRIVATE PRACTITIONERS, REPORT BY ... ..	387 ... ..	70
REPORTING SICK ... ..	378, 384 ... ..	68, 69
SICKNESS OF STAFF, TO BE REPORTED ... ..	383 ... ..	69
MISCELLANEOUS ... ..	610-627 ... ..	109-115
COMPENSATION ... ..	610-612 ... ..	109
GOVERNMENT QUARTERS ... ..	615-627 ... ..	101-104
Availability of ... ..	625 ... ..	114
Compulsory occupation ... ..	616 ... ..	111
Conditions attaching to occupation ... ..	617 ... ..	111
Electricity charges ... ..	619 ... ..	112
Entitlement to Quarters ... ..	615 ... ..	111
Handing-over ... ..	618 ... ..	111-112
Housing Schemes, Government ... ..	626 ... ..	115
Leave, retention of Quarters during ... ..	620 ... ..	113
Rent not Payable ... ..	624 ... ..	114
Rent Payable ... ..	621-623, 627 ... ..	113-114, 115
Taking-over ... ..	618 ... ..	111-112
Water Charges ... ..	619 ... ..	112
HORSES, LOSS OF ... ..	612 ... ..	109
INSURANCE, MARINE ... ..	614 ... ..	110
INSURANCE, PASSENGER FLIGHT ... ..	613 ... ..	110
MOTOR VEHICLES, LOSS OF ... ..	611 ... ..	109
PRIVATE EFFECTS, LOSS OF ... ..	610 ... ..	109
SALARIES AND INCREMENTS ... ..	200-225 ... ..	37-43
APPOINTMENT, SALARY ON ... ..	201 ... ..	37

<i>Subject</i>	<i>No. of General Order</i>	<i>Page</i>
INCREMENT RULES ... ..	204-214	38-40
Date ... ..	205	38
Deferred Increment ... ..	210, 212, 213	39, 40
General ... ..	204	38
Granting, suspending, etc. ... ..	206	38
Granting without reservation ... ..	207	38
Granting with warning ... ..	208	38
Special Increments ... ..	214	40
Suspending Increment ... ..	209	38
Withheld Increment ... ..	211, 212, 213	39, 40
PAYMENT OF SALARIES ... ..	200	37
PROMOTION, SALARY ON (CALCULATION) ... ..	222, 224, 225	43
General ... ..	222 (and Appendix)	43
Incremental Date ... ..	224	43
Incremental Date (promoted on) ... ..	225	43
PROMOTION, SALARY ON (GENERAL) ... ..	202	37
SALARY BARS ... ..	216-221	41-42
Accelerated Advancement ... ..	220	41
Advancement Tests ... ..	221	42
Effective Date ... ..	217	41
Notification ... ..	219	41
Qualifications ... ..	216	41
Seniority, effect on ... ..	218	41
TRANSFER TO PENSIONABLE, POST SALARY ON ... ..	223	43
TRANSPORT ... ..	420-440	75-81
ANNUAL LEAVE TRANSPORT GRANT ... ..	440	81
APPROVED SCALES, NOT TO EXCEED ... ..	424	75
AUTHORITY FOR USE ... ..	423	75
CHANGE OF STATION ... ..	431	78
CHOICE OF ROUTE ... ..	422	75
DEFINITION ... ..	420	75
FAMILY TRAVELLING SEPARATELY ... ..	434	79
FREE TRANSPORT FACILITIES AVAILABLE ... ..	429, 430	78, 79
GOVERNMENT TRANSPORT, USE OF ... ..	437	80
INCIDENTAL PORTERAGE ... ..	436	80
JOURNEYS, TYPES OF, FOR WHICH FREE TRANSPORT FACILITIES AVAILABLE ... ..	428	77
MISCELLANEOUS RULES ... ..	432	79
MOTOR VEHICLE, FOR REPAIR, TRANSPORT OF ... ..	433	79
MOTOR VEHICLES, TRANSPORT OF ... ..	435	80
NECESSITY FOR JOURNEY ... ..	421	75
TRANSFERABLE, FREE TRANSPORT FACILITIES NOT ... ..	425	76
WOMEN GOVERNMENT SERVANTS ... ..	90-101	17-19
APPLICATION OF GENERAL ORDERS ... ..	91	17
APPOINTMENT ... ..	92	18

<i>Subject</i>	<i>No. of General Order</i>	<i>Page</i>
CONDITIONS OF SERVICE ... ..	94	18
INTERPRETATION OF TERM "MARRIED WOMEN"	90	17
PREGNANCY RULES ... ..	95-101	19
Application of Rules ... ..	95	19
Disciplinary Proceedings, postponement of	99	19
Maternity Leave ... ..	96, 97	19
Sick Leave ... ..	98	19
Termination: Married Women ... ..	100	19
Termination: Unmarried Women ... ..	101	19
RESIGNATION ON MARRIAGE ... ..	93	18

## CHAPTER I

### APPLICATION AND DEFINITIONS

1. *Application*.—General Orders are issued by the Head of the Service on the authority of the Executive Council. They apply to all persons employed by the Government of Northern Nigeria, except that no emoluments, allowances or privileges mentioned therein shall apply to persons serving on contract (unless their agreements or letters of appointment so provide) or to temporary or daily rated staff unless these Orders or other instructions expressly so provide.

2. *Special Definitions*.—Special definitions are provided where necessary in the Chapters to which they relate.

3. *General Definitions*.—Except where the context indicates otherwise or where special definitions are given, the terms used in these General Orders are defined as follows:—

- (i) *Child* (of a Government servant) means a child who:—
  - (a) is under the age of 18; and
  - (b) is entirely dependent on the Government servant; and
  - (c) is the legitimate child or stepchild of the Government servant or has been legally adopted by him.
- (ii) *Class* means the Secretarial Class or General Executive Class.
- (iii) *Daily Rated Staff* means Government servants employed on daily rates of pay and paid from an Other Charges sub-head of the Estimates.
- (iv) *Government Servant* means a person employed by the Government of Northern Nigeria.
- (v) *Head of the Service* means the Secretary to the Premier.
- (vi) *Marriage* means a marriage recognised as such by the law of the place where it is contracted.
- (vii) *Ministry* includes any Government department of which an officer listed under definition (x) is in charge.
- (viii) *Monthly-Rated Unestablished Staff* means Government servants employed on monthly rates of pay and paid from the Personal Emoluments sub-head of the Estimates.
- (ix) *Officer* means a Government servant who is either—
  - (a) employed in an established pensionable post on pensionable terms; or
  - (b) employed in an established pensionable post on non-pensionable terms; or
  - (c) employed in an established but non-pensionable post.

(x) *Permanent Secretary* includes the following:—

Secretary to the Premier  
Attorney-General  
Director of Public Prosecutions  
Director of Audit  
Clerk to the Regional Legislature  
Secretary to the Executive Council  
Chief Registrar, High Court of Justice  
Secretary, Public Service Commission  
Secretary, Judicial Service Commission  
Private Secretary to the Governor  
Registrar, Shari'a Court of Appeal

(xi) *Public Service* means public service as defined in section 2 of the Pensions Ordinance, 1951.

(xii) *Public Service Commission* means alternatively, where appropriate, the Judicial Service Commission.

(xiii) *Temporary Staff* means Government servants employed temporarily (whether or not in established posts) on non-pensionable daily or monthly terms.

CHAPTER II  
APPOINTMENTS, PROMOTIONS, TRANSFERS

SECTION 1—GENERAL: RECRUITMENT

20. *Eligibility.*—To be eligible for appointment to Government service a candidate must:—

- (a) be over seventeen years of age; and
- (b) possess such minimum qualifications by way of education and experience as may be prescribed by Government from time to time in an approved Scheme of Service for the post concerned or otherwise; and
- (c) be certified by a Government Medical Officer to be in sound health and medically fit for employment in Government service;
- (d) produce at least one (or more as required by the authority empowered to appoint) recent certificates of good character, one of which, if the candidate has not previously been in employment, must be from the head of the school or college he last attended or, if he has previously been employed, must be from his last employer; and
- (e) if he is either a student of a recognized non-Government training institution or a teacher trained by any of the approved Voluntary Agencies, produce a certificate, from the Secretary or other controlling authority of the Voluntary Agency concerned, to the effect that he has fulfilled or has been released from his obligations to that Voluntary Agency.

Eligibility is also affected by General Orders 21 to 23 below.

21. *Place of Origin.*—To be eligible for appointment other than on contract terms a candidate must be a Northerner. "A Northerner" is defined as follows:—

(1) A person who, by descent from his or her father, is a member of a tribe or community of people indigenous to Northern Nigeria.

*Note:*

- 1. Any case of doubt whether a particular tribe or community of people is indigenous to Northern Nigeria will be decided by the Executive Council.
- 2. Any case of doubt whether a particular person possesses the required membership of a tribe or community of people indigenous to Northern Nigeria will be decided by the Public Service Commission.

(2) Any other person who may be deemed by the Public Service Commission in its absolute discretion to be a Northerner and who possesses either of the following qualifications:—

- (a) he (or she) resides in a Community indigenous to Northern Nigeria and is, in the opinion of the Public Service Commission, accepted by that community as one of themselves;
- (b) his (or her) mother was a Northerner as defined in (1) above.

22. *Previous Conviction or Dismissal.*—No candidate who:—

- (a) has been convicted of a criminal offence; or
- (b) has previously been employed in Government service and been dismissed or called upon to resign or retire therefrom,

shall be eligible for any appointment, without the specific approval of the Public Service Commission, notwithstanding any delegation of the Commission's power of appointment to any officer.

All applicants for employment by Government must state (and the authority empowered to appoint is responsible for seeing that they do state, whether on a printed form of application or otherwise) whether they have ever been convicted of a criminal offence, and whether they have previously been in Government employment, and if so, why they left; concealment of these facts or any false statement will be regarded as sufficient ground for non-employment or for subsequent termination of appointment without notice. *See also General Order 79.*

**23. Date of Birth.**—The following are the rules regarding date of birth:—

- (a) all candidates for employment must support the date of birth given on their application forms by a birth certificate, or if that is unobtainable, by a statutory declaration. In no circumstances will the date of birth recorded on appointment be altered later;
- (b) candidates (and serving officers) who can give the year, but not the actual date, of birth will be considered for all purposes to have been born on the 31st December of the year of their birth. Similarly, if the month of birth can be given but not the actual date, the last day of the month will be taken as the date of birth;
- (c) serving officers will be held to be bound by their present recorded age and no applications for a change can be considered.

**24. Declaration of Secrecy.**—A Permanent Secretary must ensure that all officers and temporary staff in his Ministry who have access to official papers with a Security grading of confidential or higher have signed Declarations of Secrecy on the appropriate form and that the declarations so signed are carefully preserved.

**25. Recruitment to Scale G.**—Appointments to posts in Scale G may only be made in accordance with the rules laid down by the Ministry of Finance and the Ministry of Establishments and Training.

**26. Daily-Rated Staff.**—A Permanent Secretary may engage daily-rated staff without the full formality attached to appointments to established posts, provided that the rules embodied in General Orders 21 and 22 are strictly observed.

**27. Appointment by Letter.**—Daily-rated and temporary staff may be offered appointment by a letter of appointment but in every case the appointment is not valid unless a written acceptance of the offer is made by the candidate. The conditions of appointment must be set out in the letter of appointment and the appointment may be terminated in accordance with the terms contained in the letter. The terms of the letter of appointment will be prescribed by the Public Service Commission.

**28. Appointment by the Public Service Commission.**—The procedure for appointment to offices in respect of which powers of appointment have not been delegated is governed by the Public Service Commission Regulations, and by any supplementary instructions issued by or arrangements agreed with the Commission.

29. *Appointment Otherwise than by the Public Service Commission.*—If powers of appointment to certain offices are delegated to a Permanent Secretary and no scheme for admission by examination or otherwise has been approved by the Public Service Commission, a Permanent Secretary may recruit in accordance with the procedure laid down in General Orders 30 and 31.

30. *Employment Exchanges: Advertisements.*—Suitable candidates for vacant posts may be obtained either through Employment Exchanges or by means of advertisements, but before deciding to advertise, a Permanent Secretary must consult the Ministry of Establishments and Training.

31. *Procedure.*—It is the duty of a Permanent Secretary to enquire carefully into the antecedents of candidates whom he is considering for appointment and to ensure that any candidate selected is eligible for appointment under General Orders. The following procedure should be followed for completing the appointment of a candidate who, after enquiries have been made, is considered eligible and suitable for appointment:—

- (a) the candidate should be given a Letter of Offer of Appointment (Form 69D for Pensionable Appointments; Form 69E for Contract Appointments); if there is any doubt about the correct salary (or salary scale) to be offered, the Ministry of Establishments and Training should be consulted;
- (b) if the candidate wishes to accept the offer, he must sign the form of acceptance, the Agreement and the Declaration included in Form 69D (or the form of acceptance and Declaration included in Form 69E) and return the form as instructed;
- (c) the Accountant-General and the Director of Audit must be informed of all new appointments made and the Public Service Commission be requested to gazette the appointment if it is to a grade in which the gazetting of new appointments is necessary. The Public Service Commission will issue directions regarding the gazetting of appointments;
- (d) immediately he assumes duty a new officer or employee should be required to enter his personal particulars in a Record of Service form.

## SECTION 2—PENSIONABLE APPOINTMENTS

## (INCLUDING RULES FOR PROBATION)

35. *Probation.*—All first appointments to the pensionable establishment 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 is promoted. Officers transferred to Government Service from elsewhere (e.g. Native Authorities) may be subject to a period of probation as explained in General Order 36.

36. *Period of Probation.*—The period of probation of an officer appointed on probation will normally be three years from the date he assumes duty in the appointment concerned. At the discretion of the authority empowered to appoint him, however, this period may be reduced to not less than one year if the officer has had considerable previous public service in a post of comparable status involving similar duties. The Public Service Commission may extend the period but the increments of a probationer who fails to secure confirmation of his appointment by the third anniversary of the date he assumed duty therein will normally be suspended as explained in General Order 209.

37. *Compulsory Examinations.*—Within his probationary period an officer appointed on probation is required to pass any compulsory examinations prescribed for his appointment (*see* Chapter IX).

38. *Confirmation.*—To be eligible for confirmation in the pensionable establishment an officer appointed on probation is required to pass the prescribed examinations within his probationary period and complete his probationary period to the satisfaction of the authority empowered to appoint him. At the end of the period of probation the officer will, unless his probationary appointment is terminated or extended, be confirmed in his appointment.

39. *Termination of Appointment at End of Probationary Period.*—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 extensions thereof as may have been granted under General Order 36) will be terminated.

40. *Termination of Appointment during Probationary Period.*—If at any time within his probationary period it is established to the satisfaction of the Public Service Commission that an officer is not suitable for retention in the Service, his appointment may be terminated.

41. *Service Conditions Applicable to Termination of Probationary Appointment.*—Unless it was otherwise provided at the time of his appointment, a probationer whose probationary period is terminated will be treated as follows. If his conduct has been good he may be granted free transport for himself back to the place from which he was engaged or to his registered domicile if, being a Nigerian, he was appointed while overseas. Also, provided the termination is not due to misconduct (*see* Chapter IV, Discipline) on his part, it will be effected by means of a month's notice or salary in *lieu* and subject, to the

same *proviso*, he may be granted leave under the rules in Chapter VII. He will be eligible *either* for leave transport grant (G.O. 440) *or* free transport as explained above. Such leave, if any, should be so arranged as to take place within the period of notice, and, if possible, to expire on the same day as the notice. He may, however, be required to refund any Touring Equipment Allowance granted to him; a decision on this point should be sought in each case from the Ministry of Establishments and Training. The position regarding the refund of the cost of any training given the officer is governed by the bond relating to such training.

42. *Service Conditions Applicable to Resignation of Probationary Appointment.*— Unless it was otherwise provided at the time of his appointment, a probationer who resigns his appointment within the period of his probationary service may be required to refund any expenditure by Government in transporting him, his family, servants and loads to or from the place or places at which he has been employed. He will not be eligible for any facilities from Government towards transport from the station at which he is then serving. He may be required to refund any Touring Equipment Allowance granted to him; a decision on this point should be sought in each case from the Ministry of Establishments and Training. The position regarding the refund of the cost of any training given the officer is governed by the bond relating to such training.

## SECTION 3—CONTRACT APPOINTMENTS

**45. Definition.**—A contract appointment is a temporary appointment by agreement (which does not provide for the payment of a pension) for a specified number of months or years as opposed to e.g., an appointment on pensionable terms, a short-period temporary appointment (e.g., on month-to-month terms) or a non-pensionable appointment. The agreement may be recorded either in a formal document of agreement or in an exchange of letters offering and accepting appointment.

**46. Conditions of Service.**—The conditions of service of a contract officer are those provided for in his contract, and the privileges, emoluments, or allowances described in General Orders 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 or any question of waiving a penalty under a contract should be referred to the Ministry of Establishments and Training.

**47. Duration of Appointment.**—The duration of a contract appointment is limited to the period specified in the contract itself (plus any subsequent leave) and any further employment of the officer concerned must be made the subject of a new contract.

**48. Termination during Currency of Contract.**—An appointment on contract may be terminated at any time in accordance with the terms specified in the contract itself, and the procedure laid down by the Public Service Commission. The Termination of his service before the expiry of his contract by the officer himself is subject to the terms of his contract.

**49. Re-Engagement.**—The following five General Orders deal with the re-engagement of contract officers.

**50. Terms.**—The prior approval of the Ministry of Establishments and Training is required before an officer serving on contract may be offered re-engagement by or on behalf of the Public Service Commission, on terms *differing* from those of his current contract. This rule does not apply if the officer is re-engaged in a different post.

**51. Responsibility of Contract Officer Himself.**—An officer serving on contract who desires re-engagement should, four months before he is due to go on leave at the expiration of his current contract, notify his Permanent Secretary of his wish in writing. In the absence of such notification by a date three months before he is due, or such other period for giving notice of wish to re-engage as appears in his contract, it will be assumed that he does not desire re-engagement.

**52. Action by Permanent Secretary.**—(i) On receipt of such notification expressing an officer's wish to re-engage, a Permanent Secretary should send his recommendations as to re-engagement to the Public Service Commission for decision. In reply the Permanent Secretary will receive from the Public Service Commission one or other of the following and should take the corresponding action as indicated:—

- (a) the original and counterpart of a re-engagement contract duly signed on behalf of Government, in which case the Permanent Secretary should obtain the officer's witnessed signature to both copies, deliver the counterpart to the officer and return the original to the Public Service Commission;
  - (b) a letter offering re-engagement signed on behalf of Government, in which case he should deliver it to the officer and transmit the officer's reply to the Public Service Commission;
  - (c) authority to inform the officer that he will not be re-engaged, in which case the Permanent Secretary should so inform him without delay.
- (ii) As soon as it may be assumed in accordance with General Order 51 that a contract officer does not wish to re-engage, the Permanent Secretary should immediately inform the Public Service Commission of the position, and inform the contract officer that he has done so. The Permanent Secretary's duty in this regard does not affect the contract officer's own responsibility under General Order 51.

**53. Earlier Notice of no Re-Engagement.**—As soon as it is clear to a Permanent Secretary that he will be unable, for whatever reason, to recommend the re-engagement of an officer serving on contract he should not wait for General Orders 51 and 52 to operate but should seek approval from the Public Service Commission to inform the officer that he will not be re-engaged, and on receipt of such approval should inform the officer without delay.

**54. Incremental Date.**—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 the date on which he resumes duty thereunder.

**55. Promotion.**—The promotion of a contract officer to a higher post during the currency of his contract may be a suitable matter for embodiment in a supplementary agreement. General Order 50 will apply, save that the consequent adjustment of salary should follow normal rules without the reference of individual cases to the Ministry of Establishments and Training, unless any particular rules so requires or difficulty arises.

## SECTION 4—PROMOTIONS

65. *Scope of General Orders.*—The general principles and procedure affecting promotions are laid down by the Public Service Commission. General Orders deal with certain matters of detail, and give guidance additional to, but not in replacement of, instructions by the Public Service Commission.

66. *Eligibility.*—The claims of meritorious serving officers will generally take precedence over those of persons not already in the public service. Normally a vacancy in a promotion post will be filled by promotion within the Ministry concerned. In the event of no officer within the Ministry being suitable, the Permanent Secretary should consult the Public Service Commission with a view to arranging the selection of a suitable officer from another Ministry or elsewhere, if necessary after advertising the vacancy.

67. *Applications by Officers.*—Except as stated below, officers should not apply for promotion. It is for the authorities empowered to promote to consider the interests of serving officers when filling promotion vacancies. The only occasions when officers may apply to be considered for promotions are:—

- (a) when a post has been advertised and serving officers invited to apply; and
- (b) when an officer has acquired, since his appointment or last promotion, qualifications (e.g. a degree or professional qualification) which would entitle him to be considered for a higher appointment.

68. *Medical Examination.*—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.

69. *Contract Officers.*—Reference should be made to General Order 55.

70. *Effective Date of Promotion.*—The effective date of promotion will be decided by the Public Service Commission.

71. *Procedure for Recommending Promotions.*—Details of the action to be taken by a Permanent Secretary in recommending officers to fill posts on promotion are given in instructions issued from time to time by the Public Service Commission.

## SECTION 5—TRANSFERS

**75. Inter-Service.**—The transfer of officers to or from the Public Service of Northern Nigeria to another public service must in every case be conducted through the Public Service Commission. Secondments of officers to the service of other Governments or of other Bodies such as statutory corporations must also be conducted through the Public Service Commission; the *terms* of such secondments are a matter for the Ministry of Establishments and Training.

**76. Inter-Ministry.**—Transfers of officers from one Ministry to another or from one Class to another, require the approval of the Public Service Commission. Ordinarily, an application from an officer himself for such transfer will not be entertained unless the officer concerned has completed a least one year in his original class or Ministry. An application for such transfer must be submitted to the Permanent Secretary of the applicant's Ministry and must state the applicant's reason for desiring a transfer and his qualifications for the work he wishes to undertake. On receipt of an application for transfer from one of his officers, the Permanent Secretary should forward it to the Public Service Commission, with a statement of:—

- (i) how the applicant has performed his duties;
- (ii) whether the applicant is, in the writer's opinion, well qualified for the post he desires;
- (iii) his recommendations as to the grant or refusal of the application.

**77. Transfers from Non-Pensionable to Pensionable Appointment.**—(a) An officer 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 pensionable appointment.

(b) The salary at which an officer transfers to a pensionable appointment is not governed by the salary he was previously receiving in a non-pensionable appointment. As a general principle, his salary will not, in the interests of parity, exceed the level it would have reached had his first appointment and whole service been pensionable, but each case is a matter for reference to the Ministry of Establishments and Training.

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

(d) 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 appointments made by the Public Service Commission should be submitted to the Permanent Secretary and forwarded by him to the Public Service Commission, with his recommendations. At levels at which Permanent Secretaries may make appointments without the approval of the Public Service Commission, care should be taken to repeat in full the procedure detailed in General Order 31.

*78. Medical Examination.*—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 proceeded with.

## SECTION 6—RE-EMPLOYMENT

(For the Re-Engagement of Contract Officers *see* Section 3)

**79. Re-Employment after Resignation or Dismissal.**—An appointing authority who receives an application for employment from a person who has previously voluntarily resigned or been dismissed from the Service should carefully investigate the circumstances prompting the resignation or dismissal, and unless he himself thereupon decides not to proceed with the application, obtain the comments of the Public Service Commission, as to whether or not the proposed re-employment is desirable in the general service interest, before proceeding further with the application. An officer who has resigned or been dismissed and consequently applies for re-employment must, at the same time as he is offered appointment, be told in writing:—

- (i) that he may be required to serve a further period of probation even though he may have previously been confirmed;
- (ii) that the period of service before resignation or dismissal will not count towards any retirement benefits for which he may subsequently qualify;
- (iii) that he may not be granted any seniority or incremental credit by reason of his former service.

**80. Pensioners.**—The following three General Orders deal with re-employment of pensioners.

**81. Criteria for Re-Employment.**—It is normally desirable to re-employ a pensioner only in a post for which there is no suitable established officer available. It is the duty of a Permanent Secretary to keep the retention of such pensioners under constant review in order that the temporary appointment of the pensioner is terminated as soon as a suitable established officer is available to fill the post, and the terms of re-employment of pensioners are to reflect this duty (*see* next General Order). When the appointment being so terminated is in a promotion post, a Permanent Secretary should consider whether a temporary appointment in a lower post, where the question of blocking the promotion prospects of serving officers would not arise, may be offered to the pensioner.

**82. Duration.**—In the light of the preceding General Order, the re-employment of pensioners should normally be on month-to-month terms. An occasional exception may be required when a pensioner, exceptionally suitable as to qualifications, experience and record, is under consideration for appointment to an essential post for which no likely serving candidate is in sight for some time to come. In such cases, which should in practice be rare, short-term contracts (say for one year) may be considered most appropriate. All such cases should be referred to the Public Service Commission, which will consult the Ministry of Establishments and Training with regard to the terms of re-employment.

**83. Salaries.**—Where no other conditions are prescribed by law or otherwise in relation to any individual post, the salaries of re-employed pensioners should be determined according to the following rules:—

- (i) no re-employed pensioner is eligible for contract addition of gratuity. There will be no deduction in respect of pension or gratuity already awarded.

- (ii) *Pensioners Formerly in the Northern Nigeria Public Service who are re-employed in the Same or an Equivalent Post.*—The salary payable to a pensioner re-employed in the same or an equivalent post to that in which he retired, will be his retiring salary, or if the scale has been changed since his retirement, the appropriate conversion point in the salary scale at the time of re-employment. He will be eligible to proceed by annual increments if a scale is attached to his new post. Cases of doubt as to whether a post is an “equivalent” post should be referred to the Ministry of Establishments and Training.
- (iii) *Pensioners Formerly in the Northern Nigeria Public Service re-employed in a Higher Post.*—A pensioner who is re-employed in a higher post than that which he held before retirement, will be paid the minimum salary of the new post or the nearest point in the scale above his retiring salary, whichever is the higher. He will be eligible to proceed by annual increments if a scale is attached to his new post.
- (iv) *Pensioners Formerly in the Northern Nigeria Public Service re-employed in a Lower Post.*—The salary payable to a pensioner re-employed in a lower post in the same class as that which he held before retirement will be the maximum salary of the new post or the nearest point in the scale above his retiring salary whichever is the lower. The salary payable to a pensioner re-employed in a lower post in a different class will be fixed after consultation with the Ministry of Establishments and Training.
- (v) *Pensioners Formerly in the Service of Other Governments in the Federation, Native Authorities, or Local Councils.*—The salary of a pensioner who retired from the service of any other Government in the Federation or of Native Authorities or Local Councils and is re-employed in Northern Nigeria, will normally be assessed in accordance with Rules (ii) to (iv) above. If the pensioner retired in a post to which a different scale from that obtaining in Northern Nigeria is assigned, his status should first be determined by the Public Service Commission, after consultation with the Ministry of Establishments and Training, in the light of the duties and responsibilities of the post in which he is to be re-employed, and the appropriate rule will then apply.

## SECTION 7—MISCELLANEOUS

**85. Personal Records.**—(a) *General.*—A Permanent Secretary is responsible for keeping an up-to-date record of each officer in his Ministry.

(b) *Need for Careful Maintenance.*—The necessity for the careful maintenance of personal records is emphasized, since any incompleteness in entries, or loss of personal records, will seriously impede the calculation of retiring benefits at the end of the service of the officer concerned.

(c) *Current Addresses.*—In addition to formal records of service maintained in headquarters, an up-to-date record must be maintained in every office of the addresses stated by the officers employed there to be those at which it should currently be possible to find them or ascertain their whereabouts. A Permanent Secretary should allocate responsibility for keeping this record to specific officers, but it is also the duty of each officer to acquaint his immediate superior with his address and with any change in it.

**86. Unpaid Staff.**—The employment of unpaid staff is prohibited.

**87. Returns of Staff.**—A Permanent Secretary is responsible for submitting returns of staff employed and vacancies existing, in accordance with directions issued by the Ministry of Establishments and Training from time to time.

**88. Seniority.**—Seniority is determined by the date on which an officer assumed duty, or the effective date of his promotion, or, in the case of a candidate who accepts a firm offer of appointment to the Northern Nigeria Public Service while overseas, the date of his arrival in Nigeria to take up appointment, save that where the application of this last rule would operate unfairly to another candidate assuming duty from within Nigeria, an *ad hoc* decision as to seniority may be given by the appointing authority (which need not affect the pay of the officers concerned). In all cases seniority is determined with reference to the particular class or grade in which an officer is serving. When an officer is transferred from one class or grade to another, his seniority in relation to the other officers in the new class or grade will be determined at the time of his transfer; officers transferred from contract to pensionable posts will normally have their seniority revised so as to have effect from the date of transfer, though Permanent Secretaries may recommend that this rule be relaxed in the case of individual officers. Cases of doubt should be referred to the Ministry of Establishments and Training.



## CHAPTER III

## WOMEN GOVERNMENT SERVANTS

## SECTION 1—GENERAL

90. *Interpretation of the Term "Married Women".*—The term "married women" includes a woman married under native law and custom but does not include a widow or a woman divorced (or legally separated) from her husband.

91. *Application of General Orders to Women.*—Notwithstanding that throughout General Orders the terms "officer", "Government Servant" and the like are referred to in the masculine gender, the provisions thereof apply equally to women officers (unless the contrary is stated or is obvious from the context) except that:—

- (a) provisions about the wives of officers do not apply to the husbands of women officers; and
- (b) the child of a woman officer shall be deemed *not* to be dependent on her (*see* General Order 3(i)), unless the father of the child is dead or the woman officer is divorced from the father and has been awarded legal custody of the child, of which she should furnish documentary proof at the time of her engagement.

## SECTION 2—EMPLOYMENT OF MARRIED WOMEN

92. *Appointment.*—A married woman may, in exceptional circumstances, be appointed on the same terms as those applicable to a man or single woman but normally she will be appointed on contract or month-to-month terms. Each case will receive the special consideration of the Public Service Commission.

93. *Resignation on Marriage.*—A woman officer who marries may be required to resign or retire on or after marriage, but will not normally be called upon to do so. She must, however, notify her Permanent Secretary of her impending marriage and the Permanent Secretary must similarly inform the Public Service Commission, the Accountant-General and the Director of Audit.

94. A woman officer who is married to an officer will be treated as a “wife” for the purpose of free transport facilities and will *not* be eligible for such facilities in her own right, except as may be specially laid down in her conditions of appointment. Similarly she will not be regarded as “another officer” for the purpose of claiming rent rebate (*see* General Order 623).

## SECTION 3—RULES RELATING TO PREGNANCY

95. *Application.*—This section does not apply to women officers employed on temporary terms. If a woman officer employed on such terms becomes pregnant, her appointment should be terminated no less than six weeks before the estimated time of her confinement. Consideration may be given to her re-engagement after the birth of the child.

96. *Maternity Leave.*—A woman officer who becomes pregnant shall proceed on leave six weeks before the estimated time of her confinement. A medical certificate giving the expected date of confinement must be obtained by the woman officer and submitted to her Permanent Secretary not less than ten weeks before the expected date of confinement. After confinement, the woman officer must take a further six weeks leave and will not be permitted to resume duty until that period has elapsed.

97. *Maternity Leave to count Against Accrued Leave.*—The period of leave granted in accordance with General Order 96 will therefore be of three months duration if the medical certificate correctly estimated the date of confinement but may be more (or less) than three months if the actual date of confinement was different from that given in the medical certificate. In every case, however, the period of absence will count against the woman officer's accrued vacation leave (which will be granted on full pay), any portion of the period in excess of accrued vacation leave being on half pay and being reckoned against the sick leave entitlement on half pay in any one year.

98. *Sick Leave Following Maternity Leave.*—If after taking the obligatory six weeks' leave after her confinement, a woman officer is medically certified as unfit to return to duty, she may be granted further sick leave within her entitlement for the year. This further sick leave will be regarded as normal sick leave and, provided she is eligible for it, will be granted on full pay.

99. *Postponement of Disciplinary Proceedings.*—Any disciplinary proceedings against a woman officer which would otherwise have taken place during the period of her maternity leave shall be postponed until her maternity leave has expired.

100. *Termination of Appointment: Married Women.*—A married woman officer shall not be called upon to retire or resign by reason of her pregnancy alone but any woman officer, married or unmarried, who undertakes a course of training of not more than six months duration may be called upon to refund the whole or part of the cost of the course (including, if applicable, the cost of passages to and from a country outside Nigeria) in the event of the course being interrupted on the grounds of pregnancy.

101. *Termination of Appointment: Unmarried Women.*—If an unmarried woman officer becomes pregnant she may be called upon to resign or retire, and Permanent Secretaries who consider such resignation or retirement desirable must report the case to the Public Service Commission.



CHAPTER IV  
DISCIPLINE

SECTION 1—DISCIPLINARY PROCEDURE—GENERAL

**110. Definition.**—In this Chapter the word “officer” means “Government servant” except where it is clear from the wording of the General Order that it refers only to a special category of Government servant.

**111. Authority and Delegations.**—The power to dismiss and to exercise disciplinary control over Government Servants is vested in the Public Service Commission. The power may be delegated to any member of the Commission or any officer in the Public Service.

**112. Punishments.**—Details of the punishments which may be inflicted on an officer are laid down by the Public Service Commission. Fines may not be inflicted. Punishments imposed on an officer on contract shall not conflict with the terms of the contract governing the officer’s appointment.

**113. Officers to Report Conviction on a Criminal Charge.**—An officer must (under pain of disciplinary action) report to his Permanent Secretary whenever he has been convicted of a criminal offence, whatever its nature.

**114. Basis for Disciplinary Proceedings.**—Disciplinary proceedings are initiated because of an officer’s misconduct or inefficiency. Misconduct consists of an act contrary either to specific rules or regulations or against the general interests of efficient public service. The following are some examples of misconduct, but the list is not intended to be exhaustive:—

- (i) general misconduct to the scandal of the public or to the prejudice of discipline and the proper administration of Government business, e.g. corruption, dishonesty, drunkenness, false claims, foul language, insubordination, gross negligence, the falsification of records, or their suppression, or failure to keep them, and the like;
- (ii) conviction on a criminal charge, other than a minor offence such as an offence against the Traffic Regulations or the Public Health Ordinance. (In cases of doubt the Public Service Commission should be asked to advise whether the offence on which the officer has been convicted is or is not a “minor offence”);
- (iii) disobedience of a lawful order (such as refusal to proceed on transfer, or to accept a posting (*see* General Order 130));
- (iv) absence without leave (*see* General Order 131);
- (v) debt through imprudence or other reprehensible cause (*see* General Order 132);
- (vi) disclosure of official information contrary to General Order 135;
- (vii) engaging in political activities contrary to General Order 141;
- (viii) engaging in business contrary to General Order 142.

**115. Inefficiency.**—Inefficiency cannot be established by a *single* act of incompetence. Its exact definition must vary with the facts of each case, but it usually consists of a *series* of acts of omission, incompetence, or misbehaviour, which of themselves are not serious enough to merit proceedings for misconduct, but of which the cumulative effect is to show that an officer is not capable of discharging efficiently the duties of the office which he holds.

(*Note*:—The termination of the appointment of an officer on probation who shows himself unqualified for efficient service is dealt with in Chapter II).

Action for removal from the Service on account of inefficiency arises in two ways:—

- (i) upon the receipt of statements by the appropriate authority that an officer is inefficient. Such statements, to be effective in establishing a case of inefficiency against an officer, must show that the officer has been duly and plainly warned in writing more than once that his work was unsatisfactory, or he must have had an increment deferred or withheld. Normally at least three months should be allowed to elapse after the issue of a final warning before steps are taken to terminate an officer's appointment, so as to allow him ample opportunity for improvement. (Details of the procedure to be adopted for removal of an officer for inefficiency are given in the Public Service Commission Regulations);
- (ii) when the authority empowered to dismiss an officer, having considered the proceedings of an inquiry on charges appearing to justify the officer's dismissal, decides that he does not deserve dismissal but that the proceedings disclose grounds for removing him on account of inefficiency in the performance of his duties. In such a case, the usual rule about the necessity for warnings (*see* (i) above) is not strictly insisted upon.

Removal for inefficiency must not be used as an easy way of removing an officer who has committed an offence which, if established after enquiry, would merit dismissal. In such a case steps must be taken to establish the offence with a view to dismissal.

**116. Effect on Retirement Benefits.**—An officer who is dismissed forfeits all claim to retirement benefits, will not be granted leave, and is not entitled to transport to his home. An officer on probation whose probationary appointment is terminated on account of misconduct is treated in exactly the same way as a confirmed officer who is dismissed. An officer whose appointment is terminated for inefficiency, however, is eligible for such retirement benefits as may be permitted under the Pensions Ordinance. An officer whose appointment is terminated on account of inefficiency may be eligible for leave as if he had retired.

**117. Effective Date of Dismissal.**—(1) Dismissal takes effect from the date on which the officer concerned is officially notified that he has been dismissed. Except in circumstances as explained below this date will be the date on which the letter notifying the officer of his dismissal is received by him and he should be instructed to acknowledge receipt in writing on a copy of the letter. Where, however, he seeks to evade receipt of the letter, the date of dismissal may be taken to be either:—

- (i) the date on which the letter is delivered to him; or
- (ii) the date on which the letter is delivered to his recorded address.

If the letter is sent by post to his recorded address it may be considered as having been received according to the definition of "service by post" in Section 46 of the Interpretation Ordinance.

(2) The effective date of dismissal of an officer who is dismissed as the result of conviction on a criminal charge shall be the date of conviction.

**118. Effective Date of Termination for Inefficiency.**—In all cases of termination for inefficiency, notice of termination should be given. The period of notice should be one calendar month unless any other period is specified in a particular officer's terms of service. The period of notice should include any leave for which the officer may be eligible; if the leave due is longer than the period of notice the officer should be sent on leave and the period of notice absorbed by the leave. If it is decided that the officer should leave the Service immediately he may be paid salary equivalent to the period of notice.

**119. Drawing Attention to Shortcomings.**—(1) In this and the following General Order "Superior officer" means an officer holding the rank of Assistant Executive Officer (or its equivalent) or above unless otherwise ordered in writing by a Permanent Secretary.

(2) It is the duty of every superior officer, as soon as he observes any fault or shortcoming in an officer subordinate to him which may adversely affect his prospects of promotion, or of passing a salary bar, or of obtaining an increment, to bring it to the officer's notice. It may in certain cases be suitable to bring the matter to notice orally, in which case it may be followed up by a written confirmation. (*See* also General Orders 163 and 193.)

**120. Formal Warnings.**—

(*Note.*—The instructions under this General Order do not apply where an officer's unsatisfactory behaviour clearly amounts to misconduct: in such a case action should be taken, not under this General Order, but under General Order 121).

As soon as a superior officer (as defined in General Order 119(1)) becomes dissatisfied with the work or behaviour of any officer subordinate to him it is his duty so to inform the officer in writing, giving details of the unsatisfactory work or behaviour and calling upon him to submit within a specified time such written representations as he may wish to make to exculpate himself from disciplinary action.

After considering any such representations, the superior officer will decide which of the following cases is applicable:—

- (a) the officer has exculpated himself, in which case he will be so informed and no further action will be necessary; or
- (b) the officer has not exculpated himself, but no immediate punishment is warranted, in which case the superior officer will issue a suitable formal written warning (but in helpful and sympathetic terms—*see* General Order 163) and require the officer to acknowledge its receipt in writing; or

- (c) the officer has not exculpated himself and deserves punishment, in which case the superior officer (unless he is himself a Permanent Secretary) will report the matter to the Permanent Secretary with a view to disciplinary action in accordance with General Order 121).

**121. Reporting Misconduct.**—It is the duty of a superior officer to whose notice the misconduct of an officer subordinate to him is brought under General Order 113 above to report it to his Permanent Secretary without delay, together, if necessary, with his recommendation as to interdiction (*see* General Order 122). On receiving the report, the Permanent Secretary will take action as seems suitable to him, and will if necessary, recommend to the Public Service Commission (or himself order, if within his delegated powers) the interdiction of the officer (*see* General Order 122). Pending a decision as to interdiction, the officer may, if it is considered necessary in the public interest, be prohibited from carrying out his duties but may not, until formally notified of his interdiction, be deprived of any part of his emoluments. The order prohibiting the officer from carrying out his duties must be in writing and signed by an officer of the rank of Executive Officer (or equivalent) or above (being in any case of a rank higher than the officer against whom the order is made). The action taken must be reported without delay to the Permanent Secretary who will in turn inform the Public Service Commission.

**122. Application of Interdiction.**—An officer may be interdicted in accordance with directions issued by the Public Service Commission. Interdiction should not be imposed except where it is clearly in the interests of the Public Service that the officer should immediately cease to exercise the powers and functions of his office: for instance, where an officer is charged with fraudulent false accounting, he might, if not interdicted, use his position to destroy evidence against himself. Interdiction should not be used in the case of daily-rated staff; if a member of such staff is arrested on a criminal charge or if it is necessary to prevent him from exercising the powers and functions of his office pending the result of criminal or disciplinary proceedings, his appointment should be terminated forthwith by payment of the appropriate wages in lieu of notice, on the understanding that if he is subsequently exculpated he will be re-engaged as from the date of exculpation, or from the day following the expiration of the period for which he was paid in lieu of notice, whichever is the earlier.

**122A.** An officer who is under interdiction may not without the permission of his superior officer in writing leave his station during the interval before he is reinstated or dismissed. An officer who contravenes this rule renders himself liable to be dismissed from the service under the terms of General Order 131. If the officer's whereabouts remain unknown, this dismissal may be made without further formality.

**123. Details of Disciplinary Proceedings.**—Full details of the action to be taken by a Permanent Secretary in disciplinary cases are issued by the Public Service Commission. The procedure given does not, however, apply to staff in respect of whom Permanent Secretaries have been granted delegated powers of disciplinary control. Disciplinary action against such staff may be taken at the discretion of the Permanent

Secretary, subject to provisions of the Labour Code Ordinance and of individual letters of appointment. Before any such Government Servant is dismissed, however, he should be informed of the grounds on which it is proposed to dismiss him, and be given an opportunity to submit representations why he should not be dismissed; before the appointment of any such Government Servant is terminated for inefficiency he should have been warned of his failings and have been given an opportunity to improve or to offer a satisfactory explanation of his failure to perform his duties properly.

## SECTION 2—DISCIPLINARY RULES IN PARTICULAR CASES

130. *Duties.*—Every officer is required to discharge the usual duties of the office to which he is appointed and any other suitable duties which the Government, acting through a Permanent Secretary, may call upon him to perform. He is also required to be posted wherever the Government, acting as above, thinks fit to send him, and he may not, without permission, reside outside the station to which he has been posted. Refusal to perform such duties or to obey a posting order is regarded as a serious act of misconduct.

131. *Absence Without Leave.*—Any officer who absents himself from duty without leave renders himself liable to be dismissed from the Service, and the onus will rest on him to show that the circumstances do not justify the imposition of the full penalty. Salary for a period during which an officer is absent without leave may, and normally will, be withheld.

132. *Financial Embarrassment.*—(a) Serious financial embarrassment, from whatever cause, will be regarded as seriously impairing the efficiency of an officer and will render him liable to disciplinary proceedings.

(b) If such embarrassment is caused by imprudence or other reprehensible cause the officer concerned will be liable to immediate dismissal and the onus will rest on him to show that the circumstances do not justify the imposition of the full penalty.

(c) An officer will be liable to similar consequences if he becomes a party to Accommodation Bills or Promissory Notes under whatever plea, whether for his own purposes or for another person, and whether resulting in financial embarrassment or not.

(d) It shall be the duty of Registrars and Clerks of any Court, as well as of District Judges, Commissioners of Stamp Duties and the Registrar of Bills of Sale, to report to the appropriate Permanent Secretary that an officer has become a judgment debtor or has acknowledged any debt in writing as the case may be, wherever it shall come to the knowledge of any of them.

(e) When the fact that an officer has become a judgment debtor or a party to Accommodation Bills or Promissory Notes, is brought to the notice of his Permanent Secretary, the latter should call upon him to submit a statutory declaration in the prescribed form disclosing all his liabilities.

(f) Otherwise, a Permanent Secretary should take such action as may appear to him to be necessary when it comes to his knowledge that an officer in his Ministry has become financially embarrassed; such action may be initiated by calling upon the officer concerned to submit a statutory declaration as in (e) above. In any such case, if the Permanent Secretary considers it undesirable that the officer should be retained in the Public Service, he should initiate the appropriate disciplinary proceedings.

133. *Money Lending.*—No officer shall make any loan whether at interest or not to any other Government officer nor act as an intermediary between any officer and a moneylender, nor take any part in collecting debts on behalf of a moneylender.

**134. *Paid Employment on Leave.***—No officer may accept any paid employment while on leave (except on leave preparatory to retirement) without previously obtaining the permission of the Head of the Service.

**135. *Disclosure of Official Information.***—Every officer is prohibited from disclosing to any person, except in accordance with official routine or with the special permission of the Head of the Service, any article, note, document or information entrusted to him in confidence by any person holding office under any Government in the Federation of Nigeria, or which he has obtained in the course of his official duties. Similarly every officer is required to 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.

**136. *Copying of Official Documents.***—Every officer is prohibited from abstracting or copying official minute papers, records or other documents except in accordance with official routine or with the special permission of the Head of the Service.

**137. *Personal Records.***—An officer should not be allowed to have access to confidential or secret records relating personally to himself.

**138. *Public Records.***—No officer may, on leaving the Public Service, take with him any public record without the written permission of the Head of the Service.

**139. *Historical Documents.***—If an officer discovers a document or manuscript which appears to him to be of historical interest, he must report the existence of it to his Permanent Secretary in order that steps may be taken for the examination and, if found to be valuable, the preservation of such document.

**140. *Publications and Public Statements.***—Except in pursuance of official duties no officer shall, without the express permission of the Head of the Service, whether on duty or on leave:—

- (a) act as the editor of any newspaper, magazine or periodical or take part directly or indirectly in the management thereof;
- (b) contribute to, whether anonymously or otherwise, or publish in any newspaper, magazine or periodical, or otherwise publish or 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 matters affecting the administration, defence or military resources of any State, Territory or dependency in the British Commonwealth.

Nothing in this General Order shall be deemed to prevent an officer from publishing in his own name, by writing, speech, or broadcast, matter relating to a subject other

than one which can reasonably be regarded as of a political or administrative nature, provided that in so publishing any matter compiled with Government sanction from official records (*see* General Order 136), he gives prominence to a disclaimer of Government responsibility for its accuracy.

**141. Political Activities.**—No officer shall, whether on duty or on leave:—

- (a) hold any office paid or unpaid, permanent or temporary, in any political organisation;
- (b) offer himself or nominate anyone else as a candidate at any election, or at any stage thereof, of members of a Regional or the Federal Legislature, or of any local government body;
- (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 General Order shall be deemed to prevent an officer from voting at any election, nor from being co-opted on to any local government body, provided that work on the local government body does not seriously affect his normal duties.

**142. Engaging in Business, etc.**—The remuneration of an officer is fixed on the assumption that his whole time is at the disposal of Government: he is therefore prohibited subject to the provisions of General Order 142A from engaging in trade or employing himself in any commercial undertaking. Similarly, an officer is prohibited from undertaking any private agency in any matter connected with the exercises of his public duties. Nothing in this General Order, however, should be deemed to prohibit an officer from investing or holding shares in a Company carrying on business in Nigeria or elsewhere, provided that his interest in the Company does not conflict with his public duties nor in any way influence him in the discharge of those duties. Every officer, however, is bound, on appointment to the Public Service, to declare to the Public Service Commission through his Permanent Secretary details of any interests he may have in local Companies and the Head of the Service may, in exceptional circumstances, direct the officer to divest himself of such interests. Every officer must make a similar declaration upon the subsequent acquisition of any fresh interests in local Companies.

**142A. Holding of Directorships in Companies or Membership of Boards of Statutory Corporation, etc.**—An officer may not in his personal capacity hold an appointment as Chairman, director or board member of a company or Statutory corporation in Nigeria but may hold such an appointment on behalf of Government or any of its agencies if so appointed by virtue of his official position. An Officer so appointed may claim from Government in respect of travelling carried out in this capacity, travelling allowance at the rate appropriate to his grade as laid down in General Order 589, and mileage allowance at the rate approved for him in accordance with General Order 564. He may also receive remuneration or allowances from the company or corporation but must pay any such sums received into Government Revenue.

**143. Mineral Discoveries.**—If an officer makes a discovery of what he thinks may be valuable minerals he must report the fact to his Permanent Secretary. An officer is prohibited from deriving any benefits or taking any payment from any syndicate,

company or individual as a reward for giving such information; failure to comply with this instruction will lead to dismissal.

**144. *Work for Private Persons or Firms.***—No officer, other than a Medical or Dental Officer, may render professional assistance to private persons or firms or accept remuneration for it except with the written permission of the Head of the Service, 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 Head of the Service. Such remuneration must be paid into a Government Treasury on deposit until the orders of the Head of the Service, as to the share, if any, which may be received by the officer personally, is known.

**145. *Sale or Purchase of Private Property.***—Except with the sanction of the Head of the Service, no officer may sell his own or another officer's private property to Government or to a local government body, nor may he purchase any private property for Government or a local government body or furnish supplies to them on payment without a like sanction.

**146. *Seeking Influence of Prominent Persons.***—The influence of Members of any Legislature in Nigeria must not be sought by any officer in matters connected with discipline or with a view to obtaining consideration for appointment, transfer or promotion.

**147. *Libel and Slander Actions.***—No step may be taken by any officer without the permission of the Head of the Service, to institute legal proceedings for libel or slander in connection with matters arising out of his official duties.

**148. *Subscriptions and Presentations.***—An officer is prohibited from receiving valuable presents (other than the ordinary gifts of personal friends) whether in the shape of money, goods, free passages, or other personal benefits, and from giving such presents. This regulation may be relaxed on the occasion of an officer's retirement from the Public Service, but only after the express permission of the Head of the Service is given; such permission will only be given in the most exceptional circumstances. The object of this General Order is to prevent the collection of subscriptions from subordinate officers to defray the cost of presentations to a superior officer. In every case, therefore, where application is made for a relaxation of this rule, the officer making the application must satisfy himself that, if the application is approved, there will be no question of subordinate officers being compelled to subscribe; a statement to this effect must appear on the application.

**149. *Unofficial Testimonials.***—An officer is prohibited from issuing to his subordinates personal letters of recommendation regarding their official service unless the approval of the Public Service Commission is endorsed thereon; provided that an officer may answer a confidential enquiry from the prospective employer of a subordinate by whom he has been named as a personal referee but he should make it clear that he is only expressing his personal opinion and that he has not been authorised to express

the official opinion of Government. He may also give his confidential opinion of an officer, if requested, in connection with the award of a scholarship, or in connection with the officer's admission to an academic institution or course of study. A "Valedictory Letter", i.e. a letter of appreciation and thanks written on behalf of the Government to an officer who is about to retire, does not come within the terms of the General Order.

**150. Loss of Funds.**—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 by Government may be withheld in satisfaction of such surcharge. Should a loss of funds or stores occur, the officer discovering the loss should forthwith take the necessary action as laid down in Financial Instructions.

## CHAPTER V

## CONFIDENTIAL STAFF REPORTS

## SECTION I—PROGRESS AND ANNUAL REPORTS

**160. Definition of "Senior" and "Junior" Officers.**—Where the terms "senior" and "junior" officer are used in this chapter they will mean:—

(1) *Senior Officers.*—Officers serving in post graded in or above Scales CE 2, CT 2 or N 3.

(2) *Junior Officers.*—All other officers except those on Scale G.

**161. Purpose of Reports.**—Progress and Annual Staff Confidential Reports will be made on senior and junior officers for the following purposes:—

*Progress:*

To provide, in respect of an officer on probation or initial contract, a full record of the officer's work, conduct and capabilities on which to judge his suitability for confirmation or re-engagement 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 an opportunity to correct them.

*Annual:*

To provide a full record of an officer's work, conduct, and capabilities in his present grade and to judge his suitability for promotion to more responsible work or transfer to a higher class of the service.

**162. Periods for Submission of Progress Report—(i) Officer on Probation.**—A Progress Report will be submitted on each senior or junior officer who is on probation every six months until his appointment has been confirmed.

(ii) *Officer on Contract.*—A Progress report will be submitted on each senior or junior officer who is on contract every six months for the duration of his initial contract or for a period of three years whichever is the shorter.

**163. Period for Submission of Annual Reports.**—An Annual Report will be submitted on each senior or junior officer other than those on whom Progress Reports are required. The "reporting year" for Annual Reports will run as follows:—

Senior Officers	...	...	...	...	From 1st July to 30th June,
Junior Officers	...	...	...	...	From 1st January to 31st December.

**164. Form of Report.**—Form GEN. 78 will be used for all Progress and Annual Reports on all senior and junior officers. The form is divided into Parts A to J as follows:—

- A. Personal Particulars and Record of Service.
- B. Classification of Duties of Professional/Technical Officers only.
- C. Report on Qualities and Performance of Duties:—
  - Character and Personality
  - Capacity
  - Performance of Duties

- D. Overall Grading for Qualities and Performance of Duties during period covered by Report.
- E. Fitness for Promotion.
- F. Reporting Officer's General Remarks and Certificate.
- G. Countersigning Officer's Remarks and Certificate.
- H. Remarks by Permanent Secretary (if other than countersigning Officer).
- J. Note of action on 'Indifferent' or 'Unsatisfactory' Markings.

**165. *Personal Particulars and Record of Employment: (Part A)***—Personal particulars and record of employment of the officer on whom a report is being submitted will be entered in Part A, by the officer concerned in accordance with General Order 173.

**166. *Classification of Duties of Professional/Technical Officers: (Part B)***.—It is particularly important that where professional or technical officers are concerned the reports should state precisely what work the officers have been engaged upon and the judgment formed on that work. In order that the class or classes of work on which a professional or technical officer has been employed and on which the report should be based may be shown clearly, the Reporting Officer will classify in Part B the officer's work under one of the following headings:—

- (1) Primarily Administrative.
- (2) A general combination of Administrative and Professional/Technical work.
- (3) Primarily Professional/Technical.

**167. *Quality and Performance of Duties: (Part C)***.—(i) A report will be made in Part C on the officer concerned under the main headings of "Character and Personality", "Capacity" and "Performance of Duties". These are divided in the Form into a number of subsidiary headings under each of which five degrees of proficiency are described in standard phrases. The Reporting Officer will put a "tick" in a box against the degree of proficiency as described for each of the Headings 1-13 which he considers to be appropriate. The Reporting Officer must give full, candid and proper consideration to each attribute of the member of his staff on whom he is reporting before he makes his marking.

(ii) Provision is made in Part C of the form for "Remarks" to be added if required against each degree of proficiency ticked in Headings 1 to 13 and also for added comments under general headings as given at Headings 14 to 16. Additional comments may, for example, be required for professional or technical officers in explanation of the details of their work or where the main headings adequately cover an officer's primary performance of duties (e.g. Professional) but not subsidiary work of a different class (e.g. Administrative). Additional remarks should, however, only be given when the markings in the boxes cannot adequately cover the whole picture of an officer's work.

**168. *Overall Grading for Qualities and Performance of Duties: (Part D)***.—An overall assessment will be made in Part D, based on the detailed markings already given in Part C, within the five degrees of proficiency of:—

- (1) *Outstanding*.—An excellent officer, outstanding in most respects.
- (2) *Very Good*.—An able and effective officer.
- (3) *Good*.—A moderately competent officer.
- (4) *Indifferent*.—A below average officer with room for improvement.
- (5) *Unsatisfactory*.—Definitely not up to the duties of the grade.

**169. *Fitness for Promotion: (Part E)***.—A completely separate estimate will be made in Part E of an officer's likely performance in a higher grade of work or class of the service. In the case of an Annual Report on a senior professional or technical officer it is important that the report should indicate in Part E or subsequent Parts whether the officer is suitable for appointment to a more senior grade where he would have to perform administrative or supervisory duties, since it may be that while the officer's work in the appointment which he holds gives the fullest satisfaction, he would be unsuitable for more responsible duties of a different type.

**170. *Certificates and Remarks: (Parts F, G and H)***.—In Parts F, G and H, provision is made for the certificate and any additional remarks, if necessary, of the Reporting Officer (Part F); certificate and any special recommendation (such as for accelerated promotion or transfer to another class) by the Countersigning Officer (Part G); and the final signature and remarks (if any) of the Permanent Secretary or officer authorised to sign on his behalf. In the case of a final Progress Report a definite recommendation should be included in Parts F to H as to the officer's future, i.e. whether an officer on probation should be confirmed or a contract officer should be re-engaged. Any recommendation in a report for promotion, confirmation or re-engagement, etc., must also be followed by a specific recommendation on the appropriate form at the appropriate time in accordance with the particular procedure concerned.

**171. *Adverse Comments: (Part J)***.—The substance of any adverse comments on an officer's work or conduct made in a report which will include all (4) "indifferent" or (5) "unsatisfactory" markings in Parts C and D, should be conveyed to him in writing by his Permanent Secretary or other officer as given in General Order 174. The fact that this action has been taken should be stated on the report in Part J. The letter conveying this information should be couched in sympathetic terms since its object is to enable and encourage the officer to overcome his shortcomings. The letter should on no account consist merely of an extract from the report with the addition that it is being conveyed to the officer in accordance with the terms of this General Order.

**172. *Issue of Forms***.—Permanent Secretaries will be responsible for ensuring that copies of Form GEN 78 together with instructions for the entry of Part A and return of the forms, are in the hands of each officer on whom reports are due to be written at least two weeks before the expiry of the period to be covered by the report, as set out in General Orders 162 and 163, or in the case of an officer who will be on leave on that date, before he goes on leave. The required number of copies of the forms will be issued to officers in accordance with General Order 179.

173. *Responsibility of Officers Concerned for Completion of Part A of Report.*—Each individual officer concerned will be responsible for ensuring that he receives Form GEN 78 in accordance with General Order 172 when he will complete Part A and return the form(s) as instructed.

174. *Responsibility for Completion of Parts B to J of Reports.*—Reports should be completed as follows:—

(i) *Senior Officers in Centrally Controlled Classes:*

(a) *Permanent Secretaries and Provincial Secretaries.*—The Secretary to the Premier will complete all applicable parts of all reports.

(b) *Other Administrative Officers and Officers in Executive Class, Secretarial Class, and Accounting Cadres.*—The Permanent Secretary or Provincial Secretary will complete personally Parts C to G of reports on all officers who are directly responsible to him. On other officers in these classes he may as appropriate and subject to General Order 175 delegate the responsibility, except that he must personally complete Part G for all other administrative officers. Part H and when necessary Part J will be completed by the officer responsible for the control of the class who will be:—

Other Administrative Officers	...	...	Secretary to the Premier
Executive Class	...	...	Permanent Secretary,
Secretarial Class	...	...	Ministry of Establishments and Training
Accounting Cadres	...	...	Accountant-General, Ministry of Finance.

(ii) *All Other Officers.*—The Permanent Secretary or Provincial Secretary will complete personally all applicable parts of the reports on all officers who are directly responsible to him. On other officers he may as appropriate and subject to General Orders 175 delegate the responsibility.

175. *Officers to whom Authority for Completion of Parts B to F of Report may be delegated.*—Where authority is delegated in accordance with General Order 174 for the completion of Reports:—

- (i) the Reporting Officer, who will complete from Parts B to F of the report, should be an officer under whose authority the officer reported on has worked during the period covered by the report and who has direct personal knowledge of the officer's work and conduct.
- (ii) the Reporting Officer must be at least an officer of the rank of Executive Officer or equivalent and must be at least one rank senior substantively to the officer on whom he is reporting if they belong to the same class or cadre.
- (iii) the Reporting Officer on a professional or technical officer should where appropriate and practical himself be a professional or technical officer.

176. *Amendment of Reports.*—On no account will reports be required to be submitted by Reporting Officers and used as drafts or re-written by other officers. If the Countersigning officer disagrees with any marking or remark made by the Reporting Officer, he should indicate the marking or remark he considers right in red ink and initial his entry.

**177. Service with more than one Ministry, etc., during Reporting Period.**—Where an officer has, in the course of the period for which a report is due to be written, served some time in one Ministry and some in another, the report should be written by a reporting officer in the Ministry in which he has served for the greater part of the period, though in such a case the Reporting Officer should consult the Permanent Secretary of the other Ministry in order to get a full picture of the work and conduct of the officer throughout the reporting period. Similar consideration arises when officers are seconded to other Governments in Nigeria or to quasi Government bodies.

**178. Absence of Reporting Officer.**—If a Reporting Officer, owing to leave, transfer, etc., will be absent and not available to write a report at the end of the reporting period (as given in General Orders 162 and 163) he will submit a report in advance when the officer to be reported on has already worked under his Authority for the greater part of the reporting period.

**179. Number of copies and Distribution.**—Reports will be prepared in the number of copies and distributed as follows:—

(i) *Senior Officers:*

- (a) one copy of a completed report on a senior officer will be sent to the Secretary, Public Service Commission. In the case of an officer in a centrally controlled class as given in General Order 174 (i) (b) the report will be sent to the officer controlling the class for completion and forwarding to the Secretary, Public Service Commission.
- (b) an additional copy may be prepared, if required, and retained in the officer's personal file in the Secret Registry at the Headquarters of the Ministry or Provincial Office concerned.

(ii) *Junior Officers:*

One copy of a report on a junior officer will be prepared and retained in the Officer's personal file in the Secret Registry at the Headquarters of the Ministry or Provincial Office concerned.

**180. Time of Forwarding.**—Reports must be forwarded so as to reach their final destination as given in General Order 179 at the latest within two months after the end of the reporting period as given in General Orders 162 and 163.

**181. Method of Forwarding.**—Reports will be forwarded at all stages under Secret cover.

## SECTION 2—CERTIFICATE OF SERVICE

195. *Available to all Government Servants on Request.*—Every Government servant (including daily-rated staff) shall, if he so requests, be furnished with a Certificate of Service on leaving the Public Service. Certificates in respect of officers receiving super-scale salaries or salaries in Scales A, B, C and N 3-6, must be signed by the Permanent Secretary and countersigned by the Secretary, Public Service Commission. Certificates in respect of other Government servants require only the signature of the Permanent Secretary.

196. *Form of Certificate.*—Certificates of Service must be written on the prescribed form and must show:—

- (i) duration of total Government service (including terminal leave);
- (ii) cause of leaving Government service;
- (iii) details of posts held and duties performed.

197. *Supplementary Confidential Reports.*—Any Government servant may, on leaving the Service, request that a supplementary confidential report (covering the whole period of service) be prepared in case a prospective employer should ask for it. In the case of officers receiving super-scale salaries or salaries in Scales A, B, C, and N 3-6 this report will be drafted by the Permanent Secretary before submission to the Secretary, Public Service Commission; in all other cases it will be prepared by the Permanent Secretary. Requests by officers for a supplementary Confidential Report should be addressed to Permanent Secretaries.

CHAPTER VI  
SALARIES AND INCREMENTS

SECTION 1—GENERAL

**200. *Payment of Salaries.***—Financial Instructions contain guidance on the payment of salaries and wages.

**201. *Salary on Appointment.***—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 officer who accepts a firm offer of appointment to the public service of the Northern Nigeria while overseas, 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 only for such time as is ordinarily taken for the journey between the port of embarkation and Nigeria.

**202. *Salary on Promotion.***—An officer who is promoted will normally be eligible to receive the salary of the higher office as from the day his promotion becomes effective, in accordance with General Order 70.

## SECTION 2—INCREMENT RULES

**204. Increments not as of Right Although Payment Normally Automatic.**—Increments are automatically granted unless directions are issued to the contrary and local paying officers will, without specific instruction, pay increments as they fall due. It should, however, be clearly understood that the holder of an office on an incremental scale is not entitled to draw any increment as of right merely because he has served an additional 12 months, and a Permanent Secretary will take the necessary steps to prevent the grant of an increment unless the officer concerned has discharged his duties with efficiency, diligence and fidelity.

**205. Incremental Date.**—Except as otherwise provided the incremental date of an officer shall be:—

- (a) in the case of an officer assuming duty after appointment in Nigeria, the first day of the month in which the officer assumed duty;
- (b) in the case of an officer assuming duty after accepting a firm offer of appointment outside Nigeria, the first day of the month in which he arrived in Nigeria to assume duty;
- (c) in the case of promotion, the first day of the month in which the officer begins to draw the full salary of his new appointment;
- (d) in the case of a re-engaged pensioner, the first day of the month in which he was re-engaged.

*Note.*—See also General Orders 224 and 225 for exceptions to (c) above.

**206. Granting, Suspending, Deferring or Withholding of Increments.**—A Permanent Secretary is authorised to grant the increments of all officers in his Ministry in accordance with these General Orders. The power to suspend, defer or withhold increments is vested in the Public Service Commission or in the authority to which power is delegated. Details of the action to be taken by a Permanent Secretary in recommending that this power be exercised are given by the Public Service Commission. In every case, however, where circumstances arise which may lead to the suspending, deferment or withholding of an increment, the Permanent Secretary is responsible for initiating action and for ensuring that the next increment due to the officer concerned is not paid without specific approval. Detailed instructions regarding the accounting procedure to be followed in such cases are issued by the Accountant-General.

**207. Granting Increments without Reservation.**—An officer whose service in all respects (conduct, efficiency, diligence and fidelity) has been entirely satisfactory throughout an increment earning period will be granted his increment on the due date.

**208. Granting with Warning.**—If a Permanent Secretary is not entirely satisfied with the services of an officer during an increment earning period, but does not consider that the circumstances warrant his recommending the immediate withholding or deferring of an increment, he may, after notifying the officer in writing of the defects in his service which, if not corrected, will affect adversely the granting of future increments, grant his increment on the date due. A Permanent Secretary taking action under this General Order should also have regard to General Orders 120 and 121.

**209. Suspending of Increments.**—The increments of an officer who is required to secure confirmation of appointment or to pass a salary bar (by passing a prescribed examination or test or otherwise as laid down) or fulfil and other prescribed condition affecting the grant of increments to him, and who fails to do so, will normally be suspended and he will cease to be eligible to receive any increment until the day on which he does fulfil the condition in question. The latter day (advanced to the first of the month) will then become his new incremental date and he may, subject to satisfactory service in other respects, receive thereon the first increment he missed by failing to fulfil the condition earlier.

**210. Deferred Increment.**—An increment is deferred when, on account of some shortcoming of an officer, a decision whether or not it should be granted is postponed for a specific period. This period must be fixed at the time the increment is deferred, and must not be less than three months and not 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 specified 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* General Order 211).

*Example.*—An officer due to proceed from £621 to £648 per annum on 1st August, 1961 has his increment deferred for three months and his salary remains at £621 until 31st October, 1961 (i.e. for three months). Not later than 31st October, 1961, a decision will be taken by the Public Service Commission whether or not to approve the grant of the deferred increment. If it is granted the officer draws salary at £648 for the period 1st November, 1961 to 31st July, 1962 (i.e. the remaining nine months) and retains his original incremental date (1st August) for consideration of his next increment to £675.

**211. Withheld Increments.**—An increment is withheld when, on account of some shortcoming of an officer it is decided not to grant it, and that he shall cease to be eligible therefor until his next incremental date. The withholding of an increment thus results in the salary of the officer remaining for the rest of his incremental service one increment behind what it would have been if the increment had not been withheld (but *see* General Order 214 below).

*Example.*—An officer due to proceed from £621 to £648 per annum on 1st August, 1961 has his increment withheld. His salary remains at £621 throughout the period of 1st August, 1961, to 31st July, 1962, and he cannot proceed to £648 per annum until 1st August, 1962, his next incremental date.

**212. Grounds for Withholding or Deferring.**—The grant of an increment may be withheld or deferred by reason of unsatisfactory service, unsatisfactory conduct or lack of efficiency. In deciding which penalty to recommend, a Permanent Secretary will take into account the gravity of the original shortcoming and the standard of the officer's subsequent service, bearing in mind that to withhold an increment is a much more serious penalty than to defer it.

**213. Withheld or Deferred Increment not Restorable.**—An increment deferred or withheld cannot be restored with retrospective effect in consequence of improved service during a later increment earning period (but *see* General Order 214 below).

**214. Special Increments to mitigate Lasting Effects of Suspended or Withheld Increments.**—When an officer's increment has been suspended under General Order 209 or withheld under General Order 211 the Public Service Commission may on any subsequent incremental date grant one or more special increments having the effect of raising the salary of the officer to or towards the level it would have reached if the previous suspension or withholding had not occurred. Such grant will not have retrospective effect—*see* General Order 213 above.

## SECTION 3—SALARY BARS

**216. *Qualifications for Passing.***—Before an officer can be considered eligible to pass a Bar he must have passed the appropriate test and/or fulfilled any other condition laid down in the Scheme of Service relating to his post. To proceed to a salary above the Bar without halting, he must obtain the necessary qualifications by the time he has served for twelve months on the salary point below the Bar, if he has not previously obtained them. If, in exceptional circumstances, this normal time limit is extended (which extension may be approved by a Permanent Secretary after consultation with the Public Service Commission), the duration of the extension will be specified at the time it is granted.

**217. *Effective Date.***—The effective date of an officer passing a salary bar is:—

- (a) in the normal case of an officer who has obtained the qualifications to pass the bar before proceeding to the salary above the bar, the date on which he so proceeds;
- (b) in the exceptional case of an officer who, for some special reason, is allowed to proceed to a salary above the bar despite not having obtained the qualifications to pass it, the date on which he obtains the qualifications.

**218. *Effect on Seniority.***—The passing of a salary bar is equivalent to promotion, except that it does not depend on a vacancy in the establishment of the higher grade, and that it is automatic upon obtaining the prescribed qualification, and contains no element of selection. Accordingly, on the effective date on which an officer passes a bar, he will supersede in seniority any officer previously senior to him who has not by that date passed the bar. As an exception to this rule, the Permanent Secretary, after consultation with the Public Service Commission, may at his discretion allow an officer whose failure to pass the bar on the normal date has been due to ill health or lengthy secondment to other duties, an extension of time for passing the bar without loss of seniority, save only in relation to those of his colleagues who, as a result of obtaining promotion or accelerated advancement, would have superseded him, even if he has passed the bar on his normal date.

**219. *Notification to Officers.***—When an officer is granted the increment which takes him to the maximum of the scale below the bar, and has not yet obtained the qualifications which will enable him, twelve months later, to pass the bar, his Permanent Secretary should warn him of the fact in writing and take steps to ensure that the officer will not receive another increment without passing the bar.

**220. *Accelerated Advancement within a Scale.***—An Officer serving in a certain grade may obtain accelerated advancement in accordance with the rules laid down in the Scheme of Service approved for the grade. In every case, accelerated advancement will only be granted to the officer if:—

- (a) his work and conduct have been entirely satisfactory; and
- (b) he has been confirmed in his appointment.

Unconfirmed officers who become eligible for accelerated advancement while they are still on probation may receive the benefits of accelerated advancement with effect from the date of their confirmation. Where advancement does not automatically follow the fulfilling of a given condition (e.g. the passing of a test or a certain standard) the selection of officers for accelerated advancement should be conducted in the same way as the selection of officers for promotion.

221. *Advancement Tests.*—Syllabuses and standards required for a pass in advancement tests will be laid down by the Ministry of Establishments and Training, after consultation with the Permanent Secretary of the Ministry concerned.

## SECTION 4—SALARIES ON PROMOTION OR TRANSFER

**222. General.**—Except in cases of promotion from non-pensionable to pensionable offices, the following rules shall apply to an officer promoted to a post in an incremental scale:—

- (i) if the higher scale does not overlap the lower, he will be placed on the minimum point of the higher scale:
- (ii) in all other cases, his place on the new scale will be determined by adding to his former salary the “promotion increase” applicable to that salary, and by then applying the following rules:—
  - (a) if the total is less than the minimum point of his new scale, he will be placed at the minimum point;
  - (b) if the total corresponds to a point on the new scale, he will be placed at that point;
  - (c) if the total lies between two points on the new scale, he will be placed at the higher of the two points.

A comprehensive table showing “promotion increases” applicable to existing rates of salaries is contained in the Appendix to this Chapter.

**223. Transfer from Non-Pensionable to Pensionable Post.**—The salary at which an officer transfers to a pensionable appointment is not necessarily governed by the salary he was previously receiving in a non-pensionable appointment. Every case of this kind will be decided by the Ministry of Establishments and Training.

**224. Incremental Date.**—An officer promoted from one pensionable grade to another, or from one non-pensionable grade to another, will normally retain his former incremental date on promotion. If, however, he is:—

- (a) placed at the minimum of his new scale on promotion; or
- (b) promoted from the lower of two points which, under General Order 222, lead to the same point in the new scale,

his incremental date will be altered to the date of promotion, adjusted to the first of the month in accordance with General Order 205.

**225. Promoted on Incremental Date.**—The salary of an officer promoted on his incremental date will be calculated as if he had received an increment on his old scale on the day of his promotion.

**Promotion  
Increases**

£  
... 42  
... 48  
... 54

... 36  
... 42  
... 48  
... 54

... 24  
... 36  
... 42  
... 48  
... 54

... 24  
... 36  
... 42  
... 48  
... 54

... 6  
... 9  
... 12  
... 15  
... 18  
... 24  
... 27  
... 30

... 9  
... 12  
... 15  
... 18  
... 24  
... 27  
... 30

... 6  
... 9

The above table are those received by officers

## CHAPTER VII

## LEAVE

## SECTION 1—GENERAL

**230. Leave not a Right.**—Nothing in General Orders shall give any Government servant a right to any leave or other privileges attached thereto. The leave rules embodied in this Chapter may at any time be revoked, altered, added to, or amended.

**231. By Whom granted.**—Leave is granted by a Permanent Secretary on behalf of the Head of the Service.

**232. Not granted in certain Cases.**—A Government servant who is dismissed will not be granted leave. Leave is not normally granted to a Government servant who resigns his appointment but the Permanent Secretary may, after consulting the Permanent Secretary, Ministry of Establishments and Training, grant the whole, or any part of any leave due to such Government servant on an *ex gratia* basis.

**233. Leave to include Public Holidays, etc.**—Periods of leave shall include Sundays and all Public Holidays.

**234. Accountant-General and Director of Audit to be informed.**—The Accountant-General (or appropriate Accounting Officer) and the Director of Audit must be informed whenever Government servants are granted leave and must also be informed where such leave is granted on half or without pay.

## SECTION 2—LEAVE RULES

237. *Application and Definition.*—(1) This Section does not apply to daily rated staff.

(2) In General Order 243 “registered domicile” means the place which, on appointment, the officer has declared to be his home. An officer may not change his registered domicile without the permission of the Permanent Secretary, Ministry of Establishments and Training.

238. *Grant of Leave.*—Officers who have served at least six months since first appointment may be granted annual leave up to the maximum allowed by General Order 240. For already serving Officers, the period that must elapse between one leave and another should be 3 months.

239. *Eligibility for Leave on Retirement.*—An Officer who leaves the service in circumstances which entitle him to retirement benefits must not take his annual leave as provided in General Order 240 but may be granted leave on pro-rata basis so as to expire a day before retirement takes effect.

240. *Leave Rates.*—The following are the maximum leave rates per calendar year:—

<i>Substantive Salary</i> (including, where applicable, Contract Addition)	<i>Days</i> <i>per Year</i>
£1,032 and above ... ..	42
£458-£1,031 ... ..	35
£343-£457 ... ..	28
£250-£342 ... ..	21
Below £250 ... ..	15

241. *Leave by Instalments.*—Officers may apply to take annual leave by instalments, but travel-time leave (General Order 234) and Leave Transport Grant (General Order 440) will be allowed on one occasion only.

242. *Leave not Deferred.*—In no circumstances may annual leave or any unspent balance thereof be carried forward from one year to the next. (Leave started late in the year may however extend into the following year).

243. *Travel-Time Leave.*—An officer serving at a station away from his registered domicile may be granted, in addition to the amount of leave for which he is eligible under General Order 240, travel-time leave on full salary for the period necessarily spent in travelling to and from his registered domicile. The “time necessarily spent in travelling” will be determined by the Permanent Secretary and will not normally exceed six days in respect of one leave period. Exceptional claims for travel-time leave in excess of six days should be referred to the Permanent Secretary, Ministry of Establishments and Training, for approval. In every case a “Declaration of Intent to Travel” (see General Order 440 (3)) must be completed by the officer concerned.

**244. Return from Leave.**—An officer must resume duty after leave on the day following the expiration of his authorised leave plus travel-time leave. An officer who fails to resume duty on the correct day may be regarded as absent without leave (*see* General Order 131). Lack of transport will not be an acceptable excuse for overstaying leave.

**245. Officer to apply for Leave, etc.**—An officer should apply on the prescribed form two months before he wishes to go on leave, but shorter notice may be accepted where the officer wishes to take a short instalment of leave. This rule does not absolve Permanent Secretaries from their duty to ensure that absence on leave is regulated in the interests of Government. Leave reliefs will not be provided for members of the centrally deployed classes, save in exceptional circumstances.

## SECTION 3—SICK LEAVE AND INVALIDING

250. *Permanent Invaliding.*—If a Medical Board recommends that an officer should be permanently invalided, he will immediately be sent on leave. The amount of leave granted will be *either* the amount due to him at that date *or* two months, whichever is the greater amount. The leave will begin on the date after the date on which the Medical Board recommends permanent invaliding, or on which the officer is informed of decision of the Medical Board, if there is any delay in informing him of the Board's decision.

251. *Sick Leave Rules.*—The following rules apply to sick leave:—

- (1) an officer absent from duty on the ground of his ill-health not caused by his own fault or negligence will, provided such absence is covered by the proper authority (*see* Chapter X), be regarded as being on sick leave;
- (2) an officer on leave who is prevented from resuming duty by reason of ill-health duly certified by a Government Medical Officer will be granted an extension of leave. The period of any such extension will be treated as sick leave, as in (3)-(5) below;
- (3) provided there is a reasonable prospect of eventual recovery and return to duty, sick leave may be allowed on full pay for a period not exceeding 183 days in aggregate during any period of twelve months and thereafter on half pay, subject always to a maximum of 365 days sick leave in any period of four years or less. Any sick leave allowed in excess of 365 days during a period of four years or less will be without pay and will not be reckoned for purposes of increment or pension;
- (4) an officer who is recommended by a Medical Board to be permanently invalided ceases, with effect from the date of the recommendation, to be eligible for sick leave (*see* General Order 250);
- (5) sick leave not exceeding three months may be allowed on the certificate of a Government Medical Officer. If at the end of that period the officer is still unfit to return to duty, his Permanent Secretary should arrange for him to be examined by a Medical Board which will recommend *either* that the officer should be permanently invalided *or* that he should be allowed further sick leave.

## SECTION 4—MISCELLANEOUS LEAVE RULES

**255. Leave to take Examinations.**—The following rules apply where an officer applies for leave to take an examination:—

- (1) an officer who is required to take an examination the passing of which is part of his conditions of appointment will be regarded as being on duty, while engaged in taking the examination;
- (2) an officer may be granted special leave on full pay (but *see* (3) below) to take an examination the passing of which is not a condition of his appointment, provided that his Permanent Secretary is fully satisfied that:—
  - (a) the officer is industrious and efficient in the performance of his duties;
  - (b) his general value to the Ministry justifies the concession;
  - (c) the passing of the examination is likely to enhance his value to the service;
- (3) the period of leave allowed for the purpose of taking an examination will be limited to the shortest period which will allow the officer to reach the appointed place, sit the examination and return to his station.

**256. Casual Leave.**—An officer whose annual leave is exhausted may be granted, at the discretion of his Permanent Secretary, casual leave to attend to urgent private affairs. Casual leave may not exceed a total of seven days in one calendar year. In exceptional circumstances the Permanent Secretary, Ministry of Establishments and Training, may approve an additional period without pay or to be deducted from the officer's next annual leave.

**257. Leave for Sporting Contests.**—The length of time during which an officer may be permitted to be absent from duty to take part in a sporting event shall be determined as follows:—

- (a) number of days required for the actual sporting activity;
- (b) number of days required for travelling to and from the place arranged for the sporting event;
- (c) any number of days in excess of (a) and (b) above which are certified as necessary by the appropriate Sports Council.

An officer or employee granted leave for sporting events will not be eligible for transport and travelling allowance at Government expense.

**258. Leave to attend Trade Union Meetings.**—(1) A Permanent Secretary may grant 'casual' leave (*see* General Order 256) to an officer who is an official of an approved Trade Union, for the purpose of attending an approved Trade Union meeting. If necessary, a special extension of such leave may be allowed without pay; for the purpose of retiring benefits such an extension will be treated as having been granted on grounds of public policy.

(2) Leave under (1) should be granted only where the officer's absence does not interfere unduly with the work of his department.

(3) The Permanent Secretary, Ministry of Social Welfare and Co-operatives, will decide in cases of doubt which Trade Unions and which Trade Union meetings are approved for the purpose of this General Order.

(4) General Orders 257 (3) and (4) will also apply.

## SECTION 5—LEAVE RULES FOR DAILY RATED STAFF

260. *Rates for Artisans.*—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:—

Artisan, Class I	...	...	...	...	21 days
Artisan, Class II and III	...	...	...	...	15 days

Artisans who are intermittently employed may be granted leave at the appropriate rate each calendar year during which they receive an increment. For the purposes of this and the next following General Order “regularly employed” means “employed for at least 313 days during one calendar year.”

261. *Rates for other Daily-rated Staff.*—Daily rated staff other than Artisans who are regularly employed will be granted seven days leave on full pay each calendar year, except the calendar year in which they are first employed. After three years continuous and satisfactory service, they may be granted fourteen days leave on full pay each calendar year. In each case the full leave should be granted in one continuous period.

261A. A daily rated employee who leaves the service in circumstances which entitle him to retirement benefits must not take his annual leave as provided in General Order 261. He should be granted leave on *pro-rata* basis so as to expire a day before his retirement becomes effective. If, however, he has already taken more leave than the amount for which he would be due on leaving the service he will be called upon to pay to Government an amount equal to the wages earned during the excess period of leave.

262. *Leave not Deferred.*—General Order 242 will apply.

263. *Leave to include Public Holidays, etc.*—Leave includes Sundays and all Public Holidays and payment should be made in respect of such days which occur during the leave of a daily rated Government servant at the normal daily rate (i.e., not reckoned as overtime).

264. *Transport.*—Daily rated staff granted leave under this section will not be eligible for annual leave transport grant except in cases where a daily rated Government servant has been instructed to transfer away from his place of engagement. In such a case he will be eligible for a leave transport grant based on the distance between his place of engagement and the place to which he was transferred. Special arrangements may be made in cases where daily rated staff are posted for long periods away from their place of engagement (for example, Drilling Teams in the Water Engineering Division, Rural Water Supplies, of the Ministry of Works) who may exceptionally be granted an annual leave transport grant based on the distance between their place of work and registered domicile.

265. *Sick Leave.*—On the certificate of a Government Medical Officer (or, when circumstances render such certificate unduly difficult to obtain, on the certificate of the senior local representative of the Ministry to which the Government servant belongs)

daily rated staff absent from work in consequence of illness may be allowed sick leave up to the following aggregate limit laid down each calendar year:—

- (a) daily rated staff with less than five years continuous service: fourteen days on full pay;
- (b) daily rated staff with five years or more continuous service: fourteen days on full pay followed, if necessary, by a further fourteen days on half pay;
- (c) daily rated staff with five years or more continuous service may in cases of special hardship be granted at the discretion of the Permanent Secretary a further twenty-eight days sick leave on half pay. Applications for this concession must be supported by the fullest details.

## CHAPTER VIII

## DUTY AND COURSES OF INSTRUCTION OUTSIDE NIGERIA

## SECTION 1—DUTY VISITS OUTSIDE NIGERIA

**275. Approval of Visit.**—(1) Where it is proposed that the holder of any of the offices listed below should undertake a duty visit outside Nigeria, application should be made to the Secretary to the Premier and copied to the Permanent Secretary, Ministry of Finance. These offices are:—

Judge of the High Court  
 Judge of the Sharia Court  
 Chairman, Public Service Commission  
 Public Service Commissioner  
 Permanent Secretary  
 Provincial Secretary  
 Deputy Permanent Secretary  
 Head of Division.

The Permanent Secretary, Ministry of Finance, will inform the Secretary to the Premier whether or not funds are available.

(2) In other cases Permanent Secretaries may approve duty visits, subject to confirmation by the Permanent Secretary, Ministry of Finance, that funds are available.

(3) Applications to the Secretary to the Premier and/or the Permanent Secretary, Ministry of Finance should include the following information:—

- (a) the proposed itinerary, with dates;
- (b) the nature of the duty, with reasons why the proposed expenditure is justified in the Public interest;
- (c) the officer's address (if known) while absent from Nigeria;
- (d) details of the estimated cost, including the cost of passages, other transport outside Nigeria and the hotel expenses and allowances authorised in this Section.

(4) A similar procedure should be followed where an overseas officer is required to undertake duties outside Nigeria during his vacation leave. If approval of expenditure is not sought in advance, application for allowances or refund of expenses in connexion with the visit is likely to be refused.

**276. Briefing of Officers.**—Permanent Secretaries must ensure that an officer required to undertake a duty visit overseas is fully briefed before his departure and also that he is informed in writing (by reference to these General Orders) of the allowances or refunds for which he is eligible.

**277. Passages.**—Officers undertaking duty visits overseas will normally travel by air. Passages for wives will not be provided at Government expense. Officers holding or gazetted to act in posts graded in Group 5A or above may travel first class by air; others will travel by tourist or economy class but may receive warrants (not cash) for the carriage of up to 22 lbs of excess baggage.

278. *Transport*.—An officer may claim reimbursement of actual expenditure on transport essential to the performance of his duty overseas. Alternatively, he will be required to account for any advance received for this purpose.

279. *Rail Fares*.—The class of fare allowed for officers travelling by rail on duty overseas is as follows:—

<i>Substantive Rank of Officer</i>	<i>Class of Rail Fare</i>
Group 7 or above ... ..	First
Below Group 7 (travelling in the United Kingdom)	Second
Below Group 7 (travelling elsewhere) ... ..	Second (unless otherwise approved by the Permanent Secretary, Ministry of Finance).

280. *Road Travel in Own Car*.—An officer travelling on duty outside Nigeria in his own car may claim mileage allowance as if the journey had been performed in Nigeria.

281. *Allowances, General*.—An officer required to undertake a duty visit outside Nigeria may claim allowances and refund of hotel expenses as follows:—

- (i) if free board and lodging is provided (either by Government or by an official host in the overseas country), an Incidental Expenses Allowance at the rate described in General Order 283;
- (ii) if accompanying a Minister and free board and lodging is not provided, refund of his necessary hotel expenses on board and lodging plus an Incidental Expenses Allowance at the rate described in General Order 283;
- (iii) in other circumstances, Detention Allowance and Incidental Expenses Allowance at the rates described in General Orders 282 and 283.

282. *Detention Allowance*.—Except as provided in General Orders 281(i) and (ii), Detention Allowance may be claimed as follows:—

- (a) when on duty in the United Kingdom ... £3-3s-0d a night;
- (b) when on duty in countries other than the United Kingdom ... .. the appropriate Estacode rate.

283. *Incidental Expenses Allowance*.—The rate of Incidental Expenses Allowance which may be claimed in accordance with General Order 281 is £1-10s a night in the United Kingdom or 25 per cent of the Estacode rate elsewhere.

284. *Clothing Allowance*. See General Order 505.

285. *Excess Baggage*.—Where an officer requires excess baggage for the carriage of official papers or other equipment by air, application for approval of the expenditure should be made in advance to the Permanent Secretary, Ministry of Finance, stating the weight of excess baggage required.

## SECTION 2—COURSES OF INSTRUCTION OUTSIDE NIGERIA

**290. *Approval of Course.***—Recommendations that officers should attend courses of instruction overseas should be addressed to the Permanent Secretary, Ministry of Establishments and Training, and should contain the following information:—

- (a) details (e.g. place, date, duration and subject) of the course, with reasons (where not already covered by general approval) why the proposed expenditure is justified in the public interest;
- (b) details (e.g. name, rank, qualifications and personal record) of the officer recommended for the course;
- (c) details of the estimated cost to Government (e.g. passages, allowances and fees, where not provided under technical assistance arrangements).

**291. *Externally Assisted Courses.***—(1) Where technical assistance by a foreign Government is requested, a copy of the recommendation made to the Permanent Secretary, Ministry of Establishments and Training, in accordance with General Order 290 should be sent to the Permanent Secretary, Ministry of Economic Planning.

(2) Officers attending courses under technical assistance arrangements will continue to receive their salaries and Children's Allowance (if applicable) but all other conditions will be decided in agreement with the assisting agency. General Orders 292(2) and 293 do not, therefore, apply to such officers.

**292. *Salary and Overseas Course Allowance.***—(1) In-service trainees (as distinct from scholars selected by the Northern Nigeria Scholarships Board) will continue to receive their salaries and to be eligible for increments in accordance with Section 2 of Chapter VI. Children's Allowance will be paid in accordance with Section 4 of Chapter XII.

(2) In addition, trainees will receive Overseas Course Allowance at the rate of £1-5s a night from the date of their arrival in the overseas country to the date of their departure from that country, both dates inclusive. The allowance will cease during any period of leave in Nigeria.

(3) Trainees who receive a salary from an employer in the overseas country will not receive any salary or allowance from Government except as may be specifically approved by the Permanent Secretary, Ministry of Establishments and Training.

**293. *Clothing Allowance.***—Clothing Allowance may be claimed in accordance with General Order 505. Trainees attending courses of more than two calendar years' duration may claim an additional £15 on completion of their second year of training. A trainee whose wife joins him at Government expense may claim a grant of £15 towards the cost of warm clothing for the wife.

**294. *Effect of Courses on Leave.***—An officer who is absent from Nigeria on a course of instruction throughout a full calendar year will not be eligible for annual leave during that year. Where the exigencies of the service allow, he should be granted, immediately on his return to Nigeria, annual leave for the year of his return. If he is officially required

to report to any place before proceeding on leave, he will be eligible for Leave Transport Grant from that place in accordance with General Order 440. If he is instructed to proceed on leave direct from the airport or seaport of arrival he may alternatively be granted free transport facilities in accordance with General Order 429 from the place of arrival to his registered domicile and from there to his duty station. In no circumstances will absence from Nigeria on a course of instruction be accepted as a reason for deferring an officer's annual leave from one year to the next.

*295. Certain Courses to be granted as Leave Without Pay.*—Where an officer is permitted on the recommendation of a Permanent Secretary to take a course of instruction at his own request, special conditions may be imposed. These conditions will be decided by the Permanent Secretary, Ministry of Establishments and Training, and may include the grant of leave without pay and withdrawal of all or any of the allowances or other privileges described in the Chapter. In such cases it is the responsibility of the Permanent Secretary to inform the officer in writing, before his departure, of the conditions which have been decided.

*296. Leave Without Pay for Government Scholars.*—Where a pensionable officer is awarded a scholarship by the Northern Nigeria Scholarships Board, he will automatically be granted leave without pay for the period of his absence from duty authorised by the Board.

CHAPTER IX  
EXAMINATION

SECTION 1.—GENERAL

**310. *Entrance Examination not included.***—General Orders do not include rules concerning examinations for admission to any post in the public service; these are conducted by the Public Service Commission and are described in Schemes of Service or other instructions.

SECTION 2.—COMPULSORY EXAMINATIONS IN OFFICIAL  
PUBLICATIONS, LAW, AND FINANCIAL MEMORANDA

**311. Officers liable to take compulsory Examinations.**—(1) An officer in Scale A, B, CE or CT is required to pass the examinations prescribed in General Orders 315(1) and (2) as one of the conditions for confirmation of his appointment within three years of assuming duty in the public service of the Region, unless he is on contract or in a training grade or specially exempted by the Minister of Establishments and Training.

(2) In addition, an Administrative Officer is required to pass the examinations prescribed in General Order 315(3) and (4) within three years of assuming duty as an Administrative Officer.

(3) In addition to the examination prescribed in General Order 329, an officer in the Clerical Grade will also be required to pass Clerical Tests as may be set out in circulars issued by the Ministry of Establishments and Training from time to time.

**312. How to enter.**—Applications to sit the examinations should be made in accordance with notices which appear in the Gazette. Examinations are normally held in June and December.

**313. Text Books Allowed.**—The object of the examinations specified in this Section is to test the candidates' ability to apply the rules and principles contained in the books, Laws, etc., which form the subjects of the examinations; accordingly candidates will be allowed to refer during examinations to the text of the books, etc., in question, and should attend at the examination centre equipped with copies.

**314. Pass Marks.**—To obtain a pass in any one group a candidate must pass in all the papers of that group at the same examination. Each group, however, may be passed separately.

**315. Syllabuses of Examinations.**—The following are the prescribed examinations:—

(1) *Group 'A'—Examination in Official Publications.*—This examination is intended to acquaint officers with official publications and consists of two papers as follows:—

Paper 1.—*General Orders, Public Service Commission Regulations and Guide to Procedure.*

Paper 2.—*Financial Instructions.*

(2) *Group 'B'—Local Government Examination.*—This examination will test a candidate's general understanding of the Local Government structure of Northern Nigeria and his functions as a government officer in relation to Native Authorities.

(3) *Group 'C'—Examination in Principles of Native Authority Accounting.*—This examination will test a candidate's ability to understand the following:—

(a) Financial Memoranda;

(b) Monthly Inspection Reports.

(4) *Group 'D'—Law Examination.*—This examination consists of three papers on the following subjects:—

Paper 1.—*The Constitutions* of the Federal Republic of Nigeria and of Northern Nigeria.

Paper 2.—*Criminal Law, Procedure and Evidence*, as contained in the Penal Code Law, the Criminal Procedure Code Law and the Evidence Law.

Knowledge of the following will also be expected:—

- Criminal Procedure Code Rules
- Criminal Procedure (Statements to Police Officers) Rules
- Penal Code (Northern Region) Federal Provisions Act, 1960
- Criminal Procedure (Northern Region) Act, 1960
- Crimes (Prevention) Law
- Probation of Offenders Law
- Children and Young Persons Law
- Public Order Law
- Road Traffic Law
- Coroner's Law.

Paper 3.—In two parts as follows:—

- (a) Law of Contract  
Law of Torts

(This is to test the candidate's knowledge of the general principles of the Law of Contract and Torts)

- (b) Legislation and Subsidiary Legislation as follows:—

- High Court Law
- High Court (Appeals from Native Courts) Rules
- Court of Resolution Law
- Sharia Court of Appeal Law
- District Courts Law
- Native Courts Law
- Native Courts (Civil Procedure) Rules
- Civil Liability (Miscellaneous Provisions) Law
- Fatal Accidents Law
- Riot Damage Law
- Provincial Councils Law
- Native Authority Law
- Chiefs (Appointment and Deposition) Law
- Official Secrets Law
- Interpretation Law
- Interpretation Act, 1964
- Ministers' Statutory Powers (Miscellaneous Provisions) Law
- Public Finances (Control and Management) Law
- Electoral Law
- Personal Tax Law
- Labour Code Act (Cap. 91, Laws of the Federation and Lagos)

Workmen's Compensation Act (Cap. 222, Laws of the Federation and Lagos)  
Illiterates Protection Law  
Newspaper Law  
Cinematograph (Licensing) Law  
Cinematograph (Censorship) Law, 1964  
Firearms Act (Cap. 69, Laws of the Federation and Lagos)  
Liquor Law  
Petroleum (Storage) Regulations  
Land Tenure Law  
Grazing Reserves Law, 1965  
Wild Animals Law  
Public Health Rules  
Building Lines (Regulation) Law  
Forestry Law.

316. *Penalties for Failure to pass.*—An officer who fails to pass the examinations specified in this Section as compulsory for him within the time limits quoted in General Order 311, will not be considered for confirmation in his appointment until he succeeds in passing. In addition, such officer may cease to be eligible to receive any further increments until he has passed the examination in question (General Order 209 refers).

## SECTION 3—LANGUAGE EXAMINATIONS

**320. Hausa Language Examination.**—An officer who holds a pensionable post in any grade or class in the public service, the initial salary of which is not less than £458 per annum may take an examination in the Hausa language, provided that his native language is not Hausa and that he has not been brought up and educated in an environment in which Hausa is the '*lingua franca*'. In cases of doubt the Permanent Secretary, Ministry of Establishments and Training will decide whether or not an officer is eligible to take the examination.

**321. Syllabus of the Examination.**—The examination consists of two parts.

Part (A) *Colloquial Test.*—The Colloquial Test consists of an oral examination in which a candidate will be expected to converse with an Hausaman of ordinary intelligence who does not speak English on topics connected with his official duties and to make the usual salutations. The candidate will be expected to show some fluency, rapidity and fair knowledge of Hausa idioms and pronunciation.

Part (B) *Written Examination:*

- (i) Translation into English of a passage or passages in Hausa
- (ii) Translation into Hausa of a passage or passages in English
- (iii) A letter or essay in Hausa on one of several specified topics, the choice of which will be such as to give a candidate an opportunity to display the specialised knowledge of the language he has acquired in the course of his duties.

**322. Gratuity.**—A gratuity of £25 will be paid to an officer who passes the examination. The gratuity is payable in respect of the complete examination and will be paid only when an officer has passed both parts.

**323. How to enter.**—Applications to sit for examination should be made to the Permanent Secretary, Ministry of Establishments and Training, in accordance with notices which appear in the Gazette. The examination is normally held in December.

**324. Pass Marks.**—To obtain a pass in any one part a candidate must pass in all the papers of that part at the same examination. Each part, however, may be passed separately. Claims for exemption should be referred to the Permanent Secretary, Ministry of Establishments and Training, for a ruling.

**325. Interpreters' Examination.**—An officer may apply through his Permanent Secretary or Head of Department to the Permanent Secretary, Ministry of Establishments and Training, for permission to take an interpreters' examination in Arabic, French and any other Foreign language, where in the opinion of his Permanent Secretary or Head of Department a knowledge of the language would increase the officer's value to Government. An officer who is successful in the interpreters' examination will be eligible for enrolment on an Interpreters' Roll and will be entitled to draw an allowance prescribed in General Order 328 provided that he presents himself every second year for proficiency test in the language concerned.

**326. How to enter.**—The Ministry of Establishments and Training will invite applications by means of Gazette Notices or Circulars which will specify the dates of the next examinations. Examinations will be held once a year only. An officer should address his application in duplicate to his Permanent Secretary through his Head of Department. Applications should include the following details:—

- (a) the name, Ministry and rank of the applicant;
- (b) the foreign language offered.

**327. Standard of Examination.**—The Interpreters' Examination will be mainly oral and will test a candidate's ability to interpret speedily and accurately the kind of discussions and correspondence that might be expected to pass between Heads of Governments. In order to ensure his continued proficiency in the foreign language offered, an interpreter's ability will be tested every second year.

**328. Gratuities.**—In addition to gratuity of £30 payable to an officer who is successful in the interpreters' examination, an annual allowance of £15 will also be paid to an officer who is enrolled on the Interpreters' Roll subject to his passing a proficiency test every second year.

**329. Examination in English Comprehension.**—An officer who holds a post in either the General Executive, Secretarial or Clerical Grade will, as one of the conditions for confirmation in his appointment, be required to pass an examination in English Comprehension. The fact that it will be necessary for the officer concerned to pass an English Comprehension examination must be clearly stated in his letter of appointment.

**330. Exemptions.**—An officer who has gained an Ordinary Level Certificate in English Language in the General Certificate of Education Examination, or its equivalent, is automatically exempted from the examination in English Comprehension. Doubtful cases of claims for exemption should be referred to the Ministry of Establishments and Training.

**331. How to enter.**—Applications to sit the examination should be made in accordance with circulars which the Ministry of Establishments and Training may issue from time to time.

**332. Penalties for Failure to pass.**—An officer concerned who fails to pass, within his probationary period, the examination specified in General Order 327 will not be considered for confirmation in his appointment until he succeeds in passing. In addition, such officer, or an officer already confirmed in the Service, may cease to be eligible to receive any further increments until he has passed the examination in question (General Order 209 refers).

**333. List of Posts and Examinations.**—The holders of the posts shown in the first column of the Schedule below are, under General Order 311, required to pass the prescribed compulsory examinations shown in the second column of the schedule.

## SCHEDULE

<i>Post</i>	<i>Examination</i>
(a) Administrative Officer ... ..	All examinations prescribed in General Order 315
(b) Magistrate ... ..	} Groups 'A' and 'B' in General Order 315
State Counsel ... ..	
(c) Inspector of Native Courts ... ..	} Groups 'A', 'B' and 'D' in General Order 315
(d) Registrar (All Native Courts) ... ..	
(e) Education Officer (All Classes) ... ..	} Groups 'A' and 'B' in General Order 315
Medical Officer ... ..	
Agricultural Officer or Engineer ... ..	
Veterinary Officer ... ..	
Assistant Conservator of Forests ... ..	
Surveyor ... ..	
Commercial Officer ... ..	
Community Development Officer ... ..	
Engineer (All Classes) ... ..	
Accountant ... ..	
Social Welfare Officer ... ..	
Assistant Registrar of Co-operatives ... ..	
Lecturer ... ..	
Revenue Inspector ... ..	
Auditor ... ..	
(f) Provincial Supervisor of Accounts ... ..	} Groups 'A', 'B' and 'C' in General Order 315
Inspector of Education ... ..	
Public Enlightenment Officer or Superintendent ... ..	
Examiner of Accounts ... ..	
Instructor in Local Government ... ..	
(g) Executive Officer ... ..	} Groups 'A' and 'B' in General Order 315
Instructor ... ..	
Store Officer or Verifier ... ..	
Land Officer ... ..	
(h) All other pensionable, professional and technical officers in Scale A, B, CE and CT not mentioned above	} Groups 'A' and 'B' in General Order 315

## SECTION 4—FEES FOR EXAMINERS

334. *Authority for Payment.*—No fees may be paid to examiners except in accordance with this Section and they are payable only on the authority of the Permanent Secretary, Ministry of Establishments and Training, who will appoint examiners as required.

335. *Scale of Fees.*—The following is the scale of fees approved for approved examiners in respect of the prescribed examinations:—

	<i>Non-Government</i>			<i>Government</i>		
	<i>Officer</i>			<i>Officer</i>		
	£	s	d	£	s	d
(i) For setting examination papers (per paper) ...	5	5	0	3	3	0
(ii) For correcting papers (per candidate) ...	0	5	0	0	5	0
(iii) For conducting an oral examination in a Foreign Language (per examiner, per first candidate)	5	5	0	3	3	0
(iv) For conducting an oral examination in a Foreign Language (per examiner per subsequent candidates) ... ..	1	1	0	1	1	0

## CHAPTER X

## MEDICAL AND DENTAL PROCEDURE

## SECTION 1—GENERAL

**355. Definitions.**—In this chapter the following terms are used with the following meanings:—

*Hospital.*—means a Government hospital.

*Medical Officer.*—means a Government Medical Officer, and, for the purpose of issuing medical certificates listed under General Order 375, includes a Medical Superintendent in charge of a combined Hospital.

*Private Practitioner.*—means a Registered Medical or Dental practitioner who is not a Government Medical Officer or Government Dental Surgeon.

*Ministry.*—includes the local office of a Ministry where applicable.

**356. Medical Documents to be treated as Confidential.**—The medical certificates, reports of medical boards, 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 health record in the Ministry of Health, nor the transfer of such record to the corresponding office in any other public service to which the officer concerned may be transferred.

**357. Leave on Medical Grounds.**—See General Orders 250, 251, and 265.

## SECTION 2—FACILITIES FOR MEDICAL TREATMENT

360. *Government Facilities.*—Government medical facilities provided free to officers and their families and the scales of charges for other Government medical facilities, are specified in the Hospital Fees (Northern Region) Regulations, 1954. (Northern Region Legal Notice No. 21 of 1954) and amendments thereto.

361. *Transport to receive Medical Attention.*—See General Order 428(1).

362. *Attendance by Private Practitioner.*—An officer 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.

363. *Fees paid to Private Practitioners Refundable in Special Cases.*—When owing to the state of his health an officer is compelled in the absence of a Medical Officer to avail himself of the services of a private medical practitioner, he will be responsible in the first instance for the fees payable. If however the circumstances are recognised by the Permanent Secretary, Ministry of Health, as requiring such service, he may authorise a refund to the officer or employee at such rates as the Permanent Secretary considers fair and reasonable.

364. *Attendance by Ships' Surgeons: Officers embarked as Invalids.*—If an officer is embarked by Government or the Crown Agents as an invalid and placed in charge of the ship's surgeon, the latter's fees for medical attendance on the officer during the voyage will be payable by Government.

365. *Officers or their Families falling seriously ill in Passage.*—Government will consider claims for the refund of medical expenses incurred by officers or their families while in passage to or from Nigeria, in cases of serious illness occurring *en route* and not attributable to the officer's own negligence. Claims for bills not exceeding two guineas incurred on board ships will not, however, be entertained.

366. *Medical Expenses while Overseas.*—The Permanent Secretary, Ministry of Health, after consultation with the Ministry of Establishments and Training, may authorise a refund of medical expenses (excluding charges for maintenance) incurred by an officer while on duty or on a course outside Nigeria provided that:—

- (a) the illness was not due to the officer's own negligence; and
- (b) the officer sought (where applicable) to avail himself of the services of the local National Health Service and could not obtain the requisite attention thereunder within a reasonable time; and
- (c) the officer, if in the United Kingdom, informed the Agent-General for Northern Nigeria at the earliest date that he was unable to obtain the requisite attention through the National Health Service; and
- (d) the officer showed reasonable diligence, expedition and economy in seeking and obtaining medical attention; and
- (e) the cost of treatment is more than two guineas.

## SECTION 3—FACILITIES FOR DENTAL TREATMENT

**370. Government Facilities.**—The dental treatment provided free by Government Dental Surgeons to officers and their families, and the scales of charges for other dental treatment provided by Government Dental Surgeons are specified in the Hospital Fees (Northern Region) Regulations, 1954 (Northern Region Legal Notice No. 21 of 1954) and amendments thereto.

**371. Appointments Necessary.**—Except in cases of emergency, dental treatment by Government Dental surgeons can only be provided "by appointment". Except in cases of emergency, officers must not leave their stations to visit a Government Dental Surgeon before the latter has confirmed an appointment for the treatment required.

**372. Treatment by Private Dental Practitioners.**—An officer 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.

**373. Fees paid to Private Practitioner Refundable in Special Cases.**—This General Order refers only to types of dental treatment for which no charge would be made if provided by a Government Dental Surgeon. When an officer is compelled because the services of a Government Dental Surgeon are not available, to avail himself of the service of a private dental practitioner in order to obtain urgent treatment, he will be responsible in the first instance for the fees payable. If however circumstances are recognised by the Permanent Secretary, Ministry of Health, as requiring such service, he may authorise a refund to the officer at such rates as the Permanent Secretary considers fair and reasonable.

**374. Dental Expenses while Overseas.**—Refunds of dental expenses incurred by an officer while on duty overseas or on a course outside Nigeria will be made on the same basis as those granted for medical expenses under General Order 366.

## SECTION 4—ABSENCE FROM DUTY ON ACCOUNT OF ILLNESS

**375. Medical Certificates.**—There are three types of medical certificates used in connection with the sickness of officers and employees:—

- (a) Excused Duty Certificate, Combined Medical Form No. Med. 166 or 166a.
- (b) Light Duty Certificate, Combined Medical Form No. Med. 167 or 167a.
- (c) Medicine and Duty Certificate, Combined Medical Form No. Med. 168 or 168a.

**376. How obtained.**—An officer seeking one of these certificates should do so either:—

- (a) by presenting himself to the appropriate Medical Officer for examination—in which case he will, unless admitted to hospital as an in-patient, be handed by the Medical Officer who examines him whichever certificate the latter considers appropriate; or
- (b) by forwarding through his Ministry 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.

**377. Duty to notify Address.**—Every officer is responsible for keeping his Ministry 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.

**378. Duty to report when Sick.**—(1) An officer 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 Ministry or, within twenty-four hours, cause to be delivered to his Ministry an Excused Duty Certificate signed by the appropriate Medical Officer, with the contents of which the officer has made himself acquainted.

(2) On reporting sick to his Ministry 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 General Order 375, with the contents of which he has acquainted himself, to be delivered to his Ministry within twenty-four hours, or
- (ii) be authorised 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.

(3) Unless absence from duty through illness is covered either by admission to a Government hospital, by special authority as explained above, or by an Excused Duty Certificate, it will be treated as absence without leave (*see* General Order 131).

**379. Duty to seek and comply with Medical Advice.**—(a) An officer stationed at a place where a Medical Officer is available must, when so instructed 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 may seek such advice either from the Medical Officer or, if he prefers, from a private medical Practitioner residing 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.

(b) An officer stationed at a place where no Medical Officer is available must, when so instructed, comply with any official arrangements made to provide him with medical advice and must comply with the advice so obtained.

(c) An officer who has failed to comply with this General Order will render himself liable to be treated as having been absent without leave.

**380. Duty to attend Medical Boards and comply with Recommendations.**—If for any reason it is decided that an officer 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 medical advice already given to him by a Medical Officer or private practitioner. An Officer who has failed to comply with this General Order will render himself liable to be treated as having been absent without leave.

**381. Recording of Addresses.**—In each Ministry an up-to-date record must be maintained of the addresses stated by the officers employed there to be those at which it should be possible to find them or ascertain their whereabouts.

**382. Enquiries about Absentees.**—If an officer'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.

**383. Reporting of Staff's Sickness.**—Whenever an officer falls ill so as to be physically unable to present himself for medical examination, the circumstances and his whereabouts should be reported by his Ministry to the nearest Medical Officer.

**384. Instructions to Staff Reporting Sick.**—When an Officer reports that he is prevented by illness from performing his duties at his place of work he should (unless General Order 383 applies) be instructed or authorised as explained in General Order 378 (b), and, when appropriate, be provided with a note requesting the Medical Officer to examine him and treat him.

**385. Responsibility of Medical Officer when Patient attends in Person.**—When an officer presents himself to a Medical Officer for examination, the latter will examine him and treat him and either hand him whichever of the certificates listed in General Order 375 the Medical Officer considers appropriate, or, if he admits him to hospital as an in-patient, will inform the Ministry concerned.

**386. When Patient reported Unable to Attend.**—When it is officially reported to a Medical Officer that an officer is so ill as to be physically unable to present himself for medical examination, the Medical Officer will, as appropriate, either arrange for the officer to be brought to hospital for examination and treatment, or visit the officer to examine him and treat him. If the examination results in the officer being admitted to a Government hospital as an in-patient, the Medical Officer will so inform the officer's Ministry; otherwise he will hand the officer whichever of the certificates listed in General Order 375 he considers appropriate.

**387. When Patient sends Private Practitioner's Report.**—When an officer forwards to a Medical Officer a report on his sickness by the private practitioner attending him, the Medical Officer will, after such consultations with the private practitioner as he may deem necessary, issue whichever of the certificates listed in General Order 375 he considers appropriate in the light of the private practitioner's report. The period of excused duty or light duty entered on any one certificate issued under this General Order may not exceed ten days unless the Medical Officer himself has examined the patient.

**388. Reports to Ministries.**—On any of the occasions listed in this General Order the Medical Officer will report the circumstances to the officer's Ministry:—

- (a) when an officer is either admitted to or discharged from a Government hospital;
- (b) when an officer refuses to carry out, or in the opinion of the Medical Officer is neglecting to carry out, the medical advice he has been given;
- (c) when, in the opinion of the Medical Officer, an officer's illness has been caused by his own fault or neglect.

## SECTION 5—HEALTH RULES IN CONNECTION WITH ABSENCE FROM NIGERIA

**395. Application and Definition.**—In this section the word "officer" means an officer proceeding to a temperate climate for any purpose except to take up a Government scholarship (in which case special provisions not included in these General Orders will apply).

**396. Effect of Rules on Salary.**—Unless the rules in this section are complied with, an officer will not be entitled to receive salary during any extension of his absence from Nigeria which may be necessitated by ill health.

**397. Medical Examination before Departure.**—Not earlier than seven days before leaving his station to depart from Nigeria, an officer is required to present himself to the appropriate Medical Officer for examination. If a Medical Officer is available at or within a reasonable distance from the officer's station he is the appropriate Medical Officer for this purpose; otherwise the appropriate Medical Officer is the Medical Officer at the officer's point of departure from Nigeria or at some intermediate station.

**398. Paper of Advice regarding Health During Absence.**—On presenting himself for examination in accordance with General Order 397 an officer will receive from the Medical Officer a paper of advice (Combined Medical Form No. 24) regarding the care of his health during his absence from Nigeria.

**399. Compliance with Advice.**—Every officer is required to comply with the Medical Officer's recommendations contained in his paper of advice, and may be required to show that he is doing so.

**400. Production of Paper of Advice.**—An officer may, during his absence from Nigeria, be required to produce his paper of advice. If he is unable to do so, he will either be sent to a Consultant Physician or may be called upon to furnish a medical certificate at his own expense.

**401. Reporting Illness During Absence.**—If an officer falls ill so as to require medical attendance during his absence from Nigeria, and remains ill for a week, he must if in the United Kingdom, report the fact to the Agent-General for Northern Nigeria in the United Kingdom or, if elsewhere, to such other office as may be specified in the instructions given to him, and at the same time forward a certificate from his medical attendant stating the nature of his illness and its probable duration. In reply he will receive instructions as to the further action he should take.

**402. Medical Examination During Absence.**—If the Medical Officer who examines an officer before the latter's departure from Nigeria recommends that he should be examined by a consultant physician during his absence from Nigeria, the officer will, after arrival at his destination, receive instructions to present himself for such examination. Similarly an officer may, after reporting an illness in accordance with

General Order 401, receive instructions to present himself for examination by a Consultant Physician. Every officer is required to comply forthwith with such instructions, to carry out such recommendations as he may be given by the Consultant Physician he has been instructed to attend, and to present himself for such further examination as the Consultant Physician may direct.

## SECTION 6—INJURIES

**405. Application.**—This section does not apply to any person who is a workman to whom the provisions of the Workman's Compensation Ordinance (Cap. 234) apply.

**406. Action by injured Officer.**—When an officer has sustained an injury as the result of an accident encountered in the performance of his duty and is not incapacitated by the injury from making a report, he must immediately inform the nearest Medical Officer.

**407. Action by Medical Officer.**—Whenever a Medical Officer receives information of injury to an officer, 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 Provincial Secretary of the Province in which the accident occurred. For the purpose of this and the following General Order the word "Provincial Secretary" shall include the Administrator of Kaduna Capital Territory.

**408. Action by Provincial Secretary.**—Whenever a Provincial Secretary in charge of a Province is informed by a Medical Officer, or any other person, of injury sustained by an officer as the result of an accident, which might lead to a claim for a special award under the pensions law, 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 Provincial Secretary 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 and Training, sending a copy of his report to the Permanent Secretary of the injured person's Ministry. If, however, after his enquiry the Provincial Secretary 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:—

- (a) did the accident occur in the actual discharge of duty?
- (b) was the accident due to any fault on the injured person's part?
- (c) was the accident specifically attributable to the nature of the duty being discharged?

The board's report shall be forwarded by the Provincial Secretary with his report thereon to the Ministry of Establishments and Training, through the Permanent Secretary concerned.

In the case of fatal injury, the Provincial Secretary 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.

**409. All Serious Injuries to be Reported.**—The reports to be made under General Order 408 or under the Workmen's Compensation Ordinance are for pension or compensation purposes. A separate report on any serious accident to a government servant, whatever the circumstances and whether likely to lead to a claim on Government or not, should be made immediately by the senior local officer of the injured person's Ministry, to his Permanent Secretary. A report under this General Order should be followed, if the circumstances warrant it, by action under General Order 408 or under the Workmen's Compensation Ordinance.



## CHAPTER XI

## TRANSPORT

## SECTION 1—GENERAL

**420. Definitions.**—In this Chapter the following terms are used with the following meanings:—

**Load.**—Baggage allowances 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 56 lbs. In cases where freight rates are related to cubic capacity the load allowances should be converted on the basis that one load occupies 4 cubic feet.

**421. Necessity for Journey.**—The necessity of any journey at Government expense should be fully established before the use thereon of transport at Government expense is authorised.

**422. Choice of Route.**—(1) The type of transport and route authorised for a journey at Government expense must be those which enable the journey to be completed for the lowest possible cost. In particular cases, however, Permanent Secretaries may approve the use of a more expensive route if an appreciable saving in time and efficiency will result and where the total cost is not excessive.

(2) Air transport may be used on journeys which justify its use but such transport may normally only be used for the carriage of the officer himself. At the discretion of Permanent Secretaries, however, an officer's wife 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 wife and children. On all other occasions separate transport must be used for any of the other free transport facilities (e.g., wife, children, loads) which may be necessary when an officer travels by air transport.

**423. Authority for Use of Transport.**—Authority for the use of transport facilities at Government expense is given by warrant, carrier way bill or FORM TNR 83 signed by Permanent Secretaries or their representatives in accordance with the provisions of Financial Instructions.

**424. Free Transport Facilities not to exceed Approved Scales.**—The free transport facilities authorised must not exceed those for which provision is made in this Chapter. If an officer wishes to avail himself of transport facilities in excess of those provided in General Orders, he must pay for such facilities himself. The officer authorising free transport facilities must ensure not only that they do not exceed the maximum allowed but also that they do not exceed those actually required for the particular journey in question. In particular, when the facilities include free fares for children, the age of each child concerned must be ascertained and specified.

425. *Free Transport Facilities not transferable.*—Any officer who utilizes any part of the free transport facilities provided under these General Orders for a purpose other than that for which it is authorised or who, having received a cash payment in advance to defray the cost of such facilities, fails to refund without 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 used for the purpose claimed, is guilty of gross misconduct.

**Section 2—FREE TRANSPORT FACILITIES AVAILABLE**

**428. Types of Journeys for which Free Transport Facilities are Available.**—Officers are entitled to free transport facilities to the extent specified in these General Orders in respect of the following types of journeys:—

- (1) *Duty Journeys.*—For the purpose of these General Orders duty journeys may be deemed to include:—
- (a) all journeys undertaken in the course of duty on instructions from a Permanent Secretary or his representative;
  - (b) journeys to consult a Medical Officer or to obtain hospital treatment; (a journey to and from the nearest Government Medical Officer when the officer making the journey is stationed or on leave at a place without medical facilities may be treated as a duty journey if the local representative of his Ministry or, if no such representative is available, the local Administrative Officer certifies that in his opinion the officer should consult a doctor);
  - (c) journeys to and from hospital when a Government Medical Officer certifies that it is necessary for an officer to leave his station and proceed to the hospital in question for treatment;
  - (d) journeys to consult a Dental Officer (on the same terms as in (b) and (c) above);
  - (e) journeys when going on sick leave (i.e., journeys authorised under General Order 251(3) where the Medical Officer certifies that in his opinion it is necessary for the officer to take his sick leave away from his station);
  - (f) journeys to take an examination authorised under General Order 251(1);
  - (g) journeys taken by the wives or children of Government officers to consult a Medical Officer, obtain hospital treatment or consult a Dental Officer as in (b), (c) and (d) above.
- (2) *Journeys to and from Station.*—For the purpose of these General Orders journeys to and from station may be deemed to include:—
- (a) journeys taken when assuming duty on first appointment (i.e. journeys to station from registered domicile or from place of engagement);
  - (b) journeys taken when proceeding on transfer (i.e. journeys from old station to new station—see General Order 431);
  - (c) journeys taken when proceeding on retirement or for the purpose of repatriating the family and servants of a deceased officer (i.e. journeys from station to registered domicile.)

**429. Free Transport Facilities Available for Journeys Specified in General Order 428 (1).**—For journeys specified in General Order 428 (1) the following free transport facilities are available:—

- (1) *For Journeys by Train.*—Railway warrants for the officer, one wife and three children by the following class of Travel:—

<i>Salary</i>	<i>Class</i>
£597 and above ... ..	1st
£198 to £596 ... ..	2nd
Below £198 ... ..	3rd

(Officers who, before the date of issue of this edition of General Orders were entitled to a higher class of travel than is now authorised, may retain a personal right to the higher class.)

In addition, warrants for 3rd class travel may be obtained in respect of two servants of officers entitled to travel 1st Class and one servant of officers entitled to travel 2nd and 3rd Class.

(2) *For Journeys by Road or River Transport*.—Either warrants by the same class as for journeys by railway, or cash in lieu of warrants at the following rates.—

Salary	Class	Rate per mile
£198 to £596 ... ..	2nd	Up to a maximum of 1½d.
Below £198 ... ..	3rd	Up to a maximum of 1½d.

(3) *A load Allowance as follows*.—

Authorised Class of Travel	Maximum number of loads for which allowance can be claimed	
	Unmarried officer	Married officer
2nd Class ... ..	8	12
3rd Class ... ..	8	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 ¼d per mile per load provided that the first two loads of a married officer and the first load of an unmarried officer may be reckoned at ½d per mile per load.

(Note:—A bicycle counts as one load but an additional warrant may be necessary for the carriage of a bicycle by rail).

**430. Free Transport Facilities Available for Journeys Specified Under General Order 428(2).**—For journeys specified in General Order 428(2) the following free transport facilities are available:—

- (1) the facilities authorised under (1) and (2) of General Order 429;
- (2) a load allowance as follows:—

Authorised Class of Travel	Maximum number of loads for which an allowance may be claimed	
	Unmarried officer	Married officer
1st Class ... ..	36	48
2nd Class ... ..	20	28
3rd Class ... ..	12	16

**431. Change of Station after Leave.**—An officer proceeding on leave from one station and returning to another will be eligible for the load allowance specified in General Order 430(2) in respect of the journey from the first to the second station. If he has declared his intention to travel during leave to his registered domicile (General

Order 440(3)) he may be granted free transport facilities for himself, one wife and three children (but *not* for loads) from his registered domicile to his new station, or from his first station to his second station whichever is the lesser distance: if he has not declared his intention to travel during leave, he may be granted free transport facilities from the first station to the second station at the conclusion of his leave. Allowances granted under this General Order are payable in addition to the Leave Transport Grant (General Order 440).

**432. Miscellaneous Rules Regarding Free Transport Facilities.**—The following additional rules apply to officers in circumstances as shown:—

- (1) when an officer requires to take with him extra loads which are necessary for the efficient performance of his duties (e.g. office equipment, survey instruments etc.) he may, at the discretion of the Permanent Secretary, be permitted to add up to 4 loads to the approved maximum shown in General Orders 429 and 430;
- (2) an officer travelling on duty by air may, with the permission of the Permanent Secretary, take with him at Government expense official documents, papers and office necessities up to a maximum of 10 lbs in addition to the tariff baggage allowance included in his passage ticket;
- (3) free transport by rail will be allowed for a horse provided that the officer will draw horse allowance (Chapter XII Section 9) in respect of the horse in the place to which he is proceeding;
- (4) a judge travelling on circuit may be allowed transport for personal effects and office requisites up to a maximum of sixty 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.

**433. Transport of Motor Vehicle for Repair.**—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 the Permanent Secretary or his representative, free transport or mileage allowance for his motor vehicle or parts thereof to and from the nearest place where such facilities exist, for the purpose of effecting the necessary repairs. Normally this General Order will not apply to motor vehicles requiring ordinary maintenance or servicing, but an exception may be made at the discretion of the Permanent Secretary or his representative 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 500 miles).

**434. Family Travelling Separately.**—Any of the facilities provided under General Order 428(2) may be used piecemeal by the officer or his wife or children, as and when each of them travels, provided that:—

- (a) the aggregate facilities used do not exceed those specified in General Order 428(2); and
- (b) each journey on which they are used separately by the officer's wife or children is a direct unbroken journey; and

- (c) no member of the family uses them on more than one journey between the officer's registered domicile (or place of engagement) and his station, his old station and his new station, or his station and his registered domicile, whichever is appropriate.

**435. Transport of Motor Vehicles.**—Subject to the principles laid in General Order 421, free transport by train or boat for an officer's own motor vehicle may be granted by a Permanent Secretary when an officer is purchasing a new vehicle. When an officer is travelling on transfer, on tour, or on 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 Permanent Secretary is satisfied that:—

- (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).

**436. Incidental Portage Allowance.**—Officers who undertake journeys permitted under General Order 428 may claim Incidental Portage Allowance on the conditions and at the rates specified in this General Order. This Allowance is intended to cover out-of-pocket expenses incurred in paying for the handling of an officer's loads at the departure station and at arrival and intermediate stations. The following rules apply to the grant of Incidental Portage Allowance:—

- (a) a refund may be granted at the rate of 3d per load for each load allowed under General Orders 429 and 430 up to a maximum of 10s;
- (b) the Allowance is applicable only to journeys by the officer himself or when accompanied by his family but not to his family if travelling separately.

**437. Use of Government Transport from House to Railway Station, etc.**—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 Provincial Secretaries.

## SECTION 3—ANNUAL LEAVE TRANSPORT GRANTS

440. *Annual Leave Transport Grant.*—(1) Grants based on the approved distance between an officer's station and his registered domicile will be paid once yearly to an officer when his leave is approved. Grants will be based on the following rates:—

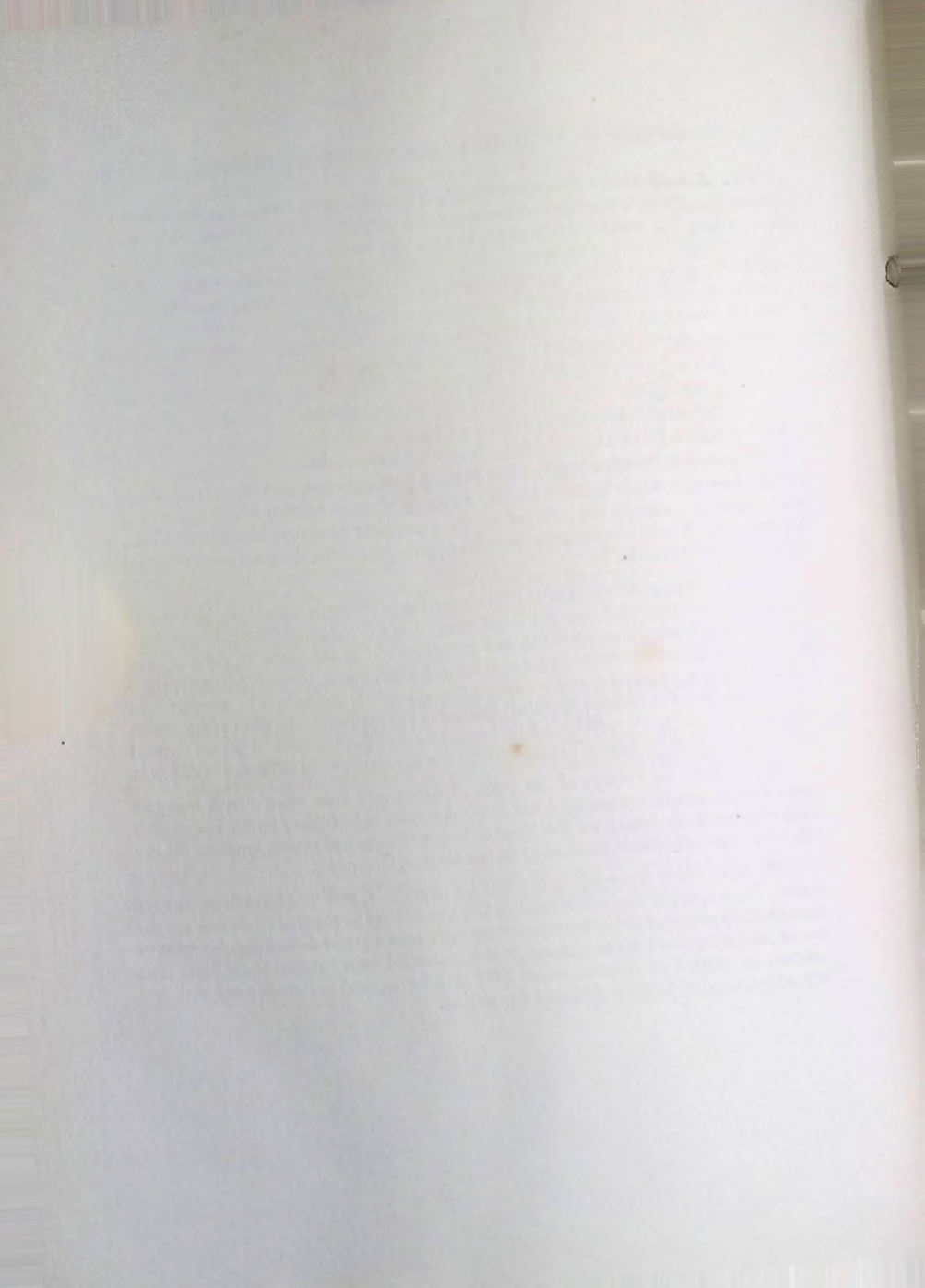
Salary	Rate per mile to and		
	from Registered Domicile		
	Single Officer	Married Officer	
£1,032 and above	...	6d	1s
£458-£1,031	...	5d	10d
£343-£457	...	4½d	9d
£250-£342	...	4d	8d
Below £250	...	3d	6d

“Approved distance” means the distance by the shortest road which is motorable on the date the officer's leave begins. Any case of doubt whether or not a road is or was motorable should be referred to the Permanent Secretary, Ministry of Works, for decision. Where the distance includes a journey by water, the grant may be claimed for each nautical mile.

(1) A woman officer who is eligible for leave Transport Grant may receive it at the single rate, provided that she is not married to a Government Officer. Where she is married to a Government Officer, the provisions of General Order 94 will apply and she may not therefore claim the grant in her own right. Where, however, this rule imposes hardship upon a married woman officer (for example because she is living apart from her husband), a Permanent Secretary may authorise payment of the grant to the woman officer at the single rate, but must first satisfy himself that her husband has not received and will not receive Leave Transport Grant at the married rate in respect of that wife.

(2) Officers in receipt of car basic allowance may draw *either* a leave transport grant or mileage allowance (but not both) in respect of their leave travel. The mileage allowance will be based on the class of motor transport allowance approved for the officer at the fully-loaded mileage rate (*see* General Order 546).

(3) The leave transport grant will be payable in cash to officers fourteen days before their leave is due to commence. Officers will not be required to account for the money. Officers who apply for travel-time leave must however declare their intention to travel and state their leave address on the prescribed form (General Order 243); such officers in receipt of salaries below £458 may be required to furnish proof that they actually travelled to their declared destination.



## CHAPTER XII

## ALLOWANCES

## SECTION 1—GENERAL

**470. Allowances not a Right.**—Nothing in this Chapter shall give any officer a right to any allowance and the provisions of this Chapter may at any time be revoked, altered, added to or amended at the discretion of the Government.

**471. Method of Claiming Allowances.**—Officers who become eligible for any of the allowances described in this Chapter are responsible for initiating claims for such allowances and for discovering the correct method of claiming them. Allowances must be claimed as soon as possible after the officer has become eligible to draw them and inexcusable delay may mean that the allowances will not be paid.

**472. Permanent Secretaries may delegate.**—Permanent Secretaries may delegate, in whatever way seems best to them, the responsibility for deciding whether or not an officer is eligible to draw an allowance.

**473. Payment of Allowances when Officer is not Receiving Full Salary.**—Allowances listed below, which are normally included in monthly salary vouchers will not be paid during any period in which an officer is not receiving his salary (e.g. while on leave without pay):—

- (a) Children Allowance;
- (b) Motor Basic Allowance.

An officer will however continue to be paid these allowances while under interdiction, or on sick leave with half pay.

Any doubtful cases should be referred to the Permanent Secretary, Ministry of Establishments and Training, for decision.

## SECTION 2—ACTING ALLOWANCE

**475. When payable.**—When an officer is appointed by the Public Service Commission to act in a higher post than his substantive rank, he may be eligible for an acting allowance from the gazetted date of commencement of duty in the higher post to the date immediately preceding the gazetted date of termination thereof (both dates inclusive) except for any days in excess of fifteen of continuous absence from duty due to ill-health. No acting allowance will be paid for any period of less than forty-nine days except to posts which entail statutory duties, in which case an allowance may be paid for periods of not less than fifteen days.

**476. Rate Payable.**—(1) If the post is one which entails the performance of statutory duties, the officer appointed to act will be granted an allowance equivalent to 50 per cent of the difference (if any) between his substantive basic salary and the minimum basic salary of the higher office. Officers who act in the posts referred to in section 63(4) of the Northern Nigeria Constitution will, however, be granted 100 per cent acting allowance. The posts involved are:—

His Excellency, the Governor  
 Chief Justice  
 Senior Puisne Judge  
 Judges (seven posts)  
 Chairman, Public Service Commission  
 Permanent Members, Public Service Commission  
 Director of Audit  
 Grand Kadi  
 Deputy Grand Kadi  
 Judges, Sharia Court of Appeal (three posts).

(2) If the post is not one which entails the performance of statutory duties, but the officer has held substantively for at least three years the post immediately below that in which he is appointed to act, he will be granted an allowance equivalent to 50 per cent of the difference (if any) between his substantive basic salary and the minimum basic salary of the higher office.

(3) If the officer appointed to act does not qualify for 50 per cent acting allowance under (1) or (2) above he will be granted an allowance equivalent to  $33\frac{1}{3}$  per cent of the difference (if any) between his substantive salary and the minimum basic salary of the higher office.

**479. Effect of Certain Specialised Remuneration.**—Where either the acting officer's substantive office, or the office of his acting appointment, is associated with some special form of remuneration peculiar thereto, the effect of such remuneration on the Acting Allowance will be determined by the Public Service Commission after consultation with the Ministry of Establishments and Training.

**480. Officers Receiving "Personal" Allowances.**—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 salary for the purpose of calculating Acting Allowance in accordance with General Order 476.

**481. Contract Officers.**—The actual substantive salaries of officers serving on contract terms 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 salary” of a contract officer will, for the purpose of calculating Acting Allowance in accordance with General Order 476, be taken as the theoretical pensionable salary in relation to which his actual salary is fixed.

## SECTION 3—CEREMONIAL ALLOWANCES

**490. Civil Service Uniform.**—An officer who is appointed, transferred or promoted to a post in which he is required to wear Civil Service Uniform for the first time is eligible, on such appointment, transfer or promotion, for a Ceremonial Allowance of £35. Except where an Administrative Officer is of Class II rank or above, he may not receive Ceremonial Allowance nor wear uniform until he has completed three years' service as an Administrative Officer and has been confirmed in his appointment.

**491. Officers required to wear the Uniform of the Public Service of Northern Nigeria.**—Officers holding the following posts will wear the uniform of the public service of Northern Nigeria when called upon to do so, with the class of gorgette shown:—

*Second-Class (with 3 cuff buttons)*

The Attorney-General (if an official)  
The Director of Public Prosecutions  
The Secretary to the Premier  
The Permanent Secretary, Ministry of Finance.

*Third-Class (with 2 cuff buttons)*

All Permanent Secretaries (except the Permanent Secretary, Ministry of Finance)  
All Advisers  
Director of Audit  
Administrative Officers Staff Grade and Class 1  
Solicitor-General (if an official)  
Deputy Permanent Secretaries  
Substantive Heads of Divisions graded in Groups 4, 5, 5A and 6.

*Fourth-Class (with 2 cuff buttons)*

Administrative Officers Class II and III  
Substantive Heads of Divisions graded in Groups 7 and 8.

*Fifth-Class (with 1 cuff button)*

Administrative Officers Class IV

Provided that in the case of either the Attorney-General or the Solicitor-General or the Director of Public Prosecutions he shall in the alternative wear appropriate Court dress.

**492. Barrister's Wig and Gown.**—An officer may, on first appointment as Pupil Crown Counsel or Associate Magistrate, claim a refund of the cost of purchasing a Barrister's wig and gown up to a limit of £47. Any such claim must be supported by receipted bills for the articles purchased.

## SECTION 4—CHILDREN'S ALLOWANCE

**495. Definition of "Child".**—In this Section, the word "child" or "children" shall be interpreted in accordance with the definition in General Order 3(i).

**496. To whom payable and rates of Allowance.**—Children's Allowance may be paid to all officers whose basic salary is not less than £597 per annum in respect of their children up to a maximum of three children. The allowance shall be £72 in respect of each child.

**497. Nomination of Children.**—An officer may nominate any of his children as a child or children in respect of whom he wishes to draw allowance but may not nominate more than three children. Once a nomination has been made it cannot be rescinded in favour of another child not previously nominated except in the case of the death of a nominated child. A child in respect of whom an officer has submitted a claim for Children's Allowance will be regarded (for the purposes of this section) as having been nominated by the officer.

**498. When an Officer ceases to be Eligible.**—An officer ceases to be eligible for an allowance in respect of a child who—

- (a) dies;
- (b) attains the age of 18 years;
- (c) marries (in the case of a female child only);
- (d) accepts gainful employment.

When a child in respect of whom an officer has drawn an allowance becomes ineligible as in (b), (c) or (d), an officer may not nominate another child in respect of whom no allowance has previously been claimed.

**499. Evidence of Birth.**—An officer who submits a claim in respect of any child may be required to produce a birth certificate or other evidence of the child's date of birth and to certify that the child comes within the definition referred to in General Order 495.

**500. Annual Certificate.**—An officer who is eligible to claim Children's Allowance should complete a certificate in the prescribed form and submit it to the Accountant-General, through his Permanent Secretary, not later than 1st April each year.

## SECTION 5—CLOTHING AND TOURING EQUIPMENT ALLOWANCE

505. *Clothing Allowance.*—A Clothing Allowance of £45 may be claimed by an indigenous officer who is required to travel on duty or to attend a course of instruction in any country outside Nigeria where warm clothing is necessary. Any case of doubt whether or not warm clothing is necessary will be referred to the Permanent Secretary, Ministry of Establishments and Training, for decision. The allowance, which for the purpose of this rule includes a similar or equivalent allowance paid by the Northern Nigeria Scholarships Board or by an external agency to an overseas trainee, may be claimed once only in any period of five years. (*For additional rules governing payment of Clothing Allowance to overseas trainees, see General Orders 291(2) and 293.*)

506. *Liability to refund Clothing Allowance.*—It shall be a condition on which an officer receives Clothing Allowance that he will refund it if he fails to proceed overseas for the purpose which qualified him to draw the allowance.

507. *Touring Equipment Allowance.*—A Touring Equipment Allowance of £40 is payable to officers holding posts graded in scales of which the maximum exceeds £924 who are required by the nature of their duties to possess full touring equipment. This allowance is payable to an officer only once during his service and is not payable to an officer who has received an Outfit Allowance under the General Orders previously in force whether or not there has been any break in his service.

508. *Applications to be addressed to Accountant-General.*—Recommendations for the grant of Clothing Allowance or Touring Equipment Allowance should be addressed by Permanent Secretaries to the Accountant-General, with a copy to the Ministry of Establishments and Training.

509. *Special Conditions for Officers awarded Scholarships or appointed to Overseas Posts.*—Special conditions regarding the grant of clothing allowances apply to officers awarded scholarships or appointed to overseas posts and will be specified in the letter giving details of the award or appointment, as the case may be.

## SECTION 6—DISTURBANCE ALLOWANCE

**511. Officers Eligible for Disturbance Allowance.**—The allowance may be paid on the authority of Permanent Secretaries (or of other officers to whom the authority for the arranging of postings has been delegated) to officers serving in posts graded in scales with a maximum exceeding £199, and in superscale posts.

**512. When Payable.**—The allowance may be claimed on transfer from one station to another whether within the same Province or not, and on transfer to a new station on return from leave. It may also be claimed by officers seconded (but not transferred) from other public services in Nigeria and to officers (provided that they are eligible under General Order 511) who leave their stations to attend courses lasting for not less than one academic year at a training institution in Nigeria. In such cases the allowance may be claimed on leaving the station to attend the course and again on resuming duty at its conclusion.

**513. When not Payable.**—The allowance, which is intended to compensate officers for the incidental expenses incurred in moving their possessions and servants from one station to another, will not be payable in respect of:—

- (i) changes of quarters within a station;
- (ii) temporary posts which do not make it necessary for the officer to vacate his quarters in the station to which he will be returning;
- (iii) any changes of station in circumstances in which the officer is eligible for Travelling Allowance while residing in the new station.

If Permanent Secretaries are in any doubt whether the move of an officer makes him eligible for the receipt of Disturbance Allowance, the case should be reported to the Ministry of Establishments and Training before payment is approved.

**514. Amount of Allowance.**—The allowance will be one-sixtieth of the officer's basic annual salary in his substantive post at the date on which he assumes duty in his new station. Payment to contract officers is based on the contract salary, i.e., salary plus "contract addition".

**515. Certificate Required.**—The relevant Payment Voucher authorising payment of the allowance must include or be supported by a certificate given by the officer who normally signs on behalf of the Permanent Secretary in such matters, in the following form:—

"I certify that M.....was on the .....19.....transferred from.....to.....in circumstances which, in accordance with Section 6 of Chapter XII of General Orders, permit Disturbance Allowance to be paid."

## ADVANCE

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520. *Method of claiming Allowance.*—It is part of the duty of an officer responsible for arranging the itinerary of a Guest of Government in any of the categories (a)-(d) of General Order 518 to arrange payment of Guest of Government Allowance to the hosts concerned without waiting for claims to be submitted. A claim for Guest of Government Allowance in respect of a guest in any of the categories (e)-(g) of General Order 518 should be submitted by the host himself and forwarded, through Ministry channels, to the Ministry to which the guest belongs. The guest must sign a certificate to the effect that he has stayed with the host for the period stated and has not (and will not) draw Travelling Allowance for the same period.

521. *Reciprocal Arrangements for Guest of Government Allowance with Quasi-Government Bodies.*—(1) This General Order concerns the following authorities:—

- West African Institute for Oil Palm Research.
- West African Institute for Trypanosomiasis Research.
- West African Council for Medical Research.
- West African Cocoa Research Institute (Ibadan).
- West African Examinations Council.
- Nigerian Coal Corporation.
- Nigerian College of Arts, Science and Technology.
- Electricity Corporation of Nigeria.
- Nigerian Ports Authority.
- Nigerian Railway Corporation.
- Gaskiya Corporation.
- Northern Nigeria Housing Corporation.
- Northern Nigeria Development Corporation.
- Northern Nigeria Sports Commission.

(2) Reciprocal arrangements have been made with the above Authorities under which members of the staff of these Authorities may be regarded as Government officers for the purpose of Guest of Government Allowance.

(3) Under these arrangements the Authorities concerned will re-imburse Government officers who accommodate members of the staff of these Authorities and/or their wives under the conditions laid down in General Orders 517 and 519. Similarly, members of the staff of the Authorities who accommodate Government officers and/or their wives may be paid Guest of Government Allowance from Government funds.

(4) When a Government officer is entertained by a member of the staff of one of the Authorities in (1) above, it will be his own responsibility to submit a claim on behalf of his host, since the host, not being a Government officer would be unable to claim on his own behalf. When a Government officer is the host to a member of the staff of one of the Authorities, it will be the responsibility of the latter to arrange re-imbursement to the Government officer.

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## SECTION 9—HORSE ALLOWANCE

**530. Approval to draw Horse Allowance.**—When in the opinion of his Permanent Secretary it is necessary for an officer to possess a horse for the proper performance of the duties of his office, he may, subject to General Order 531, be granted Horse Allowance (which may be drawn concurrently with other forms of transport allowance) at the rate quoted in General Order 532. The allowance may be drawn from the date the horse is first maintained by the officer for the purpose for which the allowance is approved. It will cease as soon as the officer ceases to maintain a horse or his duties cease to necessitate his possessing one, but will continue during the officer's leave if he continues to maintain the horse.

**531. Restriction in Tsetse Areas.**—Except with the authority of the Head of the Service, Horse Allowance will not be granted in areas where the tsetse fly is dangerously prevalent. Details of these areas are given in an Appendix to this Chapter.

**532. Rates of Allowance.**—The following are the approved rates of Horse Allowance:—

							<i>Rate per month</i>
One horse	...	...	...	...	...	...	£ 6
Two horses	...	...	...	...	...	...	£10

These rates are calculated on the basis of one-half for forage, one-third for a groom and one-sixth for saddlery; if any of these are supplied by Government, a corresponding reduction will be made in the allowance.

**533. Hire of Horses.**—Government servants who accompany a more senior officer on tour and who are not themselves in receipt of Horse Allowance will be provided with a horse for the journey unless there are roads on which a bicycle can be used and the officer is in receipt of bicycle allowance. For this purpose a horse may be hired (at Government expense) at a rate approved by the Provincial Secretary.

## SECTION 10—MOTOR TRANSPORT ALLOWANCE

535. *Types of Motor Transport Allowances.*—Allowances payable in respect of motor transport consist of a basic monthly allowance at the rates prescribed in General Order 543(i), which is payable irrespective of the amount of mileage run, together with a mileage allowance at the rates prescribed in General Order 546. In this Section General Orders 537 and 543 refer to "Basic" (i.e. the fixed monthly) Allowance and General Orders 545 and 547 refer to Mileage Allowance.

536. *Approval to draw Motor Transport Allowance.*—When in the opinion of his Permanent Secretary 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 Motor Transport Allowance in respect of one motor vehicle owned by him. In deciding whether it is necessary for an officer to possess a motor vehicle for the proper performance of the duties of his office the Permanent Secretary should be guided, not by the amount of official travelling which the officer may have to undertake, but by the general nature of the duties attached to the post which he holds, and by the general consideration whether the possession of a vehicle would effect a material saving in his time and energy and enable him to be a more profitable servant to Government.

537. *Classes of Basic Allowances.*—Basic Allowances are divided into four Classes: The classifications of vehicles are determined by the Permanent Secretary, Ministry of Establishments and Training, on the basis of the following general guide:—

<i>Class of Allowance</i>	<i>Engine Capacity (cubic centimetres)</i>	<i>Dry Weight</i>
A ... ..	999 and under ...	1,850 lbs or below
B ... ..	from 1,000 to 1,399 ...	1,851 lbs to 2,239 lbs
C ... ..	1,400 and above ...	2,240 lbs and above.
D ... ..	All kitcars of over 1,399cc and weighing 2,240 lbs and above, with a load carrying capacity of 10 cwt or more; also all 4-wheel drive vehicles with a load carrying capacity of 10 cwt or more.	

Where an officer buys a vehicle which has not already been classified he should, in his own interests, apply through official channels for a ruling on its class.

538. *Class of Allowance permitted for non-touring Officers.*—Irrespective of the type of car owned, the highest class of allowance for which an officer not normally required to tour is eligible is determined by his salary in his substantive rank at the time he buys the vehicle and is as follows:—

<i>Salary</i>	<i>Highest Class Payable</i>
£923 or below ... ..	A
Above £923 but not above £2,292 ... ..	B
Above £2,292 ... ..	C

Salaries given are at pensionable rates: in the case of contract officers, the salary for the purpose of allocating the class of allowance payable will be taken as the theoretical pensionable basic salary in relation to which the contract salary was fixed.

**539. Allocation of Class of Allowance.**—Permanent Secretaries will, subject to the provisions of General Order 540, allocate the correct class of allowance to officers who are eligible to receive it, and notify the allocation (and any subsequent changes thereto) together with the date on which the vehicle concerned was first registered in any country to the Director of Audit, the Accountant-General and the paying Sub-Treasury.

**540. Restriction of Allowances in Classes C and D.**—An officer in receipt of a salary below £2,293 is not normally eligible for a Class C or D allowance. If, however, he holds a post which involves extensive touring on roads for which a light car would be unsuitable, he may, with the approval of his Permanent Secretary, receive Class C or D allowance. In allocating either of these classes of allowance the Permanent Secretary must satisfy himself that it is justified under the terms of this General Order. In any case, an officer is not eligible to draw Class C or D allowance unless his vehicle is classified as eligible for such an allowance under General Order 537.

**541. Class of Allowance not reduced on Transfer.**—An officer may on transfer to a new post continue to draw the class of allowance which he drew before his transfer, in spite of the fact that it is higher than the class allocated as appropriate to his new post. The allowance will cease in accordance with General Order 543(ii).

**542. Class of Allowance may be raised on Transfer.**—When an officer who is in receipt of motor transport allowance is transferred to a post which involves extensive touring and thus attracts a higher class of allowance than his previous post, he may receive for the duration of his new posting only and with the approval of his Permanent Secretary, the higher class of allowance, provided that the officer's vehicle is eligible for the higher rate under General Order 537.

*Note:*

The following examples explain the operation of General Orders 541 and 542:—

Officers A and B both receive a salary of £1,000 per annum and both buy cars classified as 'C' under General Order 537.

Officer A is a District Officer required to tour extensively and under General Order 540 is granted Class C Allowance. After two years he is posted to Kaduna as an Assistant Secretary. He continues to draw Class C Allowance under General Order 541.

Officer B is an Assistant Secretary not required to tour and under General Order 538 is granted Class B Allowance. After 1½ years in a Ministry he is posted temporary for six months to a Province for special duties in which he is required to tour extensively. Under General Order 542 he is granted Class C Allowance during his six months for special duty. On returning to duty in his Ministry he reverts to Class B Allowance.

**543. Basic Allowance Rules: (i) Rates of Allowance.**—The rates of allowance payable in respect of vehicles classified as in General Order 537 are as follows:—

Class of Allowance								Amount per month
								£
A	...	...	...	...	...	...	...	8
B	...	...	...	...	...	...	...	13
C	...	...	...	...	...	...	...	16-10s
D	...	...	...	...	...	...	...	19

provided that an officer who is permitted to buy a car of a type which would otherwise attract a higher class of allowance than that for which the officer is eligible will draw the class of allowance as specified in General Order 538. For example, a non-touring officer with a salary above £923 but below £2,293 who buys a car which, under General Order 537 would attract Class C allowance, is eligible for Class B allowance only.

(ii) *Dates of Commencement and Cessation.*—Basic Allowance may be drawn from the date on which the vehicle in respect of which the Allowance is granted is first used by the officer for the purpose for which the Allowance is approved. It will cease to be payable at the full rate on the seventh anniversary of the date of first registration in any country but may continue to be drawn at two-thirds of the full rate provided that the vehicle is certified by an officer authorised by the Permanent Secretary, Ministry of Works, to be sufficiently roadworthy for the purpose for which it is required. It will also cease to be payable:—

- (a) on the date the officer ceases to be in possession of the vehicle;
- (b) on the date an officer takes delivery of a vehicle for which he has received a Government-guaranteed loan;
- (c) on the date an officer begins to draw motor transport allowance for another vehicle;
- (d) on the date the vehicle becomes worn or damaged to an extent that it is unlikely again to be roadworthy;
- (e) after twelve months absence from Nigeria on duty, a course of instruction or a scholarship;
- (f) where the officer is not resident in Nigeria, on the date he leaves Nigeria on retirement or final completion of his contract.

(iii) *Suspension of Basic Allowance.*—If a vehicle in respect of which an officer is drawing basic allowance is, by reason of mechanical defect or lack of essential part, temporarily unusable for a period exceeding three months, the officer must report the fact to his Permanent Secretary and the basic allowance will be suspended from the commencement of the fourth month from the date on which vehicle ceased to be usable until it is again fit to be used by the officer on official duty.

544. *Approval to draw Occasional Motor Transport Allowance.*—An officer who possesses a motor vehicle but is not eligible to be granted motor transport allowance under General Order 536 may:—

- (i) with the prior approval of his Permanent Secretary 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 Permanent Secretary draw "Occasional" motor transport allowance in respect of any extraordinary journey between his quarter 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.

545. *Mileage Allowance Rules:*

- (i) *Limited to Official Mileage.*—Mileage allowance, whether drawn under General Order 546 or as "Occasional" allowance, may only be drawn in respect of journeys made on official duty.

- (ii) *House to Office Journeys excluded.*—Mileage allowance may not be drawn in respect of journeys between an officer's quarters and his normal place of work, save that when an officer is allocated quarters so far from his normal place of work (his Permanent Secretary being fully satisfied that nearer quarters are not available) that his essential house to work journeys exceed 400 miles a month, the mileage of such journeys in excess of 400 miles may be treated as mileage on official duty.
- (iii) *Not Payable when other Transport used.*—Mileage allowance may not be drawn in respect of journeys for which the officer also utilises other transport at Government expense for the transport of himself, his wife, servants or baggage, save
- in special cases with the prior approval of the officer's Permanent Secretary;
  - when the officer is proceeding on transfer;
  - when an overseas officer is proceeding on or returning from vacation leave.
- (iv) *Special Journeys.*—An officer who has been granted motor transport allowance of a class lower than that appropriate to the type of vehicle he owns may, with the prior approval of his Permanent Secretary, in respect of special journeys of an appropriate type, draw Mileage Allowance of the class appropriate to the vehicle.

546. *Rates of Mileage Allowance.*—The approved rates per mile are as follows:—

Particulars	Classes			
	A	B	C	D
Station Running ... ..	3d	3d	4d	6d
Touring ... ..	4d	4d	6d	8d
Touring fully loaded ... ..	—	6d	8d	10d

*Notes:*

- (i) An officer touring fully loaded with a trailer is eligible for mileage allowance at the fully-loaded rate for the class above the class for which he would be eligible if without a trailer. "Fully-loaded" in all cases means travelling with a full normal complement of touring loads and personal staff in his own vehicle, i.e., sufficiently self-contained to stop in an unfurnished bush rest-house. The "fully-loaded" rate can therefore only be claimed when an officer expects to be away from his station and stay in a non-catering rest house for at least one night in the course of his journey. An officer travelling on a journey which entails staying only at Catering Rest Houses or as a guest of another officer is therefore not eligible to claim the "fully-loaded" rate of allowance. It should be noted that the mere carrying of staff or loads other than those required by an officer to enable him to stay in an unfurnished non-catering rest-house do not justify the payment of the "fully-loaded" rate.
- (ii) "Station Running" rates apply to all journeys such as visiting Institutions and works in progress within the environs of the station. Since it is impossible to define this area in specific terms that would suit the conditions of every station, Provincial Secretaries will define the areas in their Provinces, journeys within which will attract mileage allowances at "station running" rates only. In Kaduna, journeys within the Capital Territory rank as "station running".
- (iii) The maximum period for which an officer may draw touring Mileage Allowance for station running in stations other than his own is two days. After this period he may draw Station Running Mileage Allowance only.
- (iv) The concession explained in Note (i) may also be allowed to an officer travelling fully loaded with a kit-car of a carrying capacity of 10 cwt or more which falls into a class lower than Class D (General Order 537). An officer with such a kit-car when touring fully loaded is therefore eligible for Mileage Allowance at the fully-loaded rate for the class above the class approved for his vehicle.

**547. Occasional Mileage Allowance.**—Occasional Mileage Allowance is payable at the rate of 6d per mile irrespective of the class of vehicle.

**548. Motor-Cycle Mileage Allowance.**—When in the opinion of the Permanent Secretary it is necessary for an officer to possess a motor-cycle for the proper performance of the duties of his office, the officer may draw Motor-Cycle Mileage Allowance at the following rates:—

monthly mileage up to and including 200 miles	...	...	...	6d per mile
monthly mileage of more than 200 but not more than 400 miles	...	...	...	3d per mile
monthly mileage of more than 400 miles	...	...	...	2d per mile

**549. Bicycle Allowance:**

- (a) When in the opinion of the Permanent Secretary it is necessary for a Government servant 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 with other transport allowances) of 15s a month. The allowance may be drawn from the date the bicycle is first used by the Government servant 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. Normally, however, Bicycle Allowance may continue to be drawn during leave. Journeys between house and office may be accepted as grounds for the grant of an advance to purchase a bicycle. However, the grant of an advance does not entitle the recipient automatically to draw a bicycle allowance.
- (b) A Government 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 9d a day for such journeys subject to a limit of 15s in any calendar month.

**550. Auto-Cycle Allowance.**—When in the opinion of the Permanent Secretary it is necessary for an officer to possess an auto-cycle for the proper performance of the duties of his office, he may be granted an Auto-cycle Allowance of 35s a month. The allowance may be drawn from the date the auto-cycle is first used by the officer for the purpose for which the allowance is approved. It will cease as soon as he ceases to own and maintain an auto-cycle or his duties cease to necessitate its use. Normally, however, auto-cycle allowance may continue to be drawn during leave. An officer eligible to be granted an auto-cycle allowance under this General Order may, if he so desires, draw such allowance (at the same rate of 35s a month) in respect of a motor-cycle which he owns and uses for the performance of these duties to suit his own convenience as an alternative to his entitlement under General Order 548. An officer who owns a motor-cycle but who is permitted to draw the Auto-cycle Allowance of 35s a month will not be entitled at the same time to draw Motor-cycle Mileage Allowance.

**551. Claims for Allowances.**—Claims for payment of transport allowances should be submitted monthly. Payment vouchers for motor transport allowance must be supported by certificates that no other mileage allowance has been or will be claimed in respect of that month.

## SECTION 11—OVERTIME ALLOWANCE

**560. Who Eligible to receive Overtime Allowances.**—Overtime Allowances may be paid to Government servants, including daily rated staff, in the posts listed from time to time in circulars issued by the Ministry of Establishments and Training.

**561. Overtime Rules.**—The rules governing the grant of Overtime Allowances are as follows:—

- (i) the normal working time per week for the purposes of computing Overtime Allowances will consist of four days of eight hours a day and two of six hours;
- (ii) payment for overtime where due will be made for time worked in excess of the normal working day;
- (iii) overtime will be calculated in half hours and to the nearest half hour. Periods of fifteen minutes and under will be disregarded;
- (iv) overtime will be computed in respect of each day, and there will be no aggregation of periods disregarded under (iii) above. Payment will be made monthly;
- (v) only overtime work duly authorised by the responsible officer shall qualify for payment;
- (vi) the hourly rate of salary will be calculated at  $\frac{1}{190}$ th of the monthly salary for monthly rated staff and  $\frac{1}{48}$ th of six days' wages for daily rated staff;
- (vii) payment for overtime on normal working days will be at the rate of time-and-a-quarter. 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; for the purpose of this rule a "work-free day" means that day in each period of seven days which is recognised as work-free: in most cases Sunday will be the work-free day;
- (viii) payment for Public Holidays will be:—
  - (a) for established staff qualified for overtime, payment for actual time worked up to eight hours at the single-time hourly rate, subject to a minimum payment as for four hours. Time worked in excess of eight hours will be paid for at time-and-a-half rates;
  - (b) for daily rated staff qualified for overtime, one day's pay whether required to work or not. If required to work, they will also receive the rates given in (a) above.

**562. Time-Off in Lieu of Overtime Allowance for Government Servants not Eligible for Overtime Allowance.**—Except where salaries have been fixed to take into consideration the special circumstances of the duties being performed:—

- (i) monthly rated and established staff will, wherever practicable, be given time off on a working day in lieu of Overtime Allowance for time worked on a work-free day or Public Holiday;
- (ii) daily rated and unestablished staff will, wherever practicable, be given time off on a working day in lieu of Overtime Allowance for 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.

**563. Other Allowances in Lieu of Overtime Allowance.**—Certain categories of staff will be eligible to receive, in lieu of Overtime Allowances and in lieu of the provisions of General Order 562, special allowances, as separately authorised by the Ministry of Establishments and Training.

**564. Limits of Total Monthly Overtime.**—(i) No Government Servant qualified for overtime payments shall work overtime in excess of forty-five hours in any one month, except where authorised by a Permanent Secretary in connection with an emergency.

(ii) No Government Servant may draw more in basic salary plus overtime, in any one month, than the minimum monthly salary of an officer in Scale C(T) 5 (i.e.,  $\frac{1}{12}$ th £1,212=£101), except when specially authorised by the Ministry of Establishments and Training.

**565. Application to Officers on Contract.**—For the purpose of calculating overtime payment for contract officers, their salary will be deemed to be their basic salary inclusive of the contract element.

**566. Effect of Acting Appointments.**—When an officer eligible for overtime allowance is gazetted as acting in a post which attracts overtime allowance he will be paid the allowance on his full acting salary. If, however, the post in which the officer is acting is one which does not attract overtime allowance 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.

**567. Application to Ministry of Works.**—Payment of overtime fees to members of the staff of the Ministry of Works is subject also to Ministry regulations.

**568. Interpretation of this Section.**—If any doubts arise as to the interpretation or application of this section, the matter should be referred to the Ministry of Establishments and Training.

## SECTION 12—RESPONSIBILITY ALLOWANCE

**575. *To whom payable.***—Responsibility allowance is payable to Administrative Officers in charge of divisions, whose salaries are not already in the “Upper Segment” of Scale A 1.

**576. *Amount payable.***—The amount of the allowance will be the difference between the officer's basic salary and the minimum point in the “Upper Segment” of Scale A1. In the case of contract officers, the salary taken for calculating this allowance will be the theoretical pensionable salary in relation to which his actual salary is fixed.

**577. *Publication in the Gazette.***—The names of officers in charge of Divisions, who are eligible to draw this allowance, together with the dates on which they began and ended such duty, will be published in the Gazette.

## SECTION 13—TOOLS MAINTENANCE ALLOWANCE

580. *To whom payable and rates of Allowance.*—A Tools Maintenance Allowance is payable to the following classes of Artisans who are expected to provide their own tools. The Allowance is payable at the following rates:—

	<i>per month</i>
(i) Carpenters (including pattern makers) ... ..	5s-0d
(ii) Joiners (including Cabinet makers) ... ..	5s-0d
(iii) Plumbers ... ..	2s-6d
(iv) Bricklayers and Masons ... ..	2s-6d
(v) Electricians ... ..	2s-6d

Apprentices who are obliged to provide their own tools from the start of their training should be paid the appropriate allowance from the date they begin their training. Those whose tools are provided by Government when in training are eligible for the allowance from the date on which they are required to provide their own tools after the completion of their training. The term "apprentice" shall not apply to Daily Paid staff on "Special Labour" rates of pay but shall apply only to those who are employed as *bona fide* apprentices under a recognised Government apprenticeship scheme.

581. *Intention of Allowance.*—The Allowance is not intended to assist the Artisan to purchase a set of tools but to enable him to maintain his basic kit of tools as and when they wear out by reason of fair wear and tear. The Allowance is in no way an addition to, or increase in, daily rates of pay and is payable only on a certificate signed by the Permanent Secretary or other officer to whom he has delegated such responsibility that the Artisan possesses tools in accordance with the approved Schedule.

582. *Special conditions attaching to payment of Allowance.*—The following special conditions are attached to the payment of this Allowance:—

- (i) a daily-paid Artisan must work for at least thirteen days per month in order to qualify for the Allowance;
- (ii) notwithstanding (i) above, an Artisan shall be eligible to receive the Allowance during the whole of the period of his leave, unless the whole or part of such leave period is included in notice of termination of service;
- (iii) an Artisan shall be eligible for the Allowance during sick-leave resulting from an accident at work. He shall not, however, be eligible for the Allowance when he has ceased to draw sick pay from his Ministry, even though he may be in receipt of periodical payments under the provisions of the Workmen's Compensation Ordinance.

## SECTION 14—TRAVELLING ALLOWANCE

**585. *Not an Emolument.***—Travelling Allowance is granted to enable Government 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 Government servant's salary, and if it is shown to the satisfaction of the Head of the Service that a Government 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 pay or no pay during any consequent illness.

**586. *Government Servants Eligible.***—Travelling Allowance may be paid to all Government Servants whose salaries are not assessed at rates intended to cover expenditure involved in constant travelling.

**587. *When Eligible.***—Subject to the exceptions specified in General Order 588, a Government servant is eligible for Travelling Allowance for the periods necessarily spent:—

- (a) in reaching his station on resuming duty after leave;
- (b) in travelling to a new station on transfer;
- (c) on duty away from his permanent headquarters or station;

including any extension of such periods (apart from days in hospital) necessitated by his own sickness, provided the latter was not due to any fault or negligence on his part.

**588. *When not Eligible.***—Any portions of the periods listed in General Order 587 to which any of the following circumstances apply fail to qualify the traveller for Travelling Allowance, viz., when

- (a) his subsistence is included in the transport facilities provided at Government expense;
- (b) he is entertained as a Guest of Government (Section 7 of this Chapter);
- (c) he draws a refund of hotel expenses under General Order 591;
- (d) he continues to stay at a place at which he has remained for a consecutive period of four weeks;
- (e) he is in hospital or detained in any place by the sickness of his wife or children;
- (f) he is on leave granted in accordance with General Order 238.
- (g) his accommodation and normal catering expenses are met by—
  - (i) any Government;
  - (ii) an agency of any Government; or
  - (iii) any statutory corporation, or any body which the Government may, for the purposes of this General Order, consider similar to a statutory corporation.

**589. *Rates of Allowance.***—Travelling Allowance is payable at the following rates for each night of a qualifying period:—

Substantive Basic Salary or Basic Salary of Acting Appointment	For the first seven consecutive nights in any one place		For eight to twenty- eight consecutive nights in any one place	
	s	d	s	d
	Group 4A and above (but including } all Permanent Secretaries and } Provincial Secretaries) }	30	0	22
Groups 5, 5A and 6 ... ..	20	0	15	0
Groups 7 and 8 } ... ..	15	0	11	3
£1,650-£1,890 }				
£720-£1,584 ... ..	10	0	7	6
£596-£719 ... ..	7	6	5	8
£497-£595 ... ..	5	0	3	9
£488-£496 ... ..	4	0	3	0
£336-£447 ... ..	3	0	2	3
£168-£335 ... ..	2	0	1	6
Under £168 ... ..	1	0	0	9
Daily Rated—10s and above ...	2	0	1	6
Below 10s ... ..	1	0	0	9

590. "Personal" Salary Rights do not increase Rate of Travelling Allowance.—Personal conversions of salary or any additions to salary not involving promotion from one grade to another which bring a Government servant's salary into a higher category (as quoted in the first column of General Order 589) 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.

591. Refund of Hotel Expenses in Lieu of Travelling Allowance.—(a) If during any of the periods specified in General Order 587, a senior officer is obliged to stay at an hotel (see General Order 592) he may, in lieu of a 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 expenses) less 7s 6d per night per person.

(b) If a senior officer stays at an hotel (see General Order 592) in his station during the first three nights on arrival from leave, or the last three nights before departure on leave, he may be granted a refund of the hotel bill for the board and lodging of himself and his wife (if accompanying him at Government expense) less 7s 6d per night per person.

(c) A wife who travels under the provisions of General Order 428(i)(g) may claim a refund of hotel expenses (less 7s 6d per night) for herself alone.

(d) An officer who stays in Lagos or Kano before proceeding overseas may claim a refund of hotel expenses in respect of three nights only.

(e) For the purpose of this General Order "senior officer" has the same meaning as in General Order 518.

**592. Definition of Hotel.**—The following may be regarded as “hotels” for the purpose of General Order 591:—

A Government Catering Rest House

An ocean going vessel in port

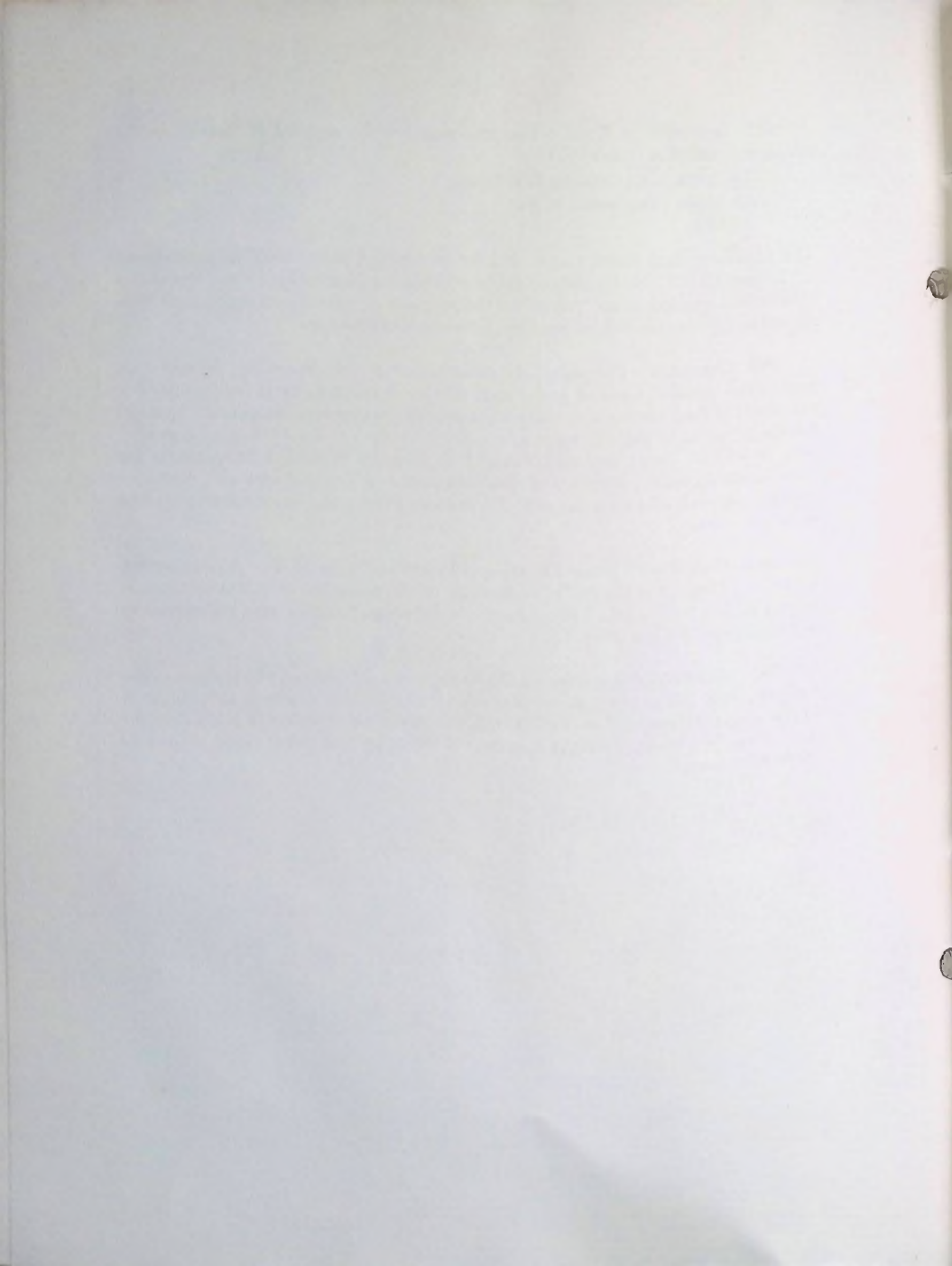
A train.

The Federal Palace Hotel, Lagos, will not be regarded as an “hotel” for the purposes of General Order 591. In cases of doubt whether, e.g., a non-Government Rest House should be regarded as an “hotel” for the purposes of this General Order, application should be made to the Ministry of Establishments and Training.

**593. Commuted Travelling Allowance.**—Commuted Travelling Allowance is payable to certain classes of junior staff who are required to travel continuously as a condition of their service and who are not provided with permanent quarters. Approval for the payment of this allowance to any particular class or classes of officer is granted only in special cases; application should be made by Permanent Secretaries to the Permanent Secretary, Ministry of Establishments and Training, who will, when conveying approval, also state the rate of Allowance payable and any conditions attached to its payment.

**594. Method of Claiming Travelling Allowance.**—Claims for Travelling Allowance must be submitted at the end of each month on the prescribed form. Claims not submitted within two months will not be considered unless there is a valid reason (such as serious illness) for the delay.

**595. Responsibility for Avoiding Double Payments.**—An officer, who while travelling has been entertained in circumstances which render his host eligible to claim Guest of Government Allowance (*see* Section 7), is responsible for excluding from his claim for Travelling Allowance any night in respect of which his host claims Guest of Government Allowance.



## CHAPTER XII

## APPENDIX

## SECTION 9—GENERAL ORDER 531—LIST OF TSETSE

## INFECTED AREAS

If any officer in receipt of horse allowance enters one of these districts for a short time he continues to draw horse allowance but he may not take his horse with him.

## BAUCHI PROVINCE

*Gombe Division.*—The Southern part of Gombe Emirate east of a line drawn from Panda through Deba Habe to Dadin Kowa from 1st June to 31st October.

The area of Tangale Waja Native Authority.

## BENUE PROVINCE

The whole of the province except Keffi Emirate.

## ILORIN PROVINCE

The whole of the Pategi-Lafiagi Division in Ilorin Emirate, the Districts of Osi, Omu, Share and Shonga—from 1st June to 30th November; and the Districts of Kaiama Yashikera, Okuta, Ilesha and Gwanera in Borgu Emirate.

## KABBA PROVINCE

The whole of the province.

## NIGER PROVINCE

*Abuja Division.*—In Abuja Emirate the Districts of Kundu, Ashera, Waku, Pai, Kuje; the Western half of Zuba District and the banks of the River Gurara in Diko District. In Lapai Emirate the village areas of GuluVatsa, Gulu Angwa, Muye, Egba, Cepa, Abugi, Gupa, Edzu, Ebbo, Evuti, Gwacuku, and Kpaba.

*Bida Division.*—In Bida Emirate, one mile from either bank of the Kaduna River from the point where it enters the division to Wuya Kede, and two miles from either bank of the Kaduna River from Wuya Kede to its junction with the River Niger. In Agaie Emirate the village areas of Wache, Kintako and Ewugi.

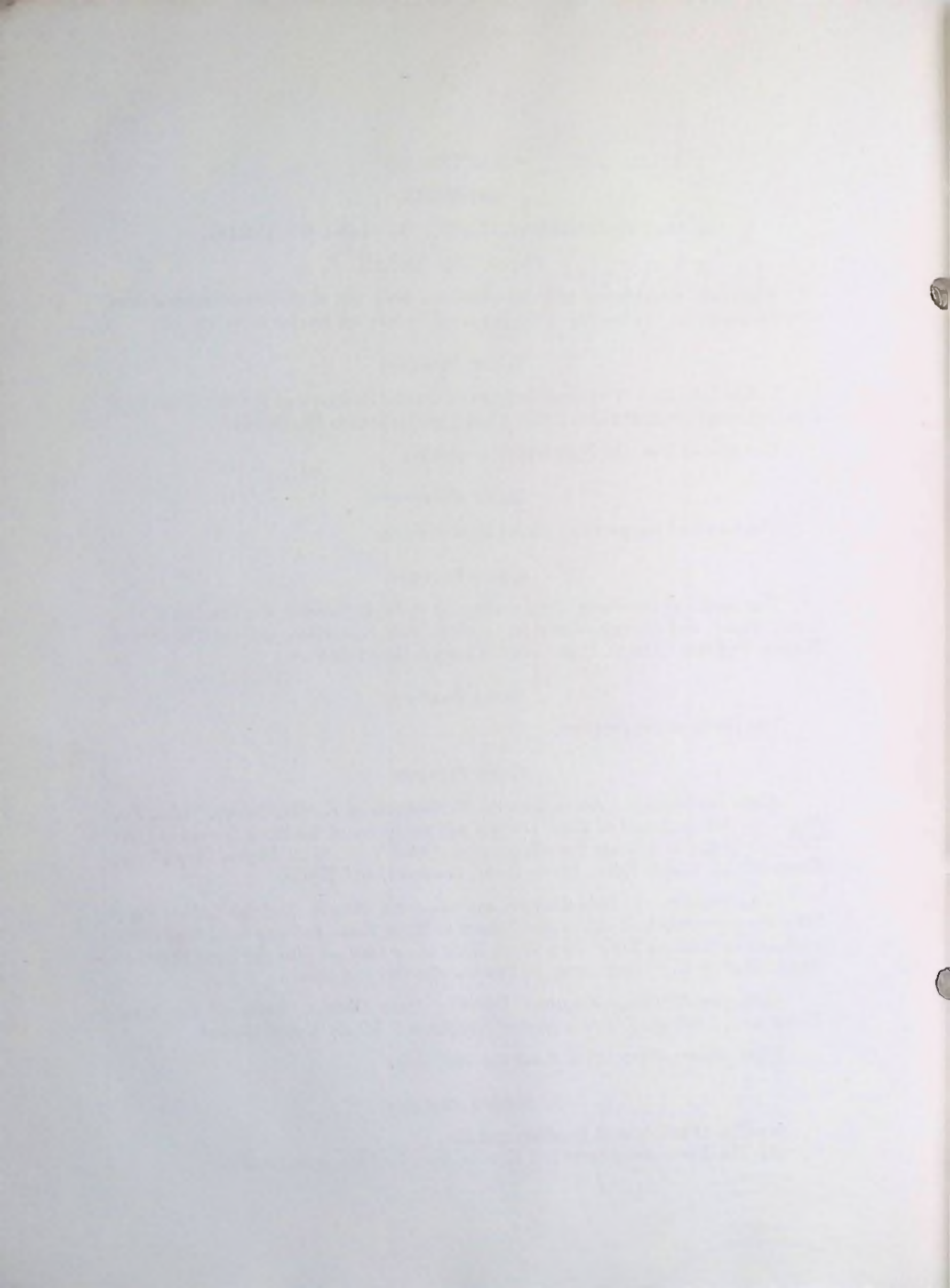
*Kontagora Division.*—Zugurma District; Auna District, South of the River Kontagora; Mashegu District, West of Longitude 5° 45' E; Wasagu District.

*Niger River*—Five miles from the left bank.

## SOKOTO PROVINCE

(a) The Districts of Kwianbana and Illo.

(b) The Districts of Anka and Kawoje, from 1st June to 1st December.



## CHAPTER XIII

## MISCELLANEOUS

## SECTION 1—COMPENSATION AND INSURANCE

**610. Compensation for Loss of Private Effects.**—(a) Government servants will not in general be entitled to compensation from public funds for loss of property in circumstances arising out of their service; their attention is drawn to the desirability of insuring their property against loss or damage. In particular, Government will not accept responsibility for loss of, or damage to, officers' personal effects, including motor vehicles, accepted for storage on Government premises.

(b) Cases of loss arising through special circumstances connected with the performance of an officer's duties will be considered on their merits by the Permanent Secretary, Ministry of Finance: even if compensation is approved as an *ex gratia* award, it will be given only in respect of articles actually or conventionally necessary at the place where the loss occurred. The amount of the grant will normally be limited to two-thirds the current value of such articles and may be withheld altogether if the loss or damage was due to the negligence of the Government servant.

(c) Alternatively, the Permanent Secretary, Ministry of Finance, may grant a Government servant a special advance, subject to normal rules governing the grant and repayment of advances, to help him replace or repair lost or damaged articles coming within the scope of (b) above.

**611. Loss of Motor Vehicles.**—If the motor vehicle of an officer, while being used for official duties, is damaged as the direct result of civil disturbance, Government will accept responsibility for such damage. In cases of doubt, the Head of the Service will determine whether or not the car was being used on "official duties".

**612. Loss of Horses.**—(a) The Head of the Service will be prepared to consider claims from officers who have lost horses while travelling on duty for which the use of a horse is approved, in cases where the loss was caused either as the direct result of civil disturbance or by disease due solely to the season or to the other conditions of the duty on which the owner was employed. The amount of compensation to be paid will not exceed two-thirds of the purchase price of the horse, unless its death occurred as the direct fault of civil disturbance. The maximum purchase price on which the compensation that may be awarded will be calculated is £25.

(b) No claim will be considered which is not forwarded within one month of the death of the horse.

(c) Every claim will be submitted on a form in duplicate, stating the name of the claimant, the duty on which he was employed, the supposed cause of the horse's death, the date of death, the purchase price and any additional remarks; a signed certificate must be added at the foot of the form in the following terms:—

"I certify that the death of the horse for which compensation is asked was due solely to the nature of the public duty on which I was engaged and that every possible effort was made to avoid tsetse, etc., and to insure the health of the animal,

and that in my opinion its death was not due to any carelessness either on my part or that of the person in charge of it'.

(d) No compensation for the loss of a horse in an area known to be infected with tsetse will be granted, unless the owner was authorised under General Order 531 to draw horse allowance in that area.

**613. Passenger Flight Insurance.**—(a) The following persons when travelling by air to any destination by means of a Government warrant or other authority issued by a duly authorised officer are insured at Government expense:—

<i>Traveller</i>	<i>Compensation in event of death</i>
(i) Government officers or employees ... ..	£6,000
(ii) Persons employed on Government projects whether or not they are directly employed by the Government ... ..	£6,000
(iii) Wives of the foregoing ... ..	£3,000

In addition to the capital benefits insured, the Government policy also covers disablement, injury, loss of earnings due to injury and medical expenses, all at varying rates.

(b) The policy covers all direct flights in Licensed standard type aircraft owned by recognised Air Lines, Air Charter Companies, the Sudan Interior Mission, and the Northern Nigeria Communications Flight.

(c) The policy covers all direct flights, irrespective of whether the destination is reached within 24 hours. It does not cover completely a flight on which the traveller takes advantages of airline "stopover" facilities as the cover then ceases as soon as the place of stopover is reached. Any insurance cover required from there onwards is the personal responsibility of the officer and is not refundable.

(d) Any changes in the flight programme made after the original booking should be notified by the officer to the Government official responsible for making the original booking.

**614. Marine Insurance on Motor Vehicles.**—An officer who is obliged, for a purpose connected with his duties, to transport his motor vehicle by sea between Nigerian ports, is eligible to be refunded the cost of insuring the vehicle against marine risks during the journey.

## SECTION 2—OCCUPATION OF GOVERNMENT QUARTERS

**615. Entitlement to Government Quarters.**—The following are entitled to Government quarters:—

- (a) all officers holding posts graded as Superscale;
- (b) all officers holding posts graded in the Administrative or Professional Scales (Scales A and B);
- (c) officers holding posts in the Executive and Higher Technical Grades (Scales CE, CT and N), whose salary exceeds £1,000 per annum, may be allocated Government quarters if such quarters are available.

**616. Compulsory Occupation.**—No officer shall be compelled to occupy Government quarters if he prefers to make other arrangements, except that, if his duties necessitate his being available at any hour of the day or night, an officer may be required to live in specific Government quarters in the vicinity of his place of work.

**617. Conditions Attaching to the Occupation of Government Quarters.**—The following are the conditions attaching to the occupation of Government quarters:—

- (a) *Payment of Rent.*—An officer provided with Government quarters is obliged to pay rent therefor, by deduction from salary in accordance with the rent rules given in General Order 623 below.
- (b) *Sub-Letting Prohibited.*—An officer provided with Government quarters is prohibited from sub-letting any part thereof or from using the quarters to take in lodgers or paying guests. A Government servant who disobeys this instruction is guilty of gross misconduct.
- (c) *Care of Quarters.*—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.
- (d) *Alterations Prohibited.*—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 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 instruction.
- (e) *Removal of Furniture Prohibited.*—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.

**618. Handing and Taking-Over Government Quarters.**—The following are the rules concerned with the handing-over and taking-over of Government quarters:—

- (a) *Notice of Vacation.*—An officer provided with Government quarters must give at least forty-eight hours notice to the officer controlling the quarters that he wishes them to be taken-over as explained in the following instruction.
- (b) *Taking-Over and Handing-Over.*—Government quarters must be taken over from, and handed over to the authorised representative of the Officer controlling the quarters. An incoming occupant must acknowledge receipt of the quarters and all articles of Government furniture therein by signing the furniture inventory and key register; and outgoing occupant must hand over the keys of the quarters, and remains responsible for the quarters and all articles of Government furniture therein until he obtains the signature of such authorised representative to the furniture inventory and key register in acknowledgement of their surrender. He however remains responsible for any damage to quarters attributable to himself until the incoming occupant takes over the quarters.
- (c) *Responsibility for Deficiencies and Damage.*—Unless an Officer, at the time he takes over the Government quarters, indemnified 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 will be liable for the cost of making good any deficiency, damage or neglect attributable to himself until the incoming occupant takes over the quarters. In particular, an officer will be charged two shillings and six pence for every key he fails to surrender.

When an Officer taking over a quarters registers a complaint regarding the state of the quarters, its furniture or fittings such as is likely to result in a Board of Survey, the Officer should copy his complaint:—

- (i) If in Kaduna, to his Permanent Secretary;
- (ii) If in a Province, to the Provincial Secretary.
- (d) *Periodical Checks on Quarters.*—Quarters which have been occupied by one officer for a period of two years or longer during which they have not been checked by the Officer controlling quarters may be checked by him or his authorised representative. Any deficiencies or damage found in the furniture or fittings which is not due to fair wear and tear may be charged against the occupant.

**619. Electricity and Water Charges.**—(a) *Responsibility for Payment.*—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.

(b) *Responsibility for Notifying Authorities.*—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 three days 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.

**620. Retention of Government Quarters During Vacation Leave.**—An officer (other than an overseas officer) may 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 raises no objection. If the officer retains Government quarters during his leave he will continue to pay rent.

**621. No Rent payable in Certain Circumstances.**—No rent is payable by an officer who:—

- (a) makes his own arrangements for accommodation and does not occupy or share Government quarters;
- (b) is provided by Government as his sole accommodation with a tent, or a temporary shelter not intended for permanent occupation (e.g., a “bush” hut erected in connection with a special and/or temporary duty), or a canoe;
- (c) is on vacation leave, except as provided in General Order 620.

**622. Amount of Rent Payable.**—(a) This General Order applies only to officers on a salary scale the maximum of which exceeds £990.

(b) Officers provided with Government quarters (other than those specified in General Order 621 (b) and (c)) are required to pay rent at the rate of  $8\frac{1}{2}$  per cent of salary subject to a maximum of £150 per annum. In the case of contract officers “salary” includes contract addition.

(c) For the purpose of this General Order the following shall be deemed to be provided with Government quarters:—

- (i) an officer staying with another officer in Government quarters in his own station, except for periods during which, by virtue of General Order 517(g) he is regarded as a Guest of Government;
- (ii) an officer who occupies a Government rest house in his own station, *except* for the first three days and the last three days of each period of posting to the station. (*See* also General Order 625).

**623. Deduction of Rent and Rebates.**—Officers to whom General Order 622 applies will also be subject to the following rules with regard to deduction of rent from salary and rebates allowable in certain circumstances:—

- (a) *Full Rent to be deducted from Salary in First Instance.*—Except in respect of periods when no rent is payable (*see* General Orders 621 and 642) (in which case the circumstances must be explained and certified by or on behalf of the Permanent Secretary in the remarks column of the officer’s monthly salary voucher, and no rent deduction will be made therefrom) full rent shall, in the first instance, be deducted from the total of an officer’s monthly salary from the date of his assumption/resumption of duty to the date on which he goes on leave, both dates inclusive. The responsibility for claiming any rebate allowable under the following instructions of the rent so deducted will rest with the officer himself. Rebate claims should be submitted monthly on the prescribed form duly supported by the appropriate certificates included in the form.

(b) *Rent Rebates of Fifty Per Cent.*—An officer shall be entitled to rebate of fifty per cent of the rent paid under General Order 622 in respect of any period during which the sole accommodation with which he is provided by Government consists of:—

- (i) quarters shared with another officer or officers with the prior permission of the authority responsible for allocating quarters in the station in which the quarters are situated;
- (ii) quarters whether temporary 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);
- (iii) unfurnished quarters, whether temporary or permanent;
- (iv) temporary quarters with or without furniture.

Decisions on the status of quarters in terms of paragraphs (ii), (iii) and (iv) rest with the Permanent Secretary, Ministry of Works, or the officer responsible for the allocation of quarters.

(c) *Rent Rebates of Seventy-five Per Cent.*—An Officer shall be entitled to a rebate of 75 per cent of rent paid under General Order 622 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 (ii), (iii) or (iv) of (b) above, shared with another officer.

624. *Rent not Payable During Periods in Transit.*—No rent is payable in respect of the following periods in transit (except for any part thereof during which an officer retains the use of Government quarters):—

- (a) on assumption or resumption of duty; from the date of assumption or resumption of duty to the date prior to that on which an officer is provided with Government quarters in his own station—both dates inclusive;
- (b) on preceeding on vacation leave; from the date on which he ceases to be provided with Government quarters in his own station to the date on which his leave begins—both dates inclusive;
- (c) on transfer from one station to another; from the date on which he ceases to be provided with Government quarters in the first station to the date prior to that on which he is provided with Government quarters in the new station—both dates inclusive.

625. *When Quarters are not Available.*—(a) Where a newly engaged officer who is eligible for Government quarters assumes duty, or an eligible officer returns from leave to resume duty, and is requested to stay at a hotel or catering rest house consequent to lack of Government quarters, he and his wife will continue to enjoy the privilege of having their hotel expenses refunded less 7s-6d per night for as long as no suitable alternative accommodation can be provided.

(b) During such period as an officer receives this refund, full rent shall, in the first instance, be deducted from his monthly salary but he will be entitled to a rebate of 50 per cent of the rent paid; but see General Order 622(c), proviso (ii) for an exception to this rule.

(c) This refund will be payable on a certificate, signed by or on behalf of the Permanent Secretary or officer responsible for the allocation of quarters in the officer's station, that quarters were not available during the period in question or could not be made available without undue dislocation.

**626. Participants in Government Housing Schemes.**—An officer whose place of work is within ten miles of a house in respect of which he has been granted assistance under a Government housing scheme will not be allowed the use of Government quarters.

**627. Rent Payable by Officer to Whom General Order 622 does not Apply.**—(a) This General Order applies only to officers to whom General Order 622 does not apply.

(b) The appropriate rates of rent payable by officers provided with Government quarters as shown below are:—

<i>Type of Quarters</i>	<i>Appropriate Rate of Rent</i>
(i) Standard type quarters completed prior to 1st January, 1947	10s per room per month.
(ii) Sub-standard type quarters (such quarters are only available in Kaduna and Kano)	4 per cent of occupants' basic salary plus acting allowance (if any).
(iii) Standard type quarters completed on or after 1st January, 1947	6 per cent of occupants' basic salary plus acting allowance (if any).
(iv) Non-standard type	As fixed by the Head of the Service.

(c) Rent is payable from the date on which an officer takes over Government quarters to the date immediately preceding that on which he hands them over to the authorised representative of the officer controlling the quarters, both dates inclusive.

(d) No rent is payable by an officer who is required under General Order 616 to live in specific government quarters in the vicinity of his place of work.