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CIVIL SERVICE COMMISSION

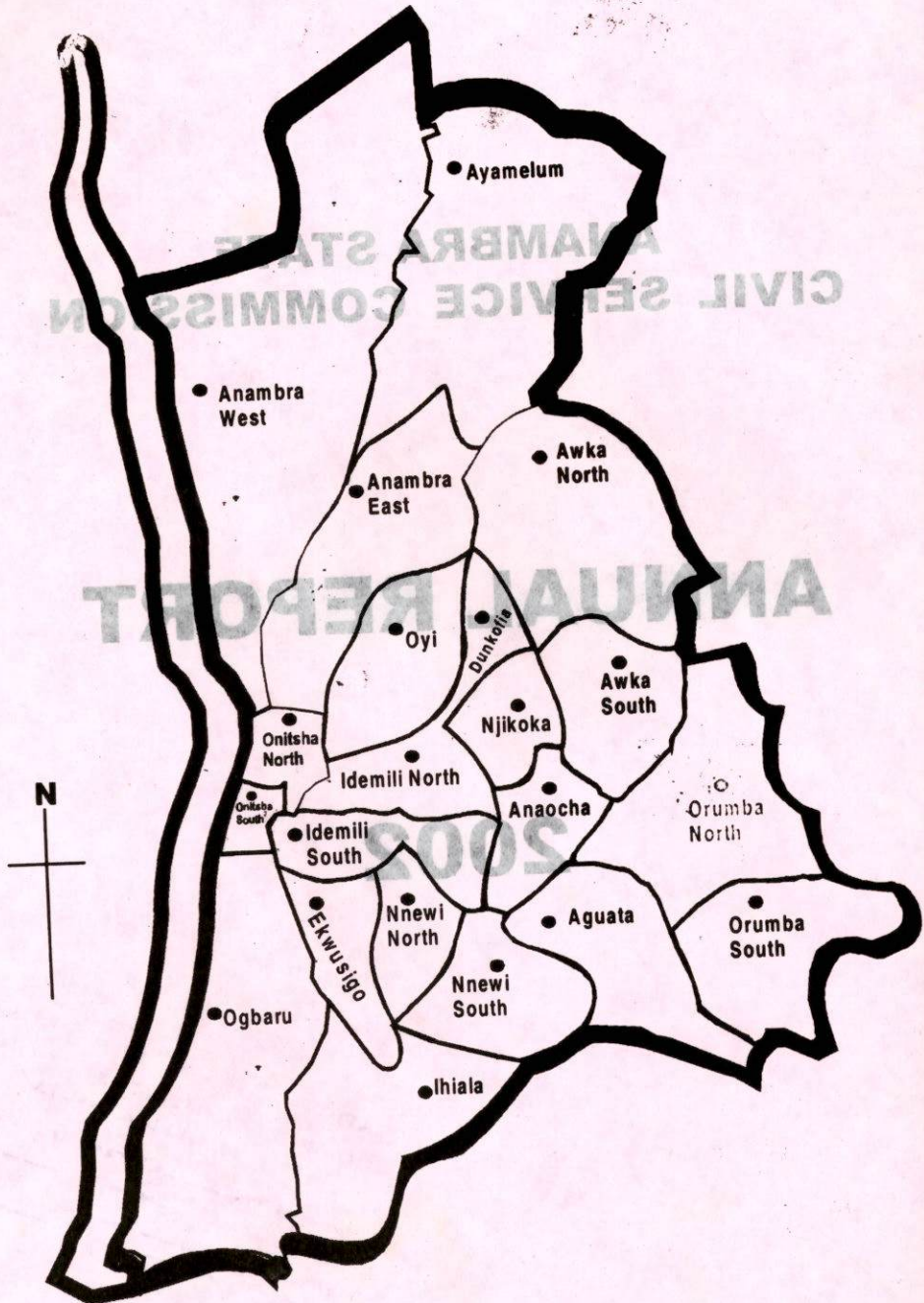
ANNUAL REPORT

2002

OFFICIAL DOCUMENT NO. 3 OF 2005

MAP OF ANAMBRA STATE SHOWING 21 LOCAL GOVERNMENT AREAS

□ State Capital, Awka.





His Excellency
Dr. Chinwoke C. Mbadinuju (ODERA)
Executive Governor, Anambra State

1st January, 2002 - 31st December, 2002

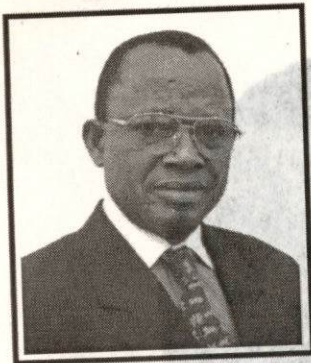
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PHOTOGRAPHS OF THE CHAIRMAN, COMMISSIONERS AND THE

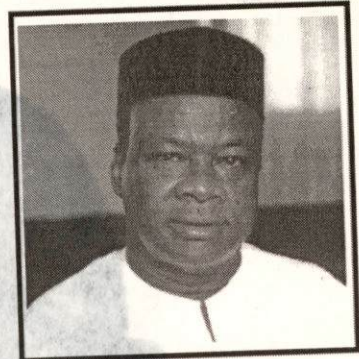


Sir Goddy Agbasi
Chairman, Anambra State
Civil Service Commission, Awka

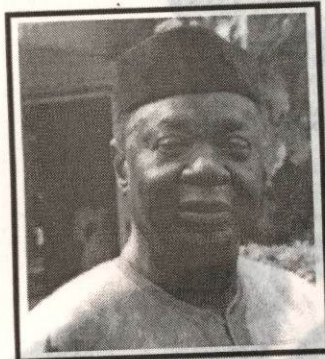
**PHOTOGRAPHS OF THE CHAIRMAN, COMMISSIONERS AND THE
PERMANENT SECRETARY, ANAMBRA STATE, CIVIL SERVICE COMMISSIONS**



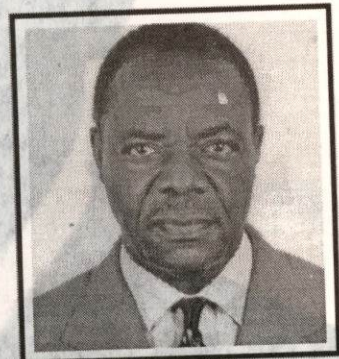
Sir Goddy Agbasi
Chairman



Chief M. C Anohu
Commissioner I



Mr E. C. Emengo
Commissioner II



Prof Ben Obumselu
Commissioner III



Mrs. F. N. Agwuna
Commissioner IV



Mrs. E. C. Obikpo
Permanent Secretary

*Chairman Anambra State
Civil Service Commission*

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ANAMBRA STATE CIVIL SERVICE COMMISSION

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CHAPTER ONE

This is the 12th Annual Report of the Anambra State Civil Service Commission and covers the functions and operations of the Commission for the period 1st January-31st December, 2002. During this period, the commission carried out its statutory duties in line with the provisions of the 1979 Constitution of the Federal Republic of Nigeria, as amended (following the repeal of the Civil Service (Re-organization) Decree No. 43 of 1988.)

2. The activities of the Commission covers such areas as staff recruitments, promotions, advancements, retirements, transfers of service, inter-cadre transfers, disciplinary actions, confirmation of appointments, regularisation of temporary appointments, etc.

3. The Commission wishes to express its gratitudes to the Executive Governor of Anambra State, His Excellency, Dr. Chinwoke C. Mbadinuju (Odera), the Secretary to the State Government, the Honourable Commissioners, the Permanent Secretaries, Chairman and members of the Permanent Commissions, Boards and Parastatals in the State. for their support, understanding and co-operation during the year of the report.

4. I also wish to express my sincere gratitude to the members and staff of the commission for their dedication to duty. It is also my pleasure to acknowledge the spirit of co-operation which existed between the Commission and all the Ministries, Non-Ministerial Department, during the year under review.

SIR GODDY AGBASI
*Chairman, Anambra State
Civil Service Commission.*

The Structure and Staff Strength of the Commission

The staff strength of the Commission was seventy-nine as at 31st December, 2002. Details of the composition of the staff are given in Table I below:

CHAPTER ONE

INTRODUCTION

The new Commission was reconstituted on the 6th day of March, 2002 with a Chairman and four members. In addition, a new Permanent Secretary was posted to the Commission within the period.

The Chairman and the Members were: -

- | | | |
|-------|----------------------------|------------------|
| (i) | Sir Goddy Agbasi | Chairman |
| (ii) | Chief M. C. Anohu | Commissioner I |
| (iii) | Mr E. C. Emengo | Commissioner II |
| (iv) | Prof. Ben Obumselu | Commissioner III |
| (v) | Mrs. F. N. Agwuna | Commissioner IV |

The Commission had Mrs. E. C. Obikpo as the Permanent Secretary.

2. Functions of the Commission -

A break-down of the functions of the Commission carried out during the period under consideration is as follows:-

- (i) Maintaining general and uniform guidelines for the appointments, discipline and promotion of civil servants. To this end, circulars and other working document were issued by the Commission for use in the civil service.
- (ii) Monitoring the personnel activities of each Ministry/Non-Ministerial Department, thereby ensuring that the Commission's Circulars, other Government Circulars, rules and regulations were adhered to.
- (iii) Serving as an appellate body for petition from aggrieved civil servants in the Ministries/Non-Ministerial Departments as regards appointments, promotions, advancements and discipline.
- (iv) Attending the meetings of the Personnel Management Boards and Senior Staff Committees in each Ministry/Non-Ministerial Department as observers.
- (v) Maintaining up-to-date nominal roll/seniority lists for all civil servants in the state.
- (vi) Appointment of Officers and Staff in the civil service, including promotions and advancements, transfers, secondments, confirmation of probationary appointments, dismissals, termination of appointments and retirements in the Civil Service.

3. The Structure and Staff Strength of the Commission

The Staff strength of the Commission was seventy-nine as at 31st December, 2002. Details of the composition of the staff are shown in Table I below:-

TABLE I

STAFF OF THE COMMISSION AS AT 31ST DECEMBER, 2002

| S/No. | Post/Rank | Salary Grade Level | Number |
|-------|--|--------------------|--------|
| | | Consolidated | 1 |
| 1. | Permanent Secretary | 16 | 1 |
| 2. | Acting Director (Admin) | 14 | 2 |
| 3. | Chief Administrative Officer | 14 | 1 |
| 4. | Chief Executive Officer | 14 | 1 |
| 5. | Chief Accountant | 14 | 1 |
| 6. | Chief Secretarial Assistant | 13 | 4 |
| 7. | Assistant Chief Administrative Officer | 12 | 3 |
| 8. | Principal Administrative Officer | 12 | 1 |
| 9. | Principal Statistician | 12 | 1 |
| 10. | Principal Confidential Secretary I | 10 | 5 |
| 11. | Principal Executive Officer II | 10 | 2 |
| 12. | Confidential Secretary II | 10 | 2 |
| 13. | Principal Works Superintendent II (Mech) | 09 | 9 |
| 14. | Chief Typist | 08 | 5 |
| 15. | Higher Executive Officer (GD) | 08 | 1 |
| 16. | Higher Executive Officer (Accounts) | 07 | 2 |
| 17. | Executive Officer (GD) | 07 | 1 |
| 18. | Senior Clerical Officer | 07 | 1 |
| 19. | Confidential Secretary II | 07 | 1 |
| 20. | Executive Officer (Accounts) | 07 | 1 |
| 21. | Stores Officer | 07 | 2 |
| 22. | Chief Driver | 05 | 3 |
| 23. | Clerical Officer I | 05 | 1 |
| 24. | Clerical Officer I (Accounts) | 05 | 2 |
| 25. | Typist II | 05 | 1 |
| 26. | Senior Motor Driver/Mechanic II | 05 | 1 |
| 27. | Senior Security Guard | 05 | 1 |
| 28. | Clerical Officer I | 04 | 1 |
| 29. | Clerical Officer II | 04 | 3 |
| 30. | Motor Driver/Mechanic | 04 | 1 |
| 31. | Security Guard I | 04 | 2 |
| 32. | Head Messenger | 03 | 1 |
| 33. | Senior Watchman | 03 | 1 |
| 34. | Motor Driver | 03 | 1 |
| 35. | Head Cleaner | 03 | 2 |
| 36. | Senior Messenger | 03 | 3 |
| 37. | Clerical Assistant | 02 | 3 |
| 38. | Messenger | 02 | 2 |
| 39. | Senior Cleaner | 02 | 2 |
| 40. | Watchman (GD) I | 02 | 2 |
| | Total | | 79 |

THE STRUCTURE AND STRENGTH OF ANAMBRA STATE CIVIL SERVICE

There were fourteen Ministries and nine Non-Ministerial Departments in Anambra State Civil Service in 2002. In addition, there were seven non-civil service bodies which had civil servants posted to them. The Ministries/Non-Ministerial Departments were as follows:-

| A. Ministries - | | | |
|--|--|-------|------|
| (i) | Ministry of Agriculture | | 01/2 |
| (ii) | Ministry of Commerce and Tourism | | |
| (iii) | Ministry of Industry and Technology | | |
| (iv) | Ministry of Education | | |
| (v) | Ministry of Finance and Budget | | |
| (vi) | Ministry of Health | | |
| (vii) | Ministry of Justice | | |
| (viii) | Ministry of Works and Transport | | |
| (ix) | Ministry of Housing and Environment | | |
| (x) | Ministry of Lands, Survey and Urban Planning | | |
| (xi) | Ministry of Planning and Economic Development | | |
| (xii) | Ministry of Information and Culture | | |
| (xiii) | Ministry of Youths and Sports | | |
| (xiv) | Ministry of Women Affairs and Social Development | | |
| B. Non-Ministerial Departments - | | | |
| (i) | Office of the Executive Governor | | |
| (ii) | Office of the Deputy Governor. | | |
| (iii) | Office of the Secretary to the State Government. | | |
| (a) | The Bureau of General and Special Services. | | |
| (b) | The Bureau of Political, Local Government and Chieftaincy matters. | | |
| (c) | The Bureau of Economic Affairs and Parastatals. | | |
| (iv) | Office of the Head of Service | | |
| (a) | The Bureau of Establishment, Pensions, Training and Management Services. | | |
| (v) | The Bureau of Public Utilities and Rural Development | | |
| (vi) | Civil Service Commission | | |
| (vii) | Office of the State Auditor-General | | |
| (viii) | Office of the Auditor-General for Local Governments | | |
| (ix) | Board of Internal Revenue. | | |
| C. Bodies outside the Civil Service with civil servants posted to them | | | |
| (i) | Judicial Service Commission | | |
| (ii) | State Education Commission | | |
| (iii) | Local Government Service Commission | | |
| (iv) | State Primary Education Board | | |
| (v) | Anambra State Environmental and Sanitation Agency | | |
| | | Total | |

- (vi) Anambra State Gaming and Casino Commission
 (vii) Anambra State Agricultural Development Programme (ADP)

The Staff Strength of the Civil Service of Anambra State as at 31st December, 2002 was 5416. The break down shows that there were 2343 male and 3073 female civil servants during the period under consideration. Table 11 shows the details:-

STAFF STRENGTH OF ANAMBRA STATE CIVIL SERVICE
 AS AT 31ST DECEMBER, 2002

| S/No. | MINISTRY/NON-MINISTERIAL DEPARTMENTS | SENIOR MANAGEMENT STAFF G.L. 13 AND ABOVE | | MIDDLE MANAGEMENT STAFF G.L. 07 - 12 | | JUNIOR STAFF GRADE G.L. 01 - 06 | | TOTAL | | GRAND TOTAL |
|-------|--|--|--|---|--------|------------------------------------|--------|-------|--------|-------------|
| | | Male | Female | Male | Female | Male | Female | Male | Female | |
| | | 1. | Office of the Executive Governor | 66 | 46 | 87 | 99 | 55 | 72 | |
| 2. | Office of the Deputy Governor | 4 | 2 | 1 | 3 | 3 | 1 | 8 | 6 | 14 |
| 3. | Office of the Secretary to the State Government | 10 | 18 | 51 | 72 | 67 | 61 | 128 | 151 | 279 |
| 4. | Office of the Head of Service | 11 | 14 | 36 | 66 | 30 | 27 | 77 | 107 | 184 |
| 5. | Ministry of Agriculture | 115 | 18 | 115 | 62 | 101 | 32 | 331 | 112 | 443 |
| 6. | Ministry of Commerce, Industry and Technology | 34 | 11 | 94 | 40 | 12 | 32 | 140 | 83 | 223 |
| 7. | Ministry of Education Youths and Sports | 23 | 31 | 24 | 104 | 80 | 76 | 127 | 211 | 338 |
| 8. | Ministry of Finance and Budget | 70 | 47 | 64 | 143 | 50 | 36 | 184 | 226 | 410 |
| 9. | Ministry of Health | 130 | 553 | 84 | 320 | 70 | 84 | 284 | 957 | 1,241 |
| 10. | Ministry of Justice | 10 | 16 | 15 | 70 | 4 | 33 | 46 | 119 | 165 |
| 11. | Ministry of Works, Housing and Transport | 1 | 5 | 2 | 14 | 21 | 23 | 24 | 42 | 66 |
| 12. | Ministry of Lands, Survey and Town Planning | 47 | 8 | 59 | 43 | 64 | 27 | 170 | 78 | 248 |
| 13. | Bureau of Basic Infrastructure | 18 | 2 | 56 | 21 | 14 | 19 | 88 | 42 | 130 |
| 14. | Ministry of Information and Culture | 37 | 8 | 39 | 40 | 12 | 13 | 88 | 61 | 149 |
| 15. | Ministry of Women Affairs and Social Welfare | 31 | 43 | 8 | 34 | 11 | 11 | 50 | 88 | 138 |
| 16. | Ministry of Environment and Solid Minerals | 36 | 7 | 13 | 34 | 35 | 37 | 84 | 78 | 162 |
| 17. | Civil Service Commission | 7 | 4 | 10 | 27 | 15 | 16 | 32 | 47 | 79 |
| 18. | Office of the State Auditor-General | 10 | 2 | 19 | 12 | 12 | 13 | 41 | 27 | 68 |
| 19. | Office of the Auditor-General for Local Government | 12 | - | 16 | 13 | 4 | 10 | 32 | 23 | 55 |
| 20. | Board of Internal Revenue | 40 | 14 | 68 | 262 | 93 | 120 | 201 | 396 | 597 |
| | Total | 712 | 849 | 861 | 1,479 | 770 | 745 | 2343 | 3,073 | 5,416 |

CHAPTER TWO

ACTIVITIES OF THE COMMISSION

1. *Meetings:*

During the period under review, the Commission held its weekly meeting every wednesday. A total of eight (8) formal meetings were held. Usually, matters relating to appointments, promotions, transfers, confirmation of appointments, discipline, retirement etc. were discussed and decisions taken on them for implementation

2. *Personnel Management Board/Committee Meetings:*

Members of the Commission attended, as observers, meetings of the Personnel Management Board and the Senior Staff Committee of Ministries/Non-Ministerial Departments and ensured that all relevant provisions of the Schemes of Service, the Civil Service Rules, Establishment Circulars, the Commission's circulars and other Government Circulars affecting personnel matters were complied with.

3. *Activities of the Departments in the Commission:*

A. *The Personnel Management Department -*

The Personnel Management Board and the Senior and Junior Staff Committees of the Board assessed officers and Staff of the Commission who qualified for promotions, advancements, acting appointments, transfers, disciplinary actions etc. The Personnel matters which were concluded by the Personnel Management Board and its staff committees and approved by the Commission were as follows:-

- (a) Personnel Management Board (Main) : Two acting appointments,
- (b) Senior Staff Committee: One promotion
- (c) Junior Staff Committee: Twelve promotions and Two confirmation of appointments.

B. *Training and Staff Welfare Division:*

The Commission co-ordinated the 2002 Administrative Staff College of Nigeria (ASC/N) Public Service Examination held in the State Capital, Awka, on 24th and 25th January, 2002. Of the 89 candidates from the State who registered for the examination, Eighteen passed in category 'A', forty-six in category 'B', Sixteen in category 'C', Six in category 'D' and none in category 'E'. three candidates were absent at the examination.

C. *Accounts Department:*

The department carried out its major assignments of raising payment vouchers and the payment of Staff salaries and allowances, procurement of stores and clearing of cheques, The department also collated the Commission's inputs in the preparation of the 2003 State Budget.

D. *Planning, Research and Statistics Department:*

The department collated statistical returns from all the ministries/non-ministerial departments, concerning all the personnel activities implemented by those establishments. Such returns covered appointments, transfers, secondments, promotions, staff discipline, retirements, etc. It also produced the draft Annual Report of the Commission for the year 2001, as it affected Anambra State Civil Service and such other periodic reports as were required from time to time.

2. *Appointments, Transfers, Recruitments and Secondments Department:*

(i) *Appointments -*

There has been embargo on fresh appointments in the State Civil Service since 1991. In order to meet the pressing needs of the service, a total of 20 persons were offered fresh appointments in the year 2002, on the directives of the State Chief Executive. Of the 20 fresh appointments, two (2) were in the office of the Deputy Governor, Six (6) were in the office of the Head of Service, six (6) were in the Ministry of Finance and Budget, five (5) were in the Civil Service Commission, One (1) in the Office of the State Auditor-General. Two (2) of the officers involved were in the middle Management cadre (grade level 07 - 12), While the rest eighteen (18) were junior staff (grade level 01 - 06). For details see table III

(ii) *Acting Appointments -*

Acting Appointments were approved for 21 Officers who were all in the Senior Management Cadre (Grade Level 13 and above). For details see Table IV.

(iii) *Transfers into the State Civil Service -*

A total of Two (2) persons transferred their Services into the State Civil Service during the period under consideration. All the two (2) officers involved were in the middle management Cadre (grade level 07 - 12). For details see Table V.

(iv) *Inter-cadre Transfers within the Civil Service -*

A total of twenty-four (24) officers were converted/transferred to various cadres. Nine (9) of the officers involved were in the middle management Cadre (grade level 07 - 12) while the remaining fifteen (15) officers were junior staff (grade level 01 - 06). For details see Table X.

(v) *Dismissals -*

Table XI shows that no Civil Servant was dismissed from Anambra State Civil Service in 2002.

(vi) *Other Disciplinary Cases -*

Table XII shows that four (4) other disciplinary cases were concluded in 2002. One (1) of the cases was for an officer in the Senior management Cadre (grade level 13 and above), One (1) other case was also for an officer in middle management cadre (grade level 07 - 12) while the remaining Two (2) cases were for junior Staff (grade level 01 - 06).

(vii) *Regularisation of Temporary Appointments -*

Twenty-nine (29) officers had their temporary appointments regularized during the period under review. Two (2) of the officers involved were in the middle management cadre (grade level 07 - 12) while the remaining twenty-seven (27) officers were junior staff (grade level 01 - 06). For details see Table VII.

(viii) *Confirmation of Appointments -*

Seventy (70) officers had their probational appointments confirmed. Table VIII shows that three (3) officers involved were in the middle management cadre (grade level 07 - 12) while the remaining sixty-seven (67) were junior staff (grade level 01 - 06).

E. *Promotion, Discipline and Appeals Department:*

(i) *Promotions -*

Table IX shows that a total of nine hundred and fifty-six (956) Civil Servants were promoted to various grades in 2002. One hundred and ninety-eight (198) of them were in the senior management cadre (grade level 13 and above), four hundred and eighteen (418) officers were in the middle management cadre (grade level 07 - 12) while the remaining three hundred and thirty-two (332) were junior staff (grade level 01 - 06).

(ii) *Advancements -*

A total of twenty-eight (28) officers were advanced to relevant post after acquiring additional qualifications. Two (2) of the officers were in the middle management cadre (grade level 07 - 12) while the remaining twenty six (26) were junior staff (grade level 01 - 06). For details see Table X.

(iii) *Appeals and Petitions -*

Nine (9) appeals and petitions were concluded by the Commission in 2002. Five (5) of them were for officer's in the middle management cadre (grade level 07 - 12), while the remaining four (4) were for junior staff (grade level 01 - 06). For details see Table XIII

F. *Gazettes Publications, P.M.B's and Monitoring Department:*

(i) *Retirements -*

A total of One hundred and forty one (141) officers retired from the State Civil Service in 2002. Forty-two (42) of them were in the senior management cadre (grade level 13 and above), sixty-two (62) were in the middle management cadre (grade level 07 - 12), while the remaining thirty seven (37) were junior staff (grade level 01 - 06). For details see Table XIV.

(ii) **Deaths** - Twenty-nine (29) officers had their temporary appointments in the middle management cadre (grade level 07 - 12) while the remaining seven (7) were junior staff (grade level 01 - 06). For details see table XV.

Seventy (70) officers had their probational appointments continued. Table VIII shows that three (3) officers involved were in the middle management cadre (grade level 07 - 12) while the remaining sixty-seven (67) were junior staff (grade level 01 - 06).

F. Promotion, Discipline and Appeals Department.

(i) **Promotions** - Table IX shows that a total of nine hundred and fifty-six (956) Civil Servants were promoted to various grades in 2002. One hundred and ninety-eight (198) of them were in the senior management cadre (grade level 13 and above), four hundred and eighteen (418) officers were in the middle management cadre (grade level 07 - 12) while the remaining three hundred and thirty-two (322) were junior staff (grade level 01 - 06). For details see Table X.

(ii) **Advancements** - A total of twenty-eight (28) officers were advanced to relevant post after acquiring additional qualifications. Two (2) of the officers were in the middle management cadre (grade level 07 - 12) while the remaining twenty-six (26) were junior staff (grade level 01 - 06). For details see Table X.

(iii) **Appeals and Petitions** - A total of two hundred and twenty-two (222) persons transferred into the State Civil Service during the year 2002 were involved. All the persons were under consideration. For details see Table V.

(iv) **Retirements** - Nine (9) appeals and petitions were concluded by the Commission in 2002. Five (5) of them were for officers in the middle management cadre (grade level 07 - 12) while the remaining four (4) were for junior staff (grade level 01 - 06). For details see Table XIII.

(v) **Dismissals** - A total of one hundred and forty-one (141) officers retired from the State Civil Service in 2002. Forty-two (42) of them were in the senior management cadre (grade level 13 and above), sixty-two (62) were in the middle management cadre (grade level 07 - 12) while the remaining thirty-seven (37) were junior staff (grade level 01 - 06). For details see Table XIV.

TABLE III
APPOINTMENTS APPROVED IN 2002

| S/No. | Ministry/Non-Ministerial Department | Senior Management Staff. G.L. 13 and above | Middle Management Staff G.L. 07 - 12 | Junior Staff G.L. 01 - 06 | Total |
|-------|--|--|--------------------------------------|---------------------------|-----------|
| 1. | Office of the Executive Governor | - | - | 2 | 2 |
| 2. | Office of the Deputy Governor | - | - | - | - |
| 3. | Office of the Secretary to the State Government | - | - | 6 | 6 |
| 4. | Office of the Head of Service | - | - | - | - |
| 5. | Ministry of Agriculture | - | - | - | - |
| 6. | Ministry of Commerce, Industry and Technology | - | - | - | - |
| 7. | Ministry of Education, Youths and Sports | - | - | 4 | 4 |
| 8. | Ministry of Finance and Budget | - | 2 | - | 2 |
| 9. | Ministry of Health | - | - | - | - |
| 10. | Ministry of Justice | - | - | - | - |
| 11. | Ministry of Works Housing and Transport | - | - | - | - |
| 12. | Ministry of Lands, Survey and Town Planning | - | - | - | - |
| 13. | Bureau of Basic Infrastructure | - | - | - | - |
| 14. | Ministry of Information and Culture | - | - | - | - |
| 15. | Ministry of Women Affairs and Social Welfare | - | - | - | - |
| 16. | Ministry of Environment and Solid Minerals | - | - | 5 | 5 |
| 17. | Civil Service Commission | - | - | - | - |
| 18. | Office of the State Auditor-General | - | - | - | - |
| 19. | Office of the Auditor-General for Local Government | - | - | - | - |
| 20. | Board of Internal Revenue | - | - | 18 | 18 |
| | Total | | | 18 | 20 |

TABLE III

TABLE IV

ACTING APPOINTMENTS APPROVED IN 2002

| S/No. | Ministry/Non-Ministerial Department | Senior Management Staff, G.L. 13 and above | Middle Management Staff G.L. 07-12 | Junior Staff G.L. 01 - 06 | Total |
|-------|--|--|------------------------------------|---------------------------|-------|
| 1. | Office of the Executive Governor | 4 | - | - | 4 |
| 2. | Office of the Deputy Governor | - | - | - | - |
| 3. | Office of the Secretary to the State Government | 6 | - | - | 6 |
| 4. | Office of the Head of Service | - | - | - | - |
| 5. | Ministry of Agriculture | 3 | - | - | 3 |
| 6. | Ministry of Commerce, Industry and Technology | 1 | - | - | 1 |
| 7. | Ministry of Education, Youths and Sports | - | - | - | - |
| 8. | Ministry of Finance and Budget | 3 | - | - | 3 |
| 9. | Ministry of Health | - | - | - | - |
| 10. | Ministry of Justice | 2 | - | - | 2 |
| 11. | Ministry of Works, Housing and Transport | - | - | - | - |
| 12. | Ministry of Lands, Survey and Town Planning | - | - | - | - |
| 13. | Bureau of Basic Infrastructure | - | - | - | - |
| 14. | Ministry of Information and Culture | - | - | - | - |
| 15. | Ministry of Women Affairs and Social Welfare | - | - | - | - |
| 16. | Ministry of Environment and Solid Minerals | - | - | - | - |
| 17. | Civil Service Commission | 2 | - | - | 2 |
| 18. | Office of the State Auditor-General | - | - | - | - |
| 19. | Office of the Auditor-General for Local Government | - | - | - | - |
| 20. | Board of Internal Revenue | - | - | - | - |
| | Total | 21 | - | - | 21 |

TABLE V
TRANSFERS INTO THE SERVICE APPROVED IN 2002

| S/No. | Ministry/Non-Ministerial Department | Senior Management Staff, G.L. 13 and above | Middle Management Staff G.L. 07-12 | Junior Staff G.L. 01-06 | Total |
|-------|--|--|------------------------------------|-------------------------|-------|
| 1. | Office of the Executive Governor | - | - | - | - |
| 2. | Office of the Deputy Governor | - | - | - | - |
| 3. | Office of the Secretary to the State Government | - | - | - | - |
| 4. | Office of the Head of Service | - | - | - | - |
| 5. | Ministry of Agriculture | - | - | - | - |
| 6. | Ministry of Commerce, Industry and Technology | - | - | - | - |
| 7. | Ministry of Education, Youths and Sports | - | 2 | - | 2 |
| 8. | Ministry of Finance and Budget | - | - | - | - |
| 9. | Ministry of Health | - | - | - | - |
| 10. | Ministry of Justice | - | - | - | - |
| 11. | Ministry of Works, Housing and Transport | - | - | - | - |
| 12. | Ministry of Lands, Survey and Town Planning | - | - | - | - |
| 13. | Bureau of Basic Infrastructure | - | - | - | - |
| 14. | Ministry of Information and Culture | - | - | - | - |
| 15. | Ministry of Women Affairs and Social Welfare | - | - | - | - |
| 16. | Ministry of Environment and Solid Minerals | - | - | - | - |
| 17. | Civil Service Commission | - | - | - | - |
| 18. | Office of the State Auditor-General | - | - | - | - |
| 19. | Office of the Auditor-General for Local Government | - | - | - | - |
| 20. | Board of Internal Revenue | - | - | - | - |
| | Total | - | 2 | - | 2 |

TABLE VI

INTER-CADRE TRANSFERS APPROVED IN 2002

| S.No. | Ministry/Non-Ministerial Department | Senior Management Staff, G.L. 13 and above | Middle Management Staff G.L. 07 - 12 | Junior Staff G.L. 01 - 06 | Total |
|-------|--|--|--------------------------------------|---------------------------|-------|
| 1. | Office of the Executive Governor | - | 1 | - | 1 |
| 2. | Office of the Deputy Governor | - | - | - | - |
| 3. | Office of the Secretary to the State Government | - | 2 | 3 | 3 |
| 4. | Office of the Head of Service | - | 2 | 3 | 5 |
| 5. | Ministry of Agriculture | - | - | - | - |
| 6. | Ministry of Commerce, Industry and Technology | - | - | - | - |
| 7. | Ministry of Education, Youths and Sports | - | - | - | - |
| 8. | Ministry of Finance and Budget | - | 4 | - | 4 |
| 9. | Ministry of Health | - | 1 | - | 1 |
| 10. | Ministry of Justice | - | 4 | - | 4 |
| 11. | Ministry of Works, Housing and Transport | - | 2 | - | 2 |
| 12. | Ministry of Lands, Survey and Town Planning | - | - | - | - |
| 13. | Bureau of Basic Infrastructure | - | 1 | - | 1 |
| 14. | Ministry of Information and Culture | - | - | - | - |
| 15. | Ministry of Women Affairs and Social Welfare | - | - | 3 | 3 |
| 16. | Ministry of Environment and Solid Minerals | - | - | - | - |
| 17. | Civil Service Commission | - | - | - | - |
| 18. | Office of the State Auditor-General | - | - | - | - |
| 19. | Office of the Auditor-General for Local Government | - | - | - | - |
| 20. | Board of Internal Revenue | - | - | - | - |
| | Total | | 9 | 15 | 24 |

TABLE VII

**REGULARISATION OF TEMPORARY APPOINTMENTS
APPROVED IN 2002**

| S/No. | Ministry/Non-Ministerial Department | Senior Management Staff, G.L. 13 and above | Middle Management Staff G.L. 07 - 12 | Junior Staff G.L. 01 - 06 | Total |
|-------|---|--|--------------------------------------|---------------------------|-------|
| 1. | Office of the Executive Governor | - | - | - | 1 |
| 2. | Office of the Deputy Governor | - | - | 2 | 2 |
| 3. | Office of the Secretary to the State Government | - | - | - | 3 |
| 4. | Office of the Head of Service | - | - | 5 | 5 |
| 5. | Ministry of Agriculture | - | - | - | 5 |
| 6. | Ministry of Commerce, Industry and Technology | - | - | - | 6 |
| 7. | Ministry of Education, Youths and Sports | - | - | - | 7 |
| 8. | Ministry of Finance and Budget | - | 2 | - | 4 |
| 9. | Ministry of Health | - | - | - | 9 |
| 10. | Ministry of Justice | - | - | - | 10 |
| 11. | Ministry of Works, Housing and Transport | - | - | 8 | 18 |
| 12. | Ministry of Lands, Survey and Town Planning | - | - | - | 12 |
| 13. | Bureau of Basic Infrastructure | - | - | - | 13 |
| 14. | Ministry of Information and Culture | - | - | - | 14 |
| 15. | Ministry of Women Affairs and Social Welfare | - | - | - | 15 |
| 16. | Ministry of Environment and Solid Minerals | - | - | - | 16 |
| 17. | Civil Service Commission | - | - | - | 17 |
| 18. | Office of the State Auditor-General | - | - | - | 18 |
| 19. | Office of the Auditor-General for Local Governments | - | - | - | 19 |
| 20. | Board of Internal Revenue | - | - | - | 20 |
| | Total | - | 2 | 27 | 29 |

TABLE VIII

CONFIRMATION OF APPOINTMENTS APPROVED IN 2002

| S/No. | Ministry/Non-Ministerial Department | Senior Management Staff, G.L. 13 and above | Middle Management Staff, G.L. 07 - 12 | Junior Staff, G.L. 01 - 06 | Total |
|-------|--|--|---------------------------------------|----------------------------|-----------|
| 1. | Office of the Executive Governor | - | 1 | 1 | 1 |
| 2. | Office of the Deputy Governor | - | - | - | - |
| 3. | Office of the Secretary to the State Government | - | 12 | 12 | 12 |
| 4. | Office of the Head of Service | - | 9 | 9 | 9 |
| 5. | Ministry of Agriculture | - | - | - | - |
| 6. | Ministry of Commerce, Industry and Technology | - | 4 | 4 | 4 |
| 7. | Ministry of Education, Youths and Sports | - | - | - | - |
| 8. | Ministry of Finance and Budget | - | - | - | - |
| 9. | Ministry of Health | - | 2 | 2 | 2 |
| 10. | Ministry of Justice | - | 9 | 9 | 9 |
| 11. | Ministry of Works, Housing and Transport | - | 5 | 5 | 5 |
| 12. | Ministry of Lands, Survey and Town Planning | - | 1 | 1 | 1 |
| 13. | Bureau of Basic Infrastructure | - | - | - | - |
| 14. | Ministry of Information and Culture | - | - | - | - |
| 15. | Ministry of Women Affairs and Social Welfare | - | - | 17 | 17 |
| 16. | Ministry of Environment and Solid Minerals | - | - | 3 | 3 |
| 17. | Civil Service Commission | - | 2 | 2 | 2 |
| 18. | Office of the State Auditor-General | - | - | - | - |
| 19. | Office of the Auditor-General for Local Government | - | 1 | 2 | 3 |
| 20. | Board of Internal Revenue | - | - | 3 | 3 |
| | Total | - | 3 | 67 | 70 |

TABLE IX
PROMOTIONS APPROVED IN 2002

| S/No. | Ministry/Non-Ministerial Department | Senior Management Staff, G.L. 13 and above | Middle Management Staff G.L. 07 - 12 | Junior Staff G.L. 01 - 06 | Total |
|-------|--|--|--------------------------------------|---------------------------|-------|
| 1. | Office of the Executive Governor | - | 5 | 25 | 30 |
| 2. | Office of the Deputy Governor .. | 2 | 2 | 1 | 5 |
| 3. | Office of the Secretary to the State Government | 5 | 25 | 37 | 67 |
| 4. | Office of the Head of Service .. | 3 | 9 | 13 | 25 |
| 5. | Ministry of Agriculture | 14 | 18 | 8 | 40 |
| 6. | Ministry of Commerce, Industry and Technology | - | 1 | 6 | 7 |
| 7. | Ministry of Education, Youths and Sports | 12 | 5 | - | 17 |
| 8. | Ministry of Finance and Budget .. | 36 | 47 | 15 | 98 |
| 9. | Ministry of Health | 62 | 88 | 3 | 153 |
| 10. | Ministry of Justice | - | 13 | 9 | 22 |
| 11. | Ministry of Works, Housing and Transport | 5 | 30 | 45 | 80 |
| 12. | Ministry of Lands, Survey and Town Planning | 12 | 9 | 22 | 43 |
| 13. | Bureau of Basic Infrastructure .. | 2 | - | 31 | 33 |
| 14. | Ministry of Information and Culture | 12 | 22 | 7 | 41 |
| 15. | Ministry of Women Affairs and Social Welfare | 2 | 10 | 26 | 38 |
| 16. | Ministry of Environment and Solid Minerals.. .. . | 13 | 11 | 31 | 55 |
| 17. | Civil Service Commission | - | 1 | 12 | 13 |
| 18. | Office of the State Auditor-General .. | 4 | 8 | 6 | 18 |
| 19. | Office of the Auditor-General for Local Government | 2 | 12 | 2 | 16 |
| 20. | Board of Internal Revenue | 12 | 102 | 41 | 155 |
| | Total | 198 | 418 | 332 | 956 |

TABLE X
ADVANCEMENTS APPROVED IN 2002

| S/No. | Ministry/Non-Ministerial Department | Senior Management Staff, G.L. 13 and above | Middle Management Staff G.L. 07 - 12 | Junior Staff G.L. 01 - 06 | Total |
|-------|--|--|--------------------------------------|---------------------------|-------|
| 1. | Office of the Executive Governor | - | - | - | - |
| 2. | Office of the Deputy Governor | - | - | - | - |
| 3. | Office of the Secretary to the State Government | - | - | 2 | 2 |
| 4. | Office of the Head of Service | - | - | 1 | 1 |
| 5. | Ministry of Agriculture | - | - | - | - |
| 6. | Ministry of Commerce, Industry and Technology | - | - | - | - |
| 7. | Ministry of Education, Youths and Sports | - | - | - | - |
| 8. | Ministry of Finance and Budget | - | - | - | - |
| 9. | Ministry of Health | - | - | - | - |
| 10. | Ministry of Justice | - | - | 4 | 4 |
| 11. | Ministry of Works, Housing and Transport | - | - | - | - |
| 12. | Ministry of Lands, Survey and Town Planning | - | - | - | - |
| 13. | Bureau of Basic Infrastructure | - | - | - | - |
| 14. | Ministry of Information and Culture | - | - | - | - |
| 15. | Ministry of Women Affairs and Social Welfare | - | - | 4 | 4 |
| 16. | Ministry of Environment and Solid Minerals | - | - | - | - |
| 17. | Civil Service Commission | - | - | 2 | 2 |
| 18. | Office of the State Auditor-General | - | - | - | - |
| 19. | Office of the Auditor-General for Local Government | - | - | - | - |
| 20. | Board of Internal Revenue | - | 2 | 12 | 14 |
| | Total | - | 2 | 26 | 28 |

TABLE XI
DISMISSALS APPROVED IN 2002

| S/No. | Ministry/Non-Ministerial Department | Senior Management Staff, G.L. 13 and above | Middle Management Staff G.L. 07 - 12 | Junior Staff G.L. 01 - 06 | Total |
|-------|--|--|--------------------------------------|---------------------------|-------|
| 1. | Office of the Executive Governor | - | - | - | - |
| 2. | Officer of the Deputy Governor | - | - | - | - |
| 3. | Office of the Secretary to the State Government | - | - | - | - |
| 4. | Office of the Head of Service | - | - | - | - |
| 5. | Ministry of Agriculture | - | - | - | - |
| 6. | Ministry of Commerce, Industry and Technology | - | - | - | - |
| 7. | Ministry of Education, Youths and Sports | - | - | - | - |
| 8. | Ministry of Finance and Budget | - | - | - | - |
| 9. | Ministry of Health | - | - | - | - |
| 10. | Ministry of Justice | - | - | - | - |
| 11. | Ministry of Works, Housing and Transport | - | - | - | - |
| 12. | Ministry of Lands, Survey and Town Planning | - | - | - | - |
| 13. | Bureau of Basic Infrastructure | - | - | - | - |
| 14. | Ministry of Information and Culture | - | - | - | - |
| 15. | Ministry of Women Affairs and Social Welfare | - | - | - | - |
| 16. | Ministry of Environment and Solid Mineral | - | - | - | - |
| 17. | Civil Service Commission | - | - | - | - |
| 18. | Office of the State Auditor-General | - | - | - | - |
| 19. | Office of the Auditor-General for Local Government | - | - | - | - |
| 20. | Board of Internal Revenue | - | - | - | - |
| | Total | | | | |

TABLE X
ADVANCEMENT IN 2002
TABLE XII

OTHER DISCIPLINARY CASES APPROVED IN 2002

| S/No. | Ministry/Non-Ministerial Department | Senior Management Staff, G.L. 13 and above | Middle Management Staff G.L. 07 - 12 | Junior Staff G.L. 01 - 06 | Total |
|-------|--|--|--------------------------------------|---------------------------|----------|
| 1. | Office of the Executive Governor | - | - | - | - |
| 2. | Office of the Deputy Governor | 1 | - | - | 1 |
| 3. | Office of the Secretary to the State Government | - | - | - | - |
| 4. | Office of the Head of Service | - | - | - | - |
| 5. | Ministry of Agriculture | - | - | - | - |
| 6. | Ministry of Commerce, Industry and Technology | - | - | - | - |
| 7. | Ministry of Education, Youths and Sports | - | - | - | - |
| 8. | Ministry of Finance and Budget | - | - | - | - |
| 9. | Ministry of Health | - | - | - | - |
| 10. | Ministry of Justice | - | - | - | - |
| 11. | Ministry of Works, Housing and Transport | - | - | - | - |
| 12. | Ministry of Lands, Survey and Town Planning | - | - | - | - |
| 13. | Bureau of Basic Infrastructure | - | - | - | - |
| 14. | Ministry of Information and Culture | - | - | - | - |
| 15. | Ministry of Women Affairs and Social Welfare | - | - | - | - |
| 16. | Ministry of Environment and Solid Mineral | - | - | - | - |
| 17. | Civil Service Commission | - | - | - | - |
| 18. | Office of the State Auditor-General | - | - | - | - |
| 19. | Office of the Auditor-General for Local Government | - | - | - | - |
| 20. | Board of Internal Revenue | - | - | - | - |
| | Total | 1 | 1 | 2 | 4 |

TABLE XIII

APPEALS AND PETITIONS APPROVED IN 2002

| S/No. | Ministry/Non-Ministerial Department | Senior Management Staff, G.L. 13 and above | Middle Management Staff G.L. 07 - 12 | Junior Staff G.L. 01 - 06 | Total |
|-------|---|--|--------------------------------------|---------------------------|-------|
| 1. | Office of the Executive Governor | - | - | - | 1 |
| 2. | Office of the Deputy Governor | - | - | - | 2 |
| 3. | Office of the Secretary to the State Government | - | 2 | - | 2 |
| 4. | Office of the Head of Service | - | 1 | - | 1 |
| 5. | Ministry of Agriculture | - | - | - | 2 |
| 6. | Ministry of Commerce, Industry and Technology | - | - | - | 6 |
| 7. | Ministry of Education, Youths and Sports | - | - | - | 7 |
| 8. | Ministry of Finance and Budget | - | 2 | 3 | 5 |
| 9. | Ministry of Health | - | - | - | 9 |
| 10. | Ministry of Justice | - | - | - | 10 |
| 11. | Ministry of Works, Housing and Transport | - | - | 1 | 1 |
| 12. | Ministry of Lands, Survey and Town Planning | - | - | - | 12 |
| 13. | Bureau of Basic Infrastructure | - | - | - | 13 |
| 14. | Ministry of Information and Culture | - | - | - | 14 |
| 15. | Ministry of Women Affairs and Social Welfare | - | - | - | 15 |
| 16. | Ministry of Environment and Solid Minerals | - | - | - | 16 |
| 17. | Civil Service Commission | - | - | - | 17 |
| 18. | Office of the State Auditor-General | - | - | - | 18 |
| 19. | Office of the Auditor-General for Local Governments | - | - | - | 19 |
| 20. | Board of Internal Revenue | - | - | - | 20 |
| | Total | - | 5 | 4 | 9 |

TABLE XIV
RETIREMENTS APPROVED IN 2002

| S/No. | Ministry/Non-Ministerial Department | Senior Management Staff, G.L. 13 and above | Middle Management Staff G.L. 07 - 12 | Junior Staff G.L. 01 - 06 | Total |
|-------|--|--|--------------------------------------|---------------------------|------------|
| 1. | Office of the Executive Governor | - | - | - | - |
| 2. | Office of the Deputy Governor | 2 | - | 2 | 4 |
| 3. | Office of the Secretary to the State Government | 1 | - | - | 1 |
| 4. | Office of the Head of Service | 6 | 2 | - | 8 |
| 5. | Ministry of Agriculture | 6 | 11 | 5 | 22 |
| 6. | Ministry of Commerce, Industry and Technology | - | 1 | - | 1 |
| 7. | Ministry of Education, Youths and Sports | 1 | - | 2 | 3 |
| 8. | Ministry of Finance and Budget | 1 | 4 | 2 | 7 |
| 9. | Ministry of Health | 14 | 22 | 6 | 42 |
| 10. | Ministry of Justice | 1 | 1 | - | 2 |
| 11. | Ministry of Works, Housing and Transport | 1 | 5 | 12 | 18 |
| 12. | Ministry of Lands, Survey and Town Planning | 4 | 1 | 3 | 8 |
| 13. | Bureau of Basic Infrastructure | - | 2 | - | 2 |
| 14. | Ministry of Information and Culture | 2 | - | 1 | 3 |
| 15. | Ministry of Women Affairs and Social Welfare | - | - | 1 | 1 |
| 16. | Ministry of Environment and Solid Minerals | 2 | 10 | 2 | 14 |
| 17. | Civil Service Commission | - | - | 1 | 1 |
| 18. | Office of the State Auditor-General | - | - | - | - |
| 19. | Office of the Auditor-General for Local Government | - | 1 | - | 1 |
| 20. | Board of Internal Revenue | 1 | 2 | - | 3 |
| | Total | 42 | 62 | 37 | 141 |

TABLE XV

DEATHS RECORDED IN 2002

| S/No. | Ministry/Non-Ministerial Department | Senior Management Staff, G.L. 13 and above | Middle Management Staff G.L. 07 - 12 | Junior Staff G.L. 01 - 06 | Total |
|-------|--|--|--------------------------------------|---------------------------|-----------|
| 1. | Office of the Executive Governor | - | 1 | - | 1 |
| 2. | Office of the Deputy Governor | - | - | - | - |
| 3. | Office of the Secretary to the State Government | - | - | 2 | 2 |
| 4. | Office of the Head of Service | - | 2 | 1 | 3 |
| 5. | Ministry of Agriculture | - | - | 1 | 1 |
| 6. | Ministry of Commerce, Industry and Technology | - | - | - | 1 |
| 7. | Ministry of Education, Youths and Sports | - | - | - | - |
| 8. | Ministry of Finance and Budget | - | - | - | - |
| 9. | Ministry of Health | - | - | - | - |
| 10. | Ministry of Justice | - | - | - | - |
| 11. | Ministry of Works, Housing and Transport | 1 | - | - | 1 |
| 12. | Ministry of Lands, Survey and Town Planning | - | - | - | - |
| 13. | Bureau of Basic Infrastructure | - | - | - | - |
| 14. | Ministry of Information and Culture | - | - | - | - |
| 15. | Ministry of Women Affairs and Social Welfare | - | - | - | - |
| 16. | Ministry of Environment and Solid Minerals | - | - | - | - |
| 17. | Civil Service Commission | - | - | - | - |
| 18. | Office of the State Auditor-General | - | - | - | - |
| 19. | Office of the Auditor-General for Local Government | - | 1 | 2 | 3 |
| 20. | Board of Internal Revenue | - | 1 | 1 | 2 |
| | Total | 2 | 5 | 7 | 14 |

Constraints:

TABLE XV

(i) *Non-rendition of Statistical Returns* - A major constraint in the performance of the Commission's duties was that some Ministries/Non-Ministerial Departments did not respond to requests to render periodic, monthly or annual returns, on the activities of their Personnel Management Boards and Staff Committees.

(ii) Notwithstanding the above constraints, the Commission solicits the continued devotion to duty by its staff and the co-operation of the staff of other government Ministries/Non-Ministerial Departments to help it attain greater heights in the years ahead.

Conclusion:

(i) The Civil Service Commission of Anambra State carried out its functions diligently in accordance with the relevant sections of the 1979 Constitution of the Federal Republic of Nigeria (as amended).

(ii) This Report has highlighted the activities of the Commission from 1st January to 31st December, 2002.

(iii) The Commission had also, by its various circular letters, helped in no small measure to streamline procedures and standards in the State Civil Service, in matters of appointment, promotion and discipline. By this singular measure, the Commission hoped to minimize the spate of petitions on these matters, as well as ensure justice and fair play in the service.

ANAMBRA STATE
CIVIL SERVICE COMMISSION

2001 ANNUAL REPORT

| | | | | | | |
|----|--|----|--|--|--|--|
| 1 | Office of the Executive Governor | 1 | | | | |
| 2 | Government | 2 | | | | |
| 3 | Office of the Head of Service | 3 | | | | |
| 4 | Ministry of Agriculture | 4 | | | | |
| 5 | Technology | 5 | | | | |
| 6 | Ministry of Education | 6 | | | | |
| 7 | Ministry of Health | 7 | | | | |
| 8 | Ministry of Finance and Budget | 8 | | | | |
| 9 | Ministry of Labour | 9 | | | | |
| 10 | Ministry of Works, Housing and Transport | 10 | | | | |
| 11 | Ministry of Lands, Survey and Town Planning | 11 | | | | |
| 12 | Bureau of Basic Infrastructure | 12 | | | | |
| 13 | Ministry of Information and Culture | 13 | | | | |
| 14 | Ministry of Women Affairs and Social Welfare | 14 | | | | |
| 15 | Ministry of Environment and Solid Minerals | 15 | | | | |
| 16 | Civil Service Commission | 16 | | | | |
| 17 | Office of the State Auditor-General | 17 | | | | |
| 18 | Office of the Auditor-General for Local Government | 18 | | | | |
| 19 | Board of Internal Revenue | 19 | | | | |
| 20 | Total | 20 | | | | |
| 21 | Total | 21 | | | | |

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