

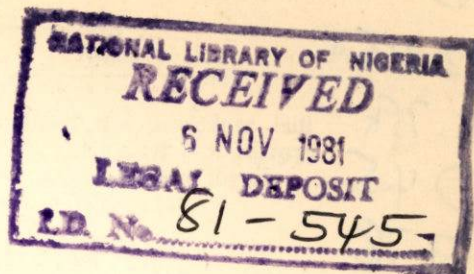
FEDERAL REPUBLIC OF NIGERIA

FEDERAL ESTABLISHMENTS
CIRCULARS 1978

*Issued by the Establishments Department
Rules and Regulations Division
Office of the Head of the Civil Service
of the Federation
Federal Secretariat Ikoyi, Lagos*

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**FEDERAL ESTABLISHMENTS
CIRCULARS FOR 1978**

INDEX TO ESTABLISHMENTS CIRCULAR 1978

Item	Reference No.	Subject	Remarks	Page
1.	No. 1/1978 B.7367/ S.1/V/717	Guidelines on Ensuring Early Payments of Re- tiring Benefits	Streamlined the procedure laid down in Circular No. 16/1977 Ref. No. B.635281/307 of 15/12/77.	7
2.	No. 2/1978	Exemption from contribu- tion to the National Pro- vident Fund	—	8
3.	PEN 56105/8 of 3/3/78	Reimbursements due to States Government in respect of Pensions and Gratuities paid on behalf of the Federal Govern- ment	Drew attention to the provisions of Circular No. 2/1971 on pro- cedure relating to claims for reimbursements.	9
4.	PSRU—13.1.12/ T/35 of 6/3/78	Designation of top profes- sional posts in the States Ministries of Health	Advised State Governments to adhere strictly to the design- ation approved in schedule II of the White Paper on the Report of the Public Service Review Panel.	11
5.	No. 3/1978 X.15204/S.1/X11 /T/140 of 7/3/78	Vacation Leave for Public Officers	Extended the period with which vacation leave must be exhaus- ted or forfeited to 1st Febru- ary of the following Calendar year. Amended Circular No. 9/1976 X. 15204/S. 1/X11/T/ 107 of 1st December, 1976.	12
6.	Cabinet Office Circular No. 59307/S.1/ of 23/3/78	Withdrawal of Accounts by Government Agencies from Barclays Bank Nigeria Ltd. (now Union Bank of Nigeria Ltd.)	Directed all Government Agen- cies to withdraw their accounts from Union Bank (Nigeria Ltd.)	13
7.	PSRU 13.2.12.3/ 11/121 of 29/ 3/78	Revised Grading of the Post of Chief Fisheries Officer in the States Mini- stries of Agriculture	Uniformly regraded the post of Chief Fisheries Officers in States Ministries of Agricul- ture on Grade Level 15 with effect from 1/4/77.	14
8.	PSRU. 13.1/8./ IV/277 of 30/3/78	New Structure for Educa- tion Officer Cadre and Graduate Teachers in the States Ministries of Agri- culture	Clarified Circular No. 14/1977.	15

INDEX TO ESTABLISHMENTS CIRCULAR 1978—*continued*

Item	Reference No.	Subject	Remarks	Page
9.	No. 4/1978 B. 62307/IV/997	Review of the New Pensions Scheme—Increase in Retirement Age of Public Officers	Amended Rule 4 of the Administrative Rule Annexed to Circular No. 6/1975 of 20/3/75. See Pension Act No. 102 of 1979.	16
10.	F. 10361/8.24/ XT/478 of 8/4 /76.	Foreign Exchange Element of Service Fees	—	17
11.	SD. 1737/65 of 12/4/78	Payment of Estacode allowance to Officers on Technical Assistant Courses	Guidelines on interpretation of F.10461/X11/288 of 13/5/74.	18
12.	No. 5/1978 B. 4381/S.2/ VII/329 of 12/4/78	Appointment of holders of Non-Residential Pitman's certificates	—	19
13.	No. 6/1978 SC. 20/TI/13 of 18/4/78	Reversion of Potential Stenographers to Clerical cadre	—	20
14.	No. 7/1978 B. 62307/IV/1001 of 26/4/78	Review of the New Pensions Scheme—Increase in Retirement Age for Public Officers	Amended Circular No. 4/1978 of 31/3/78.	21
15.	B. 56792/S.11/ C/1/Vol. V/594 of 1/5/78	Transfer of Unestablished Staff to Permanent Establishments	Amended Circular No. 56792/S. II/C.I/Vol. V/577 of 21/10/77 w.e.f. 1/4/78.	22
16.	B. 62384/S. 12/III /478 of 2/6/78	Vacation leave for Expatriate Officers	Reduced rates of vacation leave of Expatriate Officers to 3 days per month.	23
17.	No. 8/1978 PSRU. 13.1.12/VIII/478 of 2/6/78	Nigerian Health Services Panel : Grading Structure for Doctors and Para-Medical Staff	Effective date 1/4/78. Superceeded all Circulars on the grading and regrading of all posts in medical and para-medical cadres.	24
18.	No. 9/1978 PSRU. 4.5.3.16/IV/453 of 2/6/78	Application of the provisions of paragraph 62 of the White Paper on the Report of the Public Service Review Panel to Printing Staff in the Federal and State Civil Services	Cancelled Circular No. PSRU. 13/1/9.1/62 of 30/7/76.	34

INDEX TO ESTABLISHMENTS CIRCULAR 1978—*continued*

<i>Item</i>	<i>Reference No.</i>	<i>Subject</i>	<i>Remarks</i>	<i>Page</i>
19.	No. 10/1978 B.62530/S.3/80 of 5/7/78	Continuation of Service of Public Officers appointed as Civil Commissioners, etc.	Amended by Circular No. HS/PSA/6314/16 of 20/12/79 see HS/PSA/6314/24 of 4/3/80 for further clarification.	38
20.	No. 11/1978 B.63216/S.1/Vol. 1/34 of 26/7/78	Review of the New Pensions Scheme for the Public Service: Death Benefits	Modified Rule 6 (i) of the Administrative Rules Annexed Circular No. 6. See Pension Act No. 102 of 1979.	39
21.	No. 12/1978 PSRU. 13.1.12/ Vol. VIII/475 of 28/7/78	Revised Gradings for Official Reporters and Secretarial Staff and Typists	Clarified by Circular letter PSRU. 13.1.24/192 of 8/8/78.	40
22.	PSRU. 13.1.24/ 192 of 8/8/78	Revised Gradings for Official Reporters and Secretarial Staff and Typists	Clarified Circular No. 12/1978.	43
23.	No. 13/1978 B.33715/192 of 22/11/78	Death Benefits for Contract Officers killed in the performance of their Official duties	—	44
24.	No. 14/1978 PSRU.13.1.8/V /408 of 24/11/78	Improvement in the terms and Conditions of Service of Teachers	—	45
25.	No. 15/1978 PSRU. 4.6.10/67 of 12/12/78	Duplicating Machine Operators	—	48
26.	No. X. 16101/11 /11/328 dated 12/12/78	Excess Baggage Facilities for Officers on Overseas duty or Course of Instruction	Clarified Paragraph 2 of Circular No. 4/1974 of 1/8/74.	49
27.	No. 16/1978 PSRU. 13.1.8/ V/423 of 19/12/78	Effective Date of Commencement of certain aspects of the new conditions of service for Teachers	Modified paragraph 1 (VII) of Circular No. 14/1978 on the effective date of the new conditions of service of Teachers.	50

CIRCULAR

No. 1/1978

Federal Ministry of Establishments,
Pensions and Gratuities Division,
Independence Building,
Lagos.

21st February, 1978

Ref. No. B.7367/S.1/V/717

The Secretary to the Federal Military
Government,
The Inspector-General of Police,
All Federal Permanent Secretaries and Heads
of Extra-Ministerial Departments.

GUIDELINES ON ENSURING EARLY PAYMENT OF RETIRING BENEFITS

It has been found necessary to further streamline the procedure laid down in my Circular No. 16/1977 of 15th December, 1977, on the processing of papers in respect of retiring benefits.

2. Henceforth all Ministries/Departments are required to:—

(a) Ensure that the records of all their officers are kept up-to-date ;

(b) Forward in the month of January every year, the names of *all officers* due to retire during the year ;

(c) Ensure that pension forms are given to officers in good time to enable them complete and submit them to their Ministries at least *three months* before they are due to retire ;

(d) Ensure that completed pension forms, together with

(i) an up-to-date and certified record of service ; and

(ii) a statement on the officer's indebtedness to Government ; are forwarded immediately to this Ministry to allow for the usual three months required for the processing of the papers.

3. If Ministries/Departments co-operate in following the procedure laid down in paragraph 2 above, all retiring officers can rest assured that their gratuities and pension will be ready for payment on the effective date of their retirement. I am therefore counting on your co-operation to bring this circular to the attention of the schedule officers in your Ministry/Department.

4. All Ministries/Departments are hereby requested to forward the names of their officers who are due to retire this year to reach this Ministry not later than Friday, 31st of March, 1978.

(Sgd) MRS F. Y. EMANUEL,
Permanent Secretary,
Federal Ministry of Establishments

CIRCULAR

No. 2/1978

Federal Ministry of Establishments,
Independence House,
Lagos

22nd February, 1978

Ref. No. B.62363/IX/463

The Secretary to the Federal
Military Government,

All Federal Permanent Secretaries and
Heads of Extra-Ministerial Departments,

All Secretaries to State Governments,

All Permanent Secretaries to States'
Ministries of Establishments.

EXEMPTION FROM CONTRIBUTION TO THE
NATIONAL PROVIDENT FUND

Following the acceptance by Government of the unified grading structure all established posts of GL. 01—17 except those on contract are now pensionable. All incumbents of such posts are therefore now exempted from contributing to the National Provident Fund in accordance with Section 9 of the second schedule to the National Provident Fund Act 1961.

2. The effective date of this decision is 1st October, 1977 and no further deductions shall be made as from 1st March, 1978. All those affected by this Circular and who had contributed between 1st October, 1977 and 28th February, 1978, shall have their contributions refunded to them.

3. However, contributions made prior to 1st October, 1977 by and on behalf of an employee, will not be refunded by the National Provident Fund until such employee leaves the Service in any of the conditions specified in the National Provident Fund Act, and at which time the contributions paid by Government as employer on behalf of the employee shall be deducted from his gratuity.

(Sgd) MRS F. Y. EMANUEL,
Permanent Secretary,
Federal Ministry of Establishments

CIRCULAR

Ref. No. PEN 56105/8
Federal Ministry of Establishments,
Pensions and Gratuities Division,
Independence Building,
Lagos.

3rd March, 1978

The Accountants-General,
Ministry of Finance,
Treasury Division,
State Capitals

—Lagos, Abeokuta, Ibadan, Akure,
Benin, Enugu, Owerri, Port Harcourt,
Calabar, Makurdi, Jos, Yola, Bauchi,
Kano, Sokoto, Ilorin, Minna,
Maiduguri, Kaduna.

REIMBURSEMENTS DUE TO STATES' GOVERNMENT IN RESPECT OF PENSIONS AND GRATUITIES PAID ON BEHALF OF THE FEDERAL GOVERNMENT

I am directed to observe that hitherto, reimbursement due to States' Governments in respect of pensions and gratuities paid on behalf of the Federal Government to the authority of this Ministry's Circular No. 2/1971. Probably owing to the fact that the circular was issued about seven years ago and certainly because some newly created States do not have access to copies of the circular, claims for reimbursement have not been submitted for processing in this office.

2. The purpose of this circular letter, therefore, is to set out below the procedure relating to claims for reimbursements:—

(i) States' Accountants-General are kindly requested to submit their claims duly proved and supported by all necessary documents quarterly to Area Offices with a copy of the covering letter to this office for follow-up action ;

(ii) The claim should be restricted to Federal share of gratuity and initial pension payment. In effect, subsequent monthly pensions payments are not covered by this arrangement since they fall within the ambit of the recently evolved cash backing system ;

(iii) A certificate to the effect that no reimbursement has been claimed from the Accountant-General of the Federation must accompany each claim ;

(iv) Each Area Officer will vet the claim by reference to records available in his office and will certify the claim for reimbursement and onward transmission to this office ;

(v) On receipt at this Headquarters, clearance will be sought from the Accountant-General of the Federation to ensure that :—

(a) the reimbursement demanded has not been previously claimed through the Inward/Outward Accounts ;

(b) the stipulation of Financial Regulation No. 807 regarding heavy cash disbursement is complied with ;

(vi) Payment Voucher duly supported by valid documents will be raised and cheque will be issued payable to the nominated bankers of the appropriate State Government. A notification that the reimbursement has been effected will be transmitted by post to the State Government with a copy to the Area Officer concerned.

3. For the avoidance of doubt, State Governments, like Lagos, Oyo, Ondo, Ogun and Kwara whose areas of jurisdiction are not covered by any Area Office should submit their claims direct to this office for action.

4. The revised reimbursement procedure will become operative in respect of claims due as from 1st April, 1978.

5. It would be deeply appreciated if schedule officers for pensions in your office would be advised to follow the procedure outlined in the preceeding paragraphs to ensure a smooth reimbursement exercise.

*(Sgd) M. O. EJIDOKUN,
for Permanent Secretary,
Federal Ministry of Establishments*

Copy to:—

The Accountant-General of the Federation,
Federal Ministry of Finance,
Treasury Department,
Lagos.

Area Officer Jos, Calabar, Kano.

For information and necessary action please.

*(Sgd) M. O. EJIDOKUN,
for Permanent Secretary,
Federal Ministry of Establishments*

CIRCULAR

Federal Ministry of Establishments,
Independence House,
Lagos.

6th March, 1978

Ref. No. PSRU 13.1.12/T/35

To :

Permanent Secretary, Federal Ministry of Health,
All Permanent Secretaries, States Ministries of Health,
All Permanent Secretaries, State Ministries of Establishments.

DESIGNATION OF TOP PROFESSIONAL POSTS IN THE STATES MINISTRIES OF HEALTH

At the meeting of the National Council on Establishments held at Bagauda Lake Hotel, Kano on the 14th and 15th of July, 1976, the Council considered a memorandum No. NCE (76) (OM) 3/11 submitted by the Oyo State. In the memorandum, the Council was informed that, in contravention of Schedule II of the White Paper on the report of the Public Service Review Panel, some States Ministries of Health had changed the designation of their top professional posts from Chief Medical Officer/Chief Health Officer to Director of Health Services. Attached to the Oyo State memorandum was a copy of a circular letter No. SEC.439/43 of 13th April, 1976 issued by the Kano State Ministry of Health informing the Federal and other States Ministries of Health of the change of the designation of its top professional post from Chief Medical Officer to Director of Health Services.

2. The Council noted that there was no justification for such a change without prior approval by Government and then directed my Ministry to issue a circular to all States Ministries of Health requesting them to adhere strictly to the approved designations. I understand that the above decision was brought to the attention of all the States Ministries of Health by the Federal Ministry of Health in its memorandum No. NCH 18.4 submitted to the meeting of the National Council on Health held in January, 1978.

3. In compliance with the directive of the National Council on Establishments, I consider it necessary to issue this circular for the avoidance of any doubt. The purpose of the circular, therefore, is to advise all concerned to adhere strictly to the designation approved in Schedule II of the White Paper on the Report of the Public Service Review Panel. The approved designation of the top professional posts in the States Ministries of Health is either Chief Medical Officer or Chief Health Officer on Grade Level 15 and not Director of Health Services

*(Sgd) MRS F. Y. EMANUEL,
Permanent Secretary,
Federal Ministry of Establishments*

CIRCULAR

No. 3/1978

Federal Ministry of Establishments,
Independence House,
Lagos.

7th March, 1978

Ref. No. X.15204/S.1/XII/T/140

The Secretary to the Federal Military Government,
The Inspector-General of Police,
All Federal Permanent Secretaries and
Heads of Extra-Ministerial Departments,
All Secretaries to States Military Government,
The Permanent Secretaries to States
Ministries of Establishments,
All General Managers of Parastatals,
Executive Secretary,
National Universities Commission.

VACATION LEAVE FOR PUBLIC OFFICERS

You will recall that my Circular No. 9/1976, reference No. X.15204/S1/XII/T/107 of 1st December, 1976 stipulated that all public officers must *take and exhaust* their vacation leave within the Calendar year in which such leave is earned, and that any period of vacation leave which is not so exhausted shall be regarded as having been forfeited.

2. I have received representations from both Federal and State Ministries on the possible review of this rule, as exigencies of the service may at times make it impossible for an officer to *exhaust* his earned leave within the Calendar year, and it would be unfair to make the officer forfeit his earned leave.

3. The Ministry has reviewed the circular in the light of the experiences since its issue and has decided that officers will henceforth be allowed to enjoy their full leave entitlements in a Calendar year, even when it is not exhausted within that year, provided that the officer commences his leave before the 31st of December of that leave year. Considering however, that the maximum vacation leave entitlement in a year is 30 days, all officers should have exhausted their leave entitlement of a Calendar year before the 1st of February of the following Calendar year.

(Sgd) MRS F. Y. EMANUEL,
Permanent Secretary,
Federal Ministry of Establishments

CIRCULAR

Cabinet Office,
Lagos.
23rd March, 1978

Ref. No. 59307/S.1

To :

All Secretaries to the State
Military Governments,
All Federal Permanent Secretaries and
Heads of Extra-Ministerial Departments.

**WITHDRAWAL OF ACCOUNTS BY GOVERNMENT AGENCIES FROM
BARCLAYS BANK NIGERIA LTD. (NOW UNION BANK OF NIGERIA LTD.)**

In a recent decision, the Supreme Military Council directed that all public sector agencies without exception should, with immediate effect, withdraw their Accounts from Barclays Bank Nigeria Limited except in places where there is no alternative to Barclays. For the avoidance of doubt, public agencies within the meaning of this decision include :

All Ministries and Departments

Local Government Authorities

Statutory Corporations

Research and Training Institutes

All Educational Institutions controlled by Government at all levels and Companies that are wholly owned by Government.

2. As the Federal Military Government attaches great importance and priority to this decision, Federal Agencies will inform the Economic Department of Cabinet Office by Friday 14th April, 1978, on the outcome of the withdrawal exercise while Agencies of the State Governments will send similar returns to the offices of their Military Governors.

(Sgd) A. L. CIROMA,
Secretary to the Federal Military Government

CIRCULAR

Federal Ministry of Establishments,
Management Services Department,
Grading Operations Division,
P.M.B. 12648,
Ikoyi, Lagos.

29th March, 1978

Ref. No. PSRU. 13.2.12. 3/II/121

To :

All Permanent Secretaries,
States' Ministries of Establishments and Training,
All Permanent Secretaries,
States' Ministries of Agriculture and Natural Resources,
The Permanent Secretary,
Federal Ministry of Agriculture and Natural Resources,
Lagos.

**REVISED GRADING OF THE POST OF CHIEF FISHERIES OFFICER IN THE
STATES MINISTRIES OF AGRICULTURE**

As a result of representations received from some states about the disparity in the gradings of Chief Fisheries Officer, the matter has been reviewed and it has been decided that the posts of Chief Fisheries Officer in the States should be uniformly graded on Grade Level 15.

2. Accordingly, States in which the position is currently graded on Grade Level 14 should effect the new grading.
3. The effective date of the new grading is 1st April, 1977.

*(Sgd) E. D. IBE,
for Permanent Secretary,
Federal Ministry of Establishments*

CIRCULAR

Federal Ministry of Establishments,
Permanent Secretary's Office,
Independence Building,
Lagos.

30th March, 1978

Ref. No. PSRU. 13.1.8/IV/277

To :

The Secretary to the Federal Military Government,
The Inspector-General of Police,
All Federal Permanent Secretaries and
Heads of Extra-Ministerial Departments,
All Secretaries to State Military Governments,
All Permanent Secretaries to States Ministries of Establishments,
All Permanent Secretaries to States Ministries of Education,
The Executive Secretary,
National Universities Commission.

NEW STRUCTURE FOR THE EDUCATION OFFICER CADRE AND GRADUATE TEACHERS IN THE TEACHING SERVICE IN THE FEDERAL AND STATES PUBLIC SERVICES : CLARIFICATION

It has come to my notice that my Circular No. 14/1977 on the above subject is being misinterpreted in very many quarters. By way of clarification and to avoid any further mis-interpretation of the Circular, I wish to state that :—

(i) It is not the intention of the Circular to regrade or upgrade Education Officers and Graduate Teachers in the teaching service except those who prior to the date of the Circular were graded on GL. 11. Such posts have now been upgraded to Grade Level 12.

(ii) the post of Principal (Special Grade) is a new post and not an upgrading of the former grade of Principal (Special Grade) GL. 14. This post has now been redesignated Principal Grade+GL. 14. The newly created post of Principal (Special Duty) on grade 15 should therefore be filled by promotion on the basis of the Criteria Stipulated in paragraph 5.

(iii) All other posts prior to the date of the Circular should have their designation and functional titles changed to conform with those approved in the Schedule attached to the Circular.

2. I hope the above clarification will prevent any further wrong implementation of the Circular.

(Sgd) MRS F. Y. EMANUEL,
Permanent Secretary,
Federal Ministry of Establishments

CIRCULAR

No. 4/1978

Federal Ministry of Establishments,
Pensions and Gratuities Division,
Independence Building,
Lagos.

31st March, 1978

Ref. No. B. 62307/IV/997

To :

The Secretary to the Federal
Military Government,
All Secretaries to State
Military Governments,
All Federal Permanent Secretaries,
and Heads of Extra-Ministerial Department,
All Permanent Secretaries to States
Ministry of Establishments,
All General Managers of Federal Statutory
Corporations and State-Owned Companies,
The Executive Secretary, National Universities
Commission.

**REVIEW OF THE NEW PENSIONS SCHEME—INCREASE IN
RETIREMENT AGE FOR PUBLIC OFFICERS**

It has been decided by the Federal Military Government that the Compulsory age of retirement should, with effect from 1st April, 1978 be increased from 55 to 60. However, the existing practice whereby officers who have put in a total of 15 years or more service can retire voluntarily, but wait until 45 to claim their pensions, should remain. Accordingly Rule 4 of the Administrative Rules annexed to this Ministry's Circular No. 6/1975 of 20th March, 1975 is hereby appropriately amended to reflect the new decision. Also the compulsory age of retirement for High Court Judges and Court of Appeal/Supreme Court Justices remain at 60 and 65 respectively.

(Sgd) MRS F. Y. EMANUEL,
Permanent Secretary,
Federal Ministry of Establishments

CIRCULAR

FEDERAL MINISTRY OF FINANCE EXCHANGE CONTROL DIVISION LAGOS

Ref. No. F.10361/S. 24/XT/478

8th April, 1976

The Secretary to the Federal Military Government,
All Federal Permanent Secretaries and
Heads of Extra-Ministerial Department,
Permanent Secretaries, States Ministries of Finance,
Federal Statutory Corporations and
the Nigerian Universities.

FOREIGN EXCHANGE ELEMENT OF SERVICE FEES

In the past, varying and sometimes substantially high percentages of foreign exchange payments have been allowed by Ministries and State Governments in agreements entered into with foreign consultants for the purpose of rendering services such as engineering design, surveys, installation of equipment or machinery, supervision of projects, feasibility studies and other technical services which are in part, if not wholly, carried out locally.

2. Records show that some of the high foreign exchange payments were put in the agreements apparently in ignorance of the rule while a few were done in disregard of properly given advice. The purpose of this circular, therefore, is to inform all those concerned that, in keeping with the existing Exchange Control Regulations, not more than 60% of payments (arising from rendering services enumerated in the preceding paragraph) is remittable in foreign exchange. Nothing stops any Ministry, State or Institution negotiating a percentage much below the upper limit of 60% since this will be an added advantage and savings to the nation.

3. The 40% payment in local currency is meant to encourage the foreign contractor pay his tax where necessary, maintain local partners and offices (an effective way of transferring technology) and also meet other local commitments.

4. Where in very exceptional cases foreign exchange required by a foreign contractor exceeds the limit of 60% (of the total payment) allowed, these should be referred to this Ministry for determination on their merit. Henceforth, this Ministry will not entertain foreign exchange components of contracts in excess of the percentage limit stipulated. It is advised, that this should be borne in mind when contract agreements are being entered into. On no account should contracts involving foreign exchange be signed without prior reference to this Ministry.

5. State Governments are to bring the contents of this circular to the notice of their agencies and parastatals.

*(Sgd) G. OLU. MOGAI,
for Permanent Secretary,
Federal Ministry of Finance*

B. 63245/69

Federal Ministry of Establishments,
Staff Development Division,
33 Moloney Street,
Lagos.

28th April, 1976.

CIRCULAR
OFFICE NOTICE

SD. 1737/65

Federal Ministry of Establishments,
Staff Development Division,
33 Moloney Street,
Lagos.

12th April, 1978

To :

All Staff (SDD)
P.A.S. (R & R)
Chief Accountant (A/C & S)
Senior Internal Auditor (Internal Audit)
Executive Officer (C/S)

**PAYMENT OF ESTACODE ALLOWANCE TO OFFICERS
ON TECHNICAL ASSISTANT COURSES**

The existing rates of allowances payable to Government functionaries travelling abroad on duty visits/course of instructions are contained in Federal Ministry of Finance Circular No. F.10461/XII/238 of 13th May, 1974.

2. However many officers going on technically assisted courses still seem to be confused on the calculation of their entitlements.

3. The purpose of this Office Notice therefore is to bring to your notice the following guidelines which are meant to refresh your minds on our interpretation of paragraph 6 of the Federal Ministry of Finance Circular on allowances.

(i) Where the donor providing the training as a form of technical assistance to Nigeria also provides free board and lodging, the officers concerned shall be entitled to 10% of his appropriate estacode for the whole duration of his course—in other words no full estacode for the 1st 28 days is payable.

(ii) Where the donor providing the training provides free lodging alone, the officer concerned shall be entitled to 30 per cent of his appropriate estacode throughout the whole duration of his course to meet board and incidental expenses (full estacode for 1st 28 days not payable).

(iii) Where the donor provides free lodging plus cash allowance, the officer will claim the cash difference between the cash payment by the donor government and the 30 per cent of his appropriate estacode. (No full estacode for 1st 28 days).

(iv) However, where the donor merely gives the officer cash towards the cost of board and lodging and other incidentals, the officer is entitled to receive the difference between the total cash paid him by the host government, and the estacode rate payable to him by Nigerian government, i.e. he will receive full estacode for the 1st 28 days and 30 per cent of his appropriate estacode for the remaining period of the course less the cash payment made to him by the donor.

4. In view of the stringent financial measures recently imposed by the Government, the observance of the above guidelines would go a long way in economising the meagre provisions for training during this financial year.

(Sgd) M. O. ASIELUE,
for Permanent Secretary,
Federal Ministry of Establishments

CIRCULAR

No. 5/1978

Federal Ministry of Establishments,
Independence Building,
Lagos.

12th April, 1978

Ref. No. B.4381/S.2/VII/329

All Federal Permanent Secretaries and
Heads of Extra-Ministerial Departments,
All States Ministries of Establishments,
Federal and State Public Service Commissions.

**APPOINTMENT OF HOLDERS OF NON-RESIDENTIAL
PITMAN'S CERTIFICATES**

The National Council on Establishments has approved with immediate effect that holders of the non-residential Pitman's Examination Certificates in Secretarial subjects should be further subjected to passing, at the appropriate level, a qualifying test conducted by any of the Federal Training Centres and their States' counterparts before absorption into permanent appointment in any arm of the Public Service.

2. The new directive is designed, first of all, to ensure that the same standard of professional competence is acquired by such candidates and secondly to assure employment agencies in the Public Service that the holders of such Certificates are able to live up to expectation in their performance on the job.

3. I count on your co-operation to bring this circular to the attention of all employment agencies in your various Ministries of Establishments and other Departments.

*(Sgd) GAMBO GUBIO,
for Permanent Secretary
Federal Ministry of Establishments*

CIRCULAR

No. 6/1978

Federal Ministry of Establishments,
Administration and Management Division,
Lagos.

18th April, 1978

Ref. No. SC.20/TI/13

The Secretary to the Federal Military
Government,
All Federal Permanent Secretaries,
Heads of Extra-Ministerial Departments
of the Federal Government.

REVERSION OF POTENTIAL STENOGRAPHERS TO CLERICAL CADRE

Further to my Circular No. SC 20/11/2 of 14th October, 1977 and the subsequent meeting held with officers responsible for internal administration in the various Ministries/Departments on the reversion of Potential Stenographers to Clerical grades, it has been decided that all the Potential Stenographers who failed to qualify as stenographers at the end of their training should be reverted to the Clerical cadre with effect from 1st August, 1977.

2. However, this Ministry is aware that some potential stenographers sat and passed the combined Confirmation/Advancement Test on or before they commenced their Stenographers' Course. In this exercise, such cases should be treated as in (i) or (ii) below :—

(i) those who, as Clerical Officers, passed the Test at Accelerated level and were advanced to former salary Scale D3 in 1974 should be reverted to the post of Senior Clerical Officer, GL. 05, while

(ii) those who, as Clerical Officers/Clerical Assistants, passed the Test at Promotion Level only and were advanced to former salary Scale D2 in 1974 should revert to the post of Clerical Officer, GL. 04, 4th point.

3. The essence of this exercise is to ensure that this category of staff who are unable to qualify as full-fledged stenographers are not kept indefinitely in a grade where they feel frustrated and stagnating. In order to ensure that the essential secretarial services they render in the Service is not brought to a stand-still, however, those reverting may continue to be held against the posts of stenographers for a period not exceeding one year from 1st April, 1978, after which they should be redeployed on clerical duties.

4. I should be grateful if you would please bring the contents of this Circular to the notice of those affected in your Ministry/Department.

(Sgd) GAMBO GUBIO,
for Permanent Secretary
Federal Ministry of Establishments

CIRCULAR

No. 7/1978

Federal Ministry of Establishments,
Lagos.

26th April, 1978

Ref. No. B.62307/VI/1001

The Secretary to the Federal
Military Government,
All Secretaries to State
Military Governments,
All Federal Permanent Secretaries and
Heads of Extra-Ministerial Departments,
All Permanent Secretaries to States
Ministry of Establishments,
All General Managers of Federal Statutory
Corporations and State-Owned Companies,
The Executive Secretary, National Universities Commission.

**REVIEW OF THE NEW PENSIONS SCHEME—INCREASE IN
RETIREMENT AGE FOR PUBLIC OFFICERS**

With reference to my Circular No. 4/1978 of 31st March, 1978 on the above, the compulsory ages of retirement for High Court Judges and Court of Appeal/Supreme Court Justices are hereby amended to read 62 and 65 respectively, and not 60 and 65 as contained in the Circular.

2. The error is regretted.

*(Sgd) MRS F. Y. EMANUEL,
Permanent Secretary,
Federal Ministry of Establishments*

CIRCULAR

Permanent Secretary's Office,
Federal Ministry of Establishments,
Independence Building,
Lagos.

1st May, 1978

Ref. No. B 56792/S.11/C.1/Vol. V/594

The Secretary to the Federal Military Government,
All Federal Permanent Secretaries and
Heads of Extra-Ministerial Departments,
All Secretaries to State Governments,
All Permanent Secretaries to States Ministries of Establishments.

TRANSFER OF UNESTABLISHED STAFF TO PERMANENT ESTABLISHMENT

This is to inform you that it has been decided that all daily-paid employees who have completed a minimum of 5 years unbroken service on 1st April, 1978, with good service records, whether or not they possess paper qualification, should be automatically absorbed into permanent establishment, their 5 years good service records being enough evidence of their ability to perform on the job. Where a daily-paid worker has periods of lay-off as a result of redundancy or breaks in service due to ill-health, not exceeding 3 months at any one time, Ministries and Departments may condone such periods in computing the required aggregate period of 5 years' satisfactory service needed for automatic absorption. Daily-paid workers who have put in less than 5 years service on the effective date of this Circular should be retained and absorbed when they are 5 years. The future advancement of all persons absorbed in the manner stipulated above should be subject to their satisfying normal promotion requirements.

2. All daily-paid or unestablished employees who possess the prescribed qualifications for the jobs they have been performing should also automatically be absorbed into permanent establishment whether or not they have served for 5 years.

3. All persons qualified for absorption under this Circular should be absorbed into suitable posts in the existing cadres appropriate to their nature of jobs and be paid accordingly. Where overestablishment occurs as a result of this exercise, those involved should continue to be paid from the labour vote until the end of the financial year. The resultant overestablishment should however be reflected in the 1979-80 Approved Estimates, and the labour vote correspondingly reduced.

4. As the main purpose of this exercise is to phase out the employment of daily paid staff, Ministries are not allowed to recruit daily-paid staff to replace those being absorbed. Henceforth Ministries can only recruit daily-paid staff for jobs of short duration at the end of which they should be laid off.

5. This Circular takes effect from 1st April, 1978 and it replaces this Ministry's Circular No. 56792/S.11/C.1/Vol.V/577 of 21st October, 1977 which is hereby cancelled.

(Sgd) MRS F. Y. EMANUEL,
Permanent Secretary
Federal Ministry of Establishments

CIRCULAR

Ref. No. B.62384/S.12/III/536
Federal Ministry of Establishments,
Independence Building,
Lagos.
23rd May, 1978

The Secretary to the Federal Military
Government,
All Federal Permanent Secretaries, and
Heads of Extra-Ministerial Departments,
Secretary, National Universities Commission.

VACATION LEAVE OF EXPATRIATE OFFICERS

The Federal Military Government has recently re-examined the existing leave conditions of Expatriate Contract Officers in the light of the new leave rates for indigenous officers, and has decided that with effect from 1st April, 1978, the following leave conditions will apply to Expatriate Contract Officers employed in the Federal Public Service :—

- (i) for every completed one month of service, expatriates will be entitled to 3 days leave on pro-rata basis ;
- (ii) expatriate contract officers will be entitled to 4 days travelling time when they go on leave ;
- (iii) the effective date of the new leave rate is 1st April, 1978 ;
- (iv) local leave facilities will continue to operate as at present ;
- (v) any officer over 50 years will have his home leave annually ;
- (vi) all new contracts as well as renewals of contracts of appointment will accordingly reflect the new conditions.

(Sgd) MRS F. Y. EMANUEL,
Permanent Secretary
Federal Ministry of Establishments

CIRCULAR

No. 8/1978

Federal Ministry of Establishments,
Permanent Secretary's Office,
Independence House,
Lagos.

2nd June, 1978

Ref. No. PSRU.131.12/VIII/478

The Secretary to the Federal
Military Government,
The Inspector-General of Police,
All Federal Permanent Secretaries and
Heads of Extra-Ministerial Departments,
All Secretaries to State Military Governments,
All Permanent Secretaries of State Ministries
of Establishments,
All Permanent Secretaries of State Ministries of Health,
The Executive Secretary,
National Universities Commission,
All Directors of Administration in the
Teaching Hospitals.

NIGERIAN HEALTH SERVICES PANEL : GRADING STRUCTURES FOR DOCTORS AND PARA-MEDICAL STAFF

The Federal Government has considered the Final Report of the Nigerian Health Services Panel and approved new grading structures for Doctors and Para-Medical staff in the Federal and State Public Services as detailed in Schedules I and II to the White Paper on the Report. The Schedules are reproduced as Annexes I and II to this Circular.

DOCTORS

2. In the new structure for Doctors, House Officers (pre-registration) will now enter the unified grades structure on GL. 08 step 5 instead of step 3 for the first 6 months and step 4 for the second 6 months (i.e. ₦3,864 instead of ₦3,564-~~₦3,714~~). Senior House Officers/Medical Officers II will now enter GL. 09 at step 5 after their National Youth Service instead of Step 2 (i.e. ₦5,016 instead of ₦4,530). A new grade of Chief Medical Officer GL. 16 has been created to provide better career prospects for General Practitioners. The present post of chief Medical Officer/Chief Health Officer GL. 15 has been re-designated Principal Medical Officer I/Principal Health officer GL. 15 while the former Principal Medical Officer/Principal Health Officer on GL. 14 has been re-designated Principal Medical Officer II/Principal Health Officer II on GL. 14. The new post of Chief Medical Officer on GL. 16 in this new arrangement should therefore be filled by the normal process of Promotion.

CREATION OF MORE THAN ONE POST OF CHIEF CONSULTANT IN EACH STATE MINISTRY OF HEALTH

3. In order to provide more career opportunities for Consultants, the National Council on Establishments has approved the creation of posts of Chief Consultants in States Ministries of Health in each of the following major areas of broad disciplines :—

- (1) Public Health/Community Health
- (2) Internal Medicine—Physician
- (3) General Surgery
- (4) Orthopaedic (Surgery)
- (5) E.N.T. (Surgery)
- (6) Ophthalmology (Surgery)
- (7) Obstetrics and Gynaecology
- (8) Dentistry
- (9) Pathology
- (10) Radiology
- (11) Paediatrics
- (12) Psychiatry
- (13) Anaesthetics.

The Consultants will be placed in hospitals where their services are needed. However, before a post of Consultant can be created, the number of patients in a hospital requiring a particular Specialist care must be such that referring these patients to another hospital is not only impracticable but also uneconomical, and appointment/promotion to such posts will be governed by the laid down rules.

PARA-MEDICAL STAFF

4. The new grading structures for the para-medical staff are designed to remove stagnation in the lower grades and to provide for deserving Officers, the scope for the assumption of higher responsibilities and advancement up to GL. 13.

I—NURSES

(a) *Emergency Measures.*—In order to remove stagnation and frustration in the rank and file of Nurses, the Federal Government has decided that all members of the Nursing cadre on Grade Levels 07-09, who have done at least 10 years in their present grades and have records of good performance and good conduct, should be promoted to the next higher grade levels. This should be a once and for all exercise and such promotions should not be subject to the existence of vacancies.

(b) *Creation of new post on GL. 13.*—In order to bring the nursing staff employed in the hospitals in line with other para-medical staff, a new post of Chief Matron/Chief Nursing Superintendent on GL. 13 has been created to take charge of hospitals with 500 beds and above. The existing post of Chief Nursing Superintendent on GL. 12 has been re-designated Assistant Chief Nursing Superintendent on GL. 12.

(c) *Abolition of the Use of Number of Beds as a Criterion for the Creation of Post in Grade Levels 08-12.*—To enable more posts to be created in Grade Levels 08 to 12, the use of a minimum number of beds as a criterion for determining the number of posts to be created at various Grade Levels has been abolished. Henceforth, the number of posts to be created in Grade Levels 08-12 will be based on need and the various duties to be performed. However, where more than one Nursing Sister are employed in a ward, the most senior of them will take charge of the ward.

(d) *Public Health Services.*—The new arrangements in (b) above also apply to the Nursing staff employed in the Public Health Services. This means that a new post of Chief Health Sister on GL. 13 has been created to take charge of two or more health districts. The existing post of Chief Health Sister on GL. 12 has been re-designated Assistant Chief Health Sister on GL. 12.

(e) *Dual Qualifications.*—Henceforth, staff nurses with qualifications in both General Nursing and Midwifery will be given two incremental credits on GL. 07 on entry to that grade or after acquiring the second of both qualifications.

(f) *Nursing Teaching Service.*—In order to encourage Nursing Tutors, new posts of Principal and Vice-Principal of Schools of Nursing with over 400 students have been created on GL. 13 and GL. 12 respectively.

II—RURAL HEALTH/PUBLIC HEALTH INSPECTORS

On recruitment, Public Health Superintendents-in-Training are placed on GL. 04. After the successful completion of their 3-year course, they should be placed on Grade Level 07 as Health Superintendents. Consequently, the grades of Health Inspector-in-Training GL. 04, Health Inspector GL. 06 and Assistant Health Superintendent on GL. 06 have been abolished. All Assistant Health Superintendents and Health Inspectors now serving in the field on the successful completion of their courses should be re-designated Health Superintendent on GL. 07.

III—PHARMACEUTICAL TECHNICIANS

A new cadre of Pharmaceutical Technicians has been created. This is the Technical cadre between the Pharmacy Assistants and the Pharmacists. Pharmacy Assistants will come into the cadre after serving for not less than 24 months and after passing the National Entrance Examination that will be prescribed under the new National Health Scheme. There will also be direct entrants with the West African School Certificate. After the successful completion of their training, they will be appointed as Pharmaceutical Technicians on GL. 07 and progress to the post of Chief Pharmaceutical Technician on GL. 13. The correct nomenclature for this new cadre is "Pharmaceutical Technician" and not "Pharmacy Technician" as contained in the White Paper.

IV—PHARMACY ASSISTANTS

The two cadres of Dispensary Health Assistants and Dispensing Assistants have been merged and re-designated Pharmacy Assistants. The new gradings and career structure for the cadre are as shown in Schedule II of the White Paper and Annex II to this Circular.

V—DENTAL THERAPISTS/DENTAL HYGIENISTS

The cadre of Dental Hygienists has been merged with the cadre of Dental Therapists as there is no justification for the present Scheme of Service for Dental Hygienists which provides that they should spend a period of about five years as Dental Hygienists before they can be promoted to the grade of Dental Therapists on GL. 07. As this requirement is not in consonance with the Scheme of Service for Nurses and other para-medical staff, the present trainee Dental Hygienists on GL. 04 should be re-designated Dental Therapists-in-Training on GL. 04. Dental Hygienists who have already completed their training and are now on either GL. 05 or GL. 06 should be up-graded to GL. 07 and re-designated Dental Therapists.

VI—PROSTHETISTS

As a result of the confusion which has arisen from the interchangeable use of the designations of "Limb Makers" and "Limb Fitters" in different hospitals, it has been decided to re-designate Limb Makers as Prosthetists. The Prosthetists are Technologists and their grading structure is as shown in the White Paper and in Annex II to this Circular.

5. All new posts (other than those in the Pharmaceutical Technician cadre) should be filled by the normal promotion process. In cases of upgrading, officers should convert to their appropriate Grade Levels with the new designation as indicated in the Schedule to the White Paper and Annex II to this Circular.

6. The effective date for the implementation of the new grading structures is 1st of April, 1978.

(Sgd) MRS F. Y. EMANUEL,
*Permanent Secretary,
Federal Ministry of Establishments*

NEW APPROVED STRUCTURE FOR DOCTORS

<i>Specialist Cadre</i>	<i>Minimum Qualification for Specialist Cadre</i>	<i>General Duty Cadre</i>	<i>Minimum Qualification or General Duty Cadre</i>	<i>Approved Grade Level</i>
House Officer (Pre-Registration)	Recognised Medical qualification but not registered	House Officer (Pre-Registration)	Recognised Medical Qualification but not registered.	GL. 08 (Step 5)
Senior House Officer ..	Completion of one year housemanship and full registration by the Nigerian Medical Council and completion of the National Youth Service	Medical Officer, Grade II	Completion of 1 year housemanship and full registration by the Nigerian Medical Council and completion of the National Youth Service.	GL. 09 (Step 5)
Registrar	Registered Medical Officer, with one year in the specialty	Medical Officer, Grade I ..	Medical Officer with a minimum of three years post-registration experience.	GL. 10
Senior Registrar II ..	Registered Medical Officer with a minimum of 3 years in the specialty plus a specialist qualification	Senior Medical Officer, Grade II	Medical Officer with a minimum of 6 years post-registration experience.	GL. 12
Senior Registrar I	Specialist with at least 4 years in the specialty	Senior Medical Officer, Grade I	Medical officer with a minimum of 8 years post-registration experience.	GL. 13
Consultant	Senior Registrar, Grade I with a minimum of one year's experience in that grade	Principal Medical Officer/ Principal Health Officer, Grade II	Medical Officer with minimum of 10 years post-registration experience.	GL. 14
Senior Consultant	Consultant with a minimum of 2 years experience in that grade	Principal Medical Officer/ Principal Health Officer, Grade I	Medical Officer with a minimum of 12 years post-registration experience	GL. 15
Chief Consultant	Senior Consultant with a minimum of 3 years experience in that grade	Chief Medical Officer ..	Medical Officer with a minimum of 15 years post-registration experience.	GL. 16

(a) The gradings for Dental Surgeons will be the same as those approved for Doctors.

(b) To be "in specialty" means practising continuously in that particular specialty within a recognised post-graduate training programme.

APPROVED STRUCTURE FOR THE PARA-MEDICAL STAFF

*Existing Structure**New Structure*

(i) RADIOGRAPHERS

			Chief Radiographer	GL. 13 (NP)
			Assistant Chief Radiographer	GL. 12 (NP)
			Principal Radiographer I	GL. 11 (NP)
Principal Radiographer	GL. 10		Principal Radiographer II	GL. 10
Senior Radiographer	GL. 09		Senior Radiographer	GL. 09
Higher Radiographer	GL. 08		Higher Radiographer	GL. 08
Radiographer	GL. 07		Radiographer	GL. 07

(ii) DENTAL TECHNOLOGISTS

			Chief Dental Technologist	G.L. 12 (NP)
			Assistant Chief Dental Technologist	GL. 12 (NP)
			Principal Dental Technologist I	GL. 11 (NP)
Principal Dental Technologist	GL. 10		Principal Dental Technologist II	GL. 10
Senior Dental Technologist	GL. 09		Senior Dental Technologist	GL. 09
Higher Dental Technologist	GL. 08		Higher Dental Technologist	GL. 08
Dental Technologist	GL. 07		Dental Technologist	GL. 07

(iii) DENTAL THERAPISTS

			Chief Dental Therapist	GL. 13 (NP)
			Assistant Chief Dental Therapist	GL. 12 (NP)
			Principal Dental Therapist I	GL. 11 (NP)
Principal Dental Therapist II	GL. 10		Principal Dental Therapist II	GL. 10
Senior Dental Therapist	GL. 09		Senior Dental Therapist	GL. 09
Higher Dental Therapist	GL. 08		Higher Dental Therapist	GL. 08
Dental Therapist	GL. 07		Dental Therapist	GL. 07

(iv) NUTRITION OFFICERS

			Chief Nutrition Officer	GL. 13 (NP)
			Assistant Chief Nutrition Officer	GL. 12 (NP)
			Principal Nutrition Officer I	GL. 12 (NP)
Principal Nutrition Officer	GL. 10		Principal Nutrition Officer II	GL. 10
Senior Nutrition Officer	GL. 09		Senior Nutrition Officer	GL. 09
Higher Nutrition Officer	GL. 08		Higher Nutrition Officer	GL. 08
Nutrition Officer	GL. 07		Nutrition Officer	GL. 07

(NP)—New Post.

Existing Structure

New Structure

(v) DIETICIAN

			Chief Dietician	GL. 13 (NP)
			Assistant Chief Dietician ..	GL. 12 (NP)
			Principal Dietician I	GL. 11 (NP)
Principal Dietician	GL. 10		Principal Dietician II	GL. 10
Senior Dietician	GL. 09		Senior Dietician	GL. 09
Higher Dietician	GL. 08		Higher Dietician	GL. 08
Dietician	GL. 07		Dietician	GL. 07

(vi) OCCUPATIONAL THERAPIST

			Chief Occupational Therapist ..	GL. 13 (NP)
			Assistant Chief Occupational ..	GL. 12 (NP)
			Therapist Principal Occupational Therapist I	GL. 11 (NP)
Principal Occupational Therapist II	GL. 10		Principal Occupational Therapist	GL. 10
Senior Occupational Therapist	GL. 09		Senior Occupational Therapist ..	GL. 09
Higher Occupational Therapist	GL. 08		Higher Occupational Therapist ..	GL. 08
Occupational Therapist ..	GL. 07		Occupational Therapist	GL. 07

(vii) PROSTHETIST CADRE

			Chief Prosthetist	GL. 13 (NP)
			Assistant Chief Prosthetist ..	GL. 12 (NP)
Principal Limb Maker II ..	GL. 10		Principal Prosthetist II	GL. 10
Senior Limb Maker	GL. 09		Senior Prosthetist	GL. 09
Higher Limb Maker	GL. 08		Higher Prosthetist	GL. 08
Limb Maker	GL. 07		Prosthetist	GL. 07

(viii) NURSING OFFICER CADRE (In Ministries' Headquarters)

Chief Nursing Officer (Federal)	GL. 13	Chief Nursing Officer (Federal) ..	GL. 13
Deputy Chief Nursing Officer (Federal)	GL. 12	Deputy Chief Nursing Officer (Federal)	GL. 12
Chief Nursing Officer (State) ..	GL. 13	Chief Nursing Officer (State) ..	GL. 13
Deputy Chief Nursing Officer (State)	GL. 12	Deputy Chief Nursing Officer (State)	GL. 12
Principal Nursing Officer I ..	GL. 11	Principal Nursing Officer I ..	GL. 11
Principal Nursing Officer II ..	GL. 10	Principal Nursing Officer II ..	GL. 10
Senior Nursing Officer	GL. 09	Senior Nursing Officer	GL. 09
Nursing Officer	GL. 08	Nursing Officer	GL. 08

Existing Structure

New Structure

(ix) NURSING CADRE (HOSPITAL SERVICES)

		Chief Matron/Chief Nursing Superintendent (for hospitals with 500 beds and above)	GL. 13 (NP)
Senior Matron/Chief Nursing Superintendent	GL. 12	Senior Matron/Assistant Chief Nursing Superintendent	GL. 12
Matron I/Principal Nursing Superintendent I	GL. 11	Matron I/Principal Nursing Superintendent I	GL. 11
Matron II/Principal Nursing Superintendent	GL. 10	Matron II/Principal Nursing Superintendent II	GL. 10
Senior Nursing Sister/Senior Nursing Superintendent	GL. 09	Senior Nursing Sister/Senior Nursing Superintendent	GL. 09
Nursing Sister/Nursing Superintendent	GL. 08	Nursing Sister/Nursing Superintendent	GL. 08
Staff Nurse	GL. 07	Staff Nurse	GL. 07

(x) PHYSIOTHERAPISTS

		Chief Physiotherapist	GL. 13 (NP)
		Assistant Chief Physiotherapist	GL. 12 (NP)
		Principal Physiotherapist I	GL. 11 (NP)
Principal Physiotherapist II	GL. 10	Principal Physiotherapist II	GL. 10
Senior Physiotherapist	GL. 09	Senior Physiotherapist	GL. 09
Physiotherapist	GL. 08	Physiotherapist	GL. 08

(xi) PUBLIC HEALTH SERVICES

Schedule II

		Chief Health Sister (in charge of two or more Districts)	GL. 13 (NP)
Chief Health Sister	GL. 12	Assistant Chief Health Sister (in charge of a District at least one including comprehensive Health Centre)	GL. 12
Principal Health Sister I	GL. 11	Principal Health Sister I (in charge of a comparative Health Centre)	GL. 11
Principal Health Sister II (in charge of Health Centre)	GL. 10	Principal Health Sister II (in charge of Health Centre)	GL. 10
Senior Health Sister in charge of a minimum of 3 Special Clinics)	GL. 09	Senior Health Sister (in charge of 3 Special Clinics)	GL. 09
Health Sister (in charge of Special Clinics)	GL. 08	Health Sister (in charge of Special Clinics)	GL. 08
Staff Nurse (Health)	GL. 07	Staff Nurse (Health)	GL. 07

(NP)—New Post.

Existing Structure

New Structure

(xii) NURSING TEACHING SERVICE

			Principal School of Nursing (with over 400 students)	GL. 13 (NP)
			Vice-Principal of Nursing School (with over 400 students)	GL. 12 (NP)
Principal School of Nursing or Midwifery (with a minimum of 300 Students)	GL. 12		Principal School of Nursing (with 300-400 students)	GL. 12
Vice-Principal, School of Nursing or Midwifery (with a minimum of 300 Students)	GL. 11		Vice-Principal, School of Nursing (with 300-400 students)	GL. 11
Principal, School of Nursing or Midwifery (with a minimum of 200 students)	GL. 11		Principal Nurse Tutor I/Principal School of Nursing (with less than 300)	GL. 11
Principal Nurse Tutor II..	.. GL. 10		Principal Nurse Tutor II	.. GL. 10
Senior Nurse Tutor GL. 09		Senior Nurse Tutor GL. 09
Nurse Tutor GL. 08		Nurse Tutor GL. 08

(xiii) RURAL HEALTH/PUBLIC HEALTH SUPERINTENDENT CADRE

			Chief Health Superintendent	.. GL. 13 (NP)
			Assistant Chief Health Superin- tendent	GL. 12 (NP)
Principal Health Superintendent..	GL. 10		Principal Health Superintendent	GL. 11
Senior Health Superintendent	.. GL. 09		Principal Health Superintendent II	GL. 10
Higher Health Superintendent	.. GL. 08		Senior Health Superintendent	.. GL. 09
Health Superintendent GL. 07		Higher Health Superintendent	.. GL. 08
Health Inspector/Assistant	.. GL. 06		Health Superintendent GL. 07
Health Inspector-in-Training	.. GL. 04		Health Superintendent in-Train- ing	GL. 04

(xiv) PHARMACEUTICAL TECHNICIAN CADRE

			Chief Pharmaceutical Technician	GL. 13 (NP)
			Assistant Chief Pharmaceutical Technician I	GL. 12 (NP)
			Principal Pharmaceutical Tech- nician I	GL. 11 (NP)
			Principal Pharmaceutical Tech- nician II	GL. 10 (NP)
			Senior Pharmaceutical Technician	GL. 09 (NP)
			Higher Pharmaceutical Technician	GL. 08 (NP)
			Pharmaceutical Technician	.. GL. 07 (NP)

(xv) PHARMACY ASSISTANTS CADRE

(a) Chief Dispensary Health Assistant	GL. 06		Chief Pharmacy Assistant	.. GL. 07
Senior Dispensary Health Assistant	GL. 05		Senior Pharmacy Assistant	.. GL. 06
Dispensary Health Assistant	.. GL. 04		Pharmacy Assistant GL. 05

(NP)—New Post.

<i>Existing Structure</i>		<i>New Structure</i>	
Dispensary Health Assistant-in-Training	GL. 03	Pharmacy Assistant-in-Training ..	GL. 04
(b) Chief Dispensing Assistant ..	GL. 06	Chief Pharmacy Assistant ..	GL. 07
Senior Dispensing Assistant ..	GL. 06	Senior Pharmacy Assistant ..	GL. 06
Dispensing Assistant ..	GL. 05	Pharmacy Assistant ..	GL. 05
Dispensing Assistant-in-Training	GL. 04	Pharmacy Assisant-in-Training ..	GL. 04

(xvi) MEDICAL RECORDS OFFICER CADRE

		Chief Medical Records Officer ..	GL. 13 (NP)
		Assistant Chief Medical Officer ..	GL. 12 (NP)
		Principal Medical Records Officer I	GL. 11 (NP)
Principal Medical Records Officer	GL. 10	Principal Medical Records Officer II	GL. 10
Senior Medical Records Officer ..	GL. 09	Senior Medical Records Officer	GL. 09
Higher Medical Records Officer ..	GL. 08	Higher Medical Records Officer	GL. 08
Medical Records Officer ..	GL. 07	Medical Records Officer	GL. 07

(xvii) MEDICAL LABORATORY TECHNOLOGIST

Chief Medical/Science Laboratory Technologist	GL. 13	Chief Medical/Science Laboratory Technologist	GL. 13
Principal Medical/Science Laboratory Technologist ..	GL. 12	Principal Medical/Science Laboratory Technologist	GL. 12
Senior Medical/Science Laboratory Technologist ..	GL. 10	Senior Medical/Science Laboratory Technologist	GL. 10
Medical/Science Laboratory Technologist I ..	GL. 09	Medical/Science Laboratory Technologist I	GL. 09
Medical/Science Laboratory Technologist II ..	GL. 08	Medical/Science Laboratory Technologist II	GL. 08

(xviii) OPHTHALMIC OPTICIAN/OPTOMETRIST CADRE

		Chief Ophthalmic Optician/Optomtrist	GL. 13 (NP)
		Assistant Chief Ophthalmic/Optomtrist	GL. 12 (NP)
		Principal Ophthalmic Optician/Optomtrist	GL. 11 (NP)
Principal Ophthalmic Optician ..	GL. 10	Principal Ophthalmic Optician II Optomtrist	GL. 10
Senior Ophthalmic Optician ..	GL. 09	Senior Ophthalmic Optician Optomtrist	GL. 09
Higher Ophthalmic Optician ..	GL. 08	Higher Ophthalmic Optician Optomtrist	GL. 08
Higher Ophthalmic Optician/Optomtrist	GL. 07	Ophthalmic Optician/Optomtrist	GL. 07

(NP)—New Post.

CIRCULAR

No. 9/1978
Federal Ministry of Establishments,
Management Services Department,
P.M.B. 12648,
Lagos.

2nd June, 1978

Ref. No. PSRU.4.5.3.16/IV/453

To :

The Secretary to the Federal Military Government,
All Federal Permanent Secretaries and Heads of
Extra-Ministerial Departments,
All Secretaries to State Military Governments,
All Permanent Secretaries to State Ministries of
Establishments,
Federal and State Government Printers.

APPLICATION OF THE PROVISIONS OF PARAGRAPH 62 OF
THE WHITE PAPER ON THE REPORT OF THE PUBLIC SERVICE
REVIEW PANEL TO PRINTING STAFF IN THE FEDERAL AND
STATES CIVIL SERVICES

The National Council on Establishments has approved that Graphic Arts Officers, Office Equipment and Maintenance staff in Printing Departments in the Federal and State Civil Services should be fully integrated with printing staff in accordance with paragraph 62 of the White Paper on the Report of the Public Service Review Panel.

2. The integration should be carried out as follows :—

<i>Existing Designation</i>	<i>New Designation</i>	<i>Approved Grading</i>		
Principal Superintendent of Press (Engineering) Principal Office Equipment Engineer Principal Graphic Arts Officer	} Principal Superintendent of Press I	GL. 11		
Senior Superintendent of Press (Engineering) Senior Office Equipment Engineer Senior Graphic Arts Officer			} Principal Superintendent of Press II	GL. 10
Higher Superintendent of Press (Engineering) Higher Office Equipment Engineer Higher Graphic Arts Officer				

<i>Existing Designation</i>	<i>New Designation</i>	<i>Approved Grading</i>
Superintendent of Press (Engineering)	Higher Superintendent of Press ..	GL. 08
Press Electrician		
Office Equipment Engineer		
Graphic Arts Officer		
Assistant Superintendent of Press (Engineering)	Superintendent of Press	GL. 07
Assistant Press Electrician Foreman		
Assistant Office Equipment Engineer		
Assistant Graphic Arts Officer		
Chief Graphic Arts Assistant	Assistant Superintendent of Press Senior Printer	GL. 06
Chargeman/Chargewoman	Printer	GL. 05
Senior Craftsman/Mechanician		
Senior Graphic Arts Assistant		
Craftsman/Mechanician	Apprentice Printer	GL. 04
Graphic Arts Assistant		
Bookbinding Assistant	Apprentice Printer	GL. 04
Senior Press Attendant	Senior Press Attendant	GL. 04
Graphic Arts Press Attendant	Press Attendant	GL. 03

Photographic and Art Production posts are not printing posts and have therefore been excluded from the above schedule.

3. As a result of the new arrangements approved above, our Circular letter No. PSRU. 13.1.9.1/62 of 30th July, 1976 which had earlier been suspended is hereby cancelled.

LITHOGRAPHIC UNITS OF SURVEYS DIVISIONS IN
THE FEDERAL AND STATES CIVIL SERVICES

4. It has also been decided that Schedule IV should be applied to the Staff of the Lithographic Units of the Surveys Divisions in the Federal and States Civil Services as follows :—

<i>Existing Designation</i>		<i>New Designation and Approved Grading</i>	
Principal Technical Officer (Lithography)	GL. 10	Principal Superintendent of Press I	GL. 11
Senior Technical Officer (Lithography)	GL. 09	Principal Superintendent of Press II	GL. 10
Senior Technical Officer (Letterpress)	GL. 09	Principal Superintendent of Press II	GL. 10
Senior Technical Officer Maintenance	GL. 09	Superintendent of Press II ..	GL. 10
Higher Technical Officer (Lithography)	GL. 08	Senior Superintendent of Press ..	GL. 09
Higher Technical Officer (Letterpress)	GL. 08	Senior Superintendent of Press ..	GL. 09
Higher Technical Officer Maintenance)	GL. 08	Senior Superintendent of Press ..	GL. 09
Technical Officer (Lithography) ..	GL. 07	Higher Superintendent of Press ..	GL. 08
Technical Officer (Letterpress) ..	GL. 07	Higher Superintendent of Press ..	GL. 08
Technical Officer (Maintenance) ..	GL. 07	Higher Superintendent of Press ..	GL. 08
Assistant Technical Officer (Lithography)	GL. 06	Superintendent of Press	GL. 07
Assistant Technical Officer (Letterpress)	GL. 06	Superintendent of Press	GL. 07
Assistant Technical Officer (Maintenance)	GL. 06	Superintendent of Press	GL. 07
Assistant Technical Officer-in-Training (Lithography)	GL. 05	Assistant Superintendent of Press	GL. 06
Assistant Technical Officer-in-Training (Letterpress)	GL. 05	Assistant Superintendent of Press	GL. 06
Assistant Technical Officer-in-Training (Maintenance)	GL. 05	Assistant Superintendent of Press	GL. 06
Chief Lithographic Printer ..	GL. 06	Superintendent of Press	GL. 07
Chief Letterpress Printer ..	GL. 06	Superintendent of Press	GL. 07
Senior Lithographic Printer ..	GL. 05	Senior Printer	GL. 06
Senior Letterpress Printer ..	GL. 05	Senior Printer	GL. 06
Lithographic Printer ..	GL. 04	Printer	GL. 05
Letterpress Printer ..	GL. 04	Printer	GL. 05
Technical Assistant (Lithography)	GL. 03	Apprentice Printer	GL. 04
Technical Assistant (Letterpress)	GL. 03	Apprentice Printer	GL. 04
Senior Map Reproduction Attendant	GL. 04	Senior Press Attendant	GL. 04
Map Reproduction Attendant ..	GL. 03	Press Attendant	GL. 03

5. As the provisions of the White Paper on the Report of the Public Service Review took effect from the 1st of October, 1975, the new arrangements approved in paragraphs 2 and 4 above should take effect from that date.

(Sgd) MRS F. Y. EMANUEL,
*Permanent Secretary,
Federal Ministry of Establishments*

CIRCULAR

No. 10/1978

Federal Ministry of Establishments,
Pensions and Gratuities Division,
Independence Building,
Lagos.

5th July, 1978

Ref. No. B.62530/S.3/80

To :

The Secretary to the Federal Military
Government,
All Secretaries to State Military Governments,
All Federal Permanent Secretaries, and
Heads of Extra-Ministerial Departments,
All Permanent Secretaries to States
Ministries of Establishments,
All General Managers of Federal Statutory
Corporations and State-Owned Companies,
The Executive Secretary, National
Universities Commission,
The Inspector-General of Police.

CONTINUATION OF SERVICE OF PUBLIC OFFICERS APPOINTED AS CIVIL COMMISSIONERS, ETC.

It has been decided by the Federal Military Government that public officers appointed as Civil Commissioners and those given other assignments by Government should be regarded as serving officers during the period of their assignments and that such periods should count towards their pensionable service. The purpose of this circular, therefore, is to clarify the implications of this decision in order to avoid any possible misinterpretation.

2. For the avoidance of doubt, the decision means that only the duration or period of service as Civil Commissioner or other assignment by Government of a serving pensionable and permanent public servant should count towards his pensionable service. The salary attached to the new post (i.e Civil Commissioner, etc.) will not be used as terminal salary in the computation of pensions, since such salaries are determined by the fact that the posts are non-pensionable. The pensions of such officers will therefore be calculated on the salary which they earned last in their public service cadre posts, after necessary adjustments would have been made for increments and notional promotions—where applicable as done in the cases of desecoded officers.

(Sgd) L. M. JACKS,
for Permanent Secretary
Federal Ministry of Establishments

CIRCULAR

No. 11/1978
Federal Ministry of Establishments,
Pensions and Gratuities Division,
Independence Building,
Lagos.

26th July, 1978

Ref. No. B 63216/S.1/VoI. V/34

To :

The Secretary to the Federal Military Government,
All Secretaries to State Military Governments
of Extra-Ministerial Departments,
All Permanent Secretaries to States Ministries of
Establishments,
The Inspector-General of Police,
The Secretary, National Universities Commission.

REVIEW OF THE NEW PENSIONS SCHEME FOR THE PUBLIC
SERVICE : DEATH BENEFITS

The Federal Military Government has approved with effect from 1st April, 1978, some modification of the provisions in the New Pensions Scheme for the Public Service contained in this Ministry's Circular No. 6/1975. Accordingly Rule 6 (i) of the Administrative Rules annexed to the Circular is hereby amended as follows :—

6 (i) If an officer who has completed fifteen or more years public Service dies whilst still in the service, his registered next-of-kin/designated survivors will be entitled to the pension and gratuity which the officer would have been entitled to had he retired on the date of his death. Where however the officer has served for less than fifteen years, his next-of-kin/designated survivors will be entitled to only a year's salary as his death gratuity.

2. The purpose of this amendment is to remove the anomaly which existed hitherto in Rule 6 (i), whereby the death gratuity paid to the next-of-kin of an officer who dies whilst still in Service, was only one year's salary irrespective of the length of his Service after the qualifying period for pension. This amendment will be incorporated in the New Pensions Decree which is expected to be promulgated soon.

(Sgd) MRS F. Y. EMANUEL,
Permanent Secretary
Federal Ministry of Establishments

CIRCULAR

No. 12/1978

Federal Ministry of Establishments,
Independence House,
Lagos.

28th July, 1978

Ref. No. PSRU. 13.1.12/Vol. VIII/475

The Secretary to the Federal Military Government,
The Inspector-General of Police,
All Federal Permanent Secretaries and Heads of
Extra-Ministerial Departments,
All Secretaries to State Military Governments,
All Permanent Secretaries of State Ministries of
Establishments,
The Executive Secretary, National Universities
Commission,
All Directors of Administration in the Teaching
Hospitals,
All General Managers of Parastatals.

**REVISED GRADINGS FOR OFFICIAL REPORTERS AND SECRETARIAL
STAFF AND TYPISTS**

The National Council on Establishments has approved new gradings for Official Reporters, Secretarial staff and Typists as follows :

TABLE I—OFFICIAL REPORTER CADRE

<i>Present Position</i>	<i>Present Grade Levels</i>	<i>New Position</i>	<i>Approved Grade Levels</i>
—	—	Editor	GL. 13
Editor	GL. 11	Deputy Editor	GL. 12
Deputy Editor	GL. 10	Principal Official Reporter I	GL. 11
Senior Official Reporter	GL. 09	Principal Official Reporter II	GL. 10
Official Reporter I	GL. 08	Senior Official Reporter	GL. 09
Official Reporter II	GL. 07	Official Reporter	GL. 08

TABLE II—SECRETARIAL CADRE

<i>Positions to be served</i>	<i>Present Arrangements</i>	<i>New Arrangements</i>
To be attached to the Head of the Federal Military Government, Military Governors and Secretaries to the Federal and State Governments and the Chief Justice of Nigeria.	Personal Secretary, Grade I, GL. 10	Senior Personal Secretary, GL. 11
To be attached to the Chief Executive of Federal and State Ministries, Chief Executives of Federal and States Statutory Corporations and State-owned Companies on Grade Levels 17 and 16, Chief Judges of the States, Justices of the Supreme Court, Presidents of the Revenue Court and Court of Appeal, Vice-Chancellors, Inspector-General of Police, the Chairman of Federal Public Service Commission and Civil Commissioners.	Personal Secretary, Grade II, GL. 09	Personal Secretary, Grade I GL. 10
To be attached to Officers on Grade Level 15 and above other than those already mentioned above.	Confidential Secretary, Grade I, GL. 08	Personal Secretary, Grade I, GL. 09
To be attached to Officers on Grade Level 14	Confidential Secretary, Grade II, GL. 07	Confidential Secretary, Grade I, GL. 08
To be attached to Officers on Grade Level 13	Confidential Secretary, Grade II, GL. 07	Confidential Secretary, Grade II, GL. 07
To be attached to Officers on G.L. 11 and G.L. 12	Confidential Secretary, Grade III, GL. 06	Confidential Secretary, Grade III, GL. 06
To be attached to Officers on G.L. 09 and GL. 10	Stenographer, GL. 05	Confidential Secretary, Grade IV, GL. 05

The grade of Stenographer has been abolished and redesignated Confidential Secretary, Grade IV on Grade Level 05. Members of the Secretarial cadre on Grade Level 08 and above will be given opportunities for lateral transfers to the Executive Officers cadre.

TABLE III—TYPIST CADRE

<i>Positions</i>	<i>Present Grade Levels</i>	<i>Positions</i>	<i>New Grade Levels</i>
Chief Typist	GL. 05	Chief Typist	GL. 06
Senior Typist	GL. 04	Senior Typist	GL. 05
Typist, Grade II	GL. 03	Typist, Grade I	GL. 04
Typist, Grade III	GL. 03	Typist, Grade II	GL. 03

Confirmed Senior Typists and Typists, Grade I who are proficient in the job and who show an aptitude in shorthand will be allowed to take the Stenographic course without the further requirement of possession of shorthand qualification, provided they pass the prescribed selection test.

EFFECTIVE DATE

2. The effective date of the new gradings is 1st April, 1978.

(Sgd) MRS F. Y. EMANUEL,
Permanent Secretary
Federal Ministry of Establishments

CIRCULAR

Federal Ministry of Establishments,
Permanent Secretary's Office,
Independence Building,
Lagos.

8th August, 1978

Ref. No. PSRU—13.1.24/192

The Secretary to the Federal Military Government,
The Inspector-General of Police,
All Federal Permanent Secretaries and
Heads of Extra-Ministerial Departments,
All Permanent Secretaries of State Ministries of
Establishments,
The Executive Secretary, National Universities
Commission,
All Directors of Administration in the Teaching
Hospitals,
All General Managers of Parastatals.

REVISED GRADINGS FOR OFFICIAL REPORTERS AND SECRETARIAL STAFF AND TYPISTS

Reports have reached this Ministry that the section of my Circular No. 12/1978 of 28th July, 1978 which affects the Secretarial Cadre is being misinterpreted. It has therefore become necessary to clarify the matter to avoid further misinterpretation.

2. The purpose of the circular referred to above is to *improve* the career expectations of members of the Secretarial Cadre not only by *raising their terminal grade* to Grade Level 11 but also by creating *more opportunities* for advancements to Grade Levels 08, 09 and 10. The exercise was therefore not one of up-grading of posts in the cadre.

3. In order to put the new arrangement into effect in the Federal Civil Service, my Ministry as the Ministry responsible for the Secretarial Pool is taking necessary steps to create the additional posts required and to recommend suitable candidates for promotions to or acting appointments on the resultant vacancies.

4. Meanwhile, Ministries should re-assign Confidential Secretaries to appropriate officers and recommend officers for acting appointment, where necessary, and based on the usual criteria of competence and merit, to this Ministry for consideration.

5. It must be emphasised for the benefit of all concerned that the intention of my Circular No. 12/1978 is not to upgrade individual members of the Secretarial Cadre who are at present attached to the incumbents of the positions mentioned in the Circular. They should continue to perform their duties in their present grades until they are either promoted or made to act in higher positions.

(Sgd) MRS F. Y. EMANUEL,
Permanent Secretary,
Federal Ministry of Establishments

CIRCULAR

No. 13/1978

Federal Ministry of Establishments,
Pensions and Gratuities Division,
Independence Building,
Lagos.

23rd November, 1978

Ref. No. B.33715/192

The Secretary to the Federal Military Government,
The Inspector-General of Police,
All Federal Permanent Secretaries and Heads of
Extra-Ministerial Departments,
All Secretaries to State Military Governments,
All Permanent Secretaries of State Ministries of
Establishments,
The Secretary, Federal Public Service Commission,
All Secretaries, States Public Service Commissions,
The Executive Secretary, National Universities
Commissions,
All Directors of Administration in the Teaching
Hospitals,
All General Managers of Parastatals.

**DEATH BENEFITS FOR CONTRACT OFFICERS KILLED IN THE
PERFORMANCE OF THEIR OFFICIAL DUTIES**

As you are aware, under the new Pensions Rules death benefits are payable only to the dependants of pensionable officers who died on active service.

2. The Federal Military Government has however recently considered the case of Contract Officers and has decided that where a Contract Officer dies on active service his dependants should be paid one year's basic salary as death gratuity. For clarification, this dispensation applies only to Contract Officers who are *killed* in the actual performance of their duties, and in circumstances specifically attributable to the nature of their duties. It will not apply to Contract Officers who *die* whilst still in service in circumstances other than the one specified above.

3. The Secretary, Federal Public Service Commission, and Secretaries, States Public Service Commissions are therefore hereby directed to incorporate this provision in their Contract Agreements with Contract Officers.

4. The effective date of this decision is 1st April, 1978.

(Sgd) MRS F. Y. EMANUEL,
Permanent Secretary,
Federal Ministry of Establishments

CIRCULAR

No. 14/1978

Federal Ministry of Establishments,
Permanent Secretary's Office,
Independence Building,
Lagos.

24th November, 1978

PSRU 13.1.8/V/408

To :

The Secretary to the Federal Military Government,
The Inspector-General of Police,
All Federal Permanent Secretaries and Heads of
Extra-Ministerial Departments,
All Secretaries to State Military Governments,
All Permanent Secretaries to States
Ministries of Establishments,
All Permanent Secretaries to States
Ministries of Education,
The Executive Secretary,
National Universities Commission.

IMPROVEMENT IN THE TERMS AND CONDITIONS OF SERVICE OF TEACHERS

The Federal Military Government has approved the following improvements in the gradings and conditions of service of Teachers :—

I—Auxiliary Teachers

The approved gradings for all categories of Auxiliary Teachers are as follows :—

<i>Qualification</i>	<i>Position</i>	<i>Present Grade Level</i>	<i>Approved Grade Level</i>
(i) Higher School Certificate or Equivalent	Auxiliary Teacher, Grade I	GL. 05	GL. 05
(ii) Teacher, Grade II (failed), Teacher, Grade II Specially selected uncertified Teachers (C.S. Teachers) with S.75 or equivalent or West African School Certificate equivalent	Auxiliary Teacher, Grade II	GL. 04	GL. 04

<i>Qualification</i>	<i>Position</i>	<i>Present Grade Level</i>	<i>Approved Grade Level</i>	
(iii) Teacher, Grade III (failed) specially selected uncertified Teachers (C.S. Teachers) with Secondary modern Certificate or equivalent	Auxiliary Teacher, Grade III	GL. 03	GL. 03	
(iv) Primary School Leaving Certificate	Auxiliary Teacher, Grade IV	GL. 01	GL. 02	
(v) Arabic Teacher, Grade I Secondary Modern School Certificate S.75 or equivalent plus Arabic Teacher's Certificate	Auxiliary Teacher, Grade III	GL. 03	GL. 04	Post to be re-designated Auxiliary Teacher, Grade II.
(vi) Arabic Teacher, Grade II (Primary School Leaving Certificate plus Arabic Teachers' Certificate)	Auxiliary Teacher, Grade IV	GL. 02	GL. 03	Post to be re-designated Auxiliary Teacher, Grade III.
(vii) Arabic Teacher, Grade III (without Primary School Leaving Certificate)	Auxiliary Teacher, Grade V	GL. 01	GL. 02	Post to be re-designated Auxiliary Teacher, Grade IV.

II—TEACHER, GRADE II/TEACHER, GRADE I

TEACHER, GRADE II

Entry point step 1 on GL. 05

Classroom Teacher

(a) The terminal point for the Teacher, Grade II employed as Classroom Teacher in a Primary School shall be GL. 07.

(b) The terminal point for the Teacher, Grade I employed as Classroom Teacher in a Post Primary institution shall be GL. 10. A Teacher, Grade I employed in the Primary School shall be eligible to progress through the Headmaster's structure through GL. 07 to GL. 10.

III—HEADMASTERS CADRE

The gradings of approved duty posts in the Primary Schools should be adjusted as follows :—

	<i>Present Grading</i>	<i>Approved New Grading</i>
Headmaster (Special Grade)	GL. 09	GL. 10
Headmaster, Grade I	GL. 08	GL. 09
Headmaster, Grade II/Assistant Headmaster, Grade I ..	GL. 07	GL. 08
Headmaster, Grade III/Assistant Headmaster, Grade II	GL. 06	GL. 07

IV—ENTRY INTO THE TEACHING PROFESSION

Graduates of recognised Universities without any professional teaching qualifications should enter the unified grades structure at Grade Level 08-Step 3. Graduate Teachers with pre- or post-graduate professional teaching qualifications should enter the unified grades structure at Grade Level 08-Step 4. In both cases they should be eligible for promotion to Grade Level 09 after a minimum of three years service. Holders of N.C.E. should continue to enter the profession at Grade Level 07 while Teachers Grade I with Associateship Certificate in Education should also enter at Grade Level 07. Grade II teachers with Associateship Certificate in Education should enter the profession at Grade Level 06 while Grade II Teachers should continue to enter the profession at Grade Level 05.

V—PROMOTION

Subject to vacancies, promotion will be on the basis of outstanding performance and good service records. Teachers of all grades who satisfy the criterion of meritorious and dedicated service in their grade will be eligible to be considered for promotion to the next higher grade after a minimum of three years service in the lower grade. There will be no promotion to a higher grade merely because a Teacher has satisfied the minimum of three years service stipulated. School Boards/Ministries of Education should ensure that sufficient provision is made in the Annual Estimates each year to accommodate deserving teachers who are eligible for promotion to a next higher grade.

VI—FRINGE BENEFITS

Teachers in the service of School Boards should be eligible to be paid the following fringe benefits which are paid in the Civil Service :—

- (a) Motor Vehicle Advance and Basic Allowance
- (b) Maternity Leave
- (c) Leave Bonus
- (d) Rent Subsidy—(No rent subsidy is payable to Teachers in GL. 02-07 as their counterparts in the Civil Service do not get the allowance. School building projects will take account of the need for Teachers quarters within the vicinity of Schools).
- (e) Housing Loan
- (f) Disturbance Allowance
- (g) Gamesmaster's Allowance
- (h) Housemaster/Mistress Allowance
- (i) Science/Mathematics Teachers Allowance to Graduates and N.C.E. Teachers.

VII—EFFECTIVE DATE

In the overall interest of the national economy and to ensure a nation-wide implementation, the effective date of the new conditions of service for Teachers with relevant upgrading will be *1st April, 1979*. No payment of arrears will be involved.

*(Sgd) M. ADE SONEYE,
for Permanent Secretary,
Federal Ministry of Establishments*

CIRCULAR

No. 15/1978

Federal Ministry of Establishments,
Permanent Secretary's Office,
Independence Building,
Lagos.

12th December, 1978

Ref. No. PSRU. 4.6.10/67

The Secretary to the Federal Military Government,
The Inspector-General of Police,
All Federal Permanent Secretaries and
Heads of Extra-Ministerial Departments,
All Secretaries to State Military Governments,
All Permanent Secretaries to States
Ministries of Establishments,
The Executive Secretary,
National Universities Commission.

DUPLICATING MACHINE OPERATORS

The National Council on Establishments has directed that the cadre of Duplicating Machine Operators be phased out from the public Service in view of the fact that there are not enough jobs to provide a satisfying career for the cadre. The Council has further directed that the present incumbents of the posts should be absorbed into appropriate positions on GL. 03 in cadres into which they are qualified to enter. Henceforth the operation of duplicating machines shall form part of the duties of staff in the Typists and Secretarial cadres.

2. As a result of these directives, the cadre of Duplicating Machine Operators will be excluded from the new Scheme of Service now under preparation for the Public Service.

*(Sgd) M. ADE. SONEYE,
for Permanent Secretary,
Federal Ministry of Establishments*

CIRCULAR

Ref. No. X.16101/11/328
Federal Ministry of Establishments,
Independence Building,
Lagos.

12th December, 1978

To :
The Secretary to the Federal
Military Government,
All Federal Permanent Secretaries, and
Heads of Extra-Ministerial,
Departments.

**EXCESS BAGGAGE FACILITIES FOR OFFICERS ON
OVERSEAS DUTY OR COURSE OF INSTRUCTION**

Please refer to paragraph 2 of this Ministry's Circular 4/1974 of 1st August, 1974 which provides for the issue of an excess baggage warrant to cover up to 20 kilograms of personal effects including books of an officer returning from Overseas duty or Course of Instruction.

2. I am directed to remind you that this excess baggage facility is limited to 20 kilograms and should be utilized only on *return* journeys. The Government Coastal Agent in the Passages Office, Lagos, should be requested to issue excess baggage warrant to entitled officers when leaving the country.

3. I am to stress that this facility is not payable in cash and no claim for refund will be **entertained** in this respect.

(Sgd) S. O. TAIWO,
for Permanent Secretary,
Federal Ministry of Establishments

CIRCULAR

No. 16/1978

Federal Ministry of Establishments,
Permanent Secretary's Office,
Independence Building,
Lagos.

19th December, 1978

PSRU 13.1.8/V/423

To :

The Secretary to the Federal Military Government,
The Inspector-General of Police,
All Federal Permanent Secretaries and
Heads of Extra-Ministerial Departments,
All Secretaries to State Military Governments,
All Permanent Secretaries to States
Ministries of Establishments,
All Permanent Secretaries to States
Ministries of Education,
The Executive Secretary, National Universities
Commission.

EFFECTIVE DATE OF COMMENCEMENT OF CERTAIN ASPECTS OF
THE NEW CONDITIONS OF SERVICE FOR TEACHERS

The Federal Military Government has approved the following modification of the effective date of the new Conditions of Service of Teachers as stated in paragraph VII of Establishments Circular No. 14/1978 :—

EFFECTIVE DATE

The new Conditions of Service for Teachers shall be deemed to have come into effect as from 1st October, 1978 subject to the following provisions :—

(1) In the over-all interest of the national economy and to ensure a nation-wide implementation, the effective date for the commencement of the payment of any financial benefits derivable from the new conditions of service for Teachers will be 1st April, 1979. No payment of arrears will be made.

(2) Notwithstanding (1) above, relevant upgradings shall be deemed to have come into effect on 1st October, 1978, for the purpose of

(a) determining incremental dates ;

(b) entry into new grades.

(3) *Fringe Benefits.*—Eligibility for fringe benefits within the scope of the Circular of Teachers who do not already enjoy them shall be determined with effect from 1st April, 1979.

(Sgd) M. ADE SONEYE,
for Permanent Secretary,
Federal Ministry of Establishments