

Resident



NORTHERN NIGERIA

GENERAL ORDERS
(Provisional Edition)

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N O R T H E R N N I G E R I A

GENERAL ORDERS
(Provisional Edition)

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CHAPTER I

APPLICATION AND DEFINITIONS

1. Application. General Orders are issued by the Head of the Service on the authority of the Executive Council. They apply to all persons employed by the Government of Northern Nigeria, except that no emoluments, allowances or privileges mentioned therein shall apply to persons serving on contract (unless their agreements or letters of appointment so provide) or to monthly rated unestablished, temporary, or daily rated staff unless these Orders or other instructions expressly so provide.

2. Special Definitions. Special Definitions are provided where necessary in the Chapters to which they relate.

3. General Definitions. Except where the context indicates otherwise or where special definitions are given, the terms used in these General Orders are defined as follows:-

- (i) Child (of a Government servant) means a child who :-
 - (a) is under the age of 18; and
 - (b) is entirely dependent on the Government servant; and
 - (c) is the legitimate child or stepchild of the Government servant or has been legally adopted by him.
- (ii) Class means the Secretarial Class or General Executive Class.
- (iii) Daily rated staff means Government servants employed on daily rates of pay and paid from an Other Charges sub-head of the Estimates.
- (iv) Government Servant means a person employed by the Government of Northern Nigeria.
- (v) Head of the Service means the Secretary to the Premier.

- (vi) Marriage means a marriage recognised as such by the law of the place where it is contracted.
- (vii) Ministry includes any Government department of which an officer listed under definition (x) is in charge.
- (viii) Monthly rated unestablished staff means Government servants employed on monthly rates of pay and paid from the Personal Emoluments sub-head of the Estimates.
- (ix) Officer means a Government servant who is either
- employed in an established pensionable post on pensionable terms; or
 - employed in an established pensionable post on non-pensionable terms; or
 - employed in an established but non-pensionable post.
- (x) Permanent Secretary includes the following:-
- Secretary to the Premier
Attorney General
Director of Public Prosecutions
Director of Audit
Clerk to the Regional Legislature
Secretary to Executive Council
Chief Registrar, High Court of Justice
Secretary, Public Service Commission
Secretary, Judicial Service Commission
Private Secretary to the Governor
Registrar, Shari'a Court of Appeal
- (xi) Public Service Commission means alternatively, where appropriate, the Judicial Service Commission.
- (xii) Temporary Staff means Government servants employed temporarily (whether or not in established posts) on non-pensionable daily or monthly terms.

CHAPTER II

A P P O I N T M E N T S

(This Chapter should be read in conjunction with the Public Service Commission Regulations, reproduced as Appendix 1 to these General Orders)

SECTION 1 - GENERAL : RECRUITMENT

20. Eligibility. To be eligible for appointment to Government service a candidate must:-

- be over seventeen years of age; and
- possess such minimum qualifications by way of education and experience as may be prescribed by Government from time to time in an approved Scheme of Service for the post concerned or otherwise; and
- be certified by a Government Medical Officer to be in sound health and medically fit for employment in Government service;
- produce at least one (or more as required by the authority empowered to appoint) recent certificates of good character, one of which, if the candidate has not previously been in employment, must be from the head of the school or college he last attended or, if he has previously been employed, must be from his last employer; and
- if he is either a student of a recognized non-Government training institution or a teacher trained by any of the approved Voluntary Agencies, produce a certificate, from the Secretary or other controlling authority of the Voluntary Agency concerned, to the effect that he has fulfilled or has been released from his obligations to that Voluntary Agency.

Eligibility is also affected by General Orders 21 to 23 below.

21. Place of Origin. To be eligible for appointment other than on contract terms a candidate must be a Northerner. "A Northerner" is defined as follows:-

- A person who, by descent from his or her father, is a member of a tribe or community

of people indigenous to Northern Nigeria.

Note 1. Any case of doubt whether a particular tribe or community of people is indigenous to Northern Nigeria will be decided by the Executive Council.

Note 2. Any case of doubt whether a particular person possesses the required membership of a tribe or community of people indigenous to Northern Nigeria will be decided by the Public Service Commission.

(2) Any other person who may be deemed by the Public Service Commission in its absolute discretion to be a Northerner and who possesses either of the following qualifications:-

- (a) he (or she) resides in a Community indigenous to Northern Nigeria and is, in the opinion of the Public Service Commission, accepted by that community as one of themselves;
- (b) his (or her) mother was a Northerner as defined in (1) above.

22. Previous Conviction or Dismissal. No candidate who

- (a) has been convicted of a criminal offence or
- (b) has previously been employed in the Government service and been dismissed or called upon to resign or retire therefrom shall be eligible for any appointment without the specific approval of the Public Service Commission, notwithstanding any delegation of the Commission's power of appointment to any officer.

All applicants for employment by Government must state (and the authority empowered to appoint is responsible for seeing that they do state, whether on a printed form of application or otherwise) whether they have ever been convicted of a criminal offence, and whether they have previously been in Government employment, and if so, why they left; concealment of these facts or any false statement will be regarded as sufficient ground for non-employment or for subsequent termination of appointment without notice.

23. Date of Birth. The following are the rules regarding date of birth:-

- (a) All candidates for employment must support the date of birth given on their application forms by a birth certificate, or if that is unobtainable, by a statutory declaration. In no circumstances will the date of birth recorded on appointment be altered later.
- (b) Candidates (and serving officers) who can give the year, but not the actual date, of birth will be considered for all purposes to have been born on the 31st December of the year of their birth. Similarly, if the month of birth can be given but not the actual date, the last day of the month will be taken as the date of birth.
- (c) Serving officers will be held to be bound by their present recorded age and no applications for a change can be considered except when the officer can produce a Birth Certificate in support of his claim and can explain satisfactorily why his recorded age differs from that shown in the Birth Certificate. A statutory declaration of age will not be accepted in lieu of a Birth Certificate for this purpose.

24. Declaration of Secrecy. A Permanent Secretary must ensure that all officers and temporary staff in his Ministry who have access to official papers with a Security grading of confidential or higher have signed Declarations of Secrecy on the appropriate form and that the declarations so signed are carefully preserved.

25. Rules for Recruitment to Scale G. Appointments to posts in Scale G may only be made in accordance with the rules laid down by the Ministry of Finance and the Establishments Division, Premier's Office. The principle followed is that persons appointed to posts in Scale G must serve on monthly terms for an initial period of three years before being absorbed into established posts.

26. Daily-rated Staff. A Permanent Secretary may engage daily-rated staff without the full formality attached to appointments to established posts, provided that the rules embodied in General Orders 21 and 22 are strictly observed.

27. Appointment by Letter. Daily-rated and temporary staff may be offered appointment by a letter of appointment in terms prescribed by the Public Service Commission but in every case the appointment is not valid unless a written acceptance of the offer is made

by the candidate. The conditions of appointment must be set out in the letter of appointment and the appointment may be terminated in accordance with the terms contained in the letter.

28. Recruitment by the Public Service Commission. The procedure for recruitment to offices in respect of which powers of appointment have not been delegated is governed by the Public Service Commission Regulations, and by any supplementary instructions issued by or arrangements agreed with the Commission.

29. Recruitment otherwise than by the Public Service Commission. If powers of appointment to certain offices are delegated to a Permanent Secretary and no scheme for admission by examination or otherwise has been approved by the Public Service Commission, a Permanent Secretary may recruit in accordance with the procedure laid down in General Orders 30 and 31.

30. Employment Exchanges: Advertisements. Suitable candidates for vacant posts may be obtained either through Employment Exchanges or by means of advertisements, but before deciding to advertise, a Permanent Secretary must consult the Establishments Division, Premier's Office, and the Public Service Commission.

31. Procedure. It is the duty of a Permanent Secretary to enquire carefully into the antecedents of candidates whom he is considering for appointment and to ensure that any candidate selected is eligible for appointment under General Orders. The following procedure should be followed for completing the appointment of a candidate who, after enquiries have been made, is considered eligible and suitable for appointment:-

- (a) The candidate should be given a Letter of Offer of Appointment (Form 69D for Pensionable Appointments; Form 69E for Contract Appointments): if there is any doubt about the correct salary (or salary scale) to be offered, the Establishments Division, Premier's Office, should be consulted.
- (b) If the candidate wishes to accept the offer, he must sign the form of acceptance, the Agreement and the Declaration included in Form 69D (or the form of acceptance and Declaration included in Form 69E) and return the form as instructed.
- (c) The Accountant-General and the Director of Audit (but not the Establishments Division, Premier's Office) must be informed

of all new appointments made and the Public Service Commission be requested to gazette the appointment if it is to a grade in which the gazetting of new appointments is necessary. The Public Service Commission will issue directions regarding the gazetting of appointments.

- (d) Immediately he assumes duty a new officer or employee should be required to enter his personal particulars in a Record of Service form.

SECTION 2

PENSIONABLE APPOINTMENTS (INCLUDING RULES FOR PROBATION)

35. Probation. All first appointments to the pensionable establishment will be on probation. An officer confirmed in a lower pensionable office will not, however, be regarded as on probation in a higher post to which he is promoted. Officers transferred to Government Service from elsewhere (e.g. Native Authorities) may be subject to a period of probation as explained in G.O. 36.

36. Period of Probation. The period of probation of an officer appointed on probation will normally be three years from the date he assumes duty in the appointment concerned. At the discretion of the authority empowered to appoint him, however, this period may be reduced to not less than one year if the officer has had considerable previous public service in a post of comparable status involving similar duties. The Public Service Commission may extend the period (see the Public Service Commission Regulations) but the increments of a probationer who fails to secure confirmation of his appointment by the third anniversary of the date he assumed duty therein will normally be suspended as explained in General Order 209.

37. Compulsory Examinations. Within his probationary period an officer appointed on probation is required to pass any compulsory examinations prescribed for his appointment.

38. Exercise of Powers. The exercise of the power of confirmation, extension of probationary period, and termination of probationary appointment should follow the procedure laid down in the Public Service Comm-

ission Regulations and the next four General Orders.

39. Confirmation. To be eligible for confirmation in the pensionable establishment an officer appointed on probation is required to pass the prescribed examinations within his probationary period and complete his probationary period to the satisfaction of the authority empowered to appoint him. At the end of the period of probation the officer will, unless his probationary appointment is terminated or extended, be confirmed in his appointment.

40. Termination of Appointment at End of Probationary Period. The appointment of an officer on probation who fails to secure confirmation in the pensionable establishment at the expiration of his probationary period (including such extensions thereof as may have been granted under General Order 36) will be terminated.

41. Termination of Appointment during Probationary Period. If at any time within his probationary period it is established to the satisfaction of the Public Service Commission that an officer is not suitable for retention in the Service, his appointment may be terminated, in accordance with the Public Service Regulations.

42. Service Conditions Applicable to Termination of Probationary Appointment. Unless it was otherwise provided at the time of his appointment in the case of an individual probationer, a probationer whose probationary period is terminated will be treated as follows. If his conduct has been good he may be granted free transport for himself back to the place from which he was engaged or to his Nigerian home place if, being a Nigerian, he was appointed while overseas. Also, provided the termination is not due to misconduct (see Chapter IV, Discipline) on his part, it will be effected by means of a month's notice or salary in lieu and, subject to the same proviso, if he is eligible for vacation leave in respect of his service to date, such leave may be granted, together with (if he so wishes) normal vacation leave transport facilities in lieu of the free transport mentioned above. Such leave, if any, should be so arranged as to take place within the period of notice, and, if possible, to expire on the same day as the notice. He may however, be required to refund any Touring Equipment Allowance granted to him; a decision of this point should be sought in each case from the Establishments Division, Premier's Office. The position regarding the refund of the cost of any training given

the officer is governed by the bond relating to such training.

43. Service Conditions Applicable to Resignation of Probationary Appointment. Unless it was otherwise provided at the time of his appointment in the case of an individual probationer, a probationer who resigns his appointment within the period of his probationary service may be required to refund any expenditure by Government in transporting him, his family, servants and luggage to or from the place or places at which he has been employed. He will not be eligible for any facilities from Government towards transport from the station at which he is then serving. He may be required to refund any outfit allowance granted to him; a decision on this point should be sought in each case from the Establishments Division, Premier's Office. The position regarding the refunding of the cost of any training given the officer is governed by the bond relating to such training.

SECTION 3 - CONTRACT APPOINTMENTS

45. Definition. A contract appointment is a temporary appointment by agreement (which does not provide for the payment of a pension) for a specified number of months or years as opposed to e.g. an appointment on pensionable terms, a short-period temporary appointment (e.g. on month-to-month terms) or a non-pensionable appointment. The agreement may be recorded either in a formal document of agreement or in an exchange of letters offering and accepting appointment.

46. Conditions of Service. The conditions of service of a contract officer are those provided for in his contract, and the privileges, emoluments, or allowances described in General Orders do not apply to him unless it is specifically so stated in the contract itself. Any question of the interpretation of a contract as affecting conditions of service or any question of waiving a penalty under a contract should in the first place be referred to the Establishments Division, Premier's Office.

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

48. Termination during Currency of Contract. An appointment on contract may be terminated at any time in accordance with the terms specified in the contract itself, and the procedure is governed by the Public Service Commission Regulations. The termination of his service before the expiry of his contract by the officer himself is subject to the terms of his contract.

49. Re-Engagements. The following five General Orders deal with the re-engagement of contract officers.

50. Terms. The prior approval of the Establishments Division, Premier's Office, is required before an officer serving on contract may be offered re-engagement by or on behalf of the Public Service Commission, on terms differing from those of his current contract. This rule does not apply if the officer is re-engaged in a different post.

51. Responsibility of Contract Officer Himself. An officer serving on contract who desires re-engagement should, four months before he is due to go on leave at the expiration of his current contract notify his Permanent Secretary of his wish in writing. In the absence of such notification by a date three months before he is due, or such other period for giving notice of wish to re-engage as appears in his contract, it will be assumed that he does not desire re-engagement.

52. Action by Permanent Secretary.

(i) On receipt of such notification expressing an officer's wish to re-engage, a Permanent Secretary should send his recommendations as to re-engagement to the Public Service Commission for decision. In reply the Permanent Secretary will receive from the Public Service Commission one or other of the following and should take the corresponding action as indicated:-

- (a) the original and counterpart of a re-engagement contract duly signed on behalf of Government, in which case the Permanent Secretary should obtain the officer's witnessed signature to both copies, deliver the counterpart to the officer and return the original to the Public Service Commission;
- (b) a letter offering re-engagement signed on behalf of Government, in which case he should deliver it to the officer and transmit the officer's reply to the

Public Service Commission;
(c) authority to inform the officer that he will not be re-engaged, in which case the Permanent Secretary should so inform him without delay.

(ii) As soon as it may be assumed in accordance with G.O. 51 that a contract officer does not wish to re-engage, the Permanent Secretary should immediately inform the Public Service Commission of the position, and inform the contract officer that he has done so. The Permanent Secretary's duty in this regard does not affect the contract officer's own responsibility under G.O. 51.

53. Earlier Notice of No Re-Engagement. As soon as it is clear to a Permanent Secretary that he will be unable, for whatever reason, to recommend the re-engagement of an officer serving on contract he should not wait for General Orders 51 and 52 to operate but should seek approval from the Public Service Commission to inform the officer that he will not be re-engaged, and on receipt of such approval should inform the officer without delay.

54. Incremental Date. When an officer on contract is re-engaged in his former office without a break in service and on the same scale of salary he will retain the incremental date enjoyed under his former contract. In other cases of re-engagement without break in service the incremental date of a re-engaged contract officer will be fixed, in accordance with such rules as may be applicable in the circumstances, on the basis that the commencing date of the new contract is the date on which he resumes duty thereunder.

55. Promotion. The promotion of a contract officer to a higher post during the currency of his contract may be a suitable matter for embodiment in a supplementary agreement. General Order 50 will apply, save that the consequent adjustment of salary should follow normal rules without the reference of individual cases to the Establishments Division, Premier's Office, unless any particular rule so requires or difficulty arises.

SECTION 4 - PROMOTIONS

65. Scope of General Orders. The general principles

and procedure affecting promotion are laid down in the Public Service Commission Regulations (reproduced as Appendix 1). General Orders deal with certain matters of detail, and give guidance additional to, but not in replacement of those Regulations.

66. Eligibility. The claims of meritorious serving officers will generally take precedence over those of persons not already in the public service. Normally a vacancy in a promotion post will be filled by promotion within the Ministry concerned. In the event of no officer within the Ministry being suitable, the Permanent Secretary should consult the Public Service Commission with a view to arranging the selection of a suitable officer from another Ministry or elsewhere, if necessary after advertising the vacancy.

67. Applications by Officers. Except as stated below, officers should not apply for promotion. It is for the authorities empowered to promote to consider the interests of serving officers when filling promotion vacancies. The only occasions when officers may apply to be considered for promotions are:-

- (a) when a post has been advertised and serving officers invited to apply; and
- (b) when an officer has acquired, since his appointment or last promotion, qualifications (e.g. a degree or professional qualification) which would entitle him to be considered for a higher appointment.

68. Medical Examination. Before an officer holding a non-pensionable post, or in receipt of daily or monthly rates of pay, may be promoted to a pensionable office he must be examined by a Government Medical Officer and certified by him to be in sound health and fit for employment in the pensionable establishment.

69. Contract Officers. Reference should be made to General Order 55!

70. Effective Dates of Promotion. Normally the effective date of a promotion will be the first date, after the promoted officer has been designated for promotion and the higher office has fallen vacant, which he performs the duties of the higher office. This rule is subject to modifications and methods of application in the following circumstances:-

- (a)(i) The higher office may be deemed to fall vacant for the purpose of this General

Order on the date on which the existing holder goes on leave pending vacating it;

- (ii) If the higher office is that of a Permanent Secretary it will be deemed to fall vacant for the purpose of this General Order on the date on which the existing holder goes on leave pending vacating it;
 - (iii) If the higher office is not that of a Permanent Secretary it will be deemed to fall vacant not later than six months from the date on which the officer vacating it goes on leave before doing so, even though such leave lasts for longer than six months.
- (b) If the promoted officer is on leave at the time the higher office falls vacant and assumes duty therein immediately on his return from leave, the promotion will become effective on the date the higher office falls vacant;
- (c) In the normal course of events a Permanent Secretary is expected to foresee the occurrence of vacancies in promotion posts and to make proposals for filling them in such time as will ensure that an officer has been approved for promotion to a post as soon as it falls vacant, in which case the effective date of promotion will be governed by the rules above. Where a Permanent Secretary can satisfy the Public Service Commission that this is not possible, whether through lack of suitable candidates or otherwise:-
- (i) if the promoted officer has been acting continuously (apart from periods of vacation leave) in the higher office (or an office of equivalent status) before his selection for promotion to it, his promotion may be made effective from a date not earlier than that on which he began such continuous acting or that on which the office fell vacant, whichever occurs later, but from the date from which he is promoted and therefore receives the full salary of the post he shall not be entitled to salary on account of any other office which he may have held at the same time;
 - (ii) if the higher office is not associated with a specific duty post, a promotion thereto may be made effective from any date not earlier than the date on which it fell vacant.

71. Variation of Above Rules. The rules above permitting departure from the basic rule that the effective date of a promotion is the date of assumption of the duties of the higher post are intended to obviate irregularities. Where they themselves create inequalities, or wherever it is desirable to disregard them, e.g. in the interests of uniformity among a number of appointments made at the same time, or to preserve the previous seniority of officers promoted at the same time, the effective date of promotion will be determined by the Public Service Commission, after consultation with the Establishments Division, Premier's Office.

72. Procedure for Recommending Promotions. Details of the action to be taken by a Permanent Secretary in recommending officers to fill posts on promotion are given in the Public Service Commission Regulations and in instructions issued from time to time by the Public Service Commission.

SECTION 5 - TRANSFERS

75. Inter-Service. The transfer of officers to or from the Northern Region Public Service to another public service must in every case be conducted through the Public Service Commission. Secondments of officers to the service of other Governments or of other Bodies such as statutory corporations must also be conducted through the Public Service Commission; the terms of such secondments are a matter for the Establishments Division, Premier's Office.

76. Inter-Ministry. Transfers of officers from one Ministry to another or from one Class to another, require the approval of the Public Service Commission. Ordinarily, an application from an officer himself for such transfer will not be entertained unless the officer concerned has completed at least one year in his original class or Ministry. An application for such transfer must be submitted to the Permanent Secretary of the applicant's Ministry and must state the applicant's reason for desiring a transfer and his qualifications for the work he wishes to undertake. On receipt of an application for transfer from one of his officers, the Permanent Secretary should forward it to the Public Service Commission, with a statement of:-

- (i) how the applicant has performed his duties:

- (ii) whether the applicant is, in the writer's opinion, well qualified for the post he desires;
- (iii) his recommendations as to the grant or refusal of the application.

77. Transfers from Non-Pensionable to Pensionable Appointment.

- (a) An officer who is permitted to transfer from a non-pensionable to a pensionable appointment must clearly understand that his appointment after such transfer may be subject to a period of probation and that, in such circumstances, should he fail to secure confirmation in the pensionable establishment, he will have no claim to revert to his former non-pensionable appointment.
- (b) The salary at which an officer transfers to a pensionable appointment is not governed by the salary he was previously receiving in a non-pensionable appointment. As a general principle, his salary will not, in the interests of parity, exceed the level it would have reached had his first appointment and whole service been pensionable, but each case is a matter for reference to the Establishments Division, Premier's Office.
- (c) An application for transfer to pensionable appointment from an officer who was aged over forty at the time he obtained his non-pensionable appointment will not normally be entertained.
- (d) Transfers from non-pensionable to pensionable appointments require the approval of the authority empowered to appoint at the level concerned, and applications in regard to appointments made by the Public Service Commission should be submitted to the Permanent Secretary and forwarded by him to the Public Service Commission, with his recommendations. At levels at which Permanent Secretaries may make appointments without the approval of the Public Service Commission, care should be taken to repeat in full the procedure detailed in General Order 31.

78. Medical Examination. At all levels serving non-pensionable candidates for pensionable appointments must undergo a medical examination by a Government Medical Officer if their non-pensionable appointment was not preceded by such an examination; if the Gov-

ernment Medical Officer does not certify them to be in sound health and medically fit for employment in the pensionable establishment their transfer will not be proceeded with.

SECTION 6 - RE-ENGAGEMENT

(For the Re-Engagement of Contract Officers see Section 3)

79. Re-Engagement after Resignation. An appointing authority who receives an application for employment from a person who has previously voluntarily resigned from the service should carefully investigate the circumstances prompting the resignation, and unless he himself thereupon decides not to proceed with the application, obtain the comments of the Public Service Commission, as to whether or not the proposed re-employment is desirable in the general service interest, before proceeding further with the application. An officer who has resigned and consequently applies for re-engagement must, at the same time as he is offered appointment, be told in writing:-

- (i) That he may be required to serve a further period of probation even though he may have previously been confirmed;
- (ii) That the period of service before resignation will not count towards any retirement benefits for which he may subsequently qualify;
- (iii) That he may not be granted any seniority by reason of his former Service.

80. Pensioners. The following three General Orders deal with the re-engagement of pensioners.

81. Criteria for Re-Engagement. It is normally desirable to re-engage a pensioner only in a post for which there is no suitable established officer available. It is the duty of a Permanent Secretary to keep the retention of such pensioners under constant review in order that the temporary appointment of the pensioner is terminated as soon as a suitable established officer is available to fill the post, and the terms of re-appointment of pensioners are to reflect this duty (see next General Order). When the appointment being so terminated is in a promotion post, a Permanent Secretary should consider whether a temporary

appointment in a lower post, where the question of blocking the promotion prospects of serving officers would not arise, may be offered to the pensioner.

82. Duration. In the light of the preceding General Order, the re-engagement of pensioners should normally be on month-to-month terms. An occasional exception may be required when a pensioner, exceptionally suitable as to qualifications, experience and record, is under consideration for appointment to an essential post for which no likely serving candidate is in sight for some time to come. In such cases, which should in practice be rare, short-term contracts (say for one year) may be considered most appropriate. All such cases should be referred to the Public Service Commission, who will consult the Establishments Division, Premier's Office, with regard to the terms of re-engagement.

83. Salaries. Where no other conditions are prescribed by law or otherwise in relation to any individual post, the salaries of re-engaged pensioners should be determined according to the following rules:-

- (i) Pensioners formerly in the Northern Region Public Service who are re-engaged in the same or an equivalent post :

The salary payable to a pensioner re-engaged in the same or an equivalent post to that in which he retired, will be his retiring salary, or if the scale has been changed since his retirement, the appropriate conversion point in the salary scale at the time of re-engagement. He will be eligible to proceed by annual increments if a scale is attached to his new post. Cases of doubt as to whether a post is an "equivalent" post should be referred to the Establishments Division, Premier's Office.

- (ii) Pensioners formerly in the Northern Region Public Service re-engaged in a higher post :

A pensioner who is re-engaged in a higher post than that which he held before retirement, will be paid the minimum salary of the new post or the nearest point in the scale above his retiring salary, whichever is the higher. He will be eligible to proceed by annual increments if a scale is attached to his new post.

- (iii) Pensioners formerly in the Northern Region Public Service re-engaged in a lower post :

The salary payable to a pensioner re-engaged in a lower post in the same class than that which he held before retirement will be the maximum salary of the new post or the nearest point in the scale above his retiring salary, whichever is the lower. The salary payable to a pensioner re-engaged in a lower post in a different class will be fixed after consultation with the Establishments Division, Premier's Office.

- (iv) In cases of re-engagement covered by Rules (i) to (iii) above, there will be no deductions in respect of pension or gratuity and no contract addition or gratuity will be payable.
- (v) Pensioners formerly in the Service of other Governments in the Federation, Native Authorities, or Local Councils :

The salary of a pensioner who retired from the service of any other Government in the Federation or of Native Authorities or Local Councils and is re-engaged in the Northern Region, will normally be assessed in accordance with Rules (i) to (iv) above. If the pensioner retired in a post to which a different scale from that obtaining in the Northern Region is assigned, his status should first be determined by the Public Service Commission, after consultation with the Establishments Division, Premier's Office, in the light of the duties and responsibilities of the post in which he is to be re-engaged, and then the appropriate rule will apply.

SECTION 7 - MISCELLANEOUS

85. Personal Records.

- (a) General. A Permanent Secretary is responsible for keeping an up-to-date record of each officer in his Ministry.
- (b) Need for Careful Maintenance. The necessity for the careful maintenance of personal

records is emphasized, since any incompleteness in entries, or loss of personal records, will seriously impede the calculation of retiring benefits at the end of the service of the officer concerned.

- (c) Current Addresses. In addition to formal records of service maintained in headquarters, an up-to-date record must be maintained in every office of the addressed stated by the officers employed there to be those at which it should currently be possible to find them or ascertain their whereabouts. A permanent Secretary should allocate responsibility for keeping this record to specific officers, but it is also the duty of each officer to acquaint his immediate superior with his address and with any change in it.

86. Unpaid Staff. The employment of unpaid staff is prohibited.

87. Returns of Staff. A Permanent Secretary is responsible for submitting returns of staff employed and vacancies existing, in accordance with directions issued by the Public Service Commission from time to time.

88. Seniority. Seniority shall be determined by the date an officer assumed duty, or the effective date of his promotion, or, in the case of a candidate who accepts a firm offer of appointment to the Northern Region Public Service while overseas, the date of his arrival in Nigeria to take up appointment, save that where the application of this last rule would operate unfairly to another candidate assuming duty from within Nigeria, an ad hoc decision as to seniority may be given by the appointing authority (which need not affect the pay of the officers concerned). In all cases seniority is determined with reference to the particular class or grade in which an officer is serving. When an officer is transferred from one class or grade to another, his seniority in relation to the other officers in his class or grade, will, if possible, be determined (by the authority empowered to appoint at that level) at the time of his transfer; officers transferred from contract to pensionable posts will have their seniority revised so as to have effect from the date of transfer. Cases of doubt should be referred to the Establishments Division, Premier's Office for guidance, which will be given after consultation, if necessary, with the Public Service Commission.

CHAPTER III
WOMEN GOVERNMENT SERVANTS

SECTION 1 - GENERAL

90. Interpretation of the Term "Married Women". The term "married women" includes a woman married under native law and custom but does not include a widow or a woman divorced (or legally separated) from her husband.

91. Application of General Orders to Women. Notwithstanding that throughout General Orders the terms "officer", "Government servant" and the like are referred to in the masculine gender, the provisions thereof apply equally to women officers (unless the contrary is stated or is obvious from the context) except that:-

- (a) provisions about the wives of officers do not apply to the husbands of women officers; and
- (b) the child of a woman officer shall be deemed not to be dependent on her (see G.O. 3(i)), unless the father of the child is dead or the woman officer is divorced from the father and has been awarded legal custody of the child, of which she should furnish documentary proof at the time of her engagement.

SECTION 2 - EMPLOYMENT OF MARRIED WOMEN

92. Appointment. A married woman may, in exceptional circumstances, be appointed on the same terms as those applicable to a man or single woman but normally she will be appointed on contract or month-to-month terms. Each case will receive the special consideration of the Public Service Commission.

93. Resignation on Marriage. A woman officer who marries may be required to resign or retire on or after marriage, but will not normally be called upon to do so. She must, however, notify her Permanent Secretary of her impending marriage and the Permanent Secretary must similarly inform the Public Service Commission, the Accountant-General and the Director of Audit.

94. A woman officer who is married to an officer will be treated as a "wife" for the purpose of free transport facilities and will not be eligible for such facilities in her own right, except as may be specially laid down in her conditions of appointment. Similarly she will not be regarded as "another officer" for the purpose of claiming rent rebate (See G.O. ...)

SECTION 3 - RULES RELATING TO PREGNANCY

95. Application. This Section does not apply to women officers employed on temporary terms. If a woman officer employed on such terms becomes pregnant, her appointment should be terminated not less than six weeks before the estimated time of her confinement. Consideration may be given to her re-engagement after the birth of the child.

96. Maternity Leave. A woman officer who becomes pregnant shall proceed on leave six weeks before the estimated time of her confinement. A medical certificate giving the expected date of confinement must be obtained by the woman officer and submitted to her Permanent Secretary not less than ten weeks before the expected date of confinement. After confinement, the woman officer must take a further six weeks leave and will not be permitted to resume duty until that period has elapsed.

97. Maternity Leave to Count Against Accrued Leave. The period of leave granted in accordance with G.O. 96 will therefore be of three months duration if the medical certificate correctly estimated the date of confinement but may be more (or less) than three months if the actual date of confinement was different from that given in the medical certificate. In every case, however, the period of absence will count against the woman officer's accrued vacation leave (which will be granted on full pay), any portion of the period in excess of accrued vacation leave being on half pay and being reckoned against the sick leave entitlement on half-pay in any one year.

98. Sick Leave following Maternity Leave. If after taking the obligatory six weeks' leave after her confinement, a woman officer is medically certified as unfit to return to duty, she may be granted further sick leave within her entitlement for the year. This further sick leave will be regarded as normal sick

leave and, provided she is eligible for it, will be granted on full pay.

99. Postponement of Disciplinary Proceedings. Any disciplinary proceedings against a woman officer which would otherwise have taken place during the period of her maternity leave shall be postponed until her maternity leave has expired.

100. Termination of Appointment : Married Women. A married woman officer shall not be called upon to retire or resign by reason of her pregnancy alone but any woman officer, married or unmarried, who undertakes a course of training of not more than six months duration may be called upon to refund the whole or part of the cost of the course (including, if applicable, the cost of passages to and from a country outside Nigeria) in the event of the course being interrupted on grounds of pregnancy.

101. Termination of Appointment : Unmarried Women. If an unmarried woman officer becomes pregnant she may be called upon to resign or retire, and Permanent Secretaries who consider such resignation or retirement desirable must report the case to the Public Service Commission.

CHAPTER IV - DISCIPLINE

(note: This Chapter should be read in conjunction with the Public Service Commission Regulations, reproduced as Appendix 1 to these General Orders)

SECTION 1 - DISCIPLINARY PROCEDURE

GENERAL

110. Authority and Delegations. The power to dismiss and to exercise disciplinary control over Government Servants is vested in the Public Service Commission. The power may be delegated to any member of the Commission or any officer in the Public Service.

111. Punishments. Details of the punishments which may be inflicted on an officer are set out in the Public Service Commission Regulations. Fines may not be inflicted. Punishments imposed on an officer on contract shall not conflict with the terms of the contract governing the officer's appointment.

112. Officers to Report Conviction on a Criminal Charge. An officer must (under pain of disciplinary action) report to his Permanent Secretary whenever he has been convicted of a criminal offence, whatever its nature.

113. Basis for Disciplinary Proceedings. Disciplinary proceedings are initiated because of an officer's misconduct or inefficiency. Misconduct consists of an act contrary either to specific rules or regulations or against the general interests of efficient public service. The following are some examples of misconduct, but the list is not intended to be exhaustive:-

- (i) General misconduct to the scandal of the public or to the prejudice of discipline and the proper administration of Government business, e.g. corruption, dishonesty, drunkenness, false claims, foul language, insubordination, gross negligence, the falsification of records, or their suppression, or failure to keep them, and the like.
- (ii) Conviction on a criminal charge, other than a minor offence such as an offence against

- the Traffic Regulations or the Public Health Ordinance. (In cases of doubt the Public Service Commission should be asked to advise whether the offence on which the officer has been convicted is or is not a "minor offence".)
- (iii) Disobedience of a lawful order (such as refusal to proceed on transfer, or to accept a posting): (see G.O. 130).
 - (iv) Absence without leave (See G.O. 131).
 - (v) Debt through imprudence or other reprehensible cause (See G.O. 132).
 - (vi) Disclosure of official information contrary to G.O. 135.
 - (vii) Engaging in political activities contrary to G.O. 141.
 - (viii) Engaging in business contrary to G.O. 142.

114. Inefficiency. Inefficiency cannot be established by a single act of incompetence. Its exact definition must vary with the facts of each case, but it usually consists of a series of acts of omission, incompetence, or misbehaviour, which of themselves are not serious enough to merit proceedings for misconduct, but of which the cumulative effect is to show that an officer is not capable of discharging efficiently the duties of the office which he holds.

(Note: The termination of the appointment of an officer on probation who shows himself unqualified for efficient service is dealt with in Chapter II)

Action for removal from the Service on account of inefficiency arises in two ways:-

- (i) upon the receipt of statements by the appropriate authority that an officer is inefficient. Such statements, to be effective in establishing a case of inefficiency against an officer, must show that the officer has been duly and plainly warned in writing more than once that his work was unsatisfactory, or he must have had an increment deferred or withheld. Normally at least three months should be allowed to elapse after the issue of a final warning before steps are taken to terminate an officer's appointment, so as to allow him ample opportunity for improvement. (Details of the procedure to be adopted for removal of an officer for inefficiency are given in the Public Service Commission Regulations);
- (ii) when the authority empowered to dismiss an

officer, having considered the proceedings of an inquiry on charges appearing to justify the officer's dismissal, decides that he does not deserve dismissal but that the proceedings disclose grounds for removing him on account of inefficiency in the performance of his duties. In such a case, the usual rule about the necessity for warnings (see (i) above) is not strictly insisted upon.

Removal for inefficiency must not be used as an easy way of removing an officer who has committed an offence which, if established after enquiry, would merit dismissal. In such a case steps must be taken to establish the offence with a view to dismissal.

115. Effect on Retirement Benefits. An officer who is dismissed forfeits all claim to retirement benefits, will not be granted leave, and is not entitled to transport to his home. An officer on probation whose probationary appointment is terminated on account of misconduct is treated in exactly the same way as a confirmed officer who is dismissed. An officer whose appointment is terminated for inefficiency, however, is eligible for such retirement benefits as may be permitted under the Pensions Ordinance though under that Ordinance, retirement benefits for officers whose appointments are terminated on account of inefficiency may either be reduced or withheld. An officer whose appointment is terminated on account of inefficiency will be eligible for leave and transport allowances as if he had retired.

116. Effective Date of Dismissal. Dismissal takes effect from the date on which the officer concerned is officially notified that he has been dismissed. Except in circumstances as explained below this date will be the date on which the letter notifying the officer of his dismissal is received by him and he should be instructed to acknowledge receipt in writing on a copy of the letter. Where, however, he seeks to evade receipt of the letter, the date of dismissal may be taken to be either:-

- (i) The date on which the letter is delivered to him; or
- (ii) The date on which the letter is delivered to his recorded address; or
- (iii) If the letter is sent by post to his recorded address it may be considered as having been received according to the definition of "service by post" in Section 46 of the Interpretation Ordinance.

118. Effective Date of Termination for Inefficiency. In all cases of termination for inefficiency, notice of termination should be given. The period of notice should be one calendar month unless any other period is appropriate in the light of a particular officer's terms of service. The period of notice should include any leave to which the officer may be entitled; if the leave due is longer than the period of notice the officer should be sent on leave and the period of notice absorbed by the leave. If it is decided that the officer should leave the Service immediately he may be paid salary equivalent to the period of notice.

119. Drawing Attention to Shortcomings.

(1) In this and the following General Order "Superior officer" means an officer holding the rank of Assistant Executive Officer (or its equivalent) or above unless otherwise ordered in writing by a Permanent Secretary.

(2) It is the duty of every superior officer, as soon as he observes any fault or shortcoming in an officer or employee subordinate to him which may adversely affect his prospects of promotion, or of passing a salary bar, or of obtaining an increment, whether or not it is considered to be within his power to correct it, to bring it to the officer's or employee's notice and to record that this has been done. It may in certain cases be suitable to bring the matter to notice orally, in which case it should be followed up by a written confirmation. See also General Orders 163 and 193.

120. Formal Warnings.

(Note: The instructions under this General Order do not apply where an officer's unsatisfactory behaviour clearly amounts to misconduct: in such a case action should be taken, not under this General Order, but under General Order 121).

As soon as a superior officer (as defined in General Order 119(1)) becomes dissatisfied with the work or behaviour of any officer subordinate to him it is his duty so to inform the officer in writing, giving details of the unsatisfactory work or behaviour and calling upon him to submit within a specified time such written representations as he may wish to make to exculpate himself from disciplinary action. After considering such written representa-

tions as the officer may make within the specified time, the superior officer will decide which of the following cases is applicable:-

- (a) the officer has exculpated himself, in which case he will be so informed and no further action will be necessary; or
- (b) the officer has not exculpated himself, but no immediate punishment is warranted, in which case the superior officer will issue a suitable formal written warning (but in helpful and sympathetic terms - see General Order 163) and require the officer or employee to acknowledge its receipt in writing; or
- (c) the officer has not exculpated himself and deserves punishment, in which case the superior officer (unless he is himself a Permanent Secretary) will report the matter to the Permanent Secretary with a view to disciplinary action in accordance with General Order 121.)

121. Reporting Misconduct. It is the duty of a superior officer to whose notice the misconduct of an officer subordinate to him is brought under General Order 113 above to report it to his Permanent Secretary without delay, together, if necessary, with his recommendation as to interdiction; (see G.O. 122). On receiving the report, the Permanent Secretary will take action as seems suitable to him, and will, if necessary, recommend to the Public Service Commission (or himself order, if within his delegated powers) the interdiction of the officer (see General Order 122). Pending a decision as to interdiction, the officer may, if it is considered necessary in the public interest, be prohibited from carrying out his duties but may not, until formally notified of his interdiction, be deprived of any part of his emoluments. The order prohibiting the officer or employee from carrying out his duties must be in writing and signed by an officer of the rank of Executive Officer (or equivalent) or above (being in any case of a rank higher than the officer against whom the order is made). The action taken must be reported without delay to the Permanent Secretary who will in turn inform the Public Service Commission.

122. Application of Interdiction. An officer may be interdicted in accordance with the provisions of the Public Service Regulations. Interdiction should not be imposed except where it is clearly in the interests of the Public Service that the officer should immed-

lately cease to exercise the powers and functions of his office: for instance, where an officer is charged with fraudulent false accounting, he might, if not interdicted, use his position to destroy evidence against himself. Interdiction should not be used in the case of daily-rated staff; if a member of such staff is arrested on a criminal charge or if it is necessary to prevent him from exercising the powers and functions of his office pending the result of criminal or disciplinary proceedings, his appointment should be terminated forthwith by payment of the appropriate wages in lieu of notice, on the understanding that if he is subsequently exculpated he will be re-engaged as from the date of exculpation, or from the day following the expiration of the period for which he was paid in lieu of notice, whichever is the earlier.

123. Details of Disciplinary Proceedings. Full details of the action to be taken by a Permanent Secretary in disciplinary cases are given in the Public Service Regulations. The procedure given does not, however, apply to staff in respect of whom Permanent Secretaries have been granted delegated powers of disciplinary control, e.g. daily-rated staff. Disciplinary action against such staff may be taken at the discretion of the Permanent Secretary, subject to provisions of the Labour Code and of individual letters of appointment. Before any such Government Servant is dismissed, however, he should be informed of the grounds on which it is proposed to dismiss him, and he given an opportunity to submit representations why he should not be dismissed; before the appointment of any such Government Servant is terminated for inefficiency he should have been warned of his failings and have been given an opportunity to improve or to offer a satisfactory explanation of his failure to perform his duties properly.

SECTION 2

DISCIPLINARY RULES IN PARTICULAR CASES

130. Duties. Every officer is required to discharge the usual duties of the office to which he is appointed and any other suitable duties which the Government, acting through a Permanent Secretary, may call upon him to perform. He is also required to be posted wherever the Government, acting as above

thinks fit to send him, and he may not, without permission, reside outside this station to which he has been posted. Refusal to perform such duties or to obey a posting order is regarded as a serious act of misconduct.

131. Absence without Leave. Any officer who absents himself from duty without leave renders himself liable to be dismissed from the Service, and the onus will rest on him to show that the circumstances do not justify the imposition of the full penalty. Salary for a period during which an officer is absent without leave may, and normally will, be withheld.

132. Financial Embarrassment.

- (a) Serious financial embarrassment, from whatever cause, will be regarded as seriously impairing the efficiency of an officer and will render him liable to disciplinary proceedings.
- (b) If such embarrassment is caused by imprudence or other reprehensible cause the officer concerned will be liable to immediate dismissal and the onus will rest on him to show that the circumstances do not justify the imposition of the full penalty.
- (c) An officer will be liable to similar consequences if he becomes a party to Accommodation Bills or Promissory Notes under whatever plea, whether for his own purposes or for another person, and whether resulting in financial embarrassment or not.
- (d) It shall be the duty of Registrars and Clerks of any Court, as well as of Magistrates, Commissioners of Stamp Duties and the Registrar of Bills of Sale, to report to the appropriate Permanent Secretary that an officer has become a judgment debtor or has acknowledged any debt in writing, as the case may be, wherever it shall come to the knowledge of any of them.
- (e) When the fact that an officer has become a judgment debtor or a party to Accommodation Bills or Promissory Notes, is brought to the notice of his Permanent Secretary, the latter should call upon him to submit a statutory declaration in the prescribed form disclosing all his liabilities.
- (f) Otherwise, a Permanent Secretary should take such action as may appear to him to be necessary when it comes to his knowledge that an officer in his Ministry has become financially embarrassed; such action may

be initiated by calling upon the officer concerned to submit a statutory declaration as in (e) above. In any such case, if the Permanent Secretary considers it undesirable that the officer should be retained in the Public Service, he should initiate the appropriate disciplinary proceedings.

133. Money Lending. No officer shall make any loan whether at interest or not to any other Government officer nor act as an intermediary between any officer and a moneylender, nor take any part in collecting debts on behalf of a moneylender.

134. Paid Employment on Leave. No officer may accept any paid employment while on leave (except on leave preparatory to retirement) without previously obtaining the permission of the Head of the Service.

135. Disclosure of Official Information. Every officer is prohibited from disclosing to any person, except in accordance with official routine or with the special permission of the Head of the Service, any article, note, document or information entrusted to him in confidence by any person holding office under any Government in the Federation of Nigeria, or which he has obtained in the course of his official duties. Similarly every officer is required to exercise due care and diligence to prevent the knowledge of any such article, note, document or information being communicated to any person against the interest of the Government.

136. Copying of Official Documents. Every officer is prohibited from abstracting or copying official minute papers, records or other documents except in accordance with official routine or with the special permission of the Head of the Service.

137. Personal Records. An officer should not normally be allowed to have access to confidential or secret records relating personally to himself.

138. Public Records. No officer may, on leaving the Public Service, take with him any public record without the written permission of the Head of the Service.

139. Historical Documents. If an officer discovers a document or manuscript which appears to him to be of historical interest, he must report the existence of it to his Permanent Secretary in order that steps may be taken for the examination and, if found to be valuable, the preservation of such document.

140. Publications and Public Statements. Except in pursuance of official duties no officer shall, without the express permission of the Head of the Service, whether on duty or on leave:-

- (a) act as the editor of any newspaper, magazine or periodical or take part directly or indirectly in the management thereof;
- (b) contribute to, whether anonymously or otherwise, or publish in any newspaper, magazine or periodical, or otherwise publish or cause to be published in any manner, anything which may reasonably be regarded as of a political or administrative nature;
- (c) speak in public or broadcast on any matter which may reasonably be regarded as a political or administrative nature;
- (d) allow himself to be interviewed or express any opinion for publication on any question of a political or administrative nature or matters affecting the administration, defence or military resources of any State, Territory or dependency in the British Commonwealth.

Nothing in this General Order shall be deemed to prevent an officer from publishing in his own name, by writing, speech, or broadcast, matter relating to a subject other than one which can reasonably be regarded as a political or administrative nature, provided that in so publishing any matter compiled with Government sanction from official records (see G.O. 136), he gives prominence to a disclaimer of Government responsibility for its accuracy.

141. Political Activities. No officer shall, whether on duty or on leave:-

- (a) hold any office paid or unpaid, permanent or temporary in any political organisation;
- (b) offer himself or nominate anyone else as a candidate at any election, or at any stage thereof, of members of a Regional or the Federal Legislature, or of any local government body;
- (c) indicate publicly his support of or opposition to any party, candidate or policy;
- (d) engage in canvassing in support of political candidates;

Nothing in this General Order shall be deemed to prevent an officer from voting at any election, nor from being co-opted on to any local government body, provided that work on the local government body does not

seriously affect his normal duties.

142. Engaging in Business etc. The remuneration of an officer is fixed on the assumption that his whole time is at the disposal of Government: he is therefore prohibited from engaging in trade or employing himself in any commercial undertaking. Similarly, an officer is prohibited from undertaking any private agency in any matter connected with the exercise of his public duties. Nothing in this General Order, however, should be deemed to prohibit an officer from investing or holding shares in a Company carrying on business in Nigeria or elsewhere, provided that his interest in the Company does not conflict with his public duties nor in any way influence him in the discharge of those duties. Every officer, however, is bound, on appointment to the Public Service, to declare to the Public Service Commission through his Permanent Secretary details of any interests he may have in local Companies and the Head of the Service may, in exceptional circumstances, direct the officer to divest himself of such interests. Every officer must make a similar declaration upon the subsequent acquisition of any fresh interests in local Companies.

143. Mineral Discoveries. If an officer makes a discovery of what he thinks may be valuable minerals he must report the fact to his Permanent Secretary. An officer is prohibited from deriving any benefits or taking any payment from any syndicate, company or individual as a reward for giving such information; failure to comply with this instruction will lead to dismissal.

144. Work for Private Persons or Firms. No officer, other than a Medical or Dental Officer, may render professional assistance to private persons or firms or accept remuneration for it except with the written permission of the Head of the Service, which will not usually be granted unless it is to the public advantage that it should not be withheld; the amount of the remuneration must be approved by the Head of the Service. Such remuneration must be paid into a Government Treasury on deposit until the orders of the Head of the Service, as to the share, if any, which may be received by the officer personally, is known.

145. Sale or Purchase of Private Property. Except with the sanction of the Head of the Service, no officer may sell his own or another officer's private property to Government or to a local government body, nor may he purchase any private property for Government or a local government body or furnish supplies to

them on payment without a like sanction.

146. Seeking Influence of Prominent Persons. The influence of Members of any Legislature in Nigeria must not be sought by any officer in matters connected with discipline or with a view to obtaining consideration for appointment, transfer or promotion.

147. Libel and Slander Actions. No step may be taken by any officer without the permission of the Head of the Service, to institute legal proceedings for libel or slander in connection with matters arising out of his official duties.

148. Subscriptions and Presentations. An officer is prohibited from receiving valuable presents (other than the ordinary gifts of personal friends) whether in the shape of money, goods, free passages, or other personal benefits, and from giving such presents. This regulation may be relaxed on the occasion of an officer's retirement from the Public Service, but only after the express permission of the Head of the Service is given; such permission will only be given in the most exceptional circumstances. The object of this General Order is to prevent the collection of subscriptions from subordinate officers to defray the cost of presentations to a superior officer. In every case, therefore, where application is made for a relaxation of this rule, the officer making the application must satisfy himself that, if the application is approved, there will be no question of subordinate officers being compelled to subscribe; a statement to this effect must appear on the application.

149. Unofficial Testimonials. An officer is prohibited from issuing to his subordinates personal letters of recommendation regarding their official service unless the approval of the Public Service Commission is endorsed thereon; provided that an officer may answer a confidential enquiry from the prospective employer of a subordinate by whom he has been named as a personal referee but he should make it clear that he is only expressing his personal opinion and that he has not been authorised to express the official opinion of Government. He may also give his confidential opinion of an officer, if requested, in connection with the award of a scholarship, or in connection with the officer's admission to an academic institution or course of study. A "Valedictory Letter", i.e. a letter of appreciation and thanks written on behalf of the Government to an officer who is about to retire, does not come within the terms of this General Order.

150. Unofficial Testimonials about Non-Officials. In order to prevent the irregular use by non-officials of letters of recommendation or certificates of character, an officer is prohibited from giving such letters or certificates (whether on official stationery or otherwise) except to domestic servants.

151. Loss of Funds. If at any time the public revenue sustains a loss by reason of the neglect or fault of any officer, he will be liable to be surcharged with the amount and any sums due to him by Government may be withheld in satisfaction of such surcharge. Should a loss of funds or stores occur, a Permanent Secretary should forthwith take the necessary action as laid down in Financial Instructions.

CHAPTER V

SECTION 1 - CONFIDENTIAL REPORTS

160. Application of Sections 1, 2 and 3. This Section and Sections 2 and 3 refer only to reports on "Senior Officers", that is to say officers serving in posts graded in or above Scales CE, CT or N3.

161. Reports on Senior Officers : General. The reports required on Senior Officers at various stages of their service are summarized in the table below. The rules in the remainder of this Section apply to both Progress and Annual Confidential Reports. Additional rules, applicable only to Progress Reports, are recorded in Section 2 and additional rules applicable only to Annual Reports in Section 3. Reports should be addressed to the destinations indicated below under Secret cover.

Officer	Type of Report	No. of Copies	Destination
a. on probation	Progress	1	Secretary, Public Service Commission
b. on contract with less than 3 years service in a senior post	Progress	1	"
c. on contract with more than 3 years service in a senior post	Annual	1	"
d. confirmed in a pensionable office except Administrative Officers and Advisers (or Heads of Divisions in Ministries where there is no Adviser)	Annual	1	"

Officer	Type of Report	No. of Copies	Destination
e. confirmed Administrative Officers and Advisers (or Heads of Divisions in Ministries where there is no Adviser)	Annual	1	Secretary, Public Service Commission through Secretary to the Premier. (See G. O. 188)

162. It is essential that Confidential Reports should be full and candid. A reporting officer should realise that his own capabilities are discernible from the reports he writes on his subordinates.

163. The substance of any adverse comment on an officer's work or conduct included in a report should be conveyed to him in writing by his Permanent Secretary, and the fact that this action has been taken should be stated on the report itself. The letter conveying this information should be couched in sympathetic terms since its object is to enable and encourage the officer to overcome his shortcomings. The letter should on no account consist merely of an extract from the report with the addition that it is being conveyed to the officer in accordance with the terms of this General Order.

164. Reports on Seconded Officers. When an officer is seconded to another Ministry, the Permanent Secretary of the Ministry to which he is seconded is responsible for furnishing the necessary reports. In cases where an officer has, in the course of a year prior to the date on which reports are due to be written, spent some time in one Ministry and some in another, the report should be written by the Permanent Secretary of the Ministry in which he has served for the greater part of the year, though in such a case the reporting officer should consult the Permanent Secretary of the other Ministry in order to get a full picture of the work and conduct of the officer throughout the year. Similar considerations arise where an officer is seconded to the service of other Governments in Nigeria or to Corporations.

165. Covering Letter to Accompany Submission of Reports. The officer submitting reports should accompany the reports with a covering letter giving the names of the officers whose reports are being submitted.

SECTION 2 - PROGRESS REPORTS

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

171. Every Progress Report on a technical or professional officer must be written by the senior technical or professional officer in the Ministry concerned though this duty may be suitably delegated to another officer (e.g. an Adviser may delegate to the Head of a Division). Reports on non-professional or non-technical officers should be written by the Permanent Secretary or other officer to whom he has delegated such power.

172. Progress Reports should normally be submitted to accord with the principle that each of the first four periods of six months service on duty before confirmation etc. should be covered by a separate report and that a final Progress Report should be submitted not later than two months before an officer's probationary period etc. is due to expire. In any event, not more than 6 months should normally elapse between the submission of one report and the next, except where the officer has been on leave between the time of submission of two reports, in which case a report should be submitted six months after resumption of duty by the officer.

173. Progress reports should include, in addition to any general remarks which the reporting officer may wish to make, specific comment on the officer's:-

- (a) integrity
- (b) industry
- (c) intellectual ability
- (d) administrative and/or technical ability

- (e) relations with other staff
 (f) relations with the public (where appropriate)

The final Progress Report should also include a definite recommendation as to the officer's future, i.e. whether an officer on probation should be confirmed or a contract officer be re-engaged.

SECTION 3 - ANNUAL CONFIDENTIAL REPORTS

176. The object of Annual Confidential Reports is to provide a full record of each officer's work, conduct, and capabilities from which his suitability for promotion or transfer may be judged. It is particularly important that where professional and technical officers are concerned the report should state precisely what work the officer has been engaged upon and the judgment formed on that work. It is no less important that the report should indicate whether the officer is suitable for appointment to a senior grade where he would have to perform administrative or supervisory duties, since it may be that while the officer's work in the appointment which he holds gives the fullest satisfaction, he would be unsuitable for more responsible duties.

177. For the purpose of Annual Confidential Reports the "reporting year" runs from 1st July to 30th June. Reports must reach the destinations shown in G.O. 161 by August 31st each year.

178. Reporting Officers. Annual Confidential Reports must be completed by the officers specified in General Orders 183 and 184. If any of these officers know that they will be absent on leave at the time when reports are due, they should write reports before they go on leave. The reports should be signed in full by the reporting officers who should add their ranks after their signatures.

179. Forms - General. The forms to be used for Annual Confidential Reports are as follows:-

Officer	Form
Administrative Officers	C.R. (Gen)
Officers holding professional or technical posts	C.R. (Prof)
Officers other than Administrative Officers holding non-technical or non-professional posts	C.R. (Gen)
Nursing Sisters and Superintendents	C.R. (nur)

The Public Service Commission will issue, from time to time, a list of the posts which should, for the purpose of this General Order, be regarded as professional or technical posts: only officers holding these posts should have reports written on Form C.R. (Prof).

180. C.R. (Ad.) The object of the C.R. (Ad) Form is to enable an "administrative report" to be written on a professional or technical officer. Such reports are written by Residents for officers serving in the Provinces and by Permanent Secretaries for officers serving in Ministries. Residents and Permanent Secretaries need only complete Forms C.R. (Ad) in respect of officers on whom they have anything positive to report. (For details of the procedure for forwarding C.R. (Ad) Forms see G.O. 186 below).

181. Permanent Secretaries are responsible for ensuring that the correct forms are in the hands of officers on whom Annual Confidential Reports are due to be written by June 15th each year or, in the case of an officer who will be on leave on that date, before he goes on leave. In his turn, every officer to whom a form has been delivered is responsible for completing and signing Part I of the appropriate form, and for forwarding it through Ministry channels in accordance with directions issued to him. Such directions will ensure that where necessary the forms thus completed by individual officers are forwarded to the reporting officer (see G.O. 178 above) through Ministry channels together with such separate comments as he requires to enable him to write the report on the basis of the fullest information available.

182. Personal Record Form. When submitting forms in respect of their first Annual Report officers con-

cerned should also complete and sign the original and one copy of Form P/2 (Personal Record Form) and when the completed report is forwarded it should be accompanied by Form P/2.

183. Reports on Administrative Officers and other non-Professional/Technical Officers.

Part II of the annual report form should be completed as follows:-

- (a) Administrative Officers serving in Provinces:-

Residents - by the Secretary to the Premier
Others - by Residents

- (b) Administrative Officers serving in Ministries:-

Permanent Secretaries - by the Secretary to the Premier
Others - by Permanent Secretaries

- (c) Other non-Professional/Technical Officers:-

By Permanent Secretaries, after consultation (where necessary) with Heads of Divisions.

184. Reports on Professional & Technical Officers, (i.e. those officers who, in accordance with G.O. 179, complete Part I of Form C.R. (Prof) or (Nur))
Part II should be completed as follows:-

- (a) Advisers (or Heads of Divisions in Ministries where there is no Adviser) - by the Secretary to the Premier
- (b) All others - by the Adviser (after consultation with the Head of Division) or, in Ministries where there is no Adviser, by the Head of Division.

185. Part III of the Annual Confidential Report forms will be completed by the Secretary to the Premier only in respect of Administrative Officers other than Permanent Secretaries and Residents. In all other cases, Part III will not be completed.

186. Form C.R. (Ad). Residents and Permanent Secretaries concerned will, under the arrangements outlined in G.O. 180, be required to initiate action in respect of C.R. (Ad) Forms in cases where they wish to report on professional or technical officers. Forms C.R. (Ad)

should be "married up" with the main report forms as follows:-

- (a) for officers serving in the Provinces, Residents should forward such C.R. (Ad) Forms as they have decided to complete to the Permanent Secretary of the Ministry concerned. The Permanent Secretary will then take action as in (b) below:
- (b) for officers serving in Ministries, the Permanent Secretary will inform the Adviser (or the Head of Division concerned in Ministries where there is no Adviser) if he intends to write C.R. (Ad) Reports on certain officers. Having written the Reports the Permanent Secretary will hand them to the Adviser who will attach them to the main report on the officer concerned before forwarding them to the destination indicated in G.O. 161:
- (c) C.R. (Ad) Reports must be submitted as in (a) or (b) above by August 15th each year.

187. All reports when completed by the Adviser or Permanent Secretary should be forwarded under Secret cover to the Secretary, Public Service Commission except as indicated in G.O. 188 below. Accompanying the batch of reports should be a list arranged in order of seniority of the officers on whom reports are included in the batch. The names of those officers who have shown during the period covered by the report either exceptional promise, a marked improvement or a marked deterioration, should be marked with an asterisk on the lists.

188. As an exception to the above rule, Residents and Permanent Secretaries should forward all report forms on Administrative Officers in their Provinces or Ministries to the Secretary to the Premier for completion as in General Orders 183 and 185, and eventual transmission to the Secretary, Public Service Commission.

SECTION 4 - REPORTS ON JUNIOR OFFICERS

190. For the purpose of this Section "Junior Officers" means all officers other than those defined in G.O. 160.

191. Annual Confidential Reports. In order to provide a full record of each junior officer's work, conduct and capabilities, on which to judge his suitability for

promotion, Permanent Secretaries (or Advisers in respect of technical officers) should arrange for annual confidential reports on such officers to be written by Heads of Divisions or other responsible officers on whom the duty of submitting reports should be imposed by written direction. The annual date of submission should be fixed to suit the convenience of Ministries but a calendar year is normally found to be the most suitable as the "reporting year".

192. Form of Reports. Annual reports on junior officers should be written on the prescribed form and must be carefully preserved so as to be available for meetings of Ministry Promotion Committees.

193. The substance of any adverse comment on an officer's work or conduct included in a report should be conveyed to him in writing by the Permanent Secretary or Adviser. The letter conveying this information should be couched in sympathetic terms since its object is to enable and encourage the officer to overcome his shortcomings. The letter should on no account consist merely of an extract from the report with the addition that it is being conveyed to the officer in accordance with the terms of this General Order. The fact that this action has been taken should be stated on the report itself.

194. Progress Reports on Unconfirmed Junior Officers. In order to provide a full record of each unconfirmed junior officer's work, conduct, and capabilities, on which to judge his suitability for confirmation, and in order to ensure that in cases where an officer's suitability for confirmation is in doubt, he is given timely warning of his faults, and an opportunity to correct them, Permanent Secretaries and Advisers should arrange for Progress Reports on such officers to be submitted to them at suitable intervals by Heads of Divisions or other suitable officers. Where possible the form of report should follow the Progress Report for senior officers (G.O. 173 above).

SECTION 5 - CERTIFICATES OF SERVICE

195. Available to all Government Servants on Request. Every Government servant (including daily-rated staff) shall, if he so requests, be furnished with a Certificate of Service on leaving the Public Service. Certificates in respect of officers receiving super-scale salaries or salaries in Scales A, B, C and N3-6, must be signed by the Permanent Secretary and counter-signed

by the Secretary, Public Service Commission. Certificates in respect of other Government servants require only the signature of the Permanent Secretary.

196. Form of Certificate. Certificates of Service must be written on the prescribed form and must show:-

- (i) Duration of total Government service (including terminal leave);
- (ii) Cause of leaving Government service;
- (iii) Details of posts held and duties performed.

197. Supplementary Confidential Reports. Any Government servant may, on leaving the Service, request that a supplementary confidential report (covering the whole period of his service) be prepared in case a prospective employer should ask for it. In the case of officers receiving super-scale salaries or salaries in Scales A, B, C and N3-6, this report will be prepared by the Secretary, Public Service Commission; in all other cases it will be prepared by the Permanent Secretary. Requests by officers for a supplementary Confidential Report should be addressed accordingly.

CHAPTER VI

SALARIES AND INCREMENTSSection 1 - General

200. Payment of Salaries. Financial Instructions contain guidance on the payment of salaries and wages.

201. Salary on Appointment. On first appointment salary shall, as a general rule, be paid as from the date of assumption of duty, but in the case of an officer who accepts a firm offer of appointment to the public service of the Northern Region while overseas, half salary shall be paid from the date of embarkation and full salary from the date of arrival in Nigeria to assume duty, provided that the officer proceeds direct to Nigeria; otherwise he shall be paid half salary only for such time as is ordinarily taken for the journey between the port of embarkation and Nigeria.

202. Salary on Promotion. An officer who is promoted will normally be eligible to receive the salary of the higher office as from the day his promotion becomes effective, in accordance with General Order 70.

Section 2 - Increment Rules

204. Increments Not as of Right Although Payment Normally Automatic. As a matter of procedure, Government employs a simplified system under which increments are automatically granted unless directions are issued to the contrary and local paying officers will, without specific instruction, pay increments as they fall due. It should, however, be clearly understood that the holder of an office on an incremental scale is not entitled to draw any increment as of right merely because he has served an additional 12 months, and a Permanent Secretary will take the necessary steps to prevent the grant of an increment unless the officer concerned has discharged his duties with efficiency, diligence and fidelity.

205. Incremental Date. Except as otherwise provided the incremental date of an officer shall be:-

- (a) in the case of an officer assuming duty after appointment in Nigeria, the first day of the month in which the officer

- assumed duty;
- (b) in the case of an officer assuming duty after accepting a firm offer of appointment outside Nigeria, the first day of the month in which he arrived in Nigeria to assume duty;
- (c) in the case of promotion, the first day of the month in which the officer begins to draw the full salary of his new appointment;
- (d) in the case of a re-engaged pensioner, the first day of the month in which he was re-engaged.

Note: See also General Orders 224 & 225 for exceptions to (c) above.

206. Granting, Suspending, Deferring or Withholding of Increments. A Permanent Secretary is authorised to grant the increments of all officers in his Ministry in accordance with these General Orders. The power to suspend, defer or withhold increments is vested in the Public Service Commission. Details of the action to be taken by a Permanent Secretary in recommending that this power be exercised are given in the Public Service Commission Regulations. In every case, however, where circumstances arise which may lead to the suspending, deferment or withholding of an increment, the Permanent Secretary is responsible for initiating action and for ensuring that the next increment due to the officer concerned is not paid without specific approval. Detailed instructions regarding the accounting procedure to be followed in such cases are issued by the Accountant-General.

207. Granting Increments without Reservation. An officer whose service in all respects (conduct, efficiency, diligence and fidelity) has been entirely satisfactory throughout an increment earning period may be granted his increment on the due date.

208. Granting with Warning. If a Permanent Secretary is not entirely satisfied with the services of an officer during an increment earning period, but does not consider that the circumstances warrant his recommending the immediate withholding or deferring of an increment, he may, after notifying the officer in writing of the defects in his service, which, if not corrected, will affect adversely the granting of future increments, grant his increment on the date due. A Permanent Secretary taking action under this General Order should also have regard to General Orders 120 and 121.

209. Suspending of Increments. The increments of an officer who is required to secure confirmation of appointment or to pass a salary bar (by passing a prescribed examination or test or otherwise as laid down) or fulfil any other prescribed condition affecting the grant of increments to him, and who fails to do so, will normally be suspended and he will cease to be eligible to receive any increment until the day on which he does fulfil the condition in question. The latter day (advanced to the first of the month) will then become his new incremental date and he may, subject to satisfactory service in other respects, receive thereon the first increment he missed by failing to fulfil the condition earlier.

210. Deferred Increment. An increment is deferred when, on account of some shortcoming of an officer, a decision whether or not it should be granted is postponed for a specific period. This period must be fixed at the time the increment is deferred, and must not be less than three months and not more than six months; if less than six months in the first instance it may, if necessary, be increased to six months by additional specific deferment. If a deferred increment is eventually granted it does not become effective until the day following the expiration of the specified period of deferment, but the recipient retains his original incremental date for subsequent increments. If a deferred increment is not granted at or before the expiration of six months from the date it was originally due, it must be withheld. (See G.O. 211).

Example: An officer due to proceed from £.621 to £.648 per annum on 1.8.61 has his increment deferred for three months and his salary remains at £.621 until 31.10.61 (i.e. for three months). Not later than 31.10.61 a decision will be taken by the Public Service Commission whether or not to recommend the grant of the deferred increment. If it is granted the officer draws salary at £.648 for the period 1.11.61 to 31.7.62 (i.e. the remaining nine months) and retains his original incremental date (1st August) for consideration of his next increment to £.675.

211. Withheld Increments. An increment is withheld when, on account of some shortcoming of an officer it is decided not to grant it, and that he shall cease to be eligible therefor until his next incremental date. The withholding of an increment thus results in the salary of the officer remaining for the rest of his in-

cremental service one increment behind what it would have been if the increment had not been withheld; (but see G.O. 214 below).

Example: An officer due to proceed from £.621 to £.648 per annum on 1.8.61 has his increment withheld. His salary remains at £.621 throughout the period of 1.8.61 to 31.7.62 and he cannot proceed to £.648 per annum until 1.8.62 his next incremental date.

212. Grounds for Withholding or Deferring. The grant of an increment may be withheld or deferred by reason of unsatisfactory service, unsatisfactory conduct or lack of efficiency. In deciding which penalty to recommend, a Permanent Secretary will take into account the gravity of the original shortcoming and the standard of the officer's subsequent service, bearing in mind that to withhold an increment is a much more serious penalty than to defer it.

213. Withheld or Deferred Increment not Restorable. An increment deferred or withheld cannot be restored with retrospective effect in consequence of improved service during a later increment earning period (but see G.O. 214 below).

214. Special Increments to Mitigate Lasting Effects of Suspended or Withheld Increments. When an officer's increment has been suspended under G.O. 209 or withheld under G.O. 211 the Public Service Commission may on any subsequent incremental date grant one or more special increments having the effect of raising the salary of the officer to or towards the level it would have reached if the previous suspension or withholding had not occurred. Such grant will not have retrospective effect - see G.O. 213 above.

Section 3 - Salary Bars

216. Qualifications for Passing. Before an officer can be considered eligible to pass a Bar he must have passed the appropriate test and/or fulfilled any other condition laid down in the Scheme of Service relating to his post. To proceed to a salary above the Bar without halting, he must obtain the necessary qualifications by the time he has served for 12 months on the salary point below the Bar, if he has not previously

obtained them. If, in exceptional circumstances, this normal time limit is extended (which extension may be approved by a Permanent Secretary after consultation with the Public Service Commission), the duration of the extension will be specified at the time it is granted.

217. Effective Date. The effective date of an officer passing a salary bar is:-

- (a) in the normal case of an officer who has obtained the qualifications to pass the bar before proceeding to the salary above the bar, the date on which he so proceeds;
- (b) in the exceptional case of an officer who, for some special reason, is allowed to proceed to a salary above the bar despite not having obtained the qualifications to pass it, the date on which he obtains the qualifications.

218. Effect on Seniority. The passing of a salary bar is equivalent to promotion, except that it does not depend on a vacancy in the establishment of the higher grade, and that it is automatic upon obtaining the prescribed qualification, and contains no element of selection. Accordingly, on the effective date on which an officer passes a bar, he will supersede in seniority any officer previously senior to him who has not by that date passed the bar. As an exception to this rule, the Permanent Secretary, after consultation with the Public Service Commission, may, at his discretion allow an officer whose failure to pass the bar on the normal date has been due to ill health or lengthy secondment to other duties, an extension of time for passing the bar without loss of seniority, save only in relation to those of his colleagues who, as a result of obtaining promotion or accelerated advancement, would have superseded him, even if he had passed the bar on his normal date.

219. Notification to Officers. When an officer is granted the increment which takes him to the maximum of the scale below the bar, and has not yet obtained the qualifications which will enable him, twelve months later, to pass the bar, his Permanent Secretary should warn him of the fact in writing and take steps to ensure that the officer will not receive another increment without passing the bar.

220. Accelerated Advancement within a Scale. An officer serving in a certain grade may obtain accelerated advancement in accordance with the rules laid down in

the Scheme of Service approved for the grade. In every case, accelerated advancement will only be granted to the officer if:-

- (a) his work and conduct have been entirely satisfactory; and
- (b) he has been confirmed in his appointment.

Unconfirmed officers who become eligible for accelerated advancement while they are still on probation may receive the benefits of accelerated advancement with effect from the date of their confirmation. Where advancement does not automatically follow the fulfilling of a given condition (e.g. the passing of a test or a certain standard) the selection of officers for accelerated advancement should be conducted in the same way as the selection of officers for promotion.

221. Advancement Tests. Syllabuses and standards required for a pass in advancement tests will be laid down by the Establishments Division, Premier's Office, after consultation with the Permanent Secretary of the Ministry concerned.

Section 4 - Salaries on Promotion

222. General. Except in cases of promotion from non-pensionable to pensionable offices, the following rules shall apply to an officer promoted to a post in an incremental scale:-

- (i) If the higher scale does not overlap the lower, he will be placed on the minimum point of the higher scale;
- (ii) In all other cases, his place on the new scale will be determined by adding to his former salary the "promotion increase" applicable to that salary, and by then applying the following rules:-
 - (a) If the total is less than the minimum point of his new scale, he will be placed at the minimum point;
 - (b) If the total corresponds to a point on the new Scale, he will be placed at that point;
 - (c) If the total lies between two points on the new Scale, he will be placed at the higher of the two points.

A comprehensive table showing "promotion increases" applicable to existing rates of salaries is contained in the Appendix to this Chapter.

223. Transfer from Non-Pensionable to Pensionable Post. The salary at which an officer transfers to a pensionable appointment is not necessarily governed by the salary he was previously receiving in a non-pensionable appointment. Every case of this kind will be decided after consultation between the Public Service Commission and the Establishments Division, Premier's Office.

224. Incremental Date. An officer promoted from one pensionable grade to another, or from one non-pensionable grade to another, will normally retain his former incremental date on promotion. If, however, he is:-

- (a) placed at the minimum of his new scale on promotion; or
- (b) promoted from the lower of two points which, under General Order 222, lead to the same point in the new scale,

his incremental date will be altered to the date of promotion, adjusted to the first of the month in accordance with General Order 205.

225. Promoted on Incremental Date. The salary of an officer promoted on his incremental date will be calculated as if he had received an increment on his old scale on the day of his promotion.

APPENDIX TO CHAPTER VI

Section 4 - G.O. 222

Table of Promotion Increases

<u>Promotions to A Scale</u>	<u>Promotion Increases</u>
Salaries up to £924 inclusive	£42
Salaries from £925 to £1260	£48
Salaries above £1260	£54
 <u>Promotions to B Scale</u>	
Salaries up to £936 inclusive	£36
Salaries from £937 to £1020	£42
Salaries from £1021 to £1260	£48
Salaries above £1260	£54
 <u>Promotions to C(T) Scale</u>	
Salaries up to £684 inclusive	£24
Salaries from £685 to £888	£30
Salaries from £1033 to £1116	£42
Salaries from £1117 to £1314	£48
Salaries above £1314	£54
 <u>Promotions to C(E) Scale</u>	
Salaries up to £786 inclusive	£24
Salaries from £787 to £1032	£36
Salaries from £1033 to £1116	£42
Salaries from £1117 to £1314	£48
Salaries above £1314	£54
 <u>Promotions to D Scale</u>	
Salaries up to £186 inclusive	£ 6
Salaries from £187 to £258	£ 9
Salaries from £259 to £351	£12
Salaries from £352 to £396	£15
Salaries from £397 to £468	£18
Salaries from £469 to £510	£24
Salaries from £511 to £702	£27
Salaries above £702	£30
 <u>Promotions to E Scale</u>	
Salaries up to £234 inclusive	£ 9
Salaries from £235 to £303	£12
Salaries from £304 to £363	£15

Promotions to E Scale

Salaries from £364 to £510
Salaries from £511 to £534
Salaries from £535 to £702
Salaries above £702

Promotion Increases

£18
£24
£27
£30

Promotions to F Scale

Salaries up to £144 inclusive
Salaries above £144

£ 6
£ 9

N O R T H E R N N I G E R I A

GENERAL ORDERS
(Provisional Edition)

Effective date - to be notified by notice in the
Gazette.

CHAPTER IX

EXAMINATIONS

Section 1 - General

310. Entrance Examinations not included. General Orders do not include rules concerning examinations for admission to any posts in the public service: these are conducted by the Public Service Commission and are described in Schemes of Service or other instructions.

Section 2 - Compulsory Examinations in Law, Official Publications and Financial Memoranda.

311. Officers liable to take compulsory examination.

Unless specially exempted by the Head of the Service, all Administrative Officers are required to pass the examinations prescribed in G.O. 315 within three years of assuming duty as Administrative Officers. Administrative Officers who have gained a Diploma or Intermediate Certificate (1956/57 or after) in Native Treasury Accounting at the Institute of Administration are automatically exempted from the examination in Financial Memoranda.

312. How to enter. Applications to sit the examination should be made in accordance with notices which appear in the Gazette twice a year. Examinations are normally held in June and December.

313. Text books allowed. The object of the examinations specified in this Section is to test the candidates' ability to apply the rules and principles contained in the books, ordinances, etc., which form the subjects of the examinations; accordingly candidates will be allowed to refer during the examinations to the text of the books, etc. in question, and should attend at the examination centre equipped with copies, unless otherwise instructed.

314. Pass Marks. In each paper 50% of possible marks are required for a pass. To obtain a pass in any one group a candidate must pass in all the papers of that group at the same examination. Each group, however, may be passed separately. Only general knowledge of the subjects specified is required and papers will be marked accordingly.

315. Syllabuses of Examinations. The following are the prescribed examinations for Administrative Officers:-

Group 'A' - Law Examination. This examination consists of two papers on the following subjects:-
Paper 1. Criminal Law, as contained in the following Local Ordinances and Laws:-

Coroner's Ordinance, Cap.41
Evidence Ordinance Cap.63
Prevention of Crimes Ordinance Cap.175
Probation of Offenders Law 1957
Public Order Law 1957
Children and Young Persons Law 1958
Penal Code Law 1959
Criminal Procedure Code Law 1960
Penal Code (Northern Region) Federal Provisions Ordinance, 1960
Criminal Procedure (Northern Region) Ordinance, 1960
Criminal Procedure Rules, 1960
Criminal Procedure (Statements to Police Officers) Rules, 1960

Paper 2. in two parts, (i) the principles of Common Law (the book recommended for study in preparation for this part of the paper is Wilshire's Principles of Common Law) and (ii) Local Ordinances and Laws, as follows:

(a) Regional Laws and Ancillary Legislation:-

Native Authority Law, 1954
Northern Regional High Court Law, 1955
Native Courts Law, 1956
Native Courts (Civil Procedure) Rules, 1960
Northern Region High Court (Appeals from Native Courts) Rules, 1960
Fatal Accidents Law, 1956
Civil Liability (Survival, etc) Law, 1957
Riot Damage Law, 1958
Provincial Councils Law, 1959
District Courts Law, 1960
Sharia Court of Appeal Law, 1960

(b) Nigerian Ordinances:-

Chapter 12 Appointment and Deposition of Chiefs

Chapter 54 Direct Taxation
" 75 Forestry
" 88 Illiterates Protection
" 94 Interpretation
" 99 Labour Code
" 105 Land and Native Rights
" 114 Liquor
" 144 Native Lands Acquisition
" 232 Wild Animals Preservation

Group 'B' - Examination in Official Publications.

This examination consists of two papers on the following subjects:-

Paper 1. General Orders and Public Service Commission Regulations.

Paper 2. Financial Instructions.

Group 'C' - Financial Memoranda.

316. Penalties for failure to pass. An officer who fails to pass, within the time limits quoted in G.O. 311, the examinations specified in this Section as compulsory for him, will not be considered for confirmation in his appointment until he succeeds in passing. In addition, such officer, or an officer already confirmed in the Service, may cease to be eligible to receive any further increments until he has passed the examination in question. (G.O. 209 refers).

Section 3 - Language Examinations

320. Definitions. (i) The languages to which this Section refers are:-
Classical Arabic, Fulani, (either Eastern or Western dialect) Gwari, Hausa, Idoma, Igala, Kanuri, Nupe, Tiv and Yoruba;
- (ii) For the purpose of this Section the term "Senior Officer" means an officer holding a post in the administrative and professional grades (Scales A and B) and in the executive, higher technical and nursing grades, on a

scale the initial point of which is not less than £621 per annum.
 "Junior Officer" means an officer other than those described above.

321. Classes of Examination. There are four classes of examination, namely:-

- (a) Higher Standard, Parts A & B
- (b) Lower Standard, Parts A & B
- (c) Technical Proficiency Test
- (d) Colloquial Test

In each part of (a) and (b) and in (c) and (d), the percentage of marks required for a pass is 60%.

322. Compulsory Language Examinations. An Officer who holds one of the posts listed in G.O. 323 may, as one of the conditions for confirmation in his appointment, be required to pass an examination in any of the languages listed in G.O. 320, provided that the Permanent Secretary certifies that the language offered has been approved by him and that it is not the officer's mother tongue nor that in which the officer received his vernacular education. The fact that it will be necessary for the officer concerned to pass a language examination must be clearly stated in his letter of appointment.

323. List of posts and examinations. The holders of the posts shown in the first column of the Schedule below may, under G.O. 322, be required to pass the examination shown in the second column of the Schedule.

Post	SCHEDULE	Examination
Administrative Officer	Lower Standard	Parts A & B.
I Instructor Grade I, Lecturer (Institute of Administration)	-	do -
Education Officer (including Senior Education Officer, Woman Education Officer, Rural Education Officer).	-	do -
Pensionable post of Medical Officer and Nursing Sister	Technical Proficiency	Test.

Every professional and senior technical post in the Ministry of Agriculture - do -

Assistant Conservator of Forests, Veterinary Officer and Technical Officer in the Ministry of Animal Health & Forestry - do -

Assistant Registrar of Co-operative Societies and Social Welfare Officer - do -

324. Penalties. An officer who is required under G.O. 322 to pass a language examination and who fails to do so within three years of assuming duty in the public service of the Region will not be considered for confirmation in his appointment until he succeeds in passing. In addition, such officer may cease to be eligible to receive any further increments until he has passed the examination in question (G.O. 209 refers).

325. Voluntary Examinations: Senior Officers. A senior officer may be granted permission by the Head of the Service on the recommendation of his Permanent Secretary to volunteer an examination at the Lower Standard level in any of the languages listed in G.O. 320, wherever it is considered that a knowledge of the language will increase the officer's value to Government; provided that the language offered is not the officer's mother-tongue nor that in which he received his vernacular education. The Permanent Secretary will refuse his recommendation in cases in which he is satisfied that the officer is already familiar with the language in question as the result of his previous association with native speakers of it. A senior officer is not permitted to take voluntarily the Colloquial Test nor an examination in any language which he has already passed at the same or a higher level.

326. Voluntary Examinations: Junior Officers. A junior officer who is employed otherwise than as an interpreter in a district in which a language other than his mother-tongue or the language in which he received his vernacular education is spoken may be granted permission by his Permanent Secretary to take the Colloquial Test in the local language, provided that it is considered that a knowledge of the local language will increase his value to Government.

327. A pass in Lower Standard (Part B) exempts from Technical Proficiency Test.

A pass in a Lower Standard Part B examination taken voluntarily will carry exemption from any requirement to pass a Technical Proficiency Test in the same language, provided that in the conduct of the examination attention is paid by the examiners to the candidate's ability to converse in the language on subjects appropriate to his specific duties. A candidate entering for Lower Standard Part B examination to gain this exemption must state so in his application.

328. Higher Standard. A senior officer may be granted permission to take either Part A or Part B or both parts of Higher Standard Examination in one or more of the languages listed in G.O. 320, wherever it is considered that an advanced knowledge of the language offered will increase the officer's value to Government, or in cases where the officer has been required to pass a Lower Standard examination or a Technical Proficiency Test in the same language. Any of the languages listed in G.O. 320 may be offered provided that the officer has already passed the Lower Standard Examination in the same language (and provided that the language is not merely a different dialect of a group of languages in which the officer has already passed a Higher Standard Examination in one dialect).

329. Method of Examination: Appointment of Approved Examiners.

The Permanent Secretary, Ministry of Education will appoint suitably qualified persons to be approved examiners, to set question papers, to mark scripts and to conduct oral examinations.

330. Languages with no Approved Examiners. For languages for which no suitably qualified person is available as an approved examiner, examinations will be conducted by a Board appointed by the Resident of the Province in which the examination is held, consisting of himself or an officer deputed by him, one educated person fluent in the language concerned, and one other member.

331. Conduct of Oral Examinations (not Higher Standard Hausa.)

Oral examinations will normally be conducted by two approved examiners. On occasions where

insufficient approved examiners are available at the place where the examination is being held, the examination will be conducted by a Board consisting of one approved examiner and one senior Administrative or Education Officer.

332. Conduct of Oral Examinations - Higher Standard Hausa Part B.

The Higher Standard Hausa Part B (Oral) examination will be conducted by a Board of four examiners, of whom at least two must have Hausa as their mother-tongue. The examination will normally be held in Kaduna and the Board will be drawn from a panel of examiners appointed by the Permanent Secretary, Ministry of Education, after consultation with the Hausa Language Board. The Board of examiners will operate under a permanent chairman or deputy chairman, both of whom will be appointed by the Permanent Secretary, Ministry of Education, after consultation with the Hausa Language Board.

333. Procedure: Time and Place of Examination.

Examinations will be held twice yearly, (except for Higher Standards Part A & B) in June and December, at centres arranged by the Ministry of Education. The Higher Standards Parts A & B will be held once a year only in December.

334. Notice of Forthcoming Examinations. The Ministry of Education will invite applications by means of Gazette Notices which will specify the dates of the next examinations.

335. Where to apply. Candidates in Government service should address their applications to their own Permanent Secretaries, in the first instance, sending a copy of the application direct to the Permanent Secretary, Ministry of Education. It is important that the Permanent Secretary, Ministry of Education, should receive the application direct before the closing date irrespective of the final acceptance or rejection of the application.

336. How and When to Apply. Applicants should include the following details:

- (a) the name, Ministry, and rank of the applicant;
- (b) the language offered, including where necessary, the dialect thereof;

- (c) the class of examination and which Part thereof.

Applications as in G.O. 335 should reach the Permanent Secretary, Ministry of Education not later than 1st April for the June examinations and not later than 1st October for the December examinations.

337. Entrance Fees payable in certain circumstances.

If an officer has failed to obtain 30% of the maximum marks in any examination or part of an examination or if he fails to appear for an examination for which he has entered, he may be required to pay an entrance fee of £1 before being accepted for another attempt at that examination or part of examination.

338. Syllabuses of Examinations. Details of Syllabuses are available on request from the Ministry of Education. Candidates for examinations who wish to obtain such details are advised to apply well in advance of the time at which they intend to sit for the examination and to state exactly for which examination they intend to enter. Applications should be addressed through the applicants' Permanent Secretary.

339. Gratuities. The following gratuities are payable to officers who pass examinations in accordance with the provisions of this Section:-

<u>Examination</u>	<u>Gratuity</u>
Colloquial Test	£5
Technical Proficiency Test	£10
Lower Standard (each Part)*	£15
Higher Standard (each Part)	£40
* For second and subsequent languages:-	
Lower Standard (each Part)	£22:10:0d.

Section 3 - Fees for Examiners

345. Authority for Payment. No fees may be paid to examiners except in accordance with this Section and they are payable only on the authority of the Permanent Secretary, Ministry of Education.

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

347. Scale of Fees: Government Servants. The following is the scale of fees approved for Government servants who are examiners in respect of the examinations specified:-

	£	s.	d.
<u>A. Law Examinations</u>			
For setting Administrative papers	2	10	0
For correcting papers (per candidate)	-	10	0
<u>B. General Orders, Financial Instructions and Financial Memoranda.</u>			
For setting papers (per examiner)	1	10	0
For correcting papers (per candidate)	-	7	6
<u>C. Language Examinations.</u>			
<u>(1) Lower Standard.</u>			
For setting papers (per examiner) with a maximum for the examination in any one language of	1	10	0
For correcting papers (per candidate)	-	7	6
For oral examination (per examiner per candidate)	-	7	6
<u>(2) Higher Standard</u>			
For setting papers (per examiner) with a maximum for the examination in any one language of	2	5	0
	4	10	0

For correcting papers (per candidate)	-	10	0
For oral examination (per examiner per candidate)		10	0
(3) <u>Technical Proficiency Test.</u>			
For each candidate examined (per examiner)	-	7	6
(4) <u>Colloquial Test.</u>			
For each candidate examined (per examiner)	-	7	6

348. Scale of Fees: Non-Officials. The following is the scale of fees approved for examiners who are not Government servants in respect of the examinations specified:-

A. Language Examinations.

	£	s.	d.
(1) <u>Lower Standard</u>			
For setting papers (per language, per examiner)	3	0	0
For correcting papers (per candidate)	-	15	0
For oral examination (per examiner per candidate)	-	10	0
(2) <u>Higher Standard</u>			
For setting papers (per language, per examiner)	4	10	0
For correcting papers (per candidate)	1	2	6
For oral examination (per examiner, per candidate)	1	2	6

CHAPTER X

MEDICAL AND DENTAL PROCEDURE

Section 1 - General

355. Definitions. In this chapter the following terms are used with the following meanings:-

Hospital means a Government hospital.

Medical Officer means a Government Medical Officer, and, for the purpose of issuing medical certificates listed under General Order 375, includes a Medical Superintendent in charge of a Combined Hospital.

Private Practitioner means a Registered Medical or Dental practitioner who is not a Government Medical Officer or Government Dental Surgeon.

Ministry includes the local office of a Ministry where applicable.

356. Medical Documents to be treated as Confidential.

The medical certificates, reports of medical boards, reports of private practitioners and confidential health reports mentioned in this chapter will be treated as strictly confidential. No copies of them except those mentioned in this chapter will be furnished, except that this rule will not preclude the keeping of an officer's health record in the Ministry of Health, nor the transfer of such record to the corresponding office in any other public service to which the officer concerned may be transferred.

357. Leave on Medical Grounds.

See G.O. . . .

Section 2 - Facilities for Medical Treatment.

360. Government Facilities. Government medical facilities provided free to officers and their families and the scales of charges for other

Government medical facilities, are specified in the Hospital Fees (Northern Region) Regulations, 1954. (Northern Region Legal Notice No.21 of 1954) and amendments thereto.

361. Transport to receive medical attention.

See G.O. . . .

362. Attendance by Private Practitioner. An officer who prefers to be treated by a private practitioner instead of availing himself of Government medical facilities must himself bear all expenses incurred through such treatment.

363. Fees paid to private practitioners refundable in special cases.

When owing to the state of his health an officer is compelled in the absence of a Medical Officer to avail himself of the service of a private medical practitioner, he will be responsible in the first instance for the fees payable. If however the circumstances are recognised by the Permanent Secretary, Ministry of Health, as requiring such service, he may authorise a refund to the officer or employee at such rates as the Permanent Secretary considers fair and reasonable.

364. Attendance by Ships' Surgeons: Officers embarked as invalids.

If an officer is embarked by Government or the Crown Agents as an invalid and placed in charge of the ship's surgeon, the latter's fees for medical attendance on the officer during the voyage will be payable by Government.

365. Officers or their families falling seriously in passage.

Government will consider claims for the refund of medical expenses incurred by officers or their families while in passage to or from Nigeria, in cases of serious illness occurring en route and not attributable to the officer's own negligence. Claims for bills not exceeding two guineas incurred on board ships will not, however, be entertained.

366. Medical expenses during Overseas Leave, etc.

The Permanent Secretary, Ministry of Health,

after consultation with the Establishments Division, Premier's Office, may authorise a refund of medical expenses (excluding charges for maintenance) incurred by an officer while on overseas leave or on duty or on a course outside Nigeria provided that:-

- (a) the illness was not due to the officer's own negligence; and
- (b) the officer sought (where applicable) to avail himself of the services of the local National Health Service and could not obtain the requisite attention thereunder within a reasonable time; and
- (c) the officer, if in the United Kingdom, informed the Agent-General for Northern Nigeria at the earliest date that he was unable to obtain the requisite attention through the National Health Service; and
- (d) the officer showed reasonable diligence, expedition and economy in seeking and obtaining medical attention.

Section 3 - Facilities for Dental Treatment

370. Government facilities. The dental treatment provided free by Government Dental Surgeons to officers and their families, and the scales of charges for other dental treatment provided by Government Dental Surgeons are specified in the Hospital Fees (Northern Region) Regulations 1954 (Northern Region Legal Notice No.21 of 1954) and amendments thereto.

371. Appointments necessary. Except in cases of emergency, dental treatment by Government Dental Surgeons can only be provided "by appointment". Except in cases of emergency officers must not leave their stations to visit a Government Dental Surgeon before the latter has confirmed an appointment for the treatment required.

372. Treatment by Private Dental Practitioners. An officer who prefers to be treated by a private practitioner instead of availing himself of the services of a Government Dental Surgeon must himself bear all expenses incurred through such treatment.

373. Fees paid to private practitioner refundable in special cases.

This General Order refers only to types of dental treatment for which no charge would be made if provided by a Government Dental Surgeon. When an officer is compelled because the services of a Government dental Surgeon are not available, to avail himself of the service of a private dental practitioner in order to obtain urgent treatment, he will be responsible in the first instance for the fees payable. If however circumstances are recognised by the Permanent Secretary, Ministry of Health, as requiring such service, he may authorise a refund to the officer at such rates as the Permanent Secretary considers fair and reasonable.

374. Dental Expenses during Overseas Leave, etc.

Refunds of dental expenses incurred by an officer while on Overseas leave or on duty or on a course outside Nigeria will be made on the same basis as those granted for medical expenses under G.O.366.

Section 4 - Absence from Duty on Account of Illness.

375. Medical Certificates. There are three types of medical certificates used in connection with the sickness of officers and employees:-

- (a) Excused Duty Certificate, Combined Medical Form No. Med. 166 or 166a.
- (b) Light Duty Certificate, Combined Medical Form No. Med. 167 or 167a.
- (c) Medicine and Duty Certificate, Combined Medical Form No. Med. 168 or 168a.

376. How obtained. An officer seeking one of these certificates should do so either:-

- (a) by presenting himself to the appropriate Medical Officer for examination - in which case he will, unless admitted to hospital as an in-patient, be handed by the Medical Officer who examines him whichever certificate the latter considers appropriate;

or (b) by forwarding through his Ministry to the senior administrative Medical Officer at

his station a detailed report on his sickness by the private medical practitioner who is attending him, and arranging for the collection from such Medical Officer of whichever certificate the latter decides to issue in the light of the private practitioner's report.

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

378. Duty to report when sick. (a) An officer not being on leave of absence nor an in-patient in a Government hospital, who is prevented by illness from performing his duties at his place of work, must either report the fact immediately to his Ministry or, within twenty-four hours, cause to be delivered to his Ministry an Excused Duty Certificate signed by the appropriate Medical Officer, with the contents of which the officer has made himself acquainted.

(b) On reporting sick to his Ministry an officer or employee will either:-

- (i) receive instructions to seek medical advice forthwith in which case he must cause one or other of the medical certificates listed in General Order 375, with the contents of which he has acquainted himself, to be delivered to his Ministry within twenty-four hours,

or

- (ii) be authorised by a responsible officer to absent himself from duty without a medical certificate for a specified period; in a place where a Medical Officer is available such specified period will not exceed two days; in a place where no Medical Officer is available the specified period will be at the discretion of the responsible officer.

(c) Unless absence from duty through illness is covered either by admission to a Government hospital, by special authority as explained above, or by an Excused Duty Certificate, it will be treated as absence without leave (see General Order 131).

379. Duty to seek and comply with medical advice.

- (a) An officer stationed at a place where a Medical Officer is available must, when so instructed or when he has been prevented by illness for two days from performing his duties at his place of work (whichever event occurs first), seek medical advice. An officer may seek such advice either from the Medical Officer or, if he prefers, from a private medical practitioner residing in the neighbourhood; in either case he must comply with the advice given. If he prefers to be treated by a private practitioner he must obtain the latter's consent to meet the Medical Officer in consultation.
- (b) An officer stationed at a place where no Medical Officer is available must, when so instructed, comply with any official arrangements made to provide him with medical advice and must comply with the advice so obtained.
- (c) An officer who has failed to comply with this General Order will render himself liable to be treated as having been absent without leave.

380. Duty to attend medical boards and comply with recommendations.

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

381. Recording of addresses. In each Ministry an up-to-date record must be maintained of the addresses stated by the officers employed there to be those at which it should be possible to find them or ascertain their whereabouts.

382. Enquiries about absentees. If an officer's absence from duty is not explained by him within

twenty-four hours, enquiry should be made at his recorded address to ascertain the cause of absence.

383. Reporting of staff's sickness. Whenever an officer falls ill so as to be physically unable to present himself for medical examination, the circumstances and his whereabouts should be reported by his Ministry to the nearest Medical Officer.

384. Instructions to staff reporting sick. When an officer reports that he is prevented by illness from performing his duties at this place of work he should (unless General Order 383 applies) be instructed or authorised as explained in General Order 378 (b), and, when appropriate, be provided with a note requesting the Medical Officer to examine him and treat him.

385. Responsibility of Medical Officer when patient attends in person.

When an officer presents himself to a Medical Officer for examination, the latter will examine him and treat him and either hand him whichever of the certificates listed in General Order 375 the Medical Officer considers appropriate, or, if he admits him to hospital as an in-patient, will inform the Ministry concerned.

386. When patient reported unable to attend. When it is officially reported to a Medical Officer that an officer is so ill as to be physically unable to present himself for medical examination, the Medical Officer will, as appropriate, either arrange for the officer to be brought to hospital for examination and treatment, or visit the officer to examine him and treat him. If the examination results in the officer being admitted to a Government hospital as an in-patient, the Medical Officer will so inform the officer's Ministry; otherwise he will hand the officer whichever of the certificates listed in General Order 375 he considers appropriate.

387. When patient sends private practitioner's report.

When an officer forwards to a Medical Officer a report on his sickness by the private practitioner attending him, the Medical Officer will, after such consultations with the private practitioner as he may deem necessary, issue whichever of the certificates listed in General Order 375 he considers appropriate in the light of the private practitioner's report. The period of excused duty or light duty entered on

any one certificate issued under this General Order may not exceed ten days unless the Medical Officer himself has examined the patient.

388. Reports to Ministries. On any of the occasions listed in this General Order the Medical Officer will report the circumstances to the officer's Ministry:-

- (a) When an officer is either admitted to or discharged from a Government hospital.
- (b) When an officer refused to carry out, or in the opinion of the Medical Officer is neglecting to carry out, the medical advice he has been given.
- (c) When in the opinion of the Medical Officer, an officer's illness has been caused by his own fault or neglect.

Section 5 - Health Rules in connection with
Absence from Nigeria.

395. Application and Definition. In this section the word "officer" means an officer proceeding to a temperate climate for any purpose except to take up a Government scholarship (in which case special provisions not included in these General Orders will apply).

396. Effect of rules on salary. Unless the rules in this section are complied with, an officer will not be entitled to receive salary during any extension of his absence from Nigeria which may be necessitated by ill health.

397. Medical Examination before departure. Not earlier than seven days before leaving his station to depart from Nigeria, an officer is required to present himself to the appropriate Medical Officer for examination. If a Medical Officer is available at or within a reasonable distance from the officer's station he is the appropriate Medical Officer for this purpose; otherwise the appropriate Medical Officer is the Medical Officer at the officer's point of departure from Nigeria or at some intermediate station.

398. Paper of advice regarding health during absence.

On presenting himself for examination in accordance with General Order 397 an officer will receive from the Medical Officer a paper of advice (Combined Medical Form No.24) regarding the care of his health during his absence from Nigeria.

399. Compliance with advice. Every officer is required to comply with the Medical Officer's recommendations contained in his paper of advice, and may be required to show that he is doing so.

400. Production of Paper of Advice. An officer may, during his absence from Nigeria, be required to produce his paper of advice. If he is unable to do so, he will either be sent to a Consultant Physician or may be called upon to furnish a medical certificate at his own expense.

401. Reporting illness during absence. If an officer falls ill so as to require medical attendance during his absence from Nigeria, and remains ill for a week, he must if in the United Kingdom, report the fact to the Agent-General for Northern Nigeria in the United Kingdom or, if elsewhere, to such other office as may be specified in the instructions given to him, and at the same time forward a certificate from his medical attendant stating the nature of his illness and its probable duration. In reply he will receive instructions as to the further action he should take.

402. Medical Examination during Absence. If the Medical Officer who examines an officer before the latter's departure from Nigeria recommends that he should be examined by a consultant physician during his absence from Nigeria, the officer will, after arrival at his destination, receive instructions to present himself for such examination. Similarly an officer may, after reporting an illness in accordance with General Order 401, receive instructions to present himself for examination by a Consultant Physician. Every officer is required to comply forthwith with such instructions, to carry out such recommendations as he may be given by the Consultant Physician he has been instructed to attend, and to present himself for such further examination as the Consultant Physician may direct.

Section 6 - Injuries

405. Application. This section does not apply to any person who is a workman to whom the provisions of the Workman's Compensation Ordinance (Cap.234) apply.

406. Action by injured officer/employee. When an officer has sustained an injury as the result of an accident encountered in the performance of his duty and is not incapacitated by the injury from making a report, he must immediately inform the nearest Medical Officer.

407. Action by Medical Officer. Whenever a Medical Officer receives information of injury to an officer, whether the information is received from the injured person or from any other source, he shall as soon as possible report details of the injury to the Resident of the Province in which the accident occurred. For the purpose of this and the following General Order the word "Resident" shall include the Administrator of Kaduna Capital Territory.

408. Action by Resident. Whenever a Resident in charge of a Province is informed by a Medical Officer, or any other person, of injury sustained by an officer as the result of an accident, which might lead to a claim for a special award under the pensions law, or otherwise, he shall call for a report by a Medical Officer if no such report has already been received. On receipt of the medical report the Resident shall enquire into the circumstances of the accident and, if satisfied that the injury was not incurred in the actual discharge of duty, he shall so report to the Establishments Division, Premier's Office, sending a copy of his report to the Permanent Secretary of the injured person's Ministry. If, however, after his enquiry the Resident has any doubt on these points he shall as soon as possible convene a board to consider the matter and to report its findings on the following questions:-

- (a) did the accident occur in the actual discharge of duty?
- (b) was the accident due to any fault on the injured person's part?
- (c) was the accident specifically attributable to the nature of the duty being discharged?

The board's report shall be forwarded by the Resident with his report thereon to the Establishments Division, Premier's Office, through the Permanent Secretary concerned.

In the case of fatal injury, the Resident shall convene a board in the same way unless the information provided by the Coroner's inquest is clearly sufficient for the purpose of deciding whether a special award should be made.

409. All serious injuries to be reported. The reports to be made under G.O. 408 or under the Workmen's Compensation Ordinance are for pension or compensation purposes. A separate report on any serious accident to a government servant, whatever the circumstances and whether likely to lead to a claim on Government or not, should be made immediately by the senior local officer of the injured person's Ministry, to his Permanent Secretary. A report under this General Order should be followed, if the circumstances warrant it, by action under G.O. 408 or under the Workmen's Compensation Ordinance.

CHAPTER XII

A L L O W A N C E SSection 1 - General

470. Allowances not a right. Nothing in this Chapter shall give any officer a right to any allowance and the provisions of this Chapter may at any time be revoked, altered, added to or amended at the discretion of the Government.

471. Method of claiming allowances. Officers who become eligible for any of the allowances described in this Chapter are responsible for initiating claims for such allowances and for discovering the correct method of claiming them. Allowances must be claimed as soon as possible after the officer has become eligible to draw them and inexcusable delay may mean that the allowances will not be paid.

472. Permanent Secretaries may delegate. Permanent Secretaries may delegate, in whatever way seems best to them, the responsibility for deciding whether or not an officer is eligible to draw an allowance.

473. Payment of allowances when officer is not receiving full salary.

Continuing allowances which are normally paid monthly and are included in monthly salary vouchers (such as Motor Basic Allowance and Children's Allowance) will normally continue to be paid during any period in which an officer is receiving less than full salary (e.g. while under interdiction, on sick leave with half pay, on leave without pay, etc.). Each case must however be referred to the Establishments Division, Premier's Office, for approval.

Section 2 - Acting Allowances

475. When payable. When an officer is formally appointed by notice in the Gazette to act in a higher post than his substantive rank and to assume, fully or partly, the duties and responsibilities of that post, he will be eligible for an Acting Allowance from the gazetted date of commencement of duty in the higher post to the date immediately preceding the gazetted date of termination thereof (both dates inclusive)

except for any days in excess of 15 of continuous absence from duty due to ill health. Normally, however, no Acting Allowance will be paid unless the tenure of the acting appointment exceeds 28 days.

NOTE: Details of the procedure to be adopted in recommending acting appointments are issued by the Public Service Commission.

476. Rate payable for discharging full duties. When the full duties and responsibilities of a single office higher than his own are undertaken, the officer will be eligible for the following:-

- (a) If the salary of the higher office is not incremental, the difference between the officer's substantive basic salary and the basic salary of the higher office, if any; or
- (b) If the salary of the higher office is incremental, the difference between the officer's substantive basic salary and the minimum basic salary of the higher office, if any.

477. Rate payable for discharging partial duties.

When only part of the duties and responsibilities of a single office higher than the officer's own are undertaken, the rate of Acting Allowance will be fixed by the Permanent Secretary at an appropriate amount less than that prescribed in G.O. 476. The amount payable (usually expressed as a percentage of the full rate) will be published in the Gazette at the same time as the acting appointment.

478. Rate payable for discharging the duties of more than one office.

When an officer is required to discharge simultaneously the duties of more than one office, the following rules shall apply:-

- (a) If the two offices stand to one another in immediate relation of superiority or subordination, no acting allowance will be payable unless one of them is higher than the acting officer's substantive office, in which case the rate of Acting Allowance payable will be in accordance with G.O. 476(a) or (b).
- (b) If the functions of the two offices are distinct and separate (for example, in different Ministries

of different Divisions of Ministries) or, if being in the same Ministry or Division, they do not stand to one another in any immediate relation of superiority or subordination, the rate of Acting Allowance payable will be fixed by the Permanent Secretary at an appropriate amount not exceeding half the minimum basic salary of the acting officer (or, if both are acting, of the higher of the two).

479. Effect of certain specialised remuneration.

Where either the acting officer's substantive office, or the office of his acting appointment, is associated with some special form of remuneration peculiar thereto, the effect of such remuneration on the Acting Allowance will be determined by the Public Service Commission after consultation with the Establishments Division, Premier's Office.

480. Officers receiving "personal" allowances. If an officer is in receipt of a personal allowance in addition to the normal emoluments of his substantive office, such personal allowance will be treated as part of his substantive salary for the purpose of calculating Acting Allowance in accordance with General Order 476.

481. Contract Officers. The actual substantive salaries of officers serving on contract terms are calculated in relation to the theoretical pensionable salaries for which they would have been eligible had they been appointed on normal pensionable terms; the "substantive salary" of a contract officer will, for the purpose of calculating Acting Allowance in accordance with General Order 476, be taken as the theoretical pensionable salary in relation to which his actual salary is fixed.

Section 3 - Ceremonial Allowances

490. Civil Service Uniform. An officer who is appointed, transferred or promoted to a post in which he is required to wear Civil Service Uniform for the first time is eligible, on such appointment, transfer or promotion, for a Ceremonial Allowance of £35. An Administrative Officer does not become eligible to wear uniform until he is confirmed in his appointment.

491. Officers required to wear the Uniform of the public service of Northern Nigeria.

Officers holding the following posts will wear the uniform of the public service of Northern Nigeria when called upon to do so, with the class of gorgette shown:-

Second Class (with 3 cuff buttons)

The Attorney-General (if an official)

The Director of Public Prosecutions

The Secretary to the Premier

The Permanent Secretary, Ministry of Finance.

Third Class (with 2 cuff buttons)

All Permanent Secretaries (except the Permanent Secretary, Ministry of Finance)

All Advisers

Director of Audit

Administrative Officers Staff Grade and Class 1

Solicitor-General (if an official)

Deputy Permanent Secretaries

Substantive Heads of Divisions graded in Groups 4, 5, 5A and 6.

Fourth Class (with 2 cuff buttons)

Administrative Officers Class II and III

Substantive Heads of Divisions graded in Groups 7 and 8.

Fifth Class (with 1 cuff button)

Administrative Officers Class IV

Provided that in the case of either the Attorney-General or the Solicitor-General or the Director of Public Prosecutions he shall in the alternative wear appropriate Court dress.

492. Allowance to buy Barrister's Wig and Gown. An officer who is appointed, transferred or promoted to a post in which it is necessary to wear a Barrister's wig and gown is eligible, on appointment, transfer or promotion, for an allowance of £25, in order to enable him to buy the wig and gown.

Section 4 - Children's Allowance

495. Definition of "child". In this Section, the word "child" or "children" shall be interpreted in accordance with the definition in General Order 3(i),

496. To whom payable and rates of allowance.

Children's Allowance shall be payable to all officers whose basic salary is not less than £594 per annum in respect of their children up to a maximum of three children. The allowance shall be £72 in respect of each child.

497. Nomination of children. An officer may nominate any of his children as a child or children in respect of whom he wishes to draw allowance but may not nominate more than three children. Once a nomination has been made it cannot be rescinded in favour of another child not previously nominated except in the case of the death of a nominated child. A child in respect of whom an officer has submitted a claim for Children's Allowance will be regarded (for the purposes of this section) as having been nominated by the officer.

498. When an officer ceases to be eligible. An officer ceases to be eligible for an allowance in respect of a child who -

- (a) dies; (b) attains the age of 18 years;
- (c) marries (in the case of a female child only);
- (d) accepts gainful employment.

When a child in respect of whom an officer has drawn an allowance becomes ineligible as in (b), (c) or (d), an officer may not nominate another child in respect of whom no allowance has previously been claimed.

499. Evidence of Birth. An officer who submits a claim in respect of any child may be required to produce a birth certificate or other evidence of the

child's date of birth and to certify that the child comes within the definition referred to in General Order 495.

500. Annual Certificate. An officer who is eligible to claim Children's Allowance should complete a certificate in the prescribed form and submit it to the Accountant-General, through his Permanent Secretary, not later than 1st April each year.

Section 5 - Clothing and Touring Equipment Allowance.

505. Clothing Allowance. The purpose of Clothing Allowance is to assist officers in buying clothing suitable for cold climates. An allowance of £45 is payable to all officers who are required to go overseas on duty or training or who are permitted to take overseas leave under G.O. The allowance is payable to an officer only once during his service and is not payable to an officer who has received an Outfit Allowance under the General Orders previously in force, whether or not there has been any break in his service.

506. Liability to refund Clothing Allowance. It shall be a condition on which an officer receives Clothing Allowance that he will refund it if he fails to proceed overseas for the purpose which qualified him to draw the allowance.

507. Touring Equipment Allowance. A Touring Equipment Allowance of £40 is payable to officers holding posts graded in scales of which the maximum exceeds £924 who are required by the nature of their duties to possess full touring equipment. This allowance is payable to an officer only once during his service and is not payable to an officer who has received an Outfit Allowance under the General Orders previously in force whether or not there has been any break in his service.

508. Applications to be addressed to Accountant-General.

Recommendations for the grant of Clothing Allowance or Touring Equipment Allowance should be addressed by Permanent Secretaries to the Accountant-General, with a copy to the Establishments Division, Premier's Office.

509. Special conditions for officers awarded Scholarships or appointed to overseas posts.

Special conditions regarding the grant of clothing allowances apply to officers awarded scholarships or appointed to overseas posts and will be specified in the letter giving details of the award or appointment, as the case may be.

Section 6 - Disturbance Allowance.

511. Officers eligible for Disturbance Allowance.

The allowance may be paid on the authority of Permanent Secretaries (or of other officers to whom the authority for the arranging of postings has been delegated) to officers serving in posts graded in scales with a maximum exceeding £175, and in superscale posts.

512. When payable. The allowance is payable in respect of transfers from one station to another, whether within the same Province or not, including transfers to a new station on return from leave. It is also payable to officers seconded (but not transferred) from other public services in Nigeria and to officers (who are eligible under G.O.511) who attend courses which last for one year or more, (including vacation) at the Institute of Administration or elsewhere in Nigeria. In such a case the allowance is payable when proceeding on the course and again on resuming duty.

513. When not payable. The allowance, which is intended to compensate officers for the incidental expenses incurred in moving their possessions and servants from one station to another will not be payable in respect of :-

- (i) Changes of quarters within a station;
- (ii) Temporary posts which do not make it necessary for the officer to vacate his quarters in the station to which he will be returning;
- (iii) Any changes of station in circumstances in which the officer is eligible for Travelling Allowance while residing in the new station.

If Permanent Secretaries are in any doubt whether the move of an officer makes him eligible for the receipt of Disturbance Allowance, the case should be reported to the Establishments Division, Premier's Office before payment is approved.

514. Amount of Allowance. The allowance will be one-sixtieth of the officer's basic annual salary in his substantive post at the date on which he assumes duty in his new station. Payment to contract officers is based on the contract salary i.e. salary plus "contract addition".

515. Certificate required. The relevant Payment Voucher authorising payment of the allowance must include or be supported by a certificate given by the officer who normally signs on behalf of the Permanent Secretary in such matters, in the following form:-

"I certify that M. was on the
 . . . 19 . . . transferred from . . . to in
 circumstances which, in accordance with Section 4 of
 Chapter XII of General Orders, permit Disturbance
 Allowance to be paid."

Section 7 - Guest of Government Allowance

517. Definition of Guest of Government. For the purpose of this Section, the following will be regarded as Guests of Government:-

- (a) Distinguished visitors, official or unofficial, from other countries whose journeys Governemnt desires to facilitate;
- (b) Members of important delegations from overseas;
- (c) Members of Commissions appointed by the Federal or any Regional Government in Nigeria;
- (d) Any other person who is visiting the Region and who, in the view of the Government, should be classified as a Guest of Government;
- (e) A senior officer (and his wife if travelling at Government expense) during a period necessarily spent on duty away from his station, including any extension thereof necessitated by his own sickness, provided the latter was not due to any fault or negligence on his part;

Provided that the duration of any period under sub-paragraphs (a) - (e) during which a person will be regarded as a Guest of Government shall not exceed

on any one occasion fourteen nights in a station, unless prior approval is obtained from the officer responsible for the allocation of quarters for periods in excess of fourteen nights.

- (f) A senior officer (and his wife if travelling at Government expense) during the period necessarily spent in travelling to his new station on transfer, including any extension thereof necessitated by his own sickness, provided the latter was not due to any fault or negligence on his part. For the purpose of this sub-paragraph alone, the period in question will be regarded as including the last three nights in the officer's old station and the first fourteen nights in his new station;
- (g) A senior officer (and his wife if travelling at Government expense) during the first fourteen nights in his station on arrival from leave or during the last three nights in his station prior to departure on leave;

Provided that where under (f) or (g) above the period for which Guest of Government Allowance is claimed on arrival in a station after transfer or leave exceeds three nights, vouchers for payment of the allowance must be supported by a certificate signed by the Permanent Secretary of the Ministry concerned (for officers in Kaduna) or the officer controlling quarters (for officers serving elsewhere) that neither quarters nor Catering Rest House accommodation was available.

518. Definition of Senior Officer. For the purpose of this section a senior officer is an officer who holds substantively an office graded in a super-scale group or in the administrative or professional scales (i.e. scales A and B). An officer holding a post graded in the executive or higher technical scales (i.e. scales CE and SE) will be regarded as a senior officer for the purpose of this Section if his salary exceeds £620 per annum.

519. Who eligible to receive Allowance and rate of Allowance.

Any officer who entertains a Guest of Government is eligible to receive Guest of Government Allowance at the rate of 20/- per night per guest.

520. Method of claiming Allowance. It is part of the duty of an officer responsible for arranging the

itinerary of a Guest of Government in any of the categories (a) - (d) of General Order 517 to arrange payment of Guest of Government Allowance to the hosts concerned without waiting for claims to be submitted. A claim for Guest of Government Allowance in respect of a guest in any of the categories (e) - (g) of General Order 517 should be submitted by the host himself and forwarded, through Ministry channels, to the Ministry to which the guest belongs. The guest must sign a certificate to the effect that he has stayed with the host for the period stated and has not (and will not) draw Travelling Allowance for the same period.

521. Reciprocal arrangements for Guest of Government Allowance with quasi-Government bodies.

(1) This General Order concerns the following authorities:-

West African Institute for Oil Palm Research.
West African Institute for Trypanosomiasis Research.
West African Council for Medical Research.
West African Cocoa Research Institute (Ibadan).
West African Examinations Council.
Nigerian Coal Corporation.
Nigerian College of Arts, Science and Technology.
Electricity Corporation of Nigeria.
Nigerian Ports Authority.
Nigerian Railway Corporation.

(2) Reciprocal arrangements have been made with the above Authorities under which members of the staff of these Authorities may be regarded as Government officers for the purpose of Guest of Government Allowance.

(3) Under these arrangements the Authorities concerned will re-imburse Government officers who accommodate members of the staff of these Authorities and/or their wives under the conditions laid down in General Orders 517 and 519. Similarly, members of the staff of the Authorities who accommodate Government officers and/or their wives may be paid Guest of Government Allowance from Government funds.

(4) When a Government officer is entertained by a member of the staff of one of the Authorities in (1) above, it will be his own responsibility to submit a claim on behalf of his host, since the host, not being a Government officer would be unable to claim on his own behalf. When a Government officer is the host

to a member of the staff of one of the Authorities, it will be the responsibility of the latter to arrange re-imbusement to the Government officer.

Section 8 - Hardlying Allowance

525. To whom payable

- (a) Hardlying Allowance is payable on the principle that the only Government servants eligible are those whose duties take them into bush for appreciable periods under conditions which are recognisably more arduous than those of the normal touring officer. Permanent Secretaries must ensure that the allowance is paid only to Government servants who come within this category.
- (b) Hardlying Allowance is payable to officers on salaries of £132 and above. Daily paid staff are not eligible.

526. Amount of Allowance. The allowance is calculated as half the maximum Travelling Allowance for which the officer concerned is eligible. It will not however be subject to the reduction and time limit applicable to Travelling Allowances under General Orders 588 - 589. Hardlying Allowance will continue to be payable at the same rate for as long as the officer continues to be eligible.

527. Conditions for payment. The allowance is payable to an officer:

- (a) who spends a continuous period away from his normal station of not less than 21 nights
- AND
- (b) whose work or touring is such as to make it inconvenient for him to spend the night in a town or village.
- AND
- (c) who spends the night in the open or is accommodated in a tent or rumfa.

528. Commuted Allowance. Commuted Hardlying Allowance may be paid to an officer who is also entitled to commuted Travelling Allowance on the basis of an average of 21 days touring per month (or more) provided that the Permanent Secretary is satisfied that the circumstances in which the touring has taken place fulfil the conditions laid down in this Section.

Section 9 - Horse Allowance.

530. Approval to draw Horse Allowance. When in the opinion of his Permanent Secretary it is necessary for an officer to possess a horse for the proper performance of the duties of his office, he may, subject to G.O. 531, be granted Horse Allowance (which may be drawn concurrently with other forms of transport allowance) at the rates quoted in General Order 532. The allowance may be drawn from the date the horse is first maintained by the officer for the purpose for which the allowance is approved. It will cease as soon as the officer ceases to maintain a horse or his duties cease to necessitate his possessing one, but will continue during the officer's leave if he continues to maintain the horse.

531. Restriction in tsetse areas. Except with the authority of the Head of the Service Horse Allowance will not be granted in areas where the tsetse fly is dangerously prevalent. Details of these areas are given in an Appendix to this Chapter.

532. Rates of Allowance. The following are the approved rates of Horse Allowance:-

	<u>Rate per month</u>
One horse	£6
Two horses	£10

These rates are calculated on the basis of one-half for forage, one-third for a groom and one-sixth for saddlery; if any of these are supplied by Government, a corresponding reduction will be made in the allowance.

533. Hire of horses. Government servants who accompany a more senior officer on tour and who are not themselves in receipt of Horse Allowance will be provided with a horse for the journey unless there

are roads on which a bicycle can be used and the officer is in receipt of bicycle allowance. For this purpose a horse may be hired (at Government expense) at a rate approved by the Resident.

Section 10 - Motor Transport Allowance

535. Types of Motor Transport Allowances.

Allowances payable in respect of motor transport consist of a basic monthly allowance at the rates prescribed in G.O. 543(i), which is payable irrespective of the amount of mileage run, together with a mileage allowance at the rates prescribed in G.O. 546. In this Section General Orders 537 and 543 refer to "Basic" (i.e. the fixed monthly) Allowance and General Orders 545 and 547 refer to Mileage Allowance.

536. Approval to draw Motor Transport Allowance.

When in the opinion of his Permanent Secretary it is necessary for an officer to own a motor vehicle for the proper performance of the duties of his substantive office he may be granted Motor Transport Allowance in respect of one motor vehicle owned by him. In deciding whether it is necessary for an officer to possess a motor vehicle for the proper performance of the duties of his office the Permanent Secretary should be guided, not by the amount of official travelling which the officer may have to undertake, but by the general nature of the duties attached to the post which he holds, and by the general consideration whether the possession of a vehicle would effect a material saving in his time and energy and enable him to be a more profitable servant to Government.

537. Classes of Basic Allowances. Basic Allowances payable are divided into Classes based on the type of motor vehicle to which the allowance relates. Vehicles are classified by brake horse-power and dry weight as shown below, but the figures of brake horse-power and dry weight are used as a general guide only. The classification of vehicles is determined by the Establishments Division, Premier's Office, after receiving the recommendations of a Standing Committee set up for this purpose. The following are the figures used by the Committee as a general guide:-

<u>For Class of Allowance</u>	<u>Type of vehicle/ Brake horse-power</u>	<u>Dry Weight</u>
A	Under 40	19 cwt or below
B	40 or above	Above 19 cwt.
C	60 or above	Above 21 cwt.
D	(All Kitcars with a break horse-power of 65 or above, a dry weight (of above 21 cwt and a load carrying capacity of 10 cwt or more; also all 4-wheel drive vehicles with a load carrying capacity of 10 cwt or more.)	

If an officer buys a vehicle which has not already been classified he should, in his own interests, ascertain from the Establishments Division, Premier's Office, into which class the vehicle will be placed.

538. Class of Allowance permitted for non-touring officers.

Irrespective of the type of car owned, the highest class of allowance for which an officer not normally required to tour is eligible is determined by his salary in his substantive rank at the time he buys the vehicle and is as follows:-

<u>Salary</u>	<u>Highest Class Payable</u>
£924 or below	A
Above £924 but not above £2292	B
Above £2292	C

Salaries given are at pensionable rates: in the case of contract officers, the salary for the purpose of allocating the class of allowance payable will be taken as the theoretical pensionable basic salary in relation to which the contract salary was fixed.

539. Allocation of Class of allowance.

Permanent Secretaries will, subject to the provisions of General Order 540, allocate the correct class of allowance to officers who are eligible to receive it; and notify the allocation (and any subsequent changes thereto) together with the date on

which the vehicle concerned was first registered in any country to the Director of Audit, the Accountant-General and the paying Sub-Treasury.

540. Restriction of Allowances in Classes C and D

An officer in receipt of a salary below £2293 is not normally eligible for a Class C or D allowance. If, however, he holds a post which involves extensive touring on roads for which a light car would be unsuitable, he may, with the approval of his Permanent Secretary, receive class C or D allowance. In allocating either of these classes of allowance the Permanent Secretary must satisfy himself that it is justified under the terms of this General Order. In any case, an officer is not eligible to draw class C or D allowance unless his vehicle is classified as eligible for such an allowance under General Order 537.

541. Class of allowance not reduced on transfer.

An officer may, on transfer to a new post, continue to draw the class of allowance which he drew before his transfer, in spite of the fact that it is higher than the class allocated as appropriate to his new post. The allowance will cease in accordance with General Order 543.

542. Class of Allowance may be raised on Transfer.

When an officer who is in receipt of motor transport allowance is transferred to a post which involves extensive touring and thus attracts a higher class of allowance than his previous post, he may receive, for the duration of his new posting only and with the approval of his Permanent Secretary, the higher class of allowance, provided that the officer's vehicle is eligible for the higher rate under General Order 537.

NOTE: The following examples explain the operation of General Orders 541 and 542:-

Officers A and B both receive a salary of £1000 p.a. and both buy cars classified as 'C' under General Order 537.

Officer A is a District Officer required to tour extensively and under G.O. 540 is granted Class C Allowance. After 2 years he is posted to Kaduna as an Assistant Secretary. He continues to draw Class C Allowance under General Order 541.

Officer B is an Assistant Secretary not required to tour and under General Order 538 is granted Class B Allowance. After 1½ years in a Ministry he is posted temporarily for 6 months to a Province for special duties in which he is required to tour extensively. Under General Order 542 he is granted Class C Allowance during his 6 months of special duty. On returning to duty in his Ministry he reverts to Class B Allowance.

543. "Basic" Allowance Rules.

(i) Rates of Allowance. The rates of allowance payable in respect of the vehicle classified as in General Order 537 are as follows:-

<u>Class of Allowance</u>	<u>Amount per month</u>
A	£ 8
B	£13
C	£16.10.0d.
D	£19

Provided that an officer who is permitted to buy a car of a type which would otherwise attract a higher class of allowance than that for which the officer is eligible will draw the class of allowance as specified in General Order 538. For example, a non-touring officer with a salary above £923 but below £2293 who buys a car which, under General Order 537 would attract Class C allowance, is eligible for Class B allowance only.

(ii) Dates of Commencement and Cessation. Basic Allowance may be drawn from the date on which the vehicle in respect of which the Allowance is granted is first used by the officer for the purpose for which the Allowance is approved. It will cease to be payable at the full-rate on the fifth anniversary of the date of first registration in any country but may continue to be drawn at two-thirds of the full rate provided that the vehicle is certified by an officer authorised by the Permanent Secretary, Ministry of Works, to be sufficiently roadworthy for the purpose for which it is required. It will also cease to be payable:-

(a) On the date the officer ceases to own the vehicle.

- (b) On the date the officer draws an advance to purchase another vehicle.
- (c) On the date the officer starts drawing motor transport allowance in respect of another vehicle.
- (d) On the date the vehicle is damaged to such an extent that it is unlikely again to be roadworthy.
- (e) On the date the officer ceases duty in Nigeria to undertake duties outside Nigeria expected to last at least a year, or scholarship expected to last at least a year, which occurs first.

(iii) Suspension of Basic Allowance. If a vehicle in respect of which an officer is drawing basic allowance is, by reason of mechanical defect or lack of essential parts, temporarily unusable for a period exceeding three months, the officer must report the fact to his Permanent Secretary and the basic allowance will be suspended from the commencement of the fourth month from the date on which the vehicle ceased to be usable until it is again fit to be used by the officer on official duty.

544. Approval to draw Occasional Motor Transport Allowance.

An officer who possesses a motor vehicle but is not eligible to be granted motor transport allowance under General Order 536 may,

- (i) With the prior approval of his Permanent Secretary in respect of each journey, draw "Occasional" motor transport allowance for specific journeys made on official duty in his own vehicle.
- (ii) With the approval of his Permanent Secretary draw "Occasional" motor transport allowance in respect of any extraordinary journey between his quarters and his normal place of work if he is required by a superior officer to return to his place of work outside the normal hours.

545. Mileage Allowance Rules.

- (i) Limited to official mileage. Mileage allowance, whether drawn under General Order 546 or as

"Occasional" allowance, may only be drawn in respect of journeys made on official duty.

- (ii) House to office journeys excluded. Mileage allowance may not be drawn in respect of journeys between an officer's quarters and his normal place of work save as follows:-

When an officer is allocated quarters so far from his normal place of work (his Permanent Secretary being fully satisfied that nearer quarters are not available) that his essential house to work journeys exceed 400 miles a month, the mileage of such journeys in excess of 400 miles may be treated as mileage on official duty.

- (iii) Not payable when other transport used. Mileage allowance may not be drawn in respect of journeys for which the officer also utilises other transport at Government expense for the transport of himself, his wife, servants or baggage, save

- (a) in special cases with the prior approval of the officer's Permanent Secretary.
- (b) when the officer is proceeding on transfer or is proceeding or returning from vacation leave.

- (iv) Special journeys. An officer who has been granted motor transport allowance of a class lower than that appropriate to the type of vehicle he owns may, with the prior approval of his Permanent Secretary, in respect of special journeys of an appropriate type, draw Mileage Allowance of the class appropriate to the vehicle.

546. Rates of Mileage Allowance. The approved rates per mile are as follows:-

Particulars	Classes			
	A	B	C	D
Station Running	3d	3d	4d	4d
Touring	-	4d	6d	8d
Touring fully loaded	-	6d	8d	10d

Notes:

- (i) An officer touring fully-loaded with a trailer is eligible for mileage allowance at the fully-loaded rate for the class above the class for which he would be eligible if without a trailer. "Fully-loaded" in all cases means travelling with a full normal complement of touring loads and personal staff in his own vehicle, i.e. sufficiently self-contained to stop in an unfurnished bush rest-house. The "fully-loaded" rate can therefore only be claimed when an officer expects to be away from his station and stay in a non-catering rest house for at least one night in the course of his journey. An officer travelling on a journey which entails staying only at Catering Rest Houses or as a guest of another officer is therefore not eligible to claim the "fully-loaded" rate of allowance. It should be noted that the mere carrying of staff or loads other than those required by an officer to enable him to stay in an unfurnished non-catering rest-house do not justify the payment of the "fully-loaded" rate.
- (ii) "Station Running" rates apply to all journeys such as visiting Institutions and works in progress within the environs of the station. Since it is impossible to define this area in specific terms that would suit the conditions of every station, Residents will define the areas in their Provinces, journeys within which will attract mileage allowances at "station running" rates only. In Kaduna, journeys within the Capital Territory rank as "station running".
- (iii) The maximum period for which an officer may draw touring Mileage Allowance for station running in stations other than his own is 2 days. After this period he may draw Station Running Mileage Allowance only.
- (iv) The concession explained in Note (i) may also be allowed to an officer travelling fully loaded with a kit-car of a carrying capacity of 10 cwt or more which falls into a class lower than Class D (General Order 537). An officer with such a kit-car when touring fully loaded is therefore eligible for Mileage Allowance at the fully loaded rate for the class above the class approved for his vehicle.

547. Occasional Mileage Allowance. Occasional Mileage Allowance is payable at the rate of 6d per mile irrespective of the class of vehicle.

548. Motor-Cycle Mileage Allowance. When in the opinion of the Permanent Secretary it is necessary for an officer to possess a motor-cycle for the proper performance of the duties of his office, the officer may draw Motor-cycle Mileage Allowance at the following rates:-

Monthly mileage up to and including 200 miles	6d per mile
Monthly mileage of more than 200 but not more than 400 miles		3d per mile
Monthly mileage of more than 400 miles	2d per mile

549. Bicycle Allowance.

- (a) When in the opinion of the Permanent Secretary it is necessary for a Government servant to possess a bicycle for the proper performance of the duties of his office, he may be granted Bicycle Allowance (which may be drawn concurrently with other transport allowance) of 15/- a month. The allowance may be drawn from the date the bicycle is first used by the Government servant for the purpose for which the allowance is approved. It will cease as soon as he ceases to own and maintain a bicycle or his duties cease to necessitate its use. Normally, however, bicycle allowance may continue to be drawn during leave. Journeys between house and office may be accepted as grounds for the grant of an advance to purchase a bicycle. However, the grant of an advance does not entitle the recipient automatically to draw a bicycle allowance.
- (b) A Government servant who is not in receipt of Bicycle Allowance but who owns a bicycle and uses it on special journeys on Government service may receive an allowance of 9d a day for such journeys subject to a limit of 15/- in any calendar month.

550. Auto-Cycle. When in the opinion of the Permanent Secretary it is necessary for an officer to possess an auto-cycle for the proper performance of the duties of his office, he may be

granted an Autocycle Allowance of 35/- a month. The allowance may be drawn from the date the autocycle is first used by the officer for the purpose for which the allowance is approved. It will cease as soon as he ceases to own and maintain an autocycle or his duties cease to necessitate its use. Normally, however, autocycle allowance may continue to be drawn during leave. An officer eligible to be granted an autocycle allowance under this General Order may, if he so desires, draw such allowance (at the same rate of 35/- a month) in respect of a motor cycle which he owns and uses for the performance of these duties to suit his own convenience as an alternative to his entitlement under General Order 548. An officer who owns a motor-cycle but who is permitted to draw the Auto-cycle Allowance of 35/- a month will not be entitled at the same time to draw motor-cycle Mileage Allowance.

551. Claims for Allowances. Claims for payment of transport allowances should be submitted monthly. Payment vouchers for motor transport allowance must be supported by certificates that no other mileage allowance has been or will be claimed in respect of that month.

552. Supply of Petrol. Petrol (but not oil) may be bought by officers from the Ministry of Works at certain stations for use in their own motor vehicles. If for any reason the Ministry of Works is unable to supply petrol when required, officers may be granted a refund of the difference between the local commercial price paid for petrol and the approved official price. Where petrol is unobtainable locally, officers may be granted free transport thereof from the nearest source of supply.

Note: Full details regarding the purchase of motor vehicles on hire-purchase terms are given in Ministry of Finance Circular F.D.3/1961.

Section 11 - Overtime Allowances

560. Who eligible to receive Overtime Allowances.

Overtime Allowances may be paid to Government servants, including daily rated staff, in the posts listed from time to time in Circulars issued by the Establishments Division, Premier's Office.

561. Overtime Rules. The rules governing the grant of Overtime Allowances are as follows:-

- (i) The normal working time per week for the purposes of computing Overtime Allowances will consist of four days of eight hours a day and two of six hours.
- (ii) Payment for overtime where due will be made for time worked in excess of the normal working day.
- (iii) Overtime will be calculated in half hours and to the nearest half hour. Periods of 15 minutes and under will be disregarded.
- (iv) Overtime will be computed in respect of each day, and there will be no aggregation of periods disregarded under (iii) above. Payment will be made monthly.
- (v) Only overtime work duly authorised by the responsible officer shall qualify for payment.
- (vi) The hourly rate of salary will be calculated at 1/190th of the monthly salary for monthly rated staff and 1/44th of six days' wages for daily rated staff.
- (vii) Payment for overtime on normal working days will be at the rate of time-and-a-quarter. For time worked on work-free days, time-and-a-half will be paid, subject to a minimum payment as for 4 hours in respect of each day.

For the purpose of this rule a "work-free day" means that day in each period of 7 days which is recognised as work-free: in most cases Sunday will be the work-free day.

- (viii) Payment for Public Holidays will be:-
 - (a) For established staff qualified for overtime, payment for actual time worked up to 8 hours at the Single-time hourly rate, subject to a minimum payment as for 4 hours. Time worked in excess of 8 hours will be paid for at time-and-a-half rates.
 - (b) For daily rated staff qualified for overtime, one day's pay whether required to work or not. If required to work, they will also receive the rates given in (a) above.

562. Time off in lieu of Overtime Allowance for Government Servants NOT eligible for Overtime Allowance.

Except where salaries have been fixed to take into consideration the special circumstances of the duties being performed:-

- (1) Monthly rated and established staff will, wherever practicable, be given time off on a working day in lieu of Overtime Allowance for time worked on a work-free day or Public Holiday.
- (2) Daily rated and unestablished staff will, wherever practicable, be given time off on a working day in lieu of Overtime Allowance for time worked on a work-free day or Public Holiday. Where this is not practicable, time-and-a-half will be paid subject to a minimum as for four hours.

563. Other Allowances in lieu of Overtime Allowance.

Certain categories of staff, as list in Circulars issued by the Establishments Division, Premier's Office, will be eligible to receive, in lieu of Overtime Allowances and in lieu of the provisions of General Order 562, special allowances, as separately authorised by the Establishments Division, Premier's Office for each Ministry concerned.

564. Limits of total monthly overtime.

- (i) No Government Servant qualified for overtime payments shall work overtime in excess of 45 hours in any one month, except where authorised by a Permanent Secretary in connection with an emergency.
- (ii) No Government Servant may draw more in basic salary plus overtime, in any one month, than the nimum monthly salary of an officer in Scale C(T)5 (i.e. 1/12th of £1,212 = £101).

565. Application to officers on contract. For the purpose of calculating overtime payment for contract officers, their salary will be deemed to be their basic salary inclusive of the contract element.

566. Effect of Acting Appointments. When an officer eligible for overtime allowance is gazetted as acting in a post which attracts overtime allowance he will be paid the allowance on his full acting salary. If however, the post in which the officer is acting is one which does not attract overtime allowance no overtime payment will be made, but if the officer receives no acting allowance in the post for the reason that his substantive salary is higher than the minimum of the acting post he will qualify for overtime payment at the rate attaching to his substantive salary notwithstanding the fact that the acting post is not in itself overtime earning.

567. Application to Ministry of Works. Payment of overtime fees to members of the staff of the Ministry of Works is subject also to Ministry regulations.

568. Interpretation of this Section. If any doubts arise as to the interpretation of application of this section, the matter should be referred to the Establishments Division, Premier's Office.

Section 12 - Responsibility Allowances

575. To whom payable. Responsibility allowance is payable to Administrative Officers in charge of Divisions, whose salaries are not already in the "Upper Segment" of Scale A1.

576. Amount payable. The amount of the allowance will be the difference between the officer's basic salary and the minimum point in the "Upper Segment" of Scale A1. In the case of contract officers, the salary taken for calculating this allowance will be the theoretical pensionable salary in relation to which his actual salary is fixed.

577. Publication in the Gazette. The names of officers in charge of Divisions, who are eligible to draw this allowance, together with the dates on which they began and ended such duty, will be published in the Gazette.

Section 13 - Tools Maintenance Allowance.

580. To whom payable and rates of Allowance. A Tools Maintenance Allowance is payable to the

following classes of Artisans who are expected to provide their own tools. The Allowance is payable at the following rates:-

(i)	Carpenters (including pattern makers)	5/- per month
(ii)	Joiners (including Cabinet makers)	5/- per month
(iii)	Plumbers	2/6 per month
(iv)	Bricklayers and Masons	2/6 per month
(v)	Electricians	2/6 per month

Apprentices who are obliged to provide their own tools from the start of their training should be paid the appropriate allowance from the date they begin their training. Those whose tools are provided by Government when in training are eligible for the allowance from the date on which they are required to provide their own tools after the completion of their training.

Provided that the term "apprentice" shall not apply to Daily Paid staff on "Special Labour" rates of pay but shall apply only to those who are employed as bona fide apprentices under a recognised Government apprenticeship Scheme.

581. Intention of Allowance. The Allowance is not intended to assist the Artisan to purchase a set of tools but to enable him to maintain his basic Kit of tools as and when they wear out by reason of fair wear and tear. The Allowance is in no way an addition to, or increase in, daily rates of pay and is payable only on a certificate signed by the Permanent Secretary or other officer to whom he has delegated such responsibility that the artisan possesses tools in accordance with the approved Schedule.

582. Special conditions attaching to payment of Allowance.

The following special conditions are attached to the payment of this Allowance:-

- (i) A daily-paid Artisan must work for at least 13 days per month in order to qualify for the Allowance.

- (ii) Notwithstanding (i) above, an Artisan shall be eligible to receive the Allowance during the whole of the period of his leave, unless the whole or part of such leave period is included in notice of termination of service.
- (iii) An Artisan shall be eligible for the Allowance during sick-leave resulting from an accident at work. He shall not, however, be eligible for the Allowance when he has ceased to draw sick pay from his Ministry, even though he may be in receipt of periodical payments under the provisions of the Workmen's Compensation Ordinance.

Section 14 - Travelling Allowance.

585. Not an emolument. Travelling Allowance is granted to enable Government servants to travel on official occasions in reasonable comfort and to compensate them for actual wear and tear of their personal effects. The allowance is in no sense an emolument or an addition to a Government servant's salary, and if it is shown to the satisfaction of the Head of the Service that a Government servant has endangered his health by failing to provide himself with adequate camp equipment, food etc., he will be liable to be placed on half pay or no pay during any consequent illness.

586. Government Servants eligible. Travelling Allowance may be paid to all Government Servants whose salary is not assessed at rates intended to cover expenditure involved in constant travelling.

587. When eligible. Subject to the exceptions specified in General Order 588, a Government servant is eligible for Travelling Allowance for the periods necessarily spent :-

- (a) In reaching his station on resuming duty after leave;
- (b) In travelling to a new station on transfer.
- (c) On duty away from his permanent headquarters or station;

including any extension of such periods (apart from days in hospital) necessitated by his own sickness, provided the latter was not due to any fault or negligence on his part.

588. When not eligible. Any portions of the periods listed in General Order 587 to which any of the following circumstances apply fail to qualify the traveller for Travelling Allowance, viz., when

- (a) his subsistence is included in the transport facilities provided at Government expense;
- (b) he is entertained as a Guest of Government (Section 7 of this Chapter);
- (c) he draws a refund of hotel expenses under General Order 591;
- (d) he continues to stay at a place at which he has remained for a consecutive period of four weeks;
- (e) he is in hospital or detained in any place by the sickness of his wife or children;

589. Rates of Allowance. Travelling Allowance is payable at the following rates for each night of a qualifying period:-

<u>Substantive Basic salary OR Basic salary of acting appointment.</u>	<u>For the first seven consecutive nights in any one place.</u>		<u>For eight to twenty-eight consecutive nights in any one place.</u>	
	s.	d.	s.	d.
Group 4A and above) (but including all) Permanent Secretaries) and Residents in) Charge of Provinces.)	30	0	22	6
Groups 5, 5A and 6	20	0	15	0
Groups 7 and 8	15	0	11	3
£720 - £1,584	10	0	7	6
£588 - £719	7	6	5	8
£489 - £587	5	0	3	9
£432 - £488	4	0	3	0
£312 - £431	3	0	2	3
£144 - £311	2	0	1	6
Under £144	1	0	0	9

Daily Rated - 8/- & above	2	0	1	6
Below 8/-	1	0	0	9

590. "Personal" salary rights do not increase rate of Travelling Allowance.

Personal conversions of salary or any additions to salary not involving promotion from one grade to another which bring a Government servant's salary into a higher category (as quoted in the first column of General Order 589) than that applicable to his colleagues in the same grade do not make him eligible to receive travelling allowance at a rate higher than that for which his colleagues on normal salaries in the same grade are eligible.

591. Refund of Hotel Expenses in lieu of Travelling Allowance.

- (a) If during any of the periods specified in General Order 587, a senior officer is obliged to stay at an hotel (see General Order 592) he may, in lieu of a Travelling Allowance, be granted a refund of the hotel bill for the board and lodging of himself and his wife (if accompanying him at Government expense) less 7/6d. per night per person.
- (b) If a senior officer stays at an hotel (see General Order 592) in his station during the first three nights on arrival from leave, or the last three nights before departure on leave he may be granted a refund of the hotel bill for the board and of himself and his wife (if accompanying him at Government expense) less 7/6d. per night per person.
- (c) An officer who stays in Lagos or Kano before proceeding overseas may claim a refund of hotel expenses in respect of 3 nights only.
- (d) For the purpose of this General Order "senior officer" has the same meaning as in General Order 518.

592. Catering Rest Houses, etc. included. The following may be regarded as "hotels" for the purpose of General Order 591:-

A Government Catering Rest House

An ocean going vessel in port

A Train.

The Federal Palace Hotel, Lagos, will not be regarded as an "hotel" for the purposes of General Order 591. In cases of doubt whether, e.g. a non-Government Rest House should be regarded as an "hotel" for the purposes of this General Order, application should be made to the Establishments Division, Premier's Office.

593. Commuted Travelling Allowance. Commuted Travelling Allowance is payable to certain classes of junior staff who are required to travel continuously as a condition of their service and who are not provided with permanent quarters. Approval for the payment of this allowance to any particular class or classes of officer is granted only in special cases: application should be made by Permanent Secretaries to the Permanent Secretary, Ministry of Finance who will, when conveying approval, also state the rate of Allowance payable and any conditions attached to its payment.

594. Method of claiming Travelling Allowance. Claims for Travelling Allowance must be submitted at the end of each month on the prescribed form. Claims not submitted within two months will not be considered unless there is a valid reason (such as serious illness) for the delay.

595. Responsibility for avoiding double payments.

An officer, who while travelling has been entertained in circumstances which render his host eligible to claim Guest of Government Allowance (see Section 7), is responsible for excluding from his claim for Travelling Allowance any night in respect of which his host claims Guest of Government Allowance.

CHAPTER XII - APPENDIX

Section 6 - G.O. 531

LIST OF TSETSE INFECTED AREAS

If an officer in receipt of horse allowance enters one of these districts for a short time he continues to draw horse allowance but he may not take his horse with him.

BAUCHI PROVINCE

Gombe Division - The Southern part of Gombe Emirate east of a line drawn from Panda through Deba Habe to Dadin Kowa from 1st June to 31st October.

The area of Tangale Waja Native Authority.

BENUE PROVINCE

The whole of the province except Keffi Emirate.

ILORIN PROVINCE

The whole of the Pategi-Lafiagi Division in Ilorin Emirate, the Districts of Osi, Omu, Share and Shonga - from 1st June to 30th November; and the Districts of Kaiama, Yashihera, Okuta, Ilesha and Gwanera in Borgu Emirate.

KABBA PROVINCE

The whole of the province.

NIGER PROVINCE

Abuja Division. In Abuja Emirate the Districts of Kundu, Ashera, Waku, Pai, Kuje; the Western half of Zuba District and the banks of the River Gurara in Diko Distr. t. In Lapai Emirate the village areas of Gulu Vatsa, Gulu Agnwa, Muye, Egba, Cepa, Abugi, Gupa, Edzu, Ebbo, Evuti, Gwaciku and Kpaba.

Bida Division. In Bida Emirate, one mile from either bank of the Kaduna River from the point where it enters the division to Wuya Kede, and two miles from either bank of the Kaduna River from Wuya Kede to its junction with the River Niger. In Agaie Emirate the village areas of Wache, Kintako and Ewugi.

Kontagora Division. Zugurma Districts; Auna District, South of the River Kontagora; Mashegu District, West of Longitude 5° 45' E; Wasagu District.

Niger River. Five miles from the left bank.

SOKOTO PROVINCE

- (a) The Districts of Kwianbana and Illo.
- (b) The Districts of Anka and Kawoje, from 1st June to 1st December.

CHAPTER XIII

MISCELLANEOUS

Section 1 - Compensation and Insurance

10. Compensation for loss of private effects.
- a) Government servants will not in general be entitled to compensation from public funds for loss of property in circumstances arising out of their service; their attention is drawn to the desirability of insuring their property against loss or damage. In particular, Government will not accept responsibility for loss of, or damage to officers' personal effects, including motor vehicles, accepted for storage on Government premises.
 - b) Cases of loss arising through special circumstances will be considered on their merits by the Head of the Service, after consultation with the Permanent Secretary, Ministry of Finance; even if compensation is approved as an ex gratia award, it will be given only in respect of articles actually or conveniently necessary at the place where the loss occurred. The amount of the grant will normally be limited to two-thirds the current value of such articles and may be withheld altogether if the loss or damage was due to the negligence of the Government servant.
 - c) Alternatively, the Head of the Service, after consultation with the Permanent Secretary, Ministry of Finance, may grant a Government servant a special advance, subject to normal rules governing the grant and repayment of advances, to help him replace or repair lost or damaged articles coming within the scope of (b) above.

11. Loss of Motor Vehicles. If the motor vehicle of an officer, while being used for official duties, is damaged as the direct result of Civil disturbance, Government will accept responsibility for such damage. In cases of doubt, the Head of the Service will determine whether or not the car was being used on "official duties".

612. Loss of Horses.

- (a) The Head of the Service will be prepared to consider claims from officers who have lost horses while travelling on duty for which the use of a horse is approved, in cases where the loss was caused either as the direct result of civil disturbance or by disease due solely to the season or to the other conditions of the duty on which the owner was employed. The amount of compensation to be paid will not exceed two-thirds of the purchase price of the horse, unless its death occurred as the direct fault of civil disturbance. The maximum purchase price on which the compensation that may be awarded will be calculated is £25.
- (b) No claim will be considered which is not forwarded within one month of the death of the horse.
- (c) Every claim will be submitted on a form in duplicate, stating the name of the claimant, the duty on which he was employed, the supposed cause of the horse's death, the date of death, the purchase price and any additional remarks; a signed certificate must be added at the foot of the form in the following terms:-

"I certify that the death of the horse for which compensation is asked was due solely to the nature of the public duty on which I was engaged and that every possible effort was made to avoid tsetse, etc., and to insure the health of the animal, and that in my opinion its death was not due to any carelessness either on my part or that of the person in charge of it."

- (d) No compensation for the loss of a horse in an area known to be infected with tsetse will be granted, unless the owner was authorised under General Order 531 to draw horse allowance in that area.

613. Passenger flight Insurance.

- (a) The following persons when travelling by air at Government expense will be eligible for free insurance cover as follows:-

<u>Traveller</u>	<u>Capital Benefits Insured</u>
Government Servant	£6,000
Wife of Government servant	£3,000

- (b) The following are the rules regarding responsibility for arranging flight insurance:-

- (i) For travellers flying by the normal route to and from the United Kingdom or within Africa on the authority of a Government warrant, free insurance for the capital benefits prescribed in (a) above will be automatic and will not require the completion of any formalities by the traveller. If, however, he wishes to arrange cover in excess of the capital benefits provided by Government, he must do so at his own expense.
- (ii) A traveller flying at Government expense to or from any country outside Africa (excluding the United Kingdom) is responsible for arranging his own flight insurance but will be eligible for a full refund of the premium payable in respect of the capital benefits prescribed in (a) above.
- (iii) Officers (or their wives) travelling by air on duty or to or from the United Kingdom on overseas leave who, at their own request, travel by an abnormal route will be responsible for arranging their own flight insurance, but will be eligible for a refund not greater than the amount of the premium which would have been payable had they travelled by the normal route.
- (iv) Special arrangements will be made for officers travelling by the Air Communications Flight.

- c) "Stopover" facilities. The free cover referred to in (b)(i) above is provided for a period of 24 hours only, though this is automatically extended when the aircraft is delayed. Where a traveller takes advantage of "stopover" facilities and so does not reach his destination within 24 hours the insurance cover lapses at the first place of stopover. All officers to whom (b)(i) above applies and who make stopovers en route to or from the United Kingdom should therefore make their own arrangements for flight insurance from the place of stopover onwards. Refunds of the extra premium so incurred will only be made in respect of a resumed flight after

a stopover made on duty and will not exceed the amount of premium payable in respect of the capital benefits prescribed in (a) above.

614. Marine Insurance on Motor Vehicles. An officer who is obliged, for a purpose connected with his duties, to transport his motor vehicle by sea between Nigerian ports, is eligible to be refunded the cost of insuring the vehicle against marine risks during the journey.

Section 2 - Occupation of Government Quarters.

615. Entitlement to Government Quarters. The following are entitled to Government Quarters:-

- (a) All officers holding posts graded as Superscale.
- (b) All officers holding posts graded in the Administrative or Professional scales (Scales A & B).
- (c) Officers holding posts in the Executive and Higher Technical Grades (Scales CE and CT), whose salary exceeds £1,000 per annum, may be allocated Government quarters if such quarters are available.

616. Compulsory Occupation. No officer shall be compelled to occupy Government quarters if he prefers to make other arrangements, except that, if his duties necessitate his being available at any hour of the day or night, an officer may be required to live in specific Government quarters in the vicinity of his place of work.

617. Conditions attaching to the occupation of Government Quarters.

The following are the conditions attaching to the occupation of Government quarters:-

- (a) Payment of Rent. An officer provided with Government quarters is obliged to pay rent therefor, by deduction from salary in accordance with the rent rules given in General Order 623 below.
- (b) Sub-Letting prohibited. An officer provided with Government quarters is prohibited from

sub-letting any part thereof or from using the quarters to take in lodgers or paying guests. A Government servant who disobeys this instruction is guilty of gross misconduct.

- (c) Care of Quarters. An officer provided with Government quarters is responsible for maintaining in good order all articles of Government furniture included therein, and for the cleanliness of the quarters including the compound and domestic servants' quarters, which he must inspect from time to time.
- (d) Alterations prohibited. An officer provided with Government quarters is prohibited from altering the structure or fixtures. If any alteration is desired application must be made to the Ministry of Works which will arrange for the alteration if approved. Mosquito proofing and fixings must not be removed without the approval of the medical authorities. The officer to whom the quarters have been allocated will be held responsible for any contravention of this instruction.
- (e) Removal of furniture prohibited. Government furniture in Government quarters belongs to the quarters to which it has been issued and no articles of furniture may be interchanged between quarters (or between quarters and offices) without the prior sanction of the officer controlling the quarters.

618. Handing- and Taking-over Government Quarter

The following are the rules concerned with the handing-over and taking-over of Government quarters:-

- (a) Notice of Vacation. An officer provided with Government quarters must give at least forty-eight hours notice to the officer controlling the quarters that he wishes them to be taken-over as explained in the following instruction.
- (b) Taking-over and Handing-over. Government quarters must be taken over from, and handed over to, the authorised representative of the officer controlling the quarters. An incoming occupant must acknowledge receipt of the quarters and all articles of Government furniture therein by signing the furniture inventory and key register.

an outgoing occupant must hand over the keys of the quarters he is vacating to the authorised representative of the officer controlling the quarters, and remains responsible for the quarters and all articles of Government furniture therein until he obtains the signature of such authorised representative to the furniture inventory and key register in acknowledgement of their surrender.

- (c) Responsibility for deficiencies and damage. Unless an officer, at the time he takes over Government quarters, indemnified himself by reporting any deficiency or damage, to the officer controlling the quarters, it will be assumed that he received the quarters and all articles of furniture belonging thereto in good condition, and he will be liable for the cost of making good any deficiency, damage or neglect discovered at the time he hands over the quarters. In particular an officer will be charged 2s. 6d. for every key he fails to surrender.

619. Electricity and Water Charges.

- (a) Responsibility for payment. Unless exempted by special conditions of service an officer provided with Government quarters is required to pay all electricity and water charges raised thereon in respect of the period during which he retains the use thereof. Accounts for these charges must be settled promptly.
- (b) Responsibility for notifying authorities. On taking over Government quarters an officer must immediately notify the fact to the authority (or authorities) locally responsible for making electricity and water charges. At least forty-eight hours before surrendering the quarters he must notify the same authority (or authorities) of his intention to surrender them otherwise he will be responsible for any charges accruing up to such time as the meters are read.

620. Retention of Government Quarters during Vacation Leave.

An officer may retain the use of Government quarters during his vacation leave if he is expected to resume duty at the same station and the officer controlling the allocation of the quarters, at his discretion, authorises the retention. If

permission to retain Government quarters during leave is given, the officer will continue to pay rent therefor.

621. No Rent payable in certain circumstances. No rent is payable by an officer who:-

- (a) makes his own arrangements for accommodation and does not occupy or share Government quarters.
- (b) under General Order 616 is required to occupy specific Government quarters.
- (c) is provided by Government as his sole accommodation with a tent, or a temporary shelter not intended for permanent occupation (e.g. a "bush" hut erected in connection with a special and/or temporary duty), or a canoe.
- (d) is on vacation leave, except as provided in General Order 620.

622. Amount of Rent payable.

- a) This General Order applies only to officers on a salary scale the maximum of which exceeds £1,100.
- b) Officers provided with Government quarters (other than those specified in General Order 621 (b) and (c)) are required to pay rent at the rate of 8 1/3 per cent of salary subject to a maximum of £150 per annum. In the case of contract officers "salary" includes contract addition.
- b) For the purpose of this General Order the following shall be deemed to be provided with Government quarters:-
- (i) An officer staying with another officer in Government quarters in his own station, except for period during which, by virtue of General Order 517(g) he is regarded as a Guest of Government.
- (ii) An officer who occupies a Government rest house in his own station, except for the first three days and the last three days of each period of posting to the station. (See also General Order 625).

623. Deduction of rent and rebates. Officers to whom General Order 622 applies will also be subject to the following rules with regard to deduction of rent from

salary and rebates allowable in certain circumstances:-

- (a) Full rent to be deducted from salary in first instance.

Except in respect of periods when no rent is payable (see General Orders 621 and 624) (in which case the circumstances must be explained and certified by or on behalf of the Permanent Secretary in the remarks column of the officer's monthly salary voucher, and no rent deduction will be made therefrom) full rent shall, in the first instance, be deducted from the total of an officer's monthly salary from the date of his assumption/resumption of duty to the date on which he goes on leave, both dates inclusive. The responsibility for claiming any rebate allowable under the following instructions of the rent so deducted will rest with the officer himself. Rebate claims should be submitted monthly on the prescribed form duly supported by the appropriate certificates included in the form.

- (b) Rent rebates of fifty per cent. An officer shall be entitled to rebate of fifty per cent of the rent paid under General Order 622 in respect of any period during which the sole accommodation with which he is provided by Government consists of :-

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

Decisions on the status of quarters in terms of paragraphs (ii), (iii) and (iv) rest with the Permanent Secretary, Ministry of Works.

- (c) Rent rebates of seventy-five per cent. An officer shall be entitled to a rebate of 75 per cent of rent paid under General Order 622 in respect of any period during which the sole accommodation with which he is provided by Government consists of quarters of a type specified in (ii), (iii) or (iv) of (b) above, shared with another officer.

624. Rent not payable during periods in transit.

No rent is payable in respect of the following periods in transit (except for any part thereof during which an officer retains the use of Government quarters):-

- (a) on assumption or resumption of duty; from the date of assumption or resumption of duty to the date prior to that on which an officer is provided with Government quarters in his own station - both dates inclusive;
- (b) on proceeding on vacation leave; from the date on which he ceases to be provided with Government quarters in his own station to the date on which his leave begins - both dates inclusive.
- (c) on transfer from one station to another; from the date on which he ceases to be provided with Government quarters in the first station to the date prior to that on which he is provided with Government quarters in the new station - both dates inclusive.

625. When quarters are not available.

- (a) when an officer, who is eligible for Government quarters, is required to stay at an hotel or catering rest house until quarters can be found for him, he may be granted a refund of the hotel/catering rest house bill for the board and lodging of himself and his wife less 7/6d. per night per person for the first twenty-eight nights and less 15s. per night per person for any period thereafter. An officer is, however, responsible for the payment of service charges in full.
- (b) During such period as an officer receives his refund, full rent shall, in the first instance, be deducted from his monthly salary but he will be entitled to a rebate of 50 per cent of the rent paid; but see General Order 622(3). proviso

(ii) for an exception to this rule.

- (c) This refund will be payable on a certificate, signed by or on behalf of the Permanent Secretary or officer responsible for the allocation of quarters in the officer's station, that quarters were not available during the period in question or could not be made available without undue dislocation.

626. Participants in Government Housing Schemes.

An officer whose place of work is within 10 miles of a house in respect of which he has been granted assistance under a Government housing scheme will not be allowed the use of Government quarters.

627. Rent payable by officers to whom G.O. 622 does not apply.

- (a) This General Order applies only to officers to whom General Order 622 does not apply.
- (b) The appropriate rates of rent payable by officers provided with Government quarters as shown below are:-

<u>Type of Quarters</u>	<u>Appropriate rate of rent</u>
(i) Non-standard type	As fixed by the Head of the Service.
(ii) Standard type quarters completed prior to 1st January, 1947	10s. per room per month
(iii) Sub-standard type quarters (such quarters are only available in Kaduna and Kano)	4% of occupants' basic salary plus acting allowance (if any)
(iv) Standard type quarters completed on or after 1st January, 1947	6% of occupants' basic salary plus acting allowance (if any).

- (c) Rent is payable from the date on which an officer takes over Government quarters to the date immediately preceding that on which he hands them over to the authorised representative of the officer controlling the quarters both dates inclusive.