

LIST OF UNCLEAR STAFF FOR APPEAL COMMITTEE - KOGI STATE AGRO ALLIED COMPANY

STAFF PERSONAL DETAILS											STAFF SCREENING & VALIDATION COMMITTEE					STAFF SCREENING APPEAL COMMITTEE REPORT					
S/N	EMPLOYEE NAME	DATE OF FIRST EMPLOYMENT	DATE OF CONFIRMATION	DATE OF LAST PROMOTION	CURRENT GRADE	STEP	SALARY STRUCTURE	DATE OF BIRTH	EDUCATIONAL QUALIFICATION	LGA OF ORIGIN	GENDER	NATURE OF PROBLEM	SCREENING COMMITTEE REVIEW REMARK	FORENSIC AUDITOR'S ADDITIONAL REMARK	TECHNICAL COMMITTEE FINAL REMARK	ACTION PLAN	APPEAL COMMITTEE COMMENT	QUALITY ASSURANCE REMARK	TECHNICAL COMMITTEE DECISION	REVISED STATUS	MODIFIED REVISED STATUS
1	ABAH SUNDAY	12-09-95	24-04-97	01-01-06	7	6	CONPSS	15-07-70	FSLC	Olamaboro	Male	Incomplete documentation in the staff file	Incomplete documentation in the staff file	Incomplete documentation in the staff file	Incomplete documentation in the staff file	Incomplete documentation in the staff file	All relevant documents sighted and copies attached. Recommended for clearance.	Staff was employed in 1995 on GL03 with only FSLC. WAEC certificate not attached. Staff obtained a certificate from Agric Training Centre in Ochaja in 2012 but with no evidence of SSCE attempt. Hence, the certificate is	The WAEC certificate on which the employment was premised not attached. Staff currently on GL07 with a certificate from Agric Training Centre, Ochaja.	Lack requisite academic qualification(s) upon which staff employment and promotion (s) was premised	Lack requisite academic qualification(s) upon which staff employment and promotion (s) was premised
2	ABU RAMETU	28-09-00	06-06-02	20-11-06	4	7	CONPSS	04-04-60	FSLC	OFU	Female	Falsification of age	Multiple age declaration in the staff file as stated on different documents.	Falsification of age through multiple declaration of age on different official documents.	Staff altered date of birth (DOB) on official documents and supply different (DOB) on statutory & employment records in the file. Apply PSR ((Rules 030402 (a) i.e. Serious Misconduct (Falsification of records))	To be sanctioned for Serious Misconduct (Falsification of Records) in line with Public Service Rule 030402 and DISMISSED from Public Service.	Refer to the comment on the biodata form for further action, date of birth is in doubt.	We observed multiple declaration of age. The DOB on the SDA issued in 2008 is 1960 while DOB on the SDA issued in 2017 is 1963.	There is evidence of multiple declaration of age on two different SDA issued i.e. 2008 and 2017. The DOB on the 2008 is 1960 while the DOB on the 2017 is 1963.	Multiple Statutory Declaration of Age (SDA) with different dates of birth (DOB)	Multiple Statutory Declaration of Age (SDA) with different dates of birth (DOB)
3	ABUH ESTHER ALOLO	05-05-04	05-05-06	01-01-07	3	6	CONPSS	05-09-80	FSLC	OFU	Male	Falsification of age	Multiple age declaration in the staff file	Falsification of age through multiple declaration of age.	Staff altered date of birth (DOB) on official documents and supply different (DOB) on statutory & employment records in the file. Apply PSR ((Rules 030402 (a) i.e. Serious Misconduct (Falsification of records))	To be sanctioned for Serious Misconduct (Falsification of Records) in line with Public Service Rule 030402 and DISMISSED from Public Service.	Discrepancy in date of birth confirmed.	We observed disparity in date of birth (DOB) between SDA and FSLC. The DOB on SDA issued in 2008 is 1980 while the DOB on FSLC is 1978.	The Disparity in date of birth (DOB) between SDA and FSLC has been confirmed. The DOB on SDA issued in 2008 is 1980 while the DOB on FSLC is 1978.	Disparity in date of birth between records (e.g. between statutory declaration of age and First School Leaving Certificate or West Africa Examination Council or Annual Performance Evaluation Report or Notification of Promotion)	Disparity in date of birth between records (e.g. between statutory declaration of age and First School Leaving Certificate or West Africa Examination Council or Annual Performance Evaluation Report or Notification of Promotion)
4	ALEDARE SUNDAY JONAH	24-01-90	24-06-90	01-01-13	10	6	CONPSS	02-05-57	ND	Kabba/Bunu	Male	No relevant documents to support qualification claimed	Original copy of certificates were not provided for necessary review	All academic certificates required for screening were not provided or not in the staff file	Staff to submit original copy (ies) of FSLC/SSCE/GCE/Grade II or ND/HND/B.Sc./B.A. within 30 working days of receipt of notification.	The Name of staff to remain in the UNCLEAR list until the presentation of outstanding documents, within the stipulated time frame, otherwise DISMISSED thereafter.	Original certificates produced. Staff cleared.	We observed disparity in date of birth (DOB) between SDA and FSLC. The DOB on SDA issued in 2009 is 1957 while the DOB on FSLC is 1958.	Disparity in date of birth (DOB) between SDA and FSLC has been confirmed. The DOB on FSLC is 1958 while the DOB on SDA is 1957.	Disparity in date of birth between records (e.g. between statutory declaration of age and First School Leaving Certificate or West Africa Examination Council or Annual Performance Evaluation Report or Notification of Promotion)	Disparity in date of birth between records (e.g. between statutory declaration of age and First School Leaving Certificate or West Africa Examination Council or Annual Performance Evaluation Report or Notification of Promotion)
5	AMEH CYRIL	04-03-91	01-09-93	01-01-06	7	15	CONPSS	03-08-63	FSLC	Olamaboro	Male	Falsification of age	Multiple age declaration in the staff file as stated on different documents.	Falsification of age through multiple declaration of age on different official documents.	Staff altered date of birth (DOB) on official documents and supply different (DOB) on statutory & employment records in the file. Apply PSR ((Rules 030402 (a) i.e. Serious Misconduct (Falsification of records))	To be sanctioned for Serious Misconduct (Falsification of Records) in line with Public Service Rule 030402 and DISMISSED from Public Service.	The FSLC is doubtful because of alteration. Physically appeared older than age declared. Recommended for retirement.	We observed that the DOB on the FSLC has been altered.	The alteration of DOB on FSLC is confirmed.	Alteration of date of birth (DOB) on birth certificate or statutory declaration of age (SDA) or First School Leaving Certificate	Alteration of date of birth (DOB) on birth certificate or statutory declaration of age (SDA) or First School Leaving Certificate
6	AMEH SERAH	08-10-01	08-10-02	01-01-04	4	12		15-04-62	TEACHER IN-SERVICE EDUCATION PROGRAMME	Igalamela-Odolu	Female	Falsification of age	Multiple age declaration in the staff file as stated on different documents.	Falsification of age through multiple declaration of age on different official documents.	Staff to submit original copy (ies) of FSLC/SSCE/GCE/Grade II or ND/HND/B.Sc./B.A. within 30 working days of receipt of notification.	To be sanctioned for Serious Misconduct (Falsification of Records) in line with Public Service Rule 030402 and DISMISSED from Public Service.	There is alteration of DOB on the SDA attached, staff looked too old for the age claimed and not too healthy.	We observed that the DOB on the SDA issued in 2008 was altered to 1962.	Alteration of DOB on the statutory declaration of age issued in 2008.	Alteration of date of birth (DOB) on birth certificate or statutory declaration of age (SDA) or First School Leaving Certificate	Alteration of date of birth (DOB) on birth certificate or statutory declaration of age (SDA) or First School Leaving Certificate
7	ANAJA MUHAMMED	02-03-92	02-03-93	01-01-13	9	6	CONPSS	27-05-68	ND	Dekina	Male	No relevant documents to support qualification claimed	Original copy of certificates were not provided for necessary review	All academic certificates required for screening were not provided or not in the staff file	Staff to submit original copy (ies) of FSLC/SSCE/GCE/Grade II or ND/HND/B.Sc./B.A. within 30 working days of receipt of notification.	The Name of staff to remain in the UNCLEAR list until the presentation of outstanding documents, within the stipulated time frame, otherwise DISMISSED thereafter.	Original FSLC sighted, ND statement of result sighted. Not recommended for clearance.	We observed that the ND statement of result of Fidei Polytechnic issued in 2010 is stale. In addition to this, the receipt of payment of result found in the staff file is that of Moonlight Poly and not Fidei Polytechnic.	The statement of result of Fidei Polytechnic in the staff file was issued in 2010. The result is stale since a copy of the original certificate has not been submitted.	Statement of result submitted during employment or to earn promotion is stale (i.e. has been issued more than five years) and no longer valid to remain in employment in line with Head of service circular with reference number KG/EST/CIR/8/VOL.III/918 of April 23, 2013.	Statement of result submitted during employment or to earn promotion is stale (i.e. has been issued more than five years) and no longer valid to remain in employment in line with Head of service circular with reference number KG/EST/CIR/8/VOL.III/918 of April 23, 2013.
8	EBOH SUNDAY	14-06-86	26-06-88	01-01-13	9	6	CONHESS	05-05-64	ND	Ofu	Male	No relevant documents to support qualification claimed	Original copy of certificates were not provided for necessary review	All academic certificates required for screening were not provided or not in the staff file	Staff to submit original copy (ies) of FSLC/SSCE/GCE/Grade II or ND/HND/B.Sc./B.A. within 30 working days of receipt of notification.	The Name of staff to remain in the UNCLEAR list until the presentation of outstanding documents, within the stipulated time frame, otherwise DISMISSED thereafter.	Record of service and relevant document on the biodata form reviewed as attached, original ND certificate sighted.	We observed that the WAEC/GCE of 1983 statement of results submitted is stale.	The GCE/WAEC of 1983 statement of result is stale.	Statement of result submitted during employment or to earn promotion is stale (i.e. has been issued more than five years) and no longer valid to remain in employment in line with Head of service circular with reference number	Statement of result submitted during employment or to earn promotion is stale (i.e. has been issued more than five years) and no longer valid to remain in employment in line with Head of service circular with reference number
9	JIBRIL ABUBARKA	28/11/1989	17/1/1990	01-01-13	12			25/5/1963	ND	Ijumu	M	Incomplete documentation in the staff file	All document required for the screening exercise not available	Open & Close files and documents required for screening were not provided for review.	Staff to submit original copy (ies) of ALL outstanding documents within 30 working days of receipt of notification.	The Name of staff to remain in the UNCLEAR list until the presentation of outstanding documents, within the stipulated time frame, otherwise DISMISSED thereafter.	Original WAEC & FSLC certificates sighted, the DOB on FSLC is 1964 while the DOB on all documents in the file is 1963.	We observed that the ND statement of result in 2005 is stale. Disparity in date of birth (DOB) between SDA and FSLC. The DOB on SDA issued in 1984 is 1963 while the DOB on FSLC is 1964. Not cleared.	The ND statement of result issued in 2005 is stale. And The Disparity in date of birth (DOB) between SDA and FSLC has been confirmed. The DOB on SDA issued in 1984 is 1963 while the DOB on FSLC is 1964.	Statement of result submitted during employment or to earn promotion is stale (i.e. has been issued more than five years) and no longer valid to remain in employment in line with Head of service circular with reference number KG/EST/CIR/8/VOL.III/918 of April 23, 2013.	Statement of result submitted during employment or to earn promotion is stale (i.e. has been issued more than five years) and no longer valid to remain in employment in line with Head of service circular with reference number KG/EST/CIR/8/VOL.III/918 of April 23, 2013.
10	MUHAMMED BERIKUSU	23-05-00	23-05-06	01-01-15	6	2	CONHESS	20-11-78	FSLC	Ofu	Female	No relevant documents to support qualification claimed	Original copy of certificates were not provided for necessary review	All academic certificates required for screening were not provided or not in the staff file	Staff to submit original copy (ies) of FSLC/SSCE/GCE/Grade II or ND/HND/B.Sc./B.A. within 30 working days of receipt of notification.	The Name of staff to remain in the UNCLEAR list until the presentation of outstanding documents, within the stipulated time frame, otherwise DISMISSED thereafter.	Available academic qualification sighted and copies attached.	We observed the alteration of DOB on the FSLC from 1975 to 1978.	The alteration of DOB on the FSLC could be visibly seen.	Alteration of date of birth (DOB) on birth certificate or statutory declaration of age (SDA) or First School Leaving Certificate	Alteration of date of birth (DOB) on birth certificate or statutory declaration of age (SDA) or First School Leaving Certificate
11	MUSA AMODU MUHAMMED	23-05-00	23-04-01	01-01-05	7	7	CONPSS	01-01-71	TRADE TEST	Ofu	Male	Alteration of Date of Birth	Alteration in Date of Birth on the statutory documents and the staff employment records	Alteration of Date of Birth (DOB) on Birth Certificate, Statutory Declaration of Age (SDA), FSLC, etc	Staff altered date of birth (DOB) on official and statutory records in the file. Apply PSR ((Rules 030402 (a) i.e. Serious Misconduct (Falsification of records))	To be sanctioned for Serious Misconduct (Falsification of Records) in line with Public Service Rule 030402 and DISMISSED from Public Service.	Alteration observed on the DOB in the attached SDA.	We noted alteration of date of birth (DOB) on the SDA issued in 2003 with a view to falsify record of service.	Alteration of DOB on the statutory declaration of age issued in 2003.	Alteration of date of birth (DOB) on birth certificate or statutory declaration of age (SDA) or First School Leaving Certificate	Alteration of date of birth (DOB) on birth certificate or statutory declaration of age (SDA) or First School Leaving Certificate
12	OKEDI EMMANUEL	21-12-00	21/12/2001	01-01-09	7	6		20-12-74	SSCE	Ofu	Male	No relevant documents to support qualification claimed	Original copy of certificates were not provided for necessary review	All academic certificates required for screening were not provided or not in the staff file	Staff to submit original copy (ies) of FSLC/SSCE/GCE/Grade II or ND/HND/B.Sc./B.A. within 30 working days of receipt of notification.	The Name of staff to remain in the UNCLEAR list until the presentation of outstanding documents, within the stipulated time frame, otherwise DISMISSED thereafter.	Relevant documents provided, staff cleared.	We observed disparity in date of birth (DOB) between WAEC and SDA. The DOB on WAEC Nov. 1989 is 1968 while the DOB on SDA issued in 2008 is 1974.	Disparity in date of birth (DOB) between SDA and WAEC has been confirmed. The DOB on SDA issued in 2008 is 1974 while the DOB on WAEC is 1989.	Disparity in date of birth between records (e.g. between statutory declaration of age and First School Leaving Certificate or West Africa Examination Council or Annual Performance Evaluation Report or Notification of Promotion)	Disparity in date of birth between records (e.g. between statutory declaration of age and First School Leaving Certificate or West Africa Examination Council or Annual Performance Evaluation Report or Notification of Promotion)
13	OLORUNMOLA JUSTINA YEMISI	02-02-02	06-02-04	01-01-15	9	1	CONPSS	01-07-86	HND	Kabba/Bunu	Female	No relevant documents to support qualification claimed	Original copy of certificates were not provided for necessary review	All academic certificates required for screening were not provided or not in the staff file	Staff to submit original copy (ies) of FSLC/SSCE/GCE/Grade II or ND/HND/B.Sc./B.A. within 30 working days of receipt of notification.	The Name of staff to remain in the UNCLEAR list until the presentation of outstanding documents, within the stipulated time frame, otherwise DISMISSED thereafter.	Original certificates of FSLC, WASC, ND & HND& NYSC sighted and copies attached for review.	We observed disparity in date of birth (DOB) between WAEC and FSLC. The DOB on WAEC is 1980 while the DOB on FSLC is 1986.	Disparity in date of birth (DOB) between FSLC and WAEC has been confirmed. The DOB on FSLC is 1986 while the DOB on WAEC is 1980.	Disparity in date of birth between records (e.g. between statutory declaration of age and First School Leaving Certificate or West Africa Examination Council or Annual Performance Evaluation Report or Notification of Promotion)	Disparity in date of birth between records (e.g. between statutory declaration of age and First School Leaving Certificate or West Africa Examination Council or Annual Performance Evaluation Report or Notification of Promotion)
14	OMALE ONUCHE	14-02-03	14-02-04	01-12-14	7	2	CONPSS	03-03-66	O'LEVEL	Ofu	Male	Alteration of Date of Birth	Alteration in Date of Birth on the statutory documents and the staff employment records	Alteration of Date of Birth (DOB) on Birth Certificate, Statutory Declaration of Age (SDA), FSLC, etc	Staff altered date of birth (DOB) on official and statutory records in the file. Apply PSR ((Rules 030402 (a) i.e. Serious Misconduct (Falsification of records))	To be sanctioned for Serious Misconduct (Falsification of Records) in line with Public Service Rule 030402 and DISMISSED from Public Service.	The DOB on the SDA attached to the biodata form altered.	We observed the alteration of DOB on the SDA issued in 2008. Also observed, is the disparity in DOB on the SDA issued in 2008 & 2017. The DOB on the SDA issued in 2008 is 1966 while the DOB on the SDA issued in 2017 is 1969.	Alteration of DOB on the statutory declaration of age issued in 2008. Multiple statutory declaration of age with different DOB observed. The DOB stated on the SDA issued in 2008 is 1966 while 1969 is stated on the SDA issued in 2017.	Alteration of date of birth (DOB) on birth certificate or statutory declaration of age (SDA) or First School Leaving Certificate	Alteration of date of birth (DOB) on birth certificate or statutory declaration of age (SDA) or First School Leaving Certificate
15	ONIMISI MOMOH JIMOH	27-11-03	15-07-05	19-09-13	8	4	CONPSS	20-06-71	ND	Adavi	Male	No relevant documents to support qualification claimed	Original copy of certificates were not provided for necessary review	All academic certificates required for screening were not provided or not in the staff file	Staff to submit original copy (ies) of FSLC/SSCE/GCE/Grade II or ND/HND/B.Sc./B.A. within 30 working days of receipt of notification.	The Name of staff to remain in the UNCLEAR list until the presentation of outstanding documents, within the stipulated time frame, otherwise DISMISSED thereafter.	It was observed he presented a stale ND statement of result from College of Agric before, the officer claimed not to have the qualification. I believe it was removed from the file.	We observed that the ND statement of result issued in 2007 is stale.	The National Diploma (ND) statement of result issued in 2007 is stale.	Statement of result submitted during employment or to earn promotion is stale (i.e. has been issued more than five years) and no longer valid to remain in employment in line with Head of service circular with reference number KG/EST/CIR/8/VOL.III/918 of April 23, 2013.	Statement of result submitted during employment or to earn promotion is stale (i.e. has been issued more than five years) and no longer valid to remain in employment in line with Head of service circular with reference number KG/EST/CIR/8/VOL.III/918 of April 23, 2013.
16	ONOJA GABRIEL	06-09-01	06-09-02	NIL	2	10	CONPSS	02-06-68	NIL	Ofu	Male	Falsification of age	Multiple age declaration in the staff file as stated on different documents.	Falsification of age through multiple declaration of age on different official documents.	Staff altered date of birth (DOB) on official documents and supply different (DOB) on statutory & employment records in the file. Apply PSR ((Rules 030402 (a) i.e. Serious Misconduct (Falsification of records))	To be sanctioned for Serious Misconduct (Falsification of Records) in line with Public Service Rule 030402 and DISMISSED from Public Service.	The staff has 1960 & 1968 as DOB, doubtful declaration of age, too old to carry out any job, recommended for immediate retirement.	We observed disparity in date of birth (DOB) between SDA and FSLC. The DOB on SDA is 1968 while the DOB on FSLC is 1960. Staff not cleared.	Disparity in date of birth (DOB) between SDA and FSLC has been confirmed. The DOB on SDA is 1968 while the DOB on FSLC is 1960.	Disparity in date of birth between records (e.g. between statutory declaration of age and First School Leaving Certificate or West Africa Examination Council or Annual Performance Evaluation Report or Notification of Promotion)	Disparity in date of birth between records (e.g. between statutory declaration of age and First School Leaving Certificate or West Africa Examination Council or Annual Performance Evaluation Report or Notification of Promotion)

17	PELEYEJU FOLASHADE MARION	07-01-92	07-01-93	01-01-15	13	1		04-10-71	STAFF DEV. CERT.	Mopa-Muro	F	No relevant documents to support qualification claimed	Original copy of certificates were not provided for necessary review	All academic certificates required for screening were not provided or not in the staff file	Staff to submit original copy (ies) of FSLC/SSCE/GCE/Grade II or ND/HND/B.Sc./B.A. within 30 working days of receipt of notification.	The Name of staff to remain in the UNCLEAR list until the presentation of outstanding documents, within the stipulated time frame, otherwise DISMISSED thereafter.	Relevant documents provided, staff cleared.	We observed disparity in date of birth (DOB) between SDA and FSLC. The DOB on SDA issued in 2009 is 1971 while the DOB on FSLC is 1972.	The Disparity in date of birth (DOB) between SDA and FSLC has been confirmed. The DOB on SDA issued in 2009 is 1971 while the DOB on FSLC is 1972.	Disparity in date of birth between records (e.g between statutory declaration of age and First School Leaving Certificate or West Africa Examination Council or Annual Performance Evaluation Report or Notification of Promotion)	Disparity in date of birth between records (e.g between statutory declaration of age and First School Leaving Certificate or West Africa Examination Council or Annual Performance Evaluation Report or Notification of Promotion)
18	SALAMETU MUSA	05-05-04	05-05-06	05-05-04	2	7		09-10-58	NIL	Ofu	Female	Alteration of Date of Birth	Alteration in Date of Birth on the statutory documents and the staff employment records	Alteration of Date of Birth (DOB) on Birth Certificate, Statutory Declaration of Age (SDA), FSLC, etc	Staff altered date of birth (DOB) on official and statutory records in the file. Apply PSR ((Rules 030402 (a) i.e Serious Misconduct (Falsification of records))	To be sanctioned for Serious Misconduct (Falsification of Records) in line with Public Service Rule 030402 and DISMISSED from Public Service.	Original copy of declaration of age presented shows no alteration on the DOB. Staff should be considered for clearance.	We observed that the DOB on photocopy of the SDA submitted was altered.	Alteration of the DOB on the SDA submitted for clearance.	Alteration of date of birth (DOB) on birth certificate or statutory declaration of age (SDA) or First School Leaving Certificate	Alteration of date of birth (DOB) on birth certificate or statutory declaration of age (SDA) or First School Leaving Certificate
19	SANI MUHAMMED	05-10-00	14-06-02	05-10-00	2	12	CONPSS	02-06-76	FSLC	Dekina	Male	No relevant documents to support qualification claimed	Original copy of certificates were not provided for necessary review	All academic certificates required for screening were not provided or not in the staff file	Staff to submit original copy (ies) of FSLC/SSCE/GCE/Grade II or ND/HND/B.Sc./B.A. within 30 working days of receipt of notification.	The Name of staff to remain in the UNCLEAR list until the presentation of outstanding documents, within the stipulated time frame, otherwise DISMISSED thereafter.	All relevant documents are provided, staff cleared.	The FSLC submitted by the staff revealed that he began primary school at the age 19yrs. This must have been been fraudulently obtained and to cover up for this, SDA dated 2001 was obtained to align with the DOB on the	The FSLC in the staff file was fraudulently obtained, the staff claimed to have started primary school at the age of 19yrs.	FSLC (Primary School certificate) fraudulently obtained to cover up for age manipulation	FSLC (Primary School certificate) fraudulently obtained to cover up for age manipulation
20	USMAN ISHAKA	21-12-00	06-06-02	01-01-15	10	5	CONPSS	05-03-66	ND	Ofu	Male	No relevant documents to support qualification claimed	Original copy of certificates were not provided for necessary review	All academic certificates required for screening were not provided or not in the staff file	Staff to submit original copy (ies) of FSLC/SSCE/GCE/Grade II or ND/HND/B.Sc./B.A. within 30 working days of receipt of notification.	The Name of staff to remain in the UNCLEAR list until the presentation of outstanding documents, within the stipulated time frame, otherwise DISMISSED thereafter.	The officer represented the statement in question.	We observed disparity in date of birth (DOB) between SDA and FSLC. The DOB on SDA issued in 2002 is 1966 while the DOB on FSLC is 1960. Also, the Fidei Polytechnic 2009 statement of result and NECO 2004	Disparity in date of birth (DOB) between SDA and FSLC has been confirmed. The DOB on SDA issued in 2002 is 1966 while the DOB on FSLC is 1960. And the two statement of results submitted	Statement of result submitted during employment or to earn promotion is stale (i.e has been issued more than five years) and no longer valid to remain in employment in line with Head of service circular with reference number	Statement of result submitted during employment or to earn promotion is stale (i.e has been issued more than five years) and no longer valid to remain in employment in line with Head of service circular with reference number