

LIST OF UNCLEAR STAFF FROM APPEAL COMMITTEE - MINISTRY OF ENVIRONMENT

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	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
2	ABOLAJI FEMI MALACHI	04-07-90	09-07-92	01-01-06	14	8	24-02-60	HND	Yagba West	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 of the staff on the SDA attached to the biodata form was altered.	Alteration of DOB on the SDA issued in 1981 confirmed. Status sustained.	Alteration on the SDA accepted by the staff, no valid defence.	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	ALIJI OLUWAKEMI	29-11-02	01-01-05	01-01-11	9	4	01-01-80	HND	Yagba East	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 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 submitted all the relevant academic certificates & employment record documents	The DOB on the SDA issued on 20/09/2016 is 1980 while DOB on the SDA issued in 02/03/2009 is 1982. Some diaspora withdrawals noticed majorly in Port Harcourt.	Staff submitted two SDAs with different date of births. Multiple declaration of age.	Multiple Statutory Declaration of Age (SDA) with different dates of birth (DOB)	Multiple Statutory Declaration of Age (SDA) with different dates of birth (DOB)
7	ALIYU MOMOH IREYI	01-06-88	01-06-92	01-01-07	14	11	27-07-57	HND	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.	All relevant documents were sighted, age disparity observed.	Age discrepancies between FSLC and SDA confirmed. The DOB on FSLC is 1958 while DOB on the SDA issued in 1987 is 1957.	Staff to provide FSLC & WAEC only statement attached. Not cleared.	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)
9	ATADOGA OJOCHIDE VICTORIA	07-08-09	31-08-11	01-01-13	9	5	05-10-85	B.SC	Bassa	Female	Incomplete documentation in the staff file	All document required for the screening exercise not available	All documents required for screening were not provided or not in the staff file	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.	Relevant documents tendered and confirmed. Recommended for clearance.	The WAEC 2001 statement of result is stale. Staff to be cleared upon presentation of WAEC 2001 certificate.	WAEC 2001 statement of result is stale. Status Sustained.	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.
13	BELLO OLUWATOYIN BINTA	25-01-96	25-01-98	01-01-11	12	7	19-04-74	HND	YAGBA EAST	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.	Other certificates sighted and copies attached except HND 2001 certificate.	The statement of result for HND 2001 is stale, OND & FSLC not attached. Staff status sustained.	HND statement of result is stale, attestation letter not sufficient. OND & FSLC not attached. Status sustained.	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.
15	ECHU JOHN	01-09-84	04-11-86	01-11-12	15	5	10-10-68	MPA	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 the original certificates sighted and copies attached.	The DOB on SDA dated 10/10/2012 is 1960 while SDA dated is 24/03/2014 is 1968. Multiple declaration of age confirmed.	Multiple declaration of age dated 2012 & 2014 attached. Staff uses the above interchangeably on various documents.	Multiple Statutory Declaration of Age (SDA) with different dates of birth (DOB)	Multiple Statutory Declaration of Age (SDA) with different dates of birth (DOB)
17	ISAAC ANAWO	08-09-92	01-01-96	01-01-00	6	16	10-06-76	SSCE	Ofu	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.	No original WAEC, statement of result and affidavit presented.	Staff was born in 1976 and employed in 1992 at the age of 16yrs, the DOB on FSLC is 1969 while DOB on SDA issued in 1996 is 1976. Staff is guilty of underage employment and age disparity.	The age disparity between FSLC and SDA established, also SSCE 1991 statement of result is staled.	Underage Employment (i.e. Employed as a minor). Minimum age for employment to be categorise as follows: up to 20/03/1979 is 16 years; between 21/03/1979 to 24/08/2009 is 15 years and from 25/08/2009 to-date is 18 years	Underage Employment (i.e. Employed as a minor). Minimum age for employment to be categorise as follows: up to 20/03/1979 is 16 years; between 21/03/1979 to 24/08/2009 is 15 years and from 25/08/2009 to-date is 18 years
18	ISAH DAVID IDRISU	01-06-96	16-06-98	01-01-12	13	6	15-03-64	PGD	Dekina	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 consistent DOB in all his records except WAEC certificate. He said the error is from WAEC.	The DOB on the FSLC is 1964 while the DOB on WAEC is 1965, there is no alteration. Status sustained	NECO 2003 statement of result is stale, disparity in year of birth on FSLC & WAEC. Stale certificate & age disparity	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)
19	ISAH O. ALIYU	21-01-93	21/1/1995	01-01-07	7	9	27-07-67	SSCE	AJAKUTA	M	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 certificate tendered and okay. You may wish to consider for clearance.	The officer is a forest guard that involved in timber business, various lodgements into his account & personal confession supported his point of abuse of office and divided loyalty.	A forestry guard idle for four years because forest management has been contracted out. However, he continued to engage in felling & selling of trees. This is an act of economic sabotage.	Huge and unexplained cash inflow or divided loyalty	Huge and unexplained cash inflow or divided loyalty
20	KOLADE ISAAC OLUWASJI	01-09-90	01-01-94	01-01-09	14	11	25-10-67	M.SC	OKEHI	Male	Staff without history of salary payments	No bank statement or bank statement does not cover up to the required two years	Staff does not have bank account statement showing how salaries were paid to him/her since the last two years as required.	Staff has no history of employment or employment already terminated as there is no evidence of salary payment from 2014 till date	To be sanctioned for irregular employment and DISMISSED from Public Service accordingly.	The GCE 1986 certificate & FSLC not attached. Staff to be cleared upon presentation of original certificates.	The GCE 1986 statement of result is stale, FSLC not attached. Staff to be cleared upon presentation of GCE & FSLC certificates. No documents to back up qualification	GCE statement of result is stale and FSLC not attached. Status to change to stale result and incomplete documentation.	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.
22	MOSES ENEMADUKU	01-06-96	01-06-98	01-11-00	3	9	06-06-67	FSLC	Dekina	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.	Staff is due for retirement, he personally confessed he ought to have been retired since 2015.	The DOB on the SDA dated 08/12/2015 is 1967 while the DOB on the SDA dated 13/08/1998 is 1955. Staff could be cleared and made to refund the salaries received since 2015 the due date of retirement.	Multiple declaration of age dated 1998 and 2015 respectively attached. Status sustained.	Collecting full salary after the due date of retirement	Collecting full salary after the due date of retirement
23	ODOH JAMES	13-06-90	04-08-93	01-01-11	7	5		WAEC	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.	No original academic certificates attached except the affidavit for the loss of WAEC certificate.	SSCE & FSLC not attached, affidavit for loss of certificate not sufficient. Status sustained	Appointment & confirmation letter not attached, FSLC & SSCE not attached. Status sustained.	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.
24	OGUCHE PHEOBE ANIBE	14-09-94	03-09-96	01-01-11	8	8	03-05-72	DIPLOMA	DEKINA	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.	The officer submitted all the relevant academic certificates & employment record documents	The DOB on the SDA issued on 25/03/1994 is 1972 while DOB on the SDA issued on 11/02/2014 is 1974, FSLC not attached.	There are two SDAs attached with different date of births.	Multiple Statutory Declaration of Age (SDA) with different dates of birth (DOB)	Multiple Statutory Declaration of Age (SDA) with different dates of birth (DOB)

25	OLAREWAJE OLADIPUPO GABRIEL	05-06-89	05-06-91	01-01-13	16	7	09-04-63	PGD/M.SC	YAGBA WEST	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 employment documents with M.sc degree certificate sighted and copies attached for review.	FSLC, SSCE, B.Sc or (ND & HND) & PGD certificates not attached for review, only Masters's degree certificate attached. Status sustained.	All the academic certificates obtained before the master's degree certificate of 2014 not seen. Incomplete academic qualification presented.	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.
26	OLISA BABAFEMI ALFRED	03-01-91	03-01-93	01-01-10	15	3	29-10-61	B.SC	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.	Relevant Certificates sighted and copies attached.	Staff could not attached SSCE & FSLC certificates, Status sustained.	FSLC & SSCE certificates not attached.	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.
27	OLORUNSAJE EUNICE EBUN	10-05-90	15-05-92	01-01-02	7	15	03-03-61	CFO	KABBA/BUNU	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.	The officer still attached the altered birth certificate.	The DOB on the SDA issued in 1990 was altered, also the DOB on the SDA issued on 25/06/1990 is 03/03/1965 while the DOB on the SDA issued on 06/02/2003 is 1960.	There are two SDAs with different DOB and one of 25/06/1990 was altered from 1965 to 1961.	Multiple Statutory Declaration of Age (SDA) with different dates of birth (DOB)	Multiple Statutory Declaration of Age (SDA) with different dates of birth (DOB)
29	OMALE PATRICK AKOWE	01-06-96	01-06-98	01-01-08	7	7	23-06-60	ATFR	Igalamela-Odolu	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.	Statutory declaration of age appeared to have been altered from 1965 to 1960.	Alteration of Dob on the SDA issued in 1998 from 1965 to 1960 confirmed. Status sustained.	The staff claimed the document was altered by officer conducting similar screening exercise in 2014, but could not be substantiated.	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
30	ONOJA SOLOMON IDOKO	03-01-90	01-01-92	01-01-12	13	4	12-12-70	B. FORESTRY	Olamabolo	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.	No evidence of alteration found on declaration of age and FSLC. Recommended for clearance.	The DOB on the SDA dated 02/11/2010 was visibly altered. Age alteration confirmed. Status sustained	Alteration noted on year of birth on both the SDA attached to Biodata and appeal form. Status sustained	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
31	ONYEKE DANIEL	24-03-83	01-09-87	01-01-87	3	9	10-01-58	FSLC	Olamabolo		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 date of birth of the FSLC was altered.	The date of birth on FSLC was altered to reflect 1958. Status sustained.	Alteration of age on the FSLC. Not cleared.	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
36	YAKUBU MOHAMMED TANKO	02-05-02	02-05-04	01-01-11	9	4	05-05-76	HND	BASSA	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.	Staff WAEC & HND certificates were duly sighted & copies attached. Recommended for clearance.	Staff to provide FSLC and ND certificate on which his employment was premised in 2002.	FSLC not attached only testimonial, ND certificate not attached as that was the basis of appointment in 2002. Not cleared.	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.
37	YEYE AYO HABAKKUK	01-05-98	01-05-00	01-01-10	12	6	09-02-69	B.SC	Yagba West	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.	All relevant employment records and academic certificates attached except WAEC but affidavit provided for the loss of certificate.	The photocopy of biodata attached not signed by supervisor, SSCE not attached, affidavit for loss of SSCE certificate not sufficient. Staff to provide certified masterlist of SSCE. Status sustained.	SSCE certificate not attached but affidavit as per loss of certificate which would have been supported by the certified master list.	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.