

CHAPTER 1

INTRODUCTION

010101: Application

It shall be the duty of every officer to acquaint himself with the Public Service Rules, other regulations and extant circulars. These Rules apply to all officers except where they conflict with specific terms approved by the State Government and written into the contract of employment or letters of appointment. In so far as the holders of the offices of:

The Governor;

The Deputy Governor; Rt. Hon. Speaker;

Chief Judge of Lagos State;

Hon. Members of the State House of Assembly; Hon. High Court Judges;

The Auditor-General for Lagos State;

The Auditor-General for Local Governments;

The Chairmen and Members of the following Executive Bodies, namely: The State Civil Service Commission;

The State Judicial Service Commission;

The State House of Assembly Service Commission; The State Teaching Service Commission;

The State Audit Service Commission;

The State Lagos State Independent Electoral Commission; The State Health Service Commission;

The State Local Government Service Commission;

and any other similar organs that derive their appointments from the Constitution of the Federal Republic of Nigeria or the Laws of Lagos State are concerned, these rules apply only to the extent that they are not inconsistent with the provisions of the Constitution of the Federal Republic of Nigeria or the Laws of Lagos State in so far as their Conditions of Service and any other law applicable to these officers are concerned.

010102: Special definitions

The special meanings, with which various words and terms are used for the purpose of particular chapters and sections in these Public Service Rules, are quoted at the beginning of such chapters or sections.

010103

Except where otherwise indicated by the context or in special definitions for particular Chapters, the following words and terms are used with the following meanings wherever they occur in this Public Service Rules:

Basic Salary—a base pay excluding any inducement addition or other forms of allowances.

Emolument is the total remuneration package as conveyed in an officer's letter of appointment.

Child (of a Public Servant) means a child who:

- (a) is under the age of eighteen (18) years; and
- (b) (i) is the officer's biological offspring; or
 - (ii) the officer's step-child being the biological offspring of a spouse of the officer; or
 - (iii) a child adopted by the officer in accordance with any statutory provision; and
- (c) is entirely dependent on the officer.

Civil Service is a body or organ which enjoys continuity of existence and is usually referred to as Government's central bureaucracy. Essentially, it covers Ministries and Extra-Ministerial Departments.

Public Service is a body or organ which enjoys continuity of existence. It is made up of the Civil Service, the Teaching Service, the Health Service, the Local Government Service, the Judiciary, Parastatal Organisations, Government-Owned Companies and Tertiary Institutions.

Ministry—a Government organisation established for the formulation and execution of Government policies and programmes. The political head of the Ministry is the Commissioner while the Permanent Secretary who is a career officer, is the administrative head and Accounting Officer.

Department/Directorate—the largest structure of a Ministry or Extra- Ministerial Department responsible for specific activities. It is headed by a Director who is accountable to the Permanent Secretary.

Extra-Ministerial Department—a Department established by a constitutional provision. It is a State Executive body having the same status as a Ministry. Its head reports directly to the Governor. Examples of extra- ministerial bodies include the State Civil Service Commission, Lagos State Independent Electoral Commission, the State Judicial Service Commission, Office of the State Auditor General etc.

Classified Correspondence means correspondence graded as Restricted, Confidential, Strictly Confidential, Secret or Top Secret.

Established Post means a post provided for under the Personal Emoluments Sub-Head of the Estimates.

Gazette means the Lagos State Official Gazette.

Administrative and Professional Cadres mean officers in the State Public

Service holding the posts of:

Director (XXX), GL 17;

Deputy Director (XXX), GL 16;

Assistant Director (XXX), GL 15;

Chief XXX Officer, GL 14;

Assistant Chief XXX Officer, GL 13;

Principal XXX Officer, GL 12;

Senior XXX Officer, GL 10;

XXX Officer I, GL 09; and

XXX Officer II, GL 08

and such other posts as may be declared by the authority responsible for Establishments Matters in the State to be posts in the Cadres.

Contract Appointment means an engagement of a person to an established office for a tour of two (2) years renewable only once or as stipulated in the terms and conditions of his contract.

Commission includes the Lagos State Civil Service Commission and other Boards and Agencies.

Centrally Deployed Cadre means the Administrative Officer Cadre, Executive Officer Cadres, Secretarial Cadres, Accountant Cadre, Procurement Officer Cadre, Engineer Cadre, Architect Cadre, Surveyor Cadre, Information Officer Cadre, State Counsel Cadre, Medical/Dental Officer Cadres, Veterinary/Agricultural Officer Cadres, Internal Auditor Cadre, the Cadres of Statisticians, Auditors, Stores or any other that may be approved by any authority having responsibility for Establishments Matters in the State.

Civil Servant means any person or any officer holding or acting in any office in the State Civil Service and over whom the Civil Service Commission or any other similar body can exercise its powers as well as those whose Conditions of Service are covered by the Public Service Rules. All Civil Servants are Public Servants but not all Public Servants are Civil Servants. For example, Officers of the Lagos Water Corporation and Lagos State Agricultural Development Authority are Public Servants and not Civil Servants.

Executive Officer Cadre comprises Officers holding the posts of:

Chief Executive Officer (XXX), GL 14;

Assistant Chief Executive Officer (XXX), GL 13;

Principal Executive Officer I (XXX), GL 12;

Principal Executive Officer II (XXX), GL 10;

Senior Executive Officer (XXX), GL 09;

Higher Executive Officer (XXX), GL 08;

Executive Officer (XXX), GL 07; and

Assistant Executive Officer (XXX), GL 06.

It also includes officers holding corresponding "Executive" posts, e.g. Executive Officer (Accounts, Information, Audit etc) posts.

Permanent Secretary/Head of Extra-Ministerial Department/Agency means Accounting Officer of Ministry/Department/Agency (MDA).

Officer, when used without qualification, means a member of staff in an established post, appointed either on permanent, temporary or contract basis.

Expatriate Officer means a non-Nigerian member of staff.

Senior Posts are posts graded on Salary Grade Level 07 and above and other posts attracting fixed salaries of equivalent salary grade levels in Ministries or Extra-Ministerial Departments/Agencies.

Senior Officer means a member of staff in an established post, appointed on Salary Grade Level 07 and above.

Junior Officer refers to a member of staff in an established post, appointed on GL 06 and below.

Member of staff means a person employed by any of the agencies of the Civil/Public Service of Lagos State.

Staff is the totality of all the persons employed by the Lagos State Government.

Temporary Officer means a member of staff employed temporarily in an established post. Appointment should be limited to Medical Interns and Personal Aides of the Honourable Members of the State House of Assembly.

Trainee means a person appointed to a training post in any grade; it includes a pupil.

Monthly-Rated means employment on monthly rates of pay.

Wife/Husband (of an officer) means a spouse married under the Marriage Act, Islamic or Customary Law.

Nigerian married officer includes a non-Nigerian married to a Nigerian provided he has formally acquired Nigerian citizenship.

Private Medical Practitioner includes traditional medical practitioner.

010104

Nothing in this Public Service Rules shall be construed as limiting the powers of the State Government to amend or revoke any of its provisions at any time, provided it is not inimical to the well-being of the Public Service.

010105: Application of Public Service Rules to Female Civil /Public Servants

Notwithstanding that throughout the Public Service Rules, the terms Officer, Member of staff and Civil/Public Servant are often referred to in the masculine gender, the provisions of the Public Service Rules apply equally to female Public Servants except that:

(a) provisions about wives of Civil/Public Servants do not normally apply to the husbands of female Civil/Public Servants unless where the former are incapacitated by illness or old-age, or are unemployed; and

(b) a child is not normally entirely dependent on a female Civil/Public Servant unless the father of the child is dead or she is divorced from him and has been awarded legal custody of the child without a Maintenance Order.

010106

Where the condition of service of a public servant is inadequate or does not provide for a particular issue, the employer shall have recourse to the Public Service Rules.

010107: Public Service Rules to form part of inventory items

A copy of the Public Service Rules shall form part of the inventory items in each office of the Service to be handed over by a departing Officer to his successor.