



LAGOS STATE GOVERNMENT

PUBLIC SERVICE RULES

REVISED TO 1st JANUARY 2015

## FOREWORD

It seems trite to contend that there is nothing that fairly mirrors the image, perception and indeed the effectiveness of any Government like the image, perception and effectiveness of its Public Service. I have heard people refer to the word “bureaucracy” as if it was itself a bad thing. Checking up on the meaning of the word confirms what I already knew. It refers to a body of rules, procedures and processes by which things are done.

In my opinion this is a good thing. A large workforce like the Lagos State Public Service, inclusive of its Local Government employees, numerous Parastatals and Commissions comprising over 100,000 people, employed to relate with members of the public, provide services and solve problems, require Rules of Engagement. Without clear processes, rules and procedures, their conduct within and with members of the public would be simply chaotic. The “bureaucracy”, the rules, processes and procedures for the conduct of Public Service are contained in the “Public Service Rules” and this is a good thing.

What needs to be borne in mind is that society is evolving daily, people are changing, their needs are changing, technology is also having a huge impact in how things are being done. It is when the rules do not catch up with these changes that difficulties may arise and “bureaucracy” may become counter-productive.

Since the return of democratic governance in 1999, a lot of reforms have taken place in Lagos State, making the Lagos State Public Service the pack leader in developmental initiatives. Unfortunately, the existing Civil Service Rules was last reviewed in 1982. Between then and now, reforms in Pension Administration, application of technology, adoption of Oracle software and business processes, unique Identity Numbers for Public Officers, extension of Maternity Leave for female officers from three (3) months to six (6) months with full pay, and the introduction of Paternity Leave for male officers have taken place. Service Charters and Mission Statements have now become part of the operational ethos of Ministries, Departments and Agencies of the Lagos State Government.

I have had cause to utilize Executive Orders or cause the issuance of Circulars to bring these developments in conformity with the existing Rules. In the circumstances, the necessity to revise the existing Rules becomes compelling. The new Public Service Rules is the outcome of the initiative to bring our bureaucracy in conformity with changing local and global trends.

The change of nomenclature from “Civil Service Rules” to “Public” Service Rules is an attempt to make the rules applicable to Parastatals, Commissions and other Agencies of Government that have hitherto not been considered part of the main Civil Service; because Ministries, Departments and Agencies of Government are inter-connected and inter-dependent, it is important that they all operate by a uniform set of processes and procedures in Human Resource Management.

The road to these new Rules is somewhat long. It started with the tenure of Yakub Abiodun Balogun as Head of Service, continued during the tenures of Adesegun Ogunlewe and Josephine Oluseyi Williams as Heads of Service and we reach a glorious completion during the tenure of Folashade Jaji as Head of Service. I am grateful to all of them, the Office of Establishments and Training (the custodian), their staff, members of various Committees who contributed selflessly to the evolution of these new Rules and the State Executive Council members who debated and passed the motion for adoption and implementation.

I can only now commend the new Rules to the entire Public Servants in the hope that they will improve the service delivery capacity of the Lagos State Public Service.

(Sgd)

Babatunde Raji Fashola (SAN) Governor of Lagos State, Governor's Office,  
Ikeja.

## PREAMBLE

1. This document is the product of intensive review of the rules and regulations guiding career management in the State Public Service. Without any iota of doubt, several reform programmes have been undertaken in the Lagos State Public Service since the advent of civilian rule in May 1999 and it is only logical that they be adequately accommodated in the new Public Service Rules.

2. Lagos State Public Servants are therefore enjoined to fully acquaint themselves with these Rules, which should be applied alongside corresponding Executive Orders, Instruments, Gazettes, Circulars and Notices as we are duty bound to operate in accordance with all Laws and Procedures guiding Public Service Management, Public Finance Management as well as Policies and Strategies in the State to ensure due diligence through transparency, accountability and probity in the conduct of Government business.

3. Accordingly, our attention is being drawn to the following guidelines, which should be taken into account while going through these Rules:

(i) Method of Numbering:

Each Rule has been accorded a six-digit number. The first two indicate the Chapter; the next two, the Section; and the last two, the Rule Number. (e.g. 130201 is the First Rule in the second Section of the thirteenth Chapter or Rule One, Section Two of Chapter Thirteen).

(ii) Arrangement of Chapters, Sections and Rules:

There are eighteen (18) Chapters arranged as listed in the Table of Contents.

(iii) Amendments:

Amendments to these Rules shall be effected through Circulars, which will be issued from time to time.

(iv) Review of the Public Service Rules:

This treatise shall be reviewed periodically to update the provisions of the Rules.

4. This Public Service Rules should be widely circulated and made available to all categories of Public Servants in Lagos State as they are required to familiarise themselves with its contents.

(Sgd)

'Shade Jaji (Mrs.)

Head of Service,

Office of the Head of Service, The Secretariat,

Alausa, Ikeja.

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Petition to Head of Government	180601
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