

CHAPTER 18

APPLICATION OF THE PUBLIC SERVICE RULES TO LAGOS STATE GOVERNMENT PARASTATAL ORGANISATIONS

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GENERAL PRINCIPLES

Where the Conditions 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.

SECTION 1—GENERAL

180101: Definition

A Parastatal is a government-owned organisation established by statute to render specified service(s) to the public. It is structured and operates according to the instrument establishing it and also comes under the policy directives of Government.

180102: Classification

Parastatals shall be classified into four categories as follows:

- (i) Regulatory Agencies;
- (ii) General Services;
- (iii) Infrastructure/Utility Agencies; (iv) Security Agencies.

CHAPTER 17

REWARD FOR OUTSTANDING WORK

17001: Definition

Reward in this Section refers to Ministerial Award of gifts or Certificates to deserving Officers.

17002: Basis of awards

The recipient of an award must have been considered as the best on the basis of outstanding performance of duties and exemplary conduct during the year.

17003: Frequency of awards

Each Ministry or Extra-Ministerial Department may make such an award to deserving officers monthly/quarterly/annually.

17004: Nature of awards

The award may be in the form of certificates, medals, gifts of cash or kind.

17005: Procedure for selection

The Permanent Secretary/Head of Extra-Ministerial Department shall be assisted by a Committee in selecting deserving officers from nominations made by Heads of Departments/Divisions.

17006: Unique acts

Any officer who, in the course of his official duties, carries out a unique act or, in perilous circumstances, secures the safety of human life or property may also be considered for an award as the occasion warrants.

17007: Certificate of merit

An officer who has served continuously and meritoriously for a minimum of fifteen (15), twenty-five (25) and thirty-five (35) years with a good record of service shall be eligible for a certificate of merit and award in kind commensurate with his length of service.

180103: Existing Rules/Conditions of Service

Parastatals are to retain and improve existing rules, procedures and practices in their establishments and ensure that there are no deviations from the general principles contained in the Administrative Guidelines for Parastatals and Government-owned Companies in Lagos State and Public Service Rules. For example, variations in probationary periods and maturity periods for promotion only reflect organisational peculiarities and not inconsistencies with the Public Service Rules. However, in the absence of internal rules and regulations on any matter, the relevant provisions of the Public Service Rules shall apply.

SECTION 2—BOARDS/COUNCIL MATTERS

180201: Functions of Boards/Councils

(a) Statutory Boards/Councils shall set operational and administrative policies in accordance with government policy directives and supervise the implementation of such policies. The administrative policies may include those relating to appointment, promotion and discipline of staff.

(b) A Board shall not be involved directly in the day-to-day management of a parastatal.

(c) A Commissioner exercises control of a parastatal at policy level through the Board of the parastatal only.

180202: Privileges of Members of Board

Accommodation shall not be provided to any part-time member of a Board on a permanent basis. No part-time member of the Board shall be allowed to retain official vehicle for use on a permanent basis.

SECTION 3—APPOINTMENTS AND PROMOTIONS

180301: Authority for Appointment

All appointments to public offices, both senior and junior, in Lagos State Government parastatals shall be made on the authority of the Boards/Councils within the approved manning levels, after securing the required approved dispensation to recruit from the Governor.

180302: Appointment

Appointment into all grades in parastatals shall be need-based and subject to the approval of the supervisory Boards/Councils. Such appointments shall be made through a fair and open selection process that ensures merit, credibility and fair employment

opportunity. Eligibility for appointment under this rule shall be in accordance with the provisions of Rule 020205, subject to the fact that reference made in Rule 020205 to the Head of Service shall not apply to parastatals.

180303: Authority of approve Promotion

The Board/Council of a parastatal shall approve all promotions without prejudice to its powers to delegate.

180304

The provisions of Rule 020601 (b) and (c) on eligibility for promotion shall apply to all parastatals, without prejudice to a parastatal's conditions of service.

SECTION 4—EXIT FROM THE SERVICE

180401: Exit from the Service

(a) The provisions of Section 7 in Chapter 2 of the Public Service Rules on Exit from the Service shall apply to all parastatals, as contained in each parastatal's conditions of service.

(b) All such conditions of service for parastatals shall be approved by their respective Boards and ratified by the Head of Service.

SECTION 5—DISCIPLINE

180501: Authority to Discipline

The power to exercise disciplinary control over officers in parastatals is vested in the supervisory Boards/Councils in accordance with their respective conditions of service.

180502: General Application

The provisions of Chapter 4 of the Public Service Rules shall guide all parastatals in addressing disciplinary matters provided that, where there is a reference to the Lagos State Civil Service Commission, the Head of Service or the Permanent Secretary, the Boards/Councils shall perform such functions.

180503: Application to the paramilitary

In the case of paramilitary services, the disciplinary procedures adopted in their respective services shall also apply.

SECTION 6—PETITIONS AND APPEALS

180601: Petition to Head of Government

In consonance with Chapter 10, Section 2 of the Public Service Rules, an officer of a parastatal who wishes to make representations to the Head of Government shall route such representations through the proper Departmental channels, namely: the petitioner's superior officer; the Chief Executive Officer; the Board/Council and the supervising Ministry of the organisation.



**LAGOS STATE GOVERNMENT
ADMINISTRATIVE GUIDELINES FOR
PARASTATAL ORGANISATIONS AND
GOVERNMENT OWNED COMPANIES
IN LAGOS STATE**

ADMINISTRATIVE GUIDELINES FOR PARASTATAL ORGANISATIONS AND GOVERNMENT OWNED COMPANIES IN LAGOS STATE

1. Preamble

The publication of this document is informed by the perceived need to have a standard operational framework to guide Parastatals and Government owned Companies and their inter—relationship with supervising Ministries/Departments. The guidelines relate to all spheres of parastatal operations and strive to be unambiguous and definite on the duties, roles and responsibilities of extra Ministerial agencies charged with implementation of Government policies, programmes and objectives. The provision of the guidelines, it is hoped, would reduce to the barest minimum, frictions or misunderstanding on the operational dynamics of parastatal organisations.

2. The Governing Body

The Governing Body of a Parastatal Organisation is defined in the Enabling Law of each Organisation. It may be a Governing Council or a Board of Directors or Commissioners consisting of members. A Governing Body will:

1. Be responsible for the general policy direction of the affairs of the parastatal organisation and monitor in particular, the control of the property and finances of the organisation.

2. Supervise the acquisition and management of such movable and immovable property as may be necessary or expedient for carrying into effect the provisions of its Enabling Law, and subject to the law may, for the same purpose, monitor sale, lease, mortgage or otherwise alienate or dispose of any property so acquired.

3. Be responsible for vetting the Parastatal's socioeconomic, financial operations, and administrative programmes and targets based on the policy objectives of the State Government.

4. Execute the general policy and programmes of its organisation within the framework and provisions of its Enabling Law and measure performance against targets with a view to introducing broad policy measures for containing any adverse deviation.

3. Collective Responsibility

All Members of a Governing Body are expected to actively participate in the deliberations of the Body, before decisions are reached on matters within its competence. Once a decision is taken, every member has a duty to support the decision. In order to facilitate frank discussion at meetings, members should not divulge to an outsider, the nature of the discussion or of the opinion expressed by individual members of the

Governing Body. Members of a Governing Body of a parastatal organisation are therefore, expected to take an Oath of Office on assuming Office and an Oath of Allegiance to the State.

4. Business of the Governing Body

(i) A Governing Body will meet for the conduct of business at such times as may be stated in its enabling law or as the body may decide. The particulars of the business to be transacted must be circulated to members with the notice of the meeting normally at least seven (7) days before the date of the meeting except with the consent of the Chairman of the Governing Body and the concurrence of the majority of Members present, matters discussed at meetings are to be limited to items on the agenda.

(ii) If the Chairman of a Governing Body is absent from a meeting of the Governing Body in so far as it is consistent with the provisions of its Enabling Law, the members present must elect one amongst them to act as chairman for the purpose of that meeting.

(iii) Every question put before a Governing Body at a meeting will be decided by a simple majority of the members present during voting.

(iv) Where a Governing Body desires to obtain the advice of any person on any particular matter, it may co-opt such person, as a member to a meeting for such period as it thinks fit but no co-opted member will be entitled to vote or will such vote count towards a quorum.

(v) A Governing Body may appoint one or more committees among members to which it may delegate any of its functions but no decision of a Committee will take effect unless it is confirmed by the Governing Body.

(vi) If it appears to the Governing Body that any of its members should be removed from office on the ground of misconduct or inability to perform the functions of the Office, the Governing Body must make a recommendation to that effect, through the supervising Ministry to the State Chief Executive who may declare the Office of such members vacant, as deemed appropriate.

(vii) Cause to be submitted to the State Chief Executive, periodic reports through its Supervising Ministry which in the main will contain its various activities towards the attainment of set objectives and goals. Specific among the periodic reports are the Quarterly and Annual Progress Report, which are obligatory.

(viii) Under the general direction of the Chief Executive of a Parastatal Organisation, the Secretary to a Governing Body will be responsible for preparing the agenda of meeting of a Governing Body, taking its minutes, recording its decisions as well as clarifying the results of the meeting. The Chief Executive will consult the Chairman of the Governing Body prior to the preparation of the agenda. It is the duty of the Secretary to ensure the appropriate circulation of the record of the deliberations and decisions of a

Governing Body. The Secretary to the Governing Body must be a Civil Servant posted to the organization by the Head of the State Civil Service unless the Governor otherwise directs.

(ix) Note that a member of a Governing Body or a Committee must not have a personal interest in any contract or arrangement entered into or proposed to be considered by the Governing Body or a Committee, except with the specific approval, in writing, of the State Chief Executive.

(x) As a body or as individual members, the Governing Body will not be directly involved in the day to day Management of a Parastatal Organisation except those members of it that hold Executive Directorship.

5. The Chief Executive

The Chief Executive of a Parastatal Organisation is an Officer of the Organisation who will be responsible to the Governing Body for the detailed day to day management of the human, financial and material resources of the Parastatal in accordance with the objectives and targets set by the latter. The Chief Executive will have power to exercise general authority over the Staff and be responsible for Staff discipline in the organisation. In State owned Corporations, State owned Companies and some statutory boards, General Manager/Managing Directors are normally the Chief Executive while in other statutory boards, or establishments, which have no General Managers the Secretaries of the organisations are the Chief Executives. For the avoidance of doubt, the Chief Executive of a parastatal Organisation is an Officer of the organisation who is so appointed or designated as such by the State Chief Executive without prejudice to the provisions of the law establishing such organisation.

(i) The Chief Executive will hold Office on such terms and conditions as may be specified in the letter of appointment and on such other terms and conditions as may be determined from time to time by the State Government in accordance with Conditions of Service of Parastatals and the Code of Conduct for Political Appointees.

(ii) The Chief Executive will be responsible for implementing the decisions of the organisation's Governing Body and act as regular liaison with the Supervising Ministry.

6. Head of Departments/Divisions

(i) Subject to the general direction and control of the Governing Body of a Parastatal Organisation, the Chief Executive will exercise supervision over the departments/divisions in the Parastatal. The heads of the Departments/Divisions are responsible to the Chief Executive on the structure and administration of their Departments or Divisions. Departmental/Divisional Heads will offer professional advice to the Governing Body only through the Chief Executive, if such need should arise.

(ii) It is the duty of the Head of a Department/Division of Parastatal Organisation to keep the Governing Body of the Parastatal Organisation fully informed, through the Chief Executive, of all activities of the Department /Division, in order to assist the Governing Body in the formulation of policy and to execute such policy decisions falling within the scope of its Department/Division.

(iii) A Head of Department/Division should not take any action that may likely lead to public controversy or that may involve a change of policy without reference to the Chief Executive who in turn should clear such issues with the Governing Body of the Parastatal Organisation.

(iv) A Head of Department/Division is responsible for ensuring discipline in the Department/Division. The Chairman of an Organisation can issue to a Head of Department/Division through the Chief Executive, instructions designed to ensure that a policy decision is carried out. The Head of Department/Division is to keep the Chief Executive informed of such instructions and the action taken.

7. Staff

(i) Parastatal Organisations have the power to appoint, discipline and promote their Staff through the Appointments and Promotion Committee which must be set up by the Governing Bodies. The Appointments and Promotion Committee will consist of the following:

- (a) 3 Members of the Governing Body to be appointed by the Governing Body;
- (b) The Chief Executive of the Parastatal;
- (c) A Member from the Ministry of Justice;
- (d) A Member from the Ministry of Establishments, Training and Pensions;
- (e) A Member from the Supervising Ministry.

In the case of tertiary institutions, the provisions of their enabling legislations will hold in this regard.

(ii) The Appointments and Promotion Committee will be charged with the responsibility for making recommendations to the Governing Body on the appointments, promotions and discipline of the Senior Staff of the Organisation. A quorum of five (5) members will be required for a proper meeting and this must include members from Ministry of Justice, Ministry of the Establishments, Training and Pensions and the Supervising Ministry at every such meeting. If the Chairman of the Committee is absent from any meeting of the Committee, the members present will elect one of its members to act as Chairman for that particular meeting. The power to appoint junior staff of the Parastatal Organisation to hold or act in offices in the organisation (including power to

make appointment or promotion and transfer and to confirm appointments and to dismiss and exercise disciplinary control over persons holding or acting in such offices) must be exercised by the Chief Executive acting on the recommendation of the Junior Staff Appointments Promotion Committee.

(iii) The Junior Staff Appointments and Promotion Committee will consist of the following:-

- (a) Chief Executive as Chairman;
- (b) All Heads of Departments/Divisions of the organisation;
- (c) One Member of the Office of Establishments, Training and Pensions;
- (d) One Member of the Supervising Ministry;
- (e) An Official of the Ministry of Justice.

Two thirds of members are required to form a quorum and if the Chairman is absent from a meeting the members present will elect one amongst them as Chairman.

For the appointment and promotion of Officers on grade level 13 and above, the comments of the Head of State Civil Service must be obtained before a decision is taken by the Governing Body of a Parastatal Organisation.

8. Staff Discipline

(i) If it appears to the Governing Body that there are reasons to believe that any person employed as a member of staff of the Parastatal Organisation, other than the Chief Executive, should be removed from office on the ground of misconduct or inability to perform the functions of the office, the Governing Body will:-

- (a) give notice of the reasons to the person in question;
- (b) afford such person an opportunity of making representation in person or in writing on the matter to the Governing Body;
- (c) consider the representation in a full session of the Governing Body or through the Appointments and Promotion Committee; and
- (d) if satisfied that the person in question should be removed as earlier stated, the Governing Body may so move by an instrument in writing signed on the direction of the Governing Body.

(ii) The Chief Executive may, in a case of misconduct by any member of staff which in the opinion of the Chief Executive is prejudicial to the interest of the Parastatal Organisation, suspend such member of staff. Such suspension which must not exceed

fourteen (14) days, must immediately be reported to the Governing Body provided that if the officer is on grade level 13 or above, such suspension must not be carried out without approval of the Governing Body.

(iii) For good cause, any member of staff, may be suspended from office or his appointment terminated either because of any physical or mental incapacity which the Governing Body, after obtaining medical advice, considers to be such as to render the person concerned unfit to hold office.

(iv) An Officer may also be suspended from office or the officer's appointment terminated because of any scandalous or other disgraceful conduct which the Governing Body considers to be such as to constitute a failure or inability of the person concerned to discharge the functions of the office effectively or to comply with the terms and conditions of service.

(v) The Chief Executive, in the exercise of the power of suspension and termination of appointment in respect of junior staff of the Parastatal Organisation may delegate such powers to the Head of Department/Division. Such exercise by the Chief Executive will be final in respect of junior staff unless an appeal is made in writing within thirty (30) days to the Governing Body for a redress by the junior officer. In such circumstance, the decision of the Governing Body will be final.

(vi) Any person suspended or removed as earlier stated may appeal to the Supervising Ministry which may advise the Governing Body to reconsider the matter after examining all the rules, regulations and Conditions of Service as it affects the subject matter. A final appeal lies with the Governor.

9. Finance

(i) Each Governing Body of a Parastatal Organisation must monitor and ensure that proper records of all its financial transactions are kept. It must cause an estimate of its revenue and expenditure for the ensuing financial year to be prepared not later than 1st August in each financial year. When prepared, the estimates must be cleared with the Supervising Ministry before it is submitted to the Ministry of Economic Planning and Budget for consideration and approval of the Government.

(ii) At the end of each financial year but not later than 1st July, of the following year, the Governing Body must cause to be prepared audited accounts of its Income and Expenditure and other financial transactions concerning the previous financial year. A copy of the accounts, when certified by the external auditors, chairman of the governing body Chief Executive and the secretary must be forwarded to the Supervising Ministry.

(iii) The statement of accounts referred to in the preceding paragraph must be audited by the State Auditor General, or by a firm of auditors so appointed by the Auditor General, on the approval of the Governor. The audited statement of accounts will be published in the Annual Report of the Parastatal Organisation, copies of which should be forwarded to the Supervising Ministry.

(iv) All monies of a Parastatal Organisation must be paid into an account with a reputable Commercial Bank unless it is provided in the law establishing the organisation that it should be paid directly into Treasury. The signatories to the account of a parastatal organisation will be the Head of Accounts Department and the Chief Executive of the Parastatal.

10. Contracts and Purchase

(i) The Chief Executive may spend or award contracts to the value of Fifty Thousand Naira (₦50,000.00). Such purchases and contracts which must be made with strict regard to the principle of competitive pricing and be within the approved budget programme of the body, and must be rendered in a report to the meeting of the Public Procurement Committee (PPC) of the Governing Body immediately following the purchases and the award of contracts. All purchases and contracts under this classification must be affected on local purchase order (LPO) and where detailed classifications are required, such details are to be given on a forwarding letter. A register of local purchase order is attached along with a report of satisfactory performance. There is no requirement of a formal contract document.

(ii) For contracts whose value is above One Hundred Million Naira (₦100,000,000.00) but not exceeding Five Hundred Million Naira (₦500,000,000.00) competitive tenders must be obtained and considered by a Parastatal Public Procurement Committee. Where a single project has to be executed by more than one contractor, the total value of the contract awardable by the PPC must not exceed Ten Million Naira (₦10,000,000.00). In all cases, the provisions of the subsisting Government circular will be strictly adhered to.

Meanwhile, the following will be the prevailing provisions:-

- (a) PPC for Parastatals with full-fledged Governing Councils or Board of Directors or Commissioners will consist of the following members:-
 - (i) Chairman of the Governing Council/Board as Chairman;
 - (ii) Two members of the Governing Council (on rotational basis);
 - (iii) General Manager of the Parastatal;
 - (iv) Head of Department whose subject is to be considered;
 - (v) Officer-in-charge of Accounts of Bursary;
 - (vi) Representative of the Supervising Ministry/Office/Bureau;
 - (vii) A secretary to be assigned by the parastatal.

A quorum for the purpose of convening a meeting of the Board will be formed with five (5) members amongst whom must be Chairman, one member of the Governing Council, the General Manager of the Parastatal and the representatives of the Supervising Ministry/Office/Bureau.

- (b) PPC for Parastatals with a part-time Governing Council or Board of Directors or Commissioners will consist of the following members:-
- (i) The Chief Executive of the parastatal organisation;
 - (ii) Head of Accounts Unit;
 - (iii) Heads of Divisions concerned with the purchase or contract;
 - (iv) Representative of the Ministry of Finance;
 - (v) A secretary to be assigned by the Parastatal.

The award is subject to the approval of the Commissioner in the Supervising Ministry.

(iii) Invitation to tender for contract whose value is between One Hundred Million Naira (₦100,000,000.00) and above must be by open tender or to a few tenders, where the subject of tender would customarily be competitive among a limited number of firms, or it is indicated by the need for economy or speed of action. Selective Tendering system must be applied where appropriate, and each Parastatal Organisation must maintain a tender box easily accessible, but under the Surveillance of the Chief Executive or Secretary of the organisation. The closing date of a tender will be a day before a duly convened meeting of a Public Procurement Committee. The opening of tenders will be an integral part of the agenda of a Public Procurement Committee meeting. At such a meeting, the tenders box must be opened with separate keys kept by the Chairman and the Secretary of the Board; the Tenders will be sorted according to their code numbers, opened, stamped and endorsed by the Chairman, the Secretary and the Head of the division whose project is the subject of the tender. The Tender papers must be handed over to the appropriate officer for processing, tabulation and comments against the next Board meeting. The minutes of the meeting must be brought to the attention of the Chairman of the Governing Body before the contractors are notified. A Public Procurement Committee should meet at least once a month, if there is sufficient business to so convene the meeting. Former contract papers should be signed by all parties. Payments must be examined by a Technical Committee and considered and awarded by the Public Procurement Agency. The process for constituting Public Procurement Committee into standing Technical Committees must be in accordance with the provisions of Government Circular Ref. No. CIR/HOS/113/VOL.1/017 of 25th January 2013.

(iv) In respect of a contract whose value is Five Million Naira (₦5,000,000.00) or above, the award must be made by the Lagos State Executive Council on the recommendations of the Lagos State Public Procurement Agency (LASPPA).

(v) Contracts must not be split into smaller units in order to circumvent the provisions of paragraph (iv).

(vi) Persons or firms tendering for contracts must be registered by the Lagos State Works Registration Board and the Parastatal Organisation. The Lagos State Central Works Registration Categorization for Construction, installation, etc., will apply in all State Agencies. For practical purposes, Category A Contractors executing jobs of the value of One Hundred Million Naira (₦100,000,000.00) known as "National Shopping" and below will come under the general group known as petty contractors and must be registered with each Parastatal Organisation. Conditions for Registration will include the submission of Business Registration Certificate, three (3) years Tax Clearance Certificate, evidence of competence/capacity to undertake the contracts in the category being applied for, and satisfactory Bank Report. Parastatal Organisations should maintain an annual register of contractors doing business with them and ensure that the contractors comply with the relevant provisions of the Laws especially as they relate to the remittance of pay-as-you-earn (PAYE) deduction of their employees to the state Chairman of Internal Revenue Board and the Payment of Income Tax by the proprietors/partners and directors as self-employed persons, where they are not directly on the pay-roll of the company concerned.

11. Internal Audit

(i) In every Parastatal Organisation, there must be set up an Internal Audit which, interalia, will be responsible for:-

- (a) pre-payment auditing of all payment vouchers;
- (b) regular auditing and verification of the assets of the Organisation; and
- (c) keeping records of all its activities.

(ii) The Internal Audit will be responsible directly to the Chief Executive of the Parastatal Organisation.

12. Funds Management

(i) Funds Management Committee must be established by each Parastatal Organisation to be headed by the Chairman of the Governing Body or the General Manager where there is no Governing Body.

(ii) The Committee will attend to all matters relating to revenue generation, loan and expenditures, it hold its meeting at least twice a month.

Other members of the Committee will be the Head of the Accounts Unit, other Departmental Heads, representative of the Supervising Ministry and the Secretary of the Organisation.

13. Loans

(i) The power of a Parastatal or Government owned Company to raise loans must be subject to the approval of the State Chief Executive. Such approval would be sought through the Supervising Ministry.

14. Labour Relations

(i) Subject to the limitations imposed in these guidelines and the laws establishing the Parastatals, the Governing Councils are competent to enter into consultations with the Staff Union on Staff Welfare and conditions of service of their members. Such consultations must be with the prior knowledge and approval of the Supervising Ministries and the Ministry of the Establishments, Training and Pension.

15. The Role of the Supervising Ministries

(i) Supervising Ministries are expected to act as supervisors, giving general policy direction, planning and monitoring programmes, projects and policies. In appropriate cases, the Ministry will also play the role of Consultant to the Parastatals while it is the duty of Parastatals to execute projects, programmes and policies.

- (a) Supervising Ministries are to ensure that the parastatals organisations under their purview do not make avoidable mistakes, not only on policy issues, but also on administrative and management matters;
- (b) The budget proposal of the Parastatals should be moderated by the Supervising Ministry before the proposals are forwarded to the Ministry of Economic Planning and Budget. The Ministry should also participate in the bilateral discussion of the proposals before the Ministry of Economic Planning and Budget;
- (c) The Governing Body of a Parastatal Organisation can make payments of up to One Hundred Thousand Naira (₦100,000.00) but payments above that must continue to be routed through the Supervising Ministry to the Governor for approval;
- (d) Circulars and agenda for all meetings of a Governing Council and any of its Committees must be forwarded to the Supervising Ministry at least three (3) days before the next meeting is held;
- (e) Minutes of meeting of a Governing Council and any of its Committees should be forwarded to the Supervising Ministry not later than fourteen (14) days after the meeting to which the minutes refer;

- (f) In order to foster the exchange of views, on all matters of common interest in a Ministry and its Parastatals, regular meetings of senior officials of the two Agencies should be held at agreed periodic intervals;
- (g) The channel of all official communications between a Parastatal organisation and its Supervising Ministry should be in accordance with the Organisational Chart of the Ministry;
- (h) The channel of all official communications between a Parastatal Organisation and the State Chief Executive will be through its Supervising Ministry;
- (i) Formal discussion between the Commissioner of the Supervising Ministry and the Chairman and/or members of the Governing Body and officials of a Parastatal Organisation should be attended by the Permanent Secretary of the Ministry or a representative;
- (j) Requests by Parastatal organisations to the Governor for special dispensation in respect of staff recruitment must always be routed to the Head of the Civil Service through the Permanent Secretary of the Supervising Ministry.

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