

-CIVIL SERVICE COMMISSION

DELTA STATE

ASABA

ACTIVITIES OF THE COMMISSION

AND

ITS ACHIEVEMENTS

**SINCE INCEPTION OF THE
PRESENT ADMINISTRATION**

PRESENTED

BY

THE CHAIRMAN

NOVEMBER, 2017.

1.0 THE BACKGROUND

The Civil Service of Delta State came into being on 29th August, 1991 following the creation of Delta State and the succession of all existing structures as was in the defunct Bendel state. Accordingly, all the Civil Servants of Delta State origin moved from Benin to Asaba, the Capital of the new State. Air Commodore Luke Ochulor was the first Military Administrator (Governor) of the new State.

The Civil Service Commission was part of the succeeding structures from the defunct Bendel State. Thus the Commission as a body is enshrined in the 1999 constitution as amended and it derives her powers from it. The Commission is empowered to, among other things, appoint, promote and discipline workers in the Civil Service.

It is important to note that the Civil Service of Delta State witnessed an astronomical growth over the years. The size of the Service increased in number with time. At State creation, available record shows that the total staff strength was 5,000. Between 1999 and 2000, there was no significant increase. However, by 2001 and 2002, the Service experienced a sudden increase from 5,000 to 6,000 and then moved up to 8,000.

The expansion continued steadily in the succeeding years, recording 9,000 and rising to 11,317 in 2015. Today the figure is down to 10,629 due to exits.

2.0 STATUTORY/MANDATORY RESPONSIBILITIES OF THE COMMISSION

- (i) Appointment of eligible persons into the State Civil Service.
- (ii) Promotion and advancement of deserving officers into posts on different salary grade levels.
- (iii) Serves as appellate body for all petitions and appeals from aggrieved officers in respect of Appointments, Promotions and Discipline.
- (iv) Discipline of all erring officers in the State Civil Service.
- (v) Monitor the activities of Ministries, Departments and Agencies (MDA) on Appointments, Promotions and Discipline.
- (vi) Processing applications for transfers (i.e. Inter-Cadre, Inter-Service, Inter-State), retirements and secondments of staff and all exits in the State Civil Service.

3.0 COMPOSITION OF THE CIVIL SERVICE COMMISSION

The present Commission was inaugurated on 30th September 2015 with membership as follows:

- I. Dame Patience Nkem Okwuofu (JP) - Chariman**
- II. Dr. Eddy Ugboma - 1st Member**
- III. Lady Rosaline Amioku - 2nd Member**
- IV. Pastor Ifeanyi Agbeyeke - 3rd Member**
- V. Mr. Matthew Ukey (now late) - 4th Member**

While the Chairman covers the 25 Local Government Areas of the State, the four members are assigned to oversee a number of Local Government Areas, aggregated into the three senatorial Districts. Table 1 shows this arrangement

TABLE 1

S/ N	NAME	DESIGNATION	SENATORIAL DISTRICT	LGA OF ORIGIN
1	Dame Patience Nkem Kanke Okwuofu (JP)	Chairman	All Senatorial Districts	Aniocha North
2	Dr. Eddy Ugbomah	1 st Commissioner	Delta South	Isoko South
3	Lady Rosaline Amioku	2 nd Commissioner	Delta Central	Okpe
4	Pastor Ifeanyi Agbeyeke	3 rd Commissioner	Delta North	Ika South
5	Olorogun Matthew Ukey	4 TH Commissioner	Delta Central	Ethiope West

4.0 THE SECRETARIAT/ADMINISTRATION OF THE COMMISSION

4.1 ADMINISTRATIVE STRUCTURE

The administrative arm is headed by the Permanent Secretary supported by 4 Directors who head the following Departments:

- I. Department of Planning, Research and Statistics;
- II. Department of Recruitment and Promotions;
- III. Department of Appellate and Monitoring and
- IV. Department of Administration and Finance.

There is also an Internal Audit, a Legal Unit and a Public Relations Unit each headed by a professional with relevant competency.

4.0 MEETINGS OF THE COMMISSION

In order to effectively discharge its statutory/assigned responsibilities, the Delta State Civil Service Commission meets regularly every week. The meetings consist of:

(i) Management Meetings

The management meeting is usually held every Monday by 11.00am prompt.

(ii) Plenary Meetings

The plenary meeting usually holds every Thursday by 10.00am prompt.

(iii) Emergency Meetings

These meetings cater for exigencies as they arise. The meetings are held to consider briefs on recommendations from Ministries, Departments and Agencies (MDA) in respect of Appointments, Confirmations, Promotions, Discipline, Appellate/Petitions, Transfers, Secondments and other matters as the case may be. Lastly, to formulate and consider policy issues.

5.0 THE MANPOWER DISPOSITION OF THE COMMISSION

The Commission has total staff strength of eighty-nine (89). The breakdown of staff by category/classification, sex and by cadre are as reproduced in the tables below:

Table II:

GENDER CATEGORISATION

TOTAL STAFF STRENGTH	TOTAL NO. OF MALE STAFF	TOTAL NO. OF FEMALE STAFF
89	44	45

STAFF CLASIFICATION/SALARY GRADE LEVEL

S/N	CATEGORY OF STAFF	NUMBER OF STAFF
1	MANAGEMENT STAFF (SGL. 13-17)	15
2	SUPERVISORY STAFF (SGL. 06-12)	47
3	JUNIOR STAFF (SGL. 01-05)	27

ARRANGEMENT OF STAFF BY CADRE

S/N	RELEVANT CADRE	NUMBER OF STAFF
1	ADMINISTRATIVE CADRE	27
2	EXECUTIVE CADRE (GD)	5
3	ACCOUNTING CADRE	5
4	STATISTICIAN CADRE	1
5	LEGAL CADRE	1
6	PUBLIC RELATIONS	1
7	TYPIST/SECRETARIAL CADRE	7
8	CLERICAL CADRE	29
9	STORES	3
10	DRIVERS/MECH. CADRE	4
11	WATCHMAN CADRE	6
	GRAND TOTAL	89

6.0 CHALLENGES AT ASSUMPTION OF DUTY IN 2015.

At the start of this present Commission, major concerns around the operations and workings of the Commission were:

- (i) low computer literacy level among staff;
- (ii) dearth of functional office equipment and furniture: tables, chairs, shelves, computers, laptops, printers, photocopiers etc;
- (iii) lack of vital statistics for manpower planning and advisory purposes;
- (iv) backlog of promotions, confirmations, etc;
- (v) lack of power supply;
- (vi) lack of operational vehicles/utility vans;
- (vii) a near collapsed registry system and
- (viii) non-functional store.

The picture of the environment we met on ground was obviously intimidating, harsh, pathetic, discouraging, but, not entirely insurmountable.

7.0 OUR PERFORMANCE FROM 2015- TILL DATE

Due to the situation we met on ground, as indicated in paragraph 5.0, we began to address the issues.

- 1) We proceeded to fully furnish the office with new furniture and other office equipment. We bought office tables, chairs, computers and laptops, television sets, air conditioners, fans etc. This made the office more conducive than we met it.
- 2) We embarked on training every staff in computer appreciation and proficiency in using the computer. As at today, all the staff are computer literate.
- 3) We ensured regular power supply through providing diesel for the generator. We also connected the office to Public Power Supply and this has further ensured we have uninterrupted power in the office throughout the week. This was one way to motivate the staff.
- 4) We upgraded the store and ensured it was constantly restocked with necessary stationery and other materials: biros, rulers, cleaning agents etc.
- 5) The registry was re-organized with racks and made more conducive to work in. The dispatch vehicle was put to constant use.
- 6) On the outside, we embarked on monitoring visits to all the Ministries, Departments and Agencies.
- 7) We embarked on dealing with the backlog of Promotions, Confirmation of appointments and other outstanding matters.
- 8) To control undue influx of visitors to the Commission by officers seeking for undue influence of resolution of their matters, a circular barring unofficial visit to

the Commission was issued. We strengthened this by putting a security bar at the gate and ensured an incoming/exit book was signed by all our visitors.

7.1. MONITORING OF THE ACTIVITIES OF MINISTRIES, DEPARTMENTS AND AGENCIES IN THE STATE CIVIL SERVICE

During the period under review, the Civil Service Commission carried out its constitutional function of monitoring the activities of Ministries Departments and Agencies, which the Commission undertook between 17th -21st of March 2016. Not only was the exercise timeous, but it was also the elixir needed to re-invigorate a service that was at best lethargic to its assigned responsibility and at worse unresponsive to Government policy positions on all fronts. The yield from that exercise is not quantifiable statistically but it was a moral tonic to the entire service. I dare say that the current verification of documents especially age is a fall out of that exercise.

We undertook the 2017 exercise from 1st -31st of August 2017.

ANALYSIS OF THE DEPARTMENTAL ACTIVITIES

7.2. RECRUITMENTS AND PROMOTIONS

7.2.1 Appointments

Within the period under review, there was no appointment/recruitment.

However, His Excellency, the Governor in his usual benevolence and

magnanimity graciously granted approval for the regularization of 91 employees of the Asaba International Airport as part of effort in mainstreaming the staff into the core Civil Service, thereby providing a robust and rewarding career for the affected staff.

7.2.2 Promotions/Conversion

In the period under review, the Commission conducted refresher course, promotion examinations/oral interviews for officers on SGL 05-10 covering 2013 till date thereby, clearing the backlog of all outstanding promotions.

Similarly, the Commission in conjunction with the Panel of Assessors, conducted examination/oral interviews for transfer of serving officers, who passed the ASCON Public Service Examination (PSE) in 2013, 2014, 2015 and 2016 into the Administrative and Special Departmental cadres of the State Civil Service.

Furthermore, the Commission also in conjunction with ASCON conducted the year 2016 and 2017 ASCON Public Service Examination held in January, 2016 and 2017 respectively. So far the present Commission has promoted **6,159 officers**. Some promotions were however deferred for various reasons.

I. INTER-CADRE TRANSFER

The Commission corrected the wrong effective dates of 335 serving officers who passed ASCON Public Service Examination in 2010, 2011 and 2012 into the

Administrative and Special Departmental Cadres in the State Civil Service that were given wrong effective dates. The Commission directed that all over payments to this category of officers be deducted in six monthly installments.

II. CONDUCT OF THE 2015 and 2016 REFRESHER COURSES

Refresher course for the promotion of officers on SGL 05 to SGL 10 due for promotion by 1st January and 1st July, 2015 was conducted from 30th March to 1st April, 2016, while that for Officers on SGL. 05-10, due for promotion on 1st Jan. and 1st July, 2016 took place from 14-17 June 2017. The breakdown of attendees was as follows:

	2015	2016
1. SGL. 05-06 Officers -	457	342
2. SGL. 07-08 Officers -	669	565
3. SGL. 09-10 Officers -	181	881
Total	<u>1,307</u>	<u>1,788</u>

(a) Confirmations

During the period under review, the Commission confirmed the appointments of 2,159 Civil Servants in the State Civil Service.

(b) **Exits**

584 officers have so far exited since the inception of this Commission as at November 13th 2017. Details of the nature of Exits are given hereunder:

Details of Exits

	Male	Female	Total
Compulsory Retirement	326	116	442
Voluntary Retirement	33	25	58
Death	28	15	43
Resignation	14	6	20
Withdrawal	3	Nil	3
Dismissal	11	3	14
Abscondment (attracted dismissal)	4	Nil	4
Termination	Nil	Nil	Nil
Grand Total	419	165	584

7.3. **APPELLATE AND MONITORING**

A total of two thousand, five hundred and twenty-nine (2,529) cases involving Petitions, Appeals were treated and disposed off within the period under review. The details are as given in the table below:

S/N	CATEGORISATION	NO
1.	Appeal for review of rank/promotion (Inter-Service Transfer)	41
2.	Petition in respect of promotion (Seniority)	25
3.	Petitions on forged certificates	5
4.	Appeal for change of effective date of promotion/conversion	2,416
4.	Reduction in rank	12
7.	Cases of dismissal	14
8.	Cases of demotion	16
	Total	2,529

Below are sample cases that resulted in either dismissal or compulsory retirement as stated above:

- (i) Mr. Isaiah Osunde Tax Clerk, SGL. 04: he was alleged to have collected money from members of the public under the pretext of assisting them to procure tax clearance certificates. He was dismissed from the Delta State Civil Service.

- (ii) Mr. Onyeogali Okolie, Chief Welfare Asst. SGL. 07: he masterminded the sale of new born twin babies of Mr. & Mrs. Augustine Agbona at the cost of Two Hundred Thousand Naira (N200,000.00) each. Accordingly, he was dismissed from the Delta State Civil Service.

- (iii) Mr. Asiwe Emeka, Principal Executive Officer II, on SGL.10: he was alleged to have assisted a young man from the Eastern part of the country with some official documents to obtain diplomatic visa to travel to Brazil. The man was caught with substance suspected to be cocaine. Following due consideration by the relevant Senior Management Committee on the case, the Commission compulsorily retired Mr. Asiwe Emeka from the Delta State Civil Service.

7.4. VERIFICATION OF CERTIFICATES

One of the fall outs of the monitoring exercise embarked upon by the Commission was the verification of certificates of officers in the Accounting/ Auditor cadres as well as Tax Officers by a Committee constituted for that purpose by the Commission. The Committee has since submitted its Report which has been considered by the Commission and the recommendations are being implemented accordingly. Highlights include:

- (i) two (2) Officers on SGL 14, who ought not to have been promoted beyond SGL 12 (for not possessing the requisite professional qualification) were demoted and the sum received as salary due to their wrongful promotion recovered;

- (ii) A total of 57 officers (52 Tax Officers and 5 Accountants) who could not present/verify their certificates were given three months grace period after which such certificates were deemed to be fake. However, 35 Tax Officers and 1 Accountant were able to verify theirs before the deadline, leaving a total of 21 unverified. The grace period ended August 31st 2017 and the Commission has since communicated the appropriate authorities to take necessary action.
- (iv) A total of 425 officers were recommended for retirement (and subsequently retired) by the Verification Committee on Age, which happens to be chaired by the Chairman of the Civil Service Commission. Consequent upon the vacancy created by these exits, it is our candid opinion and appeal that, in order to ameliorate the adverse effects of these unexpected retirements and for political reasons, the Commission be given approval to recruit fresh staff. It will also be salutary if a voice from this competent Advisory Council could add pep to the official stand of the Commission on this.
- (v) The verification committee also reversed the actual dates of births/retirement dates of 2,526 serving officers.

7.5. PLANNING, RESEARCH AND STATISTICS

(a) PROVISION OF RACKS FOR THE REGISTRY

Towards enhancing order in the handling of files in the Registry, which hitherto had been stacked haphazardly on tables and on the floor, racks were constructed in the Registry for proper arrangement of files for easy and quicker location and retrieval.

Moreover, furniture, air conditioners and fans were also provided for the comfort of the registry personnel. Interestingly, it is gratifying to note that the Commission has received numerous letters from MDA's, requesting to understudy the Commission's new look registry.

(b) PLANNING/RESEARCH

(i) Annual Work Plan: The Commission introduced the preparation of an Annual Work Plan as a tool to point the way, focus and reposition the Planning Department as a hub of activities of the Commission making it more responsive.

The comprehensive Work Plan, details planned activities, proposed dates of activities, milestone achievements or accomplishments and timelines - in a

word: ***OPERATIONAL GUIDELINES*** of Commission's activities throughout the financial year.

(ii) CSC Staff Database: The Commission currently has an electronic staff database (which is available in soft and hard copies to Commission members and Directors). It captures the official details of staff including their passport photographs and signatures. It is updated as they progress along their career line and as officers are posted in/out of the Commission. The hard copies are verified and signed by the various departmental heads/directors and their claims countersigned by the Permanent Secretary and or the Chairman. This is to ensure that every head of department is accountable for his/her staff, thus helping to checkmate the incidence of ghost workers.

(iii) Monthly Staff Attendance Report: This is an offshoot of the staff database which will soon be implemented. It reports the regularity and punctuality of staff on a monthly basis by analyzing the number of times a staff came to work and the time he checked in as recorded by the attendance register of each department, which is monitored by the director. The specimen signature captured in the database stands as a check against the possibility of a staff signing for another. It is hoped that this will reduce, if not eradicate the incidence of absenteeism/late coming.

(IV) STATISTICS

This is the unit of the Planning, Research & Statistics Department that is in charge of statistics of all employees in the Civil Service. It collects and collates employees data, on a continuous basis, from all MDAs in the state and through its analysis, the Commission is able to give quality advice on Human Resources Management, Officers’ Career progression and capacity building of the State workforce. The activities of this unit cumulates into the publication of the Delta State Civil Service Commission Annual Report, which is distributed within and outside the state to showcase the laudable progress being made by the State in the area of Human Resource Management. As we speak, the 2016 Report is ready for publication.

This Commission innovatively introduced the installation of Information Boards at strategic locations where the Commission’s activities and present staff disposition can be seen at a glance even by our visitors. Shown hereunder is a glimpse of this innovation:

Table I: **YEAR 2015 STAFF DISTRIBUTION ACCORDING TO CLASSIFICATION**

TOTAL STAFF	TOTAL NO. OF	PRESENT STATUS				
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STRENGTH	MALE STAFF	FEMALE STAFF	JUNIOR STAFF	SENIOR STAFF	EXIT	AS AT DEC, 2015
11,317	6,359	4,958	3,043	8,274	279	11,038

Table II: **YEAR 2016 EMPLOYEES DISPOSITION ACCORDING TO CLASSIFICATION**

TOTAL STAFF STRENGTH	TOTAL NO. OF MALE STAFF	TOTAL NO. OF FEMALE STAFF	TOTAL NO. OF JUNIOR STAFF	TOTAL NO. OF SENIOR STAFF	TOTAL NO. OF EXIT AS AT DEC. 2016	PRESENT STATUS AS AT 31 ST DEC. 2016
11,038	6,153	4,885	3,009	8,029	291	10,747

Table III: **YEAR 2017 EMPLOYEES DISPOSITION ACCORDING TO CLASSIFICATION**

TOTAL NO. MDA	TOTAL NO. OF STAFF	TOTAL NO. OF MALE STAFF	TOTAL NO. OF FEMALE STAFF	TOTAL NO. OF JUNIOR STAFF	TOTAL NO. OF SENIOR STAFF	TOTAL NO. OF EXIT	PRESENT STATUS AS AT 13 TH Nov., 2017
59	10,747	5,941	4,806	2,961	7,786	118	10,629

(v) DOCUMENTATION

The present Commission has successfully gazetted appointments, promotions, disciplines, transfers, conversions, exits, advancements, secondments and confirmations as required by extant practice. For a better

understanding, we have presented this information on a yearly basis. The analysis is provided as follows:

RECORDS DOCUMENTATION FROM INCEPTION OF THE PRESENT COMMISSION.

Table IV: GAZETTE ANALYSIS

S/N	NATURE OF GAZETTE	YEAR ON YEAR			TOTAL
		30 TH SEPT-DEC. 2015	2016	AS AT 13 th NOV., 2017	
1	APPOINTMENT	-	-	Regularization	91
2	PROMOTION	738	2,897	3,280	6,915
3	CONFIRMATION	350	1,115	694	2,159
4	ADVANCEMENT	51	113	295	459
5	CONVERSION	2	42	50	94
6	SECONDMENT	3	46	16	65
7	EXIT	175	291	118	584

Actual Exit (Normal Process)	584
Exit through Verification	425
Total Exit	1,009
Reversed Date of Birth/Retirement Dates	2,526

8.0

CURRENT CHALLENGES

This presentation of the Commission' score card will not be complete without dwelling on the present day challenges of the Commission. These include but not limited to:

- (i) Late release of funds;
- (ii) Absence of operational vehicles/utility vehicles;
- (iii) Lack of Adequate and Relevant Manpower training and staff development; and
- (iv) Non- Functional Commission's Web Portal.

9.0

PERSPECTIVES

NEW THINKING, NEW POSSIBILITIES

- (i) Deployment of E-Archiving/Electronic Data Management System/Development of Database for effective and efficient management of employees' Career and quality service-delivery (for the whole State);
- (ii) Re-activation of the Commission's Web Portal to ensure that ICT is deployed for the administration and organization of human resources career (including e-Recruitment platform and selection process in future appointment, and recruitment exercise);
- (iii) Intensive training and retraining of the Commission's staff.
- (iv) Review of the Civil Service Commission Regulation of 1978 and mass production of same;

- (v) Engage in Peer Review Mechanism with other Commissions in the Federation with emphasis on synchronizing policy thrust to revamp the Civil Service; and
- (vi) The construction of the Permanent and befitting office complex for the Commission as it is obtainable in other States of the Federation.

10.0 CONCLUSION

The period covered by this report is no doubt dotted with hiccups and challenges that looked daunting.

However, with firmness and focus we have been able to weather the storms and we are marching on steadily to our commitment to make the Commission, and by implication, the entire Civil Service a better place than we met it God helping us. We hope to leverage on already articulated work plan, capacity-building and the new thinking we have brought into our processes and we are optimistic that in years to come the Commission will make an impactful improvement on our service delivery.

Finally, on behalf of the Commission and my colleagues, I would like to thank and appreciate the Advisory Council for the undiluted trust in our stewardship. My special appreciation also goes to our staff and management of the Commission for their untiring efforts, hardwork and loyalty. We remain

grateful to His Excellency, Dr. (Senator) Ifeanyi Arthur Okowa Governor of Delta State for giving us the opportunity to serve. We thank the Almighty God for preservation of lives and making today a reality.

Thank you all for listening, and God bless you

Dame Patience Nkem Kanke Okwuofu (JP)

Chairman

November, 2017