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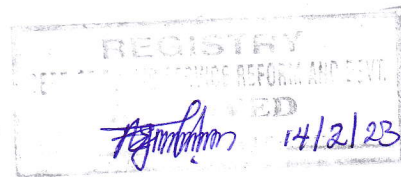
RT²/118/Vol.V/398

Office of Establishments and
Training,
Governor's Office,
Alagbaka,
Akure.

13th February, 2023

CIRCULAR LETTER TO:

The Chief of Staff to Mr. Governor,
The Deputy Chief of Staff (Deputy Governor),
The Secretary to the State Government,
The Head of Service,
State Commissioners,
Special Advisers,
Chairmen of Commissions/Boards/Agencies,
Senior Special Assistants to Mr. Governor,
Permanent Secretaries/Tutors-General/Surveyor General/Directors-General,
The Registrar (Judiciary),
The Clerk, Ondo State House of Assembly,
The State Auditor-General,
The Auditor-General for Local Government,
The Statistician-General,
General Managers/Heads of Non-Ministerial Departments,



RE: EMBARGO ON REQUEST FOR OVERSEAS STUDY LEAVE WITH PAY/WITHOUT PAY

As a follow up to our Circular Letter No. **RT²/118/Vol. V/397** dated **2nd February, 2023** on the above subject, I have been directed to inform you to render the requested returns accordingly on or before **Tuesday, 28th February, 2023**.

2. Please note that the returns are to be forwarded in both hard and soft copies using the proforma earlier provided. The **APPROVAL** for Study Leave With Pay/Without Pay granted such Officer(s) should also be attached with the returns.
3. Consequently, Accounting Officers are to note the content of the paragraph 5 of the circular letter under reference above for timeous rendition.
4. Thank you.

O. A. Mike Daodu (Mrs.),
for: Permanent Secretary.