

## ANNEX I

### STATE PERMANENT SECRETARIES

(1) Office of the Deputy Governor (Secretary to the State Government Staff)

1. Permanent Secretary, Local Government Department

(2) Office of the Secretary to the State Government

2. Permanent Secretary - Political Affairs

3. Permanent Secretary - Careers and Special Services

4. Clerk Designate/ „ - Sokoto State House of Assembly

(3) Office of the Head of Civil Service

5. Permanent Secretary - Admin. & General Services

6. Permanent Secretary - Establishment and Pension

7. Permanent Secretary - Civil Service Commission

(4) State Ministries

8.	Permanent Secretary	-	Ministry of Agriculture
9.	„ „	-	„ „ Education
10.	„ „	-	„ „ Finance
11.	„ „	-	„ „ Health
12.	„ „	-	„ „ Works
13.	„ „	-	„ „ Commerce
14.	„ „	-	„ „ Justice
15.	„ „	-	„ „ Information
16.	„ „	-	„ „ Water Res.
17.	„ „	-	„ „ Women Aff.
18.	„ „	-	„ „ Lands

## ANNEX II

### Office Parastatals/Agencies under the Office of Secretary to the State Government

1. Lands and Survey
2. Sokoto Environmental Protection Agency
3. Sokoto Central Market
4. Fire Service
5. Local Government Service Commission
6. Directorate of Information
7. Sokoto Urban, Regional and Planning Board
8. Government Printing Press
9. Sokoto State Emergency Relief Agency
10. Rural Development Agency

### ANNEX III

#### Function of the Office of the Secretary to the State Government

The duties of the Secretary to the State Government include:

- i. Serving as Secretary to the State Executive Council which is chaired by the State Governor;
- ii. Co-ordinating the activities of Ministries and Government Agencies, especially in the implementation of Government policies and decisions;
- iii. Dealing with Constitutional, political and economic matters as may be referred to in the Office of the Governor;
- iv. Administrative Tribunal and Commission of Enquiry;
- v. Co-ordinating State Security and Public Safety Matters;
- vi. Co-ordinating appointments to Statutory Bodies and Agencies;
- vii. Dealing with matters relating to condition of service of Political Office Holders in the Executive, Legislative and the Judiciary;
- viii. Processing matters of Prerogative of Mercy;
- ix. Petition and Appeals to the Governor from non public officers;
- x. Liaise with Permanent Secretaries/Head of Civil Service and Local Government Secretaries;
- xi. Residential accommodation for Political Office Holders;
- xii. Management of the following Departments;
  - a. Cabinet Secretariat
  - b. Political Affairs Office
  - c. Careers and Special Services
  - d. Ecological Relief Fund Office
  - e. Pilgrims Welfare Agency
  - f. Lands and Survey
  - g. Fire Brigade
  - h. Sokoto Central Market

## ANNEX IV

### Functions of the Office of the Head of Civil Service

The duties of the Head of Civil Service of the State:

- i. Providing leadership and direction to the Civil Service by maintaining high morale aspirit-de-corps and good image of the service;
- ii. Fostering professionalism among Civil Service;
- iii. Advising the Governor in consultation with the Chairman, State Civil Service Commission and the Secretary to the State Government on the appointment and deployment of Permanent Secretaries;
- iv. Promoting good relations between Commissioners and other Political Office Holders on the one hand and Permanent Secretaries and other Civil Servants on the other hand;
- v. Career Development of all Senior Management Staff (GL. 13 and above), including training schemes of such officers;
- vi. Establishment Matters of the Civil Service;
- vii. Providing management services to the Civil Service;
- viii. Personnel Records and Statistics of the Civil Service;
- ix. Civil Service Pension Schemes;
- x. Civil Service Training Institutions;
- xi. Staff Salaries, Wages and Allowances of the Civil Service;
- xii. Should be in attendance at the State Executive Council meetings;
- xiii. Co-ordinating industrial relation of the Civil Service and providing the secretariat for the public service negotiating labour union members;
- xiv. Liaising with National Council on Establishment;
- xv. Service Welfare Matters;
- xvi. Allocation of offices and super-quarters to civil servants;
- xvii. Providing staff for newly established and ad-hoc bodies;

xviii. Co-ordinating with Heads of the following offices:

- a. Civil Service Commission
- b. Local Government Service Commission
- c. Establishment and Pension Department

xix. Liaise with Permanent Secretaries and Administrative Heads of Departments and Parastatals.

## ANNEX V

### Parastatals and Committees under the Office of the Secretary to the State Government

- i) Sokoto Environmental Protection Agency
- ii) Sokoto Emergency Relief Agency
- iii) Pilgrims Welfare Agency
- iv) Code of Conduct Bureau
- v) National Economic Intelligence Committee
- vi) National Commission for Refugees

## ANNEX VII

### Parastatals under the Office of the Head of Civil Service

- i. College of Administration
- ii. Housing Loan Scheme
- iii. Local Government Service Commission
- iv. Civil Service Commission
- v. Local Government Pension Board

### NB.

With inception of the civilian administration, the State Implementation Committee noted the little adjustments in respect of ANNEX II, and III. The adjustments were confirmed as follows:

### ANNEX I

- i. Lands and Survey is now a Ministry not a Department supervising the operations of Sokoto Central Market and Sokoto Urban, Regional and Planning Board.
- ii. Directorate of Information is now a Ministry

- iii. The **Department of Special Duties and Religious Affairs** has been created with **Printing Press and Fire Brigade** as its Parastatals.
- iv. **Rural Development Agency** has been renamed as **Department for Rural Development**.

#### ANNEX VI

- i. The **College of Administration** has been merged with the **Sokoto State Polytechnic**.