KADUNA STATE PUBLIC SERVICE LAW, 2020

TABLE OF CONTENT

PART I PRELIMINARY

- 1. Short Title
- 2. Commencement
- 3. Interpretation

PART II VALUES, PRINCIPLES AND STANDARDS

- 4. Basic Values and principles of Public Service
- 5. Competent and Structured Public service
- 6. Administrative Reforms

PART III STRUCTURE AND ORGANIZATION

- 7. Organization of the Public Service
- 8. Composition and Structure of the Public Service
- 9. Staffing levels

PART IV ESTABLISHMENT OF COMMISSIONS AND BOARDS STATE CIVIL SERVICE COMMISSION

- 10. Establishment of the Civil Service Commission
- 11. Tenure of Members
- 12. Qualification
- 13. Functions of the Civil Service Commission
- 14. Permanent Commissioners
- 15. Tenure of Office
- 16. Termination of Appointment
- 17. Independence of the Commission
- 18. No Political bias or External Interference
- 19. Power to make rules
- 20. Conduct of Examinations
- 21. Request to Furnish Information
- 22. Appointment and Duties of the Secretary

- 23. Appointment of Staff
- Establishment of the Local Government Service Board
- 25. Composition
- 26. Appointment of Secretary
- 27. Powers and Functions of the Board
- 28. Tenure of Office
- 29. Responsibilities of the Board
- Transfer and Conversions
- 31. Request to Furnish Information

JUDICIAL SERVICE COMMISSION

- 32. Establishment of the Judicial Service Commission
- 33. Appointment of and Duties of the Secretary
- 34. Powers of the Commission
- Powers to make rules
- 36. Conduct of examinations
- 37. Request to furnish Information
- 38. Independence of the Commission
- 39. Tenure
- 40. Qualification for membership
- 41. Appointment, promotion and discipline

LEGISLATIVE SERVICE COMMISSION

- 42. Establishment of the Legislative Service Commission
- 43. Composition
- 44. Appointment of Secretary
- 45. Tenure of Office
- 46. Qualification
- 47. Appointment, Promotion and Discipline
- 48. Power to make rules
- 49. Conduct of Examinations
- 50. Request to furnish Information

STATE UNIVERSAL BASIC EDUCATION BOARD

- Functions
- 52. Power to make rules
- 53. Conduct of examination

STATE INDEPENDENT ELECTORAL COMMISSION

- 54. Power of the Commission in relation to its Staff
- 55. Commission to submit its Annual report on every Staff

Kaduna State Public Service Law, 2020

- 56. Examination for recruitment
- 57. Limitation on the power of the Commission

TEACHERS SERVICE BOARD

- 58. Establishment of the Teachers Service Board
- 59. Functions of the Board
- 60. Membership of the Board
- 61. Responsibilities of the Board

PART V GENERAL PROVISIONS

- 62. Remuneration
- 63. Resignation of Members
- 64. Declaration of Vacancy
- Proceedings of member
- 66. Power to co-opt
- 67. Disclosure of interest
- 68. Conflict of Interest
- 69. Power of the Governor to issue directives
- 70. Liability of Members
- 71. Power to regulate proceedings and quorum
- 72. Pension of Matters

FINANCIAL PROVISIONS

- 73. Fund of the Commission or Board
- 74. Estimates
- 75. Accounts
- 76. Annual Report and Audit
- 77. Auditing of Statement of Accounts

PART VI PUBLIC ADMINISTRATION AND MANAGEMENT

- 78. Commissioner
- 79. Responsibilities and Functions of the Commissioner
- 80. Auditor-General
- 81. Accountability of the Commissioner
- 82. Power to make Regulations
- 83. Delegation of Functions
- 84. Permanent Secretary
- 85. Political Appointee
- 86. Appointment of Permanent Secretary from the Public Service

Kaduna State Public Service Law, 2020

Page 3 of 43

- 87. Responsibilities and Functions of the Permanent Secretary
- 88. Responsibilities
- 89. Secretary to the State Government
- 90. Responsibilities of the Secretary to the State Government
- 91. Head of Civil Service
- 92. Responsibilities and Functions of the Head of the Civil Service
- 93. Capacity Building
- 94. Chief of Staff
- 95. Principal Private Secretary to the Governor
- 96. Special Adviser
- 97. Special Assistants and other Political Office Holders
- 98. Chief Executives of Parastatals and Agencies
- 99. Tenure of Chief Executive Officers

GENERAL PROVISIONS

- 100. Tenure of Political Appointees
- 101. Remuneration
- 102. Severance Payments
- 103. Declaration of Assets and Oath

PART VII

MONETIZATION, WELFARE, REMUNERATION AND PENSIONS

- 104. Entitlements of Public Servants
- 105. Entitlement to Official Vehicles
- 106. Remuneration of Public Servants and Career Public Servants
- 107. Severance and Pension Rights of Public Servant and Career Public Servant
- 108. Occupational and Hardship Allowances
- 109. Taxation of Income

PART VIII OFFENCES AND PENALTIES

- 110. Cheating at Promotion Examination
- 111. Makin false claims or declaration
- 112. Deliberate and misleading reports
- 113. Discriminatory practice in the workplace
- 114. Misuse, abuse and loss of Government Property
- 115. Sexual Harassment
- 116. Improper disclosure of information
- 117. Breach of Official Trust by a Public Servant
- 118. Abandonment of Duty by Public Servant
- 119. Intoxication, Drunkenness and Smoking
- 120. Public Officer Collecting Gratification

Kaduna State Public Service Law, 2020

- 121. Offence Where there is no Express Punishment
- 122. Jurisdiction

PART IX MISCELLANEOUS PROVISIONS

- 123. Direction of the Governor
- 124. Rules and Regulations
- 125. Saving
- 126. Repeal

KADUNA STATE **PUBLIC SERVICE LAW, 2020**



Kaduna State of Nigeria

(T March 2020)

Date of Commencement

Enactment

BE IT ENACTED by the Kaduna State House of Assembly as follows

PART I **PRELIMINARY**

1. This Law may be cited as the Kaduna State Public Service Law, 2020.

Short Title

This Law shall come into operation on the..........day commencement 2. of March 2020

3. In this Law, unless the context otherwise requires:

Interpretation

"Accounting Officer" means the officer responsible for the overall financial management of the organization, ensuring compliance with public service law, rules and regulations, procurement laws, preparation and audit of accounts and providing overall leadership of the organization;

"Agency" means a department of government or parastatal;

"Chief Administrative Officer" means a career administrative officer responsible for administrative, human management and record keeping functions of an organization;

"Chief Operating Officer" means second-highest ranking official administration of the organization and acts in absence of the Chief Executive Officer;

"Chief of Staff" means the public officer in section 208(1)(d) of the Constitution appointed to be the Head of personal staff of the Governor;

"Civil Servant" means a person employed in the public service of the State, whose appointment, promotion and discipline are exercised exclusively by any of the following: (a) Civil Service Commission, (b) Judicial Service Commission, (c) Legislative Service Commission, (d) State Independent Electoral Commission, (e) Local Government Service Board, and (f) the Teachers Service Board, and excludes political office holders, employees of all parastatals, and any appointees of the Governor, Local Government Chairmen, the Speaker of the House of Assembly and the Chief Judge and other heads of courts of the State;

"Civil Service" means the Civil Service of the State established by section 206 and defined in section 318 of the Constitution respectively include all the public servants in the State appointed by the Boards and Commissions established under this Law;

"Civil Service Commission" means the State Civil Service Commission established in accordance with section 197(1)(a) of the Constitution;

"Commissioner" means the public officer in section 192 of the Constitution nominated by the Governor, confirmed by the State House of Assembly and appointed by the Governor, to serve as the Chief Executive and Accounting Officer of a Ministry or any Department of the State Government;

"Constitution" means the Constitution of the Federal Republic of Nigeria 1999, as amended;

"Department" means a department in a Ministry, parastatal or an Extra-Ministerial Department of the State Government or Local Government;

"Gazette" means the official gazette of the Kaduna State Government;

Kaduna State Public Service Law, 2020

"Governor" means the Governor of Kaduna State;

"Head of the Civil Service" means the public officer in section 208(1)(b) of the Constitution, appointed by the Governor from amongst the Permanent Secretaries or officers of equivalent rank, to head the Civil Service of the State;

"Judicial Service Commission" means the State Judicial Service Commission established by section 197(1)(c) of the Constitution;

"Legislative Service Commission" means the body established by this law charged with the responsibility for the appointment, promotion and discipline of staff of the Kaduna State House of Assembly;

"Local Government Service Board" means the body established by law to exclusively appoint, promote and discipline the public servants of the Unified Local Government Service in the State;

"Ministry" means any Ministry in the State Government;

"Organization" means any ministry, department or agency of the State or Local Governments;

"Parastatal" means any regulatory, executive or commercial entity or agency of the State Government, other than a Ministry, and either established by executive order of the Governor, or by a law enacted by the State House of Assembly, or registered as a corporate entity under the Companies and Allied Matters Act, with specified responsibilities, functions, powers and Governing Board;

"Permanent Secretary" means the public officer in section 208(2)(c) of the Constitution, appointed by the Governor to serve as chief operating officer and deputy to the Commissioner of a Ministry, or as Secretary to any State Commission established by section 197 of the Constitution;

"Public Officer" means any person employed or engaged in any capacity in the public service of the State, and shall include all public servants and political appointees listed in section 208 of the Constitution;

"Public Servant" means a person employed in the public service of the State or Local Government in the executive, legislative or judicial branches of the government, and staff of parastatals; and excludes political appointees, elected officials, heads of courts and judges of superior courts of record and the duly authorized personal appointees of the officers excluded herein;

"Public Service of the State" means the service of the State in any capacity and assigned with the responsibility for any business of the government of the State and Local Governments as provided by section 318(1) of the Constitution, and includes service in (a) the State Legislature, (b) the State Judiciary (c) Commissions, Boards, Authorities, Corporations and Agencies established by the Constitution or any law of the State, (d) Local Governments of the State (e) Educational Institutions established or financed principally by the State Government, and (f) any Company or Enterprise established under any law of the State or of the Federal Republic of Nigeria in which the State Government and/or Local Governments own controlling shares or interest;

"Public Service Regulations or Rules" means the Public Service Rules 2005, any revisions thereto, and/or any regulations or orders issued by the Governor pursuant to this Law or any other enabling law published in the State Gazette.;

"Secretary to the State Government" means the public officer appointed by the Governor in accordance with section 208(a) of the Constitution;

"Sexual Harassment" includes (a) making a request or exerting pressure for sexual activity or favour; (b) making intentional or physical contact that is sexual in nature; (c) making gestures, noises, jokes or comments regarding another person's sexuality; and (d) sending of sexually suggestive texts, pictures or videos;

"Special Adviser" means the public officer appointed by the Governor in accordance with section 196 of the Constitution;

"Special Assistant" includes any public officer appointed by the Governor in accordance with section 208(1)(d), and shall include designations such as Senior Special Assistant and Technical Assistant to the Governor; and Assistants and other aides appointed with the approval of the Governor to assist the

Commissioners, Secretary to the State Government, Chief of Staff, Head of Civil Service, Special Advisers and Chief Executives of Parastatals and Agencies;

"State" means Kaduna State of Nigeria;

"State Independent Electoral Commission" means the State Independent Electoral Commission established in section 197(1)(b) of the Constitution;

"Unified Local Government Service" means the service of the Local Governments in any capacity and assigned with the responsibility for any business of the local governments of the State, and includes service in (a) Local Government Legislature, (b) Educational Institutions established or financed principally by any Local Government, and (c) Company or Enterprise in which the Local Government owns controlling shares or interest.

PART II VALUES, PRINCIPLES AND STANDARDS

4. The Public Service of the State shall:

Basic Values and principles of Public Service

- (a) provide services to the public impartially, fairly, equitably and without religious, ethnic or other bias;
- (b) be accountable to the public;
- promote and maintain a high standard of honesty, integrity and professional ethics;
- (d) promote efficient, effective and economic use of resources;
- foster transparency by providing the citizens with timely, accessible and accurate information;
- ensure sound human resource management and career development practices to maximize the employees' potentials; and
- (g) ensure equity in representation across demographic, gender, ethnic and religious groups to reflect the diversity of the State, with employment and personnel

Kaduna State Public Service Law, 2020

Page 10 of 43

management practices based on merit, ability, objectivity and fairness.

5. The State Government shall establish an affordable, competent, soundly-structured and well-remunerated Public Service to be administered with the goal of ensuring:

Competent and Structured Public Servant

- the attainment of Government objectives, aims and policies;
- (ii) the promotion of public interest through better execution of the policies, laws and programmes of the Government;
- (iii) the efficient and expeditious conduct of Government business;
- (iv) the reduction of public expenditure, encouragement of job creation, and promotion of economic activities fully consistent with efficiency in the operation of Government activities;
- increased efficiency in the implementation of Government policies and programs to the fullest extent practicable through the encouragement of specialization of personnel, training and capacity-building and other measures;
- (vi) openness, transparency, accountability and citizens' participation in the conduct of government business.
- 6. The State Government shall from time to time implement administrative reforms of the State Public Service to ensure a virile, dynamic and result-oriented public service in conformity with the objectives of this Law.

Administrative Reforms

PART III STRUCTURE AND ORGANIZATION

7. From the Commencement of this Law, the Public Service of the State shall be organized, structured and administered in accordance with the provisions of this Law and any regulations and rules issued pursuant thereto by the Governor and published in the State Gazette.

Organization of the Public Service

Kaduna State Public Service Law, 2020

Page 11 of 43

8. (1) The Public Service of the State shall consist of such Ministries, Departments, Agencies, Boards, Commissions and every public office established by the Constitution, the laws of the State or order published in the State Gazette.

Composition and Structure of the Public Service

- (2) The Governor may by order published in the State Gazette modify the composition and structure of the public service as may be considered expedient for efficient governance and the effective performance of the service from time to time.
- 9. The Governor shall, from time to time, on the advice of the Head of Civil Service and Planning and Budget Commission, determine affordable, effective and efficient staffing levels in any Ministry, Department, Agency or Parastatal in the State and by an order published in the State Gazette issue revisions or amendments thereto.

Staffing levels

PART IV ESTABLISHMENT OF COMMISSIONS AND BOARDS STATE CIVIL SERVICE COMMISSION

10. (1) There is hereby established for the State, a Civil Service Commission which shall be a body corporate with perpetual succession and a common seal with power to sue and be sued.

Establishment of the Civil Service Commission

- (2) The Commission shall consist of a Chairman and Permanent Commissioners who shall be appointed by the Governor subject to confirmation by the State House of Assembly.
- 11. A person appointed as a Permanent Commissioner of the Civil Service Commission shall remain a member thereof:

Tenure of Members

- in the case of an ex-officio member, while he holds the office by virtue of which he is a member;
- (b) in the case of a person who is a member by virtue of his having an office, for the duration of his office; and
- (c) in case of a person who is a member otherwise than as an ex-officio member or otherwise than by virtue of his

Kaduna State Public Service Law, 2020

Page 12 of 43

having held an office, for a period of five years from the date of his appointment.

12. No person shall be qualified for appointment as a Permanent Commissioner of the Civil Service Commission if:

Qualification

- (a) he is not qualified or he is disqualified for election as a member of the State House of Assembly; or
- (b) he has within the preceding ten years been removed as a member of any statutory body or as holder of any office on the ground of misconduct.
- 13. (1) The Civil Service Commission shall be responsible for the appointment and promotion of civil servants in the State, to the exclusion of any person or authority, to occupy such number of offices, posts and grade levels in the Civil Service as may be approved by the Governor from time to time, and exercise disciplinary control over all persons holding such offices, posts and grade levels.

Functions of the Civil Service Commission

PROVIDED that the Commission (a) may, with the approval of the Governor and subject to such conditions as it may deem fit, delegate any of the powers conferred upon it by the Constitution and this Law to any of its members or to any officer in the civil service of the State, and (b) shall not exercise its powers of appointment, promotion or discipline in respect of such offices of heads of divisions of Ministries, Departments and Agencies of the State Government as may from time to time be designated by an order made by the Governor in the State Gazette except after consultation with the Head of Civil Service.

- (2) Transfers in the civil service from one scheduled employment to another, conversions from one cadre to another and requests for secondment of staff may be approved by the Civil Service Commission only on the recommendation of the Head of Service, on the prior approval of the governor.
- 14. The Governor Shall Appoint Not More Than Four Permanent Commissioners As Stipulated By Section 197 (2) Of The Constitution, Who Will Be Responsible For Overseeing The

Permanent Commissioners

Mandate Of The Commission With Respect To The Relevant Ministries, Departments and Agencies.

The Permanent Commissioners shall hold office for a term of 15. five years and may be eligible for re-appointment for another term of Five (5) year period only.

Tenure of Office

16. The Governor may terminate the appointment of the Chairman or any Permanent Commissioner, only when supported by twothirds majority of the State House of Assembly acting on an address praying that he be so removed for inability to discharge the functions of his office or for misconduct.

Termination of Appointment

In exercising its power to make appointments or to exercise 17. disciplinary control over public servants, the Commission shall not be subject to the direction and control of any other authority or person.

Independence of the Commission

18. The Commission, its members and every other staff or employee shall function without political or other bias or external interference.

No Political bias or External Interference

Powers of the Commission

19. For the purposes of ensuring accountability in the discharge of responsibilities of Ministries, Departments and Agencies, the Commission may make rules providing for the submission by each Ministry, Department or Agency of an annual report to the Commission on every civil servant.

Power to make rules

20. The Civil Service Commission shall conduct or ensure the Conduct of Examinations (1)conduct of open competitive examinations for recruitment into the State Civil Service and the promotion of all civil servants.

- (2)The Governor shall, on the advice of the Head of the Civil Service ensure that Ministries set the examination questions and the Civil Service Commission reviews, moderates the questions, enables the testing of the candidates and preservation of records of same.
- 21. The Commission or any authorized officer may, by notice in writing request any person or authority to furnish it or cause to be furnished information on such matters as may be specified in the notice and the person so required to furnish information

Request to Furnish Information

Kaduna State Public Service Law, 2020

Page 14 of 43

shall comply with the notice within 30 days of the request by the Commission.

Secretary and Staff of the Commission

22. (1)There shall be a Secretary for the Commission to be appointed by the Governor who shall be the Chief Administrative Officer of the Commission, not below the rank of Permanent Secretary or its equivalent.

Appointment and Duties of the Secretary

- The Secretary shall be responsible for: (2)
 - (a) the administration of the Commission, implementation of policies and human resource management of the staff of the Commission;
 - (b) keeping the books and records of proceedings of the Commission and all its Committees; and
 - (c) perform such other functions or duties as the Chairman or Commission may assign.
- 23. The Commission shall, subject to the approval of the Governor, appoint such number of its staff and other employees required for the performance of its functions under this Law.

Appointment of Staff

LOCAL GOVERNMENT SERVICE BOARD

24. There is hereby established for the State, a Local Government Establishment of the Local Service Board which shall be a body corporate with perpetual succession and a common seal with power to sue and be sued.

Government Service Board

25. (1)The Board shall consist of: Composition

- (a) a Chairman;
- (b) three (3) Permanent Members, representing three senatorial districts in the State at least one of whom shall be a woman;
- (c) Ex-Officio members:
 - (i) Permanent Secretary responsible for Local Government matters;

Kaduna State Public Service Law, 2020

Page 15 of 43

- (ii) Permanent Secretary responsible for establishment matters;
- (iii) Solicitor-General and Permanent Secretary, Ministry of Justice;
- (iv) Executive Chairman, State Universal Basic Education Board (SUBEB); and
- (v) Executive Secretary, State Primary Healthcare Development Agency (SPHCDA).
- (2) The appointment of Chairman and the permanent members shall be made by the Governor on the recommendation of the Commissioner responsible for Local Government matters.
- 26. The Governor shall appoint a Secretary for the Board who shall be a Permanent Secretary or equivalent grade, and shall be responsible for:

Appointment of Secretary

- the administration of the Board, implementation of its policies and human resource management of the staff of the Board;
- (b) keeping the books and records of proceedings of the Board and all its Committees; and
- (c) performing such other functions as may be assigned to him from time to time by the Board.
- 27. (1) The powers and functions of the Board shall include the following:

Powers and Functions of the Board

- (a) to determine the qualifications required for appointment of Local Government staff;
- to determine the method of appointment (including probation and confirmation) and the form of any agreement to be entered into between a Local Government and its employee(s);
- to determine, and obtain periodic returns and information from all Local Governments and its employees;

- to ensure that the terms and Conditions of Service (d) (including salaries, allowances, the grant of advances, annual or maternity leave, medical treatment) are consistent with those obtainable for employees in the service of the State Government;
- (e) to determine the procedure and requirement for promotion, the maintenance of discipline (including dismissal, termination and retirement of staff) and the transfer of staff between Local Governments in the State;
- (f) to employ, promote and discipline the employees of the Unified Local Government Service and other parastatals that may be designated by the Governor in an Order published in the State Gazette: and
- to co-ordinate the training and transfer of (q) employees between Local Governments in the State.
- In exercise of its functions under this section the Board (2)shall have power to make such rules and regulations as may be necessary.
- (3)For the purposes of ensuring accountability issue guidelines providing for the submission by each Local Government an annual report to the Board on every employee.
- 28. A person appointed as a member of the Board shall hold office Tenure of Office for a term of four (4) years and may be re-appointed for another term of four years only.

29. (1)The Board shall to the exclusion of any other person or Responsibilities of the Board subject establishment to levels organizational structures approved by the Governor for each Local Government or parastatal, and published in the State Gazette be responsible for the appointment, promotion and discipline of staff of the Unified Local Government Service and designated parastatals in the State.

PROVIDED that the Board shall not exercise its powers of appointment, promotion or discipline in respect of heads of divisions and above, or such other levels as may be designated by an order made by the Governor in the State Gazette except after consultation with the Head of Civil Service.

- The exercise of disciplinary control by the Board over (2)staff of the Local Government shall be regulated by the Commissioner responsible for Local Government matters in the State, on the advice of the Head of the Civil Service.
- The Board shall on the advice of the Head of the Civil (3)Service, conduct or ensure the conduct of open competitive examination for recruitment into the Unified Local Government Service and the promotion of Local Government staff.
- 30. Transfer of staff of the Board from one scheduled employment Transfer and Conversions to another and conversions from one cadre to another may be approved by the Local Government Service Board only on the recommendation of the Head of Service, with prior approval of the Governor.

31. For the purpose of carrying out its functions under this Law, the Board or any authorized officer may, by notice in writing request any person or Local Government Authority to furnish it or cause to be furnished information on such matters as may be specified in the notice and the person so required to furnish information shall comply with the notice within 30 days of the request by the Board.

Request to Furnish

JUDICIAL SERVICE COMMISSION

32. (1)There is hereby established for the State, a Judicial Service Commission which shall consist of the following members:

Establishment Judicial Service Commission

- (a) the Chief Judge who shall be the Chairman;
- (b) the Attorney-General of the State;
- (c) the Grand Khadi of the Sharia Court of Appeal;

- (d) the President of the Customary Court of Appeal;
- (e) two persons who are legal practitioners and who have been qualified to practice for not less than Ten (10) years; and
- (f) two persons not being legal practitioners, who in the opinion of the Governor are of unquestionable integrity.
- (2) The persons referred to in paragraphs (e) and (f) shall be appointed by the Governor subject to confirmation by the State House of Assembly.

Secretary of the Commission

33. (1) There shall be a Secretary for the Commission to be appointed by the Governor who shall be the Chief Administrative Officer of the Commission, not below the rank of Permanent Secretary or its equivalent.

Appointment and Duties of the Secretary

- (2) The Secretary shall be responsible for:
 - the administration, implementation of policies and human resource management of staff of the Commission;
 - (b) keeping the books and records of proceedings of the Commission and all its Committees; and
 - (c) perform such other functions or duties as the Chairman or Commission may assign.
- 34. The Commission shall have power to:

Powers of the Commission

(a) advise the National Judicial Council in matters of appointment of persons as Chief Judge; Grand Khadi of the Sharia Court of Appeal; President of the Customary Court of Appeal of the State; Judges of the High Court of the State; Kadis of the Sharia Court of Appeal of the State; and Judges of the Customary Court of Appeal of the State;

- (b) recommend to the National Judicial Council the removal from office of the judicial officers specified in paragraph (a) of this section; and
- (c) appoint, promote, dismiss and exercise disciplinary control over the Chief Registrar of the High Court of the State, the Chief Registrar of the Sharia Court of Appeal of the State, the Chief Registrar of the Customary Court of Appeal of the State, Magistrates, Judges, members of Sharia and Customary Courts and all staff of the Judiciary and to also determine their terms and conditions.
- 35. For the purposes of ensuring accountability in the discharge of responsibilities of the Judiciary, the Commission may make rules providing for the submission by each Court, an annual report to the Commission on every officer employed by the Commission.

Powers to make rules

36. (1) The Judicial Service Commission shall conduct or ensure the conduct of open competitive examinations for recruitment into the State Judiciary and the promotion of all staff.

Conduct of examinations

- (2) The Governor shall, on the advice of the Head of the Civil Service ensure that the Courts set the examination questions and the Judicial Service Commission reviews, moderates the questions, and enables the testing of the candidates and preservation of records of same.
- 37. The Commission or any authorized officer may, by notice in writing request any person or authority to furnish it or cause to be furnished information on such matters as may be specified in the notice and the person so required to furnish information shall comply with the notice within 30 days of the request by the Commission.

Request to furnish Information

38. In exercising its power to make appointments or to exercise disciplinary control over judiciary staff in the State, the Commission shall not be subject to the direction and control of any other authority or person.

Independence of the Commission

39. A person appointed as a member of the Judicial Service Tenure Commission shall remain a member thereof:

- (a) in the case of an ex-officio member, while he holds the office by virtue of which he is a member;
- (b) in the case of a person of a person who is a member by virtue of his having an office, for the duration of his office; and
- (c) in case of a person who is a member otherwise than as an ex-officio member or otherwise than by virtue of his having held an office, for a period of five years from the date of his appointment.
- 40. No person shall be qualified for appointment as a member of the Judicial Service Commission if he:

Qualification for membership

- (a) is not qualified or he is disqualified for election as a member of the State House of Assembly; or
- (b) has within the preceding ten years been removed as a member of any statutory body or as holder of any office in the ground of misconduct.
- 41. The Judicial Service Commission shall be responsible for the appointment and promotion of staff of the State judiciary, to the exclusion of any person or authority, to occupy such number of offices, posts and grade levels in the State Judicial Service as may be approved by the Governor, from time to time, and exercise disciplinary control over all persons holding such offices, posts and grade levels.

Appointment, promotion and discipline

Provided that the Commission shall not exercise its powers of appointment, promotion or discipline in respect of heads of divisions and above, or such other levels as may be designated by an order made by the Governor in the State Gazette except after consultation with the Head of Civil Service.

LEGISLATIVE SERVICE COMMISSION

42. (1) There is hereby established for the State, the Legislative Service Commission.

Establishment of the Legislative Service Commission

(2) The Commission shall be body corporate with perpetual succession and can sue and be sued in its corporate name.

43. (1) The Commission shall comprise of a Chairman and three Composition members one from each senatorial district of the State at least one of whom shall be a woman.

(2) The Chairman and members shall be appointed by the Governor subject to confirmation by the State House of Assembly.

Secretary to the Commission

- 44. (1) There shall be a Secretary for the Commission to be appointed by the Governor who shall be the Chief Administrative Officer of the Commission, not below the rank of Permanent Secretary or its equivalent.
 - (2) The Secretary shall be responsible for:
 - the administration, implementation of policies and human resource management of the staff of the Commission;
 - (b) keeping the books and records of proceedings of the Commission and all its Committees; and
 - (c) perform such other functions or duties as the Chairman or Commission may assign.
- 45. A person appointed as a member of the Legislative Service Commission shall remain a member thereof:

Tenure of Office

- (a) in the case of an ex-officio member, while he holds the office by virtue of which he is a member;
- (b) in the case of a person who is a member by virtue of his having an office, for the duration of his office; and
- (c) in case of a person who is a member otherwise than as an ex-officio member or otherwise than by virtue of his having held an office, for a period of five years from the date of his appointment.
- 46. No person shall be qualified for appointment as a member of qualification the Legislative Service Commission if he:

- is not qualified or he is disqualified for election as a member of the State House of Assembly; or
- (b) has within the preceding ten years been removed as a member of any statutory body or as holder of any office on the ground of misconduct.
- 47. The Legislative Service Commission shall be responsible for the appointment and promotion of staff of the State Legislature, to the exclusion of any person or authority, to occupy such number of offices, posts and grade levels in the Commission as may be approved by the Governor from time to time, and exercise disciplinary control over all persons holding such offices, posts and grade levels.

Appointment, Promotion and Discipline

Provided that the Commission shall not exercise its powers of appointment, promotion or discipline in respect of heads of division and above, or such other levels as may be designated by an order made by the Governor in the State Gazette except after consultation with the Head of Civil Service.

Powers of the Commission

48. For the purposes of ensuring accountability in the discharge of responsibilities of the Legislature, the Commission may make rules providing for the submission by the Legislature, of an annual report to the Commission on every civil servant.

Power to make rules

49. (1) The Legislative Service Commission shall conduct or ensure the conduct of open competitive examinations for recruitment into the State Civil Service and the promotion of all civil servants.

Conduct of Examinations

- (2) The Governor shall, on the advice of the Head of the Civil Service ensure that the Legislature set the examination questions and the Legislative Service Commission reviews, moderates the questions, and enables the testing of the candidates and the preservation of records of same.
- (3) Transfer of staff of the Commission from one scheduled employment to another and conversions from one cadre to another may be approved by the Legislative Service Commission only on the recommendation of the Head of the Civil Service with the prior approval of the Governor.

50. The Commission or any authorized officer may, by notice in writing request any person or authority to furnish it or cause to be furnished information on such matters as may be specified in the notice and the person so required to furnish information shall comply with the notice within 30 days of the request by the Commission.

Request to furnish Information

STATE UNIVERSAL BASIC EDUCATION BOARD

51. Notwithstanding the provisions of the Law establishing the State Universal Basic Education Board, the provisions of this Law shall apply to its functions hereto;

Functions of the Board

- the appointment, promotion and discipline of staff of the Board;
- teaching and non-teaching staff in primary schools to the exclusion of any other person or authority;
- (c) posting and deployment of staff including intra and inter-State transfer;
- retirement and re-absorption of teaching and nonteaching staff of primary schools in the State;
- responsibility for the approval, training and retraining of teaching and non-teaching staff of primary schools in the State;
- (f) Assessment and funding of salaries and allowances of teaching and non-teaching staff in primary schools based on the scheme of service drawn up by the State Government; and
- (g) Transfers of staff of the board from one scheduled employment to another and conversions from one cadre to another may be approved by the Board only on the recommendation of the Head of the Civil Service, and prior approval of the Governor.
- 52. For the purposes of ensuring accountability in the discharge of its responsibilities, the Board may make rules providing for the submission to the Board, of an annual report on every public servant employed by the Board.

Power to make rules

53. (1) The Board shall conduct or ensure the conduct of open competitive examinations for recruitment of staff and the

(2) The Board shall, on the advice of the Head of the Civil Service ensure that the Ministry responsible for education sets the examination questions and the Board reviews, moderates the questions, and enables the testing of the candidates and the preservation of records of same.

STATE INDEPENDENT ELECTORAL COMMISSION

promotion of all civil servants.

54. Notwithstanding the provisions of the Law establishing the State Independent Electoral Commission, the provisions of this Law shall apply to the powers of the Commission to appoint, promote or discipline its staff

Power of the Commission in relation to its Staff

55. For the purposes of ensuring accountability in the discharge of its responsibilities, the Commission may make rules providing for the submission, of an annual report on every officer in the service of the Commission.

Commission to submit its Annual report on every Staff

56. (1) The Commission shall conduct or ensure the conduct of open competitive examinations for recruitment of staff and the promotion of all civil servants.

Examination for recruitment

- (2) The Governor shall, on the advice of the Head of the Civil Service ensure that the Commission sets examination questions and the Service Commission reviews, moderates the questions, and enables the testing of the candidates and the preservation of records of same.
- 57. (1) The State Independent Electoral Commission shall be responsible for appointment, promotion and discipline of staff of the Commission, to the exclusion of any person or authority, to occupy such number of offices, posts and grade levels in the Commission as may be approved by the Governor, from time to time.

Limitation on the power of the Commission

PROVIDED that the Commission shall not exercise its powers of appointment, promotion or discipline in respect of heads of divisions and above, or such other levels as may be designated by an order made by the Governor in

the State Gazette except after consultation with the Head of Civil Service.

(2)Transfers of the staff of the commission from one scheduled employment to another and conversions from one cadre to another may be approved by the Civil Service Commission only on the recommendation of the Head of the Civil Service, and prior approval of the Governor.

TEACHERS SERVICE BOARD

58. (1)There is hereby established for the State the Teachers Establishment Service Board.

Teachers Service Board

- (2)The Board shall be a body corporate with perpetual succession and may sue and sued in its corporate name.
- 59. The functions of the Board shall be as follows:

Functions of the Board

- (a) recruitment and employment of Secondary School teachers;
- (b) registration and certification of Secondary School teachers;
- (c) promotion of Secondary School teachers;
- (d) discipline of Secondary School Teachers subject to approval of the Commissioner responsible for education matters; and
- (e) any other function that may be assigned to the Board by the Commissioner for Education.
- 60. (1)The Board shall consist of the following members:

Membership of the Board

- (a) a full-time Chairman who shall be the chief executive and accounting officer;
- (b) three full-time members with responsibilities for aspects of the mandate of the Board, at least one of whom shall be a woman;

- The Chairman and members shall be appointed by the (2) Governor on the recommendation of the Commissioner responsible for Education matters in the State.
- (3)A person appointed as a member of the Board shall hold office for term of four (4) years and may be re-appointed for another term of four years only.
- (4)The Secretary shall be responsible for:
 - (a) the administration, implementation of policies and human resource management of the Board;
 - keeping the books and records of proceedings of (b) the Board and all its Committees; and
 - (c) perform such other functions or duties as the Chairman of the Board may assign.
- 61. (1)The Board shall be responsible for the appointment, Responsibilities promotion and discipline of teachers of public secondary schools in the State to the exclusion of any person or authority, subject to regulation by the Commissioner responsible for education matters.

(2)Transfers of the staff of the board from one scheduled employment to another and conversions from one cadre to another may be approved by the Civil Service Commission only on the recommendation of the Head of the Civil Service and prior approval of the Governor.

PART V **GENERAL PROVISIONS**

62. The members of the Commissions and Boards established by this Law or any other law may be paid such remuneration as may be approved from time to time by the Governor not however exceeding the amount prescribed by the Revenue Mobilization, Allocation and Fiscal Commission.

Remuneration

63. A member of any Commission or Board established by this Law or any other law may, at any time resign his appointment by sending a notice of resignation in writing to the Governor, and

Resignation of members

upon receipt of the letter of resignation, the appointment of the member shall cease.

The office of a member of any Commission or Board established 64. by this Law shall be declared vacant if he is:

Declaration of Vacancy

- convicted of an offence which disqualifies him from being (a) a member;
- (b) incapacitated by physical or mental illness or death;
- (c) found to have conflicting interest which is prejudicial to the objectives of the Commission or Board;
- (d) absent from three consecutive meetings of the Board without permission of the Chairman; and
- found guilty of gross misconduct. (e)
- 65. (1)The Commissions or Boards established by this Law or Proceedings of member any other law shall hold such number of meetings, at least once in every quarter of the year and submit reports of any such meeting to the Governor.

- At every meeting of the Commission or Board, where the (2) Chairman is absent, the members present shall appoint one of them to preside over the meeting.
- Where the Commission or Board, or any of their Committees 66. desires to obtain the advice of any person on any matter, it may co-opt such a person to be a member for those meetings as may be required.

Power to co-opt

67. If at any stage during proceedings at any meeting of the Commission or Board it appears that a member has or may have a financial, personal or other pecuniary interest which may lead to conflict of interest in the performance of his functions, such a member shall forthwith disclose the nature of interest, and excuse himself from that meeting to enable the remaining members to decide whether the member should be precluded from participating in the meeting by reason of that interest.

Disclosure of Interest

68. If a member fails to disclose any conflict of interest as required and is present at a meeting of the Commission or Board or in any manner participates in the proceedings, such proceedings

Conflict of interest

in relation to the relevant matter shall, as soon as such nondisclosure is discovered, be reviewed and be varied or set aside by the Commission or Board without the participation of the member concerned.

69. The Governor shall have power to issue directives of a general or specific nature to the Commissions or Boards with a view to ensuring a more effective performance of its functions.

Power of the Governor to issue directives

70. No member, staff or employee of the Commissions or Boards shall be liable in respect of anything done in the course of the lawful execution of their duties and functions under this law.

Liability of members

71. The Commissions or Boards shall have the power to regulate their own proceedings and the quorum for meetings of the Commission and Boards shall be a simple majority of members present.

Power to regulate proceedings and quorum

72. Service in the Commissions and Boards established by this Law or any other law shall be approved service for the purpose of payment of pension and other benefits to the staff of the Commissions and Boards in accordance with the Pension Law in force in the State. However, nothing in this Law shall prevent the appointment of a person to an office on terms which preclude the payment of pension in respect of that office.

Pension matters

FINANCIAL PROVISIONS

73. (1) The Commissions and Boards shall establish and maintain a fund from which there shall be defrayed all expenditure incurred by them.

Fund of the Commission or Board

- (2) There shall be paid and credited into the fund:
 - (a) such sums as may be appropriated to the Commissions and Boards by an Appropriation Law of the State;
 - (b) all such monies paid to the Commissions and Boards by way of grants, donations, gifts, subsidies, charges, fees, interest;
 - monies raised by way of loans under the power to borrow vested in the Commissions and Boards under this Law;

Kaduna State Public Service Law, 2020

Page 29 of 43

- (d) all monies which may vest in the Commissions and Boards under any enactment; and
- (e) all other sums which may in any manner become payable to the Commissions and Boards in respect of any matter incidental to their powers or functions under Law.
- 74. The Commissions and Boards shall prepare and submit to the Governor not later than the 30th day of June of each year, an estimate of their income and expenditure for the next succeeding year.

Estimates

75. (1) The Commissions and Boards shall cause to be kept proper books of accounts and other records in respect of their functions.

Accounts

- (2) The Commissions and Boards shall prepare in respect of each financial year statement of accounts in such form as the Governor may approve.
- (3) The said annual statement of accounts shall be fair and accurate statement of the financial position and of the result of their operations for the financial year to which it relates.
- 76. The Commissions and Boards established under this Law shall:

Annual Report and Audit

- submit an annual report of activities and operations carried out during the preceding year to the Governor, in a manner or form prescribed by the Secretary to the State Government;
- (2) cause the annual statement of accounts to be audited not later than six months after the end of each financial year, by the Auditor-General of the State, or by any other person approved by him; and
- (3) the annual statement of accounts referred to in subsection (2) above shall be in a manner or form prescribed by the Commissioner responsible for Finance.
- 77. As soon as the annual statement of accounts has been audited the Commissions and Boards shall forward to the Governor a

Auditing of Statement of Accounts

Kaduna State Public Service Law, 2020

Page 30 of 43

copy of the statement of accounts together with a copy of the report made by the Auditors.

PART VI PUBLIC ADMINISTRATION AND MANAGEMENT

78. Appointment and Powers of the Commissioner

Commissioner

- (1) The Governor shall appoint a Commissioner for each Ministry or Extra-Ministerial Department of the State Government subject to confirmation of the State House of Assembly.
- (2) The Commissioner shall be a person of sound educational qualifications, administrative and management experience from the public or private sector in accordance with the provisions of section 192 of the Constitution.
- (3) The Commissioner shall be the Chief Executive and Accounting Officer of the Ministry and be responsible for the general and overall direction, supervision and execution of the policies, activities and programmes of the Ministry.
- (4) The Governor shall by Order in the State Gazette, determine the number, names or designations of the Ministries and Extra-Ministerial Departments in the State Government and delegate to each of them a ministerial mandate that states its functions and responsibilities.
- 79. The Commissioner shall discharge the functions set out in Section 193 of the Constitution including:

Responsibilities and Functions of the Commissioner

- formulate and implement policies of the government to the extent required within the purview of the ministerial mandate issued by the Governor;
- (2) explain and defend every government decision in the spirit of collective responsibility of the cabinet;
- (3) observe and comply fully with the checks and balances in the existing guidelines and Financial Regulations which govern receipts and disbursements of public funds and

Kaduna State Public Service Law, 2020

Page 31 of 43

other assets entrusted to his care and shall be liable for any breach thereof; and

- (4) submit to periodic checks in compliance with the Kaduna State Public Finance (Control and Management) Law, 2015, Kaduna State Fiscal Responsibility Law 2015, Audit Law 2018 and other enabling laws to ensure full adherence to the following:
 - ensure that all instructions relating to expenditure of public funds and procurement of goods and services shall be in writing;
 - (b) ensure full compliance with the provisions of the Kaduna State Public Procurement Law, 2016;
 - accounting to the Public Accounts Committee of the State House of Assembly for all monies voted for each Department and Parastatal under his Ministry;
 - (d) render an Annual Report of the activities and achievements of the Ministry or Department to the Governor before 30th June every year to ensure accountability and enshrine performance ethics;
 - (e) ensure that Parastatals and Agencies under his Ministry or Department comply fully with the provisions of their enabling laws regarding annual reports and accounts, financial provisions, operating procedures and timely budgeting, etc.
- 80. The Auditor-General of the State has the power to sanction any officer and alert the Governor of any audit alarms of significant importance and any serious prepayment audit query for which the Commissioner is liable or responsible.

Auditor-General

81. The accountability of the Commissioner shall not cease on his leaving office and he may be called at any time, after leaving office to account for his tenure as Commissioner.

Accountability of the Commissioner

82. The Commissioner shall have the power to make regulations for the administration of his Ministry, including the conduct of its employees, the distribution and performance of its business,

Power to make Regulations and the custody, use and preservation of its records and property.

83. (1) The Commissioner may delegate his administrative and financial management functions to the Permanent Secretary who shall be fully involved in key decision-making processes.

Delegation of Functions

- (2) There shall be further delegation of powers and functions down the line in each Ministry to Heads of Departments and Units.
- (3) Provided always that the Permanent Secretary shall be in attendance in any meeting between the Commissioner and any Head of agency under the supervision of the Ministry and Extra-Ministerial Department.

Appointment, Tenure and Remuneration of the Permanent Secretary

84. The Governor shall appoint a Permanent Secretary for each Ministry or Extra-Ministerial Department in the State from the public or private sector, who shall have sound educational qualification and administrative experience as provided by section 208 of the Constitution.

Permanent Secretary

- 85. The Permanent Secretary is a political appointee whose appointment is not subject to limitations of:
- Political Appointee

- (a) administrative tenure;
- (b) retirement age of 60 years; and/or
- (c) length of service of 35 years;

that are applicable to career public servants, the apex rank of which is Director or equivalent.

86. Where a person has been appointed a Permanent Secretary from the Public Service of the State, he shall:

Appointment of Permanent Secretary from the Public Service

(a) have the right to decline the appointment and remain in his current career position;

- accept but be entitled to return to the public service (b) when he or the Governor ceases to hold office; and
- accept and resign his public service position and may be (c) immediately eligible to access any earned pension rights under the law.
- 87. The Permanent Secretary shall:

Responsibilities and Functions of the Permanent

- (a) be the principal adviser to the Commissioner;
- be the Chief Operating Officer of the Ministry; (b)
- (c) act in the absence of the Commissioner; and
- be an alternate member of the State Executive Council. (d)
- 88. The Permanent Secretary shall be responsible for:

Responsibilities

- (a) contributing policy submissions and recommendations to the Commissioner;
- (b) the general administration of the Ministry and ensuring that the Ministry executes its mandate;
- ensuring compliance with performance and efficiency (c) targets set for every department in the Ministry;
- (d) annual performance evaluations of directors and other staff of the Ministry;
- (e) carrying out any other functions as the Commissioner may direct.

Secretary to the State Government

89. The Governor shall appoint a Secretary to the State Government in accordance with the provisions of Section 208 of the Constitution.

Secretary to the State Government

Responsibilities of the Secretary to the State Government

90. The Secretary to the State Government shall be responsible for Responsibilities of the ensuring the effective coordination and monitoring of the Government

Secretary to the State

implementation of government policies and programmes in the hierarchy of the State Government.

Head of the Civil Service

The Governor shall appoint a Head of the Civil Service from Head of the Civil Service 91. amongst the ranks of Permanent Secretaries or officers of equivalent rank in the Federal or State Civil Service in accordance with the provisions of Section 208 of the Constitution.

Responsibilities and Functions of the **Head of the Civil Service**

92. The Head of the Civil Service is responsible for: Responsibilities and Functions of the Head of the Civil Service

- (1)Leadership and direction of the Civil Service and maintaining good image of the Public Service;
- Fostering professionalism among public servants; (2)
- (3) Advising the Governor on the appointment, posting and deployment of Permanent Secretaries;
- Liaison with Head of the Civil Service of the Federation (4)and States' Heads of the Civil Service;
- quidelines all Parastatals, Boards, (5) Issuing to Commissions, Agencies and Unified Local Government Service to produce respective Staff Lists, updated every quarter throughout the year;
- (6) Issuing uniform and general guidelines for Boards, Commissions, public bodies and other agencies for the standardized and consistent employment, promotion and discipline of all public servants in the State; and
- (7)Any other duties as may be assigned by the Governor.
- 93. For the purposes of improving the efficiency and effectiveness Capacity building in the operations of the public service and raising the standards of performance by employees of their official duties to the maximum level of proficiency the Head of the Civil Service shall:

- (1) establish, operate and maintain programmes or plans for the capacity building and training of employees in or under the public service, in and through Government facilities, private and public institutions including training institutions in Nigeria and abroad in accordance with the Human Resource Development policy of the State.
- (2) ensure each programme or plan conforms with the principles, standards and related requirements and objectives of this Law.

Chief of Staff to the Governor

94. The Governor shall appoint a Chief of Staff to the Governor who shall be responsible for ensuring the effective coordination of all offices and staff of the Governor's office for effective performance of their duties.

Chief of Staff

Principal Private Secretary to the Governor

95. (1) The Governor shall appoint a Principal Private Secretary who shall be responsible for the smooth administration, scheduling and operations of the Government House.

Principal Private Secretary to the Governor

(2) The Principal Private Secretary shall be the equivalent of the rank of a Permanent Secretary, and is the Accounting Officer of the Government House.

Special Advisers

96. (1) The Governor may appoint any number of persons as Special Advisers as he may consider necessary to assist him in the performance of his functions.

Special Advisers

(2) The number of such Advisers and their remuneration and allowances shall be as prescribed by Law or by resolution of the House of Assembly of the State.

Special Assistants and other Political Office Holders

97. The Governor may appoint any number of persons as Special Assistants or other Public Officers as he may consider necessary to assist him in the performance of his functions.

Special Assistants and other Political Office Holders

Kaduna State Public Service Law, 2020

Page 36 of 43

Chief Executives of Parastatals and Agencies

98. The Governor shall appoint Chief Executive Officers for all statutory bodies, Parastatals and Agencies in the State, who shall be the chief executive and accounting officer of each of their respective agencies.

Chief Executives of Parastatals and Agencies

99. The tenure of office of the Chief Executive Officers of Parastatals and Agencies shall be as specified in their various laws and letters of appointment, however, this shall be without prejudice to the power of the Governor to remove any of them on the grounds of inability to discharge the functions of their office due to infirmity of mind or body or for other reasonable cause.

Tenure of Chief Executive Officers

GENERAL PROVISIONS

100. The Public Officers appointed in accordance with sections 77, 83, 88, 93, 94, 95, 96 and 97 of this Law shall be political appointees who shall serve at the pleasure of, and whose appointment may be terminated by, the Governor at any time; provided that unless so terminated, their appointment shall cease at the expiration of the Governor's tenure.

Tenure of Political Appointees

101. The remuneration of Public Officers appointed in accordance with sections 77, 83, 88, 93, 94, 95, 96 and 97 of this Law shall be as prescribed by law or a Resolution of the State Legislature not however exceeding the remuneration prescribed by the Revenue Mobilization, Allocation and Fiscal Commission.

Remuneration

102. The Public Officers appointed in accordance with sections 77, 83, 88, 93, 94, 95, 96 and 97 of this Law shall be entitled on exit, to severance payment upon qualification for same under the guidelines set out by the Revenue Mobilization Allocation and Fiscal Commission and any Act of the National Assembly.

Severance payments

103. Public Officers appointed in accordance with sections 77, 83, 88, 93, 94, 95, 96 and 97 of this Law shall not begin to perform the functions of their office unless they have declared their assets and liabilities and subscribed to the oath of allegiance and office as prescribed by the Constitution.

Declaration of Assets and Oath

PART VII MONETIZATION, WELFARE, REMUNERATION AND PENSIONS

104. The entitlements of all public servants to non-cash fringe benefits shall be monetized and paid as allowances along with their monthly salaries with the exception of the Governor and Deputy Governor unless otherwise provided by the Revenue Mobilization, Allocation and Fiscal Commission and Act of the National Assembly.

Entitlements of Public

105. Public Officers may be entitled to official vehicles in accordance with the vehicle policy of the State as may be approved by the Governor.

Entitlement to Official

106. The remuneration of other public servants shall be as prescribed by Law enacted by the State House of Assembly but Servants not higher than what is determined by the National Salaries, Incomes and Wages Commission and any other Act of the National Assembly.

Remuneration of Public Servants and Career Public

The right of public officers to receive pension and other Severance and Pension 107. (1) retirement benefits shall be in accordance with the Career Public Servant applicable Pension Law of the State.

Rights of Public Servant and

- (2)No retired public servant shall receive pension lower than the National Minimum Wage or higher than that entitled to as a Director in the State Civil Service.
- 108. Occupational and Hardship allowances shall be paid to such Occupational and Hardship officers entitled to same at rates to be approved by the Governor from time to time.

Allowances

109. Emoluments other than pensions and other retirement benefits Taxation of Income paid to public servants are subject to taxation at such rates as may be specified by the applicable law in the State.

PART VIII OFFENCES AND PENALTIES

110. Without prejudice to any administrative actions that may be Cheating at Promotion applicable, whoever:

Examination

Kaduna State Public Service Law, 2020

Page 38 of 43

- (a) during the conduct of any written competitive promotion examination is found cheating, with a view to gaining undue advantage for himself or conferring such advantage on any other candidate;
- (b) in the course of his employment, falsifies, substitutes, alters, modifies or forges any document in relation to his age, marital status, qualification or other vital information concerning his employment details; or
- (c) is found to be involved or engaged in more than one scheduled employment;

commits an offence and shall, on conviction, be liable to a term of imprisonment of not less than two (2) years or a fine of not less than \$200,000.00 or both.

111. Any public officer who gives false or misleading information to another public officer commits an offence and is liable, on conviction to a fine not less than ₩200,000.00 or to a term not less than two years, or to both fine and imprisonment.

Makin false claims or declaration

Deliberate and misleading reports

113. A public officer shall not be subjected, either expressly or in the practical application of any law or administrative action, to discrimination or disadvantage or accorded any privilege or advantage on the basis of ethnicity, sex, religion or political opinion.

Discriminatory practice in the workplace

114. (1) A public officer shall take all reasonable steps to ensure that every public property, document or information in his custody, possession and control is taken care of and protected.

Misuse, abuse and loss of Government Property

(2) A public officer shall not use any information, document or government property available to him for the performance of his official duties, beyond the official working hours or for unauthorized purposes.

- (3) A Public Officer shall return to the issuing authority all the documents or property in his control or possession at the end of his appointment or employment.
- 115. (1) A public officer shall not sexually harass any member of the Public or any other public officer.

Sexual Harassment

- (2) Any public officer who commits the offence of sexual harassment shall upon conviction be liable to imprisonment for a term of not less than three (3) years or a fine of not less than Three Hundred Thousand Naira or both.
- 116. Without prejudice to any other law, no officer or any other person shall publish or disclose to any unauthorized person, any document, communication or information which has come to the knowledge of such officer in the course of performing their duties.

Improper disclosure of information

117. Any public officer who by reason of his employment acquires information which he is under obligation of secrecy express or implied and at anytime communicates and or disseminates such information so acquired to any other person which information ought not to be communicated, commits a breach of official trust and shall be liable on conviction to imprisonment for a term of not less than six months or a fine of not less than Fifty Thousand Naira or both.

Breach of Official Trust by a Public Servant

118. Any public officer who wrongfully abandons his duties and to such extent that the abandonment affects the performance of public service as to cause damage or grave inconvenience to the community shall be liable on conviction to a term of imprisonment of not less than two years or a fine of not less than Two Hundred Thousand Naira or both.

Abandonment of Duty by Public Servant

119. (1) Any person who is found to be using or consuming habitually any intoxicating substances shall not be appointed to or retained in the public service of the State.

Intoxication, Drunkenness and Smoking

(2) Any person being a public servant in the State who engages in the use of intoxicating substances during official working hours commits an act of serious misconduct and disciplinary proceedings shall be initiated against him without delay.

- (3) Public officers in the State shall be subjected to random drug test from time to time and any public officer who fails such test shall be liable to immediate dismissal from the service.
- 120. Any public officer who obtains any gratification for himself or for any other person for whatsoever reason other than a lawful remuneration or reward for doing an official act while in active service commits an offence and is liable on conviction to a term of imprisonment of not less than Five years and with fine of not less than three times the amount collected.

Public Officer Collecting Gratification

121. (1) Where an offence has been committed for which no express punishment has been prescribed in this Law, such an offender shall, on conviction be liable to a term of imprisonment of not less than six(6) months or a fine of not less than fifty thousand nairs or both.

Offence Where there is no Express Punishment

- (2) Where it is discovered or alleged that a public officer has committed an act of misconduct or gross misconduct as provided in the Public Service Rules or any other regulation pursuant to this Law which amounts to a criminal offence, such act shall be immediately reported by the Permanent Secretary or equivalent rank to the Attorney-General for investigation and possible prosecution.
- (3) The fact that administrative disciplinary proceedings have been initiated against the public officer shall not prevent the Attorney-General from the immediate investigation and prosecution of the officer.
- (4) In the case of any wrongful act or misconduct, disciplinary proceedings against the public officer shall be initiated by the relevant authority without any undue delay and concluded within 12 weeks of commencement.
- (5) Whoever transfers his service from one scheduled employment to another, or converts from one cadre to another, or proceeds on secondment, or anyone who approves such transfer, conversion or secondment in contravention of this Law, shall be guilty of gross misconduct, and be dealt with in accordance with the Public Service Rules or such other applicable Laws as may be necessary.

122. The Magistrate Courts in the State shall have summary Jurisdiction jurisdiction to try offences committed under this Law.

PART IX MISCELLANEOUS PROVISIONS

123. The Governor may give directions of a general or specific nature in relation to any public officer in the performance of any or all functions under this Law, and it shall be the duty of any officer to comply with such directives.

Direction of the Governor

124. Subject to the approval of the Governor, Commissions and Boards established under this Law may make rules and regulations as they may consider necessary or expedient for carrying into effect the provisions of this Law.

Rules and Regulations

- 125. Nothing in this Law shall affect the validity of any action taken, which was hitherto valid under the provisions of a Law repealed by this law and such action shall remain valid as though taken under this Law.
- 126. The following Laws are hereby repealed:

Repeal

- (i) Judicial Service Commission Law, Cap 79, 1991;
- (ii) Judicial Service Commission (Amendment) Law, No. 20, 2001;
- (iii) House of Assembly Service Commission Law, No. 7, 2003;
- (iv) Local Government Service Board Law, No. 14, 2003;
- (v) Kaduna State Independent Electoral Commission, Law No. 2 of 2018; and
- (vi) Teachers Service Board Law, No. 19, 2001 (Sections 4-9).

DATED AT KADUNA this	7 th d	lay of	March	2020.

Malam Nasir Ahmad el-Rufa'i, Governor, Kaduna State.

EXPLANATORY NOTE

(This Note does not form part of this law and has no legal effect)

The purpose of this Law is to provide for a uniform law for the Public Service in the State.

This printed impression has been carefully compared with the Bill which has passed the Kaduna State House of Assembly and found to be true and correctly printed copy of the said Bill.

RT. HON. YUSUF IBRAHIM ZAILANI (Speaker)

BELLO ZUBAIRU IDRIS Esq. (Clerk to the Legislature)

