



**THE PRESIDENCY**  
**OFFICE OF THE HEAD OF THE CIVIL SERVICE OF THE FEDERATION**  
**Permanent Secretary, Career Management Office.**

Federal Secretariat Phase II, Shehu Shagari Way, Central Business District, P.M.B 248, Abuja.

HCSF/CMO/EMD012/IX

22<sup>nd</sup> June, 2017

**Ms. Otti F.E.**

Deputy Director Admin,  
Bureau for Public Service Reform,

UFS: 

The Director General,  
Bureau for Public Service Reform,  
Federal Secretariat, Phase II  
Shehu Shagari Way,  
Abuja.

*Congratulations, Ms. Otti F.E.  
Jew Esan.  
22/6/17*

**NOMINATION TO SERVE IN AN AD-HOC COMMITTEE**

I wish to inform you that the Head of the Civil Service of the Federation has approved your nomination to serve in an Ad-hoc Committee in the Office of the Head of Civil Service of the Federation with effect from Wednesday 28<sup>th</sup> June, 2017.

2. Consequently, you are required to report to the Permanent Secretary, Career Management Office (CMO) in the Office of the Head of Civil Service of the Federation for instructions on the assignment.

3. I expect that you will discharge duties assigned to you with a great sense of responsibility.

  
**Dr. Folasade Yemi-Esan**

Permanent Secretary (Career Management Office)  
For: **Head of the Civil Service of the Federation**



**Office of the Head of Service of the Federation**  
**THE PRESIDENCY**

Federal Secretariat, Phase II, Shehu Shagari Way, Maitama, Abuja. P.M.B. 248, Tel: 09-2348284

Ref. No: HCSF/CMO/EMD/012/IX/II

15<sup>th</sup> August, 2017

**Ms. F. E. Otti**

Deputy Director (Admin)  
Bureau for Public Service Reform  
Federal Secretariat  
Abuja.

*Dear Mrs. Otti*

**LETTER OF COMMENDATION**

This letter is to commend you for your participation as Coordinator of the ad-hoc committee for selection of Permanent Secretaries.

2. Your dedication and commitment assisted my Office in arriving at the list of Directors best qualified for the post of Federal Permanent Secretary.
3. Thank you and be assured of my best wishes.

**Mrs. Winifred Ekanem Oyo-Ita, FCA**  
**Head of the Civil Service of the Federation**