

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

## **FUNCTIONS**

- i. Periodic appraisal and Monitoring of General performance of Government Agencies.
- ii. Evaluation and recommendation
- iii. The secretariat of the Executive-Council.
- iv. Responsible for arranging Executive Council Meetings.
- v. Preparation of Executive Memoranda.
- vi. Responsible for circulating of Council Memos and conclusions.
- vii. Monitoring the implementation of Executive Conclusion by Government organs.
- viii. Responsible for the welfare of Executive Council members during meetings.
- ix. Ensures security and protection of all council documents.
- x. Secretariat of the finance and General purpose committee.
- xi. Any other duties that could be assigned.
- xii. Processing of Political appointment, and responsible for all matters relating to furnishing of their residence.
- xiii. Co-ordination of visit of VVIPs.
- xiv. In-charge of all Committees and Commissions appointed by Government, their composition, funding and terms of reference.
- xv. Responsible for arrangement of formal handing-in reports of committees' set-up by Government including drafting of white papers.

- xvi. Coordination of internal and external relations in areas of mutual agreement between the state Government and other states` and the Federal Government.
- xvii. Investigates and process petitions and complaints by private individuals retired and serving public officers.
- xviii. Liaison with all other Federal Agencies e.g. National Civic Registration, Public Complaint Commission, Code of Conduct Bureau, Revenue Mobilization Commission, Legal Aid Council etc.
- xix. Responsible for matters relating to Nigeria Citizenship, Immigration, Prison, and Custom and Excise.
- xx. Furnishing of residence of Political office holders.
- xxi. Provision of official Code Numbers to Government vehicles.
- xxii. Compiling of and keeping records of the resolutions passed by State House of Assembly as well as making follow-ups to ensure compliance by the affected Ministries/ Departments.
- xxiii. Any other duties assigned by the Secretary to the State Government.
- xxiv. Collating, analyzing, evaluating intelligence reports.
- xxv. Assisting and providing necessary intelligence reports to Government for formulation of security policies.
- xxvi. Acting as intelligence resource of the State Government.
- xxvii. Coordinating with State Security Agencies (Department of State security, Police etc.) to ensure general security of life and property in the state.
- xxviii. Monitoring and supervision of all activities that are of security interest in/or between Ministries and Extra-Ministerial departments.
- xxix. Liaison on security matters with organs of Federal Government and other private organizations.
- xxx. Liaison with traditional and local intelligence resources for the purpose of gathering reports.

xxx. Coordination of security activities within the state and in all Local Government Areas.

xxxii. Providing leadership and necessary guidance to district and village security committees.

xxxiii. Organizing security awareness, induction courses in conjunction with official department of State security for Government functionaries and staff of Local Governments.

xxxiv. Holding regular meetings with members of District and Village Committee to discuss common problems and ideas.

xxxv. Issuance of Special Identification Cards to top Government functionaries and providing security numbers to their vehicles.

xxxvi. Keeping spare safe keys of State Government Organization; and handling of all diplomatic mails.

xxxvii. Any other duties that could be assigned.

xxxviii. Convening and recording council meetings.

xxxix. Responsible for all matters affecting the Council and all financial matters.

xl. Responsible for the implementation of decisions taken by council.

xli. Liaison with Secretary to State Government and Ministry of Finance on major Administration and financial matters.

xlii. Members - State [V.I.Ps](#) Visit Committee.

xliii. Preparation of annual Report, Brief and monthly returns.

xliv. Responsible for the preparation of Sallah Celebration.

xlv. Liaison with Emirate Councils and other Government organizations.

xlvi. Handling personnel matters of the Directorate.

xlvii. Maintenance of Emirs palaces

xlvi. Takes care of the General Administration of Cabinet office

xlix. Takes care of Financial Aspects including expenditure and vote control.

I. Coordinating activities of Ministries, Parastatals and Extra-Ministerial Departments

li. Provides guidelines on policy issues/matters to all Government Agencies.