

RRIN TABLOID

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Vol. 4. Issue 1 Jan., 2025



The Editorial Board is using this medium to wish all Staff of our esteemed Institute a happy and prosperous new year.

RRIN holds first Prayer Session for the Year 2025

RRIN HOLDS JANUARY EDITION OF THE GENERAL PRAYER MEETING

Member of Staff of the Institute including the Director/CEO, Dr. L.N Dongo converged at the Institute's Conference Hall on Monday, 6th January, 2025 at 9:30am prompt to observe the January edition of the RRIN General Prayer meeting. The focus of this edition was to appreciate God for the year 2024 and also, to commit the new year 2025 into His hands for a smooth sailing.

The general prayer session kick started with a word of prayer led by Dr. A.M.D Uwumarongie followed by short session of high praise and worship to God, led by Mrs. Evelyn Eguagie.

Mr. Wilson Imarhiagbe led the congregation in a prayer session as supplications were made unto God on behalf of the Nation, the Institute and individual members of Staff.



Cross section of members of Staff, during the prayer session.

RRIN holds Government Integrated Financial Management Information System (GIFMIS) Training for her Administration and Finance Staff

To enhance GIFMIS Role Players performance, RRIN organized 2-days Training/Workshop from the 14th to 15th January, 2025. The Government Integrated Financial Management Information System (GIFMIS) integrates budget, payment, revenues and all consolidated accounting. In order to ensure that personnel perform their roles independently and efficiently, a proper understanding of the responsibilities and how the GIFMIS platform operates is necessary.

Consequently, Officers from the Accountant General's Office, Mr. Idriss Saliu and other GIFMIS Coordinators conducted the training. Some key officers were in attendance (Director, Procurement Unit; Acting Head, Finance and Accounts; Head, Audit Unit) and other role players which were nominated from Works and Services Division, Administration Department, Finance and Accounts Departments, Procurement Unit and Internal Audit Unit. A total of 24 trainees were in attendance, which comprised of 11 females and 13 males.

Highlights of the Training were:

- Identify role players for every stage in the GIFMIS platform and explain the operation of their roles to them.
- Empower the role players mastery of the activities related to their roles.
- Familiarize every role player with the recent updates and initiatives implemented by the GIFMIS administrators.
- Empower role players to operate the system with reasonable independence and efficiency.

The training was highly impactful, and the participants expressed gratitude for the opportunity to be part of it. It provided valuable insights into GIFMIS operations, significantly enhancing the role player's ability to perform their duties effectively.

RRIN Hosts Staff of the Federal Inland Revenue Service

The Federal Inland Revenue Service (FIRS), Edo State Tax Office, with a mandate to carry out the Tax Audit Exercise; had 2-days working visit at the Institute between the 21st and 23rd January, 2025. The team from FIRS comprised of four persons, namely; (Mrs. Judith Ero - Team Leader, Mr. Ayo Okuntarami, Mr. James A. Adeyemi and Mr. Abdulkadir A. Ibrahim), led by Mr. Augustine Igbinedion of Accounts Department in RRIN. The aim of the working visit was to audit RRIN's Value Added Tax (VAT), With holding Tax

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(WHT) and Stamp Duty (SD) for 2016 – 2021 financial year. On arrival at the Institute, the team paid a courtesy call to the Director/CEO, Dr. L.N. Dongo.



Staff of the Federal Inland Revenue Service during their courtesy visit to Director/CEO

The team leader, FIRS informed the CEO that the purpose of their visit was to check the compliance level of the Institute, with respect to the relevant tax laws for the years under review (2016-2021) and to educate the Staff on the relevant tax laws. Thereafter, an interim report will be issued at the end of the exercise.

The members of Staff of Finance and Accounts Department worked in full cooperation with the visiting team, thus ensuring a hitch-free and successful audit process.

RRIN holds her first in the Montly Seminar Series (MSS) for the year 2025

The first MSS for the year 2025 took place on Wednesday 29th January, 2025. It featured a presentation by Dr. Paul O. Anegebeh, titled '**Promoting Vegetative Propagation of Farmer's Prioritized Agroforestry Trees for Sustainable Rubber-based Agroforestry Systems in Nigeria**'.

In his presentation, Dr. P.O. Anegebeh enlightened the attendees on what agroforestry trees and sustainable rubber-based agroforestry systems are and the processes of vegetative propagation. He said unsustainable farming systems, trees felling to make way for farm (crops and pasture), settlements, industries, gathering of firewood, commercial logging contribute to deforestation, climate change, soil fertility depletion, erosion, pests infestations, disease infections, shortages of food, fodder, fruits, fuel-wood, poor economic returns, poverty, poor livelihoods etc. Efforts to resolve the issues of land availability for farmers have led to the recognition of the need to move towards sustainable agroforestry systems and smallholder farmers disillusioned by delayed returns on monoculture of rubber plantations have embraced rubber-based agroforestry systems in Nigeria in order to diversify sources of income. In establishing their rubber-based agroforestry system, vegetative propagation of the agroforestry trees is advised for several reasons.

They include: maintaining superior genotypes; overcoming problematic seed germination and storage; shortening time to reach maturity (flowering and fruiting) by controlling phases of development. There are five artificial vegetative propagation techniques he said, all using vegetative organs like stems, roots, leaves, buds: 1. Stem cuttings; 2. Grafting; 3. Budding; 4. Layering (Marcotting); 5. Micro-propagation or Tissue culture techniques. He also went further to explain each vegetative propagation technique



Dr. P.O. Anegebeh, during his presentation

He concluded that there are benefits of using Agroforestry trees for sustainable rubber-based agroforestry systems which includes boosting farmers' outputs, addressing high poverty levels, harsh economic policies, climate change, strengthening economic resilience and improving livelihoods of the people in rural communities. He also recommended that rubber farmers develop a mutual sustenance plan to ensure long-term viability and sustainability of the enterprise. The plan includes participatory approach, community engagements and ownership, and a financial model that will involve reinvestments of proceeds from the venture to ensure sustainability.



Cross section of Staff during the presentation

The presentation was followed with comments, questions and answers and announcements. The Officer in charge of the Gashua Sub station, Dr. F. Ojeikpon appreciated the presenter for his presentation and suggested that the Research Planning and Review Committee include the substations in the seminar presentation as their presentations can be made virtually.

Know your Public Service Rule (PSR)

LEAVE

100101-"Leave" is the authorized absence of an officer from duty for

specific period as provided for in this Chapter.

100102 -"Leave Address" is a place where an officer could be reached during his/her leave period.

100103 -"Earned Leave" is the leave due to an officer in a year for the service rendered to Government.

100104 -"Leave-Earning Service" is a qualifying period of duty before officers could be granted leave.

100105 -"The Date of Resumption of Duty" is the date following the date of expiration of the leave.

100106 -"Leave Year" is the period between 1st January and 31st December.

TYPES OF LEAVE

100201 -The types of leave in the Federal Public Service are as follows:

- (a) Annual Leave;
- (b) Proportionate Leave (Pro-rata Leave);
- (c) Deferred Leave;
- (d) Casual Leave;
- (e) Sick Leave;
- (f) Maternity Leave;
- (g) Examination Leave;
- (h) Sabbatical Leave;
- (i) Study Leave with Pay;
- (U) Study Leave without Pay;
- (k) Leave on Compassionate Ground;
- (I) Pre-retirement Leave;
- (m) Leave of Absence;
- (n) Leave on Grounds of Urgent Private Affairs;
- (o) Leave for Cultural and Sporting Activities;
- (p) Leave to take part in Trade Union Activities;

100202 - Annual Leave is the absence of an officer from duty for a period specified in Rule 100203 as may be authorized by a superior officer.

100203 - Annual Leave shall be granted to an officer in accordance with his grade level as follows:

- (a) GL07 and above - 30 calendar days
- (b) GL04-06 - 21 calendar days
- (c) GL03 and Below - 14 calendar days

An officer shall qualify for Annual Leave not less than six months after

the previous leave within a leave earning service year.

100204 (a) It is the responsibility of the Head of the Department of Administration/Personnel to draw up the Annual Leave Roster for all

Officers in that Ministry/Extra-Ministerial Office;

(b) It is the responsibility of every Permanent Secretary/Head of Extra-Ministerial Office to approve the Leave Roster for the coming year not later than the 31st December.

100205 - Leave will be granted at any time during the leave year. Normally, the full leave will be taken at one time but it may be taken in not more than two instalments, Any leave not taken within the calendar year concerned will be forfeited. No officer is allowed to accumulate leave.

100206 - An officer who desires to spend his/her annual leave abroad shall inform the Permanent Secretary /Head of Extra-Ministerial Office before proceeding on vacation and shall provide details of his/her address.

100207 - An officer spending his/her leave within or outside Nigeria must furnish the Permanent Secretary/Head of Extra-Ministerial Office with his/her intended destination or leave address before proceeding on leave.

100208 - An officer is required to resume duty after vacation on the date following the expiration of his/her authorized leave.

100209 -An officer may be required to return to duty before the expiration of his/her authorized leave by the Permanent Secretary/ Head of Extra-Ministerial Office. Any portion of his/her leave so curtailed shall be taken immediately and not later than ninety (90) days of completion of the assignment.

100210 - On return from annual leave, every officer must complete and submit a Resumption of Duty Certificate (Form L.10) to his/her Permanent Secretary/Head of Extra-Ministerial Office who will endorse and forward the form to the Office of the Head of Civil Service of the Federation (OHCSF) or to the relevant pool office.

100211 - "Proportionate Leave" (Pro-rata) is a vacation granted to a new or retiring officer in proportion to the number of days he/she has put into the service. Any period of service under 30 days is not reckonable. The calculation of proportionate leave shall be done in accordance with the table below:

TABLE I: Calculation of Proportionate Leave as in the Current PSR and the Proposed Amendment

	GL07 & above (30 calendar days)	GL04-06 (21 calendar days)	GL03 and below (14 calendar days)
12 Months	30	21	14
11 Months	28	19	13
10 Months	25	18	12
9 Months	23	16	11
8 Months	20	14	9
7 Months	18	13	8
6 Months	15	11	7
5 Months	12	9	6
4 Months	10	8	5
3 Months	7	6	4
2 Months	5	4	3
1 Months	3	2	1

The computation is based on calendar days.

100212 - (a) An officer who joins the Federal Public Service during the course of the Leave Year will not normally be granted an annual leave but a proportionate leave. The proportionate leave allowance shall be based on the number of

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earned leave days.

(b) Officers who attend courses of instruction/training over a period of six months shall be entitled to proportionate leave for the period they put in service.

(c) An officer who is retiring within the period of Leave-Earning Service shall be entitled to proportionate leave.

100213 - (a) Deferred Leave is that which an officer is granted in exceptional circumstances by the Permanent Secretary or Head of Extra-Ministerial Office to carry forward to the next leave year because of exigency of duty. It could be part of annual leave not fully exhausted or any leave approved for deferment.

(b) Authorized deferred leave may be commuted to cash only where an officer has been made to retire prematurely and cannot spend all his/her deferred leave before his/her retirement.

100214 - Casual Leave is the absence of an officer from duty for a short period not exceeding an aggregate of 5 working days within a leave year as may be authorized by a superior officer. The casual leave shall only be granted after an officer has exhausted his/her annual leave. Casual leave is deductible in advance or arrears of earned leave.

100215 - A maximum of seven days casual leave shall be granted in any leave year. Casual leave in excess of seven days in any leave year may be granted only by the Permanent Secretary/Head of Extra-Ministerial Office.

100216 - Sick Leave is the absence of an officer from duty on account of ill-health as authorized by a Healthcare Provider.

100217 - Maternity Leave is the authorised absence from duty of a serving female officer granted by a superior officer on account of pregnancy covering the prenatal and postnatal periods.

100218 -A female staff that is pregnant is entitled to 16 weeks maternity leave at a stretch beginning not less than 4 weeks from the expected date of delivery with full pay. A medical certificate showing the expected date of confinement must be presented not less than two months before that date. The annual leave for that year will, however, be regarded as part of the maternity leave. Where this annual leave has

already been enjoyed before the grant of maternity leave that part of the maternity leave equivalent to the annual leave will be without pay.

100219 - Any female officer who is nursing a child shall be granted two hours off-duty every day. This facility shall be granted up to a maximum period of six months from the date she resumes duty from maternity leave.

100220 -An officer may be granted special leave for the purpose of taking an examination, which he/she is required to pass by the condition of his/her appointment.

100221 -An officer may be allowed special leave with full pay to take an examination the passing of which is not a condition of his/her current appointment, provided that his/her Permanent Secretary/Head of Extra-Ministerial Office certifies the following:

(a) that the passing of the examination is likely to enhance his/her

value to the Service;

(b) evidence of admission for the course;

(c) evidence of a time-table for the examination.

100222 -Sabbatical leave is the absence of an officer on GL.15 or equivalent and above from duty, for the purpose of research either within or outside Nigeria. The Officer on sabbatical leave shall be qualified to undertake properly organized study in areas relevant to the interest of the service or national development for a period of twelve months once in five years.

100223 -Study Leave is the leave granted to a confirmed serving officer to undertake an approved course of study within or outside the country.

100224 -There are three types of study leave:

(a) In-service Training;

(b) Study leave with pay;

(c) Study leave without pay.

An officer may be granted study leave with pay, study leave without pay, or in-service training provided that his/her Permanent Secretary/Head of Extra-Ministerial Office certifies the following:

(i) evidence of letter of admission;

(ii) evidence of duration of the course;

(iii) that the course is necessary to enhance the performance of the officer and to add value to the service;

(iv) that the course is relevant to the officer's profession.

100225 - Officers shall be granted in-service training for a period not exceeding two years with normal emoluments, allowances and course fees. The period of study shall count towards gratuity and pension,

100226 - Study leave with pay shall be granted to an officer with normal emoluments and allowances. The duration of study leave with pay shall not exceed two years. If, however, an officer has a carry-over, the period of extension shall not be more than one year. The period of extension shall also attract pension, right of emoluments and allowances.

100227 - Officers are granted study leave without pay where the proposed courses of study are not contained in the approved training proposals for their Ministries/Extra-Ministerial Office.

100228 -The conditions for approval of study leave without pay are as follows:

(a) officers on study leave without pay are not entitled to emoluments and allowances;

(b) the duration of study leave without pay shall not be more than four years in the first instance, after which the officer can apply for one year extension if the need arises.

(c) The period of study shall not be regarded as a break in Service.

100229 - Officers going on religious pilgrimages other than Officials assigned to cover such activities should use part of their annual leave for such purposes.

100230 An officer may be allowed special leave from duty on

full pay on compassionate ground for a period up to two weeks for burial of spouse/child/parents/parents of spouse.

100231 - Leave of Absence is absence of an officer from duty authorized on grounds of public policy. All such leave shall be approved

by the Head of Civil Service of the Federation, on the recommendation of the Permanent Secretary or Head of Ministerial Office.

100232 - The various types of leave of absence are:

(a) Leave of Absence to join spouse on course of instruction of not less than 9 months duration abroad.

(b) Special Leave of Absence to join spouse on grounds of Public Policy.

(c) Leave of Absence on grounds of Public Policy for Technical Aid Programme.

(d) Leave of Absence for Special/Personal Assistant on grounds of Public Policy.

(e) Leave of Absence for spouse of Presidents, Vice Presidents, Governors, Deputy Governors, on grounds of Public Policy

100233 - An officer who is also a public servant shall be permitted to join his/her spouse proceeding abroad on a course of instruction. The officer is eligible for free passage at Government expense where the course of instruction is not less than nine (9) months

100234- On grounds of public policy, the spouse of a serving officer may be granted without pay for a period not exceeding five years to enable him/her join his/her spouse on posting abroad on the following conditions:

(a) that the officer's spouse be disallowed from taking up gainful employment;

(b) that such leave be not regarded as break in service;

(c) where such spouses improve themselves by acquiring additional qualifications, which will enhance their usefulness to the service, they shall be considered for advancement in consonance with the prevailing regulations;

(d) the period a spouse can be on leave of absence shall be four years in the first instance and subject to an extension of not more than one year.

100235- A number of civil servants may be selected for the Technical Aid Corps Programme by the Ministry of Foreign Affairs. In order to preserve the terminal benefits of the officers so selected and ensure the continuity of their service, such officers shall be granted leave of absence on grounds of Public Policy.

100236- Appointees of Federal Public Service who accept appointment as Special or Personal Assistants are required to apply to the Head of the Civil Service of the Federation for leave of absence on grounds of Public Policy if they intend to return to the service at the end of the assignment.

100237 - The spouses of the President, Vice President, Governors, Deputy Governors who are public servants are required to apply to the

Head of the Civil Service of the Federation for leave of absence

on grounds of Public Policy to join their spouses during their tenure of office.

100238 - Officers are required to give three months notice to retire from service before the effective date of retirement. At the commencement of three months, officers should proceed immediately on the mandatory one-month pre-retirement workshop/seminar. For the remaining two months, retiring officers are expected to take necessary measures to put their records straight so as to facilitate the speedy processing of their retirement benefits.

100239 - When a Medical Board recommends that an officer is medically unfit to continue in service and for that reason be disengaged,

he/she will forthwith commence vacation leave prior to retirement. The length of leave granted will be either:

(a) his/her deferred leave, if any, plus the proportion of his/her annual leave calculated in accordance with Rule 100211; or

(b) two months; whichever is of greater length. The leave will commence on the day on which the Medical Board declares him/her unfit to continue in Service and retirement will take effect from its expiration.

100240- An officer who without an acceptable excuse fails to resume duty on the approved date after vacation leave will be regarded as absent without leave and without pay. The period of absence may not be set against any future leave, nor saved with the permission of Government, against any deferred leave already standing to the officer's credit. No officer may extend his vacation leave beyond the date specified in his leave advice without the consent of his/her Permanent Secretary/Head of Extra-Ministerial Office.

100241- Officers who are dismissed shall not be entitled to any form of leave.

100242- Annual vacation leave shall be based on calendar days only.

100243- The period of any other leave such as casual leave, sick leave, maternity leave etc. granted under these rules shall be inclusive of Saturdays, Sundays and Public Holidays occurring therein.

PENSION MATTERS

BASIC PENSION-RELATED LEGAL TERMINOLOGIES

The fact that the new Contributory Pension Scheme is essentially one giant legal contract between the government/regulatory bodies (employers, PenCom, PTAD and NAICOM), the operators (PFAs, PFCs, brokers and underwriters), and the beneficiaries (serving staff, retirees and their next of kin/beneficiaries), one should be conversant with the following basic pension-related legal terminologies;

1. TESTATOR/TESTATRIX: A man who authorizes his Will is referred to as a testator; in other words, the maker of a Will is known as a testator. A woman who does a similar act is a testatrix.

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2. WILL: A Will may be defined as the expression by a person (i.e a testator/testatrix) of wishes he/she intends to come into effect only upon his/her death. Unlike a disposition of property by Deed, which operates immediately or at once, a Will speaks from death and remains revocable by the testator/testatrix during his lifetime. A Will may also be described as a testamentary document voluntarily made and executed according to the Wills Law and gives other directives such as burial wishes. It is vital to note that a Will only takes effect i.e becomes legally-binding when it is admitted to probate.

3. DEED: This is a formal document that legally transfers ownership of an item from the owner to another person.

4. PROBATE: This is the legal certification or endorsement of a Will as valid and genuine. The process is usually carried out in a Probate Court, which specifically handles legal matters related to administration of assets and estates of the deceased.

5. TESTATE/INTESTATE: When a person who makes Will dies, he is said to have died testate, whereas a person who dies without a Will is said to have died intestate. However, where a person leaves out in his Will some beneficial interest in his real or personal estate, he is to that extent considered interstate (see Section 2, Administration of Estate Law, Cap A3 Laws of Lagos State 2004). In both instances, the estate of the deceased person is administered by personal representatives who may be designated as either executors or administrators.

6. PERSONAL REPRESENTATIVES: These are clearly specified persons upon whom the estate of the deceased is vested. These include executors or administrators, who are legally authorised by a competent court to request for the deceased's death benefits.

7. EXECUTORS/ADMINISTRATORS: The personal representatives of a testator are called the executors, while the personal representatives of a person who dies intestate are known as administrators.

8. CAVEATOR: This is a person who raises objection to the grant of probate or Letter of Administration. His/her aim is to ensure that no grant is made without notice to him/her.

9. GRANT OF PROBATE: This grant is usually given when the deceased died testate, leaving a valid Will with executors validly appointed in the Will.

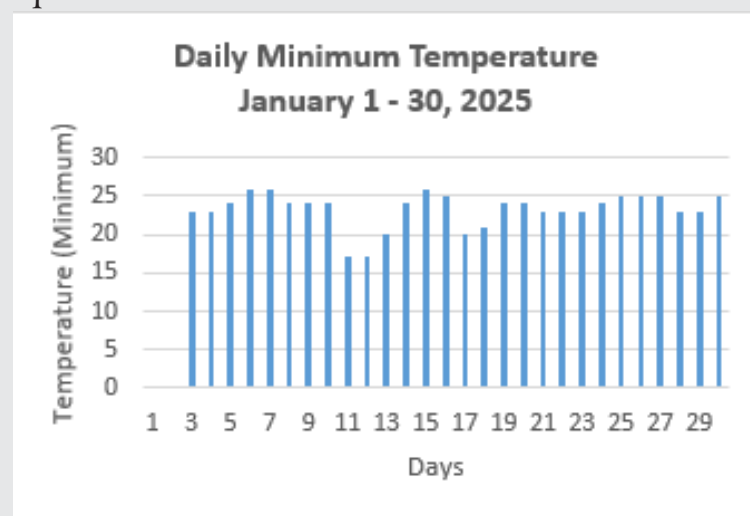
10. GRANT OF ADMINISTRATION WITH THE WILL ANNEXED: This grant is usually given when the deceased died testate but either without appointing executors or those appointed renounce probate or a minor or minors are appointed as executors.

Emmanuel A. Aiwexhoe
Principal Admin Officer (Pensions)

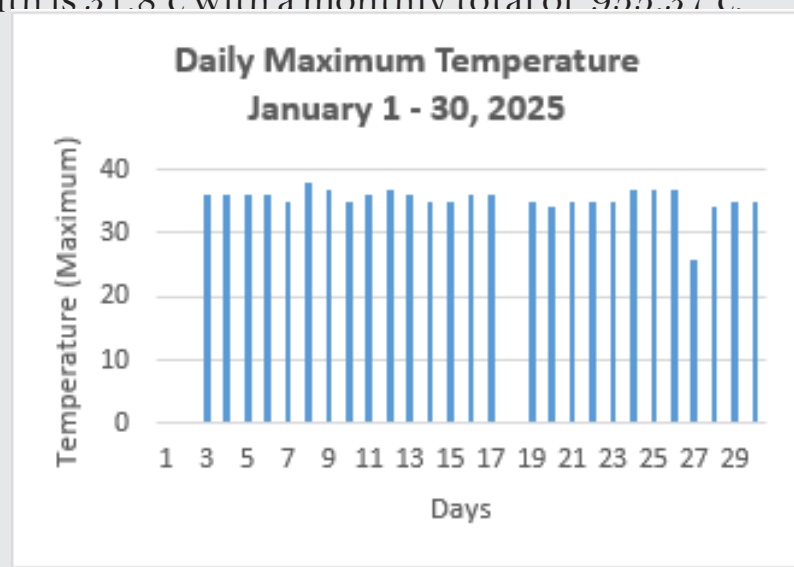
Agro-Climatology Bulletin (January 1 - 30) 2025

1.0 Weather Trend

The trend of maximum temperature indicated a high temperature. The minimum temperature ranged from 17°C to 26°C while the maximum temperature ranged from 26°C to 38°C during the period under review.



The actual mean maximum temperature distribution for the month is 31.8°C with a monthly total of 955.37°C.



The high temperature experienced during the month is not favourable for planting of new crops as there are no rains to support planting of new crops. There was only one (1) day of rain in the month of January with a value of 29.5mm.

There was an average velocity wind speed of 2.23km/hr and an average Relative Humidity of 87.4% for the period under review.

	MINIMUM TEMPERATURE (°C)	MAXIMUM TEMPERATURE (°C)	WIND SPEED CCCCC(KM/HR)	RELATIVE HUMIDITY (%)
Mean	21.7	31.8	2.23	87.4
Maximum	26	38	3.3	98.4
Minimum	17	26	1.7	74.9
Sum	651	955.37	66.9	2623.1

The agricultural activities that was experienced within the institute and her environ is the harvesting of cassava planted in the previous year as few farmers were seen carrying out the said activity.

For comments and suggestions, send feedback to:
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Staff of the Month

Mr. Happy Owhere is our Staff for the month of January. He joined the Institute in May 2007, as an Agric Field Overseer on HATISS 3/1, with SSCE. Not satisfied with his situation and status as an Agric Field Overseer, he sought for and obtained admission into the Faculty of Agriculture, University of Benin. In 2017, he obtained a B.Sc. in Crop Science and was upgraded to the rank of an Agricultural Superintendent. Presently, he is a Principal Agricultural Superintendent on CONRAISS 11/1 in the Research Support Service Department.



Mr. Happy Owhere

Mr. H. Owhere is an efficient, dedicated, effective, dutiful and diligent in all his official duties. He is also a loyal and punctual Staff.

Picture Gallery



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LATEST



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Staff of the Month



Editors: Dr.(Mrs) O. A. Emuedo, Dr. N.M. Fakuta, Mr. T. Mkor, Dr. (Mrs) C. Okwu-Abolo, Mr. P. O. Igbako and Mr. E Obasuyi.

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