

On approval of the Rules for the application of incentives for civil servants of the Ministry of Industry and Infrastructure Development of the Republic of Kazakhstan

Unofficial translation

Order of the Minister for Investment and Development of the Republic of Kazakhstan dated August 31, 2017 No. 597. Registered with the Ministry of Justice of the Republic of Kazakhstan on September 25, 2017 No. 15745.

Unofficial translation

Footnote. The title - as amended by the order of the Minister of Industry and Infrastructure Development of the Republic of Kazakhstan dated 02.04.2021 No. 154 (shall come into effect ten calendar days after the day of its first official publication).

In accordance with paragraph 2 of Article 35 of the Law of the Republic of Kazakhstan of November 23, 2015 “On the Civil Service of the Republic of Kazakhstan” I hereby **ORDER:**

1. To approve the attached Rules for the application of incentives for civil servants of the Ministry of Industry and Infrastructure Development of the Republic of Kazakhstan.

Footnote. Paragraph 1 - as amended by the order of the Minister of Industry and Infrastructure Development of the Republic of Kazakhstan dated April 2, 2021 No. 154 (shall come into effect ten calendar days after the day of its first official publication).

2. The Human Resources Department of the Ministry of Investments and Development of the Republic of Kazakhstan shall:

1) provide the state registration of this order with the Ministry of Justice of the Republic of Kazakhstan;

2) within ten calendar days from the date of state registration of this order direct its copy in paper and electronic forms in the Kazakh and Russian languages to the Republican State Enterprise with the Right of Economic Management “Republican Center of Legal Information” for official publication and inclusion in the Reference Control Bank of Regulatory Legal Acts of the Republic of Kazakhstan.

3) within ten calendar days after the state registration of this order, direct a copy of it for official publication in periodicals;

4) place this order on the Internet resource of the Ministry of Investments and Development of the Republic of Kazakhstan;

5) within ten working days after the state registration of this order with the Ministry of Justice of the Republic of Kazakhstan, report to the Legal Department of the Ministry of Investments and Development of the Republic of Kazakhstan on execution of the actions, provided for in subparagraphs 1), 2), 3) and 4) of this paragraph.

3. To impose control over the execution of this order on the head of the apparatus of the Ministry of Industry and Infrastructure Development of the Republic of Kazakhstan.

Footnote. Paragraph 3 - as amended by the order of the Minister of Industry and Infrastructure Development of the Republic of Kazakhstan dated 02.04.2021 No. 154 (shall come into effect ten calendar days after the day of its first official publication).

4. This order shall be enforced upon expiry of ten calendar days after the date of its first official publication.

*Minister of Investments and Development
of the Republic of Kazakhstan*

Zh. Kassymbek

Approved
by order of the Minister for
Investment and Development of
the Republic of Kazakhstan dated
August 31, 2017 No. 597

The Rules for the application of incentives for civil servants of the Ministry of Industry and Infrastructure Development of the Republic of Kazakhstan

Footnote. The rules - as amended by the order of the Minister of Industry and Infrastructure Development of the Republic of Kazakhstan dated April 2, 2021 No. 154 (shall come into effect ten calendar days after the day of its first official publication).

Chapter 1. General Provisions

1. These Rules for the application of incentives for civil servants of the Ministry of Industry and Infrastructure Development of the Republic of Kazakhstan (hereinafter referred to as the Rules) have been developed in accordance with paragraph 2 of Article 35 of the Law of the Republic of Kazakhstan dated November 23, 2015 "On the Civil Service of the Republic of Kazakhstan" and shall determine the procedure for applying the incentives for civil servants the Ministry of Industry and Infrastructure Development of the Republic of Kazakhstan (hereinafter referred to as the Ministry), its departments and their territorial subdivisions (hereinafter referred to as Employees of the Ministry).

2. Incentives for civil servants shall be applied for exemplary performance of official duties, impeccable public service, the performance of tasks of particular importance and complexity, and other achievements in work, as well as based on the results of the assessment

3. The following incentives shall apply to civil servants:

- 1) awarding a departmental award of the Ministry;
- 2) awarding a certificate of the Ministry;

3) awarding a Letter of gratitude from the Minister of Industry and Infrastructure Development of the Republic of Kazakhstan (hereinafter referred to as the Minister) and the head of the apparatus of the Ministry (hereinafter referred to as the Head of the apparatus);

- 4) a one-time monetary reward;
- 5) rewarding with a valuable gift.

Chapter 2. The procedure for applying the encouragement by the departmental award of the Ministry

4. Submissions for the awarding of departmental awards shall be considered on the occasion of the celebration of state, professional holidays, anniversaries and upon reaching the length of service.

To resolve the issue of awarding departmental awards, no later than 2 months before the celebration of state, professional holidays and anniversaries, the following shall be submitted to the personnel service:

- 1) presentation in any form about the awarding of departmental awards;
- 2) an award sheet of the established form in form in accordance with the Annex to these Rules.

5. Employees of the Ministry, its departments and their territorial subdivisions, to encourage and stimulate labour for exemplary performance of official duties, creative activity, impeccable service, and other achievements in labour activity, are presented for departmental awards in accordance with the Rules for awarding departmental awards of some state bodies included in the structure of the Government of the Republic of Kazakhstan, approved by the Decree of the Government of the Republic of Kazakhstan dated December 15, 2011 No. 1539

6. The personnel service shall prepare the necessary documents and submit the issue of awarding departmental awards for consideration by the Commission.

The commission shall be created permanently to ensure an objective approach to awarding departmental awards by order of the chief of staff.

The commission shall decide by collegial open voting within a month from the date of submission of the submission on awarding departmental awards. The decision shall be considered as adopted if the majority of votes of the total number of votes of the members of the Commission are in favour of it. Decisions of the Commission shall be documented in a protocol (in any form). In case of equality of votes, the decision for which the Chairman of the Commission voted shall be considered as adopted.

The commission shall make one of the following decisions, which shall be documented in the minutes:

- 1) satisfy the idea of awarding departmental awards;
- 2) reject the idea of awarding departmental awards;
- 3) to return the idea of awarding departmental awards for finalizing the materials.

The head of the apparatus, within 10 calendar days from the date of the decision by the Commission, shall issue an order to award a departmental award.

Chapter 3. Presentation for awarding the Honorary Diploma of the Ministry, Letter of gratitude from the Minister and Head of the apparatus

8. Employees of the Ministry, in recognition of their special labour merits, based on the decision of the Minister and the head of the apparatus, shall be encouraged by the letter of the Ministry, the Letter of gratitude from the Minister and the head of the apparatus.

9. Representations on awarding employees with a diploma of the Ministry and a Letter of gratitude from the Minister and the head of the apparatus shall be considered on the occasion of the celebration of state, professional holidays, anniversaries and the departure of an employee for a well-deserved rest, in connection with reaching retirement age.

10. The main criteria for awarding the diploma of the Ministry shall be:

- personal contribution to the development of the country's economic potential;
- impeccable civil service, compliance with the Code of Ethics for Civil Servants of the Republic of Kazakhstan (Rules of Service Ethics for Civil Servants), approved by Decree of the President of the Republic of Kazakhstan dated December 29, 2015 No. 153;
- performance of tasks of special importance and complexity;
- the exemplary performance of official duties;
- competence, conscientiousness and initiative in work;
- active participation in the public life of the country.

11. The grounds for awarding the Letter of gratitude from the Minister and the Chief of Staff shall be:

- promotion of economic growth and development of the country;
- long-term and fruitful work in the Ministry, departments and subordinate organizations;
- the exemplary performance of official duties, impeccable public service and other achievements in work;
- performance of tasks of particular importance and complexity assigned by the leadership of the Ministry.

12. The Human Resources Service shall request submissions for awarding the diploma of the Ministry, the Letter of gratitude from the Minister and the head of the apparatus, which shall be signed by the heads of structural divisions of the Ministry, its departments and their territorial divisions and agreed upon by the supervising First Vice Minister, Vice Minister.

The submission shall contain data characterizing the personality of the person being awarded, the total length of service, the length of public service, including the length of service in the Ministry, its departments and their territorial divisions, his/her specific merits, main results and achievements in work, and a summary of the successes achieved.

13. After the approval of the candidates by the Minister or the head of the apparatus, the list shall be sent to the personnel management service for the preparation of a draft order on encouragement.

Chapter 4. Presentation for the award of a one-time monetary reward and a valuable gift

14. Employees of the Ministry, its departments and their territorial divisions shall be encouraged by the resolution of the Minister:

a one-time monetary reward;
valuable gift.

The main indicators characterizing the results of the employee's activity for his remuneration shall be:

observance of state, executive and labour discipline;

results of work for a certain period;

the exemplary performance of official duties, impeccable civil service, the performance of tasks of special importance and complexity and other achievements in work, the performance of urgent and unforeseen work;

anniversaries, holidays;

timely and high-quality implementation of the activities of the Action Plan of the Government of the Republic of Kazakhstan, the Plan of drafting work of the Government of the Republic of Kazakhstan, acts and instructions of the President, the Government and the Prime Minister of the Republic of Kazakhstan, the Plan of control measures for the quality of public services by the structural divisions of the Ministry, territorial divisions of departments and branches of subordinate organizations.

The one-time monetary remuneration of the employees of the Ministry shall be carried out from the funds of the republican budget at the expense of the achieved savings according to the financing plan.

15. Representations of a one-time monetary reward and a valuable gift from employees of the Ministry shall be initiated by the Vice Minister, the head of the apparatus or heads of structural divisions of the Ministry, its departments and their territorial divisions by submitting a memorandum for consideration by the Minister in agreement with the head of the apparatus and the financial service.

16. If approved by the Minister, the head of the apparatus, an order shall be issued on a one-time monetary reward or on awarding a valuable gift to employees of the Ministry.

Annex to the Rules for the
application of incentives for civil
servants of the Ministry of
Industry and Infrastructure
Development of the Republic of
Kazakhstan
The form

Award list

1. Surname, name, patronymic (if any)

2. Position, place of work, service

(indicate the exact name of the enterprise unit, institution, organization, ministry, or state committee)

3. Gender _____

4. Year and place of birth _____

5. Nationality _____

6. Education _____

7. Academic degree, academic title _____

8. What state awards of the Republic of Kazakhstan were awarded and the date of the award: _____

9. Home address: _____

10. Total work experience _____

11. Work experience in the industry _____

12. Length of service in this labour collective _____

13. Characteristics indicating the specific special merits of the recipient:

The candidate was discussed and recommended by _____

(name of the structural unit, _____

institution, organization, date of discussion, protocol number)

Submitted by _____

(type of award)

Head of the enterprise _____

of the institution, organization (signature) (Last name, first name, patronymic (if any)

" " _____

(date of filling) transcription in Kazakh, Russian