



On some issues of passing public service

Unofficial translation

Decree of the President of the Republic of Kazakhstan dated December 29, 2015 № 152.

Unofficial translation

In order to implement the Law of the Republic of Kazakhstan "On public service of the Republic of Kazakhstan," **I hereby RESOLVED:**

Footnote. The preamble - in the wording of the Decree of the President of the Republic of Kazakhstan dated 31.12.2022 № 77 (shall enter into force from the day of its first official publication).

1. To approve the attached:

1) became invalid by the Decree of the President of the Republic of Kazakhstan dated 16.08.2017 № 532;

2) Rules and terms for assessing activities of public servants;

3) became invalid by the Decree of the President of the Republic of Kazakhstan dated 05.05.2018 № 681;

4) Rules and terms of rotation, categories and positions of civil servants subject to rotation ;

5) Rules for imposing disciplinary sanctions on public servants;

6) Rules for holding vacant or temporarily vacant administrative state position of the "B" corps in the order of transfer without holding a competition.

7) became invalid by the Decree of the President of the Republic of Kazakhstan dated 05.05.2018 № 681.

Footnote. Paragraph 1 as amended by decrees of the President of the Republic of Kazakhstan dated 13.07.2016 № 298 (shall be enforced from 01.01.2016); dated 16.08.2017 № 532; dated 05.05.2018 № 681; dated 13.11.2020 № 447 (for implementation, see paragraph n. 2).

2. To recognize invalid some decrees of the President of the Republic of Kazakhstan according to Appendix to this Decree.

3. This Decree shall be enforced from January 1, 2016 and shall be subject to official publication.

President of the Republic of Kazakhstan

N.NAZARBAYEV

APPROVED

by the Decree of the

President of the

Republic of Kazakhstan

dated December 29, 2015 № 152

RULES

of taking an oath by public servants

Footnote. Rules became invalid by the Decree of the President of the Republic of Kazakhstan dated 16.08.2017 № 532.

APPROVED
by the Decree of the
President of the
Republic of Kazakhstan
dated December 29, 2015 № 152

RULES

and terms for assessing activities of public servants

1. These Rules and terms of evaluation of the activities of civil servants (hereinafter referred to as the Rules) shall be developed in accordance with paragraph 1 of Article 33 of the Law of the Republic of Kazakhstan "On the civil service of the Republic of Kazakhstan" and shall determine the procedure and terms for assessing the activities of civil servants.

Footnote. Paragraph 1 – in the wording of the Decree of the President of the Republic of Kazakhstan dated 31.12.2022 № 77 (shall enter into force from the day of its first official publication).

2. Assessment of activities of public servants is carried out in order to determine the effectiveness and quality of their work.

3. The results of assessment of activities of civil servants shall be the basis for taking decisions on payment of bonuses, promotion, training, rotation, demotion or dismissal.

Chapter 1. Evaluation of the activities of political civil servants

Footnote. The title of chapter 1- in the wording of the Decree of the President of the Republic of Kazakhstan dated 18.01.2021 № 495 (shall enter into force from the day of its first official publication).

4. Assessment of activities of political public servants shall be carried out in the manner prescribed by the Administration of the President of the Republic of Kazakhstan.

Chapter 2. Evaluation of the activities of administrative civil servants of corps "A"

Footnote. The title of Chapter 2 - in the wording of the Decree of the President of the Republic of Kazakhstan dated 18.01.2021 № 495 (shall enter into force from the day of its first official publication).

5. Performance evaluation of administrative civil servants of Corps "A" (hereinafter referred to as Corps "A" servants) shall be based on their performance in a specific position at the end of the year (annual evaluation) no later than January 20 of the year following the year under evaluation.

State bodies may conduct performance evaluation of the Corps “A” servants based on the results of the quarter (quarterly evaluation) no later than the 10th day of the month following the reporting quarter of the year under evaluation (with the exception of the fourth quarter, the assessment of which shall be conducted no later than December 10).

Performance evaluation of a Corps “A” servant shall not be conducted if his tenure in a specific position is less than one month.

Footnote. Paragraph 5 - as amended by Decree of the President of the Republic of Kazakhstan dated 13.03.2023 № 141 (shall be enforced from the date of its first official publication).

6. Corps “A” servants who are on social leave shall undergo performance evaluation of the Corps “A” servants in keeping with the Methodology of performance evaluation of administrative civil servants of Corps “A”, approved by the authorized body.

Footnote. Paragraph 6 - as amended by Decree of the President of the Republic of Kazakhstan dated 13.03.2023 № 141 (shall be enforced from the date of its first official publication).

7. The assessment of the activity of the employee of building "A," with the exception of the persons specified in paragraph 8 of these Rules, shall be carried out by an official (body) who shall have the right to appoint to a public position and dismiss the employee of building "A" (hereinafter referred to as the authorized person), based on the Methodology for assessing the activity of administrative civil servants of building "A," approved by the authorized body.

Footnote. Paragraph 7 - in the wording of the Decree of the President of the Republic of Kazakhstan dated 18.01.2021 № 495 (shall enter into force from the day of its first official publication).

8. The performance of the Secretary of the Supreme Judicial Council - head of the office of the Supreme Judicial Council of the Republic of Kazakhstan shall be assessed by the Chairman of the Supreme Judicial Council of the Republic of Kazakhstan.

Footnote. Paragraph 8 - in the wording of the Decree of the President of the Republic of Kazakhstan dated 18.01.2021 № 495 (shall enter into force from the day of its first official publication).

9. Preparation for assessment of activities of public servants of the corps "A" is carried out by the personnel management service (personnel service) of the state body.

10. Preparation for assessment of activities of public servants of the corps "A" is carried out within fifteen working days before the deadline specified in paragraph 5 of these Rules, and includes preparation of necessary materials for assessment of activities of public servants of the corps "A" and determining the schedule for assessment of activities of public servants of the corps "A".

11. The necessary materials for assessment of activities of public servants of the corps "A" shall include:

1) information on activities of structural divisions of state bodies, their subordinated organizations or state bodies which activity is supervised by the public servant of the corps "A";

2) information, characterizing activity of public servant of the corps "A" in the evaluated period.

12. Servants of the corps "A" may submit additional information concerning their professional level and personal qualities to the state body prior to assessment.

13. The personnel management service (personnel service) of the state body shall notify the Corps "A" servant about the evaluation of his performance seven working days before the beginning of its conduct in the manner determined by the Methodology of performance evaluation of administrative civil servants of "A" corps, approved by the authorized body.

Footnote. Paragraph 13 - as amended by Decree of the President of the Republic of Kazakhstan dated 13.03.2023 № 141 (shall be enforced from the date of its first official publication).

14. For fixing the results of assessment of activities of public servants of the corps "A" the assessment sheet in the form approved by the authorized body for public service affairs shall be used.

15. The results of assessment of activities of public servants of the corps "A" are set on a scale with the following meanings: "unsatisfactorily", "satisfactorily", "effectively".

16. Excluded by Decree of the President of the Republic of Kazakhstan dated 31.12.2022 № 77 (shall enter into force from the day of its first official publication).

17. The personnel management service (personnel service) of the state body shall acquaint the Corps "A" servant with the performance evaluation results within two working days from the date of its completion in the manner prescribed by the Methodology of performance evaluation of administrative civil servants of corps "A", approved by the authorized body.

Footnote. Paragraph 17 - as amended by Decree of the President of the Republic of Kazakhstan dated 13.03.2023 № 141 (shall be enforced from the date of its first official publication).

18. The state body within ten working days from the date of completion of the annual assessment shall send to the authorized body for public service affairs the following materials:

- 1) results of assessment of activities of the public servant of the corps "A";
- 2) a review of activities of the public servant of the corps "A".

19. A review of activities of the public servant of the corps "A" shall be signed by the authorized person.

20. Excluded by the Decree of the President of the Republic of Kazakhstan dated 18.01.2021 № 495 (shall enter into force from the day of its first official publication).

21. The authorized body for public service affairs analyzes the annual assessment of servants of the corps "A" and not later than February 20, shall submit them to the working

body of the National Commission on personnel policy under the President of the Republic of Kazakhstan (hereinafter – the National commission).

Footnote. Paragraph 21 is in the wording of the Decree of the President of the Republic of Kazakhstan dated 24.01.2019 № 828 (shall be enforced from the day of its first official publication).

22. In case of disagreement with the results of assessment of activities, the servant of the corps "A" may apply to the National commission within ten working days from the date of familiarization with the results of assessment his/her activities.

23. The working body of the National commission shall submit the materials of annual assessment to the consideration by the National commission.

24. The National commission, after reviewing the materials submitted by the working body and, if necessary, conducting an interview with a servant of the corps "A", shall take one of the following decisions:

- 1) corresponds to the position;
- 2) does not correspond to the position.

25. Unsatisfactory assessment of an administrative public servant of the corps "A" shall be the basis for termination of an employment contract with him/her in agreement with the authorized commission.

Chapter 3. Evaluation of activity of administrative civil servants of corps "B"

Footnote. The title of Chapter 3 is in the wording of the Decree of the President of the Republic of Kazakhstan dated 18.01.2021 № 495 (shall enter into force from the day of its first official publication).

26. Performance evaluation of corps "B" administrative civil servants (hereinafter - corps "B" servants) shall be made on the basis of the results of their performance in a particular position in the manner determined by the standard methodology approved by the authorized body for public service.

The evaluation of a corps "B" servant shall not be conducted if his tenure in a particular position in the evaluated period is less than one month.

Footnote. Paragraph 26 - as amended by Decree of the President of the Republic of Kazakhstan dated 13.03.2023 № 141 (shall be enforced from the date of its first official publication).

27. Corps "B" servants who are on social leave shall undergo performance evaluation of the Corps "B" servants in accordance with the procedure determined by the standard methodology approved by the authorized body for public service.

Footnote. Paragraph 27 - as amended by Decree of the President of the Republic of Kazakhstan dated 13.03.2023 № 141 (shall be enforced from the date of its first official publication).

28. Coordination of work on carrying out an assessment of activities of servants of the corps "B" is carried out by the personnel management service (personnel service).

29. For assessment of activities of servants of the corps "B" assessment sheets in the form approved by the authorized body on public service affairs shall be used.

30. Assessment of the activity of the employee of building "B" shall be carried out by persons determined by the standard methodology approved by the authorized body for civil service affairs.

Footnote. Paragraph 30 - as amended by Decree of the President of the Republic of Kazakhstan dated 31.12.2022 № 77 (shall enter into force from the day of its first official publication).

31. Excluded by the Decree of the President of the Republic of Kazakhstan dated 31.12.2022 № 77 (shall enter into force from the day of its first official publication).

32. The results of the assessment of the activity of the employee of corps "B" shall be recorded in the assessment sheet.

Footnote. Paragraph 32 – in the wording of the Decree of the President of the Republic of Kazakhstan dated 31.12.2022 № 77 (shall enter into force from the day of its first official publication).

33. The results of evaluation of the activity of the employee of corps "B" shall be set on a scale with the following values:

- 1) "perform functional duties effectively";
- 2) "perform functional duties in a proper manner";
- 3) "perform functional duties satisfactorily";
- 4) "perform functional duties unsatisfactory" (unsatisfactory assessment).

Footnote. Paragraph 33 – in the wording of the Decree of the President of the Republic of Kazakhstan dated 31.12.2022 № 77 (shall enter into force from the day of its first official publication).

34. The personnel management service (personnel service) of the state body shall acquaint the Corps "B" servant with the results of the performance evaluation within two working days from the date of its completion in accordance with the procedure established by the standard methodology approved by the authorized body for public service.

Footnote. Paragraph 34 - as amended by Decree of the President of the Republic of Kazakhstan dated 13.03.2023 № 141 (shall be enforced from the date of its first official publication).

35. Excluded by the Decree of the President of the Republic of Kazakhstan dated 31.12.2022 № 77 (shall enter into force from the day of its first official publication).

36. Corps "B" servant whose performance has been evaluated as unsatisfactory for two consecutive quarters in the period under evaluation shall be demoted in the public office, if he meets his qualification requirements and there is a vacant lower state position.

In the absence of a vacant lower state position, the civil servant shall be offered another vacant state position.

In the absence of a vacant state position or refusal of the civil servant from the offered state position, the civil servant shall be dismissed from his state position.

Footnote. Paragraph 36 - as amended by Decree of the President of the Republic of Kazakhstan dated 05.06.2023 № 239 (shall be enforced ten days after the date of its first official publication).

37. A public servant shall have the right to appeal the results of assessment of his/her activities to the authorized body or the court.

APPENDIX 1
to the Rules of taking the
oath by public servants

OATH of a political public servant of the Republic of Kazakhstan

Before the people and the President of the Republic of Kazakhstan I solemnly swear to devote all my strength and knowledge to the prosperity of my country, strictly observe the Constitution and laws of the state, faithfully serve the people of Kazakhstan.

Surname, name _____
(signature, date)

APPENDIX 2
to the Rules of taking the oath
by public servants

OATH of an administrative public servant of the Republic of Kazakhstan

Considering the performance of public service as an expression of special trust on the part of society and the state, realizing my high responsibility before the people of Kazakhstan, I solemnly swear to observe the Constitution and legislation of the country, faithfully and professionally serve the people.

Surname, name _____
(signature, date)

APPROVED
by the Decree of the
President of the
Republic of Kazakhstan
dated December 29, 2015 № 152

Rules for training, retraining and improving qualification of public servants

Footnote. Rules became invalid by the Decree of the President of the Republic of Kazakhstan dated 05.05.2018 № 681.

APPROVED
by the Decree of the
President of the
Republic of Kazakhstan
dated December 29, 2015 № 152

Rules and terms of rotation, categories and positions of civil servants subject to rotation

Footnote. The Rules as amended by Decree of the President of the Republic of Kazakhstan dated 19.06.2023 № 265 (shall be enforced thirty calendar days after the date of its first official publication).

1. These Rules and terms of rotation, categories and positions of civil servants subject to rotation (hereinafter referred to as the Rules), have been developed in pursuance of paragraph 2 of Article 41 of the Law of the Republic of Kazakhstan “On Civil Service of the Republic of Kazakhstan” and establish the procedure and terms of rotation of civil servants, categories and positions of civil servants subject to rotation.

2. Rotation related to relocation to another locality of civil servants who are persons with disabilities, pregnant, single parents raising a child under the age of fourteen, who have (are guardians of) children with disabilities, including adopted children, parents (guardians) of large families or whose dependents are parents (a parent) with a disability or a parent (parents) who is a pensioner (pensioners) by age established by the legislation on pension provision of the Republic of Kazakhstan, shall be allowed only with the consent of these civil servants, unless otherwise provided for by law defining the legal basis, as well as the procedure for organizing the activities of the diplomatic service of the Republic of Kazakhstan.

These circumstances must be documented.

3. The provisions of these Rules shall not apply to civil servants elected in accordance with the laws of the Republic of Kazakhstan.

Chapter 1. General provisions

4. The rotation of a civil servant shall be carried out by a person (body) who has the right to appoint and dismiss civil servants of a state body (hereinafter referred to as the authorized person).

5. The appointment of a civil servant to the previous position from which he was rotated, and from which he was demoted or dismissed due to refusal of rotation, shall be allowed no earlier than one year from the date of his rotation to another state position, demotion or dismissal, unless otherwise decided by the President of the Republic of Kazakhstan.

In this case, the decision of the President of the Republic of Kazakhstan referred to in part one of this paragraph can be made in respect of a political civil servant and an administrative

civil servant of Corps “A” (hereinafter referred to as Corps “A” servants) upon the proposal of the head of the relevant state body.

6. In the event of rotation to another locality, a civil servant shall be provided with official accommodation for the period of his official duties without the right of privatization in accordance with the Law of the Republic of Kazakhstan “On Housing Relations”.

In the absence of official accommodation, rotational payments shall be established for political civil servants and Corps “A” servants, administrative civil servants of Corps “B” (hereinafter referred to as Corps “B” servants) of categories C-1, C-O-1 and D-O-1, who are rotated to another locality.

Based on the application of a civil servant who, at the time of the rotation period, has three or less years left before reaching the retirement age established by the Law of the Republic of Kazakhstan “On Pension Provision in the Republic of Kazakhstan”, an act of the authorized person on the release of this servant from rotation shall be adopted.

7. Rotation shall be made for the following purposes:

1) enhancing the efficiency of state bodies, development of oblasts, cities of republican status, the capital, cities that are administrative centers of oblasts, cities of oblast significance, districts of oblasts and districts in cities;

2) prevention of corruption offenses;

3) efficient use of professional potential and managerial experience of civil servants;

4) professional development and improvement of management competencies of civil servants.

8. Rotation shall be carried out according to one of the following schemes:

1) interlevel (“center – region”, “region – center”);

2) interregional (“region – region”);

3) intersectoral (“center – center”);

4) intraregional (within the region).

Chapter 2: Procedures for the rotation of political state servants and corps "A" servants

9. Rotation of political state servants and corps "A" servants shall be carried out by official relocation:

1) of political state servants (except for political state servants appointed to positions by the President of the Republic of Kazakhstan and political state servants for whom the Constitution and laws of the Republic of Kazakhstan determine the terms of their powers) to vacant or temporarily vacant political state positions;

2) of servants of Corps “A” for vacant or temporarily vacant administrative state positions of Corps “A”;

3) between political civil servants (with the exception of political civil servants appointed to positions by the President of the Republic of Kazakhstan, and political civil servants for

whom the Constitution and laws of the Republic of Kazakhstan determine the terms of their powers) and servants of Corps “A”.

10. Rotation of political civil servants and servants of Corps “A” shall be carried out in coordination with the Administration of the President of the Republic of Kazakhstan.

The personnel management service of the state body shall present to the authorized person (body) or akim of the corresponding oblast, city of republican status, the capital:

1) the list of political civil servants and (or) servants of Corps “A” of the given state body, subject to rotation, at least two months before the deadline for their rotation specified in paragraphs 14 and 16 of these Rules;

2) the list of political civil servants and (or) servants of Corps “A” of other state bodies, whose rotation dates are less than three months away. This list shall be provided to the personnel management service of a state body by the authorized body for civil service affairs upon written request.

11. The head of the state body to which rotation of the civil servant is planned, or the akim of the corresponding oblast, city of republican status, the capital, to which rotation of the civil servant is planned, no later than ten working days before the deadline for rotation of the political civil servant specified in paragraph 14 of these Rules, or at least thirty calendar days before expiry of the tenure of the Corps “A” servant, specified in paragraph 16 of these Rules, shall submit to the Administration of the President of the Republic of Kazakhstan a proposal for the rotation of a political civil servant or Corps “A” .

If a political civil servant or a Corps “A” from another state body is rotated to a political state position or a position in Corps "A", the proposal for the appointment of a civil servant shall indicate information on coordinating the rotation with the head of the state body at the current employment place of the civil servant.

12. Appointment within the rotation shall be made:

1) of political civil servants - within thirty calendar days after the rotation term of the political civil servant set out in paragraph 14 of these Rules;

2) corps “A” servants – before expiry of the tenure of the corps “A” servant.

13. In the absence of a decision on rotation or termination of powers of a political civil servant or Corps “A” servant they shall continue to work in their positions until a corresponding decision is made.

14. Rotation of political civil servants shall be carried out every four years from the date of his appointment to the last position held. At the same time, this period shall not be renewed when political civil servants are reassigned to equivalent positions previously held after the reorganization of a state body, change in structure or renaming of positions.

The rotation period specified in part one of this paragraph shall not include the period of absence of a political civil servant from work for more than two months in a row due to social leave or temporary disability, also in connection with secondment to state bodies, foreign institutions of the Republic of Kazakhstan and other organizations.

By decision of the authorized person (body), the tenure of a political civil servant in his position may be extended by two years. A subsequent extension of the tenure of a given political civil servant in his position shall be permitted by decision of the National Commission on personnel policy under the President of the Republic of Kazakhstan (hereinafter referred to as the National Commission) for two years. At the same time, the maximum permissible tenure of a political civil servant in his position may not exceed eight years.

15. Rotation of Corps “A” servants shall be made subject to their compliance with the special qualification requirements for positions in Corps “A”.

16. The term of office of a Corps “A” servant shall be four years, unless a different term is established by laws and acts of the President of the Republic of Kazakhstan.

The period for rotation specified in part one of this paragraph shall not include the period of absence of a Corps “A” servant from work for more than two months in a row due to social leave or temporary disability, as well as in connection with secondment to state bodies, foreign institutions of the Republic of Kazakhstan and other organizations.

By decision of the authorized person (body), the tenure of a Corps “A” servant in his position may be extended by two years. Subsequent extension of the tenure of this servant of Corps “A” shall be allowed by decision of the National Commission for two years. In this case, the maximum permissible tenure of Corps “A” servant in his position may not exceed eight years.

Chapter 3. The procedure of Corps “B” servants rotation

17. Rotation of corps “B” servants shall be made by position transfer:

1) of Corps “B” servants of categories C-1, C-O-1, to vacant administrative state positions of categories C-1, C-O-1 within a state body, including its departments, territorial bodies of this state body and its departments;

2) between Corps “B” servants of categories C-1, C-O-1, within a state body, including its departments, territorial bodies of this state body and its offices;

3) Corps “B” servants of category D-O-1, to vacant administrative state positions of category D-O-1 within the corresponding oblast, city of republican status, capital or between oblasts, cities of republican significance, capital;

4) between Corps “B” servants of category D-O-1, within the corresponding oblast, city of republican status, capital, or between oblasts, cities of republican significance, capital.

18. Rotation of Corps “B” servant specified in paragraph 17 of these Rules shall be made every four years from the date of his appointment to the last position held. In this case, the specified period shall not be renewed when Corps “B” servants are reassigned to positions equivalent to previously held positions corresponding to the previously performed official powers, after the reorganization of a state body, change in structure or renaming of positions.

The period for rotation specified in part one of this paragraph shall not include the period of absence of a Corps “B” servant from work for more than two months in a row due to social leave or temporary disability, also in connection with secondment to state bodies, foreign institutions of the Republic of Kazakhstan and other organizations.

In the event of a written refusal of a Corps “B” servant from rotation, by an act of an authorized person his tenure in this position may be extended for another two years, or the Corps “B” servant may be relieved of his position, or, if he agrees, demoted. A subsequent extension of the term of stay of this Corps “B” servant in his position shall be allowed by decision of the National Commission for two years. In this case, the maximum permissible tenure of a Corps “B” servant in his position may not exceed eight years.

Demotion in a state position shall be made without competitive procedures.

19. The personnel management service or the unified personnel management service, no later than two months before the rotation period, shall generate the list of Corps “B” servants subject to rotation and submit it for consideration to the authorized person.

20. The rotation of Corps “B” servants specified in paragraph 17 of these Rules shall be carried out by an act of an authorized person.

When rotating Corps “B” servants of category D-O-1 outside the oblast, city of republican status, capital, the act of rotation shall be adopted by the akim of the oblast, city of republican status, the capital at the place of rotation of the Corps “B” servant in coordination with the authorized body for public service affairs.

The authorized body for civil service affairs shall not approve if the corps “B” servant does not meet the established qualification requirements, does not comply with the requirements of these Rules, and also if the corps “B” servant subject to rotation worked during the last year under direct supervision of the person who is the head of the state body at the place of the proposed rotation.

21. Rotation shall be permissible between Corps “B” servants who have held public positions for at least the last four years in accordance with the appendix to these Rules (with the exception of civil servants specified in paragraph 17 of these Rules, as well as those elected in accordance with the laws of the Republic of Kazakhstan), including those working in various state bodies, by acts of authorized persons with the mutual consent of these Corps “B” servants and authorized persons. At the same time, the results of performance evaluation of state bodies in relevant areas and performance evaluation of Corps “B” servants shall be taken into account.

22. The appointment of Corps “B” servants within the rotation framework shall be made after the due term for rotation of Corps “B” servants established in paragraph 18 of these Rules.

In this case, the authorized person shall notify the Corps “B” servant in writing about the upcoming rotation at least thirty calendar days in advance. After this period, a corresponding

act of the authorized person shall be issued on the appointment of a Corps “B” servant, subject to rotation, to the position.

If the position for which a Corps “B” servant is applying on rotation basis is not vacated by the time of the rotation, then the Corps “B” servant shall continue to work in his position until the specified position is vacated.

Appendix
to the Rules and terms
of rotation, categories and
positions of state civil
servants subject to rotation

List

of public positions of corps "B", between which rotation is allowed by mutual consent of state servants

Category	Position
Category group B	
B-2	Deputy head of a structural unit
B-3	Head of the administration (service) of the Agency of the Republic of Kazakhstan for Civil Service Affairs, Agency for the Protection and Development of Competition of the Republic of Kazakhstan, Agency for Strategic Planning and Reforms of the Republic of Kazakhstan
B-4	Head of the sector
Category group C	
C-2	Deputy head of the department
C-3	Head of the administration
	Deputy head of the administration
	Consul-head of consulate
C-O-2	Deputy head
	Deputy head of Customs
	Head of the Secretariat of the Ethics Council of the Agency of the Republic of Kazakhstan for Public Service Affairs
C-O-3	Head of the administration
	Head of the department of the territorial body of the Agency of the Republic of Kazakhstan for Civil Service Affairs
	Head of the customs post
	Head of the territorial department - senior bailiff
C-O-4	Head of the department
	Deputy head of Customs post
	Head of district territorial administration

C-R-1	Head of the Administrator of district and equivalent court
C-R-2	Deputy head of the district territorial administration
	Deputy Head of the Administrator of the district and equivalent court
C-R-3	Head of the district territorial administration department
Category group D	
D-1	Head of maslikhat staff
D-2	Head of staff of audit commissions of oblasts, cities of republican status, the capital
	Deputy Head of the Akim's Office
	Deputy Head of maslikhat staff
D-3	Head of structural unit
D-O-2	Deputy head
	Head of the Secretariat of the Assembly of the People of Kazakhstan
D-O-3	Head of the department
D-R-1	Head of the department
D-R-2	Deputy head of the department
D-R-3	Head of the sector
Category group E	
E-1	Deputy akims of rayons, districts in the city and cities of oblast significance
E-2	Head of staff
E-3	Head of structural unit
E-R-1	Head of the department
E-R-2	Deputy head of the department
E-R-3	Head of the sector
E-G-1	Deputy akim
E-G-2	Head of structural unit

APPROVED
by the Decree of the
President of the
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dated December 29, 2015 № 152

RULES of imposing disciplinary sanctions on public servants

1. These Rules for imposing disciplinary sanctions on civil servants (hereinafter referred to as the Rules) shall be developed in accordance with paragraph 10 of Article 44 and

paragraph 4 of Article 60 of the Law of the Republic of Kazakhstan "On civil service of the Republic of Kazakhstan" (hereinafter referred to as the Law) and shall determine the procedure for imposing disciplinary sanctions on civil servants.

Footnote. Paragraph 1 – in the wording of the Decree of the President of the Republic of Kazakhstan dated 31.12.2022 № 77 (shall enter into force from the day of its first official publication).

Section 1. Disciplinary responsibility of political public servants Chapter 1. General provisions

Footnote. The title of Chapter 1 - in the wording of the Decree of the President of the Republic of Kazakhstan dated 22.02.2022 № 814 (shall enter into force from the day of its first official publication).

2. For unlawful, guilty non-fulfillment or improper fulfillment of duties entrusted to him/her by a political public servant, abuse of authority, violation of official discipline and official ethics, as well as non-compliance with restrictions established by the laws of the Republic of Kazakhstan related to being on public service (hereinafter – disciplinary misconduct), a political public servant shall be imposed disciplinary action.

Chapter 2. Disciplinary Procedure

Footnote. The title of Chapter 2 - in the wording of the Decree of the President of the Republic of Kazakhstan dated 22.02.2022 № 814 (shall enter into force from the day of its first official publication).

3. A disciplinary sanction against a political public servant shall be imposed by a higher official (body) or a person entitled to appoint and dismiss a servant subject to disciplinary liability (hereinafter – the authorized person).

4. Disciplinary sanction against political public servants:

1) appointed by the President of the Republic of Kazakhstan, imposed by him/her on his/her own initiative or on representations of the direct heads of these servants, other officials or state bodies authorized by the President of the Republic of Kazakhstan;

2) Administration of the President, appointed by the Head of Administration – by the head of Administration on his/her own initiative or representations of the heads of structural divisions of Administration of the President or officials supervising the activities of political public servants;

3) of the Government Office and central executive bodies - by the Government or the Prime Minister on their own initiative or upon submission of the Head of the Government Office, members of the Government, respectively;

4) apparatus of the chambers of Parliament- by the bureau of these chambers on representations of the chairmen of the chambers;

5) local executive bodies – by higher heads of these executive bodies;

6) other political civil servants – by the heads of state bodies on their own initiative or on representations of the direct heads of these servants.

Footnote. Paragraph 4 as amended by Decree of the President of the Republic of Kazakhstan dated 13.04.2023 № 195 (shall be enforced from the date of its first official publication).

5. An internal investigation may be conducted before imposing disciplinary sanction.

6. A written explanation must be sought from the perpetrator of the offence.

7. The refusal of the perpetrator to give a written explanation may not be an obstacle to the imposition of a disciplinary sanction.

About the imposed disciplinary sanction, the political public servant subjected to sanction shall be informed by the personnel management service (personnel service) of the corresponding state body under the signature.

In case of impossibility to acquaint with the act of imposing a disciplinary sanction of a political public servant subjected to sanction, the personnel management service (personnel service) shall send him/her a copy of the act by the letter with notification.

Refusal of a political public servant in acquaintance with the act on imposing disciplinary sanction shall be fixed by the personnel management service (personnel service) in written form.

8. A disciplinary sanction may be declared to a political public servant at the meeting of the relevant state body, its collegium or in presence of servants determined by the official who imposed this sanction.

9. By the decision of the President of the Republic of Kazakhstan, violations of official ethics standards, including disciplinary offenses that discredit the civil service committed by political civil servants appointed by the President of the Republic of Kazakhstan and their deputies, with the exception of the first deputy and deputy akims of the regions, cities of republican significance, the capital, can be considered by the Commission under the President of the Republic of Kazakhstan on anti-corruption issues (hereinafter referred to as the Anti-Corruption Commission).

The Anti-Corruption Commission shall have the right to make recommendations on conducting an internal investigation, as well as proposals on disciplinary responsibility of officials up to and including dismissal from their position.

Disciplinary liability of first deputies, deputies and heads of staff of akims of oblasts, cities of republican status, the capital, akims of cities that are administrative centers of oblasts, cities of oblasts significance, districts of oblasts and districts in cities for breach of official ethics, including for disciplinary offenses discrediting civil service, shall be considered by the Ethics Commission of the authorized body for civil service affairs (hereinafter referred to as the Ethics Commission), which has the right to make recommendations on conducting an internal investigation, as well as proposals on disciplinary liability of officials up to and including their dismissal from their positions.

The regulation on the Ethics Commission shall be approved by the authorized body for civil service affairs.

Footnote. Paragraph 9 - in the wording of the Decree of the President of the Republic of Kazakhstan dated 22.02.2022 № 814 (shall enter into force from the day of its first official publication); as amended by Decree of the President of the Republic of Kazakhstan dated 05.06.2023 № 239 (shall be enforced ten calendar days after the date of its first official publication).

10. An appeal against the decision on imposing disciplinary sanction shall not suspend its enforcement.

11. Disciplinary sanctions shall be imposed by issuing the following acts:

- 1) decree or order of the President of the Republic of Kazakhstan;
- 2) resolution of the Government of the Republic of Kazakhstan;
- 3) order of the Prime-Minister of the Republic of Kazakhstan;
- 4) orders or other acts of the heads of central and local executive bodies and other authorized officials provided by the legislation.

12. The act on imposing a disciplinary sanction shall specify the offense for which the sanction is imposed, the type of sanction and the person on whom it is imposed.

13. Information and acts on disciplinary sanctions are subject to recording by the personnel management service (personnel service) of state body by entering in the service record of the political public servant.

Information on disciplinary penalties imposed by the head of the state body on political public servants who have committed disciplinary offenses discrediting public service shall be subject to mandatory submission by the personnel management service (personnel service) to the authorized body for legal statistics and special records.

14. If, within six months from the date of imposition of the penalty, a political public servant is not subjected to a new sanction, he shall be deemed not to have a disciplinary sanction.

Removal of a disciplinary sanction in the form of demotion from a political public servant shall not entail his/her reinstatement to a previous position.

15. In case of imposition of several disciplinary sanctions on a political public servant, he shall be considered to have a penalty until expiration of the six-month period from the date of imposing the last sanction.

16. Disciplinary action can be lifted before the six-month deadline if a political civil servant has not committed a new misconduct and has shown himself to be a bona fide worker in the process.

When disciplinary sanctions are imposed on political civil servants for non-fulfillment or improper execution of instructions of the President of the Republic of Kazakhstan, as well as the Prime Minister of the Republic of Kazakhstan and his deputies, the leadership of the Administration of the President of the Republic of Kazakhstan, as well as the Government of

the Republic of Kazakhstan, their early removal shall be carried out in agreement with the relevant officials of the Administration of the President of the Republic of Kazakhstan and the Office of the Government of the Republic of Kazakhstan, respectively.

A petition to the Administration of the President of the Republic of Kazakhstan and the Office of the Government of the Republic of Kazakhstan, respectively, for consent to early lifting of a disciplinary sanction shall be sent by the immediate supervisor of the political civil servant who is under sanction.

Footnote. Paragraph 16 - as amended by Decree of the President of the Republic of Kazakhstan dated 31.12.2022 № 77 (shall enter into force from the day of its first official publication); as amended by Decree of the President of the Republic of Kazakhstan dated 13.04.2023 № 195 (shall be enforced from the date of its first official publication); dated 03.01.2024 № 429 (shall be enforced after the day of its first official publication).

17. A disciplinary sanction that has not been removed by the day of termination of official duties by a political public servant, shall be deemed to be removed from the day of termination of these duties.

18. Early removal of disciplinary sanction shall be made by:

- 1) the official who imposed it or the higher official;
- 2) the relevant act, of which the servant is informed by the personnel management service (personnel service) of the relevant state body.

19. For early removal of a disciplinary sanction, the direct head of a political public servant, on whom the sanction was imposed, shall send a corresponding petition to the authorized person.

20. Early recovery of a penalty, if it is imposed upon the recommendation of the Anti-Corruption Commission, shall only be subject to approval by the Commission unless otherwise decided by the President of the Republic of Kazakhstan.

Footnote. Paragraph 20 as reworded by Presidential Decree № 239 of 14.01.2020.

Section 2. Disciplinary responsibility of administrative public servants Chapter 1. General provisions

Footnote. The title of Chapter 1 - in the wording of the Decree of the President of the Republic of Kazakhstan dated 22.02.2022 № 814 (shall enter into force from the day of its first official publication).

21. Disciplinary liability of administrative civil servants of "A" corps, except for the chairmen of committees of central executive bodies, who have breached service ethics or committed disciplinary offenses discrediting the civil service, shall be considered by the National Commission on Personnel Policy under the President of the Republic of Kazakhstan (hereinafter - the National Commission) or on its behalf by the personnel commission of the oblast, city of republican status, the capital (hereinafter - the Regional Personnel Commission).

Footnote. Paragraph 21 as amended by Decree of the President of the Republic of Kazakhstan dated 05.06.2023 № 239 (shall be enforced ten calendar days after the date of its first official publication).

22. Excluded by Presidential Decree № 239 of 14.01.2020.

23. For consideration of materials of internal investigation, research of facts concerning a disciplinary offence of administrative public servants of the corps "B", and making appropriate recommendations provided by these Rules, the disciplinary commission (hereinafter – the Commission) is created in the state body.

24. Disciplinary liability of chairmen of committees of central executive bodies and administrative civil servants of categories B-1, B-2, C-1, C-2, as well as C-O-1, C-O-2 of the authorized body for civil service affairs and Ethics commissioners holding independent positions in central state bodies who have breached official ethics or committed disciplinary offenses that discredit the public service shall be examined by the Ethics Commission.

Footnote. Paragraph 24 as amended by Decree of the President of the Republic of Kazakhstan dated 05.06.2023 № 239 (shall be enforced ten calendar days after the date of its first official publication).

25. Disciplinary liability of administrative civil servants of categories C-O-1, C-O-2, C-R-1, C-R-2, D-1, D-2, D-O-1, D-O-2, D-R-1, D-R-2, E-1, E-2, E-R-1, E-R-2, as well as ethics commissioners holding independent positions in the offices of akims of oblasts, cities of republican status, the capital, who have breached official ethics, including those who have committed disciplinary offenses that discredit the public service, shall be considered by the ethics councils of the authorized body for civil service affairs in the oblasts, cities of republican status, and the capital (hereinafter referred to as the Ethics Council).

Footnote. Paragraph 25 as amended by Decree of the President of the Republic of Kazakhstan dated 05.06.2023 № 239 (shall be enforced ten calendar days after the date of its first official publication).

25-1. Disciplinary punishment on administrative civil servants of the "A" corps initiated by the President is imposed without the approval of the National Commission.

Footnote. The Rules are supplemented by paragraph 25-1 in accordance with the Decree of the President of the Republic of Kazakhstan dated 24.01.2019 № 828 (effective from the date of its first official publication).

26. In cases when within one disciplinary proceeding it is necessary to consider offenses of several administrative public servants of different categories, the disciplinary responsibility shall be considered by the body or the official having the right to consider an offense of the servant having higher status (category).

27. Disciplinary offences are divided into the following types:

- 1) minor;
- 2) significant;
- 3) gross.

A minor offence is an offence committed by an administrative public servant who has no disciplinary sanction, or after the removal of a previously imposed sanction, for which a sanction in the form of a remark, a reprimand and a severe reprimand is imposed.

A significant offence is an offense committed by an administrative public servant with not removed sanction in form of a remark, reprimand or severe reprimand, for which a sanction in form of warning on incomplete service compliance, or demotion shall be imposed. Thus, in cases of disciplinary offenses for committing of which disciplinary sanction in form of prevention on incomplete office compliance or demotion on the bases according to the legislation on public service is provided, disciplinary sanction in form of prevention on incomplete office compliance or demotion shall be imposed irrespective of existence of not removed disciplinary sanction.

Gross offence is offence for committing of which dismissal, sanctions in form of demotion or warning about incomplete official compliance are provided on the grounds in accordance with current labor legislation, public service legislation, or committed by an administrative public servant with not removed sanction in form of demotion or warning of incomplete official compliance, for which dismissal from holding position shall be imposed.

28. Excluded by Decree of the President of the Republic of Kazakhstan dated 22.02.2022 № 814 (shall enter into force from the day of its first official publication).

Chapter 2. Grounds and conditions for imposing disciplinary sanctions

Footnote. The title of Chapter 2 - in the wording of the Decree of the President of the Republic of Kazakhstan dated 22.02.2022 № 814 (shall enter into force from the day of its first official publication).

29. The basis for imposing disciplinary sanction is committing of a disciplinary offence by an administrative public servant.

30. For committing disciplinary offence by an authorized person, an administrative public servant may be imposed disciplinary sanctions provided by the Law.

31. Disciplinary sanction must correspond to the severity of the committed disciplinary offense, the degree of guilt of the person who committed it.

32. When determining the type of disciplinary penalty and its imposition, the requirements provided for by paragraphs 5, 6, 7 of Article 44 of the Law are taken into account, and are also taken into account in the aggregate:

- 1) the content and nature of the offence;
- 2) circumstances under which the offense was committed (time, place, method and other circumstances of its committing), the fault of an administrative public servant;
- 3) negative consequences that resulted or could result from the offense;
- 4) previous behavior of the person who committed it;
- 5) experience in the relevant field;
- 6) other circumstances characterizing the personality of an administrative public servant.

Footnote. Paragraph 32 with a change introduced by the Decree of the President of the Republic of Kazakhstan dated 22.02.2022 № 814 (shall enter into force from the day of its first official publication).

33. Based on the information on disciplinary misconduct of an administrative civil servant by the personnel management service (personnel service) or persons entrusted with the fulfillment of the duties of the personnel management service (personnel service), a written explanation shall be required from him, which is submitted to him within two working days from the date of his request.

In case of refusal of the administrative civil servant to provide a written explanation by employees of the personnel management service (personnel service) or persons entrusted with the fulfillment of the duties of the personnel management service (personnel service), a corresponding act is drawn up.

The refusal of an administrative civil servant to provide a written explanation cannot be an obstacle to an internal investigation.

Footnote. Paragraph 33 – in the wording of the Decree of the President of the Republic of Kazakhstan dated 22.02.2022 № 814 (shall enter into force from the day of its first official publication).

34. If an administrative public servant commits a minor disciplinary offense, if in a written explanation he agrees with the fact that he committed this offense, then the authorized person has the right to impose a penalty in the form of a remark, reprimand or severe reprimand without conducting an internal investigation.

Based on materials relating to administrative civil servants referred to in paragraphs 21, 24 and 25 of these Rules referred to the National Commission, the Ethics Commission or the Ethics Council in accordance with their competence, official investigations may not be appointed if, in written explanations, the employees agree with the fact that they committed a misconduct.

In this case, materials regarding these administrative civil servants are sent to the state body by the chairman of the National Commission, the chairman of the Ethics Commission or the Ethics Council to impose disciplinary sanctions on employees.

Footnote. Paragraph 34 – in the wording of the Decree of the President of the Republic of Kazakhstan dated 22.02.2022 № 814 (shall enter into force from the day of its first official publication).

35. If the administrative civil servant in his written explanation does not agree with the fact that he committed a misconduct, then an internal investigation must be carried out in accordance with the procedure determined by these Rules.

Footnote. Paragraph 35 – in the wording of the Decree of the President of the Republic of Kazakhstan dated 22.02.2022 № 814 (shall enter into force from the day of its first official publication).

36. Excluded by the Decree of the President of the Republic of Kazakhstan dated 22.02.2022 № 814 (shall enter into force from the day of its first official publication).

37. For disciplinary offenses for which disciplinary penalties may be imposed in the form of demotion, warnings of incomplete official compliance and dismissal from a position, an internal investigation and the presence of a recommendation of the Commission shall be mandatory.

Footnote. Paragraph 37 – in the wording of the Decree of the President of the Republic of Kazakhstan dated 22.02.2022 № 814 (shall enter into force from the day of its first official publication).

38. If a disciplinary offense is committed by a person who was first admitted to an administrative public position, the personnel management service (personnel service) or a person who is entrusted with the performance of the duties of the personnel management service (personnel service) from a mentor assigned to this person upon committing the misconduct, a written explanation is required, which is attached to the materials of the internal investigation.

Footnote. Paragraph 38 – in the wording of the Decree of the President of the Republic of Kazakhstan dated 22.02.2022 № 814 (shall enter into force from the day of its first official publication).

39. When the authorized person considers the recommendations and materials of the National commission, Commission for ethics, the Regional personnel commission or the ethics Council, internal investigations shall not be conducted.

The decision on imposing a sanction shall be made by the authorized person within ten working days in accordance with the recommendation of the National commission, the Commission for ethics, the Regional personnel commission or the ethics Council.

The taken decision shall be reported to the National commission, the Commission for ethics, the Regional personnel commission or the ethics Council within three working days.

40. Disciplinary sanctions in case committing an offence committed jointly by several public servants shall be imposed on each servant individually.

41. Only one disciplinary sanction shall be imposed for a committed disciplinary offence.

42. Application of a disciplinary sanction to an administrative public servant, if other types of responsibility are seen in his/her actions, does not exempt him/her from other types of responsibility provided by the laws of the Republic of Kazakhstan.

Chapter 3. Internal investigation procedure

Footnote. Chapter 3 – in the wording of the Decree of the President of the Republic of Kazakhstan dated 22.02.2022 № 814 (shall enter into force from the day of its first official publication).

43. An internal investigation is the activity of collecting and verifying materials and information about a disciplinary offense of an administrative civil servant in order to fully, comprehensively and objectively clarify the circumstances of its commission.

44. The basis for the appointment of an official investigation is information about the commission of a disciplinary offense by an administrative civil servant: appeals of individuals and legal entities, materials of law enforcement and other state bodies, publications in the media, memos or representations of heads of structural divisions of state bodies in which the person who committed the disciplinary offense works, and other materials.

The materials may contain information recorded both in writing and in another form, including video materials.

45. Official investigations into disciplinary misconduct of administrative civil servants are appointed by an act of an official who has the right to appoint and dismiss an administrative civil servant (hereinafter referred to as an authorized person) within five working days from the day when the authorized person received information about the offense committed.

Official investigations into disciplinary misconduct of administrative civil servants appointed by an elected body are appointed by the decision of the secretary of this elected body.

The authorized person for the akim of a city of district significance, settlement, village, rural district is the akim of the district (city of regional significance).

46. Information on disciplinary offenses of administrative civil servants specified in paragraphs 21, 24, 25 of these Rules, which became known to the authorized person, shall be forwarded within three working days to the National Commission, Ethics Commission or Ethics Council in accordance with their competence.

47. An internal investigation is carried out by the personnel management service (HR service) or by persons entrusted with the performance of the duties of the personnel management service (HR service), within no more than ten working days from the date of publication of the act on conducting an internal investigation. At the same time, the direct head of the administrative civil servant is involved in the internal investigation, except in cases of a conflict of interests or consideration of their disciplinary responsibility within the framework of one disciplinary proceeding and the cases provided for in paragraph 48 of these Rules.

If necessary, other civil servants may be involved in conducting an internal investigation, as well as conducting an internal investigation may be assigned to employees of other structural divisions with the involvement of an employee of the personnel management service (HR service).

48. Persons who are members of the Regional Personnel Commission, Ethics Commission, Ethics Council and Commission are not involved in conducting an internal investigation.

49. Official investigations into disciplinary misconduct of administrative civil servants specified in paragraph 21 of these Rules are appointed by the decision of the Chairman of the National Commission.

The Chairman of the National Commission may entrust the conduct of an internal investigation to the relevant State body or official in accordance with their competence, with the inclusion of a representative of the working body of the National Commission or the authorized body for civil service affairs in the composition of the persons conducting the internal investigation.

50. The Chairman of the Regional Personnel Commission makes a decision on conducting an internal investigation into the misconduct of administrative civil servants specified in paragraph 21 of these Rules on behalf of the National Commission.

In this case, the Chairman of the Regional Personnel Commission may entrust the conduct of an internal investigation to the relevant state body or official in accordance with their competence, with the inclusion of a representative of the working body of the Regional Personnel Commission in the composition of the persons conducting the internal investigation

51. Official investigations into the misconduct of administrative civil servants specified in paragraph 24 of these Rules are appointed by order of the head of the authorized body for civil service affairs and are conducted by officials of the authorized body for civil service affairs in the time and manner established by these Rules.

If necessary, the authorized body for civil service affairs may entrust the conduct of an internal investigation to the personnel management service (personnel service) of the state body itself with the participation of a representative of the authorized body for civil service affairs.

52. Official investigations into the misconduct of administrative civil servants specified in paragraph 25 of these Rules are appointed by the decision of the Chairman of the Ethics Council and conducted by its working body in the manner prescribed by these Rules, taking into account the specifics provided for by the legislation of the Republic of Kazakhstan in the field of public service.

53. Official investigations are suspended for a period of:

- 1) temporary disability of an administrative civil servant;
- 2) the presence of an administrative civil servant on vacation or business trip;
- 3) the release of an administrative civil servant from the performance of his official duties for the duration of his performance of state or public duties;
- 4) the presence of an administrative civil servant in training, retraining, advanced training courses and internship;

5) appeals by an administrative civil servant in court against acts of state bodies on the commission of a disciplinary offense by him, as well as in cases of judicial consideration of an issue that is the basis for the appointment of an official investigation;

6) acts of force majeure, which means a state of emergency imposed in accordance with the legislation of the Republic of Kazakhstan;

7) sending a request to state bodies, officials and other entities for the provision of materials and information necessary for the implementation of official investigations.

The internal investigation is suspended and resumed by the decision of the authorized person.

The decision to suspend and resume the internal investigation in respect of administrative civil servants appointed by an elected body is made by the secretary of this elected body.

The decision to suspend and resume an internal investigation upon the introduction of a state of emergency by an authorized person is made taking into account the basic and temporary restrictive measures provided for the period of its validity.

54. In the course of an internal investigation, the personnel management service (HR service) or persons charged with conducting an internal investigation require written explanations from the administrative civil servant in respect of whom an internal investigation is being conducted, all materials and information concerning the circumstances of the commission of a disciplinary offense and other grounds for investigation are comprehensively and fully collected.

An administrative civil servant, in respect of whom an internal investigation was conducted, by the personnel management service (HR service) or by a person entrusted with the performance of the duties of the personnel management service (HR service), must be familiar with the materials of the internal investigation.

In case of refusal of an administrative civil servant to give a written explanation or to confirm with his signature familiarization with the materials of the internal investigation by employees of the personnel management service (HR service) or persons entrusted with conducting an internal investigation, an appropriate act is drawn up, which is attached to the materials of the internal investigation.

The collected materials are submitted with an appropriate reasoned conclusion for consideration by the Commission.

55. If, as a result of an internal investigation, it is concluded that an administrative civil servant has committed actions that have possible signs of a criminal offense or an administrative offense, the authorized person immediately transmits the received materials to law enforcement or other bodies without submitting them to the Commission for consideration.

In cases of termination by a law enforcement agency of proceedings in a criminal case or in a case of an administrative offense against a civil servant, but if there are signs of disciplinary misconduct in his actions, the case materials are sent to the appropriate state body

Chapter 4. Procedure for formation and operation of the disciplinary commission

Footnote. The title of chapter 4 - in the wording of the Decree of the President of the Republic of Kazakhstan dated 22.02.2022 № 814 (shall enter into force from the day of its first official publication).

60. The Commission shall be formed by an act of an authorized person and shall consist of the chairman, members of the Commission from among the employees of the state body.

The total number of members of the Commission, including the chairman, should be an odd number, and the composition of the Commission should consist of representatives of various structural units of the state body.

In the central executive bodies, the Chief of staff shall exercise general management of the Commission's activities, forms its composition in the number of at least five members, two-thirds of which should consist of representatives of structural divisions, including the chairman. The Chairman of the Commission shall be determined in the act establishing the Commission.

For state bodies whose staff number shall not be less than fifty units, it is allowed to form a Commission consisting of three members.

To consider the responsibility of administrative civil servants elected in accordance with the legislation of the Republic of Kazakhstan, the Commission also shall include deputies of maslikhats and representatives of the local community.

The Secretary of the Commission shall be a representative of the personnel management service (personnel service), who shall be determined by the head of the personnel management service (personnel service), or a person who shall be entrusted with the performance of the duties of the personnel management service (personnel service). All materials of the work of the Commission shall be stored in the personnel management service (personnel service). The Secretary of the Commission shall provide organizational support for its work and does not take part in the voting.

Political civil servants who are heads of public bodies and their deputies, as well as authorized persons, cannot be part of the Commission.

Footnote. Paragraph 60 – in the wording of the Decree of the President of the Republic of Kazakhstan dated 22.02.2022 № 814 (shall enter into force from the day of its first official publication).

61. The member of the Commission does not participate in consideration of materials of internal investigation and research of facts concerning disciplinary offense in respect of the servant who is his/her close relative or relative-in-law or if the member of the Commission has direct or indirect interest in this investigation.

If a member of the Commission has a direct or indirect interest in the investigation, he/she must immediately inform of it the person having the right to the appointment and dismissal of administrative public servants.

62. At the meeting, the Commission shall review the materials of the internal investigation and examine the facts related to the disciplinary offense, shall consider the

explanations of the administrative civil servant in respect of whom the internal investigation was carried out, and representatives of the personnel management service (personnel service) or authorized officials who conducted the investigation. The panel also shall have the power to listen to witnesses and examine any facts relating to misconduct.

If necessary, it is allowed to hold meetings of the Commission by videoconference.

Internal investigation materials shall be reviewed by the Commission within five working days, taking into account the timing of disciplinary action.

Footnote. Paragraph 62 – in the wording of the Decree of the President of the Republic of Kazakhstan dated 22.02.2022 № 814 (shall enter into force from the day of its first official publication).

62-1. The day of the meeting shall be determined by the Chairman of the Commission, about which the members of the Commission shall be notified by the Human Resources Service (HR Service) or the person entrusted with the performance of the duties of the Human Resources Service (HR Service).

Footnote. Chapter 4 as added by paragraph 62-1 in accordance with the Decree of the President of the Republic of Kazakhstan dated 22.02.2022 № 814 (shall enter into force from the day of its first official publication).

63. The Administrative civil servant of the personnel management service (HR service) or the person assigned to perform the duties of the personnel management service (HR service) shall be duly notified of the time and place of the Commission meeting at least three working days before the Commission meeting.

A proper notice in these Rules shall be deemed to be a notification of an administrative civil servant by a letter at the place of work or by a registered letter or telegram, if he is not at work, which are handed to him personally or to one of the adult family members living with him on receipt or using other means of communication that ensure the recording of the notice or call.

The administrative civil servant brought to disciplinary responsibility, in cases of changes during the internal investigation of his address, the subscriber number of the cellular communication, shall inform this in writing to the personnel management service (personnel service) or to the person entrusted with the fulfillment of the duties of the personnel management service (personnel service).

In the absence of such a notification message, the call shall be sent to the last known address, the subscriber number of the cellular communication and shall be considered delivered, although the employee at this address no longer resides or is not located, does not use this subscriber number of the cellular communication.

Footnote. Paragraph 63 – in the wording of the Decree of the President of the Republic of Kazakhstan dated 22.02.2022 № 814 (shall enter into force from the day of its first official publication).

64. An administrative public servant may refuse to participate in the meeting of the Commission in written form.

The absence of an administrative civil servant for whom disciplinary responsibility is being considered, if properly notified, is not an obstacle to the consideration of internal investigation materials at a meeting of the Commission.

Footnote. Paragraph 64 as amended by the Decree of the President of the Republic of Kazakhstan dated 22.02.2022 № 814 (shall enter into force from the day of its first official publication).

65. A meeting of the Commission shall be deemed competent if at least three quarters of its members are present at the meeting.

66. By consideration of materials of internal investigation the Commission shall resolve the following questions:

1) whether there was a concrete action (inaction) which is the basis for consideration of the disciplinary responsibility of the servant;

2) whether this action (inaction) is a disciplinary offense, and in violation of what norms of the legislation of the Republic of Kazakhstan it has been committed;

3) whether this disciplinary offence has been committed by an administrative public servant;

4) whether the fault of an administrative public servant is seen in committing this disciplinary offense;

5) whether the terms of attraction to disciplinary responsibility of an administrative public servant are observed;

6) whether an administrative public servant is acquainted with materials of internal investigation;

7) what kind of sanction is recommended to impose on an administrative public servant;

8) other circumstances provided for in paragraph 32 of these Rules.

67. The course of meeting of the Commission is made out in the form of the protocol in which the 67. The results of the meeting of the Commission shall be formalized in the form of a minute, which records the decisions of the Commission on the issues specified in paragraph 66 of these Rules. The minutes shall be drawn up within three business days from the date of the meeting and signed by the Chairman, members and secretary of the Commission, after which the personnel management service (HR service) or the person entrusted with the performance of the duties of the personnel management service (HR service) shall familiarize him with the employee in respect of whom the issue of disciplinary responsibility have been considered.

The course of the meeting shall be recorded using the technical means of video recording, except for cases when the consideration of issues of disciplinary responsibility affects state secrets. A transcript of the meeting may be attached to the minutes. During a meeting, an administrative public servant may also use technical recording tools, unless the consideration

of disciplinary matters involves government secrets. The use of technical recording means should not interfere with the course of the meeting of the disciplinary commission.

At the same time, the video recording shall cover the participants of the meeting and members of the Commission.

The use of video recording equipment by the Commission shall be recorded in the minutes of the Commission meeting.

Materials recorded by means of technical means of video recording shall be stored in the human resources service (HR service) or by the person assigned to perform the duties of the human resources service (HR service) for at least five years from the date of the Commission meeting completion.

Footnote. Paragraph 67 – in the wording of the Decree of the President of the Republic of Kazakhstan dated 22.02.2022 № 814 (shall enter into force from the day of its first official publication).

68. The recommendations of the Commission shall be adopted by an open vote and sent to the authorized person. Members of the Commission shall not abstain from voting and shall participate in the meetings without the right to substitute. No interference in the activities of the Commission shall be permitted.

In case of equality of votes, the vote of the presiding officer shall be decisive.

Footnote. Paragraph 68 as amended by the Decree of the President of the Republic of Kazakhstan dated 05.10.2016 № 349.

69. The member of the Commission who disagrees with the decision of the majority can state in writing the dissenting opinion which is handed over to the chairman of the Commission and is attached by him/her to the protocol of the meeting of the Commission.

70. In the presence of facts confirming committing of disciplinary offense, the Commission shall make recommendations to the authorized person about expediency of imposing sanction and its type.

The Commission if there are sufficient grounds in the recommendations shall indicate the facts of violations of the law, established during consideration of disciplinary responsibility if the servant, causes and conditions that contributed to committing of the offense, and appropriate measures necessary for adoption.

71. The Commission in its work shall interact with the authorized body for public service affairs and submit reports on the work in the form approved by the authorized body for public service affairs.

Chapter 5. Procedure for imposing disciplinary sanctions

Footnote. The title of Chapter 5 - in the wording of the Decree of the President of the Republic of Kazakhstan dated 22.02.2022 № 814 (shall enter into force from the day of its first official publication).

71-1. The day the disciplinary misconduct have been discovered shall be the day the authorized person became aware of the misconduct committed by civil servants.

Footnote. Chapter 5 as added by paragraph 71-1 in accordance with the Decree of the President of the Republic of Kazakhstan dated 22.02.2022 № 814 (shall enter into force from the day of its first official publication).

72. An authorized person shall make one of the following decisions within the time limits of imposing a penalty within five business days from the date of receipt of the Commission's recommendation on imposing a disciplinary sanction:

- 1) impose appropriate disciplinary action;
- 2) appoint an additional internal investigation and send materials for an additional internal investigation within the deadlines for imposing a disciplinary sanction;
- 3) do not impose disciplinary action.

The decision on administrative civil servants appointed by the elected body shall be made by the elected body.

Footnote. In paragraph 72 - in the wording of the Decree of the President of the Republic of Kazakhstan dated 22.02.2022 № 814 (shall enter into force from the day of its first official publication).

73. Materials of additional internal investigation shall be considered by the Commission in other structure.

74. The person subject to the penalty shall be informed about the imposed disciplinary sanction by the personnel management service (personnel service) or by the person entrusted with the performance of the duties of the personnel management service (personnel service), the relevant state body within three business days from the date of the execution of the penalty certificate against signature. In case of refusal of the person subjected to the penalty to confirm the familiarization with his signature, the corresponding entry shall be made in the act of imposition of the penalty or an act is drawn up.

If it is impossible to familiarize with the act of imposing a penalty on the person subjected to the penalty, the personnel management service (personnel service) sends him a copy of the act by letter with a notification.

Footnote. Paragraph 74 as amended by the Decree of the President of the Republic of Kazakhstan dated 22.02.2022 № 814 (shall enter into force from the day of its first official publication).

75. The imposed disciplinary penalty may be announced to an administrative public servant at the meeting of the relevant state body, its collegium or in the presence of servants determined by the authorized person who imposed this sanction.

76. excluded by the Decree of the President of the Republic of Kazakhstan dated 22.02.2022 № 814 (shall enter into force from the day of its first official publication).

77. Disciplinary sanctions shall be imposed by issuing orders, instructions of the authorized person.

78. The act on imposing a disciplinary sanction shall specify the person on whom the sanction is imposed, the offense for which the sanction is imposed, and the type of sanction.

79. The act on imposing a disciplinary sanction shall be sent by the personnel management service (personnel service) for acquaintance to the direct head of the structural subdivision of the administrative servant brought to disciplinary responsibility, and to the management of the state body.

80. Information and acts on not removed disciplinary sanctions shall be subject to recording by the personnel management service (personnel service) of state body by entering in the service record of the servant.

Information on disciplinary sanctions imposed by the authorized person on the servants who allowed the disciplinary offenses discrediting public service shall be subject to obligatory representation by the personnel management service (personnel service) to the authorized body on legal statistics and special accounts.

81. If within six months from the date of the imposition of the penalty, the administrative civil servant is not subjected to a new disciplinary sanction, then he is considered not to have a disciplinary sanction.

Footnote. Paragraph 81 – in the wording of the Decree of the President of the Republic of Kazakhstan dated 22.02.2022 № 814 (shall enter into force from the day of its first official publication).

82. Disciplinary action can be lifted before the end of six months if the administrative civil servant has not committed a new misconduct and has shown himself to be a bona fide worker in the process.

If the civil servant has two unfulfilled disciplinary sanctions, their removal is carried out according to the chronology of the imposition of penalties.

Removal of the penalty in the form of demotion from an administrative civil servant does not entail its restoration in a previously held position.

Footnote. Paragraph 82 – in the wording of the Decree of the President of the Republic of Kazakhstan dated 22.02.2022 № 814 (shall enter into force from the day of its first official publication).

83. A disciplinary sanction that has not been removed by the day of dismissal of an administrative public servant shall be deemed to be removed from the day of his/her dismissal from the state body.

84. Early removal of the disciplinary penalty imposed on the recommendation of the National Commission, the Regional Personnel Commission, the Ethics Commission, the Ethics Council or the Commission shall be carried out by the authorized person who imposed it in coordination with the National Commission, the Ethics Commission, the Regional Personnel Commission, the Ethics Council or the Commission, with the exception of the persons specified in paragraph 86 of these Rules.

The decision on early removal of disciplinary sanctions against administrative civil servants appointed by the elected body shall be made by this elected body.

Footnote. Paragraph 84 – in the wording of the Decree of the President of the Republic of Kazakhstan dated 22.02.2022 № 814 (shall enter into force from the day of its first official publication).

85. For early removal of the disciplinary sanction, the direct head of the administrative public servant, on whom the sanction was imposed, shall make a corresponding representation to the authorized person.

In case when the authorized person is the direct head, the corresponding representation shall be made by the personnel management service.

The authorized person who imposed the sanction shall consider the representation within fifteen calendar days from the date of its receipt.

Footnote. Paragraph 85 is in the wording of the Decree of the President of the Republic of Kazakhstan dated 24.01.2019 № 828 (shall be enforced from the day of its first official publication).

86. Early removal of disciplinary sanctions from administrative public servants, appointed and dismissed by the President of the Republic of Kazakhstan shall be carried out on the representation of the Head of the Administration of the President of the Republic of Kazakhstan.

87. Excluded by the Decree of the President of the Republic of Kazakhstan dated 31.12.2022 № 77 (shall enter into force from the day of its first official publication).

88. Only one disciplinary sanction may be removed from an administrative public servant at a time.

Chapter 6. Guarantees of the rights of administrative civil servants in bringing them to disciplinary responsibility

Footnote. The title of Chapter 6 - in the wording of the Decree of the President of the Republic of Kazakhstan dated 22.02.2022 № 814 (shall enter into force from the day of its first official publication).

89. The administrative civil servant must be familiar with all materials related to bringing him to disciplinary responsibility, he shall be given the right to personally participate in the internal investigation procedure.

An administrative public servant disciplined for a misdemeanor may have a representative

Footnote. Paragraph 89 – in the wording of the Decree of the President of the Republic of Kazakhstan dated 22.02.2022 № 814 (shall enter into force from the day of its first official publication).

90. It is prohibited to refer complaints to the authorized person whose actions are appealed.

91. An appeal against the decision to impose a disciplinary sanction shall not suspend its execution.

APPROVED
by the Decree
of the President of the
Republic of Kazakhstan
dated 29 December 2015 № 152

Rules for the transfer of vacant or temporarily vacant administrative public positions of the Corps "B" without competition

Footnote. Rules - in the wording of the Decree of the President of the RK dated 13.11.2020 № 447 (shall be enforced after the day of its first official publication).

1. These Rules for holding vacant or temporarily vacant administrative state positions of corps "B" in the order of transfer without holding a competition (hereinafter referred to as the Rules) have been developed in accordance with paragraph 10 of Article 27 of the Law of the Republic of Kazakhstan "On civil service of the Republic of Kazakhstan" and shall determine the procedure for occupying a vacant or temporarily vacant administrative state post of the corps "B" in the order of transfer.

Footnote. Paragraph 1 – in the wording of the Decree of the President of the Republic of Kazakhstan dated 31.12.2022 № 77 (shall enter into force from the day of its first official publication).

2. Public position by transfer, in addition to the cases established by the Law of the Republic of Kazakhstan "On the Civil Service of the Republic of Kazakhstan," may be filled:

1) to administrative state positions of Corps "B" of the Administration of the President of the Republic of Kazakhstan, the office of the chambers of the Parliament of the Republic of Kazakhstan and the Office of the Government of the Republic of Kazakhstan, as well as from these state bodies to other state bodies;

2) within the state bodies specified in subparagraph 1) of this paragraph;

3) within a state body for a position of the same category;

4) within a state body to a position of a higher category, provided that the civil servant has held positions in the next lower category for at least the last two years in this state body;

5) within a state body to the position of the next higher category when the Corps "B" servant has been evaluated as "performs functional duties efficiently" for four consecutive quarters.

Footnote. Paragraph 2 as amended by Decree of the President of the Republic of Kazakhstan dated 05.06.2023 № 239 (shall be enforced ten calendar days after the date of its first official publication).

3. If a civil servant has an outstanding disciplinary sanction for violating the standards of official ethics or committing a disciplinary misconduct that discredits the public service, he or

she shall not be allowed to occupy the administrative state position of corps "B" in the procedure of transfer.

4. It shall not be allowed to appoint a civil servant in the order of transfer to the previous position from which his rotation has been carried out, within one year from the date of his rotation to another public position.

Footnote. The Rules as added by paragraph 4, in accordance with the Decree of the President of the Republic of Kazakhstan dated 03.09.2021 № 651 (see paragraph 3 for the procedure for entry into force this order).

APPROVED
by the Decree
of the President of the
Republic of Kazakhstan
dated 29 December 2015
№ 152

RULES

for calculation of service length of public servants, giving the right to establishment of the official salary

Footnote. The Decree is supplemented by the Rules in accordance with the Decree of the President of the Republic of Kazakhstan dated 13.07.2016 № 298 (shall be enforced from 01.01.2016); became invalid by the Decree of the President of the Republic of Kazakhstan dated 05.05.2018 № 681.

APPENDIX
to the Decree of the President of
the Republic of Kazakhstan
dated December 29, 2015
№ 152

LIST

of some decrees of the President of the Republic of Kazakhstan that became invalid

1. Decree of the President of the Republic of Kazakhstan dated December 29, 1999 № 317 "On approval of the Rules for imposing disciplinary sanctions on political public servants" (CAPG of the Republic of Kazakhstan, 1999, № 58, Article 559).

2. Decree of the President of the Republic of Kazakhstan dated December 29, 1999 № 319 "On approval of the text of the oath for an administrative public servant of the Republic of Kazakhstan and the Rules for taking the oath by administrative public servants of the Republic of Kazakhstan" (CAPG of the Republic of Kazakhstan, 1999, № 58, Article 561).

3. Decree of the President of the Republic of Kazakhstan dated December 31, 1999 № 321 "On approval of the Rules for imposing disciplinary sanctions on administrative public servants" (CAPG of the Republic of Kazakhstan, 1999, № 58, Article 562).

4. Decree of the President of the Republic of Kazakhstan dated January 21, 2000 № 327 "On approval of the Rules for annual assessment and certification of administrative public servants" (CAPG of the Republic of Kazakhstan, 2000, № 1, Article 1).

5. Decree of the President of the Republic of Kazakhstan dated March 10, 2000 № 357 "On approval of the Regulation on the procedure of passing public service" (CAPG of the Republic of Kazakhstan, 2000, № 15, Article 141).

6. Decree of the President of the Republic of Kazakhstan dated April 13, 2000 № 372 "On approval of the text of the oath for a political public servant of the Republic of Kazakhstan and Rules for taking the oath by political public servants of the Republic of Kazakhstan" (CAPG of the Republic of Kazakhstan, 2000, № 19, Article 200).

7. Decree of the President of the Republic of Kazakhstan № 401 dated May 22, 2000 "On introducing amendments to certain decrees of the President of the Republic of Kazakhstan".

8. Decree of the President of the Republic of Kazakhstan dated October 9, 2000 № 459 "On introducing amendments and additions to some decrees of the President of the Republic of Kazakhstan".

9. Subparagraphs 1), 3) of paragraph 1 of the Decree of the President of the Republic of Kazakhstan dated May 11, 2001 № 605 "On introducing amendments and additions to some decrees of the President of the Republic of Kazakhstan" (CAPG of the Republic of Kazakhstan, 2001, № 18, Article 222).

10. Subparagraphs 3), 5) of paragraph 1 of the Decree of the President of the Republic of Kazakhstan dated November 13, 2001 № 720 "On introducing amendments to some acts of the President of the Republic of Kazakhstan and recognizing invalid the Decree of the President of the Republic of Kazakhstan dated January 11, 1995 № 2019".

11. Subparagraphs 2), 3) of paragraph 1 of the Decree of the President of the Republic of Kazakhstan dated June 21, 2002 № 895 "On introducing amendments and additions to some decrees of the President of the Republic of Kazakhstan" (CAPG of the Republic of Kazakhstan, 2002, № 18, Article 196).

12. Subparagraph 3) of paragraph 1 of the Decree of the Republic of Kazakhstan dated September 24, 2002 № 951 "On introducing amendments and additions to some decrees of the President of the Republic of Kazakhstan" (CAPG of the Republic of Kazakhstan, 2002, № 18, Article 196).

13. Subparagraphs 2), 3) of paragraph 1 of the Decree of the President of the Republic of Kazakhstan dated April 21, 2003 № 1071 "On introducing amendments and additions to some decrees of the President of the Republic of Kazakhstan on the issues of public service" (CAPG of the Republic of Kazakhstan, 2003, № 15, Article 149).

14. Subparagraph 1) of paragraph 1 of the Decree of the President of the Republic of Kazakhstan dated May 16, 2003 № 1094 "On introducing amendments and additions to some decrees of the President of the Republic of Kazakhstan" (CAPG of the Republic of Kazakhstan, 2003, № 20, Article 201).

15. Paragraph 1 of the Decree of the President of the Republic of Kazakhstan dated March 29, 2004 № 1322 "On introducing amendments to the Decree of the President of the Republic of Kazakhstan dated March 10, 2000 № 357 "(CAPG of the Republic of Kazakhstan, 2004, № 14, Article 172).

16. Subparagraph 2) of paragraph 1 of the Decree of the President of the Republic of Kazakhstan dated May 7, 2004 № 1362 "On introducing amendments and additions to some decrees of the President of the Republic of Kazakhstan" (CAPG of the Republic of Kazakhstan, 2004, № 21, Article 265).

17. Subparagraph 1) of paragraph 1 of the Decree of the President of the Republic of Kazakhstan dated August 3, 2004 № 1415 "On introducing amendments and additions to some decrees of the President of the Republic of Kazakhstan".

18. Decree of the President of the Republic of Kazakhstan dated September 7, 2004 № 1435 "On introducing amendments to some decrees of the President of the Republic of Kazakhstan" (CAPG of the Republic of Kazakhstan, 2004, № 33, Article 439).

19. Decree of the President of the Republic of Kazakhstan dated October 11, 2004 № 1457 "On approval of the Rules for training, retraining and qualification improvement of public servants of the Republic of Kazakhstan" (CAPG of the Republic of Kazakhstan, 2004, № 37, Article 483).

20. Decree of the President of the Republic of Kazakhstan dated 23 March 2005 № 1528 " On introducing amendments and additions to some decrees of the President of the Republic of Kazakhstan".

21. Subparagraphs 3), 4), 5) of paragraph 1 of the Decree of the President of the Republic of Kazakhstan dated June 30, 2005 № 1598 "On disciplinary councils of the Agency of the Republic of Kazakhstan for public service affairs and anti-corruption in the cities of Astana and Almaty, regions and introducing amendments and additions to some decrees of the President of the Republic of Kazakhstan" (CAPG of the Republic of Kazakhstan, 2005, № 27, Article 329).

22. Subparagraph 2) of paragraph 2 of the Decree of the President of the Republic of Kazakhstan dated July 8, 2005 № 1611 "Issues of the Academy for public administration under the President of the Republic of Kazakhstan" (CAPG of the Republic of Kazakhstan, 2005, № 29, Art. 362).

23. Subparagraph 2 of paragraph 1 of the Decree of the President of the Republic of Kazakhstan dated June 13, 2005 № 1614 "On introducing amendments and additions to some decrees of the President of the Republic of Kazakhstan" (CAPG of the Republic of Kazakhstan, 2005, № 30, Article 380).

24. Subparagraph 3) of paragraph 1 of the Decree of the President of the Republic of Kazakhstan dated June 6, 2006 № 131 "On introducing amendments and additions to some decrees of the President of the Republic of Kazakhstan" (CAPG of the Republic of Kazakhstan, 2006, № 23, Article 229).

25. Sub-paragraph 1), 2), 3), 4), 5) and 8) of paragraph 1 of the Decree of the Republic of Kazakhstan dated November 27, 2007 № 446 "On introducing amendments and additions to some decrees of the President of the Republic of Kazakhstan" (CAPG of the Republic of Kazakhstan, 2007, № 43, Article 499).

26. Subparagraphs 1), 2), 3), 4) of paragraph 5 of the Decree of the President of the Republic of Kazakhstan dated December 28, 2007 № 501 "On measures to optimize the positions of public servants" (CAPG of the Republic of Kazakhstan, 2007, № 49, Article 599)

27. Subparagraphs 1), 2) of paragraph 1 of the Decree of the President of the Republic of Kazakhstan dated February 18, 2011 № 1157 "On introducing amendments and additions to some decrees of the President of the Republic of Kazakhstan" (CAPG of the Republic of Kazakhstan, 2011, № 19, Article 229).

28. Subparagraph 1) of paragraph 6 of the Decree of the President of the Republic of Kazakhstan dated May 2, 2011 № 67 "On improvement of bodies of external state financial control in the regions "(CAPG of the Republic of Kazakhstan, 2011, № 37, Article 438).

29. Paragraph 1 of the Decree of the President of the Republic of Kazakhstan dated November 16, 2012 № 435 "On introducing amendments and additions to some decrees of the President of the Republic of Kazakhstan" (CAPG of the Republic of Kazakhstan, 2012, № 80, Article 1178).

30. Subparagraph 1) of paragraph 4 of the Decree of the President of the Republic of Kazakhstan dated March 7, 2013 № 523 "On approval of the Register of public servants positions" (CAPG of the Republic of Kazakhstan, 2013, № 19, Article 320).

31. Subparagraph 1 of paragraph 1 of the Decree of the President of the Republic of Kazakhstan dated March 22, 2013 № 526 "On introducing amendments to some decrees of the President of the Republic of Kazakhstan" (CAPG of the Republic of Kazakhstan, 2013, № 20, Article 331).

32. Subparagraph 1) of paragraph 1 of the Decree of the President of the Republic of Kazakhstan dated March 22, 2013 № 527 "On introducing amendments to some decrees of the President of the Republic of Kazakhstan" (CAPG of the Republic of Kazakhstan, 2013, № 21, Article 339).

33. The Decree of the President of the Republic of Kazakhstan dated July 24, 2013 № 601 "On introducing amendments to decrees of the President of the Republic of Kazakhstan from December 29, 1999 № 319 "On approval of the text of the oath for an administrative public servant and the procedure for taking the oath by administrative public servants" and dated April 13, 2000 № 372 "On approval of the text of the oath for a political public servant of the Republic of Kazakhstan and the procedure for taking the oath by political public servants of the Republic of Kazakhstan" (CAPG of the Republic of Kazakhstan, 2013, № 40, Article 574)

34. Paragraphs 1, 2 of changes and additions which are brought in some acts of the President of the Republic of Kazakhstan approved by the Decree of the President of the Republic of Kazakhstan dated August 16, 2013 № 616 "On introducing amendments and additions to some decrees of the President of the Republic of Kazakhstan" (CAPG of the Republic of Kazakhstan, 2013, № 45, Article 658).

35. Paragraph 1 of the Decree of the President of the Republic of Kazakhstan dated August 27, 2013 № 623 "On introducing amendments to the Decree of the President of the Republic of Kazakhstan dated October 11, 2004 № 1457 "On approval of the Rules for retraining and qualification improvement of public servants of the Republic of Kazakhstan" (CAPG of the Republic of Kazakhstan, 2013, № 50, Article 689).

36. Paragraphs 1, 2 of changes and additions which are brought in some acts of the President of the Republic of Kazakhstan approved by the Decree of the President of the Republic of Kazakhstan date November 21, 2013 № 697 "On introducing amendments and additions to some decrees of the President of the Republic of Kazakhstan" (CAPG of the Republic of Kazakhstan of 2013, № 68, Article 905).

37. Decree of the President of the Republic of Kazakhstan dated January 13, 2014 № 721 "On approval of the Rules for conducting rotation of administrative public servants of the corps "A" and introducing amendments to some decrees of the President of the Republic of Kazakhstan" (CAPG of the Republic of Kazakhstan, 2014, № 1, Article 1).

38. Paragraph 2 of changes and additions, which are made to some acts of the President of the Republic of Kazakhstan approved by the Decree of the President of the Republic of Kazakhstan dated May 4, 2014 № 814 "On approval of Provisions on the state security Service of the Republic of Kazakhstan" (CAPG of the Republic of Kazakhstan, 2014, № 32, Article 279).

39. Paragraphs 4, 5 of amendments and additions which are made to some acts of the President of the Republic of Kazakhstan approved by the Decree of the President of the Republic of Kazakhstan dated 29 August of 2014 № 900 "On some issues of the Agency for public service affairs of the Republic of Kazakhstan and anti-corruption and introducing amendments and additions to some decrees of the President of the Republic of Kazakhstan" (CAPG of the Republic of Kazakhstan, 2014, № 54, Article 532).

40. Paragraph 2 of amendments and additions which are made to some acts of the President of the Republic of Kazakhstan approved by the Decree of the President of the Republic of Kazakhstan dated October 1, 2015 № 94 "On introducing amendments and additions to some decrees of the President of the Republic of Kazakhstan".