



On the Executive Office of the First President of the Republic of Kazakhstan - Elbasy

Unofficial translation

Decree of the President of the Republic of Kazakhstan dated March 19, 2019 No. 884.

Unofficial translation

In accordance with Article 4 of the Constitutional Law of the Republic of Kazakhstan dated July 20, 2000 "On the First President of the Republic of Kazakhstan - Elbasy" **I HEREBY ORDER:**

1. To create the Executive Office of the First President of the Republic of Kazakhstan - Elbasy (hereinafter - the Executive Office).

2. To approve the attached Regulation on the Executive Office.

3. The Government of the Republic of Kazakhstan in the procedure established by the legislation of the Republic of Kazakhstan shall:

1) take measures on accommodation of the Executive Office, its material -technical and transport support together with the President's Affairs Administration of the Republic of Kazakhstan;

2) take other measures arising from this Decree.

4. To approve the attached amendments and additions that are made to some acts of the President of the Republic of Kazakhstan.

5. Control over implementation of this Decree shall be entrusted to the Administration of the President of the Republic of Kazakhstan.

6. This Decree shall enter into force from the moment of termination of presidential powers of the First President of the Republic of Kazakhstan - Elbasy.

President of the Republic of Kazakhstan

N. Nazarbayev

APPROVED
by the Decree
of the President of the
Republic of Kazakhstan
dated March 19, 2019
No. 884

REGULATION

on the Executive Office of the First President of the Republic of Kazakhstan - Elbasy

This Regulation in accordance with the Constitution of the Republic of Kazakhstan, the Constitutional Law of the Republic of Kazakhstan "On the First President of the Republic of Kazakhstan - Elbasy", other regulatory legal acts shall determine the mission, main tasks, functions, powers, organization of work of the Executive Office of the First President of the Republic of Kazakhstan - Elbasy.

1. General provisions

1. The Executive Office of the First President of the Republic of Kazakhstan - Elbasy (hereinafter - the Executive Office) is a state body formed by the First President of the Republic of Kazakhstan - Elbasy, directly subordinated and accountable to him.

2. The Executive Office in its activities is guided by the Constitution of the Republic of Kazakhstan, the Constitutional Law of the Republic of Kazakhstan "On the First President of the Republic of Kazakhstan - Elbasy" and other regulatory legal acts, as well as this Regulation.

3. The Executive Office is a legal entity in organizational and legal form of a state institution, has seals and stamps with its name in the state language, standard forms, as well as bank accounts, including in foreign currency, in accordance with the legislation of the Republic of Kazakhstan.

4. The structure and staff number of the Executive Office are established by the First President of the Republic of Kazakhstan - Elbasy.

5. The Executive Office shall enter into civil law relations on its own behalf.

6. The Executive Office shall have the right to act as a party to civil law relations on behalf of the state, if it is authorized to do so in accordance with the legislation.

7. The Executive Office, on the issues of its competence, in the procedure established by the legislation, shall make decisions formalized by orders of the Head of the Executive Office and other acts provided for by the legislation of the Republic of Kazakhstan.

8. Full name of the Executive Office:

1) in the state language: "Қазақстан Республикасының Тұңғыш Президенті – Елбасының Кеңесі" мемлекеттік мекемесі;

2) in Russian: государственное учреждение "Канцелярия Первого Президента Республики Казахстан – Елбасы".

9. Legal address of the Executive Office: Republic of Kazakhstan, 010000, Nur-Sultan city, Yesil district, Alikhan Bukeykhan street, building 1.

Footnote. Paragraph 9 is in the wording of the Decree of the President of the Republic of Kazakhstan dated 09.10.2019 No. 151.

10. Financing of the activities of the Executive Office shall be carried out from the republican budget.

2. Mission, main tasks, functions, rights and obligations of the Executive Office

11. The mission of the Executive Office is high-quality and timely information-analytical, documentation, organizational, protocol and other support for the activities of the First President of the Republic of Kazakhstan - Elbasy and implementation of his status.

12. The main task of the Executive Office is to ensure implementation in accordance with the legislation of the Republic of Kazakhstan of the status and powers of the First President of the Republic of Kazakhstan - Elbasy, including in the part of:

1) addresses to the people of Kazakhstan, state bodies and officials with initiatives on the most important issues of state-building, domestic and foreign policy and security of the country;

2) speeches to the Parliament of the Republic of Kazakhstan and its Chambers, at meetings of the Government of the Republic of Kazakhstan when discussing issues important for the country;

3) rights:

to lead the Assembly of the People of Kazakhstan;

to head the Security Council of the Republic of Kazakhstan;

be a member of the Constitutional Council of the Republic of Kazakhstan;

4) other powers established by the legislation of the Republic of Kazakhstan and (or) determined by the First President of the Republic of Kazakhstan - Elbasy.

13. Functions:

1) formation and monitoring of implementation of the work schedules of the First President of the Republic of Kazakhstan - Elbasy;

2) provision of official correspondence of the First President of the Republic of Kazakhstan - Elbasy;

3) organization and accounting of personal reception of officials and citizens by the First President of the Republic of Kazakhstan - Elbasy;

4) reception, accounting and forwarding of documents and materials sent to the address of the First President of the Republic of Kazakhstan - Elbasy, as well as his Executive Office;

5) ensuring the preparation of addresses of the First President of the Republic of Kazakhstan - Elbasy to the people of Kazakhstan, state bodies and officials with initiatives on the most important issues of state-building, domestic and foreign policy and security of the country;

6) interaction with the Parliament, the Government, the Administration of the President of the Republic of Kazakhstan, the Assembly of the People of Kazakhstan, the Security Council, the Constitutional Council of the Republic of Kazakhstan and other state bodies in order to take exhaustive measures to fulfil the instructions of the First President of the Republic of Kazakhstan - Elbasy;

7) preparation of analytical and information-reference materials for domestic events with participation of the First President of the Republic of Kazakhstan - Elbasy; preparing and sending messages of various nature on his behalf to the heads of state and government of foreign countries, prominent political and public figures of foreign states;

8) carrying out monitoring and analysis of the development processes of the macroeconomic and socio-economic situation in the country, topical aspects of domestic and

foreign policy of the state, development and introduction of relevant proposals to the First President of the Republic of Kazakhstan - Elbasy;

9) development and implementation of special projects, as well as preparation of image materials related to the life and activities of the First President of the Republic of Kazakhstan - Elbasy, the formation and development of the institution of presidency in the Republic of Kazakhstan; organization of their placement in the media, departmental printed and electronic publications;

10) preparation and conduct of business trips of the First President of the Republic of Kazakhstan - Elbasy to the regions of the country, as well as visits to foreign countries;

11) ensuring interaction of the First President of the Republic of Kazakhstan - Elbasy with state bodies of foreign countries and their officials, foreign political and public figures, international and foreign organizations;

12) implementation of other functions aimed at ensuring the activities of the First President of the Republic of Kazakhstan - Elbasy and the implementation of his status.

14. In carrying out activities, the Executive Office shall:

1) cooperate with state bodies and organizations, mass media;

2) carry out foreign economic activity and foreign exchange operations within its competence;

3) send employees of a state institution on a contractual basis for internships, advanced training and education in domestic and foreign research and educational organizations;

4) carry out other types of activities and make transactions that meet the requirements of the legislation of the Republic of Kazakhstan and do not contradict the Regulations of the Executive Office.

3. Organization of the Executive Office activity

15. The Executive Office is managed by the Head of the Executive Office, who is personally responsible for the implementation of the tasks assigned to the Executive Office and the exercise of its functions.

16. The head of the Executive Office is appointed and dismissed by the First President of the Republic of Kazakhstan - Elbasy.

17. The Head of the Executive Office works under the direct supervision of the First President of the Republic of Kazakhstan - Elbasy, he is controlled and accountable to him.

18. The Head of the Executive Office has deputies who are appointed and dismissed by the First President of the Republic of Kazakhstan - Elbasy.

19. The Head of the Executive Office shall:

1) submit for approval to the First President of the Republic of Kazakhstan - Elbasy the structure and staff number of the Executive Office, approve the staff time-table of the Executive Office, make changes to it within the approved staff number;

2) approve the distribution of duties between the Deputy Heads of the Executive Office, coordinate their work, organize and direct the work of the structural divisions of the Executive Office, ensure interaction with state bodies;

3) submit for consideration to the First President of the Republic of Kazakhstan - Elbasy proposals on appointment and dismissal of the Deputy Heads of the Executive Office;

4) appoint and dismiss the employees of the Executive Office, with the exception of officials whose labour relations are within the competence of other persons;

5) approve the regulations on the structural divisions of the Executive Office;

6) coordinate the work on monitoring the implementation and observance of decisions and instructions of the First President of the Republic of Kazakhstan - Elbasy, the passage of documents in the Executive Office for these purposes, as well as on the issues of preparation of events with participation of the First President of the Republic of Kazakhstan - Elbasy, including holding meetings with the leading employees of the Executive Office and inviting the heads of the relevant state bodies;

7) submit to the First President of the Republic of Kazakhstan - Elbasy for consideration and signature the draft decisions of the First President of the Republic of Kazakhstan - Elbasy, documents and materials;

8) issue orders of the Executive Office;

9) establish internal labour schedule in the Executive Office;

10) establish a financing plan for the Executive Office and, within its limits manage financial resources;

11) sign the service documentation;

12) encourage the employees of the Executive Office and impose disciplinary sanctions on them, with the exception of officials whose labour relations are within the competence of the First President of the Republic of Kazakhstan - Elbasy;

13) send the employees of the Executive Office on business trips;

14) carry out a personal reception of citizens;

15) control the implementation of the civil service legislation in the Executive Office;

16) ensure on an ongoing basis communication of the Executive Office with the Parliament, its Chambers, working bodies and apparatus of the Chambers of Parliament, the Government and the Executive Office of the Prime Minister, ministries, the Constitutional Council, the Supreme Court, the Supreme Judicial Council, state bodies directly subordinate and accountable to the President, akims, maslikhats of regions, cities of republican significance and the capital city, political parties and other public associations, mass media, individuals and legal entities;

17) have the right to participate in meetings of the Government, collegiums of central state bodies, consultative and advisory bodies under the President, meetings of the Council of the Assembly of the People of Kazakhstan and sessions of the Assembly of the People of Kazakhstan;

18) have the right to delegate the implementation of certain of their powers to other leading officials of the Executive Office;

19) act without a power of attorney on behalf of the Executive Office, represent its interests in state bodies and organizations;

20) conclude contracts, issue powers of attorney, open bank accounts;

21) carry out other powers provided for by this Regulation, as well as those assigned to him by the First President of the Republic of Kazakhstan - Elbasy.

20. The Executive Office of the First President of the Republic of Kazakhstan - Elbasy includes an assistant of the First President of the Republic of Kazakhstan - Elbasy, who is appointed by the First President of the Republic of Kazakhstan - Elbasy, directly controlled and accountable to him.

The powers of the assistant of the First President of the Republic of Kazakhstan - Elbasy shall be determined by the First President of the Republic of Kazakhstan - Elbasy and, depending on the priority and importance of tasks, other tasks and powers different than those provided for in the Regulation shall be assigned by him to the Assistant of the First President of the Republic of Kazakhstan - Elbasy.

21. Deputy Heads of the Executive Office shall:

1) organize the implementation of tasks assigned to the structural division, timely and comprehensive implementation of decisions and instructions of the First President of the Republic of Kazakhstan - Elbasy, instructions of the Head of the Executive Office;

2) carry out coordination of activities of the structural divisions of the Executive Office in accordance with the Distribution of duties, ensure their interaction with state bodies and other organizations;

3) carry out other functions established by the First President of the Republic of Kazakhstan - Elbasy and the Head of the Executive Office.

22. Heads of structural divisions of the Executive Office shall:

1) organize the implementation of tasks assigned to structural divisions, timely and comprehensive implementation of decisions and instructions of the First President of the Republic of Kazakhstan - Elbasy, instructions of the Head of the Office;

2) distribute duties between the employees of the structural division, approve their job descriptions;

3) ensure the organization of work and proper labour discipline, as well as are responsible for the conduct of office work in accordance with the rules established in the Executive Office;

4) make a submission on the appointment and dismissal from office, encouragement and imposition of disciplinary sanctions on employees of the structural division of the Executive Office headed by them;

5) have the right, in the prescribed manner, to use information databanks at the disposal of state bodies;

6) have the right to conduct official correspondence with state bodies, officials and organizations on the issues attributed to the jurisdiction of the structural divisions of the Executive Office;

7) carry out other functions established by the First President of the Republic of Kazakhstan - Elbasy and the Head of the Executive Office.

23. To implement the functions provided for by this Regulation, the Executive Office shall have the right to:

1) request and receive the necessary information, documents and other materials from state bodies and officials;

2) demand elimination of the revealed violations and deficiencies in the course of execution of the laws of the Republic of Kazakhstan, decisions and instructions of the First President of the Republic of Kazakhstan - Elbasy.

4. Property of the Executive Office

24. The Executive Office may have separate property on the basis of operational management in the cases provided for by law.

The property of the Executive Office is formed at the expense of the property transferred to it by the owner, as well as property (including monetary income) acquired as a result of its own activities, and other sources not prohibited by the legislation of the Republic of Kazakhstan.

25. To accommodate the Executive Office, a separate office space is provided, equipped with office equipment (including personal computers connected to a common network and to all available legal bases and state information systems, copying and duplicating equipment, fax machines), communication facilities, including government communications, necessary office furniture, and transportation services.

26. The property assigned to the Executive Office belongs to the republican property.

27. The Executive Office shall not have the right to independently alienate or otherwise dispose of the property assigned to it and property acquired from the funds allocated to it under the financing plan unless otherwise provided by the legislation.

5. Reorganization and abolition of the Executive Office

28. Reorganization and abolition of the Executive Office shall be carried out in accordance with the legislation.

APPROVED
by the Decree of the
President of the
Republic of Kazakhstan
dated March 19, 2019
No. 884

AMENDMENTS AND ADDITIONS,

which are included in some acts of the President of the Republic of Kazakhstan

1. In the Decree of the President of the Republic of Kazakhstan dated April 21, 2000 No. 378 "On some issues of the Executive Office of the President of the Republic of Kazakhstan" (CAPG of the Republic of Kazakhstan, 2000, No. 20, Article 218):

in the Regulation on the Executive Office of the President of the Republic of Kazakhstan, approved by the above Decree:

in paragraph 15:

subparagraph 2) after the word "Parliament," add the words "Executive Office of the First President of the Republic of Kazakhstan - Elbasy,";

subparagraph 6) shall be stated as follows:

"6) material-technical, social-household, transport and medical support for the activities of the First President of the Republic of Kazakhstan - Elbasy and his family members living with him, as well as ex-Presidents of the Republic of Kazakhstan related to the serviced persons;"

in paragraph 16:

in subparagraph 1):

paragraph five shall be stated as follows:

"develops and approves current and prospective programs for capital construction and repair, design and estimate documentation, organizes technical and field supervision of construction, and also participates in the acceptance of completed construction projects;"

paragraph seven shall be stated as follows:

"provides transport services to the served persons and bodies in accordance with the unified transport policy, including air transportation of the President of the Republic of Kazakhstan and members of his family, the First President of the Republic of Kazakhstan – Elbasy and his family members living together with him, ex-Presidents of the Republic of Kazakhstan, Prime Minister, chairmen of the chambers of Parliament, Head of the Presidential Administration, Deputy Prime Minister, Head of the President's Affairs, members of the Government of the Republic of Kazakhstan and official delegations, railway transportation of the President of the Republic of Kazakhstan and members of his family, the First President of the Republic of Kazakhstan – Elbasy and his family members living together with him, ex-Presidents of the Republic of Kazakhstan, the Prime Minister of the Republic of Kazakhstan, automobile transportation of the President of the Republic of Kazakhstan and his family members, the Prime Minister, chairmen of the Chambers of the Parliament of the Republic of Kazakhstan, as well as other serviced persons and bodies, develops and approves the program of transport support for serviced persons and bodies, organizes the purchase and repair of vehicles and other equipment;"

paragraphs fifteen and sixteen shall be stated as follows:

“carries out monitoring, comprehensive analysis and support of informatization processes in the serviced bodies, as well as information and technical support, including the provision of information and communication infrastructures under the jurisdiction;

organizes servicing including medical of official events with participation of the President of the Republic of Kazakhstan inside the republic and abroad, the First President of the Republic of Kazakhstan - Elbasy, the Prime Minister, chairmen of the Chambers of the Parliament of the Republic of Kazakhstan and delegations, develops and approves norms for representative costs;”;

in subparagraph 2):

paragraph two shall be stated as follows:

"carries out financing, organization of material and technical support and maintenance of meetings, conferences and other official events held by the Parliament of the Republic of Kazakhstan, the Public Chamber and factions of political parties under the Mazhilis of the Parliament of the Republic of Kazakhstan;"

paragraphs eleven and twelve shall be stated as follows:

“carries out management, coordination and control of the work of subordinate enterprises of the Department of material and technical support, including to increase the efficiency of using the property assigned to them;

develops and approves norms for representative costs, cost estimates for holding official events of the Parliament of the Republic of Kazakhstan at the expense of the republican budget, finances these costs;"

in subparagraph 3):

paragraphs two, three and four shall be stated as follows:

“organizes diagnostic, treatment-and-prophylactic, rehabilitation and consultative medical assistance to the serviced persons (assigned contingent) in subordinate medical organizations, including with involvement of foreign specialists, and also sends the assigned contingent for treatment abroad;

organizes timely and high-quality medical care to the President of the Republic of Kazakhstan and members of his family, the First President of the Republic of Kazakhstan - Elbasy and members of his family living with him, ex-Presidents of the Republic of Kazakhstan with the use of necessary types and volumes of medical care and coordination of nutrition, prevention, restorative treatment and medical rehabilitation;

carries out guidance and coordination of work, as well as financing of subordinate organizations of the Medical centre of the President’s Affairs of the Republic of Kazakhstan;"

;

paragraph 20 shall be stated as follows:

"20. The Head of the President’s Affairs has deputies, including one first, whose competence includes the execution of the tasks specified in subparagraph 6) of paragraph 15 of this Regulation.

The first Deputy Head of the President's Affairs shall be appointed and dismissed by the First President of the Republic of Kazakhstan - Elbasy.

Deputies of the Head of the President's Affairs shall be appointed to positions and dismissed by the President of the Republic of Kazakhstan on the recommendation of the Head of the President's Affairs.";

in the List of organizations under the jurisdiction of the President's Affairs Administration of the Republic of Kazakhstan and its departments:

paragraph eight shall be stated as follows:

"limited liability partnership" Kazstroysistema";";

paragraph twelve shall be deleted;

after paragraph thirteen, add the following paragraphs:

"state fund" Astana-20 ";

limited liability partnership "Burabay Damu";";

paragraph twenty shall be stated as follows:

"joint stock company "Central clinical hospital";";

paragraph twenty-three shall be deleted.

2. Expired by Decree of the President of the Republic of Kazakhstan dated 31.07.2023 № 290.

3. In the Decree of the President of the Republic of Kazakhstan dated August 18, 2003 No . 1167 "On the structure of the President's Affairs Administration of the Republic of Kazakhstan" (CAPG of the Republic of Kazakhstan, 2003, No. 33, Article 323):

in the structure of the President's Affairs Administration of the Republic of Kazakhstan, approved by the above-mentioned Decree:

after paragraph nine, add the following paragraph:

"Department for ensuring the activities of the First President of the Republic of Kazakhstan - Elbasy".

4. In the Decree of the President of the Republic of Kazakhstan dated March 13, 2014 No. 767 "On some issues of the state institution" Library of the First President of the Republic of Kazakhstan - Elbasy "(CAPG of the Republic of Kazakhstan, 2014, No. 15, Article 124):

in the charter of the state institution "Library of the First President of the Republic of Kazakhstan - Elbasy", approved by the above-mentioned Decree:

paragraph 5 shall be stated as follows:

"5. The authorized body for management of the relevant branch (sphere) of public administration shall be the Executive Office of the First President of the Republic of Kazakhstan - Elbasy (hereinafter - the authorized body). ";

paragraphs 22, 23 shall be stated as follows:

"22. The Director shall be appointed and dismissed by the President of the Republic of Kazakhstan on the proposal of the Head of the Executive Office of the First President of the

Republic of Kazakhstan - Elbasy and in agreement with the First President of the Republic of Kazakhstan - Elbasy.

23. The Director organizes and manages the work of a state institution, is directly subordinate to the Executive Office of the First President of the Republic of Kazakhstan - Elbasy and bears personal responsibility for the exercise of his functions and performance of tasks assigned to the state institution.";

subparagraph 8) of paragraph 25 shall be stated as follows:

"8) in agreement with the Executive Office of the First President of the Republic of Kazakhstan - Elbasy appoints and dismisses his deputies and the chief accountant;" .

5. In the Decree of the President of the Republic of Kazakhstan dated December 29, 2015 No. 150 "On approval of the Register of positions of political and administrative civil servants" (CAPG of the Republic of Kazakhstan, 2015, No. 70-71, Article 520):

in the Register of positions of political and administrative civil servants, approved by the above-mentioned Decree:

in chapter "1. Political public positions ":

the line:

"Head of the Administration of the President of the Republic of Kazakhstan, his first deputy and deputies" shall be stated as follows:

"Head of the Administration of the President of the Republic of Kazakhstan, Head of the Executive Office of the First President of the Republic of Kazakhstan - Elbasy, first Deputy and Deputy Heads of the Administration of the President of the Republic of Kazakhstan, Deputy Heads of the Executive Office of the First President of the Republic of Kazakhstan - Elbasy";

after the line:

"Assistants of the President of the Republic of Kazakhstan"

supplement with the following line:

"Assistants of the First President of the Republic of Kazakhstan - Elbasy";

after the line:

"Advisers of the President of the Republic of Kazakhstan"

supplement with the following line:

"Advisers of the First President of the Republic of Kazakhstan - Elbasy";

the line:

"Heads of departments and heads of other structural divisions of the Administration of the President of the Republic of Kazakhstan, their first deputies and deputies"

shall be stated as follows:

"Heads of departments and heads of other structural divisions of the Administration of the President of the Republic of Kazakhstan, the executive Office of the First President of the Republic of Kazakhstan - Elbasy, their first deputies and deputies";

in chapter "2. Administrative public positions ":

in the section "Corpus B":

in the "group of category A":

the name of the subgroup "Administration of the President of the Republic of Kazakhstan" shall be stated as follows:

"Administration of the President of the Republic of Kazakhstan, the Executive Office of the First President of the Republic of Kazakhstan - Elbasy".