



On approval of the Rules for issuing official ID cards to employees of civil service and anti-corruption bodies of the Republic of Kazakhstan, and their description

Invalidated Unofficial translation

Order No. 86 of the Chairman of the Agency for Civil Service Affairs and Anti-Corruption of the Republic of Kazakhstan as of December 14, 2016. Registered with the Ministry of Justice of the Republic of Kazakhstan on January 5, 2017, No. 14649. Abolished by Order of the Chairman of the Agency of the Republic of Kazakhstan for Civil Service Affairs No. 105 dated June 24, 2021.

Unofficial translation

Footnote. Abolished by Order of the Chairman of the Agency of the Republic of Kazakhstan for Civil Service Affairs No. 105 dated 06/24/2021 (effective from the date of its first official publication).

In accordance with paragraph 4 of Article 30 of the Law of the Republic of Kazakhstan “On the Civil Service of the Republic of Kazakhstan” as of November 23, 2015, I hereby ORDER:

1. To approve the Rules for issuing official ID cards to employees of civil service and anti-corruption bodies of the Republic of Kazakhstan, and their description.

2. The personnel management service of the Agency for Civil Service Affairs and Anti-Corruption of the Republic of Kazakhstan shall:

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

2) within ten calendar days of the state registration of this order, send it to the Republican State Enterprise with the Right of Economic Management “Republican Center of Legal Information” of the Ministry of Justice of the Republic of Kazakhstan for its inclusion into the Reference Control Bank of Regulatory Legal Acts of the Republic of Kazakhstan;

3) place this order on the website of the Agency for Civil Service Affairs and Anti-Corruption of the Republic of Kazakhstan.

3. I reserve the right to control the execution of this order.

4. The order shall take effect ten calendar days after its first official publication.

*Chairman of the Agency
for Civil Service and Anti-Corruption
of the Republic of Kazakhstan*

K.Kozhamzharov

Approved
by Order № 86 of the
Chairman of the Agency for Civil

Rules for issuing official ID cards to employees of civil service and anti-corruption bodies of the Republic of Kazakhstan, and their description

Chapter 1. General provisions

1. These Rules for issuing official ID cards to employees of civil service and anti-corruption bodies of the Republic of Kazakhstan, and their description (hereinafter referred to as the Rules) establish the procedure for issuing official ID cards to employees of civil service and anti-corruption bodies of the Republic of Kazakhstan, and give their description.

Employees of civil service and anti-corruption bodies of the Republic of Kazakhstan are administrative civil servants of the Agency for Civil Service Affairs and Anti-Corruption of the Republic of Kazakhstan (hereinafter referred to as the Agency), the National Anti-Corruption Bureau (Anti-Corruption Service) of the Agency (hereinafter referred to as the National Bureau) and their territorial bodies.

2. An employee's official ID card (hereinafter referred to as the official ID card) is a document confirming his/her official position.

3. The official ID card of employees of the Agency and its territorial bodies shall match its description in Appendix 1 to these Rules, and the official ID card of employees of the National Bureau and its territorial bodies shall match its description in Appendix 2 to these Rules.

4. The official ID card failing to match the description, with expired validity, blots and erasures is considered invalid.

Chapter 2. The procedure for issuing the official ID card

5. The issued official ID card shall be signed by:

1) the Agency's Chairman – if issued to employees of the central office of the Agency, heads and deputy heads of territorial bodies of the Agency;

2) the head of the National Bureau – if issued to administrative civil servants of the National Bureau;

3) the head of a territorial body of the Agency – if issued to employees of territorial bodies of the Agency;

4) the head of a territorial body of the National Bureau – if issued to administrative civil servants of territorial bodies of the National Bureau.

6. Official ID cards are issued to employees upon their appointment, change of position, change of surname, in case of expiration, loss of or damage to an earlier issued official ID card.

7. The issuance and return of official ID cards is registered in the register for issuing and surrendering official ID cards of the Agency for Civil Service Affairs and Anti-Corruption of the Republic of Kazakhstan in accordance with the form in Appendix 3 to these Rules.

Employees receive their official ID cards against signature.

8. Registers for issuing and surrendering official ID cards are stored by the personnel management services of the Agency, the National Bureau and their territorial bodies (hereinafter referred to as the personnel management service).

9. When handing official ID cards, personnel management services orally explain to all employees how to use them.

When replacing the official ID card because of changed position, changed surname, a personnel officer shall receive the earlier issued ID card.

10. General supervision of the procedure for filling, executing, registering, issuing, storing and destroying official ID cards is carried out by heads of appropriate personnel management services.

11. In the event of loss of his/her official ID card, an employee shall notify appropriate personnel management service thereof in writing (in arbitrary form) within three working days.

12. A person who has lost his/her official ID card shall send an announcement about the invalidity of the lost official ID card to local mass media within three working days.

13. Each fact of loss of, damage to an official ID card that occurred as a result of its negligent storage, and also of its transfer to other persons, its use for personal out-of-service purposes shall be subject to internal investigation pursuant to a relevant order issued by the personnel management service.

The personnel management service shall conduct internal investigation within ten working days of issuance of the relevant order.

In case of confirmation of the fact that the civil servant lost his/her official ID card for the reasons specified in part one of this paragraph, the disciplinary commission of the Agency, the National Bureau or their territorial bodies makes a decision on bringing the civil servant to disciplinary liability in accordance with the Rules for imposing a disciplinary sanction on civil servants, which are approved by Decree No. 152 of the President of the Republic of Kazakhstan as of December 29, 2015.

14. The personnel management service issues a new official ID card in exchange for the lost, damaged one after official investigation.

15. In case of the employee's dismissal, appointment to a new position, he/she shall surrender his/her official ID card to the personnel management service within three working days of issuance of the relevant order.

A person responsible for registering and issuing an official ID card shall put his/her signature in an employee exit form upon the surrender of the official ID card.

16. Official ID cards surrendered by employees because of their dismissal, appointment to a new position, cards' damage or expiration shall be destroyed by a commission, and a relevant destruction act in any form shall be drawn up. The commission for destroying official ID cards shall consist of at least three people, including a responsible employee for registering and issuing official ID cards, an employee of the financial and economic service, and employees of other structural units of the bodies for civil service affairs and anti-corruption of the Republic of Kazakhstan.

Appendix 1
to the Rules for issuing
official ID cards to employees of
civil service and anti-corruption
bodies of the Republic of
Kazakhstan, and their description

**Description of
the official ID card of employees of the Agency for Civil Service Affairs and
Anti-Corruption of the Republic of Kazakhstan and its territorial bodies**

1. The cover of the official ID card of employees of the Agency for Civil Service Affairs and Anti-Corruption of the Republic of Kazakhstan (hereinafter referred to as the Agency) and its territorial bodies is made of high-quality dark red leather, the size of 6.5x19 cm in expanded form.

2. On the front side, in the center of the official ID card, there is a golden image of the State Emblem of the Republic of Kazakhstan, below is the printing-type inscription “KAZAKSTAN RESPUBLIKASYNYN MEMLEKETTİK KYZMET ISTERI ZHENE SYBAILAS ZHEMKORLYKKA KARSY IS-KIMYL AGENTTIGI”.

3. The left and right internal parts of the official ID card are blue and bear the image of a soaring eagle under the sun against the benday background of a standard pattern.

4. The left inside of the official ID card contains:

1) in the upper part the black inscription “KAZAKSTAN RESPUBLICASYNYN MEMLEKETTİK KYZMET ISTERI ZHENE SYBAILAS ZHEMKORLYKKA KARSY IS-KIMYL AGENTTIGI”, under which there is a red micro-text “Kazakstan Respublikasy”;

2) the Agency's territorial bodies put the name of the relevant body in black color under the micro-text;

3) in the left corner the State Emblem of the Republic of Kazakhstan made in accordance with the state standard of the Republic of Kazakhstan, under which there is

black inscription “KAZAKSTAN” and the number of the form of the official ID card in black color;

4) in the center the inscription “No. __ KUELIK” in red color, under which the surname, name, patronymic (if any) and the position of the employee in the Kazakh language are indicated in black;

5) the validity period of the official ID card indicated at the bottom.

5. The right inside of the official ID card contains:

1) in the upper part the inscription “THE AGENCY FOR CIVIL SERVICE AFFAIRS AND ANTI-CORRUPTION OF THE REPUBLIC OF KAZAKHSTAN” in black color, under which there is a red micro-text “Kazakstan Respublikasy”;

2) the Agency’s territorial bodies put the name of the relevant body in black color under the micro-text;

3) in the left corner a 3x4 cm color photo (full face) of an employee. The employee is photographed in a business style of clothing against a white background without a headdress;

4) in the center a red inscription “ID CARD No. __”, under which the surname, name, patronymic (if any) and the position of the employee in Russian are indicated in black.

6. Official ID cards of the Agency and its territorial bodies shall be signed by the persons specified in paragraph 5 of these Rules and sealed with the official stamps of the Agency or its territorial bodies.

Appendix 2
to the Rules for issuing
official ID cards to employees
of civil service and
anti-corruption bodies of the
Republic of Kazakhstan,
and their description

Description of

official ID cards of employees of the National Anti-Corruption Bureau (Anti-Corruption Service) of the Agency for Civil Service Affairs and Anti-Corruption of the Republic of Kazakhstan and its territorial bodies

1. The cover of the service certificate of employees of the National Anti-Corruption Bureau (Anti-Corruption Service) of the Agency for Civil Service Affairs and Anti-Corruption of the Republic of Kazakhstan (hereinafter referred to as the National Bureau) and its territorial bodies is made of high-quality dark red leather, the size of 6.5x19 cm in expanded form.

2. On the front side, in the center of the official ID card, there is a golden image of the State Emblem of the Republic of Kazakhstan, below is the printing-type inscription “KAZAKSTAN RESPUBLIKASYNYN SYBAILAS ZHEMKORLYKKA KARSY”.

3. The left and right internal parts of the official ID card are blue and bear the image of a soaring eagle under the sun against the benday background of a standard pattern.

4. The left inside of the official ID card contains:

1) in the upper part the black inscription “KAZAKSTAN RESPUBLICASYNYN MEMLEKETTIK KYZMET ISTERI ZHENE SYBAILAS ZHEMKORLYKKA KARSY IS-KIMYL AGENTTIGININ SYBAILAS ZHEMKORLYKKA KARSY IS-KIMYL ULTYK BYUROSU (SYBAILAS ZHEMKORLYKKA KARSY KYZMET)”, under which there is a red micro-text “Kazakstan Respublikasy”;

2) the National Bureau’s territorial bodies put the name of the relevant body in black color under the micro-text;

3) in the left corner the State Emblem of the Republic of Kazakhstan made in accordance with the state standard of the Republic of Kazakhstan, under which there is black inscription “KAZAKSTAN” and the number of the form of the official ID card in black color;

4) in the center the inscription “No. __ KUELIK” in red color, under which the surname, name, patronymic (if any) and the position of the employee in the Kazakh language are indicated in black;

5) the validity period of the official ID card indicated at the bottom.

5. The right inside of the official ID card contains:

1) in the upper part the inscription “NATIONAL ANTI-CORRUPTION BUREAU (ANTI-CORRUPTION SERVICE) OF THE AGENCY FOR CIVIL SERVICE AFFAIRS AND ANTI-CORRUPTION OF THE REPUBLIC OF KAZAKHSTAN”, made in black color, under which there is a red micro-text “Kazakstan Respublikasy”;

2) the National Bureau’s territorial bodies put the name of the relevant body in black color under the micro-text;

3) in the left corner a 3x4 cm color photo (full face) of an employee. The employee is photographed in a business style of clothing against a white background without a headdress;

4) in the center a red inscription “ID CARD No. __”, under which the surname, name, patronymic (if any) and the position of the employee in Russian are indicated in black.

6. Official ID cards of the National Bureau and its territorial bodies shall be signed by the persons specified in paragraph 5 of these Rules and sealed with the official stamps of the National Bureau or its territorial bodies.

of civil service and anti-corruption
bodies of the Republic of
Kazakhstan, and their description
Form

**Register for
issuing and surrendering official ID cards of the Agency for Civil Service Affairs and
Anti-Corruption of the Republic of Kazakhstan**

№	Surname, name, patronymic (if any)	Current position	Number of the official ID card	Issued on	Signature of the employee whom the official ID card is issued	Surrendered on	Signature of the employee that received the official ID card
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Note: the register shall be bound, numbered, sealed.

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Justice of the Republic of Kazakhstan