



On approval of Rules for applying incentives of civil servants of the Ministry of Justice of the Republic of Kazakhstan

Unofficial translation

Order Acting Minister of Justice of the Republic of Kazakhstan dated July 23, 2018 № 1140.
Registered with the Ministry of Justice of the Republic of Kazakhstan July 30, 2018 № 17246

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

1. To approve the attached Rules for applying incentives of civil servants of the Ministry of Justice of the Republic of Kazakhstan.

2. In accordance with the procedure established by the legislation, the Human Resources Department of the Ministry of Justice of the Republic of Kazakhstan shall:

1) provide the state registration of this order;

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

3. Control over the execution of this order shall be entrusted to the head of the office of the Ministry of Justice of the Republic of Kazakhstan.

Footnote. Paragraph 3 - is in the wording of the order of the Minister of Justice of the Republic of Kazakhstan dated 09.03.2021 No. 174 (shall be enforced from the date of its first official publication).

4. This order shall be enforced from the date of its first official publication.

Acting Minister E.

Azimova

Approved
by order № 1140
of the acting Minister of Justice
of the Republic of Kazakhstan
dated July 23, 2018

Rules for applying incentives of civil servants of the Ministry of Justice of the Republic of Kazakhstan

1. These Rules for applying incentives of civil servants of the Ministry of Justice of the Republic of Kazakhstan (hereinafter - the Ministry) are developed in accordance with Article 35 of the Law “On the Civil Service of the Republic of Kazakhstan” and determine the procedure for applying incentives of civil servants of the central office of the Ministry and its territorial bodies.

2. The following incentives shall apply to civil servants of the Ministry and its territorial bodies:

- 1) a one-time monetary reward;
- 2) declaration of gratitude;
- 3) rewarding with a valuable gift;
- 4) awarding a diploma;
- 5) awarding an honorary title;
- 6) other forms of encouragement, including the awarding of departmental awards.

For the same distinction, a civil servant may be given only one of the forms of incentives specified in this paragraph, and only once with an indication of specific merits.

Footnote. Paragraph 2 - as amended by the order of the Minister of Justice of the Republic of Kazakhstan dated May 18, 2023 No. 315 (shall be enforced after the day of its first official publication).

3. Civil servants of the Ministry and its territorial bodies shall be encouraged for exemplary performance of official duties, impeccable public service, performance of tasks of special importance and complexity and other achievements in work, and also as a result of evaluation of their performance.

4. Awarding of civil servants of the central office of the Ministry and its territorial bodies with a one-time cash reward shall be based on the decision of the commission for incentives of civil servants (hereinafter - the commission).

The composition of the commission shall be approved by the Minister of Justice or the head of territorial bodies, and it shall be comprised of at least 5 members.

5. The payment of one-time monetary rewards shall be carried out by the order of the head of the office or heads of territorial bodies at the expense of saved republican budget funds provided for the maintenance of the Ministry and territorial bodies according to the financing plan.

Footnote. Paragraph 5 - is in the wording of the order of the Minister of Justice of the Republic of Kazakhstan dated 09.03.2021 No. 174 (shall be enforced from the date of its first official publication).

6. A certificate of merit of the Ministry, a valuable gift shall be awarded to civil servants for exemplary performance of official duties, achievement of good results in performance of

official duties, personal contribution to the solution of particularly important tasks assigned to the Ministry.

7. A letter of commendation of the Minister of Justice shall be awarded to civil servants for fulfillment of tasks of special importance and complexity, also for proper and conscientious fulfillment of assignments from the leadership of the Ministry.

8. The decision on incentive with a diploma of the Ministry, gratitude from the Minister of Justice and a valuable gift shall be made on the proposal of the heads of structural divisions, subordinate organizations and territorial bodies of the Ministry and shall be issued by the order of the Minister of Justice.

Recommendations on the incentive of civil servants with a diploma of the Ministry, gratitude from the Minister of Justice and a valuable gift describing the specific merits of civil servants shall be sent to the personnel management service of the Ministry signed by the heads of its structural subdivisions, subordinate organizations of the Ministry in agreement with the supervising deputy minister/ vice minister/head of the office or signed by the heads of territorial bodies.

Footnote. Paragraph 8 - is in the wording of the order of the Minister of Justice of the Republic of Kazakhstan dated 09.03.2021 No. 174 (shall be enforced from the date of its first official publication).

9. The decision on incentive with a diploma of territorial bodies or gratitude of the head of territorial bodies shall be taken on the proposal of the heads of structural subdivisions of the territorial bodies and shall be issued by the order of the head of territorial bodies.

Recommendations on the incentive of civil servants of territorial bodies with a diploma and gratitude shall be sent to the personnel management service (personnel department), signed by the heads of structural subdivisions of territorial bodies with a description of their specific merits.

Footnote. Paragraph 9 - is in the wording of the order of the Minister of Justice of the Republic of Kazakhstan dated 09.03.2021 No. 174 (shall be enforced from the date of its first official publication).

10. If the incentive with a diploma and gratitude is timed to coincide with holidays and anniversaries, then the recommendation for reward shall be sent to the personnel management service (personnel department) of the Ministry or its territorial bodies no later than 20 calendar days before the corresponding date.

Footnote. Paragraph 10 - is in the wording of the order of the Minister of Justice of the Republic of Kazakhstan dated 09.03.2021 No. 174 (shall be enforced from the date of its first official publication).

11. A certificate of merit and a letter of commendation shall be drawn up in the state or Russian languages and shall be signed by the Minister of Justice or the head of the territorial bodies.

12. Accounting for the incentive of civil servants with a diploma and gratitude of the Minister of Justice or the head of territorial bodies shall be carried out by the personnel management service (personnel department) of the Ministry and its territorial bodies with the entry of data on reward in the work book and personal file of a civil servant.

Footnote. Paragraph 12 - is in the wording of the order of the Minister of Justice of the Republic of Kazakhstan dated 09.03.2021 No. 174 (shall be enforced from the date of its first official publication).

13. In the event of loss of a certificate of merit and a letter of commendation, their duplicates shall not be issued.

14. Rewarding of a civil servant with departmental awards shall be carried out in accordance with resolution № 1539 of the Government of the Republic of Kazakhstan dated December 15, 2011 “On departmental awards of some state bodies included in the structure of the Government of the Republic of Kazakhstan”.

15. Civil servants shall not be eligible for award if:

- 1) they are under disciplinary actions that are not lifted;
- 2) under probation period;
- 3) with less than one month of service with the justice bodies.