



On approval of forms of reporting documents in the field of targeted social assistance

Invalidated Unofficial translation

Order of the Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan dated August 10, 2018 № 347. Registered with the Ministry of Justice of the Republic of Kazakhstan dated August 29, 2018 № 17319. Abolished by the Order of the Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan dated May 24, 2023 No. 168

Unofficial translation

Footnote. Abolished by the Order of the Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan dated May 24, 2023 No. 168 (effective from 01.07.2023).

In compliance with paragraph 4 of Article 7 of the Law of the Republic of Kazakhstan dated July 17, 2001 "On State Targeted Social Assistance" and subparagraph 2) of paragraph 3 of Article 16, the Law of the Republic of Kazakhstan dated March 19, 2010 "On State Statistics", **I hereby ORDER:**

1. That the attached forms intended for the collection of administrative data shall be approved:

1) a monthly report on the assignment and payment of state targeted social assistance pursuant to Annex 1 hereto;

2) a monthly report on the assignment and payment of state targeted social aid in the form of unconditional allowance according to Annex 2 hereto;

3) a monthly report on the assignment and payment of state targeted social assistance in the form of stated allowance according to Annex 3 hereto;

4) a quarterly report on the assignment and payment of the state targeted social aid according to Annex 4 hereto;

5) a quarterly report on the assignment and payment of the state targeted social assistance in the form of stated allowance pursuant to Annex 5 hereto;

6) a quarterly report on the assignment and payment of state targeted social assistance in the form of unconditional allowance in obedience to Annex 6 hereto;

7) a monthly report on recipients of state social assistance in the form of unconditional allowance in compliance with Annex 7 hereto;

8) a monthly report on recipients of state social aid in the form of unconditional allowance in pursuance of Annex 8 hereto;

9) a monthly report on recipients of state social aid in the form of stated allowance pursuant to Annex 9 hereto;

10) a quarterly report on recipients of state social aid in the form of stated allowance according to Annex 10 hereto;

11) a quarterly report on recipients of state targeted social assistance in the form of unconditional allowance in compliance with Annex 11 hereto;

12) a quarterly report on recipients of state targeted social assistance in the form of stated allowance according to Annex 12 hereto;

13) a report on beneficiaries of state targeted social assistance in the form of stated allowance pursuant to the types of households in conformity with Annex 13 hereto;

14) a report on average per capita income from the state targeted social assistance in the form of stated allowance in obedience to Annex 14 hereto;

15) a report on termination or denial of state targeted social assistance in the form of stated allowance in pursuance of Annex 15 hereto;

16) a report on interviews conducted for the assignment of state targeted social assistance pursuant to Annex 16 hereto;

17) a monthly report on the assignment and payment of guaranteed social aid according to Annex 17 hereto;

18) a quarterly report on the assignment and payment of guaranteed social package pursuant to Annex 18 hereto;

19) a monthly report of the assistant on the maintenance of the social contract in conformity with Annex 19 hereto;

20) a monthly report of the social work consultant on social contract accompaniment in obedience to Annex 20 hereto.

Footnote. Paragraph 1 – as reworded by Order No. 534 of the Minister of Labour and Social Protection of the Republic of Kazakhstan dated 24.12.2020 (shall be enforced ten calendar days after the date of its first official publication).

2. The Department of Social Assistance of the Ministry of Labor and Social Protection of the Population of the Republic of Kazakhstan in accordance with the legislation shall

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

2) within ten calendar days, from the date of State registration of this order, direct the copy of it both in Kazakh and Russian languages to the Republican State Enterprise on 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 into the Reference Control Bank of Laws and Regulations of the Republic of Kazakhstan

3) place this order on the Internet resource of the Ministry of Labor and Social Protection of Population of the Republic of Kazakhstan after its official publication;

4) disseminate this order to the departments of coordination of employment and social programs of regions, cities Astana, Almaty and Shymkent;

5) within ten working days after the state registration of this order submit to the Department of Legal Service of the Ministry of Labor and Social Protection of the Population of the Republic of Kazakhstan the information on the implementation of measures provided by subparagraphs 1), 2), 3) and 4) of this paragraph.

3. Control over the execution of this order shall be entrusted to the Vice-Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan Zhakupova S. K.

4. This order shall come into effect upon expiry of ten calendar days after the day of its first official publication.

*Minister of Labor
and Social Protection of the Population
of the Republic of Kazakhstan*

M. Abylkasymova

Agreed
with Chairman of the Committee on Statistics
of the Ministry of National Economy
of the Republic of Kazakhstan
_____ N. Aidapkelov

Annex 1
to order of the Minister of Labour and
Social Protection of the Population
of the Republic of Kazakhstan
No. 347 dated August 10, 2018

Form designated to collect administrative data

The administrative data form is available on the website: <https://www.gov.kz/memleket/entities/enbek/documents/details/68736?lang=ru>

Monthly report on the assignment and payment of state targeted social assistance

Reporting period _____20__.

Footnote. Annex 1 – as reworded by Order No. 534 of the Minister of Labour and Social Protection of the Republic of Kazakhstan dated 24.12.2020 (shall come into force ten calendar days after the date of its first official publication).

Index: 1- STSA

Frequency: monthly

Range of entities submitting information: Departments for coordination of employment and social programs of oblasts, cities of national status and the capital.

The form shall be submitted to: Labour Resources Development Centre Joint Stock Company, the Ministry of Labour and Social Protection of the Republic of Kazakhstan

Submission deadlines: by the fifth day of the month following the reporting period to Labour Resources Development Centr Joint-Stock Company, monthly by the 10th day of the month following the reporting period to the Ministry of Labour and Social Protection of the Republic of Kazakhstan.

Line code	Name of regions	Code of region, city of republic a n status, capital according to the classifier of administrative-territorial entities	Amount outstanding at the beginning of the reporting period KZT thousands	Allocated since the beginning of the year				Paid for the period since the beginning of the year			
				families	persons	amount, KZT thousand	average size, KZT	families	persons	amount, KZT thousand	average size, KZT
A	Б	B	1	2	3	4	5	6	7	8	9
	Name of region, city of republic a n status or capital										
	City										
	Village										

Name _____ Address _____

Contatcs _____

e-mail _____

Document originator _____ signature _____

_____ *full name*

Head or person authorised to sign

_____ signature _____

full name

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(Excluding persons who are private entrepreneurs)

Explanation on completing the form designed to collect administrative data

“Monthly Report on the Assignment and Payment of State Targeted Social Assistance”

(Index: 1- STSA,frequency: monthly)

Chapter 1. General provisions

1. This explanation determines unified the requirements for completing (forming) a monthly report form on the assignment and payment of state targeted social assistance (hereinafter referred to as the report form).

2. The main purpose of this form shall be to monitor the assignment and payment of state targeted social assistance.

3. The form of report shall be filled in (formed) and submitted by departments of coordination of employment and social programs (hereinafter Department) of regions, cities of republican status and the capital monthly by the 5th day of a month, following the accounting period.

4. The report form shall be signed by the head of department of regions, cities of republican status and the capital, and in case of his/her absence, by a person performing his/her duties.

5. Monthly report on the assignment and payment of state targeted social assistance in the form approved by Annex 1 hereto shall be prepared (formed) centrally by Workforce Development Centre Joint Stock Company, based on data submitted by offices in general for the Republic of Kazakhstan and by regions, cities of national importance and the capital, urban and rural areas, and be submitted to the Ministry of Labor and Social Protection of the Republic of Kazakhstan monthly by the 10th of the month following the reporting period.

6. The report form shall be prepared on the basis of administrative data, as of the first day of the month following the reporting period. All indicators of the report are cumulative since the beginning of the current year, and each particular applicant (family), family members should be counted and included in the report only once, regardless of the number of their repeated applications for state targeted social assistance during the reporting period.

Chapter 2: Explanation on completing the reporting form

7. Column "A" shall indicate the numbering in order by oblasts, cities of republican status and the capital.

8. Column "B" shall specify the names of oblasts, cities of republican status and the capital city broken down by urban and rural areas.

9. Column "C" shall show the code of oblasts, cities of republican status, the capital city in the classifier of administrative-territorial entities (CATE), posted on the official website of the Committee on Statistics of the Ministry of National Economy of the Republic of Kazakhstan.

10. Column 1 shall indicate the outstanding amount of state targeted social assistance in thousands of tenge at the beginning of the reporting period.

11. Column 2 shall indicate the number of families who received state targeted social assistance during the reporting period.

12. The number of persons for whom targeted state social aid has been granted over the reporting period shall be indicated in column 3.

13. Amount in thousands tenge assigned for payment of state targeted social aid in the reporting period shall be indicated in column 4.

14. Assigned average amount in tenge for payment of state targeted social aid in the reporting period shall be indicated in column 5.

15. The number of families which received state targeted social aid in the reporting period shall be indicated in column 6.

16. Column 7 shall specify the number of persons who received state targeted social assistance during the reporting period.

17. Amount paid in thousand tenge for payment of state targeted social aid in the reporting period shall be indicated in column 8.

18. Column 9 shall specify the average amount of state targeted social aid paid in tenge during the reporting period.

Annex 2
to order of the Minister of Labour and
Social Protection of the Population
of the Republic of Kazakhstan
No. 347 dated August 10, 2018

Form designed to collect administrative data

The administrative data form is available on the website:

<https://www.gov.kz/memleket/entities/enbek/documents/details/68736?lang=ru>

Monthly report on the assignment and payment of state targeted social assistance in the form of unconditional allowance

Reporting period ____20__.

Footnote. Annex 2 - as reworded by Order No. 534 of the Minister of Labour and Social Protection of the Republic of Kazakhstan dated 24.12.2020 (shall come into force ten calendar days after the date of its first official publication).

Index: 1- STSAUA

Frequency: monthly.

Range of entities submitting information: administrative offices for coordination of employment and social programs of oblasts, cities of national status and the capital.

Shall be submitted to: Labour Resources Development Centre Joint Stock Company, the Ministry of Labour and Social Protection of the Republic of Kazakhstan.

Submission deadlines: by the fifth day of the month following the reporting period to Labour Resources Development Centre Joint-Stock Company, monthly by the 10th day of the month following the reporting period to the Ministry of Labour and Social Protection of Kazakhstan

line code	Name of regions	Code of region, city of republic a n status, capital accordi ng to the classifie r of adminis trative-territo ria l entities	Amount outstand ing at the beginni ng of the reportin g period K Z T thousan ds	Assigned since the beginning of the year				Paid for the period since the beginning of the year			
				families	persons	amount, thousan d tenge	average size, tenge	families	persons	amount, thousan d tenge	average size, tenge
A	B	C	1	2	3	4	5	6	7	8	9
	Name o f region, city of republic a n status or capital										
	City										
	village										

Name _____ Address _____

Contacts _____

e-mail _____

Document originator

_____ signature _____

full name

Head or person authorised to sign

signature _____

full name

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(excluding persons who are private entrepreneurs)

Explanation for completing the form designed to collect administrative data

“Monthly Report on the Assignment and Payment of State Targeted Social Assistance in the Form of Unconditional allowance”.

(Index: 1- STSAUA, Frequency: monthly)

Chapter 1. General provisions

1. This explanation sets out unified requirements for completing (forming) a report form on the appointment and payment of state targeted social assistance in the form of unconditional allowance (hereinafter referred to as the report form).

2 The main purpose of keeping this form shall be to monitor the assignment and payment of state addressable social assistance in the form of unconditional allowance.

3. The reporting form shall be filled in (formed) and submitted by administrative offices of coordination of employment and social programs (hereinafter referred to as Administrative Offices) of regions, cities of republican status and the capital monthly by the 5th day of a month, following the reporting period.

4. The report form shall be signed by the head of administrative office of regions, cities of republican status and the capital, and in case of his/her absence, by a person performing his/her duties.

5. Monthly report on the appointment and payment of state targeted social assistance in the form of unconditional allowance in the form approved by Annex 2 hereto shall be prepared (formed) centrally by Center for Workforce Development Joint Stock Company on the basis of data submitted by administrative offices in the Republic of Kazakhstan and in the context of regions, cities of national importance and the capital, urban and rural areas and submitted to the Ministry of Labour and Social Protection of Kazakhstan on a monthly basis.

6. The report form shall be prepared on the basis of administrative data, as of the first day of the month following the reporting period. All indicators of the report shall be given cumulatively from the beginning of the current year, thus each concrete applicant (family), members of a family shall be considered and included in the report only once, irrespective of number of their repeated appeals for the state addressable social assistance in the form of unconditional allowance during the reporting period.

Chapter 2: Explanation on completing the reporting form

7. Column "A" shall indicate the numbering in order by oblasts, cities of republican status and the capital.

8. Column "B" shall specify the names of oblasts, cities of republican significance and the capital city broken down by urban and rural areas.

9. Column "C" shall indicate the code of oblasts, cities of republican status, the capital under the classifier of administrative-territorial entities (CATE) available at the official Internet-resource of the Committee on Statistics of the Ministry of National Economy of the Republic of Kazakhstan.

10. Column 1 shall show the outstanding amount of state targeted social assistance in the form of unconditional allowance at the beginning of the reporting period in thousands of tenge.

11. Column 2 shall specify the number of families who were granted state targeted social assistance in the form of unconditional allowance during the reporting period.

12. The number of persons who received state targeted social assistance in the form of unconditional allowance during the reporting period shall be shown in column 3.

13. The amount in thousands tenge assigned for payment of state targeted social assistance in the form of unconditional allowance during the reporting period shall be indicated in column 4.

14. Assigned average amount in tenge for payment of state targeted social aid in a form of unconditional allowance in the reporting period shall be mentioned in column 5.

15. The number of families which received state targeted social assistance in the form of unconditional allowance during the reporting period shall be indicated in column 6.

16. Column 7 shall show the number of persons who received state targeted social assistance in the form of unconditional allowance during the reporting period.

17. Amount paid in thousand tenge for payment of state targeted social aid in the form of unconditional allowance during the reporting period shall be indicated in column 8.

18. Column 9 shall specify the average amount of state targeted social aid in tenge paid in the form of unconditional allowance during the reporting period.

Annex 3

to order of the Minister of Labour and
Social Protection of the Population
of the Republic of Kazakhstan
No. 347 dated August 10, 2018

Form designed to collect administrative data

The administrative data form is available on the website: <https://www.gov.kz/memleket/>

entities/enbek/documents/details/68736?lang=ru

Monthly report on the assignment and payment of state targeted social assistance in the form of stated allowance Reporting period _____20__.

Footnote. Annex 3 - as reworded by Order No. 534 of the Minister of Labour and Social Protection of the Republic of Kazakhstan dated 24.12.2020 (shall come into force ten calendar days after the date of its first official publication).

Index: 1- STSASA

Frequency: monthly.

Range of entities submitting information: administrative offices for coordination of employment and social programs of oblasts, cities of national status and the capital.

Shall be submitted to: Labour Resources Development Centre Joint Stock Company, the Ministry of Labour and Social Protection of the Republic of Kazakhstan.

Submission deadlines: by the fifth day of the month following the reporting period to Labour Resources Development Centre Joint-Stock Company, monthly by the 10th day of the month following the reporting period to the Ministry of Labour and Social Protection of Kazakhstan.

line code	Name of regions	Code of region, city of republic a n status, capital according to the classifier of administrative-territorial entities	Amount outstanding at the beginning of the reporting period KZT thousands	Assigned for the period since the beginning of the year				Paid for the period since the beginning of the year			
				families	persons	amount, thousand tenge	average size, tenge	families	persons	amount, thousand tenge	average size, tenge
A	B	C	1	2	3	4	5	6	7	8	9
	Name of region, city of republic a n status or capital										
	City										
	village										

Name _____ Address _____

Contacts _____

e-mail _____

Document originator

signature _____

full name

Head or person authorised to sign

signature _____

full name

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(excluding persons who are private entrepreneurs)

Explanation for completing the form designed to collect administrative data

“Monthly Report on the Assignment and Payment of State Targeted Social Assistance in the Form of Stated Allowance”

(Index: 1- STSASA, Frequency: monthly)

Chapter 1: General provisions

1. This explanation determines the uniform requirements for filling in (forming) a report form on the assignment and payment of state targeted social assistance in the form of stated allowance (hereinafter referred to as the report form).

The main purpose of keeping this form shall be to monitor the assignment and payment of the state targeted social aid in the form of stated allowance.

3. The reporting form shall be filled in (formed) and submitted by administrative offices for coordination of employment and social programmes (hereinafter referred to as Administrative Office) of regions, cities of republican status and the capital every month by the 5th day of a month, following the reporting period.

4. The report form shall be signed by the head of administrative office of regions, cities of republican status and the capital, and in case of his/her absence, by a person performing his/her duties.

5. Reports on the assignment and payment of state targeted social assistance in the form of stated allowance in the form approved by Annex 3 hereto shall be prepared (formed) centrally by Workforce Development Centre on the basis of data submitted by Administrative Offices in general for the Republic of Kazakhstan and by regions, cities of national importance and the capital, urban and rural areas, and submitted to the Ministry of Labor and Social Protection of the Republic of Kazakhstan, monthly by the 10th day of the month following the reporting period.

6. The report form shall be prepared based on administrative data, as of the first day of the month following the reporting period. All indicators of the report shall be given cumulatively from the beginning of the current year, thus each concrete applicant (family), family members shall be considered and included in the report only once, irrespective of number of their repeated appeals for the state addressable social assistance in the form of the stated allowance during the reporting period.

Chapter 2: Explanation on completing the reporting form

7. Column "A" shall indicate the numbering in order by oblasts, cities of republican status and the capital.

8. Column "B" shall specify the names of oblasts, cities of republican status and the capital city broken down by urban and rural areas.

9. Column "C" shall demonstrate the code of oblasts, cities of republican status, the capital city under the classifier of administrative-territorial entities (CATE) available at the official Internet-resource of the Committee on Statistics of the Ministry of National Economy of the Republic of Kazakhstan.

10. Column 1 shall show the outstanding amount of state targeted social assistance in the form of stated allowance at the beginning of the reporting period in thousands of tenge.

11. Column 2 shall indicate the number of families who have been granted state targeted social assistance in the form of stated allowance during the reporting period.

12. The number of persons to whom state targeted social aid in the form of stated allowance was granted over the reporting period shall be specified in column 3.

13. Amount in thousand tenge assigned for payment of state targeted social aid in the form of stated allowance over the reporting period shall be shown in column 4.

14. Assigned average amount in tenge for payment of state targeted social aid in the form of stated allowance in the reporting period shall be indicated in column 5.

15. Column 6 shall show the number of families who received state targeted social assistance in the form of stated allowance during the reporting period.

16. The number of persons to whom the state targeted social assistance in the form of stated allowance was paid during the reporting period shall be specified in column 7.

17. The amount paid in thousand tenge for state targeted social aid in the form of stated allowance over the reporting period shall be indicated in column 8.

18. Column 9 shall show the average size of paid amount in tenge of state targeted social aid in the form of stated allowance during the reporting period.

Form designed to collect administrative data

The administrative data form is available on the website: <https://www.gov.kz/memleket/entities/enbek/documents/details/68736?lang=ru>

Quarterly report on the assignment and payment of state targeted social assistance

Reporting period _____ 20__.

Footnote. Annex 4 - as reworded by Order No. 534 of the Minister of Labour and Social Protection of the Republic of Kazakhstan dated 24.12.2020 (shall come into force ten calendar days after the date of its first official publication).

Index: 1- STSASA

Frequency: quarterly.

Range of entities submitting information: administrative offices for coordination of employment and social programs of oblasts, cities of national status and the capital.

Shall be submitted to: Labour Resources Development Centre Joint Stock Company, the Ministry of Labour and Social Protection of the Republic of Kazakhstan.

Submission deadlines: by the fifth day of the month following the reporting period to Labour Resources Development Centre Joint-Stock Company, monthly by the 10th of the month following the reporting quarter to the Ministry of Labour and Social Protection of Kazakhstan.

line code	Name of regions	Code of region, city of republican status, capital according to the classifier of administrative-territorial entities	Assigned during the reporting quarter				Paid during the reporting quarter			
			families	persons	amount, thousand tenge	average size, tenge	families	persons	amount, thousand tenge	average size, tenge
A	B	C	1	2	3	4	5	6	7	8
	Name of region, city of republican status or capital									
	City									
	village									

Name _____ Address _____

Contacts _____

e-mail _____

Document originator

signature _____

full name

Head or person authorised to sign

_____ signature _____

_____ *full name*

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(excluding persons who are private entrepreneurs)

Explanation for completing the form designed to collect administrative data

“Quarterly Report on the Assignment and Payment of State Targeted Social Assistance”

(Index: 1- STSASA, Frequency: quarterly)

Chapter 1: General provisions

1. This explanation sets out the unified requirements for completing (forming) a report form on the assignment and payment of state targeted social assistance (hereinafter referred to as the report form).

2. The main purpose of this form shall be to monitor the assignment and payment of state targeted social assistance.

3. The form of the report shall be filled in (formed) and submitted by administrative offices for coordination of employment and social programs (hereinafter referred to as Administrative Office) of regions, cities of republican level and the capital quarterly by the 5 day of a month, following reporting quarter.

4. The form of report shall be signed by the head of department of regions, cities of republican level and capital, and in case of his/her absence, by a person, performing his /her duties.

5. The quarterly report on assignment and payment of the state targeted social assistance, in the form approved by Annex 4 hereto shall be made (formed) centrally by Workforce Development Centre Joint-Stock Company based on the data submitted by Administrative Offices as a whole across the Republic of Kazakhstan and by regions, cities of republican level and capital, urban and rural areas and submitted to the Ministry of Labour and Social Protection of the Republic of Kazakhstan quarterly by 10th day of month, following the reporting period.

6. The report form shall be prepared based on administrative data, as of the first day of the month following the reporting quarter. All indicators of the report shall be cumulative since the beginning of the current quarter, and each particular applicant (family), family members shall be taken into account and included in the report irrespective of the number of their applications for state targeted social assistance during the reporting year.

Chapter 2: Explanation on completing the reporting form

7. Column "A" shall indicate the numbering in order by oblasts, cities of republican status and the capital.

8. Column "B" shall specify the names of oblasts, cities of republican status and the capital city broken down by urban and rural areas.

9. Column "C" shall demonstrate the code of oblasts, cities of republican status, the capital city under the classifier of administrative-territorial entities (CATE) available at the official Internet-resource of the Committee on Statistics of the Ministry of National Economy of the Republic of Kazakhstan.

10. Column 1 shall indicate the number of families who have been granted state targeted social assistance in the reporting quarter.

11. The number of persons who have been granted targeted state social assistance in the reporting quarter shall be indicated in column 2.

12. The amount assigned in thousands of tenge for payment of state targeted social aid in the reporting quarter shall be specified in column 3.

13. The assigned average amount in tenge for payment of state addressable social aid in the reporting quarter shall be mentioned in column 4.

14. The number of families to whom targeted state social aid was paid in the reporting quarter shall be specified in column 5.

15. Column 6 shall show the number of persons who received state targeted social assistance in the reporting quarter.

16. The amount paid in thousands of tenge for payment of state targeted social aid in the reporting quarter shall be indicated in column 7.

17. Column 8 shall specify the average amount of state targeted social aid paid in tenge during the reporting quarter.

Annex 5
to order of the Minister of Labour and
Social Protection of the Population
of the Republic of Kazakhstan
No. 347 dated August 10, 2018

Form designed to collect administrative data

The administrative data form is available on the website: <https://www.gov.kz/memleket/>

entities/enbek/documents/details/68736?lang=ru

Quarterly report on the assignment and payment of state targeted social assistance in the form of stated allowance

Reporting period _____20__.

Footnote. Annex 5 - as reworded by Order No. 534 of the Minister of Labour and Social Protection of the Republic of Kazakhstan dated 24.12.2020 (shall come into force ten calendar days after the date of its first official publication).

Index: 1- STSASA

Frequency: quarterly.

Range of entities submitting information: administrative offices for coordination of employment and social programs of oblasts, cities of national status and the capital.

Shall be submitted to: Labour Resources Development Centre Joint Stock Company, the Ministry of Labour and Social Protection of the Republic of Kazakhstan.

Submission deadlines: by the fifth day of the month following the reporting period to Labour Resources Development Centre Joint-Stock Company, monthly by the 10th of the month following the reporting quarter to the Ministry of Labour and Social Protection of Kazakhstan.

Line code	Name of regions	Code of region, city of republic or capital according to the classifier of administrative-territorial entities	Assigned during the reporting quarter				Paid during the reporting quarter			
			families	persons	amount, thousand tenge	average size, tenge	families	persons	amount, thousand tenge	average size, tenge
A	B	C	1	2	3	4	5	6	7	8
	Name of region, city of republic or capital									
	City									
	village									

Name _____ Address _____

Contacts _____

e-mail _____

Document originator

signature _____

full name

Head or person authorised to sign

_____ signature _____

_____ *full name*

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(excluding persons who are private entrepreneurs)

Explanation for completing the form designed to collect administrative data

“Quarterly Report on the Assignment and Payment of State Targeted Social Assistance in the Form of Stated Allowance”

(Index: 1- STSASA, Frequency: quarterly)

Chapter 1: General provisions

1. This explanation determines the uniform requirements for filling in (forming) a report form on the assignment and payment of state targeted social assistance in the form of stated allowance (hereinafter referred to as the report form).

2. The main purpose of keeping this form is to monitor the assignment and payment of the state targeted social aid in the form of stated allowance.

3. The form of report shall be filled in (formed) and submitted by administrative offices for coordination of employment and social programs (hereinafter referred to as Administrative Office) of regions, cities of republican level and the capital quarterly by the 5 day of a month, following reporting quarter.

4. The form of report shall be signed by the head of department of regions, cities of republican importance and capital, and in case of his/her absence, by a person, performing his/her duties.

5. Quarterly report on the assignment and payment of state targeted social assistance in the form of stated allowance in the form approved by Annex 5 hereto shall be compiled (formed) centrally by Workforce Development Centre Joint-Stock Company based on data submitted by administrative offices in the Republic of Kazakhstan and in the context of regions, cities of national importance and the capital, urban and rural areas and submitted to the Ministry of Labour and Social Protection of Kazakhstan quarterly by the 10th day of the month following the reporting quarter.

6. The report form shall be prepared based on administrative data, as of the first day of the month following the reporting quarter. All indicators of the report shall be cumulative since the beginning of the current quarter, and each particular applicant (family), family members shall be taken into account and included in the report irrespective of the number of their applications for state targeted social assistance in the form of stated allowance during the reporting year.

Chapter 2: Explanation on completing the reporting form

7. Column "A" shall indicate the numbering in order by oblasts, cities of republican level and the capital.

8. Column "B" shall specify the names of cities of republican status and the capital city broken down by urban and rural areas.

9. Column "C" shall show the code of the oblast, the city of republican level, the capital of the classifier of administrative-territorial entities (CATE), posted on the official Internet resource of the Committee on Statistics of the Ministry of National Economy of the Republic of Kazakhstan.

10. Column 1 shall specify the number of families who have been granted targeted state social assistance in the form of stated allowance in the reporting quarter.

11. The number of persons who have been granted targeted state social assistance in the form of stated allowance in the reporting quarter shall be indicated in column 2.

12. Column 3 shall indicate the assigned amount in thousands of tenge for payment of state addressable social assistance in the form of stated allowance in the reporting quarter.

13. Assigned average amount in tenge for payment of state targeted social aid in the form of stated allowance in the reporting quarter shall be indicated in column 4.

14. The number of families to which state targeted social assistance in the form of stated allowance has been paid in the reporting quarter shall be specified in column 5.

15. The number of persons to whom state targeted social assistance in the form of stated allowance has been paid in the reporting quarter shall be specified in column 6.

16. The amount paid in thousands of tenge for payment of state targeted social aid in the form of stated allowance in the reporting quarter shall be shown in column 7.

17. Column 8 shall indicate the average amount of paid sum in tenge of state targeted social aid in the form of stated allowance in the reporting quarter.

Form designed to collect administrative data

The administrative data form is available on the website: <https://www.gov.kz/memleket/entities/enbek/documents/details/68736?lang=ru>

Quarterly report on the assignment and payment of state targeted social assistance in the form of stated allowance

Reporting period _____ 20__.

Footnote. Annex 6 - as reworded by Order No. 534 of the Minister of Labour and Social Protection of the Republic of Kazakhstan dated 24.12.2020 (shall come into force ten calendar days after the date of its first official publication).

Index: 1- STSASA

Frequency: quarterly.

Range of entities submitting information: administrative offices for coordination of employment and social programs of oblasts, cities of national status and the capital.

Shall be submitted to: Labour Resources Development Centre Joint Stock Company, the Ministry of Labour and Social Protection of the Republic of Kazakhstan.

Submission deadlines: by the fifth day of the month following the reporting period to Labour Resources Development Centre Joint-Stock Company, monthly by the 10th of the month following the reporting quarter to the Ministry of Labour and Social Protection of Kazakhstan.

Line code	Name of regions	Assigned during the reporting quarter				Paid during the reporting quarter			
		families	persons	amount, thousand tenge	average size, tenge	families	persons	amount, thousand tenge	average size, tenge
A	B	1	2	3	4	5	6	7	8
	Name of region, city of republic or status or capital								
	city								
	village								

Name _____ Address _____

Contacts _____

e-mail _____

Document originator

signature _____

full name

Head or person authorised to sign

_____ signature _____

_____ *full name*

Stamp here

(excluding persons who are private entrepreneurs)

Explanation for completing the form designed to collect administrative data

“Quarterly Report on the Assignment and Payment of State Targeted Social Assistance in the Form of Stated Allowance”

(Index: 1- STSASA, Frequency: quarterly)

Chapter 1: General provisions

1. This explanation sets out the unified requirements for completing (forming) a report form on the assignment and payment of state targeted social assistance in the form of stated allowance (hereinafter referred to as the report form).

2. The main purpose of keeping this form shall be to monitor the assignment and payment of state addressable social assistance in the form of stated allowance.

3. The form of report shall be filled in (formed) and submitted by administrative offices for coordination of employment and social programs (hereinafter referred to as Administrative Office) of regions, cities of republican level and the capital quarterly by the 5 day of a month, following reporting quarter.

4. The form of report shall be signed by the head of department of regions, cities of republican level and capital, and in case of his/her absence, by a person, performing his /her duties.

5. Quarterly report on the assignment and payment of state targeted social assistance in the form of stated allowance in the form approved by Annex 6 hereto shall be prepared (formed) centrally by Workforce Development Centre Joint-Stock Company based on the data submitted by administrative offices in the Republic of Kazakhstan and in the context of regions, cities of national importance and the capital, urban and rural areas and submitted to the Ministry of Labour and Social Protection of Kazakhstan quarterly by the 10th of the month following the reporting quarter.

6. The report form shall be prepared based on the administrative data, as of the first day of the month following the reporting quarter. All indicators of the report shall be given cumulatively from the beginning of the current quarter, thus each concrete applicant (family), family members shall be considered and included in the report irrespective of number of their appeals for the state targeted social assistance in the form of stated allowance during the reporting year.

Chapter 2: Explanation on completing the reporting form

7. Column "A" shall indicate the numbering in order by oblasts, cities of republican level and the capital.

8. Column "B" shall specify the names of oblasts, cities of republican status and the capital city broken down by urban and rural areas.

9. Column "C" shall show the code of oblasts, cities of republican status, the capital city under the classifier of administrative-territorial entities (CATE) available at the official Internet-resource of the Committee on Statistics of the Ministry of National Economy of the Republic of Kazakhstan.

10. Column 1 shall show the number of families who have been granted state targeted social assistance in the form of stated allowance in the reporting quarter.

11. The number of people who have been granted state targeted social assistance in the form of stated allowance in the reporting quarter shall be indicated in column 2.

12. Column 3 shall indicate the assigned amount in thousands of tenge for payment of state targeted social assistance in the form of stated allowance in the reporting quarter.

13. The assigned average amount in tenge for payment of state targeted social aid in the form of stated allowance in the reporting quarter shall be specified in column 4.

14. The number of families to which state targeted social aid in the form of stated allowance has been paid in the reporting quarter shall be shown in column 5.

15. The number of persons who have been granted state targeted social assistance in the form of stated allowance during the reported quarter shall be specified in column 6.

16. Column 7 shall indicate the amount paid in thousands of tenge for payment of state targeted social aid in the form of stated allowance in the reporting quarter.

17. Column 8 shall show the average amount of state targeted social aid in tenge paid in the form of stated allowance in the reporting quarter.

Annex 7

to order of the Minister of Labour and
Social Protection of the Population
of the Republic of Kazakhstan
No. 347 dated August 10, 2018

Form designed to collect administrative data

The administrative data form is available on the website: <https://www.gov.kz/memleket/entities/enbek/documents/details/68736?lang=ru>

Monthly report on the assignment and payment of state targeted social assistance

Reporting period ____20__.

Footnote. Annex 7 - as reworded by Order No. 534 of the Minister of Labour and Social Protection of the Republic of Kazakhstan dated 24.12.2020 (shall come into force ten calendar days after the date of its first official publication).

Index: 1- RRSTSA.

Frequency: monthly

Range of entities submitting information: administrative offices for coordination of employment and social programs of oblasts, cities of national status and the capital.

Shall be submitted to: Workforce Development Centre Joint-Stock Company, the Ministry of Labour and Social Protection of the Republic of Kazakhstan.

Term of submission: by administrative offices of coordination of employment and social programs of regions, cities of republican level and the capital monthly by 5th day of the month, following the reporting period to the joint-stock company "Center of development of labor resources", joint-stock company "Center of development of labor resources" monthly by 10th day of the month, following the reporting period to the Ministry of Labor and Social Protection of the Republic of Kazakhstan

Line code	Name of regions	Code of region, city of republican status, capital according to the classifier of administrative-territorial entities	Families	The number of persons therein		Of these, large families		
				Persons	Women	Families	Persons	Children
A	B	C	1	2	3	4	5	6
	Name of region, city of republican level or capital							

Table continued

Including										
Children under the age of 18	including children with disabilities	persons with disabilities of all groups	Retired persons	full-time students, trainees, cadets, masters students	others	employable	including			
							unemployed	independent workers	those who are employed at the time of application	Persons caring for children, children with disabilities, persons with category 1 or 2 disabilities and the elderly
7	8	9	10	11	12	13	14	15	16	17

Table continued

Attracted to active forms of employment	Including					
	employed in permanent jobs	public works	social workplace	retraining, professional development	youth practice	promoting entrepreneurial initiatives
18	19	20	21	22	23	24

Name _____ Address _____

Contacts _____

e-mail _____

Document originator

signature _____

full name

Head or person authorised to sign

_____ signature _____

full name

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(excluding persons who are private entrepreneurs)

Explanation for completing the form designed to collect administrative data

“Monthly Report on the Assignment and Payment of State Targeted Social Assistance

(Index: 1- RRSTSA, Frequency: monthly)

Chapter 1: General provisions

1. This explanation sets out the uniform requirements for completing (forming) a report form on recipients of state targeted social assistance (hereinafter referred to as the report form).

2. The main purpose of this reporting form shall be to monitor recipients of state targeted social assistance.

3. The form of the report shall be filled in (formed) and submitted by administrative offices for coordination of employment and social programs (hereinafter referred to as Administrative Office) of regions, cities of republican level and the capital monthly by 5th day of a month, following the accounting period.

4. The report form shall be signed by the head of administrative office of regions, cities of republican level and the capital, and in case of his/her absence, by a person performing his/her duties.

5. Monthly report on state targeted social assistance recipients according to the form approved in Annex 7 hereto shall be made (formed) centrally by Workforce Development Centre Joint-Stock Company based on the data submitted by administrative offices in general for the Republic of Kazakhstan and by regions, cities of national status and the capital, urban and rural areas, and submitted to the Ministry of Labor and Social Protection of the Republic of Kazakhstan monthly by 10th day of month following the reporting period.

6. The report form shall be prepared based on the administrative data, as of the first day of the month following the reporting period. All report indicators shall be cumulative from the beginning of the current year, with information by category being recorded according to the current status for the reporting period.

Chapter 2: Explanation on completing the reporting form

7. Column "A" shall indicate the numbering in order by oblasts, cities of republican level and the capital.

8. Column "B" shall specify the names of oblasts, cities of republican level and the capital city.

9. Column "C" shall show the code of the oblast, the city of republican status, the capital under the classifier of administrative-territorial entities (CATE) available on the official Internet resource of the Committee on Statistics of the Ministry of National Economy of the Republic of Kazakhstan.

10. Column 1 shall show the number of families who received state targeted social assistance in the reporting period.

11. Column 2 shall indicate the number of persons who have been granted state targeted social assistance during the reporting period.

12. The number of women out of the total number of persons who have been granted targeted state social assistance during the reporting period shall be specified in column 3.

13. The number of families with many children for whom targeted state social aid has been granted over the reporting period shall be indicated in column 4.

14. The number of people from families with many children who have been granted targeted state social support over the reporting period shall be mentioned in column 5.

15. The number of children from large families who have been granted targeted state social aid during the reporting period shall be indicated in column 6.

16. The number of children under 18 years old out of the total number of people who have been granted targeted state social assistance during the reporting period shall be shown in column 7.

17. Column 8 shall indicate the number of disabled children out of the total number of persons who have been granted state targeted social assistance in the reporting period.

18. Column 9 shall specify the number of disabled persons of all groups out of the total number of persons who have been granted targeted state social assistance during the reporting period.

19. The number of pensioners (column 10) shall show the number of pensioners out of the total number of people who have been granted targeted state social assistance during the reporting period.

20. The number of students, listeners, cadets and undergraduates of full time mode of study from the total number of persons who have been granted state targeted social assistance in the reporting period shall be indicated in column 11.

21. The number of other persons, not included in the categories specified in this reporting form, who have been granted targeted state social assistance during the reporting period, shall be specified in column 12.

22. The number of people able to work out of the total number of people who have been granted targeted state social assistance in the reporting period shall be shown in column 13. This column shall include columns 14-17.

23. Column 14 shall specify the number of unemployed out of the total number of able-bodied persons who have been granted state targeted social assistance during the reporting period.

24. The number of independent workers (column 15) shall indicate the number of employees out of total number of able-bodied persons who have been granted targeted state social assistance during the reporting period.

25. The number of employees (column 16) shall mention the number of those capable of work at the moment of application from the total number of those nominated for targeted state social assistance in the reporting period.

26. Column 17 shall indicate the number of persons taking care of children, disabled child, invalids of groups 1 and 2, elderly, for whom the state targeted social assistance was granted during the reporting period.

27. Column 18 shall show the number of persons attracted to active employment measures out of the total number of able-bodied persons who have been granted state targeted social assistance in the reporting period. This column shall include columns 19-24.

28. Column 19 shall specify the number of persons employed in permanent jobs out of total number of people able to work and to whom the state targeted social assistance has been granted in the reporting period.

29. The number of persons directed to public work places out of total number of able work persons to whom the state targeted social assistance has been assigned during the reporting period shall be indicated in column 20.

30. The number of persons directed to social work places out of total number of able-bodied persons to whom targeted state social assistance has been granted in the reporting period shall be specified in column 21.

31. Column 22 shall show the number of persons directed for retraining, improvement of professional skills out of the total number of able-bodied persons who have been granted targeted state social assistance during the reporting period.

32. Column 23 shall specify the number of persons referred to youth internships out of the total number of able-bodied persons who have received state targeted social assistance in the reporting period.

33. The number of persons assisted in entrepreneurial initiatives from the total number of able-bodied persons to whom the state targeted social assistance has been assigned during the reporting period shall be shown in column 24.

Annex 8
to order of the Minister of Labour and
Social Protection of the Population
of the Republic of Kazakhstan
No. 347 dated August 10, 2018

Form designed to collect administrative data

The administrative data form is available on the website:

<https://www.gov.kz/memleket/entities/enbek/documents/details/68736?lang=ru>

Monthly report on recipients of state targeted social assistance in the form of unconditional allowance

Reporting period _____20__.

Footnote. Annex 8 - as reworded by Order No. 534 of the Minister of Labour and Social Protection of the Republic of Kazakhstan dated 24.12.2020 (shall come into force ten calendar days after the date of its first official publication).

Index: 1- RRSTSA

Frequency: monthly

Range of entities submitting information: administrative offices for coordination of employment and social programs of oblasts, cities of republican level and the capital city

Shall be submitted to: Workforce Development Centre Joint-Stock Company, the Ministry of Labour and Social Protection of the Republic of Kazakhstan.

Term of submission: administrations of coordination of employment and social programs of regions, cities of republican level and the capital, monthly by 5th day of the month, following the reporting period – to Workforce Development Centre Joint-Stock Company, monthly by 10th day of the month, following the reporting period – to the Ministry of Labor and Social Protection of the Republic of Kazakhstan

Line code	Name of regions	Code of region, city of republican status, capital according to the classifier of administrative-territorial entities	Families	The number of persons therein		Of these, large families		
				Persons	Women	Families	Persons	children
A	B	C	1	2	3	4	5	6
	Name of region, city of republican level or capital							

Table continued

Including										
Children under the age of 18	including children with disabilities	persons with disabilities of all groups	Retired persons	full-time students, trainees, cadets, masters students	others	employed	Including			
							unemployed	independent workers	those who are employed at the time of application	Persons taking care for children, children with disabilities, persons with category 1 and 2 disabilities and the elderly
7	8	9	10	11	12	13	14	15	16	17

Table continued

those attracted to active employment	Including					
	employed in permanent jobs	Public works	social workplace	retraining, professional development	youth practice	promoting entrepreneurial initiatives
18	19	20	21	22	23	24

Name _____ Address _____

Contacts _____

e-mail _____

Document originator

signature _____

full name

Head or person authorised to sign

_____ signature _____

_____ *full name*

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(excluding persons who are private entrepreneurs)

Explanation for completing the form designed to collect administrative data

“Monthly Report on Recipients of State Targeted Social Assistance in the Form of Unconditional allowance”

(Index: 1- RRSTSA, Frequency: monthly)

Chapter 1: General provisions

1. This explanation sets out the unified requirements for completing (forming) a report form on recipients of state targeted social assistance in the form of unconditional allowance (hereinafter referred to as the report form).

2. The main purpose of keeping this reporting form shall be to monitor recipients of state targeted social assistance in the form of unconditional allowance.

3. The form of report shall be filled in (formed) and submitted by administrative offices for coordination of employment and social programs (hereinafter referred to as Administrative Office) of regions, cities of republican level and the capital monthly by the 5th day of a month, following the accounting period.

4. The report form shall be signed by the head of the administrative office of regions, cities of republican level and the capital, and in case of his/her absence, by a person performing his/her duties.

5. Monthly report on recipients of state targeted social assistance in the form of unconditional allowance in the form approved by Annex 8 hereto shall be prepared (formed) centrally by Workforce Development Centre Joint-Stock Company based on the data submitted by administrative offices in general for the Republic of Kazakhstan and for regions, cities of national status and the capital, and submitted to the Ministry of Labor and Social Protection of the Republic of Kazakhstan monthly by the 10th of the month following the reporting period.

6. The report form shall be prepared based on administrative data, as of the first day of the month following the reporting period. All report indicators shall be cumulative from the beginning of the current year, with information by category being recorded according to the current status for the reporting period.

Chapter 2: Explanation on completing the reporting form

7. Column "A" shall indicate the numbering in order by oblasts, cities of republican level and the capital.

8. Column "B" shall specify the oblasts, cities of republican level and the capital.

9. Column "C" shall show the code of the oblast, the city of republican level, the capital by the classifier of administrative-territorial entities (CATE), posted on the official Internet resource of the Committee on Statistics of the Ministry of National Economy of the Republic of Kazakhstan.

10. Column 1 shall mention the number of families who have been granted state targeted social assistance in the form of unconditional allowance during the reporting period.

11. The number of persons who have been granted state targeted social assistance in the form of unconditional allowance during the reporting period shall be indicated in column 2.

12. The number of women out of the total number of persons who have been granted state targeted social assistance in the form of unconditional allowance during the reporting period shall be shown in column 3.

13. The number of families with many children who have received state targeted social assistance in the form of unconditional allowance during the reporting period shall be indicated in column 4.

14. The number of persons from families with many children who have received state targeted social assistance in the form of unconditional allowance during the reporting period shall be specified in column 5.

15. Column 6 shall show the number of children from families with many children who have been granted state targeted social assistance in the form of unconditional allowance during the reporting period.

16. Column 7 shall indicate the number of children under 18 out of the total number of persons who have been granted state targeted social assistance in the form of unconditional allowance during the reporting period.

17. The number of disabled children out of the total number of persons who have been granted targeted state social assistance in the form of unconditional allowance during the reporting period shall be specified in column 8.

18. Column 9 shall show the number of disabled persons of all groups out of the total number of persons who have been granted targeted state social assistance in the form of unconditional allowance during the reporting period.

19. The number of retired persons out of the total number of persons who have been granted targeted state social assistance in the form of unconditional allowance during the reporting period shall be specified in column 10.

20. Column 11 shall indicate the number of students, listeners, cadets and undergraduates of full-time education from the total number of persons who have been granted state targeted social assistance in the form of unconditional allowance during the reporting period.

21. Column 12 shall indicate the number of other persons not included in the categories specified in this reporting form, who were granted state targeted social assistance in the form of unconditional allowance during the reporting period.

22. The number of able-bodied persons out of total number of persons who have been granted state targeted social assistance in the form of unconditional allowance during the reporting period shall be shown in column 13. This column shall include columns 14-17.

23. Column 14 shall specify the number of unemployed out of total number of persons capable of work, who have been granted state targeted social assistance in form of unconditional allowance during the reporting period.

24. Column 15 shall indicate the number of independent workers out of the total number of able-bodied persons who have been granted state targeted social assistance in the form of unconditional allowance during the reporting period.

25. Column 16 shall specify the number of employed at the moment of application out of the total number of able-bodied persons who have been granted state targeted social assistance in the form of unconditional allowance during the reporting period.

26. Column 17 shall show the number of persons taking care of children, disabled children, persons with disabilities of groups 1 and 2, elderly, for whom the state targeted social assistance in the form of unconditional allowance has been granted during the reporting period.

27. Column 18 shall indicate the number of persons attracted for active measures of employment out of the total number of able-bodied persons to whom the state targeted social assistance in the form of unconditional allowance has been granted during the reporting period. This column shall include columns 19-24.

28. Column 19 shall show the number of persons employed in permanent jobs out of total number of persons capable to work, to whom the state targeted social assistance in form of unconditional allowance has been granted in the reporting period.

29. Column 20 shall specify the number of persons directed to public workplaces out of the total number of able-bodied persons to whom the state targeted social

assistance in the form of unconditional allowance has been granted over the reporting period.

30. Column 21 shall indicate the number of persons referred to social jobs out of the total number of able-bodied persons who have been granted state targeted social assistance in the form of unconditional allowance during the reporting period.

31. Column 22 shall show the number of persons sent for retraining, improvement of professional skills out of the total number of able-bodied persons to whom the state targeted social assistance in the form of unconditional allowance has been granted over the reporting period.

32. Column 23 shall specify the number of persons assigned to youth practice out of the total number of able-bodied persons to whom the state targeted social assistance in the form of unconditional allowance has been extended over the reporting period.

33. Column 24 shall indicate the number of persons who have been assisted in entrepreneurial initiatives out of the total number of able-bodied persons to whom the state targeted social assistance in the form of unconditional allowance has been granted during the reporting period.

Annex 9
to order of the Minister of Labour and
Social Protection of the Population
of the Republic of Kazakhstan
No. 347 dated August 10, 2018

Form designed to collect administrative data

The administrative data form is available on the website:

<https://www.gov.kz/memleket/entities/enbek/documents/details/68736?lang=ru>

Monthly report on recipients of state targeted social assistance in the form of stated allowance

Reporting period _____ 20__.

Footnote. Annex 9 - as reworded by Order No. 534 of the Minister of Labour and Social Protection of the Republic of Kazakhstan dated 24.12.2020 (shall come into force ten calendar days after the date of its first official publication).

Index: 1- RRSTSA

Frequency: monthly

Range of entities submitting information: administrative offices for coordination of employment and social programs of oblasts, national status cities and the capital city.

Shall be submitted to: Workforce Development Centre Joint-Stock Company, the Ministry of Labour and Social Protection of the Republic of Kazakhstan.

Term of submission: by administrative offices for coordination of employment and social programs of regions, cities of republican level and the capital monthly by 5th day of the month, following the reporting period – to Workforce Development Centre

Joint-Stock Company, monthly by 10th day of the month, following the reporting period – to the Ministry of Labor and Social Protection of the Republic of Kazakhstan.

Line code	Regions	Code of region, city of republican significance, capital according to the classifier of administrative-territorial entities	Families	Number of persons therein		Of these, with many children		
				Persons	Women	Families	Persons	children
A	B	C	1	2	3	4	5	6
	Name of region, city of republican level or capital							

Table continued

Including										
Children under the age of 18	including children with disabilities	persons with disabilities of all groups	Retire persons	full-time students, trainees, cadets, masters students	others	able-bodied	Including			
							unemployed	independent workers	those who are employed at the time of application	Persons taking care for children, children with disabilities, persons with category 1 and 2 disabilities and the elderly
7	8	9	10	11	12	13	14	15	16	17

Table continued

Those attracted to active forms of employment	Including					
	those employed in permanent jobs	Public works	social workplace	retraining, professional development	youth practice	promoting entrepreneurial initiatives
18	19	20	21	22	23	24

Name _____ Address _____

Contacts _____

e-mail _____

Document originator

signature _____

full name

Head or person authorised to sign

signature _____

full name

Stamp here

(excluding persons who are private entrepreneurs)

Explanation on completing the form designed to collect administrative data

“Monthly Report on Recipients of State Targeted Social Assistance in the Form of Stated Allowance”

(Index: 1- RRSTSA, Frequency: monthly)

Chapter 1: General provisions

1. This explanation sets out the unified requirements for completing (forming) a report form on recipients of state targeted social assistance in the form of stated allowance (hereinafter referred to as the report form).

2. The main purpose of keeping this reporting form shall be to monitor recipients of state targeted social assistance in the form of stated allowance.

3. The form of report shall be filled in (formed) and submitted by administrative offices for coordination of employment and social programs (hereinafter referred to as Administrative Office) of regions, cities of republican level and the capital monthly by the 5th day of a month, following the accounting period.

4. The report form shall be signed by the head of the administrative office of regions, cities of republican level and the capital, and in case of his/her absence, by a person performing his/her duties.

5. The monthly report on recipients of state targeted social assistance in the form of stated allowance in the form approved by Annex 9 hereto shall be made (formed) centrally by Workforce Development Centre Joint-Stock Company based on the data submitted by administrative offices as a whole across the Republic of Kazakhstan and in a section of areas, cities of republican value and capital and submitted to the Ministry of Labour and Social Protection of the population of the Republic of Kazakhstan monthly by 10th day of month following after the report of the state social assistance.

6. The report form shall be prepared based on the administrative data as of the first day of the month following the reporting period. All report indicators shall be

cumulative from the beginning of the current year, with information by category being recorded according to the current status for the reporting period.

Chapter 2: Explanation on completing the reporting form

7. Column "A" shall indicate the numbering in order by oblasts, cities of republican level and the capital.

8. Column "B" shall specify the names of oblasts, cities of republican level and the capital city.

9. Column "C" shall show the code of the oblast, the city of republican level, the capital under the classifier of administrative-territorial entities (CATE) available on the official Internet resource of the Committee on Statistics of the Ministry of National Economy of the Republic of Kazakhstan.

10. Column 1 shall indicate the number of families who have been granted targeted state social assistance in the form of unconditional allowance during the reporting period.

11. The number of persons who have been granted targeted state social assistance in the form of stated allowance in the reporting period shall be given in column 2.

12. Column 3 shall indicate the number of women out of the total number of persons who have been granted state targeted social assistance in the form of stated allowance during the reporting period.

13. The number of families with many children, who have been granted state targeted social assistance in the form of stated allowance during the reporting period shall be given in column 4.

14. The number of people from families with many children who have received state targeted social support in the form of stated allowance during the reporting period shall be shown in column 5.

15. Column 6 shall specify the number of children from families with many children to whom state targeted social assistance in the form of stated allowance has been granted over the reporting period.

16. The number of children under 18 years old out of the total number of people who have been granted targeted state social assistance in the form of stated allowance during the reporting period shall be indicated in column 7.

17. Column 8 shall specify the number of disabled children out of the total number of persons who have been granted state targeted social assistance in the form of stated allowance during the reporting period.

18. Column 9 shall show the number of disabled people of all groups out of the total number of people who have been granted targeted state social assistance in the form of stated allowance during the reporting period.

19. The number of retired persons out of the total number of people who have been granted targeted state social assistance in the form of stated allowance during the reporting period shall be given in column 10.

20. The number of students, listeners, cadets and undergraduates of full-time education form from the total number of persons for whom the state targeted social assistance in the form of stated allowance has been granted over the reporting period shall be indicated in column 11.

21. The number of other persons, not included in the categories, specified in this reporting form, who have been granted the state targeted social assistance in the form of stated allowance during the reporting period, shall be shown in column 12.

22. Column 13 shall specify the number of able-bodied persons out of the total number of persons who have been granted state targeted social assistance in the form of stated allowance during the reporting period. This column shall include columns 14-17.

23. Column 14 shall show the number of unemployed out of total number of able-bodied persons to whom the state targeted social assistance in form of stated allowance has been granted during the reporting period.

24. The number of independent workers (column 15) shall indicate the number of able-bodied persons who have been granted social assistance in the form of conditional monetary payments over the reporting period.

25. The number of those able to work at the moment of application out of total number of able-bodied persons to whom the state targeted social assistance in form of stated allowance has been granted in the reporting period shall be given in column 16.

26. Column 17 shall specify the number of persons taking care of children, disabled child, disabled persons of groups 1 and 2, elderly, for whom the state targeted social assistance in the form of stated allowance has been granted during the reporting period.

27. Column 18 shall show the number of persons engaged in active measures of employment out of the total number of able-bodied persons who have been granted state targeted social assistance in the form of stated allowance during the reporting period. This column shall include columns 18-24.

28. Column 19 shall specify the number of persons employed in permanent jobs out of total number of able work persons to whom the state targeted social assistance in form of conditional monetary transfer has been extended in the reporting period.

29. Column 20 shall indicate the number of persons assigned to public works from the total number of able-bodied persons to whom the state targeted social assistance in the form of stated allowance was granted over the reporting period.

30. Column 21 shall show the number of persons directed to social jobs out of the total number of able-bodied persons to whom the state targeted social assistance in the form of stated allowance has been granted over the reporting period.

31. Column 22 shall specify the number of persons sent for retraining, advanced training out of the total number of able-bodied persons who received state targeted social assistance in the form of stated allowance during the reporting period.

32. Column 23 shall show the number of persons sent for youth practice out of the total number of able-bodied persons to whom targeted state social assistance in the form of stated allowance has been granted over the reporting period.

33. Column 24 shall indicate the number of persons assisted in entrepreneurial initiatives from the total number of able-bodied persons to whom the state targeted social assistance in the form of stated allowance has been granted during the reporting period.

Annex 10
to order of the Minister of Labour and
Social Protection of the Population
of the Republic of Kazakhstan
No. 347 dated August 10, 2018

Form designed to collect administrative data

The administrative data form is available on the website:

<https://www.gov.kz/memleket/entities/enbek/documents/details/68736?lang=ru>

Quarterly report on recipients of state targeted social assistance

Reporting period _____20__.

Footnote. Annex 10 - as reworded by Order No. 534 of the Minister of Labour and Social Protection of the Republic of Kazakhstan dated 24.12.2020 (shall come into force ten calendar days after the date of its first official publication).

Index: 1- RRSTSA

Frequency: quarterly.

Range of entities submitting information: administrative offices for coordination of employment and social programs of oblasts, cities of national status and the capital.

Shall be submitted to: Workforce Development Centre Joint-Stock Company, the Ministry of Labour and Social Protection of the Republic of Kazakhstan.

Term of submission: administrative offices for coordination of employment and social programs of regions, cities of republican level and the capital quarterly by 5th day of the month, following the reporting quarter to Workforce Development Centre Joint-Stock Company, quarterly by 10th day of the month, following the reporting quarter to the Ministry of Labor and Social Protection of Population of the Republic of Kazakhstan.

		Code of region, city of republican level, capital		The number of persons therein		Of these with many children		

Line code	Regions	according to the classifier of administrative-territorial entities	Families	Persons	Women	Families	Persons	Children
A	B	C	1	2	3	4	5	6
	Name of region, city of republican level or capital							

Table continued

including										
Children under the age of 18	including children with disabilities	persons with disabilities of all groups	Retire persons	full-time students, trainees, cadets, masters students	others	able-bodied	Including			
							unemployed	independent workers	Those employed at the time of application	Persons taking care of children, children with disabilities, persons with category 1 or 2 disabilities and the elderly
7	8	9	10	11	12	13	14	15	16	17

Table continued

those attracted to active forms of employment	Including					
	those who are employed in permanent jobs	Public works	social workplace	retraining, professional development	youth practice	promoting entrepreneurial initiatives
18	19	20	21	22	23	24

Name _____ Address _____

Contacts _____

e-mail _____

Document originator

signature _____

full name

Head or person authorised to sign

_____ signature _____

_____ *full name*

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(excluding persons who are private entrepreneurs)

Explanation on completing the form designed to collect administrative data

“Quarterly Report on Recipients of State Targeted Social Assistance”

(Index: 1- RRSTSA, Frequency: quarterly)

Chapter 1: General provisions

1. This explanation sets out the unified requirements for completing (forming) a report form on recipients of state targeted social assistance (hereinafter referred to as the report form).

2. The main purpose of keeping this reporting form shall be to monitor recipients of state targeted social assistance.

3. The form of report shall be filled in (formed) and submitted by administrative offices for coordination of employment and social programs (hereinafter referred to as Administrative Office) of regions, cities of republican level and the capital monthly by the 5th day of a month, following the accounting period.

4. The report form shall be signed by the head of the administrative office of regions, cities of republican level and the capital, and in case of his/her absence, by a person performing his/her duties.

5. Reports on recipients of state addressed social assistance according to the form approved in Annex 10 hereto shall be made (formed) centrally by Workforce Development Centre Joint-Stock Company based on the data submitted by administrative offices as a whole across the Republic of Kazakhstan and in a section of regions, cities of republican level and the capital and be submitted to the Ministry of Labor and Social Protection of the Republic of Kazakhstan quarterly by 10th day of month following the reporting quarter.

6. The report form shall be prepared based on the administrative data as of the first day of the month following the reporting quarter. All report indicators shall be cumulative from the beginning of the current year, with information by category taken into account according to the current status for the reporting period.

Chapter 2: Explanation on completing the reporting form

7. Column "A" shall indicate the numbering in order by oblasts, cities of republican level and the capital.

8. Column "B" shall show the names of oblasts, cities of republican level and the capital city.

9. Column "C" shall specify the code of the oblast, the city of republican level, the capital under the classifier of administrative-territorial entities (CATE) available on the official Internet resource of the Committee on Statistics of the Ministry of National Economy of the Republic of Kazakhstan.

10. Column 1 shall indicate the number of families who have been granted state targeted social assistance in the reporting quarter.

11. The number of people who have been granted targeted state social aid in the reporting quarter shall be given in column 2.

12. The number of women out of the total number of people who have been granted targeted state social assistance in the reporting quarter shall be given in column 3.

13. Column 4 shall show the number of families with many children who have received state targeted social assistance in the reporting quarter.

14. The number of persons from among large families who have been granted state targeted social assistance in the reporting quarter shall be indicated in column 5.

15. The number of children from among large families who have been granted targeted state social support in the reporting quarter shall be shown in column 6.

16. The number of children under 18 years old out of the total number of persons who have been granted targeted state social support in the reporting quarter shall be given in column 7.

17. The number of disabled children out of the total number of persons to whom the state targeted social assistance has been allocated in the reporting quarter shall be specified in column 8.

18. The number of disabled people of all groups from the total number of people who have been granted targeted state social assistance in the reporting quarter shall be indicated in column 9.

19. The number of retired persons out of the total number of people who have been granted targeted state social assistance in the reporting quarter shall be specified in column 10.

20. Column 11 shall indicate the number of full-time students, trainees, cadets and undergraduates out of the total number of persons who have been granted state targeted social assistance in the reporting quarter.

21. The number of other persons, not included in the categories given in this reporting form, who have been granted state targeted social assistance in the reporting quarter, shall be indicated in column 12.

22. The number of able-bodied people out of the total number of persons who have been granted state targeted social assistance in the reporting quarter shall be indicated in column 13. This column shall include columns 14-17.

23. Column 14 shall indicate the number of unemployed out of total number of able-bodied persons to whom targeted state social support has been granted in the reporting quarter.

24. Column 15 shall show the number of independent workers out of total number of able-bodied persons who have been granted state targeted social assistance in the reported quarter.

25. The number of employed at the moment of application out of total number of able-bodied persons to whom the state targeted social assistance has been granted in the reporting quarter shall be given in column 16.

26. Column 17 shall indicate the number of persons taking care of children, disabled children, children with disabilities of groups 1 and 2, elderly, for whom the state targeted social assistance has been granted in the reporting quarter.

27. Column 18 shall specify the number of persons attracted to active measures of employment out of the total number of persons capable of work who have been granted state targeted social assistance in the reporting quarter. This column shall include columns 19-24.

28. Column 19 shall show the number of persons employed in permanent jobs out of total number of persons able to work and for whom targeted state social assistance has been granted in the reported quarter.

29. Column 20 shall indicate the number of persons directed to public workplaces out of the total number of able-bodied persons to whom targeted state social assistance has been allocated in the reporting quarter.

30. Column 21 shall specify the number of persons referred to social work from the total number of able-bodied persons who have been granted state targeted social assistance in the reporting quarter.

31. Column 22 shall show the number of persons directed for retraining, improvement of professional skills out of the total number of able-bodied persons to whom targeted state social assistance has been allocated in the reported quarter.

32. Column 23 shall indicate the number of persons assigned to youth practice out of the total number of able-bodied persons to whom targeted state social assistance has been assigned in the reporting quarter.

33. The number of persons assisted in entrepreneurial initiatives out of the total number of able-bodied persons to whom the state targeted social assistance has been allocated in the reporting quarter shall be specified in column 24.

Form designed to collect administrative data

The administrative data form is available on the website:

<https://www.gov.kz/memleket/entities/enbek/documents/details/68736?lang=ru>

Quarterly report on recipients of state targeted social assistance in the form of unconditional allowance Reporting period _____20__.

Footnote. Annex 11 - as reworded by Order No. 534 of the Minister of Labour and Social Protection of the Republic of Kazakhstan dated 24.12.2020 (shall come into force ten calendar days after the date of its first official publication).

Index: 1- RRSTSA

Frequency: quarterly.

Range of entities submitting information: administrative offices for coordination of employment and social programs of oblasts, cities of national status and the capital.

Shall be submitted to: Workforce Development Centre Joint-Stock Company, the Ministry of Labour and Social Protection of the Republic of Kazakhstan.

Term of submission: by administrative offices for coordination of employment and social programs of regions, cities of republican level and the capital quarterly by 5th day of the month, following the reporting quarter to Workforce Development Centre Joint-Stock Company, quarterly by 10th day of the month, following the reporting quarter to the Ministry of Labor and Social Protection of Population of the Republic of Kazakhstan.

Line code	Regions	Code of region, city of republican status, capital according to the classifier of administrative-territorial entities	families	Number of persons therein		Of them, large families		
				Persons	Women	Families	Persons	children
A	B	C	1	2	3	4	5	6
	Name of region, city of republican status or capital							

Table continued

Including								
-----------	--	--	--	--	--	--	--	--

Children under the age of 18	including children with disabilities	persons with disabilities of all groups	Retire persons	full-time students, trainees, cadets, masters students	others	able-bodied	Including			
							unemployed	independent workers	those who are employed at the time of application	Persons taking care of children, children with disabilities, persons with category 1 or 2 disabilities and the elderly
7	8	9	10	11	12	13	14	15	16	17

Table continued

Those attracted to active forms of employment	Including					
	employed in permanent jobs	Public works	Social workplace	retraining, professional development	Youth practice	promoting entrepreneurial initiatives
18	19	20	21	22	23	24

Name _____ Address _____

Contacts _____

e-mail _____

Document originator

signature _____

full name

Head or person authorised to sign

_____ signature _____

full name

Stamp here

(excluding persons who are private entrepreneurs)

Explanation on completing the form designed to collect administrative data

“Quarterly Report on Recipients of State Targeted Social Assistance in the Form of Unconditional allowance”

(Index: 1- RRSTSA, Frequency: quarterly)

Chapter 1: General provisions

1. This explanation sets out the unified requirements for completing (forming) a report form on recipients of state targeted social assistance in the form of unconditional allowance (hereinafter referred to as the report form).

2. The main purpose of keeping this reporting form shall be to monitor recipients of state targeted social assistance in the form of unconditional allowance.

3. The form of report shall be filled in (formed) and submitted by administrative offices for coordination of employment and social programs (hereinafter referred to as Administrative Office) of regions, cities of republican level and the capital monthly by the 5th day of a month, following the accounting period.

4. The report form shall be signed by the head of the administrative office of regions, cities of republican level and the capital, and in case of his/her absence, by a person performing his/her duties.

5. Quarterly report on recipients of state targeted social assistance in the form of unconditional allowance in the form approved by Annex 11 hereto shall be prepared (formed) centrally by Workforce Development Centre Joint-Stock Company based on the data submitted by administrative offices in general for the Republic of Kazakhstan and by regions, cities of national status and the capital and be submitted to the Ministry of Labor and Social Protection of Kazakhstan quarterly by the 10th day of the month following the reporting quarter.

6. The report form shall be prepared based on the administrative data as of the first day of the month following the reporting quarter. All report indicators shall be cumulative from the beginning of the current quarter, with information by category taken into account according to the current status for the reporting period.

Chapter 2: Explanation on completing the reporting form

7. Column "A" shall indicate the numbering in order by oblasts, cities of republican level and the capital.

8. Column "B" shall specify the names of oblasts, cities of republican level and the capital city.

9. Column "C" shall show the code of the oblast, the city of republican status, the capital under the classifier of administrative-territorial entities (CATE) available at the official Internet-resource of the Committee on Statistics of the Ministry of National Economy of the Republic of Kazakhstan.

10. Column 1 shall specify the number of families who have been granted state targeted social assistance in the form of unconditional allowance in the reporting quarter.

11. The number of persons who have been granted state targeted social assistance in the form of unconditional allowance in the reporting quarter shall be given in column 2.

12. The number of women out of the total number of persons who have been granted state targeted social assistance in the form of unconditional allowance during the reporting quarter shall be indicated in column 3.

13. Column 4 shall show the number of large families to whom the state targeted social assistance in the form of unconditional allowance has been allocated in the reporting quarter.

14. The number of persons from among large families who have been granted state targeted social assistance in the form of unconditional allowance during the reporting quarter shall be indicated in column 5.

15. The number of children from among large families who have been granted state targeted social support in the form of unconditional allowance in the reporting quarter shall be given in column 6.

16. Column 7 shall show the number of children under 18 out of the total number of people who have been granted state targeted social assistance in the form of unconditional allowance during the reporting quarter.

17. Column 8 shall indicate the number of disabled children out of the total number of persons who have been granted state targeted social assistance in the form of unconditional allowance during the reporting quarter.

18. Column 9 shall specify the number of disabled people of all groups out of the total number of people who have been granted state targeted social assistance in the form of unconditional allowance during the reporting quarter.

19. The number of retired persons out of the total number of people who have been granted targeted state social assistance in the form of unconditional allowance during the reported quarter should be given in column 10.

20. The number of students, listeners, cadets and undergraduates of full-time education from the total number of persons who have been granted state targeted social assistance in the form of unconditional allowance during the reported quarter shall be given in column 11.

21. Column 12 shall show the number of other persons, not included in the categories given in this reporting form, to whom the state targeted social assistance in the form of unconditional monetary aid has been granted during the reporting quarter.

22. Column 13 shall indicate the number of able-bodied persons out of the total number of persons who have been granted state targeted social assistance in the form of unconditional allowance during the reporting quarter. This column shall include columns 14-17.

21. Column 12 shall specify the number of able-bodied out of the total number of persons for whom the state targeted social assistance in the form of unconditional allowance has been granted during the reported quarter. This column shall include columns 13-17.

22. Column 13 shall show the number of disabled persons out of the total number of able-bodied persons to whom the state targeted social assistance in the form of unconditional allowance has been granted in the reporting quarter.

23. The number of unemployed out of total number of able-bodied persons who have been granted state targeted social assistance in form of unconditional allowance during the reported quarter shall be given in column 14.

24. The number of independent workers out of total number of able-bodied persons who have been granted state targeted social assistance in the form of unconditional allowance during the reported quarter shall be specified in column 15.

25. Column 16 shall specify the number of employed persons out of the total number of able-bodied persons who have been granted state targeted social assistance in the form of unconditional allowance in the reporting quarter.

26. Column 17 shall show the number of persons taking care of children, disabled child, children with disabilities of groups 1 and 2, elderly, for whom the state targeted social assistance in the form of unconditional monetary benefit has been granted in the reporting quarter.

27. Column 18 shall indicate the number of persons attracted for active measures of employment out of the total number of able-bodied persons to whom the state targeted social assistance in the form of unconditional allowance has been granted in the reported quarter. This column shall include columns 19-24.

28. Column 19 shall specify the number of persons employed in permanent jobs out of the total number of able-bodied persons who have been granted state targeted social assistance in the form of unconditional moneyary aid during the reported quarter .

29. Column 20 shall show the number of persons referred to public employment out of the total number of able-bodied persons who have been granted state targeted social assistance in the form of unconditional allowance in the reporting quarter.

30. Column 21 shall specify the number of persons assigned to social work places out of total number of able-bodied persons to whom targeted state social assistance in form of unconditional monetary transfer has been granted in the reported quarter.

31. Column 22 shall indicate the number of persons sent for retraining, professional improvement out of the total number of able-bodied persons to whom the state targeted social assistance in the form of unconditional allowance has been granted in the reporting quarter.

32. Column 23 shall show the number of persons assigned to youth practice out of the total number of able-bodied persons to whom the state targeted social assistance in the form of unconditional allowance has been granted in the reporting quarter.

33. Column 24 shall indicate the number of persons receiving entrepreneurial initiative support from the total number of able-bodied persons to whom the state

targeted social assistance in the form of unconditional allowance has been granted in the reporting quarter.

Annex 12
to order of the Minister of Labour and
Social Protection of the Population
of the Republic of Kazakhstan
No. 347 dated August 10, 2018

Form designed to collect administrative data

The administrative data form is available on the website:

<https://www.gov.kz/memleket/entities/enbek/documents/details/68736?lang=ru>

Quarterly report on recipients of state targeted social assistance in the form of stated allowance

Reporting period _____20__.

Footnote. Annex 12 - as reworded by Order No. 534 of the Minister of Labour and Social Protection of the Republic of Kazakhstan dated 24.12.2020 (shall come into force ten calendar days after the date of its first official publication).

Index: 1- RRSTSA

Frequency: quarterly.

Range of entities submitting information: administrative offices for coordination of employment and social programs of oblasts, cities of national status and the capital.

Shall be submitted to: Workforce Development Centre Joint-Stock Company, the Ministry of Labour and Social Protection of the Republic of Kazakhstan.

Term of submission: by administrative offices for coordination of employment and social programs of regions, cities of republican level and the capital quarterly by 5th day of the month, following the reporting quarter to Workforce Development Centre Joint-Stock Company, quarterly by 10th day of the month, following the reporting quarter to the Ministry of Labor and Social Protection of Population of the Republic of Kazakhstan.

Line code	Regions	Code of region, city of republican status, capital according to the classifier of administrative-territorial entities	families	Number of persons therein		Of them, large families		
				Persons	Women	Families	Persons	children
A	B	C	1	2	3	4	5	6
	Name of region, city							

	o f republican status or capital							
--	---	--	--	--	--	--	--	--

Table continued

Including							Including			
Children under the age of 18	including children with disabilities	persons with disabilities of all groups	Retire persons	full-time students, trainees, cadets, masters students	others	able-bodied	unemployed	independent workers	those who are employed at the time of application	Persons taking care of children, children with disabilities, persons with category 1 or 2 disabilities and the elderly
7	8	9	10	11	12	13	14	15	16	17

Table continued

Those attracted to active forms of employment	Including					
	employed in permanent jobs	Public works	Social workplace	retraining, professional development	Youth practice	promoting entrepreneurial initiatives
18	19	20	21	22	23	24

Name _____ Address _____

Contacts _____

e-mail _____

Document originator

signature _____

full name

Head or person authorised to sign

_____ signature _____

_____ *full name*

Stamp here

(excluding persons who are private entrepreneurs)

Explanation on completing the form designed to collect administrative data

“Quarterly Report on Recipients of State Targeted Social Assistance in the Form of Stated

Allowance”

(Index: 1- RRSTSA, Frequency: quarterly)

Chapter 1: General provisions

1. This explanation sets out the unified requirements for completing (forming) a report form on recipients of state targeted social assistance in the form of stated allowance (hereinafter referred to as the report form).

2. The main purpose of keeping this reporting form shall be to monitor recipients of state targeted social assistance in the form of stated allowance.

3. The form of report shall be filled in (formed) and submitted by administrative offices for coordination of employment and social programs (hereinafter referred to as Administrative Office) of regions, cities of republican level and the capital monthly by the 5th day of a month, following the accounting period.

4. The report form shall be signed by the head of the administrative office of regions, cities of republican level and the capital, and in case of his/her absence, by a person performing his/her duties.

5. Quarterly report on recipients of state targeted social assistance in the form of stated allowance in the form approved by Annex 12 hereto shall be prepared (formed) centrally by Workforce Development Centre Joint-Stock Company based on the data submitted by administrative offices in general for the Republic of Kazakhstan and by regions, cities of national status and the capital and be submitted to the Ministry of Labor and Social Protection of Kazakhstan quarterly by the 10th day of the month following the reporting quarter.

6. The report form shall be prepared based on the administrative data as of the first day of the month following the reporting quarter. All report indicators shall be cumulative from the beginning of the current quarter, and each individual applicant (family), family members shall be taken into account and included in the report regardless of the number of their applications for state targeted social assistance during the reporting year.

Chapter 2: Explanation on completing the reporting form

7. Column "A" shall indicate the numbering in order by oblasts, cities of republican status and the capital.

8. Column "B" shall show the names of oblasts, cities of republican status and the capital city.

9. Column "C" shall specify the code of the oblast, the city of republican status, the capital under the classifier of administrative-territorial entities (CATE) available at the official Internet-resource of the Committee on Statistics of the Ministry of National Economy of the Republic of Kazakhstan.

10. Column 1 shall show the number of families who have been granted state targeted social assistance in the form of stated allowance in the reporting quarter.

11. The number of persons who have been granted targeted state social assistance in the form of stated allowance in the reporting quarter shall be given in column 2.

12. The number of women out of the total number of persons who have been granted state targeted social assistance in the form of stated allowance during the reporting quarter shall be indicated in column 3.

13. Column 4 shall specify the number of families with many children to whom the state targeted social assistance in the form of stated allowance has been granted in the reporting quarter.

14. The number of persons from among families with many children who have been granted state targeted social assistance in the form of stated allowance in the reporting quarter shall be given in column 5.

15. Column 6 shall show the number of children from families with many children to whom targeted state social support in the form of unconditional allowance has been granted in the reporting quarter.

16. Column 7 shall specify the number of children under 18 out of the total number of people who have been granted state targeted social assistance in the form of stated allowance in the reporting quarter.

17. The number of disabled children out of the total number of persons to whom the state targeted social assistance in the form of stated allowance has been granted in the reporting quarter shall be reflected in column 8.

18. Column 9 shall show the number of disabled persons of all groups out of the total number of persons who have been granted state targeted social assistance in the form of stated allowance during the reporting quarter.

19. Column 10 shall reflect the number of retired persons out of the total number of persons who have been granted state targeted social assistance in the form of stated allowance in the reporting quarter.

20. Column 11 shall indicate the number of students, listeners, cadets and undergraduates of full-time education form out of the total number of persons who have been granted state targeted social assistance in the form of stated allowance in the reporting quarter.

21. Column 12 shall show the number of other persons, not included in the categories given in this reporting form, to whom the state targeted social assistance in the form of stated allowance has been granted in the reporting quarter.

22. Column 13 shall specify the number of able-bodied persons out of the total number of persons who have been granted state targeted social assistance in the form of stated allowance during the reporting quarter. This column shall include columns 14 -17.

23. Column 14 shall reflect the number of unemployed out of total number of able-bodied persons to whom the state targeted social assistance in form of stated allowance has been granted during the reported quarter.

24. Column 15 shall indicate the number of independent workers out of the total number of able-bodied persons who have been granted state targeted social assistance in the form of stated allowance during the reported quarter.

25. Column 16 shall show the number of employed persons out of the total number of able-bodied persons who have been granted state targeted social assistance in the form of stated allowance in the reporting quarter.

26. Column 17 shall reflect the number of persons taking care of children, disabled child, children with disabilities of groups 1 and 2, elderly, for whom the state targeted social assistance in the form of stated allowance has been granted in the reporting quarter.

27. Column 18 shall indicate the number of persons attracted for active measures of employment out of the total number of able-bodied persons to whom the state targeted social assistance in the form of stated allowance has been granted in the reported quarter. This column shall include columns 19-24.

28. Column 19 shall show the number of persons employed in permanent jobs out of the total number of persons capable of work who have been granted state targeted social assistance in the form of stated allowance during the reporting quarter.

29. Column 20 shall reflect the number of persons directed to public works out of the total number of able-bodied persons to whom the state targeted social assistance in the form of stated allowance has been granted in the reported quarter.

30. Column 21 shall specify the number of persons directed to social jobs out of total number of able-bodied persons to whom targeted state social assistance in form of stated allowance has been granted in the reported quarter.

31. Column 22 shall indicate the number of persons sent for retraining, professional development out of the total number of able-bodied persons to whom the state targeted social assistance in the form of stated allowance has been granted in the reporting quarter.

32. Column 23 shall reflect the number of persons directed to youth practice out of the total number of able-bodied persons to whom the state targeted social assistance in the form of stated allowance has been granted in the reporting quarter.

33. Column 24 shall show the number of persons assisted in entrepreneurial initiatives out of the total number of able-bodied persons to whom the state targeted social assistance in the form of stated allowance has been granted in the reporting quarter.

Form designed to collect administrative data

The administrative data form is available on the website:

<https://www.gov.kz/memleket/entities/enbek/documents/details/68736?lang=ru>

Report on recipients of state targeted social assistance in the form of stated allowance by type of household

Reporting period _____20__.

Footnote. The order as supplemented by Annex 13 in obedience to Order No. 534 of the Minister of Labour and Social Protection of the Republic of Kazakhstan dated 24.12.2020 (shall come into force ten calendar days after the date of its first official publication).

Index: 1- RRSTSASATH

Frequency: Monthly

Range of entities submitting information: administrative offices for coordination of employment and social programs of oblasts, cities of national status and the capital.

Shall be submitted to: Workforce Development Centre Joint-Stock Company, the Ministry of Labour and Social Protection of the Republic of Kazakhstan.

Term of submission: by administrative offices for coordination of employment and social programs of regions, cities of republican level and the capital quarterly by 5th day of the month, following the reporting period – to Workforce Development Centre Joint-Stock Company, quarterly by 10th day of the month, following the reporting quarter – to the Ministry of Labor and Social Protection of Population of the Republic of Kazakhstan.

Line code	Regions	Code of region, city of republican status, capital according to the classifier of administrative-territorial entities	Total number of recipients of stated allowance		Including the number of recipients of the lump sum payment		Number of families						
							for the development of smallholding	Including				to set up a self-employed business	for the development of self-employment
			Number of recipient families	of them the number of recipients (persons)	Families	Persons		cattle	birds	small cattle	for the purchase of machinery and/or equipment		
A	B	C	1	2	3	4	5	6	7	8	9	10	11

Name o f region, city of republi can signifi cance o r capital													
---	--	--	--	--	--	--	--	--	--	--	--	--	--

Name _____ Address _____

Contacts _____

e-mail _____

Document originator

signature _____

Head or person authorised to sign

_____ signature _____

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(excluding persons who are private entrepreneurs)

Explanation on completing the form designed to collect administrative data

“Report on Recipients of State Targeted Social Assistance in the Form by Types of Household”

(Index: 1- RRSTSASATH, Frequency: monthly)

Chapter 1: General provisions

1. This explanation sets out the unified requirements for completing (forming) a report form on recipients of state targeted social assistance in the form of stated allowance by types of households (hereinafter referred to as the report form).

2. The main purpose of keeping this reporting form shall be to monitor recipients of state targeted social assistance in the form of stated allowance by types of households.

3. The form of report shall be filled in (formed) and submitted by administrative offices for coordination of employment and social programs (hereinafter referred to as Administrative Office) of regions, cities of republican level and the capital monthly by the 5th day of a month, following the accounting period.

4. The report form shall be signed by the head of the administrative office of regions, cities of republican level and the capital, and in case of his/her absence, by a person performing his/her duties.

5. Quarterly report on recipients of state targeted social assistance in the form of unconditional cash assistance in the form approved by Annex 11 hereto shall be prepared (formed) centrally by Workforce Development Centre Joint-Stock Company based on the data submitted by administrative offices in general for the Republic of Kazakhstan and by regions, cities of national status and the capital and be submitted to the Ministry of Labor and Social Protection of Kazakhstan quarterly by the 10th day of the month following the reporting quarter.

6. The report form shall be prepared based on the administrative data as of the first day of the month following the reporting quarter. All report indicators shall be cumulative from the beginning of the current year.

Chapter 2: Explanation on completing the reporting form

7. Column "A" shall indicate the numbering in order by oblasts, cities of republican status and the capital.

8. Column "B" shall show the names of oblasts, cities of republican status and the capital city.

9. Column "C" shall specify the code of the oblast, the city of republican status, the capital city under the classifier of administrative-territorial entities (CATE) available at the official Internet-resource of the Committee on Statistics of the Ministry of National Economy of the Republic of Kazakhstan.

10. Column 1 shall show the number of families who have been granted targeted state social assistance in the form of conditional monetary aid during the reporting period.

11. The number of persons receiving state targeted social assistance in the form of stated allowance during the reporting period shall be indicated in column 2.

12. The number of families that have received state targeted social assistance in the form of a lump-sum conditional allowance during the reporting period shall be given in column 3.

13. Column 4 shall reflect the number of persons who have received state targeted social assistance in the form of a lump-sum stated allowance during the reporting period.

14. Column 5 shall indicate the number of families who have received state targeted social support in the form of lump-sum stated allowance for the development of private subsidiary plots over the reporting period. This column shall include columns 6-10.

15. Column 6 shall show the number of families who have received state targeted social support in the form of lump-sum stated allowance for the purchase of cattle over the reporting period.

16. Column 7 shall specify the number of families who have received state targeted social support in the form of lump-sum stated allowance for the purchase of poultry over the reporting period.

17. Column 8 shall indicate the number of families who have received state targeted social aid in the form of a lump-sum stated allowance for the purchase of small horned livestock during the reporting period.

18. Column 9 shall reflect the number of families who have received state targeted social assistance in the form of a lump sum stated allowance for the purchase of machinery and/or equipment necessary for the development of private subsidiary plots during the reporting period.

19. The number of families who have received state targeted social assistance in the form of a lump-sum stated allowance for the organization of individual entrepreneurial activity over the reporting period shall be given in column 10.

20. Column 11 shall show the number of families who have received state targeted social assistance in the form of a lump-sum stated allowance for the development of individual entrepreneurial activity over the reporting period.

Annex 14
to order of the Minister of Labour and
Social Protection of the Population
of the Republic of Kazakhstan
No. 347 dated August 10, 2018

Form designed to collect administrative data

The administrative data form is available on the website:

<https://www.gov.kz/memleket/entities/enbek/documents/details/68736?lang=ru>

Report on average per capita income from state targeted social assistance in the form of stated allowance

Reporting period _____20__.

Footnote. The order has been supplemented by Annex 14 in obedience to Order No . 534 of the Minister of Labour and Social Protection of the Republic of Kazakhstan dated 24.12.2020 (shall come into force ten calendar days after the date of its first official publication).

Index: 1- RAPCISTSASA

Frequency: Monthly

Range of entities submitting information: administrative offices for coordination of employment and social programs of oblasts, cities of national status and the capital.

Shall be submitted to: Workforce Development Centre Joint-Stock Company, the Ministry of Labour and Social Protection of the Republic of Kazakhstan.

Term of submission: by administrative offices for coordination of employment and social programs of regions, cities of republican level and the capital quarterly by 5th day of the month, following the reporting period – to Workforce Development Centre Joint-Stock Company, quarterly by 10th day of the month, following the reporting quarter – to the Ministry of Labor and Social Protection of Population of the Republic of Kazakhstan.

Line code	Regions	Code of region, city of republican status, capital according to the classifier of administrative-territorial entities	Number of applicants, families	Number of recipients therein, persons	Average per capita income before conclusion of social contract, tenge	Including				
						up to 30% of the subsistence minimum, the number of families	30% to 40% of the subsistence minimum, the number of families	40% to 50% of the minimum subsistence level, number of families	50% to 60% of the minimum subsistence level, number of families	60% to 70% of the minimum subsistence level, number of families
A	B	C	1	2	3	4	5	6	7	8
	Name of region, city of republican status or capital									

Head or person authorised to sign

signature _____ full
name
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(Excluding persons who are private entrepreneurs)

Name _____ Address _____

Contacts _____

E-mail _____

Document originator _____ signature _____

full name

Head or person authorised to sign

_____ signature _____

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(excluding persons who are private entrepreneurs)

Explanation for completing the form designed to collect administrative data

"Report on Average per Capita Income from the Assigned State Targeted Social Assistance in the Form of Stated Allowance"

(Index: 1- RAPCISTSASA, periodicity: monthly)

Chapter 1: General provisions

1. This explanation sets out the unified requirements for completing (forming) a report form on average per capita income from the assigned state targeted social assistance in the form of stated allowance (hereinafter referred to as the report form).

2. The main purpose of keeping this reporting form shall be to monitor the average per capita income from the state targeted social assistance in the form of stated allowance.

3. The form of report shall be filled in (formed) and submitted by administrative offices for coordination of employment and social programs (hereinafter referred to as Administrative Office) of regions, cities of republican level and the capital monthly by the 5th day of a month, following the accounting period.

4. The report form shall be signed by the head of the administrative office of regions, cities of republican level and the capital, and in case of his/her absence, by a person performing his/her duties.

5. Reports on average per capita income from the state targeted social assistance in the form of stated allowance in the form approved by Annex 14 hereto shall be prepared centrally by Workforce Development Centre Joint-Stock Company based on the data submitted by administrative offices in general for the Republic of Kazakhstan and for regions, cities of national status and the capital, and be submitted to the Ministry of Labor and Social Protection of the Republic of Kazakhstan monthly by the 10th day of the month following the reporting period.

6. The report form shall be prepared based on the administrative data as of the first day of the month following the reporting period. All report indicators shall be cumulative from the beginning of the current quarter.

Chapter 2: Explanation on completing the reporting form

7. Column "A" shall indicate the numbering in order by oblasts, cities of republican level and the capital.

8. Column "B" shall specify the names of oblasts, cities of republican level and the capital city.

9. Column "C" shall show the code of the oblast, the city of republican status, the capital city under the classifier of administrative-territorial entities (CATE) available at the official website of the Committee on Statistics of the Ministry of National Economy of the Republic of Kazakhstan.

10. Column 1 shall reflect the number of families who have been granted targeted state social assistance in the form of stated allowance during the reporting period.

11. The number of people who have been granted targeted state social assistance in the form of stated allowance during the reporting period shall be given in column 2.

12. Amount of the average income per capita before the conclusion of the social contract in tenge from among persons who have been granted targeted state social assistance in the form of stated allowance during the reporting period shall be indicated in column 3. This column shall include columns 4-8.

13. Column 4 shall indicate the number of families whose average per capita income before the conclusion of the social contract was up to 30% of the subsistence minimum in the reporting period.

14. Column 5 shall specify the number of families whose average per capita income before the conclusion of the social contract was between 30% and 40% of the subsistence minimum during the reporting period.

15. Column 6 shall reflect the number of families whose average per capita income before the conclusion of the social contract was between 40% and 50% of the subsistence minimum during the reporting period.

16. Column 7 shall indicate the number of families whose average per capita income before the conclusion of the social contract was between 50% and 60% of the subsistence minimum during the reporting period.

17. Column 8 shall show the number of families whose average per capita income before entering into a social contract was between 60% and 70% of the subsistence minimum during the reporting period.

Annex 15
to order of the Minister of Labour and
Social Protection of the Population
of the Republic of Kazakhstan
No. 347 dated August 10, 2018

Form designed to collect administrative data

The administrative data form is available on the website:

<https://www.gov.kz/memleket/entities/enbek/documents/details/68736?lang=ru>

Report on the termination or refusal in assignment of state targeted social assistance

Footnote. The Order as supplemented by Annex 15 in accordance with Order No. 534 of the Minister of Labour and Social Protection of the Republic of Kazakhstan dated 24.12.2020 (shall be enforced ten calendar days after the date of its first official publication).

Index: 1- RTASTSASA

Frequency: Monthly

Range of entities submitting information: administrative offices for coordination of employment and social programs of oblasts, cities of national status and the capital.

Shall be submitted to: Workforce Development Centre Joint-Stock Company, the Ministry of Labour and Social Protection of the Republic of Kazakhstan.

Term of submission: by administrative offices for coordination of employment and social programs of regions, cities of republican level and the capital monthly by 5th day of the month, following the reporting period – to Workforce Development Centre Joint-Stock Company, monthly by 10th day of the month, following the reporting period – to the Ministry of Labor and Social Protection of Population of the Republic of Kazakhstan.

Line code	Regions	Code of region, city of republican status, capital according to the classifier of administrative-territorial entities	Number of applicants, families	Of them, the number of beneficiaries (persons)	Termination of targeted social assistance							
					the number of citizens who have not fulfilled the conditions of the concluded social contract		revealing information on the fact that recipients of stated allowance have left the Republic of Kazakhstan for permanent residence		the number of recipients who have died or have been declared dead		terminated upon the initiative of the applicant	
					Families	Persons	Families	Persons	Families	Persons	Families	Persons
A		C	1	2	3	4	5	6	7	8	9	10
	Name of region, city of republican status or capital											

Table continued

Refusal in the assignment of targeted social assistance											
the average per capita family income is above or equal to the poverty threshold		Identification of the provision of false (forged) documents and/or false information		Identification of the concealment of proceeds		the applicant's refusal to have the family and financial situation surveyed by the polling station committee		refusal by decision of the precinct commission		Change of residence outside the settlement	
Families	Persons	Families	Persons	Families	Persons	Families	Persons	Families	Persons	Families	Persons
11	12	13	14	15	16	17	18	19	20	21	22

Name _____ Address _____

Contacts _____
e-mail _____
Document originator _____

signature _____
full name

Head or person authorised to sign _____ signature _____

full name

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(excluding persons who are private entrepreneurs)

Explanation on completing the form designed to collect administrative data

“Report on Termination of Payment of State Targeted Social Assistance in the Form of Stated Allowance or Refusal to Grant State Targeted Social Assistance”

(Index: 1- RTASTSASA, periodicity: monthly)

Chapter 1: General provisions

1. This explanation determined the unified requirements for filling in (forming) a report form on termination of payment of state targeted social assistance in the form of stated allowance or refusal to grant state targeted social assistance (hereinafter referred to as the report form).

2. The main purpose of this form shall be to monitor the discontinuation of payment of state social assistance in the form of stated allowance or a refusal to grant state social assistance.

3. The form of report shall be filled in (formed) and submitted by administrative offices for coordination of employment and social programs (hereinafter referred to as Administrative Office) of regions, cities of republican level and the capital monthly by the 5th day of a month, following the accounting period.

4. The report form shall be signed by the head of the administrative office of regions, cities of republican level and the capital, and in case of his/her absence, by a person performing his/her duties.

5. Reports on termination of payment of state targeted social assistance in the form of stated allowance or on refusal of state targeted social assistance in the form approved by Annex 15 hereto shall be prepared (formed) centrally by Worforce Development Centre Joint-Stock Company based on the data submitted by administrative offices in general for the Republic of Kazakhstan and by regions, cities of national status and the capital and be submitted to the Ministry of Labour and Social Protection of the Republic of Kazakhstan monthly by the 10th of the month following the reporting period.

6. The report form shall be prepared based on the administrative data as of the first day of the month following the reporting period. All report indicators shall be cumulative since the beginning of the current year.

Chapter 2: Explanation on completing the reporting form

7. Column "A" shall indicate the numbering in order by oblasts, cities of republican status and the capital.

8. Column "B" shall specify the names of oblasts, cities of republican status and the capital city.

9. Column "C" shall reflect the code of the oblast, the city of republican status, the capital city under the classifier of administrative-territorial entities (CATE) available at the official Internet-resource of the Committee on Statistics of the Ministry of National Economy of the Republic of Kazakhstan.

10. Column 1 shall show the number of families who have been granted targeted state social assistance in the form of stated allowance during the reporting period.

11. The number of persons who have been granted targeted state social assistance in the form of stated allowance during the reporting period shall be given in column 2.

12. Column 3 shall indicate the number of families who have been granted state targeted social assistance in the form of stated allowance from among citizens who have not fulfilled the conditions of the social contract.

13. The number of persons from among families mentioned in column 3 during the reporting period shall be reflected in column 4.

14. Column 5 shall show the number of families, recipients of state targeted social assistance in the form of stated allowance, for which the facts of departure for permanent residence outside the Republic of Kazakhstan during the reporting period have been revealed.

15. The number of persons from among families mentioned in column 5 during the reporting period shall be indicated in column 6.

16. Column 7 shall specify the number of families whose recipients of state targeted social assistance in the form of state allowance over the reporting period have been deceased or declared deceased.

17. Column 8 shall indicate the number of persons from among families mentioned in column 7 during the reporting period.

18. The number of families, for which the payment of state targeted social assistance in the form of conditional cash payments has been terminated over the reporting period upon the applicant's initiative shall be given in column 9.

19. Column 10 shall show the number of persons from among the families indicated in column 9 during the reporting period.

20. Column 11 shall specify the number of families whose application for state targeted social assistance has been refused because their average per capita family income in the reporting period was greater than or equal to the average per capita family income.

21. Column 12 shall reflect the number of families indicated in column 11 during the reporting period.

22. Column 13 shall indicate the number of families, recipients of state targeted social assistance for which the submission of invalid (forged) documents and/or false information has been detected in the reporting period.

23. Column 14 shall show the number of persons from among the families mentioned in column 13 over the reporting period.

24. Column 15 shall indicate the number of families receiving state targeted social assistance for which income concealment has been revealed over the reporting period.

25. Column 16 shall specify the number of households mentioned in column 15 during the reporting period.

26. Column 17 shall show the number of families whose application for state targeted social assistance was refused due to the applicant's refusal to have their family and financial situation examined by the precinct commission during the reporting period.

27. Column 18 shall indicate the number of persons from the number of families indicated in column 17 during the reporting period.

28. Column 19 shall reflect the number of families whose application for state targeted social assistance has been refused based on the district commission's conclusions based on the results of the examination of their financial situation.

29. Column 20 shall specify the number of persons from among the families indicated in column 19 during the reporting period.

30. Column 21 shall show the number of families whose application for state targeted social assistance has been refused due to a change of residence outside the settlement.

31. Column 22 shall indicate the number of people from among the families indicated in column 21 during the reporting period.

Annex 16
to order of the Minister of Labour and
Social Protection of the Population
of the Republic of Kazakhstan
No. 347 dated August 10, 2018

Form designed to collect administrative data

The administrative data form is available on the website:

<https://www.gov.kz/memleket/entities/enbek/documents/details/68736?lang=ru>

Report on interviews for the assignment of state targeted social assistance

Reporting period _____20__.

Footnote. The Order as supplemented by Annex 16 in obedience to Order No. 534 of the Minister of Labour and Social Protection of the Republic of Kazakhstan dated 24.12.2020 (shall come into force ten calendar days after the date of its first official publication).

Index: 1- RIASTSA

Frequency: Monthly

Range of entities submitting information: administrative offices for coordination of employment and social programs of oblasts, cities of national status and the capital.

Shall be submitted to: Workforce Development Centre Joint-Stock Company, the Ministry of Labour and Social Protection of the Republic of Kazakhstan.

Term of submission: by administrative offices for coordination of employment and social programs of regions, cities of republican level and the capital quarterly by 5th day of the month, following the reporting period – to Workforce Development Centre Joint-Stock Company, quarterly by 10th day of the month, following the reporting quarter – to the Ministry of Labor and Social Protection of Population of the Republic of Kazakhstan.

		Code of region, city of republican					Number of persons interviewed by assistants and counsellors

Line code	Regions	status, capital according to the classifier of administrative-territorial entities	Number of assistants	Number of consultants	Number of districts, cities	Численность Number of rural districts, settlements, villages	Families	persons
A	B	C	1	2	3	4	5	6
	Name of region, city of republican significance or capital							

Table continued

Of them					Of these, targeted social assistance has been allocated		Of them				
Families without children	Families with one child	families with 2 children	families with 3 children	Families with 4 or more children	семей	человек	Families without children	Families with one child	families with 2 children	families with 3 children	Families with 4 or more children
7	8	9	10	11			14	15	16	17	18

Name _____ Address _____

Contacts _____

e-mail _____

Document originator

signature _____

full name

Head or person authorised to sign

_____ signature _____

full name

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(excluding persons who are private entrepreneurs)

Explanation for completing the form designed to collect administrative data

“Report on Interviews Conducted for the Assignment of State Targeted Social Assistance”

(Index: 1- RIASTSA, Frequency: monthly)

Chapter 1: General provisions

1. This explanation sets out the unified requirements for completing (forming) a report form on interviews conducted for the assignment of state targeted social assistance (hereinafter referred to as the report form).

2. The main purpose of this report form shall be to monitor the interviews conducted for the assignment of state targeted social assistance.

3. The form of report shall be filled in (formed) and submitted by administrative offices for coordination of employment and social programs (hereinafter referred to as Administrative Office) of regions, cities of republican level and the capital monthly by the 5th day of a month, following the accounting period.

4. The report form shall be signed by the head of the administrative office of regions, cities of republican level and the capital, and in case of his/her absence, by a person performing his/her duties.

5. Reports on interviews conducted for the assignment of state targeted social assistance in the form approved by Annex 16 hereto shall be prepared (formed) centrally by Workforce Development Centre Joint-Stock Company based on the data submitted by administrative offices in general for the Republic of Kazakhstan and in terms of regions, cities of national importance and the capital, and be submitted to the Ministry of Labour and Social Protection of the Republic of Kazakhstan monthly by the 10th day of the month following the reporting period.

6. The report form shall be prepared based on the administrative data, as of the first day of the month following the reporting period. All indicators of the report shall be cumulative since the beginning of the current year, and each particular applicant (family), family members shall be taken into account and included in the report only once, irrespective of the number of their repeated applications for state targeted social assistance during the reporting period.

Chapter 2: Explanation on completing the reporting form

7. Column "A" shall indicate the numbering in order by oblasts, cities of republican status and the capital.

8. Column "B" shall show the names of the cities of republican level and the capital

9. Column "C" shall specify the code of the oblast, the city of republican status, the capital by the classifier of administrative-territorial entities (CATE), posted on the official Internet resource of the Committee on Statistics of the Ministry of National Economy of the Republic of Kazakhstan.

10. Column 1 shall reflect the number of assistants engaged in interviewing population for the nomination of state targeted social assistance in the reporting period.

11. The number of assistants involved in interviewing population for state targeted social assistance in the reporting period should be given in column 2.

12. Column 3 shall indicate the number of districts and cities where assistants and consultants have interviewed the population for the assignment of state targeted social assistance in the reporting period.

13. The number of rural districts out of those districts and towns indicated in column 3 where assistants and consultants have conducted interviews with population to assign state targeted social assistance during the reporting period.

14. The number of families interviewed by assistants and consultants for social assistance designation during the reporting period shall be given in column 5. This column shall include columns 7-10.

15. Column 6 shall specify the number of people from among families indicated in column 5 with whom assistants and consultants conducted interviews for the assignment of state targeted social assistance in the reported period.

16. Column 7 shall reflect the number of families without children out of the number of families indicated in column 5 during the reporting period.

17. Column 8 shall indicate the number of families with one child out of the number of families indicated in column 5 during the reporting period.

18. Column 9 shall show the number of families with two children out of the number of families mentioned in column 5 during the reporting period.

19. Column 10 shall specify the number of families with three children out of the number of families indicated in column 5 during the reporting period.

20. Column 11 shall reflect the number of families with four or more children out of the number of families given in column 5 during the reporting period.

21. Column 12 shall show the number of families that have received state targeted social assistance out of the number of families indicated in column 5 during the reporting period. This column shall include columns 14-18.

22. Column 13 shall indicate the number of persons out of the number of families listed in column 12 who have been granted targeted state social assistance during the reporting period.

23. Column 14 shall specify the number of families without children out of the number of families listed in column 12 during the reporting period.

24. Column 15 shall reflect the number of families with one child out of the number of families indicated in column 12 during the reporting period.

25. Column 16 shall show the number of families with two children out of the number of families reported in column 12 during the reporting period.

26. Column 17 shall indicate the number of families with three children from the number of families reported in column 12 during the reporting period.

27. Column 18 shall specify the number of families with four or more children out of the number of families reported in column 12 during the reporting period.

Form designed to collect administrative data

The administrative data form is available on the website:

<https://www.gov.kz/memleket/entities/enbek/documents/details/68736?lang=ru>

Monthly report on the assignment and issuance of the guaranteed social package

Reporting period _____ 20__.

Footnote. The Order as supplemented by Annex 17 in obedience to Order No. 534 of the Minister of Labour and Social Protection of the Republic of Kazakhstan dated 24.12.2020 (shall be enforced ten calendar days after the date of its first official publication).

Index: 1- STSASA

Frequency: monthly

Range of entities submitting information: administrative offices for coordination of employment and social programs of oblasts, cities of national status and the capital.

Shall be submitted to: Workforce Development Centre Joint-Stock Company, the Ministry of Labour and Social Protection of the Republic of Kazakhstan.

Term of submission: by administrative offices for coordination of employment and social programs of regions, cities of republican level and the capital quarterly by 5th day of the month, following the reporting period – to Workforce Development Centre Joint-Stock Company, quarterly by 10th day of the month, following the reporting quarter – to the Ministry of Labor and Social Protection of Population of the Republic of Kazakhstan.

Line code	Name of region	Code of region, city of republican significance, capital according to the classifier of administrative-territorial entities	TSA assigned for the period since the beginning of the year										
			Families	Persons	including those with children		the number of children therein	Of them					
								Including				including	
								Families	Persons	Children under 1 year of age	children aged 1-3	3-6 year-old children	children aged 6 to 18

A	B	C	1	2	3	4	5	6	7	8	9	10	11
	Name o f region, city of republi can status o r capital												
	City												
	village												

Table continued

Assigned a guaranteed social package for the period since the beginning of the year						
Guaranteed package for children from 1 to 6 years of age						
children from 1 to 6 years, pcs. (gr. 15 + gr. 17)	set of bathroom supplies for those aged from 1 to 6, pieces	Food packs for children aged 1 to 6, pieces (g 16 + g 18)	Including			
			Food packs for children from 1 to 3 years of age		Food packs for children from 3 to 6 years of age	
			children from 1 to 3 years, pers.	Food packs for children from 1 to 3 years of age	children from 3 to 6 years, pers.	Food packs for children from 3 to 6 years of age
12	13	14	15	16	17	18

Continued

(Continued) A guaranteed social package assigned for the period since the beginning of the year									
Guaranteed social package for children aged 6 to 18									
children from 6 to 18 years, pers.	Including								
	Boys' school uniform set, pieces	Set of school uniforms for girls, pieces	Set of school (writing) supplies for primary grades, units	Set of school (writing) supplies for the middle grades, units	Set of school supplies for senior classes, units	One-time school meals at the place o f education, persons	Reduced fare on city public transport for children aged 7 to 18, pers.	Boys' sports kit, pieces	Girl' sports kit, pieces
19	20	21	22	23	24	25	26	27	28

Continued

Guaranteed social package issued since the beginning of the year									
Guaranteed package for children from 1 to 6 years of age									
children from 1 to 6 years, pcs. (gr. 15 +	set of bathroom supplies for	Food packs for children aged 1 to 6, pieces (g	including						
			Food packs for children from 1 to 3 years of age				Food packs for children from 3 to 6 years of age		
					Food packs for children from		Food packs for children from		

gr. 17)	those aged from 1 to 6, pieces	16 + g 1	children from 1 to 3 years, pers.	1 to 3 years of age	children from 3 to 6 years, pers.	3 to 6 years of age
29	30	31	32	33	34	35

Continued

(Continued) Guaranteed social package issued since the beginning of the year									
Guaranteed package for children from 6 to 18 years of age									
children from 6 to 18 years, pers.	including								
	Boys' school uniform set, pieces	Set of school uniforms for girls, pieces	Set of school (writing) supplies for primary grades, units	Set of school (writing) supplies for the middle grades, units	Set of school supplies for senior classes, units	One-time school meals at the place of education, persons	Reduced fare on city public transport for children aged 7 to 18, pers.	Boys' sports kit, pieces	Girl' sports kit, pieces
36	37	38	39	40	41	42	43	44	45

Name _____ Address _____

Contacts _____

e-mail _____

Document originator

signature _____

full name

Head or person authorised to sign

_____ signature _____

_____ *full name*

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(excluding persons who are private entrepreneurs)

Explanation for completing the form designed to collect administrative data

“Monthly Report on the Assignment and Issuance of the Guaranteed Social Package”.

(Index: 1-STASAS, Frequency: monthly)

Chapter 1: General provisions

1. This explanation sets out the uniform requirements for completing the report form on the assignment and issuance of the guaranteed social package (hereinafter referred to as the report form).

2. The main purpose of this reporting form shall be to monitor the assignment and payment of the guaranteed social package.

3. The form of report shall be filled in (formed) and submitted by administrative offices for coordination of employment and social programs (hereinafter referred to as Administrative Office) of regions, cities of republican level and the capital monthly by the 5th day of a month, following the accounting period.

4. The report form shall be signed by the head of the administrative office of regions, cities of republican level and the capital, and in case of his/her absence, by a person performing his/her duties.

5. Monthly report on the assignment and issuance of a guaranteed social package in the form approved by Annex 17 hereto shall be prepared centrally by Workforce Development Centre Joint-Stock Company based on the data submitted by administrative offices in the Republic of Kazakhstan and in the context of regions, cities of national importance and the capital and be submitted to the Ministry of Labour and Social Protection of Kazakhstan monthly by the 10th of the month following the reporting period.

6. The report form shall be prepared on the basis of administrative data as of the first day of the month following the reporting period. All report indicators shall be cumulative since the beginning of the current year.

Chapter 2: Explanation on completing the reporting form

7. Column "A" shall indicate the numbering in order by oblasts, cities of republican significance and the capital.

8. Column "B" shall show the names of oblasts, cities of republican significance and the capital city.

9. Column "C" shall specify the code of the oblast, the city of republican significance, the capital city under the classifier of administrative-territorial entities (CATE) available at the official Internet-resource of the Committee on Statistics of the Ministry of National Economy of the Republic of Kazakhstan.

10. Column 1 shall reflect the number of families who have received targeted social assistance during the reporting period.

11. The number of people for whom targeted social assistance has been granted over the reporting period shall be given in column 2.

12. The number of families with children who have received targeted social assistance during the reporting period shall be provided in column 3.

13. Column 4 shall show the number of people with children who have received targeted social assistance during the reporting period.

14. The number of children from 1 to 18 years old among targeted social assistance recipients during the reporting period shall be indicated in column 5. This column shall include columns 6-9.

15. The number of children under 1 year of age who have received targeted social assistance during the reporting period shall be given in column 6.

16. The number of children aged 1 to 3 years who have received targeted social assistance during the reporting period shall be specified in column 7.

17. The number of children aged 3 to 6 years for whom targeted social assistance has been granted over the reporting period shall be reflected in column 8.

18. The number of children aged 6 to 18 years for whom targeted social assistance has been granted over the reporting period shall be given in column 9.

19. The number of children with disabilities who have received targeted social assistance during the reporting period shall be indicated in column 10.

20. Column 11 shall show the number of students under 18 years of age who have received targeted social assistance during the reporting period.

21. Column 12 shall specify the number of children from 1 to 6 years old who have been granted a guaranteed social package during the reporting period. This column shall include column 15 and column 17.

22. Column 13 shall reflect the number of bathroom supplies for children aged 1-6 assigned in the reference period.

23. Column 14 shall show the number of food packages for children aged 1-6, assigned during the reporting period. This column shall include columns 15-18.

24. Column 15 shall indicate the number of children from 1 to 3 years old who have been granted a guaranteed social package during the reporting period.

25. Column 16 shall specify the number of food packages for children aged 1-3, assigned in the reference period.

26. Column 17 shall provide the number of children from 3 to 6 years old who have received a guaranteed social package during the reporting period.

27. Column 18 shall reflect the number of food packages for children aged 3-6, assigned during the reporting period.

28. Column 19 shall show the number of children aged between 6 and 18 years for whom a guaranteed social package for children aged between 6 and 18 years has been granted during the reporting period.

29. The number of guaranteed social package as a set of school uniforms for boys assigned during the reporting period shall be given in column 20.

30. The number of guaranteed social package assigned in the form of uniforms for girls during the reporting period shall be indicated in column 21.

31. Column 22 shall specify the number of guaranteed social package in the form of a set of school (writing) supplies for primary classes assigned during the reporting period.

32. Column 23 shall specify the number of guaranteed social package in the form of a set of school (writing) supplies for secondary classes assigned in the reporting period.

33. Column 24 shall indicate the number of assigned guaranteed social package in the form of a set of school (writing) supplies for senior grades during the reporting period.

34. Column 25 shall show the number of assigned guaranteed social package in the form of one-time school meals at the place of education during the reporting period.

35. Column 26 shall reflect the number of guaranteed social package in the form of preferential urban public transport fares for children aged 7 to 18 assigned during the reporting period.

36. Column 27 shall specify the number of guaranteed social package in the form of a set of sports uniforms for boys assigned during the reporting period.

37. Column 28 shall indicate the number of guaranteed social package in the form of a set of sports uniforms for girls assigned during the reporting period.

38. Column 29 shall show the number of children from 1 to 6 years of age who have received a guaranteed social security package during the reference period. This column shall cover column 32 and column 34.

39. Column 30 shall specify the number of small packs of bathroom kits for children from 1 to 6 years old issued during the reporting period.

40. Column 31 shall indicate the number of food parcels for children from 1 to 6 years old issued during the reporting period. This column shall include columns 15-18.

41. Column 32 shall specify the number of children from 1 to 3 years old who have received a guaranteed social package during the reporting period.

42. Column 33 shall indicate the number of food parcels for children from 1 to 3 years old issued during the reporting period.

43. Column 34 shall show the number of children from 3 to 6 years old who have received a guaranteed social package during the reporting period.

44. Column 35 shall show the number of food parcels for children aged 3 to 6 distributed during the reporting period.

45. The number of children from 6 to 18 years old who have received a guaranteed social package for children from 6 to 18 years old during the reporting period shall be given in column 36.

46. Column 37 shall indicate the number of guaranteed social package as a set of school uniforms for boys assigned during the reporting period.

47. The number of guaranteed social package in the form of uniforms for girls assigned during the reporting period shall be provided in column 38.

48. Column 39 shall reflect the number of guaranteed social package in the form of a set of school (writing) supplies for primary classes assigned during the reporting period.

49. Column 40 shall show the number of guaranteed social package in the form of a set of school (writing) supplies for secondary classes assigned during the reporting period.

50. Column 41 shall specify the number of guaranteed social package in the form of a set of school (writing) supplies for senior classes assigned during the reporting period.

51. Column 42 shall indicate the number of the guaranteed social package in the form of a single school meal at the place of education assigned during the reporting period.

52. Column 43 shall reflect the number of guaranteed social package in the form of preferential urban public transport fares for children from 7 to 18 years old assigned during the reporting period.

53. Column 44 shall show the number of guaranteed social package in the form of a set of sports uniforms for boys assigned during the reporting period.

54. Column 45 shall indicate the number of guaranteed social package in the form of a set of sports uniforms for girls assigned during the reporting period.

Annex 18
to order of the Minister of Labour and
Social Protection of the Population
of the Republic of Kazakhstan
No. 347 dated August 10, 2018

Form designed to collect administrative data

The administrative data form is available on the website:

<https://www.gov.kz/memleket/entities/enbek/documents/details/68736?lang=ru>

Quarterly report on the assignment and issuance of the guaranteed social package

Reporting period _____20__.

Footnote. The Order as supplemented by Annex 18 in accordance with Order No. 534 of the Minister of Labour and Social Protection of the Republic of Kazakhstan dated 24.12.2020 (shall come into effect ten calendar days after the date of its first official publication).

Index: 1-STSASA

Frequency: quarterly

Range of entities submitting information: administrative offices for coordination of employment and social programs of oblasts, cities of national status and the capital.

Shall be submitted to: Workforce Development Centre Joint-Stock Company, the Ministry of Labour and Social Protection of the Republic of Kazakhstan.

Term of submission: by administrative offices for coordination of employment and social programs of regions, cities of republican level and the capital quarterly by 5th day of the month, following the reporting period – to Workforce Development Centre Joint-Stock Company, quarterly by 10th day of the month, following the reporting quarter – to the Ministry of Labor and Social Protection of Population of the Republic of Kazakhstan.

Line code	Name of region, city of republican status or capital	Code of region, city of republican status, capital according to the classifier of administrative-territorial entities	Assigned TSA for _____ quarter of 20__										
			Families	Persons	including those with children		the number of children therein	Of them					
					Families	Persons		including				including	
								Children under 1 year of age	children aged 1-3	3-6 year-old children	children aged 6 to 18	disabled children	children students under 18 years of age
A	B	C	1	2	3	4	5	6	7	8	9	10	11
	Name of region, city of republican status or capital												

Table continued

Assigned a guaranteed social package for _____ quarter of 20__							
Guaranteed package for children from 1 to 6 years of age							
children from 1 to 6 years, pcs. (gr. 15 + gr. 17)	set of bathroom supplies for those aged from 1 to 6, pieces	Food packs for children aged 1 to 6, pieces (g 16 + g 18)	Including				
			Food packs for children from 1 to 3 years of age		Food packs for children from 3 to 6 years of age		
			children from 1 to 3 years, pers.	Food packs for children from 1 to 3 years of age	children from 3 to 6 years, pers.	Food packs for children from 3 to 6 years of age	
12	13	14	15	16	17	18	

Continued

(continued) Assigned a guaranteed social security package for _____ quarter of 20____									
Guaranteed package for children from 6 to 18 years of age									
children from 6 to 18 years, pers.	including								
	Boys' school uniform set, pieces	Set of school uniforms for girls, pieces	Set of school (writing) supplies for primary grades, units	Set of school (writing) supplies for the middle grades, units	Set of school supplies for senior classes, units	One-time school meals at the place of education, persons	Reduced fare on city public transport for children aged 7 to 18, pers.	Boys' sports kit, pieces	Girl' sports kit, pieces
36	37	38	39	40	41	42	43	44	45

Continued

Guaranteed social security package issued for _____ quarter of 20____									
Guaranteed package for children from 1 to 6 years of age									
children from 1 to 6 years, pcs. (gr. 15 + gr. 17)	set of bathroom supplies for those aged from 1 to 6, pieces	Food packs for children aged 1 to 6, pieces (g 16 + g 1	including						
			Food packs for children from 1 to 3 years of age		Food packs for children from 3 to 6 years of age				
			children from 1 to 3 years, pers.	Food packs for children from 1 to 3 years of age	children from 3 to 6 years, pers.	Food packs for children from 3 to 6 years of age			
29	30	31	32	33	34	35			

Continued

(Continued) Guaranteed social security package issued for _____ quarter of 20____									
Guaranteed package for children from 6 to 18 years of age									
children from 6 to 18 years, pers.	including								
	Boys' school uniform set, pieces	Set of school uniforms for girls, pieces	Set of school (writing) supplies for primary grades, units	Set of school (writing) supplies for the middle grades, units	Set of school supplies for senior classes, units	One-time school meals at the place of education, persons	Reduced fare on city public transport for children aged 7 to 18, pers.	Boys' sports kit, pieces	Girl' sports kit, pieces
36	37	38	39	40	41	42	43	44	45

Name _____ Address _____

Contacts _____

e-mail _____

Document originator

signature _____

full name

Head or person authorised to sign

signature _____

full name

Stamp here

(excluding persons who are private entrepreneurs)

Explanation for completing the form designed to collect administrative data

“Quarterly Report on the Assignment and Issuance of the Guaranteed Social Package”.

(Index: 1-STASAS, Frequency: quarterly)

Chapter 1: General provisions

1. This explanation sets out the uniform requirements for completing the report form on the assignment and issuance of the guaranteed social package (hereinafter referred to as the report form).

2. The main purpose of this reporting form shall be to monitor the assignment and payment of the guaranteed social package.

3. The form of report shall be filled in (formed) and submitted by administrative offices for coordination of employment and social programs (hereinafter referred to as Administrative Office) of regions, cities of republican level and the capital monthly by the 5th day of a month, following the accounting period.

4. The report form shall be signed by the head of the administrative office of regions, cities of republican level and the capital, and in case of his/her absence, by a person performing his/her duties.

5. Quarterly report on the assignment and issuance of a guaranteed social package in the form approved by Annex 18 hereto shall be prepared centrally by Workforce Development Centre Joint-Stock Company based on the data submitted by administrative offices in the Republic of Kazakhstan and in the context of regions, cities of national importance and the capital and be submitted to the Ministry of Labour and Social Protection of Kazakhstan monthly by the 10th of the month following the reporting quarter.

6. The report form shall be prepared on the basis of administrative data as of the first day of the month following the reporting quarter. All report indicators shall be cumulative since the beginning of the current year.

Chapter 2: Explanation on completing the reporting form

7. Column "A" shall indicate the numbering in order by oblasts, cities of republican status and the capital.
8. Column "B" shall show the names of oblasts, cities of republican status and the capital city.
9. Column "C" shall specify the code of the oblast, the city of republican status, the capital city under the classifier of administrative-territorial entities (CATE) available at the official Internet-resource of the Committee on Statistics of the Ministry of National Economy of the Republic of Kazakhstan.
10. Column 1 shall reflect the number of families who have been granted targeted social assistance in the reporting quarter.
11. The number of people who have been granted targeted social assistance in the reporting quarter shall be given in column 2.
12. Column 3 shall indicate the number of families with children who have received targeted social assistance in the reporting quarter.
13. The number of persons having children who have been granted targeted social assistance in the reporting quarter shall be indicated in column 4.
14. The number of children from 1 to 18 years old among targeted social assistance recipients in the reported quarter shall be reflected in column 5. This column shall include columns 6-9.
15. The number of children under 1 year of age who have received targeted social assistance during the reported quarter shall be specified in column 6.
16. Column 7 shall show the number of children aged 1 to 3 years for whom targeted social assistance has been granted in the reporting quarter.
17. Column 8 shall indicate the number of children aged 3 to 6 who have received targeted social assistance in the reporting quarter.
18. The number of children aged 6 to 18 years for whom targeted social assistance has been granted in the reporting quarter shall be given in column 9.
19. The number of children with disabilities for whom targeted social assistance has been granted in the reporting quarter shall be shown in column 10.
20. The number of students under 18 years of age who have received targeted social assistance during the reported quarter shall be indicated in column 11.
21. Column 12 shall specify the number of children from 1 to 6 years old who have been granted a guaranteed social package during the reported quarter. This column shall include column 15 and column 17.
22. Column 13 shall reflect the number of bathroom packages for children aged 1-6 assigned in the reporting quarter.
23. Column 14 shall show the number of food parcels for children aged 1-6 assigned in the quarter under reference. This column shall include columns 15-18.

24. Column 15 shall specify the number of children from 1 to 3 years old to whom a guaranteed social package has been allocated in the reporting quarter.
25. Column 16 shall indicate the number of food parcels for children aged from 1 to 3 assigned in the reporting quarter.
26. Column 17 shall provide the number of children aged 3 to 6 years for whom a guaranteed benefit package has been granted in the reporting quarter.
27. Column 18 shall specify the number of food parcels for children aged 3-6 assigned in the reported quarter.
28. Column 19 shall show the number of children from 6 to 18 years old to whom a guaranteed social package for children from 6 to 18 years old has been assigned in the reporting quarter.
29. Column 20 shall reflect the number of boys' school uniforms in the reporting quarter as a guaranteed social package.
30. Column 21 shall indicate the number of assigned guaranteed social package in the form of uniforms for girls in the reporting quarter.
31. Column 22 shall specify the number of guaranteed social package as a set of school (writing) materials for primary school assigned in the reporting quarter.
32. Column 23 shall reflect the number of assigned guaranteed social package as a set of school (writing) supplies for secondary school assigned in the reporting quarter.
33. Column 24 shall show the number of guaranteed social package in the form of a set of school (writing) supplies for senior grades assigned in the reporting quarter.
34. Column 25 shall indicate the amount of the guaranteed social package in the form of a single school meal at the place of education assigned in the reporting quarter.
35. Column 26 shall specify the number of guaranteed social package assigned in the form of preferential urban public transport fares for children from 7 to 18 years old in the reporting quarter.
36. Column 27 shall reflect the number of guaranteed social package in the form of a set of sports uniforms for boys assigned in the reporting quarter.
37. Column 28 shall show the number of guaranteed social package in the form of set of sports uniforms for girls assigned in the reporting quarter.
38. Column 29 shall indicate the number of children from 1 to 6 years old who have received a guaranteed social package during the reported quarter. This column shall cover column 32 and column 34.
39. Column 30 shall specify the number of bathroom supplies for children from 1 to 6 years of age dispensed during the quarter under review.
40. Column 31 shall reflect the number of food parcels for children from 1 to 6 years old issued during the reported quarter. This column shall include columns 15-18.
41. Column 32 shall provide the number of children from 1 to 3 years old to whom a guaranteed social package has been issued in the reporting quarter.

42. Column 33 shall show the number of food parcels for children from 1 to 3 years old issued during the reported quarter.

43. The number of children from 3 to 6 years old who have received a guaranteed social package during the reporting quarter shall be given in column 34.

44. Column 35 shall indicate the number of food parcels for children from 3 to 6 years old assigned during the reported quarter.

45. Column 36 shall reflect the number of children from 6 to 18 years old who have received a guaranteed social package for children from 6 to 18 years old assigned during the reported quarter.

46. Column 37 shall specify the number of guaranteed social package in the form of school uniforms for boys assigned during the reporting quarter.

47. Column 38 shall show the number of guaranteed social package in the form of school uniforms for girls allocated in the reporting quarter.

48. Column 39 shall indicate the number of guaranteed social package as a set of school (writing) materials for primary school issued in the reporting quarter.

49. Column 40 shall show the number of guaranteed social package as a set of school (writing) materials for secondary school provided in the reporting quarter.

50. Column 41 shall reflect the number of guaranteed social package in the form of a set of school (writing) supplies for senior classes allocated during the reporting period.

51. Column 42 shall specify the number of guaranteed social package in the form of one school meal at the place of education issued during the reporting quarter.

52. Column 43 shall indicate the number of guaranteed social package in the form of preferential urban public transport fares for children from 7 to 18 years old provided in the reporting quarter.

53. Column 44 shall reflect the number of guaranteed social package in the form of a set of sports uniforms for boys issued in the reporting quarter.

54. Column 45 shall show the number of guaranteed social package in the form of a set of sports uniforms for girls provided in the reporting quarter.

Annex 19
to order of the Minister of Labour and
Social Protection of the Population
of the Republic of Kazakhstan
No. 347 dated August 10, 2018

Form designed to collect administrative data

The administrative data form is available on the website:

<https://www.gov.kz/memleket/entities/enbek/documents/details/68736?lang=ru>

Monthly report of the social contract support assistant for _____ 20____

for _____ localities (specify which localities the information is provided for)
Reporting period _____20__.

Footnote. The Order as supplemented by Annex 19 in conformity with Order No. 534 of the Minister of Labour and Social Protection of the Republic of Kazakhstan dated 24.12.2020 (shall come into effect ten calendar days after the date of its first official publication).

Index: 1-MRA

Frequency: Monthly

Scope of persons/entities submitting information: an assistant

Shall be submitted to: the Social Work Consultant

Submission deadline: by an assistant on a monthly basis until the 3rd of the month following the reporting period to the social work consultant.

Table 1.

No. item no.	Family registration number	Address of residence	Number of family members	Surname, first name, patronymic (if any) of the applicant and family members for whom the activities in the individual plan are provided	Size of lump sum /monthly payment per family, in tenge	Period of entitlement (specify for how many months)	Planned activities according to the social contract and individual plan	A note on the fulfilment / non-fulfilment of the social contract and individual plan (if not fulfilled, add the reason for non-fulfilment)	Measures taken by the assistant to assist the family in fulfilling the terms of the social contract
A	1	2	3	4	5	6	7	8	9

Table 2.

Monitoring of assistants' work:

Item No.	Number of visits to settlements	Number of door-to-door visits	Including families receiving targeted social assistance	Including families - not receiving targeted social assistance
A	1	2	3	4

Additional comments (if any)

Surname, first name, patronymic (if any), position and signature of the person who prepared the report

Explanation for completing the form designed to collect administrative data

“Monthly Report of the Social Contract Support Assistant”

(Index: 1-MRA, Frequency: monthly)

Chapter 1: General provisions

1. This explanation sets out the uniform requirements for completing the assistant's monthly social contract support report form (hereinafter referred to as the report form).

2. The main purpose of this form shall be to monitor the assistant's monthly social contract support report.

3. The report form shall consist of Table no.1 and Table no.2.

4. The report form shall be filled in by the assistant on a monthly basis until the 3rd day of the month following the reporting period and shall be submitted to the social work consultant.

5. The report form shall be signed by the assistant.

6. The form of the report shall be made on the basis of the primary data as of the first day of the month following the reporting period. All indicators of the report shall be cumulative since the beginning of the current month.

Chapter 2: Explanation of how to fill in the reporting form for Table No. 1

7. Column "A" shall indicate the numbering in order.

8. The registration number of the family, recipient of the state targeted social assistance shall be given in column 1.

9. The address of residence of the family, recipient of the state targeted social assistance, shall be provided in column 2.

10. The number of members of the family mentioned in column 2 shall be specified in column 3.

11. Column 4 shall include the surname, first name, patronymic (if any) of the applicant and family members for whom measures on promotion of active measures of employment and social adaptation in the individual plan are provided.

12. Column 5 shall reflect the size of lump-sum/monthly payment of state targeted social assistance for families in tenge.

13. Column 6 shall show the period of payment assignment, indicated in the number of months of assignment.

14. Column 7 shall indicate the planned activity according to the social contract and individual plan.

15. Column 8 shall reflect whether the conditions of the social contract and individual plan have been met or not; the reason for nonfulfilment shall be specified if they have not been met.

16. Column 9 shall specify the measures taken by the assistant to assist the family in fulfilling the conditions of the social contract.

Chapter 3: Explanation of how to fill in the reporting form for Table No. 2

17. Column "A" shall indicate the numbering in order.

18. The number of assistants' visits to settlements during the reporting period shall be given in column 1.

19. The number of door-to-door visits conducted by the assistant during the reporting period shall be specified in column 2. This column shall include columns 3 and 4.

20. The number of families receiving state targeted social assistance during the reporting period shall be reflected in column 3.

21. Column 4 shall show the number of families not receiving state targeted social assistance during the reporting period.

Annex 20
to order of the Minister of Labour and
Social Protection of the Population
of the Republic of Kazakhstan
No. 347 dated August 10, 2018

Form designed to collect administrative data

The administrative data form is available on the website:

<https://www.gov.kz/memleket/entities/enbek/documents/details/68736?lang=ru>

Monthly report of the social work consultant on the social contract support for _____
_____ 20____

Reporting period _____ 20____.

Footnote. The Order as supplemented by Annex 20 in obedience to Order No. 534 of the Minister of Labour and Social Protection of the Republic of Kazakhstan dated 24.12.2020 (shall be enforced ten calendar days after the date of its first official publication).

Index: 1-MRCSCS

Frequency: monthly

Range of persons submitting information: social work consultant.

Shall be submitted: to the administrative offices for the coordination of employment and social programmes of oblasts, cities of national importance and the capital city.

Deadline submission: by the social work consultant, by the 5th day of the month following the reporting period and shall be submitted to the administrative offices for the coordination of employment and social programs of regions, cities of national importance and the capital.

No. s/o	Name of region	Code of region, city of republican status, capital according to the classifier of administrative-territorial entities	Number of assistants	Number of consultants	Door-to-door visits conducted		Population interviewed	
					To families of TSA recipients	To families not receiving TSA	Families	Persons
A	B	C	1	2	3	4	5	6
	Names of districts, cities of regions, cities of national importance and the capital							

Table continued

Of them				Reasons for refusal to accept documents for targeted social assistance					
Stated allowance assigned		Unconditional allowance assigned		exceeding the average per capita income		not participating in active employment promotion measures		others (list them)	
Families	Persons	Families	Persons	Families	Persons	Families	Persons	Families	Persons
7	8	9	10	11	12	13	14	15	16

Additional comments (if any)

Surname, first name, patronymic (if any), position and signature of the person who prepared the report

Explanation on how to fill in the administrative data collection form

“Monthly Report of the Social Work Consultant on the Social Contract Support”

(Index: 1-MRCSCS, Frequency: monthly)

Chapter 1: General provisions

1. This explanation sets out the uniform requirements for completing the social work consultant's monthly social contract support report form (hereinafter referred to as the report form).

2. The main purpose of this report form shall be to monitor the social work consultant's monthly report on the support of the social contract.

3. The report form shall be filled in by social work consultant monthly by the 5th day of the month following the reporting period and shall be submitted to the administrative offices for coordination of employment and social programmes (hereinafter referred to as Administrative Office) of regions, cities of national importance and the capital.

4. The form of the report shall be signed by the social work consultant.

5. The report form shall be drawn up based on the primary data as of the first day of the month following the reporting period. All indicators of the report shall be given cumulatively from the beginning of the current month.

Chapter 2: Explanation on completing the reporting form

6. Column "A" shall indicate the numbering in order of districts, cities of the region , republican status and the capital.

7. Column "B" shall specify the names of districts, cities of the region, republican status and the capital.

8. Column "C" shall show the code of the oblast, the city of republican status, the capital by the classifier of administrative-territorial entities (CATE), posted on the official Internet resource of the Committee on Statistics of the Ministry of National Economy of the Republic of Kazakhstan.

9. Column 1 shall reflect the number of assistants involved in interviewing the population for the state targeted social assistance in the reporting period.

10. Column 2 shall specify the number of consultants involved in interviewing the population for state targeted social assistance in the reporting period.

11. Column 3 shall show the number of door-to-door visits to families, recipients of state targeted social assistance in the reporting period.

12. Column 4 shall indicate the number of door-to-door visits to families not being recipients of state targeted social assistance in the reporting period.

13. Column 5 shall reflect the number of families interviewed during the reporting period.

14. Column 6 shall show the number of interviewed families indicated in column 5 during the reporting period. This column shall include columns 7-10.

15. Column 7 shall specify the number of families that have received state targeted social assistance in the form of conditional cash payments over the reporting period.

16. Column 8 shall indicate the number of persons out of the number of families indicated in column 7, who have been granted state targeted social assistance in the form of stated allowance during the reporting period.

17. The number of families to which the state targeted social assistance in the form of unconditional allowance has been granted over the reporting period shall be given in column 9.

18. The number of persons from among families mentioned in column 9 to whom the state targeted social assistance in the form of unconditional allowance has been granted in the reporting period shall be reflected in column 10.

19. Column 11 shall show the number of families whose applications for state targeted social assistance have not been accepted due to excess of the average per capita family income in the reporting period.

20. Column 12 shall specify the number of persons from among the families listed in column 11 whose application documents for targeted state social assistance have not been accepted due to excess of the average per capita family income during the reporting period.

21. Column 13 shall reflect the number of families whose applications for state targeted social assistance have not been accepted due to the applicant's refusal to participate in active employment promotion measures in the reporting period.

22. Column 14 shall indicate the number of persons from among families listed in column 13, whose application documents for receiving state targeted social assistance have not been accepted in connection with the applicant's refusal to participate in active employment promotion measures in the reporting period.

23. The number of families whose application for targeted state social assistance has been rejected due to other reasons not envisaged in this report during the reporting period shall be displayed in column 15.

24. The number of persons from among families listed in column 15 whose application documents for targeted state social assistance have not been accepted due to other reasons not envisaged in the reporting period's form of this report shall be given in column 16.