

On approval of the Rules of awarding bonuses, establishment of incentive allowances to the official salary and provision of material assistance to the heads of state-owned enterprises of the Ministry of Defense of the Republic of Kazakhstan

Unofficial translation

Order of the Minister of Defense of the Republic of Kazakhstan of September 6, 2018 No. 616. Registered with the Ministry of Justice of the Republic of Kazakhstan on September 27, 2018 No. 17438.

Unofficial translation

Footnote. Heading is in the wording by order of the Minister of Defense of the Republic of Kazakhstan dated 16.07.2019 No. 547 (shall be enforced upon expiry of ten calendar days after the day of its first official publication).

In accordance with paragraph 5 of Resolution No. 1193 of the Government of the Republic of Kazakhstan dated December 31, 2015 “On the system of remuneration of civil servants, employees of organizations maintained at the expense of the state budget, employees of state-owned enterprises” **I hereby ORDER:**

1. To approve the attached Bonus Rules, establishment of commercial incentives to official salaries and provision of welfare assistance to the heads of state-owned enterprises of the Ministry of Defense of the Republic of Kazakhstan.

Footnote. Paragraph 1 is in the wording by order of the Minister of Defense of the Republic of Kazakhstan dated 16.07.2019 No. 547 (shall be enforced upon expiry of ten calendar days after the day of its first official publication).

2. In the procedure established by the legislation of the Republic of Kazakhstan the Department of Economics and Finance of the Ministry of Defense of the Republic of Kazakhstan shall:

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

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

3) place this order on the Internet resource of the Ministry of Defense of the Republic of Kazakhstan after its first official publication;

4) within ten calendar days from the date of the state registration, submit the data on execution of the actions provided for in subparagraphs 1), 2) and 3) of this paragraph to the Legal Department of the Ministry of Defense of the Republic of Kazakhstan.

3. Control over the execution of this order shall be entrusted to the First Deputy Minister of Defense - Chief of the General Staff of the Armed Forces of the Republic of Kazakhstan.

4. This order shall be communicated to the official persons in the part that concerns them.

5. This order shall be enforced upon expiry of ten calendar days after the date of its first official publication.

*Minister of Defense
of the Republic of Kazakhstan*

N. Ermekbayev

Approved
by order No. 616 of the
Minister of Defense
of the Republic of Kazakhstan
dated September 6, 2018

Bonus Rules, establishment of commercial incentives to official salaries and the provision of welfare assistance to the heads of state-owned enterprises of the Ministry of Defense of the Republic of Kazakhstan

Footnote. Heading is in the wording by order of the Minister of Defense of the Republic of Kazakhstan dated 16.07.2019 No. 547 (shall be enforced upon expiry of ten calendar days after the day of its first official publication).

Chapter 1. General Provisions

1. These Bonus Rules, establishment of commercial incentives to official salaries and the provision of welfare assistance to the heads of state-owned enterprises of the Ministry of Defense of the Republic of Kazakhstan determine the procedure for bonuses, the establishment of commercial incentives to official salaries and provision of welfare assistance to the heads of state-owned enterprises (hereinafter referred to as the enterprise) of the Ministry of Defense of the Republic of Kazakhstan.

Footnote. Paragraph 1 is in the wording by order of the Minister of Defense of the Republic of Kazakhstan dated 16.07.2019 No. 547 (shall be enforced upon expiry of ten calendar days after the day of its first official publication).

Chapter 2. Terms of bonuses and establishment of commercial incentives to official salaries

Footnote. Heading of Chapter 2 is in the wording by order of the Minister of Defense of the Republic of Kazakhstan dated 16.07.2019 No. 547 (shall be enforced upon expiry of ten calendar days after the day of its first official publication).

2. In order to encourage and improve the performance of the head of the enterprise, bonus payments shall be allowed in the following events:

- 1) proper performance of the functions assigned to the enterprise in accordance with its charter;
- 2) on occasions of anniversaries and holidays.
3. Bonuses shall not be allowed:
 - 1) in the presence of un-lifted disciplinary action;
 - 2) in the event of an employee working for the enterprise less than one month on the day of occurrence of the event;
 - 3) working at a loss over the preceding period.
4. Commercial incentives to official salaries shall be established based on the results of the work of Heads in the following cases:
 - 1) for achievement of profit by enterprise for the previous period;
 - 2) for timely execution of the state order and obligations under the enterprise development plan for the relevant period.

Footnote. Paragraph 4 is in the wording by order of the Minister of Defense of the Republic of Kazakhstan dated 16.07.2019 No. 547 (shall be enforced upon expiry of ten calendar days after the day of its first official publication).

5. Bonuses and commercial incentives to official salaries shall be carried out upon adoption of a positive decision by the Minister of Defense of the Republic of Kazakhstan.

Footnote. Paragraph 5 is in the wording by order of the Minister of Defense of the Republic of Kazakhstan dated 16.07.2019 No. 547 (shall be enforced upon expiry of ten calendar days after the day of its first official publication).

Chapter 3. Conditions for the provision of material assistance

6. The provision of material assistance to the enterprise managers shall be allowed due to the difficult financial situation, namely in the following events:
 - 1) death of family members, close relatives (spouses, parents, children, adoptive parents, adopted children, full and half-siblings, grandparents, grandchildren) or in-law relatives (brothers, sisters, parents and children of spouses) - in the amount of not more than seven base salaries;
 - 2) is excluded by the order of the Minister of Defense of the Republic of Kazakhstan dated 26.11.2020 No. 662 (shall be enforced upon expiry of ten calendar days after the day of its first official publication);
 - 3) property damage caused by unlawful actions committed against him (robbery, theft and others), as well as natural disasters (fire, flood, earthquake and others) - in the amount of not more than five base official salaries;
 - 4) upon marriage, in the amount of not more than four base salaries;
 - 5) at the birth of a child, adoption of children - in the amount of not more than four base official salaries (for each child);
 - 6) upon retirement - in the amount of one official salary.

Footnote. Paragraph 6 as amended by the order of the Minister of Defense of the Republic of Kazakhstan dated 26.11.2020 No. 662 (shall be enforced upon expiry of ten calendar days after the day of its first official publication).

7. Material assistance shall be provided on the basis of an application drawn up in an optional form. The following documents shall be attached to the application:

1) in the event of the death of family members, close relatives (spouses, parents, children, adoptive parents, adopted children, full and half-siblings, grandparents, grandchildren) or in-law relatives (brothers, sisters, parents and children of spouses):

a copy of the identity document of the citizen of the Republic of Kazakhstan;

copies of documents certifying the death of family members, close relatives (spouses, parents, children, adoptive parents, adopted children, full and half-brothers and sisters, grandparents, grandchildren) or in-laws (brothers, sisters, parents and children of spouses);

copies of documents confirming the relation to the deceased;

2) is excluded by the order of the Minister of Defense of the Republic of Kazakhstan dated November 26, 2020 No. 662 (shall be enforced upon expiry of ten calendar days after the day of its first official publication);

3) in the event of property damage inflicted by unlawful actions in relation to him (robbery, theft, and others):

a copy of the identity document of the citizen of the Republic of Kazakhstan;

a copy of the decision on recognition of him as a victim;

in case of property damage due to natural disasters (fire, flood, earthquake and others):

a copy of the identity document of the citizen of the Republic of Kazakhstan;

copies of documents from the law enforcement bodies of the Republic of Kazakhstan confirming the infliction of property damage;

4) upon marriage:

a copy of the identity document of the citizen of the Republic of Kazakhstan of both spouses;

a copy of marriage certificate;

5) at the birth of a child, adoption of children:

a copy of the identity document of the citizen of the Republic of Kazakhstan;

a copy of the birth certificate of the child (children);

copies of documents confirming the adoption of the child (children);

6) upon retirement:

a copy of the identity document of the citizen of the Republic of Kazakhstan;

abstract from the order of dismissal on reaching the retirement age.

Footnote. Paragraph 7 as amended by the order of the Minister of Defense of the Republic of Kazakhstan dated 26.11.2020 No. 662 (shall be enforced upon expiry of ten calendar days after the day of its first official publication).

Chapter 4. The procedure for awarding bonuses, establishing commercial incentives to official salaries and providing welfare assistance

Footnote. The rules are supplemented by Chapter 4 in accordance with the order of the Minister of Defense of the Republic of Kazakhstan dated 16.07.2019 No. 547 (shall be enforced upon expiry of ten calendar days after the day of its first official publication).

8. Bonuses, the establishment of incentive allowances to official salaries and the provision of financial assistance shall be carried out at the expense of savings on the following types of expenses:

1) during the year, not more than 30% of the total savings under the development plan, and in December - in full amount of savings for the year for the following types of expenses:

- travel expenses;
- public utilities;
- electricity;
- heating;
- communication services;
- transport services;
- current repair of fixed assets;
- rent on fixed assets;
- expenses on payment of remuneration (interests) on loans;
- other current expenses;

2) in full amount of savings under the development plan for the following types of expenses:

- wage;
- taxes and other obligatory payments to the budget.

9. For other types of expenses, the direction of savings under the development plan for bonuses, the establishment of incentive allowances to official salaries and the provision of financial assistance shall not be allowed.