

On approval of the Instruction for arranging the computation of the length of service of military personnel of the Armed Forces of the Republic of Kazakhstan and on amendments to Order No. 218 of the Minister of Defense of the Republic of Kazakhstan as of May 20, 2014 “On approval of the Instruction for granting and making pension payments to military personnel”

Invalidated Unofficial translation

Order No. 27 of the Minister of Defense of the Republic of Kazakhstan as of January 17, 2019. Registered with the Ministry of Justice of the Republic of Kazakhstan on January 21, 2019, No. 18216. Abolished by the Minister of Defense of the Republic of Kazakhstan No. 827 dated September 23, 2022.

Unofficial translation

Footnote. Abolished by the Minister of Defense of the Republic of Kazakhstan No. 827 dated September 23, 2022 (effective ten calendar days after the date of its first official publication).

In accordance with subparagraph 19-57) of paragraph 21 of the Regulations on the Ministry of Defense of the Republic of Kazakhstan approved by Decree of the Government of the Republic of Kazakhstan No. 1074 as of August 16, 2001 года, I **hereby ORDER:**

1. To approve the appended Instruction for arranging the computation of the length of service of military personnel of the Armed Forces of the Republic of Kazakhstan.

2. To amend Order No. 218 of the Minister of Defense of the Republic of Kazakhstan as of May 20, 2014 “On approval of the Instruction for granting and making pension payments to military personnel” (registered in the State Registration Register of Regulatory Legal Acts under No. 9527, published in the “Adilet” legal information system on July 4, 2014) as follows:

In the Instruction for granting and making pension payments to military personnel approved by this Order:

paragraphs 3 – 7 shall be deleted;

subparagraph 1) of paragraph 9 shall be set forth as follows:

“1) the original computation of the length of service for retirement in accordance with the form prescribed by Appendices 1 – 4 of the Instruction for arranging the computation of the length of service of military personnel of the Armed Forces of the Republic of Kazakhstan, drawn up by the Center”;

Appendix 1 shall be deleted.

3. In accordance with the procedure established by the legislation of the Republic of Kazakhstan, the Center for Pension Provision of the Ministry of Defense of the Republic of Kazakhstan shall:

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

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

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

4) within ten working days of the state registration of this order, submit information on the implementation of measures, 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.

4. The control over the execution of this order shall be assigned to the vice-minister of defense of the Republic of Kazakhstan, A.B.Skakov.

5. This order shall be brought to the notice of officials to the extent it is applicable to them.

6. This order shall take effect ten calendar days after its first official publication.

*Minister of Defense of
the Republic of Kazakhstan*

N. Yermekbayev

Approved by
Order № 27 as of January 17, 2019
of the Minister of Defense of the
Republic of Kazakhstan

Instruction for arranging the computation of the length of service of military personnel of the Armed Forces of the Republic of Kazakhstan

1. This Instruction for arranging the computation of the length of service of military personnel of the Armed Forces of the Republic of Kazakhstan (hereinafter referred to as the Instruction) is developed in accordance with subparagraph 19-57) of paragraph 21 of the Regulations on the Ministry of Defense of the Republic of Kazakhstan approved by Government Decree No. 1074 as of August 16, 2001 and details the procedure for arranging the computation of the length of service of military personnel subject to retirement from military service.

2. The computation of the length of service of military personnel is arranged by:

1) the Center for Pension Provision of the Ministry of Defense of the Republic of Kazakhstan (hereinafter referred to as the Center);

2) authorities of the military command, military units and institutions.

3. To compute the length of service, the personal file of a military serviceman (servicewoman) shall be sent to the Center 6 months before the expected date of retirement after the service's confirmation.

4. The military serviceman's (servicewoman's) service in a military unit (state institution) shall be confirmed by the head of the personnel department (responsible for personnel work) – with regard to officers, by the manning body (responsible for maintaining personal records of sergeants (petty officers), soldiers (seamen)) with regard to sergeants (petty officers), soldiers (seamen).

Before sending personal files, all periods of military service indicated in the service record, as well as entries entitling to preferential computation of the length of service for retirement, are checked and compared with the data of certification and additional documents and confirmed by orders or relevant documents.

5. To confirm the service, it is necessary to make an entry in the service record of a personal file, which shall be certified by the signature of an authorized official of the governing body, the official seal with the date of confirmation. This entry contains all calendar periods of service, as well as periods taken into account on preferential terms.

An entry confirming the service shall read as follows:

"I confirm my service in the Armed Forces from " _ " __ :

in the Soviet Army from " _ " __ to " _ " __ ;

in foreign Armed Forces from " _ " __ to " _ " __ ;

in law enforcement agencies of the Republic of Kazakhstan from " _ " __ to " _ " __ ;

in the Armed Forces of the Republic of Kazakhstan from " _ " __ to " _ " __ ;

including periods for preferential computation from " _ " __ to " _ " __ ;

from " _ " __ to " _ " __ ;

from " _ " __ to " _ " __ .

6. The length of service of a military serviceman (servicewoman) retiring from military service shall be computed on the basis of the first copy of the personal file, which contains such documents as:

1) service record;

2) extracts from orders of the heads of units, or extracts from the archives confirming the service, including that on preferential terms;

3) a document confirming compulsory military service (the original and/or copy of a military ID or a certificate issued by a local military command authority);

4) documents confirming service in other state bodies or in the Armed Forces of other countries, including that on preferential terms;

5) the original of the work-record book and its copy (given work record), copies of the diploma, secondary school diploma and certificate of education, children's birth certificates (for female military personnel), and other documents confirming labor activity;

6) given work record after January 1, 1998, it is necessary to provide documents confirming the transfer of mandatory pension contributions.

7. The length of service of a military serviceman (servicewoman) with account of preferential terms is computed on the basis of such documents as:

1) extracts from orders on the arrival of a military serviceman (servicewoman) in the area and his/her departure from this area - in remote areas, as well as in areas with severe climatic conditions;

2) extracts from orders indicating the height of the area above sea level, or certificates from the authorized body for geodesy and cartography on the height of the area above sea level - in highlands;

3) extracts from orders on meeting flying time standards approved by Order of the Minister of Defense of the Republic of Kazakhstan No. 383 as of July 7, 2015 "On approval of the Instruction for determining the conditions for computing the length of service for flight personnel of the Armed Forces of the Republic of Kazakhstan on preferential terms when granting a pension" (registered in the State Registration Register of Regulatory Legal Acts under No. 11901) - for flight operations in air forces ;

4) extracts from orders on meeting parajumping standards – with regard to positions where the performance of duties involves regular parajumping.

8. Extracts from orders in the personal file of a military serviceman (servicewoman) serving (who served) in the highlands shall indicate the altitude above sea level at which the unit where the serviceman (servicewoman) serves (served) is stationed.

9. In the absence of extracts from orders, the periods of service of a military serviceman (servicewoman) can be confirmed by extracts from the archives in accordance with Decree of the Government of the Republic of Kazakhstan No. 576 as of September 20, 2018 "On approval of the Rules for replenishment, storage, recording and using documents of the National Archival Fund and other archival documents by state and special state archives" (registered in the State Registration Register of Regulatory Legal Acts under No. 125395).

10. Copies of documents are certified in the manner prescribed by Article 34 of the Law of the Republic of Kazakhstan "On Notaries" as of July 14, 1997.

11. The Center, within 5 working days of receipt of the personal file of a military serviceman (servicewoman), computes his/her length of service for pension payments.

The computation of the length of service with account of work record to decide on the entitlement to pension payments is made on the day the military serviceman (

servicewoman) is removed from the lists of a unit in connection with his/her retirement

12. In case the received personal file is incomplete, the Center shall notify the unit thereof within 1 working day, indicating the need to provide the missing documents. Within 3 working days, the units shall send the necessary documents specified in the notification to the Center.

13. When computing the length of service (work record), the start date of the eligibility period shall be indicated according to the actual start date, and the end date - according to the date following the day of the end of the eligibility period. When summing the periods included in the length of service for granting pensions, it is necessary to bear in mind that a year consists of 365 days, and a month – of 30 days, regardless of the actual number of days in a year in question.

14. The beginning of the officer's term of service called to military service from the reserve shall be fixed as the date of issuance of the conscription order by a local military command body or the date of the officer's departure to the designated duty station.

15. All calendar periods of military service and periods of eligibility for the length of service on preferential terms, as well as the total length of service for retirement, shall be indicated in the computation separately.

16. If the length of service and/or total work record of a military serviceman (servicewoman) at the time of computing the length of service for pension payments is less than 25 years, it is necessary to make an entry in the computation on the ineligibility for pension payments for the length of service, in accordance with paragraph 1 of Article 64 of the Law of the Republic Kazakhstan "On Pension Provision in the Republic of Kazakhstan" as of June 21, 2013.

The computation can also contain entries regarding documents for computing the length of service.

17. The computation of the length of service shall be signed by authorized officials of the Center, certified by the official seal of the Center with the assignment of a serial number.

When a military serviceman (servicewoman) retires, the final computation of the length of service is made on the day of his/her removal from the list of the unit. The results are displayed on the back of the computation sheet and it is necessary to affix the stamp "As of " __ " _____ 20__, the total work record is __ years __ months __ days, of which: the length of service is __ years __ months __ days, including those in calendar terms __ years __ months __ days, the work record is __ years __ months __ days, including those in calendar terms __ years __ months __ days. "

18. The length of service for retirement is computed in a single copy in the form prescribed by Appendices 1-4 to this Instruction and recorded in the personal files' register in accordance with Appendix 5 to this Instruction.

If the computation of the length of service is lost, the Center shall issue a duplicate of the computation of the length of service on the basis of a personal file and materials from an official investigation into the fact of the computation's loss by the appointed official.

19. The length of service of a military serviceman (servicewoman) without a work record before conscription is computed in accordance with the form in Appendix 1 to this Instruction.

20. After the computation of the length of service for retirement and affixing the stamp "The calculation of the length of service was made by the Pension Provision Center of the Ministry of Defense of the Republic of Kazakhstan", the Center returns personal files to the unit of the military serviceman's (servicewoman's) current service.

21. The approved computation of the length of service for pension payment is valid for 1 year from the date of its compilation; in case of the military serviceman's (servicewoman's) transfer to a new duty station, which affects the length of service, it shall be revised.

22. After the personal file's arrival at the unit, the responsible official shall familiarize the military serviceman (servicewoman) with the computation of his/her length of service against his/her signature. In case of the military serviceman's (servicewoman's) disagreement with the computation of the length of service, his/her objection shall be considered within 1 month of the computation's receipt.

23. In the event that the continuous length of service of a military serviceman (servicewoman) is less than 12 years and 6 months, the length of service shall be computed without taking into account his/her work record prior to conscription.

In case of the personal file's resubmission for computing the length of service, the previous computation of the length of service shall be replaced by the new computation, which is attached to the personal file and the first page of the service record shall contain the entry about the date of the re-computation and signature of an authorized person of the Center.

24. The work record of a military serviceman (servicewoman) before conscription is computed on the basis of the following documents:

1) the original work-record book and its copy (given labor activity before January 1, 1998), copies of a diploma, secondary school diploma, birth certificates of children, a court order, or an extract from the archives confirming labor activity.

Information on labor activity before conscription must resemble the data in the corresponding section of the service record of the personal file;

2) the turnover sheet on the depositor's transit accounts confirming the transfer of mandatory pension contributions (given labor activity after January 1, 1998).

In the absence of documents confirming the transfer of mandatory pension contributions given labor activity after January 1, 1998, it is necessary to add a certificate of the employer's state registration from the relevant authorities to the documents confirming the work record.

25. In the absence of the start date of studies in a diploma or certificate of education before conscription, to compute the work record, September 1 is fixed as the start date of an academic year.

26. If a military serviceman (servicewoman) is a member of a collective farm, his/her work record is in direct proportion to the fulfillment of annual labor norms (workdays) established by the collective farm's board. In case of a failure to fulfill the annual norm of workdays, the work record is computed by determining the percentage of fulfilling this norm and deriving the number of days of the work record based on the number of days in a year (365 days).

27. The period of residence of spouses of military personnel (except for compulsory-duty servicemen (servicewomen) in areas with the lack of employment opportunities in the specialty shall be confirmed by such documents as:

1) a certificate of family composition;

2) a certificate issued by a military unit (institution) confirming the spouses' living together in a given populated locality and lack of employment opportunities in accordance with the form in Appendix 6 to this Instruction;

3) a certificate from the Employment Center on registration as an unemployed and the lack of employment opportunities in the specified specialty with an indication of the area.

28. The length of service of a military serviceman (servicewoman) with the work record before conscription is computed in accordance with the form in Appendices 2-4 to this Instruction.

29. The length of service of a military serviceman (servicewoman) with the work record before conscription and subject to preferential computation is executed in accordance with the form in Appendix 3 to this Instruction.

Appendix 1 to
the Instruction for arranging the
computation of the length of service of
military personnel of the Armed Forces of
the Republic of Kazakhstan
Form

Computation of the length of service for retirement

Military rank, surname, name and patronymic (if any) of a military serviceman (servicewoman)							

Date, month and year of birth		years	months	days		years	months	days
1 . Calendar term of service	Total:				2) One month of service equal to two months	Total:		
	Total:					Total:		
	Total:					Total:		
	Total:					Total:		
	Sum total:					Sum total:		
2. Periods of service included on preferential terms	Total:					Total:		
	Total:					Total:		
1) one month of service equal to three months	Total:				3) One month of service equal to a month and a half	Total:		
	Total:					Total:		
	Total:					Total:		
	Total:					Total:		
	Total:					Sum total:		
	Total:				Period included in the length of service			
	Sum total:				TOTAL length of service			
	Period included in the length of service				Number of full years for pension			

"__" _____ 20__ Head of the Pension Provision Center of
the Ministry of Defense of the Republic of Kazakhstan
Specialist of the Service _____

Head of the Service _____

I have read and understood the computation _____ (agree, disagree)
signature delete as applicable

Appendix 2 to
the Instruction for arranging the
computation of the length of
service of military personnel of the
Armed Forces of the Republic of
Kazakhstan
Form

Computation of the length of service for retirement with account of work record

Date, month and year of birth		years	months	days		years	months	days
1. Calendar term of service	Total:				3. Work record	Total:		
	Total:					Total:		
	Total:					Total:		
	Total:					Total:		
	Total:					Total:		
	Total:					Total:		
	Sum total:					Sum total:		
2. Periods of service included on preferential terms	Total:				3. Work record included on preferential terms	Total:		
	Total:					Total:		
	Total:					Total:		
1) One month of service equal to a month and a half	Total:				Total record of service	Total:		
	Total:					Sum total:		
	Sum total:					Work record included on preferential terms		
	Period included in the length of service					Total work record		
Total length of service				Number of full years for pension				

"__" _____ 20__ Head of the Pension Provision Center of
the Ministry of Defense of the Republic of Kazakhstan
Specialist of the Service _____

Head of the Service _____

I have read and understood the computation _____ (agree, disagree)
signature delete as applicable

Appendix 4 to
the Instruction for arranging the
computation of the length of
service of military personnel of the

Computation of the length of service for retirement

Military rank, surname, name and patronymic (if any) of a military serviceman (servicewoman)								
Date, month and year of birth		years	months	days		years	months	days
1. Calendar term of service	Total:				3. Work record	Total:		
	Total:					Total:		
	Total:					Total:		
	Total:					Total:		
	Total:					Total:		
	Sum total:					Sum total:		
2. Periods of service included on preferential terms	Total:				2) One month of service equal to a month and a half	Total:		
	Total:					Total:		
1) One month of service equal to three months	Total:				Period included in the length of service	Total:		
	Total:					Total:		
	Total:					Sum total:		
	Sum total:				TOTAL length of service			
	Period included in the length of service				Number of full years for pension			

"__" _____ 20____ Head of the Pension Provision Center of
the Ministry of Defense of the Republic of Kazakhstan
Specialist of the Service _____

Head of the Service _____

I have read and understood the computation _____ (agree, disagree)
signature delete as applicable

Issued to _____

(surname, name, patronymic (if any))

to confirm that he/she from _____ to _____

lived together with his/her spouse, _____

(military rank, surname, name, patronymic (if any) of the spouse

_____ who
served in

_____ and had no possibility

(military unit (institution) with the indication of the area)

to work in his/her specialty in this garrison.

Commander of the military unit (head of the institution) _____

Stamp here