



On approval of the Rules for issuing a service certificate of the Ministry of Healthcare of the Republic of Kazakhstan and its description

Unofficial translation

Order of the Minister of Healthcare of the Republic of Kazakhstan dated March 19, 2019 № KR MHC-12. Registered in the Ministry of Justice of the Republic of Kazakhstan on March 29, 2019 № 18441.

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In accordance with paragraph 4 of Article 30 of the Law of the Republic of Kazakhstan dated November 23, 2015 "On the Civil Service of the Republic of Kazakhstan", **I ORDER:**

1. To approve:

1) The Rules for issuing a service certificate of the Ministry of Healthcare of the Republic of Kazakhstan in accordance with Appendix 1 to this order;

2) description of the service certificate of the Ministry of Healthcare of the Republic of Kazakhstan in accordance with Appendix 2 to this order.

2. The Department of personnel management of the Ministry of the Republic of Kazakhstan in the manner established by the legislation shall ensure:

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

2) within ten calendar days from the date of state registration of this order in the Ministry of Justice of the Republic of Kazakhstan, sending its copy in paper and electronic form in the Kazakh and Russian languages to the Republican state enterprise on the right of economic management "Republican Center for Legal Information" for official publication and inclusion to the Standard control bank of regulatory legal acts of the Republic of Kazakhstan;

3) placement of this order on the Internet resource of the Ministry of Healthcare of the Republic of Kazakhstan;

4) within ten working days after the state registration of this order in the Ministry of Justice of the Republic of Kazakhstan submission of information on implementation of measures provided for in subparagraphs 1), 2) and 3) of this paragraph to the Department of legal service of the Ministry of Healthcare of the Republic of Kazakhstan.

3. Control over execution of this order shall be assigned to the chief of staff of the Ministry of Healthcare of the Republic of Kazakhstan.

Footnote. Paragraph 3 - as amended by the order of the Minister of Healthcare of the Republic of Kazakhstan dated 15.03.2021 No. ҚР ДСМ-22 (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

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

Rules for issuing a service certificate of the Ministry of Healthcare of the Republic of Kazakhstan

Chapter 1. General provisions

1. These Rules for issuing a service certificate of the Ministry of Healthcare of the Republic of Kazakhstan (hereinafter – the Rules) shall determine the Rules for issuing a service certificate of the Ministry of Healthcare of the Republic of Kazakhstan (hereinafter – the Ministry).

2. A service certificate of an administrative civil servant of corps “A”, a head of subordinate organization (hereinafter referred to as the Service certificate) is a document confirming their position and official powers.

Footnote. Paragraph 2 - as amended by the order of the Minister of Healthcare of the Republic of Kazakhstan dated 15.03.2021 No. ҚР ДСМ-22 (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

3. A service certificate corresponds to the description approved by the Ministry.

4. A certificate without proper registration, with an expired validity period, blotches and erasures shall be considered invalid.

Chapter 2. Rules for issuing a service certificate

5. A service certificate shall be issued signed by the Minister of Healthcare of the Republic of Kazakhstan – to the chief of staff of the Ministry of Healthcare of the Republic of Kazakhstan, chairmen of Committees, heads of subordinate organizations.

Footnote. Paragraph 5 - as amended by the order of the Minister of Healthcare of the Republic of Kazakhstan dated 15.03.2021 No. ҚР ДСМ-22 (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

6. Service certificates shall be issued to the employees upon appointment to a position, changing a position, expiration, loss, or damage of a previously issued certificate.

Persons first employed for registration and obtaining a new service certificate must submit to the HR department (further – HR) a colour photograph of size 3 x 4 cm, a photo is pasted into the service certificate.

When receiving a service certificate, the employees sign in the registration journal for issuing a service certificate of an administrative civil servant of corps “A”, the head of a

subordinate organization of the Ministry of Healthcare of the Republic of Kazakhstan in the form according to Appendix 2 to these Rules (hereinafter referred to as the registration journal).

Footnote. Paragraph 6 as amended by the order of the Minister of Healthcare of the Republic of Kazakhstan dated 15.03.2021 No. ҚР ДСМ-22 (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

7. Service certificates and registration journal shall be stored in the safe of HR department

Footnote. Paragraph 7 - as amended by the order of the Minister of Healthcare of the Republic of Kazakhstan dated 15.03.2021 No. ҚР ДСМ-22 (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

8. When presenting a service certificate, the HR department provides an explanation on its use and the procedure for its storage.

When replacing a service certificate provided for in paragraph 6 of these Rules, a previously issued service certificate shall be withdrawn by the employees of the HR department responsible for issuing a service certificate.

Footnote. Paragraph 8 - as amended by the order of the Minister of Healthcare of the Republic of Kazakhstan dated 15.03.2021 No. ҚР ДСМ-22 (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

9. Annually, as of January 1, the HR department verifies the compliance of service certificates with their registration details.

Footnote. Paragraph 9 - as amended by the order of the Minister of Healthcare of the Republic of Kazakhstan dated 15.03.2021 No. ҚР ДСМ-22 (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

10. General control over the procedure for filling out, registration, accounting, issuance, storage and destruction of service certificates shall be carried out by the employees of the HR department.

Footnote. Paragraph 10 - as amended by the order of the Minister of Healthcare of the Republic of Kazakhstan dated 15.03.2021 No. ҚР ДСМ-22 (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

11. In case of loss or damage of a service certificate, its owner shall immediately notify the HR department in written (in any format) form, submit an advertisement to the media.

Footnote. Paragraph 11 - as amended by the order of the Minister of Healthcare of the Republic of Kazakhstan dated 15.03.2021 No. ҚР ДСМ-22 (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

12. For each fact of loss or damage of a service certificate, as well as transferring it to other persons or using it for other purposes, the HR department shall conduct an internal

investigation within ten working days from the date of issuance of the order on conducting an internal investigation, as a result of which the disciplinary commission of the Ministry considers an issue on bringing the guilty persons to disciplinary responsibility.

Footnote. Paragraph 12 - as amended by the order of the Minister of Healthcare of the Republic of Kazakhstan dated 15.03.2021 No. ҚР ДСМ-22 (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

13. Lost service certificates shall be declared invalid through the mass media, and the HR department is informed thereof. A new service certificate instead of the lost one shall be issued by the HR department after an internal investigation."

Footnote. Paragraph 13 - as amended by the order of the Minister of Healthcare of the Republic of Kazakhstan dated 15.03.2021 No. ҚР ДСМ-22 (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

14. Upon dismissal, an employee passes the service certificate to the HR. On the bypass sheet, when passing the certificate, the signature of the person responsible for issuing the service certificate shall be put.

Footnote. Paragraph 14 - as amended by the order of the Minister of Healthcare of the Republic of Kazakhstan dated 15.03.2021 No. ҚР ДСМ-22 (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

15. Service certificates passed by the employees upon dismissal or damage, once a year shall be subject to destruction with drawing up a corresponding act of destruction in any form.

Appendix 2
to the Rules of issuing a service
certificate of the Ministry of
Healthcare of the Republic of
Kazakhstan

Registration journal of issuing a service certificate of an administrative civil servant of corps "A", head of subordinate organization of the Ministry of Healthcare of the Republic of Kazakhstan

Footnote. Appendix - as amended by the order of the Minister of Healthcare of the Republic of Kazakhstan dated 15.03.2021 No. ҚР ДСМ-22 (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

No.	No. of a service certificate	Date of issuance	Issued to Surname, name, patronymic (if any)	Place of work and position	Signature of the employee in obtaining the certificate	Mark on return	Mark on destruction
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Note: Registration journal of issuing a service certificate of an administrative civil servant of corps "A", head of subordinate organization of the Ministry of Healthcare of the Republic of Kazakhstan shall be laced, numbered and certified with the signature and a seal of the employee of the HR department.

Appendix 3

Description of a service certificate of the Ministry of Healthcare of the Republic of Kazakhstan

Footnote. Appendix 2 - as amended by the order of the Minister of Healthcare of the Republic of Kazakhstan dated 15.03.2021 No. ҚР ДСМ-22 (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

1. The cover of a service certificate consists of a high-quality leather substitute in turquoise color, size 19.5 cm x 6.5 cm (in the unfolded state).
2. An image of the State Emblem of the Republic of Kazakhstan of golden color is on the front side of the card at the centre, below an inscription with the printed font is made "ҚАЗАҚСТАН РЕСПУБЛИКАСЫ ДЕНСАУЛЫҚ САҚТАУ МИНИСТРЛІГІ".
3. On the inside of the certificate, a blue protective tangir is depicted on a white background using the State Emblem of the Republic of Kazakhstan. In the upper part there are inscriptions "ҚАЗАҚСТАН РЕСПУБЛИКАСЫ ДЕНСАУЛЫҚ САҚТАУ МИНИСТРЛІГІ", "MINISTRY OF HEALTH OF THE REPUBLIC OF KAZAKHSTAN"; separated from the text by a red chop stripe.
4. On the left side: photo (full face, color) size 3.5 x 4.5 cm, number of a service certificate, surname, name, patronymic, position of an employee in the Kazakh language, certified by the signature of the Minister of Healthcare of the Republic of Kazakhstan and the official seal.
5. On the right side: an image of the State Emblem of the Republic of Kazakhstan under the emblem there is a black inscription "ҚАЗАҚСТАН РЕСПУБЛИКАСЫ/ THE REPUBLIC OF KAZAKHSTAN", number of a service certificate, surname, name, patronymic, position of an employee in the Russian language. The validity period of the certificate (issued for a period of two years) is indicated below.