



## **On approval of the Rules for issuance of a service certificate of the Ministry of Information and Social Development of the Republic of Kazakhstan and its description**

### *Unofficial translation*

Order of the Minister of Information and Social Development of the Republic of Kazakhstan dated November 12, 2019 No. 433. Registered with the Ministry of Justice of the Republic of Kazakhstan on November 14, 2019 No. 19593.

Unofficial translation

In accordance with clause 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 HEREBY ORDER:**

1. To approve:

1) The Rules for issuance of a service certificate of the Ministry of Information and Social Development of the Republic of Kazakhstan, according to Appendix 1 to this order;

2) description of a service certificate of the Ministry of Information and Social Development of the Republic of Kazakhstan, according to Appendix 2 to this order.

2. To recognize as invalid certain orders of the Minister of Information and Communications of the Republic of Kazakhstan, Minister for Religious Affairs and Civil Society of the Republic of Kazakhstan and Minister of Social Development of the Republic of Kazakhstan according to Appendix 3 to this order.

3. Human Resources Department of the Ministry of Information and Social Development of the Republic of Kazakhstan in accordance with the procedure, established by the legislation of the Republic of Kazakhstan, shall ensure:

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

2) placement of this order on the Internet resource of the Ministry of Information and Social Development of the Republic of Kazakhstan, after its official publication.

4. Control over execution of this order shall be entrusted to the executive secretary of the Ministry of Information and Social Development of the Republic of Kazakhstan.

5. This order shall come into force from the day of its first official publication.

*Minister*

*D. Abayev*

Appendix 1  
to the order of the  
Minister of Information  
and Social Development  
of the Republic of Kazakhstan  
dated November 12, 2019 No. 433

# **Rules for issuance of a service certificate of the Ministry of Information and Social Development of the Republic of Kazakhstan**

## **Chapter 1. General provisions**

1. These Rules for issuance of a service certificate of the Ministry of Information and Social Development of the Republic of Kazakhstan (hereinafter referred to as the Rules) shall determine the procedure of issuance of a service certificate of the Ministry of Information and Social Development of the Republic of Kazakhstan (hereinafter referred to as the Ministry).

2. A service certificate of an employee (hereinafter referred to as the service certificate) is a document confirming his/her public position at the Ministry and the committees of the Ministry.

3. A service certificate complies with the description, approved by this order.

4. A service certificate with expired validity, crossed out words and erasures shall be considered invalid.

## **Chapter 2. Procedure for the issuance of a service certificate**

5. The service certificate for the chief of the apparatus and the chairpersons of the committees of the Ministry shall be issued under the signature of the Minister of Information and Social Development of the Republic of Kazakhstan.

**Footnote. Paragraph 5 - as reworded by Order No. 283 of the Acting Minister of Information and Social Development of the Republic of Kazakhstan dated 10.08.2021 (shall come into effect ten calendar days after the date of its first official publication).**

6. Service certificates are issued to employees upon appointment to a position, change of position, after the expiration of the term, loss, as well as damage to a previously issued certificate.

7. A record of the issuance and return of the service certificate shall be kept by the Personnel Management Office of the Personnel Management Department of the Ministry (hereinafter referred to as the PMO).

The chief of the apparatus and chairpersons of the committees of the Ministry shall submit two 3x4 cm colour photographs to the personnel office to obtain a new service certificate. One photograph shall be affixed to the service certificate and the other one shall be affixed to the register of issuance of the service certificate of public servants (hereinafter referred to as the register) in the form annexed hereto.

Employees shall sign for their service certificate in the register for the issue of service certificates.

**Footnote. Paragraph 7 - as reworded by Order No. 283 of the Acting Minister of Information and Social Development of the Republic of Kazakhstan dated 10.08.2021 (shall be enacted ten calendar days after the date of its first official publication).**

8. Service certificates and the register shall be stored in a safe of the PMD.

9. In the case of replacement of the service certificate provided for in paragraph 6 hereof, the previously issued service certificate shall be withdrawn and an entry shall be made in the logbook by the PMO officer responsible for issuing the service certificate, and the signature of the officer who surrendered the service certificate shall be affixed.

**Footnote. Paragraph 9 - as reworded by Order No. 283 of the Acting Minister of Information and Social Development of the Republic of Kazakhstan dated 10.08.2021 (shall enter into force ten calendar days after the date of its first official publication).**

10. The head of the PMD shall carry out general control over the procedure for filling out, processing, accounting, issuing, storing and destroying service certificates.

11. In the event of a loss or damage to a service certificate, its owner shall immediately notify the PMD in writing (free) form, submit an announcement to the media about the loss and invalidation of the service certificate indicating the surname, name, patronymic (if any), position of the employee, numbers of the service certificate.

12. For each fact of deliberate loss, damage of an official ID, as well as its transfer to other persons or use for other purposes, the issue of bringing the perpetrators to disciplinary responsibility shall be considered.

13. Lost service certificates are declared void through the media and the employee is informed by the PMD. The PMD is issued a new service certificate to replace the lost one after the announcement was released in the media, as well as the issue of disciplining the perpetrators.

14. Upon termination of employment, the employee submits his / her service certificate to the PMD.

On the bypass sheet when submitting the certificate, the signature of the person responsible for issuing the service certificate is put.

15. Service certificates handed over by employees upon dismissal or damage, once a year are subject to destruction with the preparation of an appropriate act of destruction in any form

Appendix  
to the Rules for issuance of a  
service certificate of the Ministry  
of Information and Social  
Development of the  
Republic of Kazakhstan  
Form

**Register of the issuance of a service certificate of civil servants of the Ministry of Information and Social Development of the Republic of Kazakhstan**

		Item number of	Who is issued to: surname,		Signature of the			
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No.	Photograph	the service certificate	Date of issue	name, patronymic (if any) of a n employee	Position	employee on receipt of the certificate	Mark on return	Mark on destruction
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Note: The register of the issuance of service certificates of civil servants of the Ministry of Information and Social Development of the Republic of Kazakhstan is tied up, numbered and certified by the signature of the PMD head and the seal of the Personnel Management Department of the Ministry.

Appendix 2  
to the order of the  
Minister of Information  
and Social Development  
of the Republic of Kazakhstan  
dated November 12, 2019 No. 433

### **Description of a service certificate of the Ministry of Information and Social Development of the Republic of Kazakhstan**

1. The cover of the service card consists of high-quality eco-leather or leatherette, dark blue, measuring 19 cm x 6.5 cm (unfolded).

2. On the front side of the service card, in the center, there is an image of the State Emblem of the Republic of Kazakhstan in golden color, below in the typographic font there is an inscription "KÝÁLIK".

3. The white background on the inside of the service certificate shall bear a protective blue tangir using a hidden sun shape and a soaring eagle in a circle.

The service certificate of the Ministry of Information and Social Development of the Republic of Kazakhstan (hereinafter the Ministry) shall bear the inscriptions “QAZAQSTAN RESPÝBLIKASY AQPAPAT JÁNE QOÓGAMDYQ DAMÝ MINISTRIGI”,

“MINISTRY OF INFORMATION AND SOCIAL DEVELOPMENT OF THE REPUBLIC OF KAZAKHSTAN” on its upper part.

The service certificate of the committees of the Ministry shall include the inscriptions “AQPAPAT KOMITETI”, “INFORMATION COMMITTEE”, “AZAMATTYQ QOÓGAM ISTERI KOMITETI”, “COMMITTEE ON CIVIL PROPERTY” as an additional line in the service certificate, “JASTAR JÁNE OTBASY ISTERI KOMITETI”, “COMMITTEE FOR YOUTH AND FAMILY AFFAIRS”, “DIN ISTERI KOMITETI”, “COMMITTEE FOR RELIGIOUS AFFAIRS”, “ETNOSARALYQ QATYNASTARDY DAMYTÝ KOMITETI”, “COMMITTEE FOR DEVELOPMENT OF INTERETHNIC RELATIONS”. On the left side : 3x4 cm photograph (full-face, colour), service certificate number, text in the national language, signed by the minister and stamped with the official seal. On the right side: the image of the National Emblem of the Republic of Kazakhstan, under the emblem is an azure-coloured inscription “QAZAQSTAN”, the number of the service certificate and text in

the Russian language. The validity period of the certificate (issued for a maximum of two years) shall be indicated below).

**Footnote. Paragraph 3 - as reworded by Order No. 283 of the Acting Minister of Information and Social Development of the Republic of Kazakhstan dated 10.08.2021 (shall take effect ten calendar days after the date of its first official publication).**

Appendix 3  
to the order of the  
Minister of Information  
and Social Development  
of the Republic of Kazakhstan  
dated November 12, 2019 No. 433

### **List of certain invalidated orders**

1) order of the Minister of Information and Communications of the Republic of Kazakhstan dated October 17, 2016 No. 210 "On approval of the Rules for issuance of a service certificate of the Ministry of Information and Communications of the Republic of Kazakhstan and its description" (registered with the Register of State Registration of Regulatory Legal Acts under No. 14433, published on December 5, 2016 in "Adilet" Information and Legal System of Regulatory Legal Acts of the Republic of Kazakhstan);

2) order of the Minister of Religious Affairs and Civil Society of the Republic of Kazakhstan dated February 23, 2017 No. 18 "On approval of the Rules for issuance of a service certificate of the Ministry of Social Development of the Republic of Kazakhstan and its description" (registered with the Register of State Registration of Regulatory Legal Acts under No. 14913, published on March 30, 2017 in the Reference Control Bank of Regulatory Legal Acts of the Republic of Kazakhstan);

3) order of the Minister registered with the Register of State Registration of Regulatory Legal Acts under No. of the Republic of Kazakhstan dated November 29, 2018 No. 01-01/79 "On amendments to the orders of the Minister of Religious Affairs and Civil Society of the Republic of Kazakhstan dated February 23, 2017 No. 18 " On approval of the Rules for issuance of a service certificate of the Ministry of Social Development of the Republic of Kazakhstan and its description " and dated March 12, 2018 No. 22 "On approval of the Methodology for assessing the activities of administrative civil servants of corps "B" of the Ministry of Religious Affairs and Civil Society of the Republic of Kazakhstan" (registered with the Register of State Registration of Regulatory Legal Acts under No. 17859, published on December 12, 2018 in the Reference Control Bank of Regulatory Legal Acts of the Republic of Kazakhstan).