



**On approval of natural norms for the provision of organisational equipment and office supplies to the National Guard of the Republic of Kazakhstan**

*Unofficial translation*

Order No. 55 of the Minister of Internal Affairs of the Republic of Kazakhstan dated January 27, 2020. Registered with the Ministry of Justice of the Republic of Kazakhstan on January 31, 2020 under No. 19965

*Unofficial translation*

In conformity with paragraph 2 of Article 69 of the Budget Code of the Republic of Kazakhstan dated December 4, 2008 **I HEREBY ORDER:**

1. That the enclosed natural norms for the provision of organisational equipment and office supplies to the National Guard of the Republic of Kazakhstan shall be approved.
2. That, in compliance with the procedure established by the legislation of the Republic of Kazakhstan, the Chief Command of the National Guard of the Republic of Kazakhstan ( Zhaksylykov R.F.) shall:
  - 1) ensure state registration hereof with the Ministry of Justice of the Republic of Kazakhstan;
  - 2) provide posting hereof on the official website of the Ministry of Internal Affairs of the Republic of Kazakhstan
  - 3) within ten working days after state registration hereof with the Ministry of Justice of the Republic of Kazakhstan, submit to the Legal Department of the Ministry of Internal Affairs of the Republic of Kazakhstan the information on execution of the activities specified in subparagraphs 1) and 2) of this paragraph.
3. That Lieutenant General R.F. Zhaksylykov, the Chief Command, shall be in charge of the execution of this order.
4. That this order shall be put into effect ten calendar days after the day of its first official publication.

*Minister of Internal Affairs  
of the Republic of Kazakhstan*

*Y. Turgumbayev*

A G R E E D B Y

M i n i s t r y o f F i n a n c e

o f t h e R e p u b l i c o f K a z a k h s t a n

-----  
" " \_\_\_\_\_ 2020

Approved by  
order of the Minister of Internal Affairs  
of the Republic of Kazakhstan

# Natural norms for the provision of organisational equipment and office supplies to the National Guard of the Republic of Kazakhstan

No	Name of the natural norm	Unit of measurement of the natural norm	Norm in quantitative terms	Operating time (year)	(Scope of application of the natural norms)	Characteristics specifying the definition and application of natural norms
1	2	3	4	5	6	7
Chapter 1: Organisational technology						
Paragraph 1: Copying equipment						
1	Copying machine	piece	2	7	For units of the secretariat of the National Guard Chief Command (hereinafter: NGCC) and one unit of the secret offices of the Regional Commands (hereinafter: RGC).	Designed to produce a copy of documents, photographs, drawings and other two-dimensional images on paper and other materials.
Paragraph 2: Auxiliary equipment						
2	Electric drill	piece	1	5	For the NGCC secretariat, the Special State Archive of the National Guard (hereinafter referred to as SSA-NG), the secret departments of the RGC, formations, brigades, military units (hereinafter referred to as MU) and military training institutions (hereinafter referred to as MTI).	Intended for drilling holes. Used for stitching and restoring case documents.
3	Dust collector (compressor)	piece	1	5	SSA NG, NG, MTI.	To carry out the dedusting of archives, archive boxes and storage media.
4	Scale	piece	1	5	For units of the SSA NG secretariat, SSA NG, RGC secret units, formations, brigades, military units and MTI.	To determine the weight of the mail to be sent.
Chapter 2: Office supplies						
					per one staff unit of the CCNG; one staff unit of the directorates of the RGC, unit, brigade, military unit, higher education institution, military medical institution (hereinafter - MMI), separate deployed unit (hereinafter - SDU); one staff unit of the command (commander and his deputies) of a division, battalion, battery, company, platoon; one full-time unit of	

5	Security seals made of brass	piece	1	15	command, command post, shooting range, sports team, orchestra, ensemble; one full-time unit of centre, warehouse, storage base, department (faculty), editorial office, print shop, video studio, museum, archive, unit, club, library; Heads of workshops, laboratories, equipment, stations; for one staff unit of doctors and nursing staff of a military hospital, infirmary, polyclinic, medical unit, military-medical commission ( hereinafter - MC), sanitary-epidemiological centre ( hereinafter - SEC), pharmacy; per officer for operational duty officers and their assistants for the CCNG, for the RGC, for duty officers and their assistants for the unit, for the brigade, for the military unit, for the MTI, for the SDU, for the checkpoint (hereinafter - CP), for communications, for headquarters and for technical support service operators ( hereinafter - SSO)	For stamping doors in offices and for sealing wax.
6	Containers (bags) for evacuation	piece	10	5	For units of the CCNG secretariat, SSA NG, RGC secret units, formations, brigades, military units and MTI.	For document evacuation, equipped with means for sealing (strips) and canvas carrying handles .
7	Emblem seals	piece	4	7	For the first heads of CCNG, SSA NG, RGC secret detachments, formations, brigades, wards and MTI.	To certify the authenticity of issued regulations ( documents).
8	Seals	Piece	14	7	For subdivisions of the secretariat of CCNG, SSA NG, subdivisions of RGC secret departments , units, brigades, military units and MTI.	To certify outgoing, incoming and other documents .
9	Stamps	Piece	46	7	For subdivisions of the secretariat of CCNG, SSA NG, subdivisions of RGC secret departments , units, brigades, military units and MTI.	To record and send documents.
10	Archive box A4	Piece	1	10	For 3-4 cases – NG, MTI Special State Archive.	For storing archive documents and files on shelves
11		Piece	1	10		For storing archive

Archive box A3			For 3-4 cases – NG, MTI Special State Archive.	documents and files on shelves
-------------------	--	--	---	-----------------------------------

© 2012. «Institute of legislation and legal information of the Republic of Kazakhstan» of the Ministry of Justice of  
the Republic of Kazakhstan