

**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.

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| *Minister of Internal Affairs*  *of the Republic of Kazakhstan* | *Y. Turgumbayev* |

      AGREED BY  
Ministry of Finance   
of the Republic of Kazakhstan  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
" " \_\_\_\_\_\_\_\_\_ 2020

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|  | 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**

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| 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 | | | | | | |
| 5 | Security seals made of brass | piece | 1 | 15 | 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 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 А4 | Piece | 1 | 10 | For 3-4 cases – NG, MTI Special State Archive. | For storing archive documents and files on shelves |
| 11 | Archive box А3 | Piece | 1 | 10 | For 3-4 cases – NG, MTI Special State Archive. | For storing archive documents and files on shelves |

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