



**On approval of the Rules for application of incentives to civil servants of the Ministry of Digital Development, Innovation and Aerospace Industry of the Republic of Kazakhstan**

*Unofficial translation*

Order of the Minister of Digital Development, Innovation and Aerospace Industry of the Republic of Kazakhstan dated February 3, 2020 No. 40/HK. Registered with the Ministry of Justice of the Republic of Kazakhstan on February 10, 2020 No. 20002.

*Unofficial translation*

In accordance with paragraph 2 of Article 35 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 the attached Rules for application of incentives to civil servants of the Ministry of Digital Development, Innovation and Aerospace Industry of the Republic of Kazakhstan.

2. To recognize as terminated the Order of the Minister of Defense and Aerospace Industry of the Republic of Kazakhstan dated June 1, 2017 No. 100/NK "On Approval of the Rules for Application of Incentives to Civil Servants of the Ministry of Defense and Aerospace Industry of the Republic of Kazakhstan" (registered in the Register of State Registration of Regulatory Legal Acts under No. 15312, published on July 13, 2017 in the Reference Control Bank of the Regulatory Legal Acts of the Republic of Kazakhstan).

3. The Department of Human Resources Management shall ensure:

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

2) posting this Order on the Internet resource of the Ministry of Digital Development, Innovation and Aerospace Industry of the Republic of Kazakhstan;

3) within ten working days after the state registration of this Order with the Ministry of Justice of the Republic of Kazakhstan, submission to the Legal Department of the Ministry of Digital Development, Innovation and Aerospace Industry of the Republic of Kazakhstan the information on the implementation of the activities specified in subparagraphs 1) and 2) of this paragraph.

4. The Chief of Staff of the Ministry of Digital Development, Innovation and Aerospace Industry of the Republic of Kazakhstan shall be charged with supervising the execution of this order.

**Footnote. Paragraph 4 – as amended by the order of the Minister of Digital Development, Innovation and Aerospace Industry of the Republic of Kazakhstan dated 31.03.2021 No. 110/HK (shall be enforced ten calendar days after the date of its first official publication).**

5. This Order shall come into effect upon the expiration of ten calendar days after the day of its first official publication.

*Minister of Digital Development,  
Innovation and Aerospace Industry of the  
Republic of Kazakhstan*

*A. Zhumagaliyev*

Approved by Order of  
the Minister of the Digital Development,  
Innovation and Aerospace Industry of the  
Republic of Kazakhstan  
from February 3, 2020 № 40/NK

## **Rules for application of incentives to civil servants of the Ministry of Digital Development, Innovation and Aerospace Industry of the Republic of Kazakhstan**

### **Chapter 1. General Provisions**

1. These Rules for Application of Incentives for Civil Servants of the Ministry of Digital Development, Innovation and Aerospace Industry of the Republic of Kazakhstan (hereinafter referred to as the Rules) have been developed in accordance with Article 35 of the Law "On Civil Service of the Republic of Kazakhstan" and shall determine the procedure for application of incentives for civil servants of the Ministry of Digital Development, Innovation and aerospace industry of the Republic of Kazakhstan (hereinafter referred to as the Ministry)

2. Incentives for civil servants shall be applied for exemplary performance of official duties, impeccable civil service, the performance of tasks of particular importance and complexity and other achievements in work, as well as based on the results of assessing their performance.

3. The following incentives may be applied to civil servants:

- 1) one-time monetary reward;
- 2) commendation;
- 3) awarding with valuable gift;
- 4) awarding with a certificate of honour;
- 5) conferment of an honorary title;
- 6) other forms of incentives, including departmental awards.

For the same distinction, a civil servant can be given only one of the forms of these incentives and only once, indicating specific merits in an act of a state body.

**Footnote. Paragraph 3 - as amended by the order of the Minister of Digital Development, Innovation and Aerospace Industry of the Republic of Kazakhstan dated 31.05.2023 No. 123/HK (shall be enforced ten calendar days after the date of its first official publication).**

4. Under the Ministry, in order to ensure an objective approach to the awarding, on an ongoing basis, a Commission shall be created to encourage civil servants of the Ministry of

Digital Development, Innovation and Aerospace Industry of the Republic of Kazakhstan ( hereinafter referred to as the Commission).

## **Chapter 2. Incentives with a one-time monetary reward and a valuable gift from the Ministry**

5. Civil servants of the structural divisions of the Ministry may be encouraged by the resolution of the Minister, without consideration of the Commission, who have completed especially important tasks, assignments, for specific work results, for high-quality performance in a short time of work of particular importance and complexity, as well as in connection with anniversaries and leaving to a well-deserved rest in connection with reaching the retirement age, in the presence of savings of the corresponding budgetary funds, a one-time monetary reward and awarding a valuable gift.

6. Recommendations for one-time monetary remuneration and awarding of valuable gifts to civil servants of the Ministry and its departments shall be initiated by the heads of structural units of the Ministry in coordination with the supervising vice minister, the chief of staff and the financial service for specific work results, for high-quality performance in a short time of work of particular importance and complexity and shall be brought to the Commission for consideration.

**Footnote. Paragraph 6 - as amended by the order of the Minister of Digital Development, Innovation and Aerospace Industry of the Republic of Kazakhstan dated 31.03.2021 No. 110/HK (shall be enforced ten calendar days after the date of its first official publication).**

7. The personnel management service prepares an order on a one-time monetary reward and awarding a valuable gift of civil servants of the Ministry and shall submit it to the Minister for signature.

## **Chapter 3. Application of incentives Honorary diploma of the Ministry, Letter of Gratitude from the Minister**

8. Civil servants of the Ministry, in recognition of their special labor merits, active social activities, for impeccable civil service, based on the decision of the Minister shall be awarded with:

Certificate of Merit from the Ministry;

Letter of Gratitude from the Minister.

9. Submissions on awarding civil servants with the Certificate of Honor of the Ministry and the Letter of Gratitude of the Minister shall be considered by the Commission on the occasion of the celebration of state, professional and other holidays, anniversaries and the departure of the employee to a well-deserved rest in connection with reaching the retirement age.

10. The main criteria for awarding the Certificate of Merit of the Ministry of Justice shall be:

impeccable civil service, compliance with the Code of Ethics for civil servants;  
completing assignments of particular importance and complexity;  
the exemplary performance of official duties;  
competence, conscientiousness and initiative in work;  
active participation in the public life of the country.

11. The grounds for awarding the Letter of Gratitude from the Minister shall be:  
long-term and fruitful work in the Ministry, departments, subordinate organizations;  
the exemplary performance of official duties, impeccable public service and other achievements in work;  
performing tasks of particular importance and complexity entrusted to the leadership of the Ministry.

12. The Human Resources Service shall request recommendations for awarding a Certificate of Honor of the Ministry, a Letter of Commendation of the Minister, signed by the heads of the structural units of the Ministry and agreed upon with the supervising vice minister, the chief of staff.

The recommendation shall set out data characterizing the personality of the awardee, general work experience, length of civil service, including length of service in the given work team, his specific merits, main results and achievements in his work, and briefly outline the successes achieved.

**Footnote. Paragraph 12 - as amended by the order of the Minister of Digital Development, Innovation and Aerospace Industry of the Republic of Kazakhstan dated 31.03.2021 No. 110/HK (shall be enforced ten calendar days after the date of its first official publication).**

13. The Personnel Management Service shall prepare the necessary documents and submit the issue of awarding civil servants with the Certificate of Merit of the Ministry and the Letter of Gratitude from the Minister for consideration by the Commission.

14. Based on the results of the decision of the Commission, the Personnel Management Service shall prepare an order on encouraging civil servants of the Ministry, which is signed by the Minister.

#### **Chapter 4. Application of incentives with a departmental award of the Ministry**

15. Representations of the awarding of departmental awards shall be considered on the occasion of the celebration of state, professional and other holidays, anniversaries and upon reaching the length of service.

16. Civil servants of the Ministry, in order to encourage and stimulate work for exemplary performance of official duties, creative activity, impeccable service, other achievements in labor activity shall be singled out for departmental awards in accordance with the Rules for awarding departmental awards (deprivation of departmental awards) of some state bodies

included in the structure of the Government of the Republic of Kazakhstan, approved by the Resolution of the Government of the Republic of Kazakhstan dated December 15, 2011 No. 1539.

17. Within 10 calendar days from the date of the Commission’s resolution, the Ministry’s chief of staff, shall issue an order on a departmental award.

Footnote. Paragraph 17 - as amended by the order of the Minister of Digital Development, Innovation and Aerospace Industry of the Republic of Kazakhstan dated 31.03.2021 No. 110/ HK (shall be enforced ten calendar days after the date of its first official publication).

Annex  
to the Rules for Application  
of Incentives to Civil  
Servants of the Ministry of  
Digital Development, Innovation  
and Aerospace Industry of the  
Republic of Kazakhstan  
form

**Award list**

1. Surname, name, patronymic (if any)

\_\_\_\_\_

2. Position, place of work, service \_\_\_\_\_

\_\_\_\_\_

(indicate the exact name of the division, enterprise, institution, organization,

\_\_\_\_\_

ministries, state committee)

3. Gender \_\_\_\_\_

\_\_\_\_\_

4. Year and place of birth \_\_\_\_\_

\_\_\_\_\_

5. Nationality \_\_\_\_\_

6. Education \_\_\_\_\_

7. Academic degree, academic title (if any) \_\_\_\_\_

8. What state awards of the Republic of Kazakhstan was awarded (a) and the date of award (if any ): \_\_\_\_\_

9. Residential address: \_\_\_\_\_

\_\_\_\_\_

10. Total work experience \_\_\_\_\_

\_\_\_\_\_

11. Work experience in the industry \_\_\_\_\_

12. Work experience in this work collective \_\_\_\_\_

13. Characteristics indicating specific special merits of the person to be awarded: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ The candidacy discussed and recommended \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (name of the structural division, institution, organization, date

\_\_\_\_\_

\_\_\_\_\_ discussion, protocol number)

Singled out for \_\_\_\_\_

(type of award)

Head of the Ministry of Digital Development,  
Innovation and Aerospace Industry of the Republic of Kazakhstan

\_\_\_\_\_

(signature) (Surname, name, patronymic, if any)

STAMP PLACE

" \_\_\_\_\_ "

(date of completion)

Note: the last name, first name, patronymic (if any) of the person to be awarded are filled according to the identity card and the transcription in the Kazakh and Russian languages shall be indicated.