



## **On approval of the Rotation Rules of the diplomatic service personnel of the Republic of Kazakhstan**

### *Unofficial translation*

Order of the Minister of Foreign Affairs of the Republic of Kazakhstan dated August 17, 2020, No. 11-1-4/227. Registered with the Ministry of Justice of the Republic of Kazakhstan on August 19, 2020, No. 21109.

#### Unofficial translation

In accordance with paragraph 1 of Article 15 of the Law of the Republic of Kazakhstan dated March 7, 2002 "On the diplomatic service", **I HEREBY ORDER:**

1. To approve the attached Rotation Rules of the diplomatic service personnel of the Republic of Kazakhstan.
2. The Department of Human Resources of the Ministry of Foreign Affairs of the Republic of Kazakhstan shall ensure:
  - 1) in accordance with the procedure established by the legislation of the Republic of Kazakhstan, state registration of this Order with the Ministry of Justice of the Republic of Kazakhstan;
  - 2) posting this Order on the official Internet resource of the Ministry of Foreign Affairs 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 Department of Legal Service of the Ministry of Foreign Affairs of the Republic of Kazakhstan the information on the implementation of the measures provided for in subparagraphs 1) and 2) of this paragraph.
3. Control over the execution of this Order shall be entrusted to the Executive Secretary of the Ministry of Foreign Affairs of the Republic of Kazakhstan.
4. This Order shall come into effect upon the expiration of ten calendar days after the day of its first official publication.

*Minister of Foreign Affairs of the  
Republic of Kazakhstan*

*M. Tileuberdi*

Approved  
by Order of the Minister of  
Foreign Affairs of the  
Republic of Kazakhstan  
dated August 17, 2020  
No. 11-1-4/227

## **The Rotation Rules of the diplomatic service personnel of the Republic of Kazakhstan**

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

1. These Rotation Rules of the diplomatic service personnel of the Republic of Kazakhstan (hereinafter referred to as the Rules) have been developed in accordance with Article 15 of the Law of the Republic of Kazakhstan dated March 7, 2002 "On the diplomatic service of the Republic of Kazakhstan" (hereinafter referred to as the Law) and shall determine the procedure for rotation of personnel of the diplomatic service of the Republic of Kazakhstan (hereinafter referred to as Rotation).

2. Within the framework of external rotation, the personnel of the diplomatic service of the Republic of Kazakhstan (hereinafter referred to as the Personnel of the diplomatic service) , taking into account their professional training and specialization, shall be transferred from the Ministry of Foreign Affairs of the Republic of Kazakhstan (hereinafter referred to as the Ministry) to the foreign missions of the Republic of Kazakhstan (hereinafter referred to as the Foreign missions) and from foreign missions to Ministry, as well as between foreign institutions without a competitive selection.

Internal rotation of the personnel of the diplomatic service shall be carried out in accordance with the procedure established by Article 15 of the Law.

3. These Rules shall not apply to persons appointed to foreign missions by secondment from other government agencies.

## **Chapter 2. Planning external rotation**

4. Taking into account family, household, climatic and sanitary, and epidemiological conditions, external rotation of diplomatic service personnel between the Ministry and foreign missions shall be carried out annually from June to August inclusively based on the Plan for external rotation of diplomatic service personnel, approved by the Minister of Foreign Affairs of the Republic of Kazakhstan (hereinafter referred to as Minister) in the form in accordance with Annex 1 to these Rules (hereinafter referred to as the External rotation plan).

In case of business necessity or family circumstances, external rotation may be carried out outside the External rotation plan.

5. The external rotation plan shall be annually formed and implemented according to the following schedule:

1) until January 30 - heads of structural subdivisions of the Ministry and foreign institutions shall form and send to the personnel service of the Ministry (hereinafter referred to as the personnel service) a list of foreign service personnel to be/proposed for rotation, with proposals for the rotation period based on language knowledge, specifics of the country and region, upcoming bilateral and multilateral activities;

2) by the end of February, the personnel service shall form a draft Plan of external rotation and shall send it for consideration to structural subdivisions;

3) within 10 working days after receipt of the draft External Rotation Plan - heads of structural subdivisions, in agreement with the supervising deputies of the Minister of Foreign

Affairs of the Republic of Kazakhstan or the Chief of Staff of the Ministry (hereinafter referred to as the management of the Ministry), shall make proposals on the draft External Rotation Plan;

4) within 10 working days after receipt of proposals of structural subdivisions to the draft Plan of external rotation - the personnel service shall finalize the draft Plan of external rotation, shall approve it with the leadership of the Ministry and shall submit it to the Minister for approval;

5) in the period from April to May - candidates approved for external rotation in accordance with the External Rotation Plan shall undergo pre-graduation training in the structural units of the Ministry overseeing activities related to the field of work of foreign service personnel after appointment to a foreign institution;

6) in June, following the results of preliminary training, orders shall be issued on the appointment of foreign service personnel of the Ministry to vacated positions in foreign institutions and foreign service personnel of foreign institutions to vacated positions in the Ministry;

7) in June-August - foreign service personnel shall leave to work in foreign institutions and shall return to the Ministry of Foreign Service personnel who have completed work in foreign institutions.

**Footnote. Paragraph 5 - in the wording of the order of the acting Minister of Foreign Affairs of the Republic of Kazakhstan dated 30.03.2021 № 11-1-4/112 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).**

6. It shall be prohibited to alternately appoint spouses holding positions of personnel of the diplomatic service to foreign missions without the expiration of the term of work of the accompanying spouse in the structural divisions of the Ministry in accordance with the Law.

7. The personnel service, by April 1, shall submit to the structural unit responsible for budget planning, the Plan of external rotation approved by the Minister for the formation of the draft budget of the Ministry.

### **Chapter 3. Procedure for external rotation between foreign missions**

8. At the suggestion of the Minister/Head of the foreign institution, the personnel of the diplomatic service within the framework of the external rotation may be sent to work from one foreign institution to another.

The total time of continuous work in foreign missions shall not exceed the time limits specified in the Law, provided for one period of continuous work in foreign missions.

9. The timing of the external rotation between the foreign missions shall be determined by the Minister, taking into account the proposals of the heads of the foreign missions involved in the external rotation.

In the case of external rotation between foreign missions, the movement of the personnel of the diplomatic service shall be carried out without the return of the personnel of the diplomatic service or accompanying family members to the Republic of Kazakhstan.

#### **Chapter 4. Return to the Republic of Kazakhstan following the completion of the period of continuous work in a foreign institution and appointment to a position in the Ministry**

10. Foreign service personnel who have completed work in a foreign institution within five working days from the date of return to the Republic of Kazakhstan shall arrive:

- 1) to the personnel service to submit a notice of return to the Republic of Kazakhstan in the form in accordance with Annex 2 to these Rules;
- 2) to the financial service of the Ministry for the delivery of a calculation certificate issued by a foreign institution and boarding passes.

If there are valid reasons, the period established in the first part of this clause may be extended, but not more than one month.

**Footnote. Paragraph 10 - in the wording of the order of the acting Minister of Foreign Affairs of the Republic of Kazakhstan dated 16.07.2021 № 11-1-4/291 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).**

11. The delivery of diplomatic and service passports of the Republic of Kazakhstan by the personnel of the diplomatic service, as well as by members of their families shall be carried out in the manner prescribed by the Rules for registration, issuance, replacement, return, withdrawal, accounting, storage and destruction of diplomatic and service passports of the Republic of Kazakhstan, approved by Decree of the President of the Republic Kazakhstan dated January 13, 2014, No. 722.

12. Foreign service personnel who have returned to the Republic of Kazakhstan after work abroad, on a rotation basis, within three months from the date of filing a notice of return to the Republic of Kazakhstan, shall have been appointed to a position not lower than that held by him in the Ministry, if he has not been subject to the penalties provided for in Article 22 of the Law.

Foreign Service personnel in cases of refusal to be appointed to the proposed position (posts) or failure to give notice of return to the Republic of Kazakhstan within the period established by paragraph 10 of these Rules, shall be credited to the personnel reserve of the Ministry in accordance with the Rules for inclusion in the personnel reserve of the Ministry, approved by order of the Minister of Foreign Affairs of the Republic of Kazakhstan dated February 16, 2016 No. 11-1-2/53 (registered in the Register of State Registration of Regulatory Legal Acts under No. 13475) (hereinafter referred to as the Rules for Inclusion in the Personnel Reserve).

**Footnote. Paragraph 12 - in the wording of the order of the acting Minister of Foreign Affairs of the Republic of Kazakhstan dated 16.07.2021 № 11-1-4/291 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).**

13. If foreign service personnel do not wish to continue working in the foreign service, they may be dismissed in the manner prescribed by Article 18 of the Law.

Foreign service personnel, within one month from the date of the order of dismissal from the foreign service, may apply for inclusion in the personnel reserve of the Ministry in accordance with the Rules for inclusion in the personnel reserve.

**Footnote. Paragraph 13 - in the wording of the order of the acting Minister of Foreign Affairs of the Republic of Kazakhstan dated 16.07.2021 № 11-1-4/291 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).**

14. The foreign mission shall ensure the departure of the personnel of the diplomatic service and accompanying members of their families to the Republic of Kazakhstan in accordance with the terms of continuous work of the personnel of the diplomatic service in the foreign institution, established by the Ministry.

#### **Chapter 5. Pre-departure training in the structural divisions of the Ministry**

15. The personnel of the diplomatic service of the Ministry, subject to rotation in accordance with the Plan of external rotation, shall undergo pre-departure training in the structural units of the Ministry in charge of activities related to the work of the personnel of the diplomatic service, according to the Plan of pre-departure training of personnel of the diplomatic service sent to work in a foreign institution, according to form in accordance with Annex 3 to these Rules (hereinafter referred to as the Training).

16. The total duration of preparation shall not be more than fifteen working days. The list of structural subdivisions of the Ministry for training, the period of training in each structural subdivision shall be determined by the personnel department.

If necessary, the duration of training of foreign service personnel sent to a foreign office for consular functions may be extended to one month.

**Footnote. Paragraph 16 - in the wording of the order of the acting Minister of Foreign Affairs of the Republic of Kazakhstan dated 16.07.2021 № 11-1-4/291 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).**

17. Based on the results of the training, the heads of the structural divisions where the personnel of the diplomatic service was trained, prepare an opinion with recommendations on the departure of the personnel of the diplomatic service or denial of permission to work in a foreign mission.

The reason for making a recommendation by the head of the structural unit to deny the permission for work in a foreign institution shall be the insufficient level of training of the diplomatic service personnel in the direction of the structural unit's work.

18. The training shall also be applied to persons sent to work in foreign missions without competition by way of transfer, in accordance with the Rules for holding an administrative civil position of corps "B" without a competition by way of transfer, approved by Decree of the President of the Republic of Kazakhstan dated December 29, 2015, No. 152.

19. Persons appointed to the positions of heads of foreign missions, counselor-envoys of foreign missions, deputy permanent representatives of the Republic of Kazakhstan to international organizations shall be exempted from training.

20. Before leaving for work in a foreign institution, the personnel of the diplomatic service shall submit documents to the personnel service according to the list specified in Annex 4 to these Rules.

#### **Chapter 6. Recall of the personnel of the diplomatic service from a foreign institution**

21. The recall of the personnel of the diplomatic service working in a foreign mission shall be carried out in the following cases:

- 1) completion of the period of continuous work in a foreign institution established by the Law;
- 2) at their request;
- 3) granting leave in connection with pregnancy and the birth of a child (children), adoption of a newborn child (children);
- 4) registration of educational leave for the period of study on educational programs of postgraduate education in the form of full-time study;
- 5) by a court decision.

22. The personnel of the diplomatic service working in a foreign mission, in the event of gross violations of official duties, as well as acts entailing liability established by the legislative acts of the Republic of Kazakhstan or the host country, except for the application of disciplinary measures, shall be recalled to the Republic of Kazakhstan ahead of schedule.

23. The basis for the early recall of the personnel of the diplomatic service shall be the commission of the same acts by their accompanying family members.

#### **Chapter 7. Composition of accompanying family members of the personnel of the diplomatic service**

24. Accompanying family members of diplomatic service personnel shall include a spouse, minor children, minor adopted children, as well as disabled adult children and (or) parents of diplomatic service personnel who need care in accordance with the conclusion of a medical organization issued in accordance with the procedure established by the legislation of the Republic of Kazakhstan in the field of social protection of persons with disabilities.

The composition of accompanying family members of foreign service personnel shall be determined by the order of the Minister on appointment to a position in the foreign office of the Republic of Kazakhstan and the calculation and certificate issued by the financial service of the Ministry.

**Footnote. Paragraph 24 - in the wording of the order of the acting Minister of Foreign Affairs of the Republic of Kazakhstan dated 16.07.2021 № 11-1-4/291 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).**

25. To include a spouse in the accompanying family members of foreign service personnel who has sent to work in a foreign institution, the following documents must be submitted to the personnel service:

- 1) a copy of the marriage registration certificate;
- 2) documents confirming the change of the surname (in case of a change, if this change is not reflected in the marriage registration certificate);
- 3) personnel accounting sheet - 2 copies;
- 4) photograph 3x4 centimeters - 2 copies;
- 5) a medical certificate for those traveling abroad in form 072/y, approved by order of the Acting Minister of Healthcare of the Republic of Kazakhstan dated October 30, 2020 No. KR MHC-175/2020 (registered in the Register of State Registration of Regulatory Legal Acts under No. 21579) (hereinafter referred to a medical certificate for those traveling abroad).

**Footnote. Paragraph 25 - in the wording of the order of the acting Minister of Foreign Affairs of the Republic of Kazakhstan dated 16.07.2021 № 11-1-4/112 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).**

26. To include children in the accompanying family members of foreign service personnel sent to work in a foreign institution, the following documents must be submitted to the personnel service:

- 1) a copy of the birth certificate for each child;
- 2) photograph 3x4 centimeters - 2 copies;
- 3) a copy of the document confirming disability or the need for additional types of assistance and care (in relation to disabled adult children of foreign service personnel in need of care);
- 4) medical certificate for those traveling abroad.

**Footnote. Paragraph 26 - in the wording of the order of the acting Minister of Foreign Affairs of the Republic of Kazakhstan dated 16.07.2021 № 11-1-4/291 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).**

27. The inclusion of a child from a previously dissolved marriage (marriage) in the accompanying family members of foreign service personnel shall be possible if a court decision is submitted indicating information about the residence of a minor child after the divorce with a parent who is a foreign service personnel or a spouse of foreign service personnel.

In the absence of such a court decision, one of the following documents shall be provided:

- 1) written consent of the parent living separately from the child (or other legal representative) to include the child in the accompanying family members of foreign service

personnel and his departure to live abroad for the period of work of foreign service personnel in a foreign institution.

The authenticity of the signature on such consent shall be notarized;

2) Agreement on the settlement by mediation of the inclusion of the child in the accompanying family members of foreign service personnel and his departure to live abroad for the period of work of foreign service personnel in a foreign institution.

Such an agreement shall be concluded between the parents or other legal representatives of the child in accordance with marriage and family and civil procedure law.

**Footnote. Paragraph 27 - in the wording of the order of the acting Minister of Foreign Affairs of the Republic of Kazakhstan dated 16.07.2021 № 11-1-4/291 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).**

28. To include parents (parents) in need of care in the accompanying family members of foreign service personnel sent to work in a foreign institution, the following documents must be submitted to the personnel service:

- 1) a statement addressed to the Minister (drawn up in any form);
- 2) a copy of a document confirming kinship with foreign service personnel;
- 3) a copy of the identity document of the parent (s);
- 4) personnel accounting sheet - 2 copies;
- 5) photos of 3x4 centimeters - 2 copies;

6) a copy of the document confirming disability or the need for additional types of assistance and care;

7) medical certificate for those traveling abroad.

**Footnote. Paragraph 28 - in the wording of the order of the acting Minister of Foreign Affairs of the Republic of Kazakhstan dated 16.07.2021 № 11-1-4/291 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).**

29. The inclusion of disabled parents (parents) in the number of accompanying family members of foreign service personnel shall be allowed in the following exceptional cases:

1) absence in the Republic of Kazakhstan of an adult brother/sister of foreign service personnel capable of supporting parents (parent) in the Republic of Kazakhstan.

The ability to support parents (parent) in this case shall be understood as the presence of such a brother/sister of permanent earnings in the amount of not less than the minimum subsistence minimum established for the corresponding fiscal year by the law on the republican budget, multiplied by the total number of family members of such a brother/sister and parents (parent) of foreign service personnel;

2) if the foreign service personnel are the single parent of a minor child or the spouse of the foreign service personnel refused to leave as an accompanying family member.

Refusal to leave must be confirmed by the corresponding statement of the spouse.

In order to include disabled parents (parents) in the accompanying family members of foreign service personnel sent to work in a foreign institution, it is necessary to submit to the



personnel service the documents listed in paragraphs 1), 2), 3), 4), 5) and 7) of paragraph 28 of these Rules.

**Footnote. Paragraph 29 - in the wording of the order of the acting Minister of Foreign Affairs of the Republic of Kazakhstan dated 16.07.2021 № 11-1-4/291 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).**

29-1. The grounds for exclusion of foreign service personnel from accompanying family members shall be:

- 1) for the spouse of foreign service personnel - divorce (marriage);
- 2) for children, including those adopted (adopted) - reaching the age of 18 years;
- 3) for disabled adult children and (or) parents of foreign service personnel in need of care - removal of disability or lack of need for care.

On the occurrence of one of the above grounds, the foreign service personnel shall, within ten working days, shall submit the relevant supporting documents to a foreign institution for further transmission to the personnel and financial services of the Ministry.

**Footnote. Rules as amended 29-1 by the order of the acting Minister of Foreign Affairs of the Republic of Kazakhstan dated 16.07.2021 № 11-1-4/291 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).**

#### **Chapter 8. Issues of granting parental leave to diplomatic service personnel sent to work in a foreign institution**

30. Granting leave the staff of diplomatic service agencies abroad in connection with pregnancy and the birth of the child (children), adoption of the newborn child (children), as well as leave without pay to care for a child until the age of three years, shall be carried out after the withdrawal of personnel diplomatic service from a foreign institution and employment to the Ministry.

31. Taking into account the established requirements within the framework of international air travel, pregnant women from among the personnel of the diplomatic service of foreign missions are recalled to the Republic of Kazakhstan with a period of up to 26 weeks of pregnancy inclusive.

32. The Ministry shall employ the personnel of the diplomatic service and registration of leave in connection with pregnancy and the birth of a child (children), adoption of a newborn child (children).

33. After the birth of a child, in accordance with the Labor Code of the Republic of Kazakhstan dated November 23, 2015, unpaid leave shall be granted to care for a child until the child reaches the age of three years.

#### **Chapter 9. Issues of granting educational leave to the personnel of the diplomatic service sent to work in a foreign institution**

34. Registration of educational leave for the period of study on educational programs of postgraduate education in the form of full-time education shall be carried out after the recall of the personnel of the diplomatic service from the foreign institution and employment in the Ministry.

Annex 1  
to the Rotation Rules of the  
diplomatic service personnel of the  
Republic of Kazakhstan

**The plan of external rotation of the personnel of the diplomatic service of the Republic of Kazakhstan for the year " \_\_\_\_\_ "**

No.	Surname, name, patronymic (if any)	Date of appointment at the foreign institution and the period of stay at the foreign institution	Planned rotation	Renewal terms	Proposal for appointment to the Ministry	Applicants for travel to a foreign institution	Note
Foreign institution of the Republic of Kazakhstan							
1.							
2.							
3.							
...							
Foreign institution of the Republic of Kazakhstan							
one.							
2.							
3.							
...							

Total: \_\_\_\_\_ employees and servicemen of foreign missions are subject to rotation, of which diplomatic staff - \_\_\_\_\_ people, administrative and technical staff - \_\_\_\_\_ people.

Annex 2  
Rules to personnel rotation  
of foreign service  
of the Republic of Kazakhstan  
to the Ministry of Foreign Affairs  
of the Republic of Kazakhstan

\_\_\_\_\_  
(surname and initials)  
from: \_\_\_\_\_  
(Surname, name, patronymic  
(if any)

**Footnote. Annex 2 – in the wording of the order of the Acting Minister of Foreign Affairs of the Republic of Kazakhstan dated 30.03.2021 № 11-1-4/112 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).**

**Notice of return to the Republic of Kazakhstan**

I hereby notify you of the end of the continuous work period

in \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (name of the foreign office) in the framework of external rotation and return to the Republic

of Kazakhstan. Address, contact phone number and email address:

\_\_\_\_\_

\_\_\_\_\_

Grounds: Discharge from the Foreign Service of the Republic of Kazakhstan within the framework of external rotation (order of the Minister of Foreign Affairs

Republic of Kazakhstan from " \_\_\_\_ " \_\_\_\_\_ 20, № \_\_\_\_\_).

" \_\_\_\_ " \_\_\_\_\_ 20 \_\_\_\_\_

Signature

Annex 3  
Rules for personnel rotation  
of foreign service  
of the Republic of Kazakhstan  
to the Ministry of Foreign Affairs  
of the Republic of Kazakhstan

**Foreign service personnel pre-exit training plan,  
sent to work in the foreign office of the Republic of Kazakhstan**

**Footnote. Annex 2 – in the wording of the order of the Acting Minister of Foreign Affairs of the Republic of Kazakhstan dated 30.03.2021 № 11-1-4/112 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).**

Surname, first name, patronymic (if any): \_\_\_\_\_

\_\_\_\_\_ Position held in the structural subdivision of the Ministry of Foreign Affairs Republic of Kazakhstan (hereinafter referred to as the MFA): \_\_\_\_\_

\_\_\_\_\_ Start date of pre-exit training: " \_\_\_\_\_ " " \_\_\_\_ ", 20 \_\_\_\_\_

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№	Name of measures	Completed date	Recommendation, date and signature of the head of the structural subdivision who conducted the preparation
1. General training of foreign service personnel:			
1.1.	The structural subdivision of the Ministry of Foreign Affairs that oversees the country/international organization to which foreign service personnel shall be sent		
1.2.	International Information Committee of the Ministry of Foreign Affairs		
1.3.	Office of Information Security of the Ministry of Foreign Affairs		
1.4.	Completion of special courses on security issues (an official for training is determined by the leadership of the Ministry of Foreign Affairs)		
2. Training of foreign service personnel responsible for trade and economic relations:			
2.1.	Structural subdivision of the Ministry of Foreign Affairs, which oversees trade and economic relations		
2.2.	Ministry of National Economy of the Republic of Kazakhstan (in case of preliminary approval of training)		
2.3.	Ministry of Trade and Integration of the Republic of Kazakhstan (in case of preliminary approval of training)		
2.4.	Joint-Stock Company "National Company" KazakhInvest "(in case of preliminary approval of training)		
2.5.	Joint-Stock Company "National Company" KazakhExport "(in case of preliminary approval of training)		

3. Training of foreign service personnel performing consular functions:

3.1.	Office of the Consular Service Department of the Ministry of Foreign Affairs , which oversees the country to which foreign service personnel shall be sent		
3.2.	Consular and Legal Affairs Department of the Consular Service of the Ministry of Foreign Affairs		
3.3.	Passport and Visa Office of the Consular Service Department of the Ministry of Foreign Affairs		
3.4.	Ministry of Justice of the Republic of Kazakhstan (in case of preliminary approval of training)		
3.5.	Prosecutor General's Office of the Republic of Kazakhstan (in case of preliminary approval of training)		
3.6.	Ministry of Internal Affairs of the Republic of Kazakhstan (in case of preliminary approval of training)		
3.7.	Ministry of Education and Science of the Republic of Kazakhstan (in case of preliminary approval of training)		

4. Training of Foreign Service Personnel:

4.1.	Head of the Office of the Foreign Office:		
4.1.1.	Office of the Prime Minister of the Republic of Kazakhstan (in case of preliminary approval of training)		
4.1.2.	Department for support and document management		
4.1.3.	Office for the protection of state secrets of the Ministry of Foreign Affairs		
4.2.	Accountant of the foreign office:		

4.2.1	Department for monetary and financial affairs of the Ministry of Foreign Affairs		
4.3.	Referent for administrative and economic affairs:		
4.3.1.	Department for support and document management of the Ministry of Foreign Affairs		
4.3.2.	Monetary and financial department of the Ministry of Foreign Affairs		
4.4.	Duty commandant, driver, mechanic:		
4.4.1.	Taking special security courses		

Head of personnel department of the MFA \_\_\_\_\_

"Familiarized with job descriptions" \_\_\_\_\_ (signature)

"Familiarize yourself with the form of a visitor to a foreign office"  
\_\_\_\_\_ (signature)

completion date of the training " \_\_\_\_ " " \_\_\_\_\_ " 20\_\_

recommendation of the supervising Deputy Minister of Foreign Affairs

of the Republic of Kazakhstan \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

(recommendation) (signature) (date)

Recommendation of the head of apparatus of the MFA \_\_\_\_\_ /

\_\_\_\_\_ / \_\_\_\_\_ (recommendation) (signature) (date)

Note: foreign service personnel must allocate at least half working day for pre-exit training

Annex 4  
to the Rotation Rules of the  
diplomatic service personnel of the  
Republic of Kazakhstan

**List of documents submitted by the personnel of the diplomatic service before leaving for work in a foreign institution**

1. Personal sheet (diplomatic service personnel, spouse) - 2 copies with a photo.
2. Autobiography (diplomatic service personnel, spouse) - 2 copies.
3. Copy of the education document with an attachment (including documents confirming an academic degree, certificates).
4. Copy of identity card (spouse).
5. Copy of the marriage/divorce certificate.
6. Copy of the birth certificate of the child (children).

7. Copy of the driving license.
8. Medical certificate for travel abroad.

The diplomatic service personnel shall draw up a medical certificate in the republican state enterprise based on the economic enterprise "Hospital of the Medical Center of the Administrative Department of the President of the Republic of Kazakhstan", family members - in the polyclinic at the place of residence.

9. The plan of pre-departure training of the personnel of the diplomatic service, sent to work in a foreign institution.

10. The original of the work record book.

11. Copy of the certificate of submission of the declaration on individual income tax and property.

12. Departure clearance checklist (for the personnel of the diplomatic service).

13. Copy of the military ID (to be handed over to the personnel service of the Ministry for the preparation of a letter to the military administration at the place of registration of the personnel of the diplomatic service)

The letter and the original of the military ID by the personnel of the diplomatic service are independently handed over to the military administration bodies at the place of registration to receive a receipt.

Copy of the receipt for submitting the military card issued by the military administration bodies shall be handed over to the personnel service of the Ministry.

14. Documents for the Monetary and Financial Department:

1) copy of the order on appointment to a position in a foreign institution;

2) copy of the identity card;

3) copy of the bank's payment card;

4) certificate-notification of the bank on the open current account in the card base (indicating the twenty-digit account number);

5) copy of the agreement on pension provision at the expense of compulsory pension contributions, concluded with the joint-stock company "Unified Accumulative Pension Fund"

15. Copies of air tickets to the destination.