



**DAWLADDA DEEGAANKA SOOMAALIDA**  
**DHOOL GAZETA**  
**Somali Regional State**  
**የሶማሌ ክልላዊ መንግሥት**

<p>Qimaha የንዲ. ቀጋ Unit Price 29.70</p>	<p align="center"><b>Dhool Gazeta Waxaa soo Saara Baarlamaanka Dawladda Deegaanka sommaalida</b></p>	<p align="right">✉ 205</p>
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**BAYAAN TIRSI 38/1995**  
**BAYAANKA MAAMULKA**  
**SHAQAALAHA DAWLADA**  
**DEEGAANKA SOOMAALIDA.**

Maadaama ay lagama maarmaan tahay in la soo saaro sharci ku saabsan maamulka shaqaalaha dawlada oo la jaan qaadi kara horumarka wadanka & qaab dhismeedka dawlada deegaanka.

Maadaama ay dawlada la haboon tahay in ay samayso dib u habaynta cududa shaqaalaha dawlada . si ay u noqdaan kuwo karti leh, dhexdhexaad ah waxtar waara leh, firfircoon, kuna baraarugsan horumarka.

Maadaama ay dawlada la gudboon tahay in ay samayso qaab soo jiidan kara isla markaana lagu helo xirfadlayaal karti leh oo u heelan in ay u adeegaan dadweynaha.

**አዋጅ ቁጥር ፴፰/ ፲፱፻፺፮**  
**የሶማሌ ክልላዊ መንግሥት**  
**ሠራተኞች አዋጅ**

ሀገሪቱ ከደረሰችበት ዕድገት ደረጃና ከክልሉ መንግሥት አወቃቀር ጋር የተጣጣመ የክልሉ የመንግሥት ሠራተኞች መተዳደሪያ ስነ ማውጣት በማስፈለግ፤

የክልሉ ሲቪል ሰርቪስ ተጠቃሚ፣ ገለልተኛ፣ ውጤታማ፣ ተጣይነት የአሠራር ግልጽነት ያለውና የልማት አጋዥ እንዲሆን የሰው ኃይል አስተዳደሩን ማሻሻል ተገቢ ሆኖ በመገኘቱ፤

መንግሥት ብቁና የተገልጋዩ ሕዝብ ፍላጎት ለማርካት ዝንባሌ ያላቸው ባለሞያዎችን ለማሰብና በሥራ ላይ ለማቆየት የሚያስች ለው ሥርዓት እንዲኖር አስፈላጊ ሆኖ በመገኘቱ፤

**PROCLAMATION NO. 38/1995**  
**SOMALI REGIONAL STATE**  
**CIVIL SERVANTS**  
**PROCLAMATION.**

Whereas, it has become necessary to promulgate a law on the administration of civil servants compatible with the progress of the region and a federal structure of government;

Whereas, it is appropriate to undertake human resource management reform to make the regional civil servants efficient, neutral, effective, sustainable, transparent and development oriented;

Whereas, it is necessary for the government to establish a system that may attract and retain competent professionals dedicated to serve the public;

Maadaama ay lagama maarmaan noqotay in la sameeyo qodob cad cad oo ilaalinaya damaanada shaqo & xaalada shaqo ee shaqaalaha dawlada oo ku salaysan cadaalad isla markaana qeexaya waajibaadyadooda.

Maadaama ay haboon tahay in la xaqiijiyo in shaqaalaynta, dalacsiinta, bedelaada mushahar kororka & tababaradu ay ku salaysan yihiin oo keliya xirfad waxbarasho, karti aqoon waayo aragnimo & waxqabadka shaqaalaha dawlada.

Maadaama la aaminsan yahay in ay haboon tahay in lagu saleeyo mushaharoyinka boosaska shaqo & darajada iyadoo la waafajinayo qodobada aasaasiga ah ee shaqo & mushahar isl'eg.

Maadaama ay lagama maarmaan tahay in la sameeyo nidaam lagu go'aamiyo dacwadaha shaqaalaha Dawlada.

Sidaas daraadeed, sida uu dhigayo qodobka 49(3B) ee dastuurka dib loo habeeyey ee dawlada Deegaanka soomaalida, ayaa la bayaaminayaa bayaankan soo socda.

**Qaybta Koowaad**  
**Qodobka Guud.**

**Qod 1<sup>aad</sup> Ciwaan Gaaban**

Bayaankan waxaa lagu magacaabi Karaa "bayaanka maamulka shaqaalaha dawlada deegaanka soomaalida" Bayaan Tirsi 38/1995

**Qod 2<sup>aad</sup> Qeexid**

Weedhaha bayaankan ku jira haddii aan si kale loo macnaynin mooyaane;

- 1. "Shqaqaale dawladeed" waxaa loola jeedaa shaqsi xafiis dawladeed si rasmi ah ama kumeel gaadha looga shaqaaleeyey, marka laga reebo kuwan soo socda.
- (b) Madaxda dawlada ee darajadoodu tahay madax - xafiiseed, kuxigeen, komishineer, kuxigeen & kuwa kale ee darajo u dhiganta ama ka saraysa haya.
- (t) Xubnaha golaha xildhibaanada deegaanka
- (j) Garsoorayaasha & xeer ilaaliyaayaasha dawlada deegaanka soomaalida.

የመንግሥት ሠራተኞች የሥራ ዋስትና ስለሚያገኙበትና ስለሚጠበቁት ቁላጥው ተገቢ የሥራ ሁኔታዎች እንዲሁም መወጣት ስላለባቸው ግዴታዎች በግልጽ መደንገግ በማስፈለጉ፤

የቅጥር፣ የደረጃ እድገት፣ የዝውውር፣ የደመወዝ ጭማሪና የስልጠና አፈጻጸም በሠራተኛው የትምህርት ደረጃ፣ የሥራ ችሎታ፣ ሙያ፣ ልምድና የሥራ አፈጻጸም ላይ ብቻ የተመሠረተ መሆኑን ማረጋገጥ ተገቢ ሆኖ በመገኘቱ፤

የደመወዝ ክፍያ በሥራ ምደባ ሥርዓት ላይ የተመሠረተ እንዲሆን በማድረግ ለአኩል ሥራ አኩል ክፍያ የሚለውን መርህ ማስጠበቅ እንደሚገባ በመታመኑ፤

የመንግሥት ሠራተኞች ተገቢ ዳኝነት የሚያገኙበት ሥርዓት መዘርጋት አስፈላጊ ሆኖ በመገኘቱ

የሶማሌ ክልላዊ መንግሥት በተሻሻለው ሕገ-መንግሥት አንቀጽ ፵፱/፫/ሀ/ መሠረት ይህንን አዋጅ አውጥቷል።

**ክፍል አንድ**  
**ጠቅላላ**

**፩. አጭር ርዕስ**

ይህ አዋጅ የሶማሌ ክልላዊ መንግሥት የክልሉ ሠራተኞች አዋጅ ቁጥር ፴፰/፲፱፻፺፭ ዓ.ም. ተብሎ ሊጠቀስ ይችላል።

**፪. ትርጓሜ**

የቃሉ አግባብ ሌላ ትርጓሜ የሚያሰጠው ካልሆነ በስተቀር በዚህ አዋጅ ውስጥ፡-

- ፩ «የመንግሥት ሠራተኛ» ማለት በመንግሥት መሥሪያ ቤት ውስጥ በቋሚነት ወይም በጊዜያዊነት ተቀጥሮ የሚሠራ ሆኖ የሚከተሉትን አይጨምርም፡-
  - ሀ) የመንግሥት ቢሮ ኃላፊዎች ምክትል ቢሮ ኃላፊ ኮሚሽነር ም/ኮሚሽነሮች እንዲሁም በተመሳሳይ ደረጃና ከዚያ በላይ የሆኑ ባለሥልጣኖች፤
  - ለ) የክልሉ መንግሥት ምክር ቤት አባላት
  - ሐ) የሶማሌ ክልል ዳኞችና ዓቃቢያን ሕግ

Whereas, it is necessary to legislate clear provisions which guarantees job security and fair conditions of service to civil service and define their obligations;

Whereas, it is appropriate to ensure the appointment, promotion, transfer, salary increment and training is based only on the educational qualification, ability, profession, experience and performance of civil servants;

Whereas, it is believed proper to base remuneration on position classification and grading and thereby ensure the principle of equal pay for equal works;

Whereas, it is necessary to establish a procedures for the adjudication of cases of civil servants;

Now, therefore, in accordance with article 49 (3,A) of the revised constitution of Somali regional state hereby proclaimed as follows:

**Part one**  
**General**

**Art 1. Short Title**

This proclamation may be cited as "Somali Regional State Civil Servant Proclamation No. 38/1995"

**Art 2. Definition**

In this proclamation unless the context requires otherwise;

- 1. "Civil Servants" means a person employed permanently or temporarily by a government office provided, however, that it shall not include the following;
  - a) government officials with the rank of bureau head, deputy bureau head, commissioner and deputy and with other equivalent or above ranks.
  - b) Members of regional council
  - c) Regional judges and prosecutors

- (x) Nubnaha xoogaga maleeshiyada & booliiska dawlada deegaanka oo ay ku jiraan shaqaalaha kale ee lagu maamulo xeer hoosaadyada xoogaga maleehsiyada & booliiska.
- (kh) shaqaalaha kale ee xeerarka la xidhiidha ay ka reebeen in bayaanka lagu dabaqo.
- 2. "xafiis dawladeed" waxaa loola jeedaa xafiis kasta oo dawlada deegaanka katirsan oo si madax banaan loogu aasaasay bayaan ama xeer hoosaad isla markaana si buuxda ama qayb ahaan loogu qoondeeyey miisaaniyaad.
- 3. "boos shaqo" waxaa loola jeedaa qayb shaqooyin xidhiidha leh oo laga rabo in uu shaqaalaha dawlada si buuxda u qabto.
- 4. "dalacada" waxaa loola jeedaa ku meelaynta shaqaalaha dawlada darajo sare.
- 5. "xafiis" waxaa loola jeedaa xafiiska maamulka shaqaalaha dawlada deegaanka soomaalida.
- 6. "madax xafiiseed" waxaa loola jeedaa masuuliyiinta dawlada ee maamulka xafiisyada & kuxigeenadooda.
- 7. "caddayn caafimaad" waxaa loola jeedaa cadayn caafimaad oo la xidhiidha xaalada caafimaadka ee shaqaalaha dawlada ayna bixisay xarun caafimaad oo ay u fasaxday hay'ad ku haboon.
- 8. "mushahar" waxaa loola jeedaa mushaharka bilawga ah & korodhka wakhtileh ah oo loo cayimay darajada booska shaqo.

- መ) የክልሉ የሚሊሽያና የፖሊስ አባላት እንዲሁም በሚሊሽያና በፖሊስ ደንብ የሚተዳደሩ ሌሎች ሠራተኞች፤
- ሠ) አግባብ ባለው ሌላ ሕግ መሠረት በዚህ አዋጅ እንዳይሸፈኑ የተደረጉ ሠራተኞች፤
- ፪. «የመንግሥት መ/ቤት» ማለት ራሱን ችሎ በአዋጅ ወይም በደንብ የተቋቋመና ሙሉ ወይም በክፍል በመንግሥት በሚመደብለት በጆት የሚተዳደር የክልሉ መንግሥት መ/ቤት ነው።
- ፫. «የሥራ መደብ» ማለት በአንድ የመንግሥት ሠራተኛን ሙሉ የሥራ ጊዜ እንዲያከናውኑ የታቀዱ ዝምድና ያላቸው ተግባሮች ስብስብ ነው።
- ፬. «የደረጃ ዕድገት» ማለት የመንግሥት ሠራተኛን ከያዘው የሥራ ደረጃ ከፍተኛ የሥራ ደረጃ ማሳደግ ነው።
- ፭. «ቤ.ሮ» ማለት የሱማሌ ክልላዊ መንግሥት የሲቪል ሰርቪስ ቢሮ ነው።
- ፮. «የበላይ ኃላፊ» ማለት የመንግሥትን መሥሪያ ቤቶች በበላይነት የሚመሩ ወይም ምክትሉ ነው።
- ፯. «የህክምና ማስረጃ» ማለት አግባብ ባለው ባለሥልጣን ፈቃድ ከተሰጠው የህክምና ተቋም ስለመንግሥት ሠራተኛው የጤና ሁኔታ የሚሰጥ የህክምና ምስክር ነው።
- ፰. «ደ.መ.ወ.ዘ» ማለት ለአንድ የሥራ መደብ የተወሰነ መነሻ ክፍያና በየጊዜው የሚሰጥ የስኬል ጭማሪ ነው።

- d) Members of the regional police and militia forces and other civil staff regulated by the rules of police and militia.
- e) Employees excluded from the coverage of this proclamation by other appropriate laws:
- 2. "Government office" means any regional government office established as an autonomous institution by a proclamation or regulations and fully or partially financed by a government budget.
- 3. "position" means a set of related tasks intended to be performed full time by the civil servants;
- 4. "promotion" means assigning a civil servants to a higher grade;
- 5 "Bureau" means Somali Regional State Civil Service Bureau
- 6. "Bureau Head" means Heads and deputy that leads the Government offices .
- 7. "Medical Certificate" means a certificate on the health condition of a civil servant issued by a medical institution licensed by the appropriate authority;
- 8. "Salary" means base pay and periodical increments authorized for a grade position;

**Oaybta Labaad.**

**Ku Meelaynta Booska Shaqo, Darajada, Mushaharka & Gunooyinka.**

**Qod. 3.<sup>aad</sup> Booska.**

1. booska shaqo waxaa loo kala saaraa qaybo boosas ah & darajo ku salaysan nooca adcega shaqada, aqoonta, culayska & kakanida waajibaadka heerka masuuliyada & waxbarashada looga baahan yahay waayo aragnimada aqoonta kartida & xirfada.
2. dib u meelayn shaqo waxaa la samayn karaa haddii.
  - b) la ogaado in meelayntii hore ay ahayd khalad.
  - t) warbixin cusub oo maangal ah oo aan hore loo keenin.
  - j) Qaab-dhismeedka & nidaamka xafiiska oo sababay in la bedelo shaqo waajibaadka & masuuliyada booska shaqo ee qaabdhis-meedka.
3. hadii boos uu hore u hayey shaqaale dawladeed dib u meelayna lagu sameeyey si waafaqsan qodob hoosaadka (2) ee qodobkan
  - (b) shaqqaalaha dawlada waxaa lagu dalacasiin karaa darajo sare haddii uu buuxiyo xirfadaha looga baahan yahay
  - (t) shaqaalaha dawlada ee haya darajo sare ee buuxin waaya xirfadaha looga baahan yahay waxaa dib loogu meelaynayaa darajo hoose waxaana lagu dabaqi qodob hoosaadka (7) ee qodobka 24-aad.
4. wax meelayn dalacaad bedel ah ama hoos u dhigid ah laguma samayn karo booskii aan hore u jirin.

**ክፍል ሁለት**

**የሥራ መደብ የደመወዝ ስኬልና**

**የአበል ክፍያ**

**፫. የሥራዎች አመዳደብ**

፩. አንድ የሥራ መደብ ከአገልግሎት ዓይነት ተግባር ከሙያው፣ ከሥራው ዘርፍ፣ ከሥራው ክብደትና ውስብስብነት ካሉበት ኃላፊነት ከሚጠይቀው ትምህርት ልምድ፣ ዕውቀት፣ ችሎታና ክፍሎች እንደ ጸር እየተመዘነ በከፊል ሥራና በደረጃ ይመደባል።

**፪. አንድ የሥራ መደብ፡-**

ሀ) የመጀመሪያ መደብ ስህተት ሆኖ ሲገኝ፣

ለ) ምደባውን ለመለወጥ በቂ የሆነና ቀደም ሲል ያልተገለጸ አዲስ መረጃ ሲቀርብ፣

ሐ) በመሥሪያ ቤቱ አቋም መሻሻል ወይም በአሠራር ለውጥ ምክንያት የሥራ መደቡ ተግባርና ኃላፊነት ሲለወጥ እንደገና መመደብ።

**፫. በሠራተኛ የተያዘ የሥራ መደብ በዚህ አንቀጽ ንዑስ አንቀጽ ፪ መሠረት እንደገና ሲመደብ**

ሀ) ክፍ ባለ ደረጃ ከተመደበና ሠራተኛው የሚጠይቀው ተፈላጊ ችሎታ የሚያሟላ ከሆነ የደረጃው አድገት ይሰጠዋል።

ለ) ክፍ ባለ ደረጃ ተመደቦ ሠራተኛው የሚጠይቀው ችሎታ የማያሟላ ከሆነ ዝቅ ባለ ደረጃ ተመደቦ የዚህ አዋጅ አንቀጽ ፳፬/፯/ ድንጋጌ ተፈጻሚ ይሆናል።

**፬. ባልተመደበ የሥራ መደብ ላይ ሠራተኛ መቅጠር፣ ማሳደግ፣ ማዛወር ወይም ከደረጃው ዝቅ አድርጎ መመደብ አይፈቀድም**

**Part Two**

**Position Classification, Salary Scale and Allowances**

**Art 3. Classification of positions**

1. A position shall be classified to a class of positions and grades on the bases of the type of service, function, profession, difficulty and complexity of duty, extent of responsibilities and requisitic education, experience, knowledge, ability and skill.
2. Reclassification of a position shall be carried out where;
  - a) The original classification has been found to be in error;
  - b) New information not previously brought to light justifies a different classification;
  - c) The duties and responsibilities of the position have so changed as result of changes in the structure and systems of the organization .
3. When a position already occupied by a civil servant is reclassified pursuant to sub Article (2) of this Article:
  - a) To a higher grade, civil servant occupying the position shall be promoted to the higher grade
  - b) To a lower grade if the civil servant occupying the position does not meet the qualification requirement when reclassification to a higher grade, the provision of sub –Article (7) of Article 24 shall apply
4. No appointment promotion . transfer or demotion shall be made to any position which has not been classified.

**Qod 4.<sup>aad</sup> Awoodaha Iyo Waaji-baadka Xafiiska Iyo Xafiisyada Dawlada.**

- 1. xafiisku wuxuu;
  - (b) Go'aamiya dhamaan qaybaha boosaska shaqo iyo darajoo-yinka ee lagu meelaayo xafiisyada dawlada iyo sido kale shuruudaha xafiisyada looga bahan yahay qayb kasta boosaska shaqo ah.
  - (t) Diyaariyaa faahfaahinta qayb kasta oo qaybaha boosaska shaqo ah.
  - (j) Isgo ka duulaya qaab dhismeedka xafiisyada dawlada iyo codsiga meelaynta shaqo ee loo soo gudbiyay sida u dhigayo qodobkan qodobhoosadkisa (2) (t) ayuu bosaaska shaqo u kala saara qaybaha boosaas iyo darajooyinkooda islamarkana dabagala fulintiisa.
  - (x) Baadha, go'aamiyana faahfaahinta iyo cabashooyinka ay soo jeediyaan xafiisyada dawlada iyo shaqaalaha dawlada ee la xidhiidha , meelaynta boosaska shaqo
  - (kh) meelaynta boosaaska shaqo ayuu ka soo saara awaamiir

2. xafiis kasta oo dawladeed:-

- (b) waa inuu diyaariya qaab-dhismeedkiisa una gudbiyaa xafiiska si loogu ansixiyo.
- (t) Waa in uu isagoo ku salaynaya qaab dhismeedkiisa ayu soo buuxiya foomka loogu talagalay shaqo kasta iyo waajibaadyada una gudbiya xafiiska si uu meeleyo.
- (j) waxay xafiiska u jeediyan fikirhooda ka hor intan meelaynta boosaaska shaqada la meel-marin.
- (x) Waxay si rasmi ah uu hirgashan meelaynta saxda ah ee ka soo baxda xafiiska

**፬፥ የቢሮውና የመንግሥት መሥሪያ ቤቶች ሥልጣንና ተግባር**

**፩. ቢሮው:-**

- ሀ) በመንግሥት መሥሪያ ቤቶች የሚገኙ የሥራ መደቦች የሚመደቡባቸው ክፍል ሥራዎችና ደረጃዎች እንዲሁም ለእያንዳንዱ ክፍል ሥራ የሚጠይቀውን ተፈላጊ ችሎታ ይወስናል፡-
- ለ) ለእያንዳንዱ ክፍል ሥራ የክፍለ ሥራ መግለጫ ያዘጋጃል፡፡
- ሐ) የመንግሥት መሥሪያ ቤቶችን አደረጃጀትና በዚህ አንቀጽ ንዑስ አንቀጽ /፪ ለ/ የሚቀርብሉትን የሥራ መደብ መጠይቅ መሠረት በማድረግ የሥራ መደቦችን በክፍል ሥራና ደረጃ ይመደባል፤ ተግባራዊነቱንም ይቆጣጠራል፡፡
- መ) በሥራ መደብ አመዳደብ ላይ በመንግሥት መሥሪያ ቤቶችና በመንግሥት ሠራተኞች የሚቀርቡ አስተያየቶችንና ቅሬታዎችን መርምሮ ይወስናል፡፡
- ሠ) የሥራ መደቦች አመዳደብ መመሪያ ያወጣል፡፡

**፪. ማንኛውንም የመንግሥት መሥሪያ ቤት:-**

- ሀ) አደረጃጀቱን አጥንቶ ለቢሮው አቅርቦ ያስፈቅዳል
- ለ) መዋቅሩን መሠረት በማድረግና ለዚህ ተግባርና ኃላፊነት በዝርዝር በመሙላት ለቢሮው አቅርቦ ያስመድባል፤
- ሐ) በቢሮው የተሰጠው መድባ በሥራ ላይ እንዲውል ከመደረጉ በፊት አስተያየቱን ሊሰጥ ይችላል
- መ) በቢሮው የተሰጠው የመጨረሻ ምደባ በትክክል ሥራ ላይ እንዲውል ያደርጋል፤

**Art 4. Power and duties of the Bureau and government offices**

- 1. The Bureau shall:
  - a) determine the classes of position and grade to which all position in government offices shall be distributed as well as the qualification requirements for each class of positions:
  - b) Prepare class specification for each class of positions:
  - c) Classify position to classes of position and grades on the basis of organizational set up of government offices and job specifications submitted to it in accordance with sub Article (2)(b) of this Article and supervise the implementation of same;
  - c) Examine and decide on comments and complaints forwarded by government offices and civil servants on classification of positions:
  - d) Issue directives on classification of positions;
- 2. Every Government office:
  - a) shall prepare its organizational set up and submit same to the bureau for approval:
  - b) Shall on the basis of its organizational set up fill in detail the tasks and responsibilities of each position in the form designed for such purpose and submit to the bureau for classification.
  - c) May forward its comments to the bureau on the classification of a position prior to its implementation ;
  - d) Shall ensure that the final classification of a position is properly implemented.

**Qod. 5.<sup>aad</sup> Darajada Mushaharka**

1. xafiisku waa inu sameeyo daraasadyo ku sabsan darajooyinka mushaharka shaqaalaha dawlada, una gudbiya Golaha hawl fulinta si loo ansixiyo, sidoo kale kormeera hirgalintiisa marka la ansixiyo.
2. heerka mushaarku wuxu ka koobnandoona mushaharka, bilawga iyo heerka ugu dambeya iyo heerarka korodhka mushahar ee wakhtilaha ah ee darajo kasta.
3. Xafiisku waa inuu sameeyo dib u habeeyn wakhtiile ah oo darajada mushaarka ah kuna salaysan isbadalka dhaqaale iyo xaaladaha kale ee la xidhidha ugu yaran hal mar shantii sanoba una gudbiyo Golaha hawl fulinta.

**Qod. 6.<sup>aad</sup> Isku dhignaanshaha shaqoovinka & mushahar-ovinka**

dhamaan boosaska isku qiimaha ah waa in ay yeeshaan mushahar isle'eg.

**Qod 7.<sup>aad</sup> Bixinta Mushaharka**  
Xafiis kasta oo dawladeed waa in uu dabayaaqada bil kasta siiyaa mushaharka shaqaalaha dawlada ama wakiiladooda sharciga ah.

**Qod 8.<sup>aad</sup> Mushahar Kororka.**

1. shaqaalaha dawlada waxaa ay xaq u leeyihiin koror mushahar oo wakhtile ah oo ku xidhan waqtiga ay u go'aamiyaan golaha hawl fulintu.
2. mushahar kororka loo sameeyo shaqaalaha dawlada waxay ku xidhan tahay ama ku kala duwan tahay kolba waxqabadka shaqaalaha sida uu yahay.
3. arimaha qodob hoosaadka (1) ee qodobkan, laguma dabaqayo shaqaalaha dawlada ee waxqabadkiisa lagu qanci waayo.

**Qod. 9.<sup>aad</sup> Xaviraada Iyo Jarida Mushaharka**

1. mushaharka shaqaalaha dawlada lama xayiri karo ama lagama jari karo marka laga reebo arimaha soo socda.
  - (b) ogolaanshaha shaqaalaha dawlada.
  - (t) Amar maxkamadeed ama
  - (j) Si waafaqsan sharciga

**፯. ስለደግዝ ስኬል**

፩ ቢሮው ለመንግስት ስራተኞች የሚያገለግሉ የደግዝ ስኬሎች አጥንቶ ለክልሉ ካብኔ ውሳኔ ያቀርባል፤ ቢፈቀድም አፈጻጸሙን ይቆጣጠራል

፪ የደመወዝ ስኬሉ ለእያንዳንዱ የስራ ደረጃ መነሻና መድረሻ ደመወዝ እንዲሁም በየጊዜ የሚደረጉ የደመወዝ ጭግሪ የሚያመለክቱ እርከኞች ይኖሩታል።

፫ ቢሮው በየጊዜው የሚከሰቱ የኢኮኖሚ ለውጦችና ሌሎች ሁኔታዎችን ያገናዘበ የደመወዝ ስኬል ግኝቶች ጥናት እያካሄደ በየአምስት ዓመቱ ለክልሉ ካብኔ ያቀርባል።

፬ ለክልሉ ስራ እኩል ደግዝ ስለመከፈል እኩል ጥጋ ያላቸው የስራ መደቦች እኩል መነሻ ደግዝ ይኖራቸዋል።

፭ የደመወዝ ክፍያ ግንኙነት የመንግስት መስሪያ ቤት በየወሩ መጨረሻ ለስራተኛ ወይም ለሕጋዊ ወኪሎቻቸው የደመወዝ ክፍያ ይፈጸማል።

፮ ስለ ደመወዝ ጭግሪ ፩ የመንግስት ስራተኞች የደመወዝ ጭግሪ በክልሉ ካብኔ በሚወሰነው ጊዜ መሰረት የሚፈጸም ይሆናል።

፪ አጥጋቢ ክፍተኛና ወይም ከዚያ በላይ የሆነ የሥራ አፈጻጸም ውጤታቸው መጠኑ የተለያየ የደመወዝ ጭግሪ እንዲያገኙ ይደረጋል።

፫ የዚህ አንቀጽ ንዑስ አንቀጽ ፩ ድንጋጌ አጥጋቢ የስራ አፈጻጸም ውጤት ላላገኙ የመንግሥት ስራተኛ ተፈጻሚ አይሆንም።

፬ የደመወዝ ክፍያን ስለመያዝና ስለ መቆረጥ

፩ የግንኙነት የመንግስት ስራተኛ ደመወዝ  
ሀ) በስራተኛ ስምምነት  
ለ) በፍርድ ቤት ትእዛዝ ወይም  
ሐ) በህግ በተደገገው መሰረት ካልሆነ በሰተቀር ሊያዝ ወይም ሊቆረጥ አይችልም።

**Art 5. Salary Scale**

1. The bureau shall undertake studies on salary scales to be applicable to civil servants and submit the same to the cabinet for approval and supervise it's implementation .
2. The salary scale shall contain the base and maximum pay and steps indicating periodical increment for each grade .
3. The bureau shall undertake periodical revision of salary scales based on economic exchanges and other relevant conditions, once a five year.

**Art. 6. Equal Pay For Equal Works**

All positions of equal value shall have equal base salary.

**Art 7. Payment Of Salary**

Any government office shall, at the end of every months make payment of salary to civil servant or their legal representatives.

**Art 8. Increment of salary**

1. Civil servant may be entitled to periodical salary increment as may be determined by the cabinet.
2. The Salary increment to be made to civil servants with satisfactory, above satisfactory and out standing performances shall vary accordingly.
3. The provision of sub- Article (1) of this Article shall not be applicable to a civil servant whose performance is unsatisfactory.

**Art 9. Attachment and Deduction Of Salary**

1. The salary of civil servant may not be attached or deducted except in accordance with:
  - a) the consent of the civil servant ;
  - b) Court order ; or
  - c) The provisions of the law.

2. Jaritaanka biloodlaha ee mushaharka shaqaalaha dawlada ee lagu sameeyo sida uu dhigayo qodob-hoosaadka (1) (t) ama (j) ee qodobkani waa in ayna dhaafin saddex meeloodow hal meel oo mushaharkiisa ah (1/3).

**Qod 10.<sup>aad</sup> Gunoovinka**

1. Guno kasta waa in la bixiyaa marka ay lagama marmaan u noqoto in la qabto shaqo dawladeed.
2. xafiisku waa in uu sameeyo daraasaadyo lagu bixinayo gunoovinka kala duwan una gudbiyo golaha fulinta marka la ansixiyana dabagalaa fulintooda.

**Qaybta Saddexaad**

**Hawlgelinta Shaqaalaha & Qiimaynta Waxqabadkooda**

**Cutubka Koowaad**

**Shuruudaha Xulashada & Shaqaalaynta**

**Qod 11.<sup>aad</sup> U Qalmida Shaqaalenimo**

1. kuwan soo socdaa uma qalmaan in ay noqdaan shaqaale dawladeed.
  - (b) shaqsiga da'diisu ka hoosayso 18 sano.
  - (t) Shaqsi ay maxkamad awood u lihi ku xukuntay in uu galay denbi la xidhiidha waajibaadkiisa shaqaale dawladeed ama aamin daro tuugnimo, khiyaamo Laga dhafin si waafaqsan sharciga.
  - (j) Iyadoo aan waxba loo dhimayn qodob hoosaadka (1)(t) ee qodobkan, shaqaalaha dawlada ee lagu eryay denbi anshaxumo awgeed, inta anay laba sano kasoo wareegin laga bilaabo taariikhda eriga.
2. iyadoo an laga hor iman qodobkan farqadisa 1(b), xafiisku wuxuu soo saari karaa awaamiir la xidhiidha xalaada dadka da'doodu ka hooseeyso 18 kana sareeyso 14 siyaabaha ay shaqaale ku noqon karaan.

፪. በዚህ አንቀጽ ንዑስ አንቀጽ ፩ (ለ) ወይም (ሐ) መሰረት ከስራተኛው ደመወዝ በየወሩ የሚቆረጠው ከደመወዙ አንድ ሶስተኛ አይበልጥም።

**፲. ስለ ልዩ ልዩ አባሎች**

፩. ማንኛውም አበል የሚከፈለው የመንግስትን ስራ ለማከናወን አስፈላጊ ሆኖ ሲገኝ ነው።

፪. ቢሮው የልዩ ልዩ አባሎች ከፍተኛ ሊያጠና ለካቢኔው ውሳኔ ያቀርባል።

**ከፍተኛ ሦስት**

**ስለስራተኛች ስምሪትና የስራ አፈፃፀም**

**ምዕራፍ አንድ**

**ሠራተኛ ስለመምረጥና መቅጠር**

**፲፩. በመንግስት ስራተኛነት**

**ለመቀጠር የሚያስችሉ**

**ሁኔታዎች**

፩. የሚከተሉት የመንግስት ስራተኛ ሆነው ሊቀጠሩ አይችሉም።

ሀ) እድሜው ከአስራ ስምንት ዓመት በታች የሆነ

ለ) በሕግ መሠረት ካልተሰረዘ ለት በስተቀር የመንግስት ስራተኛ ሆኖ ከስራው ጋር በተያያዘ ሁኔታ ወንጀል ፈፀሞ ወይም በማናቸውም ሌላ ሁኔታ የእምነት ማጉደል፣ የስርቆት ወይም የማጭበርበር ወንጀል ፈጽሞ ስልጣን ባለው ፍርድ ቤት የተፈረደበት።

ሐ) የዚህ አንቀጽ ፪ ደረጃ ተራ (ለ) እንደተጠበቀ ሆኖ በዲሲፒሊን ጉድለት ምክንያት ከሥራ የተሰናበተ የመንግስት ሠራተኛ ከተሰናበተበት ቀን ጀምሮ ሁለት ዓመት ከመሙላቱ በፊት

፪. የዚህ አንቀጽ ንዑስ አንቀጽ ፩ (ሀ) ድንጋጌ ቢኖርም ዕድሜያቸው ከአስራ አራት ዓመት በላይ የሆናቸውና አስራ ስምንት ዓመት ያልሞላቸው ወጣቶች ለመቀጠሉ ስለ ሥራ ሁኔታቸው ቢሮው መመሪያ ሊያወጣ ይችላል።

2. Monthly deductions from the salary of a civil servant to be made pursuant to sub- Article (1) (b) or (c) of this Article shall not exceed one third of his salary.

**Art 10. Allowances**

1. Any allowance shall be paid for the purpose of carrying out the functions of the public service.
2. The bureau shall undertake studies on the payment of various allowances and submit same to the cabinet and upon approval.

**Part Three**

**Staffing and Performance Evaluation Section one**

**Selection and Recruitment**

**Art 11. Eligibility**

1. The following shall not be eligible to be civil servants:
  - a) a person under the age of 18 years;
  - b) a person who has been convicted by a court of competent jurisdiction of any crime committed in connection with his duties as a civil servant or breach of trust, theft or fraud, unless he has been reinstated in accordance with the law;
  - c) without prejudice to sub-Article (1) (b) of this Article, a civil servant who has been dismissed on grounds of disciplinary offence, before the lapse of two years from the date of his dismissal.

2. Notwithstanding sub-Article (1) (a) of this article, the bureau may issue directives on circumstances in which young persons above the age of 14 and under 18 may be appointed as civil servant and on the conditions of service applicable to them.

**Qod 12.<sup>aad</sup> Shaqaalaha Ajanebiga Ah**  
 qof aan itoobiyaan ahayn uma qalmo in uu noqdo shaqaale dawladeed oo rasmi ah.

**Qod 13.<sup>aad</sup> Buuxinta Boosaska Shaqo**

1. shaqo doonka ama shaqaalaha dawlada ee buuxinaya boosaska shaqo ee banaan waa in aan lagu kala soocin isirkooda, asal ahaan awgeed, diintooda fikirkooda siyaasadeed ama sababo kale
2. booska banaan waxaa lagu meelayn karaa oo keliya shaqsigii buuxiya xirfada looga baahan yahay ee hela dhibcaha ugu sareeya tartamayaasha kale .
3. iyadoo aan waxba loo dhimayn shuruudaha qodob hoosaadka (1) iyo (2) ee qodobkan waxaa mudnaanta la siinayaa.

(b) tartamayaasha haweenka iyo .

(t) tartamaha deegaanka u dhashay

4. iyadoo aan wax loo dhimayn shuruudaha qodob hoosaadka (1) - (3) ee qodobkan mudnaanta shaqaalaynta waa in la siiyo tartamayaasha laxaadkoodu kala dhan taalan tahay.
5. boosaska banaan waxa lagu buuxinayaa qaab meelayneed, dalacsiineed ama bedelaad iyadoo lagu salaysanayo qorshaha bahiyeed cududa shaqaalaha

**Qod 14.<sup>aad</sup> Soo Saarida Ogaysiiska iyo Buuxinta Boosaska Banaan**

1. xafiisyada dawladu waa in ay ogaysiis ka soo saaraan boos kasta oo banana oo lagu meelaynayo shaqaale cusub.
2. xafiisku wuxuu soo saari karaa awaamiir ku saabsan, soo saarida ogaysiisyada boosaska banaan iyo qaabka diyaarinta imtixaanka iyo soo bandhigida natiijo kasta.

**፲፪. ስለውጭ ሀገር ዜጎች ቅጥር**

ዜግነቱ ኢትዮጵያዊ ያልሆነ ሰው በቋሚ የመንግስት ስራተኛነት ሊቀጠር አይችልም።

**፲፫. ክፍት የስራ መደቦች በስራተኛ ስለማስያዝ**

፩. በብሄረሰብ፣ በፆታ፣ በሀይማኖት፣ በፓለቲካ አመለካከትና በሌላም ሁኔታ በሥራ ፈላጊዎችም ሆነ በመንግስት ሰራተኞች መካከል ልዩነት ማድረግ የተከለከለ ነው።

፪. በክፍት የሥራ መደብ ላይ የሚመደበው ለስራ መደብ የሚጠየቀውን ተፈላጊ ችሎታ የሚያሟላና ከሌሎች ተወዳዳሪዎች ጋር ተወዳድሮ ብልጫ ነጥብ ያገኝ ብቻ ነው ።

፫. የደህ አንቀፅ ንዑስ አንቀፅ ፩ እና ፪ ድንጋጌዎች እንደተጠበቀ ሆኖ ሀ) ሴት አመልካች እና ለ) ለክልሉ ተወላጆች ቅድሚያ ይሰጣል

፬. የደህ አንቀፅ ንዑስ አንቀፅ ፩-፫ ድንጋጌዎች ቢኖሩም ከተወዳዳሪዎች መካከል ዝቅተኛውን የውድድር ማለፊያ ነጥብ ለሚያሟሉ የአካል ጉዳተኞች ቅድሚያ ይሰጣል።

፭. ክፍት የስራ መደቦችን በስራተኛ ማስያዝ የሚቻለው የሰው ሃይል ዕቅድን መሰረት በማድረግ በቅጥር በእድገት ወይም በዝውውር ይሆናል ።

**፲፬. ማስታወቂያ ስለማውጣትና ምደቦች በቅጥር ስለማሟላት**

፩. ማንኛውም የመንግስት መስሪያ ቤት አዲስ የመንግስት ስራተኛ የሚቀጠርበት ክፍት የስራ ቦታ ሲኖረው ማስታወቂያ በማውጣት አመልካችን መጋበዝ አለበት

፪. ስለማስታወቂያ አወጣጥና ፈተና አዘገጃጀትና አሰጣጥና ውጤት አገላለጽ ቢሮው መመሪያ ሊያወጣ ይችላል

**Art 12. Appointment Of Foreigners**

A person who is not an Ethiopian national may not be eligible to be a permanent civil servant.

**Art. 13 Filling Of Vacancies**

1. There shall be no discrimination among job seekers or civil servants in filling vacancies because of their ethnic origin sex, religion, political out look or any other ground.

2. A Vacant position shall be filled only by a person who meets the qualification required for the position and scores higher than other candidates.

3. Without prejudice to the provisions of sub -Articles (1) and (2) of this Article, preference shall be given to:

- a) Female candidates and
- b) A person who are natives of the Region

4. Notwithstanding the Article, priorities of appointment shall be given to candidates with disabilities who meet the minimum passing score.

5. Vacancies may be filled through recruitment, promotion or transfer on the basis of human resource planning.

**Art. 14 Vacancy Announcement and filling by employment.**

1. Government offices shall advertise every vacant position to be filled by a new civil servant.

2. The bureau may issue directives with regard to advertising vacant positions and the preparation and conducting of examinations and disclosing the result thereof.

3. iyadoo aan la xeerin qodob hoosaadka (1) iyo (2) ee qodobkan xafiis kasta oo dawladeed wuxuu ka codsanayaa kuliyaadaha waxbarashada sare aqoonyahanada si ay u shaqaalaystaan iyadoo la kaashanaya hay'adaha ay khusayso.

**Qod. 15<sup>aad</sup> Caddaynta Caafimaadka & Ta Denbi La'aanta**

Musharaxa keena natiijada ugu saraysa ee tartamayaash dhexdooda isla markaana imtixaanka gudba waa in uu soo gudbiyaa caddaynta caafimaadka si uu u sugo caafimaad qabka adeeg bixin & caddayn qoraal ah oo sugaysa in aanu denbi gelin oo booliiska u diiwaan gashan sida denbyada lagu xusay qodob hoosaadka (1) (t) ee qodba 11-aad ee bayaankan.

**Qod. 16<sup>aad</sup> Shaqaalaynta & Dhaarinta**

1. shaqaalaha dawlada ee shaqada ku cusubi waa in la siiyo warqad tijaabo shaqo ah oo uu saxeexay madax xafiiseedku ama masuuliyiinta kale ee xafiisyada dawlada loo xilsaaray oo caddaynta ciwaanka & darajada booskiisa, mushaharkiisa & taariikhda ay shaqaalayntiisu bilaabantay oo ay la socdaan shaqo qeexidiisa.

2. shaqaalaha dawlada ee la shaqaaleyey ka hor intaanu bilaabin shaqadiisa waa in uu ku dhaartaa sidan soo socota.

Anigoo ah.....ahna shaqaale dawladeed waxaan balan qaadayaa isla markaana si daacadnimo u dhaaranayaa in an wax kasta ka horumariyo adeega bulshada & in aan had & jeer dhawro dastuurka & sharciyada kale ee dalka isla markaana in aanan cidna u bandhigin sirta aan ku ogaaday shaqada awgeed.

፫. የዚህ አንቀጽ ንዑስ አንቀጽ ፩ እና ፪ ድንጋጌዎች ቢኖሩም ማንኛውም የመንግሥት መሥሪያ ቤት ከከፍተኛ ትምህርት ተቋማት ጋር ግንኙነት በመፍጠር ምሩቃንን በመጋበዝ ቅጥር መፈጸም ይችላል።

፲፮. የህክምናና ከወንጀል ነፃ ስለመሆን የሚቀርቡ ማስረጃዎች ውድድሩን ካለፉት መካከል ከፍተኛ ውጤት ያገኘው ተወድዳሪ ተመርጦ ለአገልግሎት ተስማሚ መሆኑን የሚያረጋግጥ የህክምና ማስረጃ እንዲሁም በዚህ አዋጅ አንቀጽ ፲፩ ንዑስ አንቀጽ /፩/ /ለ/ ከተጠቀሱት ወንጀሎች ነፃ መሆኑ የሚያረጋግጥ የፖሊስ ማስረጃ እንዲያቀርብ ይደረጋል።

**፲፯. ሰራተኛን ስለመቅጠርና ስለቃለ መሀል**

፩. የተመረጠው እጩ የሰራ መደቡን መጠሪያ፣ የተመደበበ ትን ደረጃ ደመወዝንና ሥራውን የሚጀምርበትን ቀን የሚገልፅ በአሰሪው መስሪያ ቤት የበላይ ኃላፊ የተፈረመ የሙከራ ቅጥር ደብዳቤ ከሚያከናውነው የሥራ መደብ ዝርዝር መግለጫ ጋር ይሰጠዋል።

፪. የተቀጠረው የመንግስት ሰራተኛ ስራ ከመጀመሩ በፊት የሚከተለውን ቃል መሀል ይፈፅማል

« እኔ ----- በመንግስት ሰራተኝነቴ ከሁሉ በላይ አድርጌ በእውነትና በታማኝነት ሕዝቡን ለማገልገል በማናቸውም ጊዜ ሕገ መንግስቱንና የሀገሪቱን ሕጎች ለማክበርና በሰራዬ ምክንያት ያወቅሁትን ሚስጢር ለሌላ ለማንኛውም ወገን ስለመግለፅ ቃል እገባለሁ።

3. Notwithstanding sub Article (1) and (2) of this Article. every government office may solicit graduates of higher education institution for recruitment in cooperation with the institutions

**Art. 15 Medical Certificate and police Record**

The candidate who has scored the highest mark from among the competitors and passed the examination shall submit medical certificate to prove his fitness for service and written testimony to prove that he has no police record with regard to crimes referred to in sub Article (1)(b) of Article 11 of this proclamation.

**Art. 16 Appointment and Oath of Fidelity**

1. A newly appointed civil servant shall be served with a letter of probation appointment signed by the head or any other authorized official of the government offices, stating the title and grade of his position, his salary and date of commencement of his appointment, together with job descriptions of his position.

2. The appointed civil servant shall, before commencement of his work take the following oath of fidelity:

"I----- being a civil servant solemnly and sincerely swear that above all else faithfully serve the people and at all times respect the constitution and the laws of the country and will not disclosed to any party the secret revealed to me by reason of my duties"

**Qod 17<sup>aad</sup> Go'aaminta Mushaharka Bilowga Ah.**

Shaqaaale kasta oo cusub waa in la siiyo mushaharka bilowga ah ee shaqaalaha adeega mushaharka ee ay cayimayso darajada booska lagu meeleeeyey. Hase ahaatee xafiiska shaqaalaha dawladu wuxuu u fasaxi karaa mushahar ka sareeya mushaharka bilowga ah haddii uu u arko lagama maarmaan.

**Qod 18<sup>aad</sup> Tijaabo**

1. ujeedada tijaabadu waa in ay ahaato si loo sugo hawl karnimada shaqaalaha dawlada ee cusub iyadoo lala soconayo waxqabadkiisa.
2. mudada shaqo ee shaqaalaha dawlada ee booska Tijaabad waa in ay noqoto lix bilood hase ahaatee haddii hawl karnimadiisa laga shakiyo waxaa lagu dari karaa saddex bilood oo dheeraad ah.
3. haddii shaqaalaha dawlada ee tijaabada ku jira habsan kaga maqan yahay shaqadiisa dhaawaca shaqadiisa ka soo gaadhay awgeed iyadoo aan laga hor imaanayn shuruudaha qodob hoosaadyada (2)(4) ee qodobka 45 aad ee bayaankan waa in loo ogaado in uu dhamaystay tijaabadii u hadhsanayd mudada laga bilaabo maalinta uu bogsado.

**Qod 19<sup>aad</sup> Shaqaalenimo Rasmi Ah**

1. warqad shaqaale nimo rasmi ah waa in la siiyo shaqaalaha dawlada ee dhamaystay mudada tijaabada.
2. haddii xafiiska dawladu ku guuldaraysto in uu qiimeeyo waxqabadka shaqaalaha dawlada ka hor inta anay dhamaan mudada tijaabada iyadoon laga hor imaanayn masuuliyada madaxa ay khusayso qiimaynta wax-qabadka waa in lagu sameeyo hal bil gudaheed mudada tijaabada ku xigta hase ahaatee haddii xafiiska dawladu ku guulaysan waayo qiimaynta shaqaalaha dawlada waxaa laga soo qaadi in si rasmi ah loo shaqaaleeyey laga bilaabo maalinta shaaqalay-ntiisa.

**፲፯. ስለመነሻ ደመወዝ አወሳሰን**

ማንኛውም አዲስ ተቀጣሪ የመንግስት ሰራተኛ በመንግስት ሰራተኞች የደመወዝ ስኬል መሰረት ለሚመደብበት የሰራ መደብ የተወሰነው መነሻ ደመወዝ ይከፈለዋል፤ ሆኖም አስፈላጊ ሆኖ ሲገኝና በቢሮው ሲፈቀድ ከመነሻው ከፍ ያለ የእርከን ደመወዝ መክፈል ይቻላል።

**፲፰. የሙከራ ጊዜ**

- ፩. የሙከራ ጊዜ አላማ አዲስ የተቀጣሪ የመንግስት ሰራተኛ ስለሰራ አፈፃፀሙ ክትትል እየተደረገ ብቃቱን ለማረጋገጥ ይሆናል
- ፪. የሰራተኛው የሙከራ ጊዜ በተቀጣሪነት የሰራ መደብ ላይ ለስድስት ወር ይሆናል ሆኖም ችሎታው አጠራጣሪ ሆኖ ከተገኘ የሙከራ ጊዜውን ለተጨማሪ ሦስት ወር ማራዘም ይቻላል
- ፫. የዚህ አዋጅ አንቀጽ ፵፭ ንዑስ አንቀጽ /፪/እና/፬/ ድንጋጌዎች እንደተጠቁ ሆነው በሙከራ ላይ የሆነ የመንግስት ሰራተኛ ከሰራ በመጣ ህመም ወይም ጉዳት ምክንያት ከሥራ የቀረ እንደ ሆነ ያልጨረሰውን የሙከራ ጊዜ ከህመሙ ወይም ከጉዳቱ ከዳነበት ጊዜ አንስቶ እንዲጨርስ ይደረጋል።

**፲፱. ቋሚ የመንግስት ሰራተኛ ስለመሆን**

- ፩. የሙከራ ጊዜውን የጨረሰ የመንግስት ሰራተኛ ቋሚ መሆኑን የሚያረጋግጥ ደብዳቤ ይሰጠዋል
- ፪. የመንግስት መ/ቤቱ የሰራተኛውን የሥራ አፈፃፀም ሳይሞላ የሙከራ ጊዜው ካለፈ የሚመለከተው ኃላፊ የሚኖርበት ተጠያቂነት እንደ ተጠበቀ ሆኖ በአንድ ወር ጊዜ ውስጥ የሥራ አፈፃፀም እንዲሞላለት ያደርጋል ሆኖም በዚህ ጊዜ ውስጥ የሥራ አፈፃፀሙ ያልተሟላለት እንደሆነ ሰራተኛው ለሙከራ ከተቀጣሪነት ጊዜ ጀምሮ ቋሚ የመንግስት ሰራተኛ እንደሆነ ይቆጠራል።

**Art . 17 Determination Of Starting Salary**

Any newly appointed civil servant shall be paid the base salary as fixed by the civil servant salary scale for the position he has been appointed. Provided, however, that payment of step salary higher than the base salary may be authorized by the bureau where it is deemed necessary.

**Art. 18 Probation**

1. The purpose of probation shall be to prove the competence of a newly appointed civil servant through follow up of his performance.
2. The period of probation of a civil servant on the position of his appointment shall be for six months. However it may be extended for three additional month.
3. Where the civil servant on probation is absent from his work due to employment injury and with out prejudice to the provisions of sub Article (2) and (4) of Article 45 of this proclamation, he shall be allowed to complete the remaining probation period following the date of his recovery.

**Art 19. Permanent Appointment**

1. A letter of permanent appointment shall be issued to civil servant who has completed his probation
2. where the government office failed to evaluate the performance of the civil servant before the expiry date of the probation period and without prejudice to the responsibility of the official concerned, the performance evaluation shall be carried out within one month following the probation period provided, however, that if the government office further fails to carry out the evaluation, the civil servant shall be deemed permanently appointed as of the date of his initial appointment.

**Qod. 20<sup>aad</sup> Shaqaalaha Ku Meel Gadhka**

1. yadoon aan wax loo dhimayn qodob hoosaadka (2) ee qodobkan xafiiska dawladu wuxuu shaqaale dawladeed oo ku meel gaadha u shaqaalayn karaa keliya shaqo aan asalkeedu ahayn mid rasmi ah, hase ahaatee, haddii xafiiska dawladu xaale baahi keento wxuu shaqaale ku meel gaadha ku shaqaalayn karaa.
2. xafiisyada dawladu marka ay helaan ogolaanshaha xafiiska shaqaalaha dawlada waxaa uu si ku meel gaadha ajanabi ku shaqaalayan karaa haddii la sugo in aanay suurto gal ahayn in la buuxiyo boos u baahan aqoon sare oo aanay itoobiyaanku buuxin Karin dalacsiin ama shaqaalayn.
3. iyadoo aan laga hor imaanayn shuruudaha qodobkan xafiiska shaqaalaha dawladu waxaa uu soo sari karaa xeer hoosaadyo la xidhiidha shaqaalaynta shaqaalaha ku meel gaadhka ah .

**Cutubka labaad**

**Dalacsiin**

**Qod 21<sup>aad</sup> Ujeedoovinka**

Ujeedoovinka dalacadu waa in kor loogu qaado waxqabadka xafiisyada dawlada.

**Qod 22<sup>aad</sup> Xulashada Dalacsiinta**

1. shaqaale kasta oo dawladeed oo rasmi ah waxaa uu u tartami karaa dalacsiinta laga reebo shaqaalaha lagaga madnuucay ganaax anshaxumo awgeed.
2. xafiiska maamulka shaqaalaha dawladu waa in uu soo saaro xeer hoosaadyo faah faahsan oo la xidhiidha dalacsinta shaqaalaha dawlada.

**፩. ጊዜያዊ ሰራተኛ ስለመቅጠር**

፩. የዚህ አንቀጽ ንዑስ አንቀጽ /፪/ድንጋጌ እንደ ተጠበቀ ሆኖ ማንኛውም የመንግስት መ/ቤት ጊዜያዊ ሰራተኛ ለቀጥር የሚችለው የዘላቂነት ባህሪያዊ በሌለው ሰራ ላይ ነው ሆኖም ሁኔታዎች በቋሚ የሥራ መደብ ላይ ጊዜያዊ ሰራተኛ መቅጠር ይችላል።

፪. አንድ የመንግስት መ/ቤት ከፍተኛ ሞያ ለሚጠይቅ ማናቸውም ክፍት የሥራ መደብ በደረጃ እድገት ወይም በቅጥር ኢትዮጵያዊ ባለሞያ ለማግኘት አለመቻሉን ሲያረጋግጥ በቅድሚያ ቢሮው በማስፈቀድ የውጭ ሀገር ዜጋ በጊዜያዊነት ሊቀጥር ይችላል።

፫. የዚህ አንቀጽ ድንጋጌዎች እንደተጠበቁ ሆነው የጊዜያዊ ሰራተኛ አቆጣጠርን በተመለከተ ቢሮው መመሪያ ሊያወጣ ይችላል።

**ምዕራፍ ፪**

**ስለደረጃ ዕድገት**

**፳፩. የደረጃ እድገት አላማ**

የደረጃ ዕድገት የሚሰጠው የመ/ቤቱ የሥራ ውጤት ለማሻሻል ነው።

**፳፪. ስለ ደረጃ እድገት አሰጣጥ**

፩. በዲሲፕሊን ቅጣት ካልታገደ በስተቀር ማንኛውም ቋሚ የመንግስት ሰራተኛ ለደረጃ እድገት ለመወዳደር ይችላል

፪. ቢሮው የደረጃ ዕድገት የሚሰጥበትን ዝርዝር መመሪያ ያወጣል።

**Art 20 Temporary Appointment**

1. Without prejudice to sub-Article (2) of this Article a government office may appoint a temporary civil servant only for a job which is not of a permanent nature, provided, however, that a government office may, where circumstances so require appoint a temporary civil servant to a permanent position.
2. A government office may , upon obtaining the permission of the bureau, appoint a foreign national on temporary basis where it is proved that it is impossible to fill a vacancy that a requires a high level professional by an Ethiopian through promotion or recruitment .
3. without prejudice to the provision of this article the bureau may issue directive on the recruitment

**Chapter Two**

**Promotion**

**Art. 21 Objectives**

promotion shall be given for the purpose of enhancing the performance of the government offices .

**Art. 22 Selection For Promotion**

1. any permanent civil servants may compete for promotion unless he is prohibited because of disciplinary penalties .
2. the bureau shall issue detailed directives on the promotion of the civil servants .

**Qod. 23<sup>aad</sup> Buurinta Dalacsimada**

iyadoo aan laga hor imaanayn shuruudaha qodobka 66 (10) ee bayaankan dalacsiin kasta oo lagu helay been abuurasho xirfadeed ama loo bixiyey si aan sharciga waafaqsanayn waxaa lala noqon karaa waqti kasta.

**Cutubka Sadexaad**

**Bedelaada**

**Qod. 24<sup>aad</sup> Bedelaada Gudaha**

- 1 xafiiska dawlada mar kasta oo uu lagama maarmaan u arko waxaa uu shaqaalaha dawlada u bedeli karaa boos kale oo darajo iyo mushahar le'eg ama meel kale oo shaqo oo xafiiska gudihiisa ah.
- 2 bedelka lagu sameeyo sida waafaqsan qodob hoosaadka (1) ee qodobkan waa in lagu fuliyo iyadoo lagu salaynayo tartan mar kasta oo ay jiraan xafiiska gudahiisa shaqaale dawladeed oo bedel donaya.
3. iyadoon aan la khilaafin shuruudaha qodob hoosaadka (1) ee qodobkan shaqaalaha dawlada iyadoon aan samayn ku yeelanayn mushaarkiisa ayaa si ku meel gaadha loogu qori karaa boos kale muddo aan ka badnayn hal sano iyadoon aan la eegayan derejo ama nooca shaqada haddii loogu baahdo si looga hor tago dhibaato ama dhib kasta oo waxyeelo soo gaadhsinaysa xafiiska dawlada .
4. haddii lagu sugo caddayn caafimaad in shaqaalaha dawlada aanu awoodi Karin in uu guto shaqada booskiisa ama aanu tegi Karin goobtiisa shaqo sabab caafimaad awood waxa loo bedeli karaa meel kale oo boos ku haboon ah ama meel kale oo shaqo leh.
- b) oo darajo la mid ah haddii boos banana la helayo ama.
- t) darajo hoose haddii boos banaan oo la darajo ah aan la helayn isla markaana uu raali ka yahay in loo bedelo boos darajo hoose.

**ጸ። ደረጃ ዕድገት ስለሚሰረዝበት ሁኔታ**

በዚህ አዋጅ አንቀጽ ፳፮ /፲/ በተደነገገው እንደተጠበቀ ሆኖ የሀሰት ማስረጃ በማቅረብ የተገኘ ወይም ህግን በመተላለፍ የተሰጠ የደረጃ ዕድገት በማንኛውም ጊዜ ይሰረዛል።

**ምዕራፍ ሦስት  
ዝውውር**

**ጸ፱. ውስጥ ዝውውር**

፩. አንድ የመንግስት መ/ቤት ለሥራው አስፈላጊ ሆኖ ሲያገኘው ሰራተኛውን በዚያው መ/ቤት ውስጥ በተመሳሳይ የሥራ ደረጃና ደግሞ ከአንድ የሥራ መደብ እኩል ደረጃ ወደ አለው ሌላ ተመሳሳይ የሥራ መደብ ወይም ከአንድ የሥራ ቦታ ወደ ሌላ የሥራ ቦታ በማዘወወድ ሊያሰራ ይችላል።

፪. በዚህ አንቀጽ ንዑስ አንቀጽ /፩/ መሰረት በውስጥ ዝውውር ሊሞላ በሚችል ክፍት የሥራ መደብ ላይ መስራት የሚፈልጉ የመ/ቤቱ ሠራተኞች ሲኖሩ ዝውውር በውድድር ይፈፀማል።

፫. በዚህ አንቀጽ ንዑስ አንቀጽ /፪/ የተደነገገው ቢኖርም በመ/ቤቱ ላይ አደጋ እንዳይደርስ ለመከላከል ወይም አደጋው ያደረሰውን ጉዳት ለማስተካከል አንድ የመንግስት ሰራተኛ ደግሞ ሳይቀንስ ደረጃው ወይም የሥራው አይነት ሳይጠበቅ ከአንድ አመት ላለፈበት ጊዜ በጊደያዊነት አዘዋውሮ ማሰራት ይችላል።

፬. ማንኛውም ቋሚ የመንግስት ሰራተኛ በጤና መታወክ ምክንያት በያዘው የሥራ መደብ ላይ ወይም ባለበት የሥራ ቦታ ሊሰራ አለመቻሉን በሀኪም ማስረጃ ሲያረጋግጥ

ሀ/ በተመሳሳይ ደረጃ ሊመደብበት የሚችል ክፍት የሰራ መደብ ካለ በያዘው ደረጃ ወይም

ለ/ በተመሳሳይ ደረጃ ሊመደብ የሚችልበት ክፍት የሥራ መደብ ከሌለና የሰራተኛው በዝቅተኛ ደረጃ ላይ ለመስራት ፍቃደኛ ከሆነ ደረጃው ተቀንሶ ወደ ሚስማማው የሥራ መደብ ወይም የሥራ ቦታ ይዘዋወራል።

**Art. 23 Revocation of promotion**

without prejudice to the provision of article 66(10) of this proclamation ,any promotion obtained on the basis of the false representation regarding or granted contravention of the law shall be revoked at any time

**Chapter Three  
Transfer**

**Art. 24 Internal Transfer**

- 1) A government office may , whenever necessary transfer a civil servant to another similar position of an equal grade and salary or to another place of work within the government office
2. any transfer to be made under sub (1) of this article shall be carried out on the basis of competition whenever there are civil servants within the government office applying for transfer .
3. notwithstanding the provisions of sub article(1) of this article ,a civil servants may, without affecting his salary ,be temporarily assigned to another position ,for not more than a year ,irrespective of the grade or type of function where it is required to prevent the occurrence or rectify the damage of any disaster to the government office .
4. Where it is proved by a medical certificate that a civil servant is unable to carry out the function of his position or to reside in his place of work due to his health condition , he shall be `ransferred to another suitable position or place of work with .
  - a) same grade where such vacant position is available or,
  - b) lower grade where a vacant position of the same grade is not available and he is willing to transfer to a position of lower grades

5. haddii ay duruufita baahiyeed kento shaqaalaha dawladeed oo rasmi ah waxaa lagu qori karaa boose sare oo kusime ah wuxuuna xaq u yeelanayaa gunadda ku simanimada ah.

6. shaqaalaha dawlada looma ogola in u ku sime noqdo in ka badan hal sano.

7. haddii booska shaqaalaha rasmiga ah la baabiiyo waa in loogu bedo boos kale oo la darajo ah xafiiska dawlada gudihiisa.

**Qod 25<sup>aad</sup> Ka Soo Bedelida Xafiis Dawladeed oo Kale .**

1. buuxinta booska banana ee xafiisyada dawlada ee lagu buuxinayo shaqaalaha rasmiga ah ee xafiisyada kale ee dawlada waa in la sameeyo haddii xafiiska la xidho ama booska la baabi'iyo isla markaana xafiiska shaqaalaha dawlada sidaas go'aamiyo.

2. shaqaalaha lagu soo bedelo sida qodobkani dhigayo waa in la siiyo mushaharkiisii hore iyo faa'iidada uu ku helo darajadiisa & shaqada awgeed.

3. shaqaalaha rasmiga ah & xafiiska dawlada haddii ay lagama maarmaan tahay oo ay sidaas ku heshiiyaan waxaa lagu bedeli karaa xafiis kale oo dawladeed si uu uga fuliyo shaqo gaara muddo aan ka badnayn hal sano.

4. haddii shaqaalaha rasmiga ah lagu meeleeyo sida waafaqsan qodob hoosaadka (3) ee qodobkan.

b) mushaharkiisa & faa'iidooyinka kale waa in aanay saamayn bedelaadiisa awgeed.

t) waxqabadkiisa waa in uu qiimeeyo xafiiska dawlada ee lagu bedeley loona diro masuulkiisa.

j) waa inuu u hogaansamo talaabooyinka anshaxeed ee uu qaadayo masuulkiisa mar kasta oo uu galo denbi anshax xumo la xidhiidha .

፩. U-፩፡፱፻፶፯ ሲያስገድዱ አንድ ቋሚ የመንግስት ሰራተኛ ከፍ ያለ ደረጃ ባለው የሥራ መደብ ላይ በተጠባባቂነት እንዲሰራ ሲደረግ የተጠባባቂነት አበል ይከፈለዋል።

፪. አንድ የመንግስት ሰራተኛ ከአንድ አመት በላይ በተጠባባቂነት ማሰራት አይፈቀድም

፫. የአንድ ቋሚ ሰራተኛ የሥራ መደብ የተሰረዘ እንደሆነ መ/ቤቱ ውስጥ በተመሳሳይ ደረጃ ወደ አለው የሥራ መደብ ይዘዋወራል።

**፳፭. ከሌላ መ/ቤት የሚደረግ ዝውውር**

፩. በማንኛውም የመንግስት መ/ቤት የሚገኝ የሥራ መደብ ከሌላ የመንግስት መ/ቤት በሚዛወር ቋሚ የመንግስት ሰራተኛ እንዲያዝ የሚደረግው መ/ቤቱ የተዘጋ ወይም የሥራ መደቡ የተሰረዘ ከሆነና ዝውውሩም ቢሮው ሲወሰን ነው።

፪. በደህ አንቀጽ መሰረት የሚዘዋወር የመንግስት ሰራተኛ በያዘው የሰራው ደረጃና በአገልግሎት ዘመኑ ምክንያት ያገኘ የነበረውን ደምወዝና ሌሎች መብቶች አይቀንሱም

፫. አስፈላጊ ሆኖ ሲገኝና ቀጣሪው የመንግስት መ/ቤትና ሰራተኛው ሲስማሙበት አንድ ቋሚ የመንግስት ሰራተኛ በሌላም የመንግስት መ/ቤት አንድ የተወሰነ ስራ ለመፈፀም ከአንድ አመት ላልበለጠ ጊዜ በጊዜያዊነት ተመደቦ ሊሰራ ይችላል

፬. በዚህ አንቀጽ ንዑስ አንቀጽ ፫ የተመደበ ሰራተኛ

ሀ) የደመውዛና ማንኛውም ጥቅሙ በምደባው ምክንያት አይጓደልበትም

ለ) የሥራ አፈፃፀም ራፖርት በአሰሪው የመንግስት መ/ቤት ተሞልቶ ለቀጣሪው የመንግስት መ/ቤት ይተላለፍላል

ሐ) ጥፋት የፈፀመ እንደሆነ የዲ.ሲ.ፒ.ሲ.ን እርምጃ የሚወሰድበት በቀጣሪው የመንግስት መ/ቤት ይሆናል

5. Where circumstance so requires, a permanent civil servant may be assigned to a higher position in an acting capacity and shall be in entitled to acting allowance

6. It is prohibited to assigned a civil servant in an acting capacity for more then a year.

7. Where the position of a permanent civil servant is abolished, he shall be transferred to another position of equal grade within the Bureau.

**Art. 25. Transfer From Another Bureau**

1. the filling of a vacant position in any bureau by transfer of a permanent civil servant from another governmental bureau shall be made where the bureau is closed or his position is abolished and the civil service bureau acceptance

2. a civil servant transfered under this article, shall be entitled to his previous salary and benefits acquired by virtue of his grade and salary.

3. A permanent civil servant, may where it is necessary and the government office and the civil servant agree, be seconded by another office to performed a specific duty for a period not exceeding one year.

4. Where a civil servant is seconded in accordance with sub- article (3) of this article;

a) His salary and other benefits shall not be affected because of his assignment;

b) His performance shall be evaluated by the government office to which he is seconded and shall be sent to his employer;

c) He shall be subjected to disciplinary measures to be taken by his employer whenever he commits disciplinary offence.

**Cutubka Afraad**  
**Qiimaynta Waxqabadka**

- Qod. 26<sup>aad</sup> qiimaynta waxqabadka**
1. ujeedada qiimaynta waxqabadku waa in ay noqotaa in ay awood u siiso shaqaalaha dawlada.
  - b) in ay si waxtar leh u fuliyaan waajibayadooda si waafaqsan darajada tayada heerka & waqtiga laga filayo.
  - t) in ay u gartaan kartidooda & karti xumadooda
  - j) si ay wax uga bedelaan waxaqabaddooda ustaqbalka isla markaana la horumariyo.
2. qiimaynta waxqabadku waa in shaqada loo fuliyaa si cad oo ay uga qayb galaan shaqaalaha dawlada ee wada shaqeeya.
  3. qiimaynta waxqabadka waa in loo fuliyaa si waafaqsan xeer hoosadyada uu soo saaro xafiiska shaqaaluhu.

**Qaybta Afraad**  
**Saacadaha Shaqada & Fasaxvada**  
**Cutubka Koowaad**  
**Saacadaha Shaqada.**

**Qod 27<sup>aad</sup> Saacadaha Shaqada ee Caadiga Ah.**

aacadaha rasmi ah ee shaqada haqaalaha dawlada waa in la o'aamiyaa iyadoo lagu salaynayo aaladaha shaqada oo anaay dhaafin doobaadkii 40 saacadood uu shaqeeyo.

**Qod 28<sup>aad</sup> Saacadaha Xafiiska**

aacadaha shaqada ee xafiiska waqtiga u bilaamayo & waqtiga uu dhamanayo waxaa lagu go'aaminayaa xeer oosaadka uu soo saaro Golaha hawl ilinta.

**Qod 29<sup>aad</sup> Shaqo Dheeraad Ah.**

xafiiska shaqaaluhu waa in uu soo saaro waamiir la xidhiidha akhtiyaarka iagdhow siin fasax ama shaqada heeraadka ah ee shaqaalaha qabta balse adaba xaddiga waqtiga dheeraad ah inta waa in ay le'ekaato xaddiga aadiga ah.

**Qod. 30<sup>aad</sup> Ciidaha Dadwaynaha**

shaqaale kasta waa in aa laga jarin mushaharka maalmahe ciidaha dadwaynahe ama xafiiske a mar dawladed lagu xidhay shaqaalaha lagu amro in u shaqeeyo ciidaha dadwaynaha waa in la siiyo lacagta shaqo dheeri ah

**ምዕራፍ አራት**  
**የሥራ አፈፃፀም**

- ፳፯. የሥራ አፈፃፀም ግምገማ**
- ሀ) የሥራ አፈፃፀም ግምገማ አላማ ሰራተኞች ለሥራቸውን በሚጠበቀው መጠን የጥራት ደረጃና ጊዜ በተሟላ ሁኔታ እንዲያከናውኑ
  - ለ) ጠንካራና ደካማ ጎናቸውን እንዲያውቁት
  - ሐ) የወደፊት የሥራ አፈፃፀም እንዲሻሻልና ለሥራ ያላቸውን ተነሳ ሽንት እንዲያገለብቱ ማስቻል ይሆናል
  - ፪. የሥራ አፈፃፀሙን ግምገማ በግልፅና ሥራው በሚመለከታቸው የመንግስት ሰራተኞች በተገኙበት በጋር ይከናወናል
  - ፫. የሥራ አፈፃፀም ግምገማ ቢሮው በሚያወጣው መመሪያ መሰረት ይፈፀማል

**ክፍል አራት**  
**የሥራ ሰአትና ልዩ ልዩ ፈቃዶች**  
**የሥራ ሰዓት**

**ምዕራፍ ስ**  
**የሥራ ሰዓት**

**፳፰. መደበኛ የሥራ ሰአት**  
የመንግስት ሰራተኞች መደበኛ የሥራ ሰአት እንደየሰራው ሁኔታ የሚወለን ሆኖ በሳምንት ከ40 ሰዓት መብለጥ የለበትም።

**፳፱. የሥራ መግቢያና መውጫ ሰዓት**  
የመንግስት ሰራተኞች የሥራ መግቢያና መውጫ ሰዓት የክልሉ ካቢኔ በሚያወጣው ደንብ ይወሰናል።

**፴፬. ትርፍ የሥራ ሰዓት**  
የትርፍ የሥራ ሰአት ለሰራው የመንግስት ሰራተኛ ማካካሻ እረፍት ወይም የትርፍ ሰአት ክፍያ የሚሰጥበት ሁኔታ ቢሮው በሚያወጣው መመሪያ ይወሰናል ሆኖም የትርፍ ሰአት ክፍያ በመደበኛ የሥራ ሰዓት ከሚከፈለው መጠን ጋር እኩል ይሆናል።

**፴፯. ስለህዝብ በአላት**  
ሀ. ማንኛውም የመንግስት ሰራተኛ በህዝብ በአል ወይም በመንግስት ውሳኔ መ/ቤቶች ዝግ ሆኖ በሚውለበት ቀን ባለመስራቱ መደበኛው የደምዝ ክፍያው አይቀነስበትም  
፪. የሥራው ሁኔታው አስገድዶ በህዝብ በአል ቀን የታዘዘ የመንግስት ሰራተኛ የትርፍ ሰአት ክፍያ ይሰጠዋል።

**Chapter Four**  
**Performance Evaluation**

**Art. 26. Performance Evaluation**

1. The purpose of performance evaluation shall be to enable the civil servants :
  - a) Effectively discharge their duties in accordance with the expected level, quality, standard and time;
  - b) Identify their strength and weakness;
  - c) Improve their future performance and develop self initiatives;
2. Performance evaluation shall be transparent and shall be carried out with collective participation of civil servants working together.
3. Performance evaluation shall be carried out in accordance with directives issued by the bureau.

**Part Four**  
**Working Hours and Leaves**

**Chapter One**  
**Working hours**

**Art. 27. Regular working hours**

Regular working hours of civil servants shall be determined on the base of the conditions of their work and shell not exceed 40 hours a week

**Art. 28 Office hours**

the time when the office hours of civil servants begins and ends shall be determined by regulation of the cabinet

**Art. 29 Overtime work**

The bureau shall issue directives on the options of granting compensatory leave or overtime: provided. However that the rate of overtime pay shall be equal to the rate of the regular pay.

**Art . 30 Public Holiday**

1. any civil servant shall incur no reduction in his regular pay on account of having not worked on a public holiday or on a day offices are closed by the order of the government
2. a civil servant ordered to work on a public holiday due to compelling circumstances. Shall be entitled to overtime pay

**Cutubka Labaad Fasax Sandeedka ujeedada**

**Qod 31<sup>aad</sup>** ujeedada fasax sanadeedku waa in uu u suuro geliyo shaqaaluhu in ay helaan nasasho & in uu dib u bilaabo shaqada isagoo leh xoog cusboonaaday.

2. shaqaalaha dhowaan la shaqaaleeyey ma laha fasax sanadeedka ka hor ilaa ay shaqeyaan 11 bilood.

3. ma jirayso wax lacag ah oo lagu bedelayo fasa sanadeedka hase yeeshee, waxaa lacag lagu bixin karaa fasax sanadeed ka aan la qaadan shaqaalihii na la eryo .

**Qod 32<sup>aad</sup> Mudada fasax sanadeedka.**

1. shaqaalaha dawladu wuxuu xaq u leeyahay fasax sanadeed dhan labaatatan cisho oo maalmo shaqo ah sanadka ugu horeeya ee shaqadiisa.

2. shaqaalaha dewladi ee shaqeyey muddo hal sano ka badan wuxuu xaq u yeelanayaa hal maalin oo dheeraad ah sanadkiba balse mudada fasax sanadeedku waa in ayna dhaafin 30 cisho oo maalmo shaqo ah.

3. adeegyadii hore ee lagu fuliyey xafiisyada dawlada waa in loo tixgeliyo in lagu isticmaalo sida uu dhigayo qoodb hoosaadka (2) ee qodobkani.

**Qod 33<sup>aad</sup> Bixinta Fasax Sanadeedka**

1. fasax sanadeedka waa in la bixiyo sanad miisaaniyadeedka dhexdiisa iyadoo la waafa jinayo ogaysiinta shaqaalaha loona diyaariyo iyadoo la tixgelinayo danaha xafiisyada dawlada & ilaa inta ay suuro gal zahay sida uu danah shaqaale kasta.

2. shaqaaluhu waxaa uu xaq u leeyahay in loo horumariyo mushaharkiisa marka uu qaadanayo fasax sanadeedka .

**Qod 34<sup>aad</sup> dib u Dhigida fasax sanadeedka.**

1. madaxa xafiiska dawladu waxaa uu amri karaa in dib loo dhigo fasax sanadeedka ilaa laba sanad miisaaniyadeed haddii xafiiska dawladu sababo adag awgood uu awoodi waayo in uu siiyo shaqaalaha fasax sanadeedka laakiinse fasax sanadeedka ururay waxaa la siin sanad miisaaniyadeedka saddexaad.

2. iyadoo la xeerinayo shuruudaha qoodbka 31(3) ee bayaankan shaqaalaha fasax sanadeedkiisa dib loo dhigay laba sano si waafaqsan qodob hoosaadka (1) ee qodobkan. Wuxuu heli karaa in lacag loogu bedelo fasaxiisa ururay badhkii.

**ምዕራፍ 11-ሰት የአመት እረፍት ፈቃድ**

**ሀ)፤. የአመት እረፍት መሰረተ ሃሳብ**

ሐ. የአመት ዕረፍት የሚሰጠው የመንግስት ሰራተኛ ለተወሰነ ጊዜ በማረፍ አገልግሎቱን በታደሰ መንፈስ እንዲቀጥል ለማስቻል ነው።

ከ. ማንኛውም አዲስ ተቀጣሪ የመንግስት ሰራተኛ ለ11 ወራት አገልግሎት ከመስጠቱ በፊት የአመት የእረፍት ፈቃድ የለውም።

ለ. የአመት እረፍት ፈቃድ በገንዘብ አይለወጥም ሆኖም ሰራተኛው አገልግሎት በማድረግ ያልተወሰደ የአመት እረፍት ፈቃድ በገንዘብ እንዲለወጥ ያደርጋል።

**ሀ)፪. የዓመት ዕረፍት ፈቃድ**

ሐ. አንድ ዓመት ያገለገለ የመንግስት ሰራተኛ 20 የሰራ ቀናት የዓመት ዕረፍት ፈቃድ ያገኛል።

ከ. ከአንድ ዓመት በላይ ያገለገለ ሰራተኛ ለአያንዳንዱ ተጨማሪ አመት አንድ የሰራ ቀን እየታከለበት የዓመት የእረፍት ፈቃድ ያገኛል ሆኖም የሚሰጠው የዓመት የእረፍት ፈቃድ ከ30 የሰራ ቀናት መብለጥ የለበትም።

ለ. በሌላ የመንግስት መስሪያ ቤት ቀደም ሲል የተሰጠ አገልግሎት ለዚህ አንቀጽ ንዑስ አንቀጽ 1/2 አፈፃፀም የሚታሰብ ይሆናል።

**ሀ)፫. የዓመት ዕረፍት ፈቃድ አሰጣጥ**

ሐ. የአመት ዕረፍት ፈቃድ የመስሪያ ቤቱን ዕቅድ መሰረተኛው በማድረግና በተቻለ መጠን የሰራተኛውንም ፍላጎት በማመዛዘን በሚዘጋጀውና ሰራተኛውም እንዲያውቀው በማድረግ ፕሮግራም መሰረት በበጀት ዓመቱ ውስጥ ይሰጣል።

ከ. ሰራተኛው ፈቃዱን በሚወስድበት ጊዜ በዕረፍት ላይ የሚቆይበት ወር ደመወዙን በቅድሚያ ሊወስድ ይችላል።

**ሀ)፬. የአመት የዕረፍት ፈቃድ ስለማስተላለፍ**

ሐ. የሰራው ሁኔታ በማስገደዱ ምክንያት መስሪያ ቤቱ ለሰራተኛው የዓመት ዕረፍት ፈቃዱን በበጀት ዓመቱ ውስጥ ሊሰጠው ያልቻለ እንደሆነ የመስሪያ ቤቱ የበላይ ኃላፊ ለሁለት የበጀት ዓመት ሊያስተላልፈው ይችላል ሆኖም ያልተጠቀመበት የዓመት እረፍት ፈቃድ በሦስተኛው በጀት ዓመት ለሰራተኛው መስጠት አለበት።

ከ. የዚህ አዋጅ አንቀጽ ሀ)፩ /1/ ድንጋጌ ቢኖርም በዚህ አንቀጽ ንዑስ አንቀጽ 1/1 መሰረት የዓመት ዕረፍት ፈቃዱ ለሁለት ዓመት የተላለፈበት የመንግስት ሰራተኛ የተላለፈውን የዓመት ዕረፍት ፈቃድ ግማሹን በገንዘብ ተለውጦ እንዲሰጠው መጠየቅ ይችላል።

**Chapter Two Annual leave**

**Art. 31 objectives**

1. the purpose of annual leave is to enable a civil servant get rest and resume work with renewed strength

2. A newly appointed civil servant shall not be entitled to annual leave before serving for eleven month

3. there shall be no payment in lieu of annual leave, provided, however, that payment may be made for unused annual leave due to termination of appointment

**Art 32. duration of annual leave**

1. A civil servant shall be entitled to annual leave of 20 working days for his first year of service.

2. A civil servant having a served more than a year shall be entitled to additional leave of one working day for every additional year of service; provided, however, that the duration of annual leave shall not exceed 30 working days.

3. Previous service rendered in any government office shall be considered for the application of sub-art (2) of this article.

**Art 33. Granting of annual leave.**

1. Annual leave shall be granted within the budget year in accordance with a leave made known to the civil servant and prepared on the basis of due consideration of the interest of the government office and as much as possible, the preference of each civil servant .

2. A civil servant shall be entitled to advance payment of his monthly salary at the time of taking his annual leave.

**34. Postponement of annual leave**

1. The head of government office may authorize the postponement of annual leave for two budget year when the government office, due to compelling reasons, is unable to grant a civil servant his annual leave within the same budget year; provided, however, that the accumulated leave shall be granted to the civil servant in the third budget year.

2. Notwithstanding the provisions of article 31(3) of this proclamation, a civil servant whose annual leave is postponed for two years, in accordance with sub-art.(1) of this article may claim payment in lieu of half of his accumulated leave.

**Cutubka Sadexaad**

**Fasaxa Umusha, fasaxa bukaanka & fasaxyada kale.**

**Qod 35<sup>aad</sup> fasaxa umusha**

1. shaqaalaha uurka leh waxay xaq u leeyihiin.
  - b) fasax iyadoo la siinayo mushaharka si ay caafimaadkeeda u baadho oo waafaqsan talo bixinta dhakhtarka,
  - t) fasax iyadoo la siinayo mushahar inta aanay dhalin ka hor haddii uu ku talo bixiyo dakhtarku.
2. shaqaalaha uurka leh waxay yeelanaysaa muddo 30 cisho ah oo isku xigta oo fasax umuleed ah iyadoo la sinayo mushahar oo ka horaysa maalinta la filayo umusheeda & muddo 60 cisho oo xidhiidh fasax umuleed ah oo ka dambeeya umuheeda.
3. haddii shaqaalaha umusha ahi ay dhali waydo maalinta la filayo fasaxa maalmaha dambee ee ay qaadato inta aanay dhalin waxaa lagu bedeli fasax sanadeedka ay leedahay sanad miisaan-iyadeedka ku xigga hadaan wax fasax ahi u hadhin.
4. shaqaaluhu waxaa uu xaq u leeyahay fasax bukaan oo waafaqsan qodaobada 36 iyo 37 ee bayaankan. Haddii ay bukooto ka dib marka ay dhamaysato fasaxa umusha ee qodob hoosaadka (2) ee qodobkan lagu qeexay.

**ምዕራፍ ሦስት**

**የወሊድ የሀመም እና ሌሎች ፈቃዶች**

**ሀገ፣ የወሊድ ፈቃድ**

- ፩. ነፍሰ ጡር የሆነች የመንግስት ሰራተኛ
  - ሀ/ ከእርግዝናዋ ጋር የተያያዘ ምርመራ ለማድረግ ሀኪም ለሚያዘው መሰረት ደመውዝ የሚከፈለበት ፈቃድ ይሰጣል።
  - ለ/ ከመውለዱ በፊት ዕረፍት እንዲታደርግ ሐኪም ካዘዘ ደመውዝ የሚከፈለበት ፈቃድ ይሰጣል።
- ፪. ነፍሰ ጡር የሆነች የመንግስት ሰራተኛ መውለጃዋ ሲደርስ እወልዳለሁ ብላ ከገመተችበት ቀን በፊት ተከታታይ ቀናት የቅድመ ወሊድ ፈቃድ እንዲሁም ስትወልድ ከወለደች በት ቀን ጀምሮ ስልሳ ተከታታይ ቀናት የወሊድ ፈቃድ ከከፍተኛ ጋር ይሰጣል።
- ፫. ሰራተኛዋ የወለደችው የቅድመ ወሊድ ፈቃድ ሲያልቅ ያልወለደች እንደሆነ እስከምትወልድበት ቀን ድረስ ባሉት የሰራ ቀናት የምትቆይበት እረፍት በበጀት አመቱ ካላት የአመት እረፍት ፈቃድ የሌላት እንደሆነ ከሚቀጥለው አመት ፈቃድ ይተካል።
- ፬. ሰራተኛዋ በደህ አንቀጽ ፺፬-ስ አንቀጽ /፪/ የተወሰነውን የወሊድ ፈቃድ ከጨረሰች በኋላ ብትታመም ተጨማሪ ፈቃድ የሚያስፈልጋት መሆኑ ከሐኪም ከተረጋገጠ በደህ አዋጅ አንቀፅ ሀገ፣ ወይም ሀገ፣ በተደነገገው መሆኑት የሕመም ፈቃድ መውሰድ ትችላለች።

**Chapter three**

**Maternity leave, sick leave and other leave**

**Art 35. maternity leave.**

1. A pregnant civil servant shall be entitled to:
  - (a) paid leave for medical examination in accordance with a doctor's recommendation
  - (b) paid leave before delivery if recommended by a doctor.
2. A pregnant civil servant shall be entitled to a period of 30 consecutive days of maternity leave with pay preceding the presumed date of her confinement and a period of 60 consecutive days of maternity leave after her maternity.
3. If the pregnant civil servant does not deliver on the presumed date, the days subsequently taken before her confinement shall be replaced by the annual leave she is entitled to within the budget year or that of the following budget year if no annual leave is left
4. The civil servant shall be entitled to sick leave in accordance with article 36 or 37 of this proclamation if she becomes sick after completion of her maternity leave under sub-article(2) of this article.

**Qod 36<sup>aad</sup> Fasax Bukaanimo.**

1. shaqaale kasta waxaa uu xaq u leeyahay fasax bukaan marka uu awoodi waayo in uu shaqeeyo xanuun awgii.
2. mudada fasaxa bukaan ee la siinayo shaqaalaha rasmiga ah si waafaqsan qodob hoosaadka (1) ee qodobkan waa in aanay sanadki ka badnaaniin 8 bilood gudihii ama 12 bilood afar sano gudahiisa . haddii loo tiriyo xidhiidha ama kala gooniba laga soo bilaabo maalintii u horeysay cudurkiisa.
3. fasaxa bukaan lagu bixinayo si waafaqsan qod. Hoosaadka (2) ee qodobkan waa in la siiyo mushaharkiisa oo buuxa saddexda bilood ee u horeeya mushaharkiisa badhkiina saddexda bilood ee k xigta & lacag la'aan labada bilood eed ugu dambeeya.
4. marka uu shaqaaluhu ka maqnaano shaqadiisa xanuun awgii.
  - b) waa in uu sida ugu dhakhsaha badan ee maqcuulsan ugu wargeliyaa xafiiska dawlada in ay sabab ka awood badani u diido mooyee.
  - t) waa in uu keeno caddayn caafimaad haddii u habsaamo saddex maalmood oo xudhiidha ama in ka badan lix maalmood sanad miisaaniyadeedka gudihiiisa.

**Qod 37<sup>aad</sup> fasaxa bukaanaka ee shaqaalaha ku meel gaadhka ah.**

Shaqaalaha ku meel gaadhka ah ee awoodi waaya in uu shaqeeyo cudur awgeed wuxuu yeelanayaa fasax bukaanimo oo waafaqsan heshiiskii uu la galay xafiiska dawlada .

**ሰነድ የሕመም ፈቃድ**

- ፩. ማንኛውም የመንግስት ሰራተኛ በሕመም ምክንያት ስራ መስራት ያልቻለ እንደሆነ የህመም ፈቃድ ይሰጠዋል፤
- ፪. በደህ አንቀጽ ንዑስ አንቀጽ /፩/ መሰረት ለቋሚ የመንግሥት ሰራተኛ የሚሰጥ የህመም ፈቃድ በተከታታይ ወይም በተለያየ ጊዜ ቢወሰድም ህመሙ ከደረሰ ሰበት የመጀመሪያ ቀን አን ስቶ ባለው የአሰራ ሁለት ወር ጊዜ ውስጥ ከስምንት ወር ወይም በአራት ዓመት ውስጥ ከአሰራ ሁለት ወይ አይበልጥም።
- ፫. በደህ አንቀጽ ንዑስ አንቀጽ /፪/ መሰረት የሚሰጥ የሕመም ፈቃድ ለመጀመሪያዎቹ ሦስት ወራት ከሙሉ ደመወዝ ጋር ለሚቀጥሉት ሦስት ወራት ከግማሽ ደመወዝ ጋር እና ለመጨረሻዎቹ ሁለት ወራት ያለደመወዝ ይሆናል።
- ፬. ማንኛውም የመንግስት ሰራተኛ ሲታመም
  - ሀ/ ከአቅም በላይ የሆነ ምክንያት ካላጋጠመው በስተቀር በተቻለ ፍጥነት መታመሙን ለመስሪያ ቤቱ ማሳወቅ አለበት።
  - ለ/ በተከታታይ ከሦስት ቀን ወይም በአንድ የበጀት ዓመት ውስጥ ከስድስት ቀን በላይ በህመሙ ምክንያት ከሰራ የቀረ እንደሆነ መታመሙን የሕክምና ማስረጃ ማቅረብ አለበት።

**ሰነድ ለጊዜያዊ ሰራተኛ ስለሚሰጥ የሕመም ፈቃድ**  
በህመም ምክንያት ስራውን መስርት ያልቻለ ጊዜያዊ የመንግስት ሰራተኛ የሚሰጠው የህመም ፈቃድ ከመንግስት መስሪያ ቤቱ ጋር በገባው ውል መሰረት የሚፈጸም ይሆናል።

**Art 36. Sick leave**

1. Any civil servant shall be entitled to sick leave where he is unable to work due to sickness.
2. The duration of sick leave to be granted to a permanent civil servant in accordance with sub-article (1) of this article shall not exceed eight months in a year or twelve months in four years, whether counted consecutively or separately starting from the first day of his sickness.
3. sick leave to be granted in accordance with sub-article (2) of this article shall be with full pay for the first three months, with half pay for the next three months and without pay for the last two months.
4. Where any civil servant is absent from work due to sickness:
  - a) he shall, as soon as possible. Notify the government office unless prevented by force majeure;
  - b) he shall produce a medical certificate in case of absence for three consecutive days or for more than six days within a budget year .

**Art 37. Sick leave for Temporary civil servants**

A temporary civil servant who is unable to work due to sickness shall be entitled to sick leave in accordance with the contract he has entered into with the government office.

**Qod. 38<sup>aad</sup> Fasaxa Guurka.**

Shaqaale kasta waxa u xaq u leeyahay fasax oo lacagtiisana la siiyo oo dhan saddex cisho oo maalmaha shaqada ah marka uu guursado.

**Qod. 39<sup>aad</sup> Fasaxa tacsida ama geerida.**

1. shaqaale kasta waxaa uu xaq u leeyahay fasax aan lacag laga jarin oo dhan sadex cisho oo xidhiidha haddii uu dhinto xaaskiisa, caruurtiisa, waalid kiisa ama qaraabo kale oo ilaa abtirsiinta labaad ah xaga tolnimada ama gacalka.
2. shaqaalaha dawladu waxaa uu xaq u leeyahay fasax iacag leh haddii uu dhinto qaraabadiisa ay aadka iskugu dhow yihiin ama saaxiibkii oo ahayn kan sare qodob hoosaadka (1) ee qodobkan. Laakiin fasaxani waa in aanu dhaafin lix cishosanad miisaaniyadeedka dhexdiisa

**Qod 40<sup>aad</sup> Fasax gaara oo leh mushahar**

Shaqaale kasta oo dawladeed waxaa uu xaq u leeyahay fasax gaara oo mushahar leh haddii;

1. ay u yeedho maxkamada ama hay'ad kale oo awood u leh waqtiga uu u isticmaalo arimaha ujeedooyinkan.
- 2 ka qayb galo doorashooyinka madaxda dawlada mudada cod bixinta.

**Qod. 41<sup>aad</sup> Fasaxa gaarka ee aan mushaharka lahayn**

Haddii shaqaalaha dawladu sabab jirta oo maangal ah awgeed uu codsado fasax gaara oo bila mushahar ah madaxa dawladu waxaa uu amri karaa in uu siiyo fasaxaa haddii aanu saamayayn danaha xafiiska.

**ሷ፳. የጋብቻ ፈቃድ**

ማንኛውም የመንግስት ሰራተኛ ሊያገባ ሦስት የሰራ ቀናት የጋብቻ ፈቃድ ከደመወዝ ጋር ይሰጠዋል።

**ሷ፱. የሐዘን ፈቃድ**

፩. ማንኛውም የመንግስት ሰራተኛ የትዳር ጓደኛ ተወላጅ ወላጅ ወይም እስከ ሁለተኛ ደረጃ የሚቆጠር የሰጋ ወይም የጋብቻ ዘመድ የሞተበት እንደሆነ ደመወዝ የሚከፈለበት የሦስት ተከታታይ ቀናት የሐዘን ፈቃድ ይሰጠዋል

፪. ሰራተኛው በዚህ አንቀጽ ንዑስ አንቀጽ /1/ ከተመለከቱት ውጭ የቅርብ ዘመድ ወይም ወዳጅ የሞተበት እንደሆነ ደመወዝ የሚከፈለበት የአንድ ቀን የሀዘን ፈቃድ ይሰጠዋል ሆኖም በዚህ ምክንያት የሚሰጥ የሀዘን ፈቃድ በአንድ የበጀት ዓመት ውስጥ ከሰባት ቀን መብለጥ የለበትም።

**ሷ. ከደመወዝ ጋር ስለሚሰጥ ልዩ ፈቃድ**

ማንኛውም የመንግስት ሰራተኛ፡-

፩. ከፍርድ ቤት ወይም ከሌሎች ስልጣን ከተሰጣቸው አካላት መጥሪያ ሲደርሰው የተጠራበት ጉዳይ እስከ ሚያልቅለት ጊዜ ድረስ፤

፪. በሕዝብ ምርጫ ስልጣን የሚይዝ የመንግስት ኃላፊዎችን ለመምረጥ ሊሆን ምርጫው ለሚወስድበት ጊዜ ከደመወዝ ጋር ልዩ ፈቃድ ይሰጠዋል

**ሷ፩. ያለደመወዝ የሚሰጥ ፈቃድ**

የሀራተኛው በተገቢ ምክንያት ያለደመወዝ ፈቃድ ከጠየቀ የመ/ቤት ናላንት የማይቃረን ካልሆነ በስተቀረ የቢሮው ኃላፊ ፈቃድ ሊሰጥ ይችላል።

**Art 38. Marriage Leave**

Any civil servant shall be entitled to leave with pay for three working days when he concludes agreement.

**Art 39. Mourning Leave**

1. Any civil servant shall be entitled to leave with pay for three consecutive days in the event of the death of his spouse, descendant or any other relative, up to second degree, by consanguinity or affinity.

2. A civil servant shall be entitled to leave with pay for one day in the event of the death of his close relative or friend other than those specified in sub-article (1) of this article: provided, however. That such year.

**Art 40. Special leave with pay**

Any civil servant shall be entitled to special leave with pay where:

1. he is summoned by a court or any other competent authority, for the time utilized for the same purpose;
2. he participate in the election of government officials, the duration of the voting

**Art 41. Special leave without pay**

Where a civil servant, upon sufficient ground. Applies for a special leave without pay, the head of the government office may authorize the grant of such leave if it does not adversely affect the interest of the office.

**ጋዕዲ. 42<sup>ጠፈ</sup> Adeegyada caafimaad**

1. shaqaalaha dawlada ee rasmiga ahi waxaa uu xaq u leeyahay in uu helo dhamaan adeegyada caafimaad iyadoo lacag ayana ka qaadin xarumaha caafimaadka ee dawlada.
2. shaqaalaha rasmiga ah ee dawlada waxaa uu xaq u leeyahay in uu helo adeegyo caafimaad oo uu badh bixiyo, marka uu xanuunsado xaaskiisa, caruurtiisa aan qaan gaadhin marka uu ka daaweynayo xarumaha caafimaadka ee dawlada.
3. xafiiska shaqaalaha dawlada, xafiiska maaliyada & xafiiska caafimaadku waa in ay si wadajir ah u sameeyaan daraasaadyo ku saabsan cadadka lacagta faaiido oyinka caafimaad shaqaalaha dawlada la siinayo ee u dhigayo qodobkani una gudbiyaa golaha hawl fulinta si loo ansixiyo
4. cadadka lacagta ee laga bixinayo dhamaan shaqaalaha ee lagu go'aamiyey qodob hoosaadka (3) ee qodobkan waa in ay ahaa qasmta mid isleg.

**Qaybta Shanaad**

**Badqabka Shaqada & Caafimaadka**

**ጋዕዲ 43<sup>ጠፈ</sup> Dhaawaca shaqada**

1. qeexitaanka erayga lagu xusay dhaawaca shaqada sida uu dhigayo bayaanka la xidhiidha Xoogsatada waa in lagu dabaqo sidoo kale qodobada qaybtan.
2. iyadoo uu sidiisa yahay qodob hoosaadka (1) ee qodobkan dhaawac kasta oo ka soo gaadha shaqaalaha fal ula kaca oo uu og yahay gaar ahaan u Hogansaan la'aanta tilmaamaha qeexan ee badbaadada shaqada isagoo sakhraasana yimaado shaqada looma arki karo in ay yihiin dhaawac shaqo.

**ጋዕዲ. የሕክምና አገልግሎት**

- ፩. ዳግ የመንግስት ሰራተኛ በመንግስት የሕክምና ተዳዋች የሚሰጠውን ግንኙነት የሕክምና አገልግሎት በነፃ የማግኘት መብት ይኖረው።
- ፪. ዳግ የመንግስት ሰራተኛ የትዳር ጓደኛውንና አካለ መጠን ያልደረሱ ልጆቹን በመንግስት የህክምና ተዳዋች ውስጥ በግግሽ ክፍያ የማሳከም መብት ይኖረው።
- ፫. በዚህ አንቀጽ መሰረት ግንኙነት የመንግስት ሰራተኛ ለሚያገኘው የህክምና አገልግሎት የሚያደርገውን የመጠን መጠን ቢሮ፣ የፋይናንስና ኢኮኖሚ ልማት ቢሮ እንዲሁም ጤና ቢሮ በጋራ አገልግሎት ለክልሉ ካቢኔ ቀርቦ በሚወሰነው ደንብ መሰረት ይፈጸማል።
- ፬. በዚህ አንቀጽ ንዑስ አንቀጽ /፫/ መሰረት የሚወሰነው የመጠን መጠን ለሁሉም የመንግስት ሰራተኞች እኩል ይሆናል

**ክፍል አምስት**

**የሥራ አካባቢ ደህንነትና ጤንነት**

**ጋዕዲ. በሥራ ላይ ስለሚደርስ ጉዳት**

- ፩. በስራ ላይ ስለሚደርስ ጉዳት አግባብ ባለው የአሰሪና የሰራተኛ ጉዳይ ሕግ የተሰጠው ትርጓሜ ለዚህም ክፍል ድንገጊዎች ተፈፃሚ ይሆናል።
- ፪. በዚህ አንቀጽ ንዑስ አንቀጽ /፩/ የተመለከተው ቢኖርም ሰራተኛው ሆኖ ብሎ በተለይም በመንግስት መስሪያ አስቀድሞ በግልፅ የተሰጡትን የደህንነት መጠበቂያ መመሪያዎች በመጣስ ወይም አካሉን ወይም አእኚኖሮውን ለመቆጣጠር በግችልበት ሁኔታ በመጠጥ ወይም በአደንዛዥ ዕፅ ሰከር በሥራ ላይ በመገኘቱ የደረሰበት ጉዳት በስራው ምክንያት እንደደረሰ ጉዳት አይቆጠርም

**Art. 42. Medical Benefits**

1. A permanent civil servant shall have the right to get all medical serves, free of charge, in government medical institutions.
2. A permanent civil servant shall have the right to get medical serves, with half pay, in government medical institutions for his spouse and minor children.
3. The bureau, the Bueau of finance and the Bureau of health shall jointly undertake studies regarding the amount of contributions to be made by civil servants towards the medical benefits they are entitled to under this article and submit same for the approval to the cabinet.
4. The amount of contribution to be determined under sub-article (3) of this article shall be made equal for all civil servants.

**Part Five**

**Occupational Safety and Health**

**Art. 43. Employment Injury**

1. The definition given to the term "employment injury" under the appropriate labor proclamation shall also apply to the provisions of this part.
2. Notwithstanding the provisions of sub-article (1) of this article, any injury sustained by the deliberate act of the civil servant, in particular, by his non-observance of express safety instructions or by reporting to work in State of intoxication shall not be deemed an employment injury.

**Qod 44<sup>aad</sup> talaabooyinka badbaadada**

- 1. xafiis kasta oo dawladeed waxaa uu xil ka saran yahay in uu.
  - (b) hubiyo in aanay goobta shaqadu ku keenin khatar caafimaad & badqabka shaqaalaha dawlada.
  - (t) Siiyo shaqaalaha dawlada aaladaha difaaca & qalabyo iyo in uu siiyo tilmaamaha habka isticmaalka.
- 2. shaqaale kasta oo dawladeed waxa saran waajibaadyadan
  - (b) in uu hogaansanaado awaamiirta loo soo saaray badbaadada & caafimaadka.
  - (t) in u si haboon u isticmaalo qalabka badbaadada & tilmaamaha habka isticmaalkooda ee lasiiyey
  - (j) in u si dhakhso ah uu u wargeliyo madaxda ay khusayso xaalad kasta oo uu aaminsan yahay in ay keeni karto khatar

**Qod 45<sup>aad</sup> Faa'iidooyinka caafimaad & fasaxa dhaawaca**

- 1. xafiiska dawladu waa in uu daboolo (bixiyo) kharashka caafimaadka ee lagama maarmaanka ah ee shaqaalaha dawlada kaga baxay dhaawaca shaqo ee soo gaadhay awgeed.
- 2. shaqaale dawladeed oo kasta oo uu soo gaadhay dhaawac shaqo waxaa uu xaq u leeyahay fasax dhaawac oo mushahar leh ilaa uu ka bogsado shaqadana qabanayo ama ilaa caafimaad qabkiisa la cadeeyo in uu si rasmi ah u curyaamay hase ahaatee fasata noocan loo bixiyey waa in aanu dhaafin 12 bilood.
- 3. shaqaalaha bogsan waaya shaqadiina ku soo noqon waaya muddo 12 bilood gudahood waxaa uu xaq u leeyahay faa'iidooyinka lagu xusay qoodbka 46-aad ee bayaankan.
- 4. haddii shaqaalaha bogsoonshihiiisu dib u dhaco isagoon daawada hagaag u qaadan waayey awgeed ama aan u hogaansamin tilmaamaha dhakhtark siiyey faa'iidooyinka caafimaad & fasaxa lagu xusay qod. Hoosaadyada (1) & (2) ee qodobkan waa ay ka joogsanaysaa

**ሳገዕ. ስለአደጋው መከላከያ እርምጃዎች**

- ፩. ማንኛውም የመንግስት መስሪያ ቤት፡-
  - ሀ) የሥራ ቦታው ለሰራተኞች ደህንነትና ጤንነት ላይ አደጋ የሚያስከትል መሆኑን ያማረጋግጥ
  - ለ) የአደጋ መከላከያ መሳሪያዎችና ቁሳቁሶች ለሰራተኞች የማቅረብና አጠቃቀማቸው መመሪያ የመስጠት ኃላፊነት አለበት
- ፪. ማንኛውም የመንግስት ሰራተኛ፡-
  - ሀ) ደህንነትና ጤንነትን ለመጠበቅ የወጡ መመሪያዎችን የማክበር
  - ለ) የተሰጡትን የአደጋ መከላከያ መሳሪያዎችና ቁሳቁሶች በአግባቡ የመጠቀም እና
  - ሐ) አደጋ ሊያስከትሉ የሚችሉ ሁኔታዎች መኖራቸውን ሲገመት ለሚመለከተው የመስሪያቤቱ ኃላፊ ወዲያውኑ የማሳወቅ ግዴታ አለበት

**ሳገፍ. በሥራ ስለመጣ ጉዳት ምክንያት ስለሚሰጥ ሕክምናና ፈቃድ**

- ፩. በሰራው ምክንያት ጉዳት የደረሰበት የመንግስት ሰራተኛ የሚያስልገውን የሕክምና ወጪ መስሪያ ቤቱ መሸፈን አለበት፡፡
- ፪. በሰራው ምክንያት ጉዳት የደረሰበት የመንግስት ሰራተኛ ከጉዳቱ ድኖ ወደ ሰራው እስከሚመለስ ወይም በጉዳቱ ምክንያት ለዘለቄታው መስራት የማይችል መሆኑ በህክምና ማስረጃ እስከሚረጋገጥ ድረስ የህመም ፈቃድ ከሙሉ ደመወዝ ጋር ይሰጠዋል ሆኖም የሚሰጠው የህመም ፈቃድ ወጣናቸውም ሁኔታ ከ12 ወር አይበልጥም፡፡
- ፫. በ12 ወር ጊዜ ውስጥ ከጉዳቱ ድኖ ወደ ሰራ መመለስ ያልቻለ የመንግስት ሰራተኛ በዚህ አዋጅ አንቀጽ 46 የተደነገጉት ጥቅሞች ይጠበቅላታል
- ፬. ሰራተኛው ህክምናውን በአግባቡ ባለመከታተሉ ወይም በህኪም የተሰጠውን ትእዛዝ ባለማክበሩ ህክምናውን ይቅተዋል እንደሆነ በዚህ አንቀጽ ንዑስ አንቀጽ /1/እና /2/መሰረት የሚሰጠው ሕክምናና ፈቃድ ይቋረጥላታል

**Art. 44. Safety Measures**

- 1. Any government office shall have the responsibility to:
  - b) Ensure that the work place does not cause hazard to the health and safety of civil servant to:
  - b) provide civil servants with protective devices and materials and give them instruction on their usage.
- 2. Any civil servant shall have the obligation to:
  - a) observe directives issued in relation to safety and health:
  - b) Properly use safety devices and give them instructions on their usage.
  - c) Properly inform the concerned official of any situation, which he may have reasoned to believe could present a hazard.

**Art 45. Medical Benefits and injury leave**

- 1. The government office shall cover the necessary medical expenses incurred by a civil servant due to employment injury
- 2. Any civil servant who has sustained an employment injury shall be entitled to injury leave with pay until he recovers and resume work or until it is medically certified that he is permanently disabled: provided, that the leave so granted shall not exceed 12 months.
- 3. A civil servant unable to recover and resume work within 12 months shall be entitled to the benefits provided for under article 46 of this proclamation.
- 4. Where the civil servant delays his recovery by not following the treatment properly or by his non-observance of doctor's instructions, his entitlement of the medical benefits and leave under sub-article (1) and (2) of this article shall cease.

**Qod 46<sup>and</sup> laxaad la'aanta hawl gabka & magdhow**

1. shaqaalaha rasmiga ee ay gaadho laxaad la' aan dhamaystiran oo rasmi ah ama badh ah oo rasmi ah oo ay keentay dhaawaac shaqo waxa uu xaq u yeelanayaa faa idooyinka lagu xusay xeerka hawl gabka
2. shaqaalaha ku meelgaadh ah ee ay ku dhacday laxaad la'aanta rasmiga waxaa uu xaq u leeyahay magdhaw u dhigma shan laabmushaharkii sanadka.
3. hadii laxaad la' aanta ku dhacday shaqaalaha kumeelgaadhka ah ay tahay laxaad la' aan badh ah oo rasmiya cadadka magdhawgu wuxuu naqonayaa cel-celiska cadadka lagu sheegay qodob hoosaadka 2 ee qodobkan oo u dhigmaysa xadiga laxaad la' aantiisa.
4. dhaawacyada sababaaya midabkiisa oo xumad in kastoo ayna keenin laxaad la' aan waa in loo tix galiyo laxaad la' aan badh ah oo rasmiya sida ay qabaan arimaha qodobkani.
5. marka dhaawaca shaqadu shaqaalaha ku keeno dhimaso dhaxal sugayaashu waxay helayaan.
  - (b) lacagta dhaxlayaasha ee uu dhigayo sharciga hawl gabka hadii qofka marxuunka uu ahaa shaqaale joogto ah ama
  - (t) magdhowga ku cad qod. Hoosaadka (2) ee qodobkan haddii uu ahaa shaqaale ku meel gaadha.

**Qod 47<sup>and</sup> canshuur ka dhaafid**

lacag kasta oo lagu bixiyo si waafaqsan qodobka 46-aad ee bayaankan waxa laga dhaafay canshuurta, lamana xayiri karo deyn ahaana looma jaran karo ama qof kale looma wareejin karo.

**Qod 48<sup>and</sup> magdhowga cid saddexaad laga dalbanayo**

1. haddii dhaawaca soo gaadhay shaqaalaha uu sobobay khalad cid saddexaad ay gaysatay xafiiska dawladu waxaa uu xaq u leeyahay inu weydiisto qofka saddexaad magdhow u dhigma ama le'eg kharashkii uu ku bixiyey dhaawaca. haddii ay dhacdo in uu shaqaaluhu magdhow ka helo qofka saddexaad ee sababay dhaawaca, xafiiska dawladu waxaa uu ka jarayaa kharashka ka baxay sida uu qabo qodobka 45<sup>and</sup> ee bayaankan mushaharkiisa.
- 2.

**ሳ/። ስለ ጉዳት ጡረታና ካሳ ክፍያ**  
**ሸ. ከሰራ በመጣ ጉዳት ምክንያት ዘላቂ ሙሉ ወይም ከፊል የመስራት ችሎታውን ያጣ ቋሚ የመንግስት ሰራተኛ አግባብ ባለው የጡረታ ህግ የተሰጠው መብት ይጠበቅሉታል**  
**፪. ከሥራ በመጠን ጉዳት ምክንያት ዘላቂ ሙሉ የመስራት ችሎታውን ያጣ ጊዜያዊ የመንግስት ሰራተኛ የሚከፈለው የጉዳት ካሳ መጠን የአንድ አመት ደመወዝ በአምስት ተባዝስቶ የሚገኘው የክፍያ መጠን ይሆናል።**  
**፫. በጊዜያዊ የመንግስት ሰራተኛው ላይ የደረሰው ጉዳት ዘላቂ ከፊል የመስራት ችሎታ ማጣት ከሆነ የሚከፈለው የጉዳት ካሳ መጠን በዚህ አንቀጽ ንዑስ አንቀጽ /፪/ በተመለከተው ክፍያ ላይ የተመሰረተ ሆኖ ከመስራት ችሎታ ማጣቱ ደረጃ ጋር ተመጣጣኝ ይሆናል።**  
**፬. ከባድ የአካል ወይም የመልክ መበላሸትን ያደረሰ ጉዳት የመስራት ችሎታ ማጣትን ባያስከትልም ለዚህ አንቀጽ ድንጋጌዎች አፈፃፀም እንደዘላቂ ከፊል የመስራት ችሎታ ማጣት ይቆጠራል**  
**፭. ሰራተኛው በደረሰበት ጉዳት ምክንያት የሞተ እንደሆነ፡-**  
**ሀ) ሚች ቋሚ የመንግስት ሰራተኛ ከሆነ አግባብ ባለው የጡረታ ሕግ መሰረት የጡረታ አበል ወይም**  
**ለ) ሚች ጊዜያዊ የመንግስት ሰራተኛ ከሆነ በዚህ አንቀጽ ንዑስ አንቀጽ /፪/ የተመለከተው የጉዳት ካሳ ለተተኪዎቹ ይከፈላል።**

**ሳ/። ከግብር ነፃ ስለመሆን**  
**በደህ አዋጅ አንቀጽ ፵፮ መሰረት የሚደረግ ክፍያ ከግብር ነፃ ይሆናል እንዲሁም በዕዳ ሊከበር ወይም በአቻቻይነት ሊቀነስ ወይም ባለ መብቱ ሊያስተላልፈው አይችልም።**  
**ሳ/። ከሦስተኛ ወገን ስለሚጠየቅ የካሳ ክፍያ**  
**ሸ. በሰራተኛው ላይ የደረሰው ጉዳት በሦስተኛ ወገን ጥፋት ምክንያት የደረሰ እንደሆነ የመንግስት መስሪያ ቤቱ በጉዳት ምክንያት ለሰራተኛው ባወጣው ወጭ መጠን ጉዳቱን ካደረሰ ወገን ካሳ የመጠየቅ መብት ይኖረዋል**  
**፪. ሰራተኛው ጉዳቱ ከደረሰበት ወገን ካሳ የተቀበለ እንደሆነ የመንግስት መስሪያ ቤቱ በዚህ አዋጅ አንቀጽ 45 መሰረት ያወጣውን ወጭ ከሰራተኛው ደመወዝ ላይ ሊቀንስ ይችላል።**

**46. Disability, Pension and Compensation.**

1. A permanent civil servant who sustained permanent total or partial disability due to employment injury shall be entitled benefits provided for in the relevant pension law.
2. A temporary civil servant who has sustained permanent total disability shall be entitled to compensation amounting to five times of his annual salary.
3. Where the disability sustained by the temporary civil servant is permanent partial disability, the amount of compensation shall be calculated on the basis of the referred to in sub- article (2) of this article and shall be proportional to the degree of disability.
4. Injury, causing serious deformity although not resulting in disability, shall be, considered as permanent partial disability for the purpose of this provision.
5. Where an employment injury resulted in the death of the civil servant, his survivors shall be entitled to;
  - (a) survivors pension gratuity payable under the relevant pension law if the deceased was a permanent civil servant; or
  - (b) compensation under sub-art.(2) of this article, if he was a temporary civil servant.

**Art. 47. Exemption from tax**

Any payment to be made pursuant to article 46 of this proclamation shall be exempted from tax and may not be attached, deducted by way of set off or assigned by the beneficiary.

**Art. 48. claims of compensation from third party**

1. Where the injury sustained by the civil servant is caused by the fault of third party, the government office shall be entitled to claim compensation from the third party an amount equal to the expenses which it has incurred due to the injury.
2. In the event that the civil servant receives compensation from the third party that caused the injury. The government office may deduct from the salary of the civil servant, the expenses incurred pursuant to article 45 of this proclamation.



5. xafiis kasta oo dawladeed waxaa uu masuul ka noqonayaa haynta faylasha gaarka ah ee shaqalaha ilaa mudada lagu go aamiyo aauoawaamiirta uu soo saaro xafiiska dawladu.

**Qod 52<sup>aad</sup> Warbixinta istaatikada**

xafiiska dawladu wuxuu leeyahay waajibaadka in uu ururiyo iskuna xidho warbixinta istaatigada ee la xidhiidha shaqaalaha

**Qaybta Sideedaad Waajibaadka &**

**Anshaxa Shaqaalaha Dawlada**

**Qod 53<sup>aad</sup> Waajibaadka shaqaalaha**

- shaqaale kasta waa inu
1. u uu noqdo daacad bulshada & dastuurka
  2. u huro tamartiisa & awoodiisa oo dhan adeega bulshada
  3. u fuliyo hawlaha ku cad shaqo qeexitaankiisa & in uu dhamaystiro shaqooyinka kale ee si sharciya loogu amro
  4. in uu u hogaansamo sharciga, xeer hoosaadyada & awaamiirta la xidhiidha shaqada dawlada

**Qod 54<sup>aad</sup> Aanshaxa shaqaalaha**

shaqaale kasta oo dawladeed waa in uu u hogaansamo qodobada qaybtan & awaamiirta kale ee dawladu soo saarto ee la xidhiidha Hab dhaqanka anshaxa

**Qod 55<sup>aad</sup> Sirta**

1. laga reebo xubinka ay khusayso shaqaale dawladeed oo kasta uma bandhigi karo cid kale ama qof kale warbixin gaara oo khatar gelin karta nabadgelyada wadanka & bulshadaba
2. iyadoo aan laga hor imaanayn shuruudaha qodob hoosaadka (1) ee qodobkan, shaqaale kasta wuxuu bixin karaa warbixin kasta oo ku saabsan waajibaadkiisa shaqo.

**Qod 56<sup>aad</sup> Reebanaanta qabashada shaqooyin kale**

1. shaqaalaha dawladu ma qaban karo shaqooyin kale oo wax u dhimi kara adeega ama ka hor imaanaya waajibaadkiisa ama aan waafaqsanayn shaqada shaqaaleni-maalo.
2. iyadoon laga hor imaanayn shuruudaha qodob. Hoosaadka (1) ee qodobkan, shaqalaha dawladu ka dib markuu wargeliyo xafiiska dawlada wuxuu qaban karaa shaqooyin kale wakhtiga uu firaqaada yahay.

፩. ማንኛውም የመንግስት ሰ/ቤት በህግ ስልጣን የተሰጠውን አካል በሚያወጣው መመሪያ ለተወሰነ ጊዜ የመንግስት ሰራተኞችን ማህደር ጠብቆ የማቆያት ኃላፊነት አለበት

**፶፪. ስታትስቲካዊ መረጃዎች**

ቢሮው የመንግስት ሰራተኞችን የሚመለከቱ እስታትስቲካዊ መረጃዎችን የመሰብሰብና የማጠናከር ኃላፊነት ይኖረዋል።

**ክፍል ፰**

**የመንግስት ሰራተኛ ግዴታዎችና ስነ ምግባር**

**፶፫. የመንግስት ሰራተኞች ግዴታዎች**

ማንኛውም የመንግስት ሰራተኛ:-

- ፩. ለህዝቡና ለህገ መንግስቱ ታማኝ የመሆን፡-
- ፪. መላ ጉልበቱንና ችሎታውን ለህዝብ አገልግሎት ማዋል
- ፫. በስራ ዝርዝር ላይ የሰጡትን ተግባሮችና ሌሎች በህጋዊ መንገድ የሚሰጡትን ትዕዛዝ መፈፀም
- ፬. የመንግስትን ሥራ የሚመለከቱትን ህጎች ደንቦችና መመሪያዎችን ማክበር አለበት

**፶፬. የመንግስት ሰራተኛ ሥነ ምግባር**

ማንኛውም የመንግስት ሰራተኛ የዚህ ክፍል ድንጋጌዎችና መንግስት ሊያወጣቸው ሌሎች የሥነ ምግባር መመሪያዎች ተገዥ መሆን አለበት

**፶፭. ሚስጢር ስለመጠበቅ**

፩. ማንኛውም የመንግስት ሰራተኛ የሀገርንና የህዝብን ደህንነት የሚጎዱ በመሆናቸው ሚስጢር የተባሉ መረጃዎችን ለሚመለከተው አካል ካልሆነ በስተቀር ለማንኛውም ሰው መግለፅ የለበትም

፪. የዚህ አንቀጽ ንዑስ አንቀጽ /1/ድንጋጌ እንደተጠበቀ ሆኖ የመንግስት ሰራተኛ ስለሚያከናውኑ ገደብ ሰራ ማንኛውም መረጃ ለመስጠት ይችላል።

**፶፮. ሌላስራ መስራት የሚከለክልበት ሁኔታ**

፩. ማንኛውም የመንግስት ሰራተኛ ለመ/ቤቱ የሚሰጠውን አገልግሎት የሚያጎድል ወይም ማናቸውም አኳኋን ከተመደበበት ስራ ጋር የሚቃረን ወይም ከመንግስት ሰራተኝነቱ ጋር የማይጣጣም ማናቸውንም ሌላ ስራ መስራት የለበትም

፪. የዚህ አንቀጽ ንዑስ አንቀጽ /፩/ድንጋጌ እንደተጠበቀ ሆኖ ማንኛውም የመንግስት ሰራተኛ ለመ/ቤቱ አላውቆ በትርፍ ጊዜው ማንኛውንም ሌላ ሥራ መስራት ይችላል።

5. Every government office shall be responsible for keeping personal recording of civil servants for a period determined in the directives issued by the government office authorized by law.

**Art 52. Statistical data**

The bureau shall have the duty to collect and compile statistical data relating to civil servants.

**Part Eight**

**Obligations And Ethics Of Civil Servants**

**Art 53. Obligations of civil servants**

- Any civil servant shall:
1. Be loyal to the public and constitution
  2. Devote his whole energy and ability to the service of the public;
  3. Discharge the functions specified in his job description and accomplish other tasks ordered legally;
  4. Observe laws, regulations and directives related to the civil service.

**Art 54. Ethical conducts of civil servants**

Any civil servant shall adhere to the provisions of this part and other directives issued by the government on ethical conducts of civil servants.

**Art 55. Secrecy**

1. Except to the concerned organ, any civil servant may not disclose to any person classified information that might endanger security of the state and the public
2. Without prejudice to the provisions of sub- article (1) of this article any civil servant may provide any information relating to his duty.

**Art 56. Prohibition of engagement in other activities**

1. no civil servant shall engage in any other activity which may impair his service or be in conflict with his duties or inconsistent with his position as a civil servant.
2. Without prejudice to the provisions of sub- article (1) of this article, a civil servant may

**Qod 57<sup>aad</sup> Dhexdhexaad ka noqosho siyaasada**

1. shaqaalaha dawladu uma isticmaali karo booskiisa inu ku horumariyo danihiisa siyaasadeed & in uu qabto ficilo kala taakoorida
2. iyadoo aan laga hor imaanayn sida uu dhigayo qodob hoosaadka (1) ee qodobkan shaqaalaha dawlada waxaa ka madnuuca in uu u isticmaalo saacadihiisa joogtada ah ee shaqada & booska si uu u helo caawimo ama abaabulo mucaarid, taageero ama ka soo horijeeda xisbi siyaasadeed ama shaqsi ka tirsan

**Qod 58<sup>aad</sup> Dakhliga**

1. shaqaale kasta waa in uu caddeeyaa hantidiisa marka laga reebo mushaharka
2. shaqaale kasta oo dawladeed ma qaadan karo ama weydiisan karo wax hadyad ah adeeg uu bixiyeey awgeed

**Qod 59<sup>aad</sup> Baadhitaanka caafimaadka**

1. shaqaale kasta waxaa ku waajib ah in uu maro baadhitaan caafimaad laga reebo HIV/Aids marka u xafiiska dawladu ugu baahdo sabab maangal ah awgeed oo la xidhiidha shaqada.
2. kharashka ku baxa qodob hoosaadka (1) ee qodobkan, xafiiska dawladu waa in uu bixiyaa

**Qod 60<sup>aad</sup> Haynta ivo isticmaalka Hantida**

shaqaale kasta waxaa uu waajib ka saran yahay in uu si haboon u hayo isla markaana uu isticmaalo qalabka & alaabta la siiyey in uu ku guto xilkiisa

**Qod. 61<sup>aad</sup> Xadka u Ooolanaanta**

shaqaale kasta waa in uu u qoolanaado waxyeelada ama lumitaanka qalabka & alaabta loo siiyey in uu ku guto xilkiisa haddii uu waxyeeloyin ama lumitaan ay sababtay fal taxadar daro ah ama ula kac ah

**፶፯. ከፖለቲካ ተሳትፎ ገለልተኛ ስለ መሆን**

- ፩. ማንኛውም የመንግስት ሰራተኛ ስራውን ለፖለቲካ ጥቅም ማዋልና በደህ ምክንያት አድሎ መፈፀም የለበትም፡-
- ፪. በዚህ አንቀጽ ንዑስ አንቀጽ /፩/ በተደነገገው አጠቃላይ አነጋገር እንደተጠበቀ ሆኖ ማንኛውም የመንግስት ሰራተኛ የመንግስትን መደበኛ የሥራ ሰዓትና ኃላፊነቱን ለማንኛውም የፖለቲካ ፓርቲ ወይም ለአባላቱ ድጋፍ ወይም ተቋውሞ በማሰባሰብ ተግባር ማዋል የተከለከለ ነው።

**፶፰. ገቢን ስለማሳወቅ**

- ፩. ማንኛውም ሠራተኛ ከደመወዙ በስተቀር ሌሎች ንብረቱና ገቢውን መግለጽ አለበት።
- ፪. ማንኛውም የመንግስት ሰራተኛ በመንግስት ሰራተኝነቱ ለሰጠው ወይም እንዲሰጥ ለሚጠበቀው ግልጋሎት ማንኛውም አይነት ስጦታ መጠየቅ ወይም መቀበል የለበትም።

**፶፱. ለህክምና ምርመራ የመቅረብ ግዴታ**

- ፩. ማንኛውም የመንግስት ሰራተኛ ከኤች አይ ቪ /ኤድስ/ ምርመራ በስተቀር ከስራው ጋር በተያያዘ በቂ ምክንያት የህክምና ምርመራ እንዲያደርግ በመንግስት መ/ቤቱ ሲጠየቅ ለምርመራ የመቅረብ ግዴታ አለበት።
- ፪. በዚህ አንቀጽ ንዑስ አንቀጽ /፩/ መሰረት ለሚደረግ የህክምና ምርመራ የሚያስፈልገውን ወጪ የመንግስት መ/ቤቱ ይሸፍናል።

**፷. የንብረት አያያዝና አጠቃቀም**

ማንኛውም የመንግስት ሰራተኛ ለሥራ ማከናወኛ የተሰጡን መሳሪያዎችና መገልገያዎች በአግባቡ የመጠበቅና የመጠቀም ኃላፊነት አለበት።

፷፩. በእዳ የመጠየቅ ኃላፊነት ማንኛውም የመንግስት ሰራተኛ ለስራው ማከናወኛ በተሰጡት መሳሪያዎችና መገልገያዎች ላይ በሚደርስ ጉዳት ወይም ጥፋት በእዳ ተጠያቂ የሚሆነው ጉዳቱ ወይም ጥፋቱ በሰራተኛ ችልተኝነት ወይም ሆን ተብሎ በተፈፀመ ድርጊት ምክንያት የደረሰ እንደሆነ ነው።

**Art 57. Neutrality from political involvement**

1. any civil servant may not use his position to promote his political interest and thereby engage in discriminatory practices.
2. Without prejudice to the generality of sub-article (1) of this article, it is prohibited for any civil servants to use his regular working hours and positions for soliciting support or instigating opposition for or against any political party or members thereof.

**Art 58. Declaration of Income**

1. where necessary and upon request of the government office, any civil servant shall declare all his income other than his salary.
2. No civil servant may demand or accept any gift in return of services rendered or expected.

**Art 59 compulsory medical examination**

1. Any civil servant shall have the obligation to take medical examination, with the exception for HIV/AIDS, when required by the government office on the sufficient grounds related to the service.
2. Expenses incurred pursuant to sub-article (1) of this article shall be covered by the government office.

**Art 60. Handling and use of property**

Any civil servant shall have the responsibility to properly handle and use the Equipment and materials provided to him for caring out his duties

**Art 61. Extent of liability**

Any civil servant shall be liable for the damage or loss of equipment and materials provided to him for caring out his duties, where such damage is caused by his negligence or intentional act.

Oaybta Sagaalaad

Tallabooyinka Anshaxmarinta

**Qod 62<sup>aad.</sup> ujeeddooyinka anshaxmarinta**

ujeeddooyinka anshaxmarintu waa in lagu dhaqan celiyaa shaqaalaha dawlada si uu khaladkiisa uga tanaasulo isla markaana uu noqdo shaqaale dawladeed oo lagu kalsoon yahay ama la eryo inta shaqada laga dhimo

**Qod 63<sup>aad.</sup> Noocyada anshaxmarineed.**

1. ganaaxyadan soo socda midkood waxaa lagu xukumi karaa shaqaalaha dawlada ee anshaxa ku xad gudba iyadoo la eegayo culayska denbiga
  - b) digniin af ah
  - t) digniin qoraal ah
  - j) ilaa bil mushahar ah oo laga jaro
  - x) casilaad
  - Kh) eri.
2. Ganaaxyada lagu cayimay qodob hoosaadka 1 (b) - (j) ee qodobkan waxaa loo aqoonsan ganaaxyaada anshaxee fudud.

**Qod 64<sup>aad.</sup> Denbiyada keena Ganaax Culus**

Denbiyada Ganaaxyo culus leh ee lagu xukumi karo waa arimahan;

1. curyamin shaqo oo aan loo hogaansamin, dayacid ama caajis, nidaamyada shaqo oon la ilaalin
2. canaadnimo ula kac ah ama si xun oo ula dhaqamo dadka shaqo doonka ah.
3. si ula kac ah oo u xanibo shaqada ama gacan siiyo kuwo kale in ay geystaan denbigan.
4. googoysnimo joogto ah oo aan cudur daar lahayn ama ilaalin la'aan saacadaha shaqada taas oo lagu ciqaabay gaanax fudud oo anshax.

ክፍል IIኛ

የዲ.ፒ.ሊ.ን እርምጃዎች

፳፪. የእርምጃዎች አላማ

የዲ.ፒ.ሊ.ን እርምጃ አላማ ሠራተኛው ከስህተቱ እንዲታረምና ታማኝ የመንግሥት ሠራተኛ እንዲሆን ካልሆነም ከሥራው መሰናበት ነው ::

፳፫. የዲ.ፒ.ሊ.ን የቅጣት ዓይነቶችና አመዳደብ

፩. የዲ.ፒ.ሊ.ን ጉድለት የፈፀመ የመንግሥት ሰራተኛ እንደጥፋቱ ክብደት ከሚመለከቱት ቅጣቶች አንዱ ሊወሰንበት ይችላል

- ሀ) የቃል ማስጠንቀቂያ
- ለ) የፀ-ሁ-ፍ ማስጠንቀቂያ
- ሐ) እስከ አንድ ወር ደምዘ የሚደርስ መቀጮ
- መ) ከስራ ደረጃና ደምዘ ዝቅ ማድረግ
- ረ) ከስራ ማሰናበት

፪. በዝህ አንቀጽ ንዕስ አንቀጽ /1/ /ሀ//ሐ/ የተዘረዘሩ ቀላል የዲ.ፒ.ሊ.ን ቅጣቶች ተብለው ይመደባሉ

፳፬ ከባድ የዲ.ፒ.ሊ.ን ቅጣት የሚያስከትሉት ጥፋቶች

የሚከተሉት ጥፋቶች ከባድ ዲ.ፒ.ሊ.ን ቅጣት ሊያስከትሉ ይችላሉ::

- ፩. ትዕዛዝ ባለማክበር በቸልተኝነት በመለገም ወይም የአሰራር ስነ ስርዓትን ባለመከተል በስራ ላይ በደል ማድረስ
- ፪. ባለጉዳዮችን ሆን ብሎ ማዘግየት ወይም ባለጉዳዮችን ማጉላላት
- ፫. ስራ እንዳይሰራ ሆን ብሎ ማወከ ወይም ከሚያውኩት ጋር መተባበር
- ፬. በቀላል ዲ.ፒ.ሊ.ን ቅጣት ዕርምጃዎች ባለመታረም ያለበቂ ምክንያት በተደጋጋሚ ከስራ መቅረት ወይም የስራ ሰአት አለማክበር

Part Nine

Disciplinary Measures

**Art 62 Objectives Of Disciplinary Penalties**

The objectives of disciplinary penalty shall be to rehabilitate delinquent civil servant when he can learn from his mistakes and become a reliable civil servant or to discharge him when he becomes reluctant.

**Art 63. Types and Classification of disciplinary penalties**

1. Depending on the gravity of the offence, one of the following penalties may be imposed on a civil servant for breach of discipline
  - a) oral warning
  - b) written warning
  - c) fine up to one month's salary
  - d) down grading
  - e) dismissal
2. The penalties specified under sub-article (1)(a)-(c) of the article shall be Classified as simple disciplinary penalties

**Art 64. Offences entailing rigorous penalties**

Rigorous disciplinary penalties may be imposed for the following offences

1. To undermine one's duty by being disobedient, negligent or tardy or by Non-observance of working procedures;
2. deliberate procrastination or cases or mistreatment of clients
3. to deliberately obstruct work or to collaborate with others in committing such offences;
4. unjustified repeated absenteeism or non observance of office hours inspire of being penalized by simple disciplinary penalties;

5. in la cabsi geliyo gacan ka hadal lagu dhex sameeyo goobta shaqada.
6. dayacaad shaqo ama sakhira-dama Mukhadaraday.
7. qaadasho ama weydiisasho laaluush.
8. in uu ka dhex geysto fara xumo goobta shaqada.
9. ula ka fal tuuganimo ama aamin daro ah..
10. geysto fal isbeen fariin ama fal khiyaamanimo.
11. waxyeelo u geysta hantida dawlada fal ula kac ah ama taxadar la'aan awgeed.
12. ku gabood fala shuruudaha qodobka 57 ee bayaankan.
13. ku tagrifalid awoodeed.
14. sameeya xad gudub anshax oo u dhigma culayska denbiyada lagu cayimay qodobkan.

- ፩. በስራ ቦታ በጠብ አጫሪነት መደባደብ
- ፪. በመስከር ወይም አደዛዥ ዕፅ በመመሪዝ ስራን መበደል
- ፫. ጉብ መቀበል ወይም እንዲሱጥ መጠየቅ
- ፬. በሥራ ቦታ ለህዝብ ሞራል ተቃራኒ የሆነ ድርጊት መፈፀም
- ፭. የሉብነት ወይም የእምነት ማጉዳል መፈፀም
- ፮. የማታለል ወይም የማጭበርበር ድርጊት መፈፀም
- ፯. በመ/ቤቱ ንብረት ላይ ሆኖ ብሎ ወይም በቸልተኝነት ጉድት ማድረስ
- ፰. በደህ አንቀጽ ፶፯ የተደነገገውን መተላለፍ
- ፱. በሥልጣን አለአግባብ መጠቀም
- ፲. በደህ አንቀጽ ከተዘረዘሩት ጋር ተመሳሳይ ክብደት ያለው ሌላ የዲ.ፒ.ሲ.ን ጉድለት መፈፀም

5. to initiate physical violence at the place of work.
6. neglect of duty by being alcoholic or drug addict
7. to accept or demand bribes
8. to commit an immoral act at the place of work;
9. to commit an act of theft or branch of trust
10. to commit an act of misrepresentation Or fraudulent act
11. to inflict damages to the property of the government due to an intentional act or negligence
12. to contravene the provisions of article 57 of this proclamation
13. abuse of power
14. to commit any branch of discipline of equal gravity with the offences specified under this article .

**Qod 65<sup>aad</sup>. Talaaboovinka anshax ee la qaadyo**

1. xafiis kasta oo dawladeed waa in uu aasaaso guddi anshax oo baadha dacwa-daha anshaxa ee ka dhanka ah shaqaalaha dawlada isla markaana u gudbiyaa talo bixin madaxda ay khusaysa.
2. shaqaalaha dawlada intaan laga qaadin talabada anshax waa in lagu wargeliyo denbiga lagu soo eedeeyey lana siiyo waqti uu isku difaaco.
3. iyadoo aan lagu xadgudbin qod. Hoosaadka (15) ee qodobka 17aad ee bay-aanka Asaasida komis-hinka anshaxa & la dagaalanka musuqa Lm 235/2001 talaabooyinka anshaxa waxaa lagu qaadi karaa hab socod garsoor la'aan ama dacwad.

- ፳፭. የዲ.ፒ.ሲ.ን እርምጃ አወሳሰድ
- ፩. ማንኛውም የመንግስት መስሪያ ቤት ሰራተኞችን የዲ.ፒ.ሲ.ን ክስ አጣርቶ የውሳኔ ሐሳብ ለሚመለከተው የሥራ ኃላፊ የሚያቀርብ የዲ.ፒ.ሲ.ን ኮሚቴ ያቋቁማል።
- ፪. በማንኛውም የመንግስት ሰራተኛ ላይ የዲ.ፒ.ሲ.ን ቅጣት ከመውሰድ በፊት ሰራተኛው ፈጽሟል የተባለውን የዲ.ፒ.ሲ.ን ጉድለት እንዲያውቀው መደረግና እራሱን የመከላከል እድል ሊሰጠው ይገባል።
- ፫. የፌደራል የስነ ምግባርና የፀረ መስና ኮሚሽን ማቋቋሚያ አዋጅ ቁጥር ፪፻፴፭/፲፱፻፹፫ የአንቀጽ ፲፯ ንዑስ አንቀጽ ፲፭ ድንጋጌ እንደተጠበቀ ሆኖ የዲ.ፒ.ሲ.ን ቅጣት ማንኛውንም የፍርድ ስርዓት ላይከተለ ሊውስን ይችላል።

**Art 65 Taking Disciplinary Measures**

1. every government office shall establish a disciplinary committee which shall investigate disciplinary charges brought against civil servants and thereby submit recommendations to the concerned officials
2. before imposing a disciplinary penalty on the civil servant, he should be informed of the alleged offence and be given the chance to defend himself .
3. without prejudice to the provisions of sub Article(15) of 17 of the federal Ethics and Anti-corruption colnlinssion Establishment proclamation No.235/2001, disciplinary measures may be taken irrespective of any court proceedings or action.

**Qod 66<sup>aad.</sup> Shaqo Ka Joojin**

1. shaqaalaha dawlada waxaa laga joojin karaa shaqada iyadoo mushaharkiisa laga xayirayo muddo aan ka badnayn hal bil haddii ay fulinta talaabadu lagama maarmaan u tahay shaqada.
2. shaqaalaha dawlada waa in laga joojiyaa shaqada haddii isaga si caadiya looga eryo denbi ama denbi anshax oo erigiisa la filayo hadii denbiga ka dhanka ah la sugo

**Qod 67<sup>aad.</sup> Muddo**

1. talaabo anshax marineed waa in aan laga qaadin shaqaalaha dawlada ee geysta ciqaab anshax marineed oo fudud. haddii aan talaabadaas laga qaadin lix bilood laga reebo waqtiga baadhitaanka laga bilaabo waqtiga la ogaado anshax xumada.
2. shaqaalaha dawlada ee geysta ciqaab culus oo anshax waa in aan dacwada anshaxa ee ka dhan ka ah lagu dacweyn haddii aan dacwad anshaxeed lagu keenin sanad gudaheed laga bilaabo wakhtiga la ogaaday geysashada denbigaas.
3. madaxa ka baaqsada in uu qaado talaabooyin lagu eegayo qod. hoosaadka (1) ama (2) ee qodobkan waa in uu u qoolanado.

**Qaybta Tobnaad**

**Maxkamada Maamulka Shaqaalaha**

**Qod 68<sup>aad.</sup> Asaasida maxkamada shaqaalaha**

1. halkan waxaa lagu aasaasay maxkamada arrimaha shaqaalaha oo dhegaysata isla markaana go'aamisa rafcaanada ay shaqaalaha dawladu keensadaan.
2. maxkamada maamulka shaqaaluhu waxa ay yeelan fadhi garsoor oo baadha, go'aamiyana dacwadaha rafcaanka.
3. fadhiga garsoor kasta waxa uu yeelan Gudoon garsoore & laba Garsoorayaal oo u magacaabo madaxa xafiisku .

**፳፯. ከስራ ስለማገድ**

፩. አንድ የመንግስት ሰራተኛ ከስራ ታግዶ መቆየት ለስራው አፈፃፀም ጠቃሚ ሆኖ ከተገኝ ሠራተኛውን ከአንድ ወር ለማይበልጥ ጊዜ ከሰራና ደመወዝ አግዶ ለማቆየት ይቻላል።

፪. አንድ የመንግስት ሰራተኛ በወንጀል ወይም በዲሲፕሊን ተፋት በህግ የተከለከለ እንደሆነና ሲመሰከርበት ተፋቱ ከስራው የማያስወጣው መሆኑ ሲገመት ከስራ ተግዶ መቆየት አለበት።

**፳፰. ስለ ደርጋ ጊዜ**

፩. ቀላል የዲሲፕሊን ቅጣት የሚያስከትል ተፋት የፈፀመ የመንግስት ሰራተኛ የምርመራውን ጊዜ ሳይጨምር የፈፀመው ተፋት ከታወቀበት ቀን ጀምሮ እስከ ስድስት ወር እርምጃ ላይ ተወሰደበት በዲሲ ፕሊን ተጠያቂ አይሆንም።

፪. ከባድ የዲሲፕሊን ቅጣት የሚያስከትል ተፋት የፈፀመ የመንግስት ሰራተኛ የፈፀመው ተፋት ከታወቀበት ቀን ጀምሮ በአንድ ዓመት ጊዜ ውስጥ ለተፋቱ ካልተከሰሰ በዲስፕሊን ተጠያቂ አይሆንም።

፫. በዚህ አንቀጽ ንዑስ አንቀጽ /፩/ ወይም /፪/ በተመለከተው የጊዜ ገደብ ውስጥ መወሰድ የሚገባውን የዲሲፕሊን እርምጃ ሳይወሰድ የቀረው ኃላፊ ተጠያቂ ይሆናል።

**ከፍላ ለ/ሥር**

**የአስተዳደር ፍርድ ቤት**

**፳፱. የአስተዳደር ፍርድ ቤት ስለማቋቋም**

፩. የመንግስት ሰራተኞች የሚያቀርቡትን የስራ ክርክር ይግባኝ አይቶ የሚወሰን የአስተዳደር ፍርድ ቤት በደህ አዋጅ ተቋቁሏል።

፪. የአስተዳደር ፍርድ ቤቱ የሚቀርቡትን የይግባኝ አቤቱታዎች መርምረው ውሳኔ የሚሰጡ ችሎቶች ይኖሩታል።

፫. እያንዳንዱ ችሎታ በቢሮ ኃላፊ የሚሰየሙ አንድ ሰብሳቢና ሁለት አባላት ይኖሩታል።

**Art 66. Suspension from duty**

1. A civil servant may be suspended from duty by withholding his salary for a period not exceeding one month if that course of action is necessary in the interest of the service.
2. A civil servant shall be suspended if he is formally charged with criminal or disciplinary offence for which his dismissal is to be expected if it is provided against him.

**Art 67. Period of limitation**

1. disciplinary measure shall not be taken against a civil servant who has committed an offense entailing simple disciplinary penalty unless such measure is taken within six months, excluding the time required for investigation from the time the branch of discipline is known.
2. No disciplinary charge shall be brought against a civil servant who has committed an offense entailing rigorous disciplinary penalty unless such disciplinary charge is brought within a year from the time the offense is known.
3. the official who has failed to take the measures specified under sub-article(1) or (2) of this Article shall be held responsible.

**Part Ten**

**Administrative tribunal**

**Art 68 Establishment of the Administrative tribunal**

1. an administrative tribunal which hears and decides appeals brought by civil servants is hereby established.
2. the Administrative tribunal shall have chambers which examine and decide on appeal cases
3. Each chamber shall have a chairperson and two members designated by a civil servant bureau head

**Qod 69<sup>aad</sup>. Awooda maxkamada maamulka**

maxkamada maamulku waxay leedahaa awood ay ku dhegaysato go'aamisana rafcaanada ay keensadaan shaqaalaha dawlada ee lagu xadgudbo.

1. si sharci daro ah shaqada looga joojiyo ama laga eryo.
2. lagu ciqaabo ciqaab anshax marineed oo adag.
3. si sharci daro ah mushaharka looga xayiro ama mushaharka ama lacago kale looga jaro.
4. xadgudub xuquuqdiisa ah oo uu ku helay waxyeelo shaqada kaga timid

**Qod 70<sup>aad</sup>. Go'aanka Maxkamada maamulka**

1. maxkamada maamulku ka dib marka ay dhegaysato rafcaanka waxay ansixin ama diidi go'aanka ama wax ka bedeli go'aanka danta u ah rafcaanlaha.
2. nuqulada go'aanka waa in la siiyaa labada dhinacba.
3. go'aanka maxkamada maamulka ee la xidhiidha su'aalo dhab ah waa in ay noqotaa kama dambays balse labada dhinac midkood su'aal ku saabsan sharci wuxu rafcaanka uga qaadan karaa maxkamada guud ee deegaanka 30 maalmood gudahood laga bilaabo maal-inta go'aanka ay gadhay-maxkamada maamulku.

**Qod 71<sup>aad</sup>. Fulin go'aan**

1. xafiis kasta oo dawladeed oo ay maxkamada maamulku gaadho go'aan ka dhan ah waa in ay isla markiiba fuliso go'aanka.
2. haddii loo Goansho in go'aanka maxkamada ee loo gaadhay sida waafaqsan qodobka 70<sup>aad</sup> ee bayaanka ee aan lagu fulin 30 maalmood gudahood wuxu u dhawaysan Maxkamada Degmada si ay ugu fuliso.
3. madaxa xafiiska dawlada ee ku guuldaraysta (ka baaqsada) in uu fuliyo go'aanka maxkamada maamulka waa in uu qoolnaado waxyelo kasta oo gaadha xafiiska & shaqaalaha dawlada.

**፳፱. በአስተዳደር ፍርድ ቤቱ ስለሚታዩ**

**ጉዳዮች**

የአስተዳደር ፍርድ ቤቱ፡-

- ፩. ከህግ ውጭ ከስራ በመታገዱ ወይም አገልግሎቱ በመቋረጡ፡-
- ፪. ከባድ የዲሲፕሊን ቅጣት የተወሰነበት በመሆኑ
- ፫. ከሕግ ውጭ ደመወዝ ወይም ሌሎች ክፍያዎች የተያዘለት ወይም የተቆረጠበት በመሆን
- ፬. በስራው ምክንያት ከደረሰበት ጉዳት ጋር በተያያዘ መብቱ በመጓደሉ ቅር የተሰኘ የመንግስት ሰራተኛ የሚያቀርበውን ይግባኝ አይቶ የመወሰን ስልጣን ይኖረዋል።

**፷፬. ስለ ፍርድ ቤቱ ውሳኔዎች**

- ፩. ፍርድ ቤቱ በመንግሥት መሥያ ቤት የተወሰነው ውሳኔ ይሸራል ያዕድቃል ወይም ሊያሻሻል ይችላል።
- ፪. የውሳኔ ኮፒ ለሁለቱም ወገኖች እንዲደርስ ያደርጋል።
- ፫. ፍርድ ቤቱ በመሠረታዊ ነገር ላይ የሰጠው ውሳኔ የመጨረሻ ሆኖ የህግ ጥያቄ ከርክር በሰበር ችሎት ለክልሉ ጠቅላይ ፍርድ ቤትና በ፴ ቀናት ውስጥ ይግባኝ ሊጠየቅ ይችላል።

**፷፩ የውሳኔ አፈፃፀም**

- ፩. ግንኙውም ውሳኔ የተሰጠበት የመንግስት መስሪያ ቤት የአስተዳደር ፍርድ ቤቱ የሰጠውን ውሳኔ ወዲያውኑ የመፈፀም ግዴታ አለበት
- ፪. በዚህ አዋጅ አንቀጽ ፸፪ መሰረት ፍርድ ቤቱ የሰጠው ውሳኔ እስከ ፴ ቀን አልተፈፀመም በማለት የውሳኔው ተጠቃሚ ሲያመለክት የአስተዳደር ፍርድ ቤቱ ውሳኔውን እንዲያስፈፅምለት ለክልሉ የመጀመሪያ ደረጃ ፍርድ ቤት የመራሰታል
- ፫. የአስተዳደር ፍ/ቤቱን ውሳኔ ያሳስፈፀመው የመ/ቤቱ የበላይ ኃላፊ በመ/ቤቱና በሰራተኛው ላይ ለሚደርሰው ጉዳት ተጠያቂ ይሆናል።

**Art 69. Jurisdiction of Administrative tribunal**

The Administrative tribunal shall have the powers to hear and decide on appeals brought by a civil servant aggrieved of:

1. unlawful suspension or termination of service
2. being penalized by rigorous disciplinary penalty
3. an illegal attachment or deduction of his salary or other payments
4. infringement of his rights arising from an employment injury.

**Art 70. Decision of the administrative tribunal**

1. the administrative tribunal may, after hearing the appeal, confirm or reverse the decision or vary the decision in favor of the appellant
2. the copies of the decision shall be given to both parties
3. the decision of administrative tribunal on question of facts shall be final; provided, however, that any one of the parties may appeal to the regional supreme court on question of law within 30 days from the date of the decision of the administrative tribunal.

**Art 71. Execution**

1. Any government office against which the decision is given by the administrative tribunal shall have the obligation to immediately execute the decision.
2. where the beneficiary of a decision pleaded that the decision of the administrative tribunal given in accordance with article 70 of this proclamation is not executed within 30 days, the administrative tribunal shall refer the decision to the regional first instance court for its enforcement
3. The head of the government office who failed to execute the decision of the administrative tribunal shall be liable for the damage sustained by the office and civil servant.

Qaybta Kobiyotabnaad  
Iscasilaad, Iyo Sii Wadashada Shaqo

**Qod 72<sup>aad</sup>. Iscasilaad**

1. shaqaale kasta oo dawladeed wuxuu is ka casili karaa waqti kasta isagoo bil ka hor ogaysiis siinaya.
2. madaxa xafiiska dawlada waxaa uu dib u dhigi karaa iscasilaada shaqaalaha dawlada muddo aan ka badnayn saddex bilood haddii shaqada shaqaaluhu ay lagama maarmaan tahay isla markaana aan si fudud looga bedeli Karin.

**Qod 73<sup>aad</sup>. Ruqso xanuun awgeed**

1. haddii shaqaalaha dawlada ee rasmiga ah uu awoodi kari waayo in uu shaqada dib u bilaabo Wakhiga lagu cayimay qodobka 32(2) ee bayaankan isagoo looga bahan caddaynta caafimaadka wxaa loo arkaya in aanu shaqada u qalmin lagana ruqseeayan.
2. shaqada shaqaale kasta ee dawladeed oo ku meel gaadha waxa la ruqsayn karaa haddii uu awoodi kari waayo in uu dib u bilaabo dabayaaqada xanuun fasaxeedka la siiyey sida waafaqsan qodobka 37 ee bayaankan.
3. iyadoo aan laga hor imaanayn shuruudaha qodobka 45(2) ee bayaanka shaqadiisa waa in isla markaaba laga rusqeeyo haddii shaqaalaha dawlada ee ay waxyeelo ka soo gaadho shaqada oo caafimaad ahaan loo sugo in uu si rasmi ah u laxaad belay.

**Qod 74<sup>aad</sup>. Eriga karti darada awgeed**

1. shaqaalaha rasmiga ah waxa la eryl karaa hadi natiijada qiimaynta lagu qanci waayo muddo laba qiimaynood oo xidhiidha, in kastoo uu adeegsaday dhamaan aqoon-tiisa & awoodiisa si uu u dhamaystiro shaqadiisa.
2. iyadoo aan la xeerin shurudaha farqada koowaad shaqaalaha natiijada waxqabadkisa aad loogu qanci waayo shan sano oo isku xiga looma eryl karo sobob karti daro ilaa natiijada waxqabadkiisa lagu qanci waayo mudooyinka 3da sano ee xiga.

ቅፍል ከስራ አንድ  
አገልግሎት ስለማድረግና ስለማራዘም

**፸፪. በገዛ ፍቃድ ከስራ መሰናበት**

- ፩. ማንኛውም የመንግስት ሰራተኛ በማንኛውም ጊዜ የአንድ ወር ቅድሚያ ማስታወቂያ በመስጠት ስራውን በገዛ ፈቃዱ ሊለቅ ይችላል።
- ፪. የመንግስት ሰራተኛው ለስራው እጅግ አስፈላጊና በቀላሉ ለመተካት የማይቻል ሆኖ ሲገኝ የመ/ቤቱ የበላይ ኃላፊ የሥራ መልቀቂያውን ጥያቄ ከሦስት ወር ለማይበልጥ ጊዜ ሊያራዝመው ይችላል።

**፸፫. በህመም ምክንያት ለአገልግሎት ብቁ አለመሆን**

- ፩. ማንኛውም ቋሚ የመንግስት ሰራተኛ በዚህ አዋጅ አንቀጽ ፴፪ /፪/ በተመለከተው ጊዜ ውስጥ ወደ ስራ ለመመለስ ካልተቻለ የህክምና ማስረጃ ማቅረብ ላያስፈልገው በህመም ምክንያት ለሥራው ብቁ እንዳልሆነ ተቆጥሮ አገልግሎቱ እንዲያቋርጥ ሊደረግ ይችላል።
- ፪. ማንኛውም ጊዜያዊ የመንግስት ሰራተኛ በዚህ አዋጅ አንቀጽ ፴፯ መሰረት የተሰጠውን የህመም ፈቃድ ጊዜ ካበቃ በኋላ ወደ ስራው መመለስ ካልቻለ አገልግሎቱ እንዲቋረጥ ሊደረግ ይችላል።

- ፫. በዚህ አዋጅ አንቀጽ ፴፭ /፪/ ድንጋጌ እንደተጠበቀ ሆኖ በስራው ምክንያት ጉዳት የደረሰበት የመንግስት ሰራተኛ ለዘለቄታ መስራት አለመቻሉን በህክምና ማስረጃ ሲረጋገጥ ወዲያውኑ ከስራ እንዲሰናበት ይደረጋል።

**፸፬. በችሎታ ማነስ ምክንያት ከስራ ማሰናበት**

- ፩. ማንኛውም ቋሚ የመንግስት ሰራተኛ የተመደበበትን ሥራ ያለውን እውቀትና ችሎታ ተጠቅሞ ለመስራት የቻለውን ጥረት እያደረገ የሥራ አፈፃፀም ውጤቱ በተከታታይ ለሁለት ጊዜ ከመካከለኛ ነጥብ በታች ከሆነ ከሥራ ማሰናበት ይቻላል።
- ፪. የዚህ አንቀጽ ንዑስ አንቀጽ /፩/ ድንጋጌ ቢኖርም ለተከታታይ ሩ አመት ከፍተኛ የሥራ አፈፃፀም ውጤት ሊያገኝ የነበረ የመንግስት ሰራተኛ የሥራ አፈፃፀም ውጤቱ በተከታታይ ለ፫ ጊዜ ከመካከለኛ ነጥብ በታች ካልሆነ በስተቀር ከሥራ አይሰናበትም።

**Part Eleven**  
**Termination and**  
**Extension of service**

**Art 72. Resignation**

1. any civil servant may, by giving a one month prior notice, resign at any time.
2. where the service of the civil servant is indispensable and could not be replaced easily, the head of the government or his representative may delay his release for a period not exceeding three months.

**Art 73 Termination due to illness**

1. where a permanent civil servant is unable to resume work within the time specified under article 36(2) of this proclamation, he shall, with no requirement of a medical certificate, be deemed unfit for service and discharged.
2. the service of any temporary civil servant may be terminated where he is unable to resume work at the end of the sick leave granted to him pursuant to article 37 of this proclamation.
3. without prejudice to the provisions of article 45(2) of this proclamation, where a civil servant who has sustained an employment injury is medically determined to be permanently disabled, his service shall forthwith be terminated.

**Art. 74 Termination on grounds of inefficiency**

1. the service of a permanent civil servant may be terminated where his performance evaluation result is unsatisfactory in two successive evaluation periods despite exerting all his knowledge and ability to accomplish his work.
2. notwithstanding the provision of sub-Art.(1) of this Article, a civil servant whose performance evaluation result is not satisfactory for five successive years may not be dismissed on grounds of inefficiency unless his performance result becomes unsatisfactory for the following three successive evaluation periods.

3. eriga adeega shaqaalaha ee ay dhigayaan qod. Hoosaadyada (1)(2) ee qodobkan, waxaa keliya oo la hirgelin karaa iyadoo la siiyo ogaysiis hal bil ka hor hadii uu awoodi □arin inuu wanaajiyo waxqabadkiisa ugu yaraan hal sano gudiheed sida shuruudaha qodob hoosaadkan 1 ama sanad iyo badh sida shuruudaha qodob hoosaadka 2 ay qaban kadib marka.

- (b) u helo tababarka looga baahan yahay booskiisa ama.
- (t) Lagu bedalo boos kale oo ku haboon oo la darajo ah.

**Qod 75<sup>aad</sup>. Eriga ay keento xidhi-taanka ama xaalada kale oo lama filaan ah**

1. iyadoo aan wax loo dhimayn shuruudaha qod. 36 & 45aad ee bayaankan shaqaalaha rasmiga ah waxaa la eriyi karaa marka uu uga maqnaado shaqadiisa sababo xadhig xaalado kale oo lama filaan ah awoodiina waayo in uu shaqadiisa ku soo noqdo lix bilood gudahood.
2. iyadoo aan wax loo dhimayn shuruudaha qod. 37 & 45aad ee bayaankan adeega shaqaalaha ku meel gaadhka ah ee dawlada waxaa la joojin karaa marka uu ka maqnaado sababo xadhig ama xaalado kale oo lama filaan ah bil gudaheed.

**Qod 76<sup>aad</sup>. Burinta shaqaalaynta**

shaqaalenimo kasta oo lagu helay sababo been abuura oo la xidhiidha xirfada aqoonta ama waayo aragnimada shaqada ama u sameeyey qof aan awood u lahayn ama ka hor imaanaya bayaankan, xeer hossaa yadi & awaamiir laga soo saaray bayaankan ama sharciyo kale awaxaa lagu burinayaa go'aanka madaxa xafiiska dawlada ama xafiiska.

፫. በዚህ አንቀጽ ንዑስ አንቀጽ /፩/ ወይም /፪/ መሰረት የመንግስት ሰራተኛውን ከሥራ ማሰናበት የሚቻለው፡-

- ሀ) የያዘው የሥራ መደብ የሚያስፈልገው ሥልጠና በመስጠት
- ለ) ከያዘው የሰራ ደረጃ ጋር ተመሳሳይ በሆነና ሊሰራው ወደ ሚችለው ሌላ የሥራ መደብ በማዘዋወር፡-

በንዑስ አንቀጽ /፪/ መሰረት ሲሆን ቢያንስ ለአንድ አመት ተኩል እንዲሰራ ከተደረገ በኋላ ሰራተኛው የሥራ አሰጣጥ ውጤቱን ለማሻሻል ያልቻለ እንደሆነ የአንድ ወር የቅድሚያ ማስጠንቀቂያ በመስጠት ነው።

**፬. በእስራት ወይም ከአቅም በላይ በሆነ ምክንያት ከሥራ ስለ መሰናበት**

፩. በደህ አዋጅ አንቀጽ ፴፯ እና ፴፰ ድንጋጌዎች እንደተጠበቀ ሆኖ ማንኛውም ቋሚ የመንግስት ሰራተኛ በመታሰሩ ወይም በሌሎች ከአቅሙ በላይ በሆኑ ምክንያቶች አገልግሎቱ ካቋረጠና በስድስት ወር ጊዜ ውስጥ ወደ ሰራው ካልተመለሰ ከሥራው ለማሰናበት ይቻላል።

፪. በዚህ አዋጅ አንቀጽ ፴፯ እና ፴፰ ድንጋጌዎች እንደተጠበቀ ሆነው ማንኛውም ጊዜያዊ የመንግስት ሰራተኛ በመታሰሩ ወይም ሌሎች ከአቅሙ በላይ በሆኑ ምክንያቶች እስከ አንድ ወር ድረስ ወደ ሰራው ካልተመለሰ ከሥራ ማሰናበት ይቻላል።

**፭. ቅጥርን ስለመሰረዝ**

የሀሰት የትምህርት ማስረጃ ወይም የሥራ ልምድ በማቅረብ ስልጣን በሌለው ሰው ወይም ይህንን አዋጅ ወይም አዋጁን ለማስፈጸም የወጣውን ደንብና መመሪያ ወይም ሌላ ማናቸውም ህግ በመተላለፍ የተፈጸመ ቅጥር በመንግስት መ/ቤቱ የበላይ ኃላፊው ወይም በቢሮው ይሰረዛል።

3. the termination of service of civil servant under sub article (1) or (2) of this Article shall only be effected upon giving him a one month period notice where he is unable to improve his performance within at least one year, the in case of sub article (1) or one and half years, in the case of sub article(2), after:

- a) receiving a training required for his position or
- b) being transferred to other suitable position of an equal grade.

**Art 75. Termination due to imprisonment or force majeure situations**

1. without prejudice to the provisions of articles 36 & 45 of this proclamation, the service of a permanent civil servant may be terminated where he is absent from work due to imprisonment or other circumstances of force majeure and is unable to resume work within six months.
2. without prejudice to the provisions of articles 37 & 45 of this proclamation, the service of a temporary civil servant may be terminated where he is absent from work due to imprisonment or other circumstances of force majeure and is unable to resume work within one month.

**Art 76. Nullification of appointment**

Any appointment obtained on the bases of false representation regarding educational qualification or work experience or made by unauthorized person or in contravention of this proclamation, regulations and directives issued herein under or any other law shall be nullified by the decision of the head of government office or the civil servant bureau.

**Qod 77<sup>aad</sup> Shaqaale dhiis**

1. shaqaale kasta oo dawladeed waxaa la dhimi karaa marka;
  - b) booskiisa la baabiyo
  - t) afiiska dawlada oo la xidho ama.
  - j) shaqaale isku mid ah oo aan loo baahnayn la sameeyo, ama marka ayna suurto gal ahanayn in loo bedelo si waafaqsan qodobada 24(7) ama 25(1) ee bayaankan ama marka uu diidan yahay in uu ogoolaado boos darajo hooseeya.
2. dhimida shaqaalaha ee waafaqsan qod. hoosaadyada (1)(j) ee qodobkan waa in la sameeya marka la cadeeyo in waxqabadkiisa & khiibradiisa ka hoosayso marka la bardar dhigo shaqaalaha kale ee haya jago la mid ah.

**Qod 78<sup>aad</sup> Eriga anshax xumo awgeed**

1. adeega shaqaalae kasta oo rasmi ah waxaa la soo affari marka.
  - b) ciqaabta anshax xumo ee uu obka 65 ee bayaankan lagu xudhigayo qod. hoosaadka (1)(kh) ee qodkumo is
  - t) ciqaabta lagu burin rafcaan lagu qaatay si waafaqsan yahay bayaankan
2. hadii ciqaabta lagu yareeyo ama buriyo rafcaan shaqaaluhu qatay waxaa uu xaq u leeyahay lacagtii ka hadhsanayd mushaharkiisa xayirnaa intuu rafcaanku socday oon dulsaar lahayn.
3. adeega shaqaalaha ku meel gaadhka ah waxaa la Afjari karae iyadoon la raacin nidaamka caadiya haddii
  - b) ciqaab eriya lagu soo rogo ama
  - t) mudada shaqaalanimadiisu dhamaato.

**Qod 79<sup>aad</sup> Hawl gabnimada**

1. hadaan shaqaalaha dawlada loo kordhimnudada ka badan da'da hawl gabnimada adeegiisu wuxuu dhamaanayaa iyadoon wax shuruuda oo dheeraad ah aan la marin maalinta ugu dambaysa ee bisha ugu dambaysa ee uu gaadho da'da hawlgabnimada ee sharcigu go'aamiyey.
2. shaqaalaha waa in lagu ogaysiiyo qoraal hawl gabnimada saddex bilood ka hor hawl gabnimadiisa.

**፳፯. ሰራተኛ ስለመቀነስ**

**፩. የመንግስት ሰራተኛ**

- ሀ) የሥራ መደብ ሲሰረዝ
- ለ) የመንግስት መ/ብቱ ሲዘጋ ወይም
- ሐ) ትርፍ የሰው ኃይል ሲኖር በዚህ አዋጅ አንቀጽ ፳፱ /፯/ ወይም ፳፯ /፩/ መሰረት ለማዘዋወር ካልተቻለ ወይም የመንግስት ሰራተኛ ዝቅ ባለ የሥራ ደረጃ ላይ ለመስራት ፈቃደኛ ካልሆነ ከሥራ ይሰናበታል።
- ፪. በዚህ አንቀጽ ንዑስ አንቀጽ /፩/ /ሐ/ መሰረት ቅንላ የሚደረገው የመንግስት ሰራተኛው በተመሳሳይ የሥራ መደብ ላይ ካሉ ሌሎች የመንግስት ሰራተኞች ጋር ሲወዳደር በሥራው ውጤቱና ባለው ችሎታ ዝቅተኛ መሆኑን ሲረጋገጥ ነው።

**፳፰. በዲሲፕሊን ምክንያት ከሰራ ስለማሰናበት**

- ፩. ማንኛውም ቋሚ የመንግስት ሰራተኛ
  - ሀ) በዚህ አዋጅ አንቀጽ ፳፯ /፩/ /፪/ መሰረት የዲሲፕሊን ቅጣት የተወሰነበትና
  - ለ) በዚህ አዋጅ መሰረት ይግባኛ ብሎ ቅጣቱን ያልተሰረዘለት እንደሆነ አገልግሎት ይቋረጣል
- ፪. የመንግስት ሰራተኛው የተላለፈበት የዲሲፕሊን ውሳኔ በይግባኛ ከተሻሻለለት ወይም ከተሰረዘለበት በከርከር ወቅት ላይክፈል የቀረው ደዋዝ ታስቦ ያለወለድ ይከፈላል
- ፫. ጊዜያዊ የመንግስት ሰራተኛ
  - ሀ/ በዲሲፕሊን ቅጣት ወይም
  - ለ/ የሰራ ውሉን ዘመን ሲፈፀም ያለ ምንም ተጨማሪ ሥነ ሥርዓት ከሰራ ይሰናበታል

**፳፱. በጡረታ ምክንያት አገልግሎት ስለማቋረጥ**

- ፩. ማንኛውም የመንግስት ሰራተኛ አገልግሎቱ ካልተራዘመ በስተቀር በህግ ከተወሰነው የማጣሪያ ዕድሜ ከደረሰበት የመጨረሻ ቀን ጀምሮ ያልተጨማሪ ሥነ ሥርዓት አገልግሎት እንዲቋረጥ ማድረግ አለበት
- ፪. የመንግስት ሰራተኛው ጡረታ ከመውጣቱ ከ፫ ወር በፊት በፅሁፍ እንዲያውቀው ማድረግ አለበት

**Art 77. Retrenchment**

1. any civil servant shall be retrenched where:
  - a) his position is abolished
  - b) the government office is closed
  - c) redundancy of manpower is created; and where it is not possible to transfer him in accordance with article 24(7) or 25(1) of this proclamation or where he is reluctant to accept a position of lower grade.
2. retrenchment of civil servant in accordance with sub- article (1) (c) of this article shall be made when it is proved that his performance and qualification is lower or when compared with other civil servants holding the same position.

**Art 78. Termination on disciplinary grounds**

1. the service of a permanent civil servant shall be terminated where:
  - a) a disciplinary penalty under sub-art.(1)(f) of art.65 this proclamation is imposed on him and
  - b) the penalty is not canceled on appeal made under this proclamation .
2. where the penalty is mitigated or canceled on appeal ,the civil servant shall be entitled to, without interest , the payment of the remaining of his salary withheld during the appeal.
3. the service of a temporary civil servant shall be terminated without any additional formality where:
  - a) a penalty of dismissal is imposed on him: or
  - b) the term of his employment is expired

**Art 79 retirement**

1. Unless the civil servant is rained in service beyond the retirement age , his services shall be terminated with out any additional formality and the last day of the last month in which he attained the retirement age determined by law.
2. The civil servant shall be notified of his retirement in writing three months prior to his retirement.

**Qod 80<sup>aad</sup> Caddayn shaqo**

marka shaqaalaha dawlada la eryo sababtu waxay doontaba ha ahaatee ama uu codsado waa in la siiyo caddayn shaqo oo muujinaysa nooca & mudada shaqadiisa mushhaharkiisa & sabobta loo eryey.

**Qod 81<sup>aad</sup> Lacagta ambabixinta**

1. shaqaale kasta oo lagu dhimo sida uu dhigayo qodobka 79 ee bayaankan ee lacagta hawlgabnimada aan lahayn waa in la siiyo.
  - b) saddeex bilood oo mushaharkiisa marka u Sanaa shaqeeyo.
  - t) saddex meeloodow hal meel oo mushaharkiisa sanad walba oo dheeraad ah oo uu shaqeeyey. balse waa in ayna lacagtaasi gbadan mushaharkiisa 12 bilood.
2. shaqaalaha dhamaysta tijaabada shaqo ee shaqeeyey in ka yar hal sano wuxuu yeelanayaa lacag u dhiganta adeegiisa.
3. iyadoo aan wax loo dhimayn sharciyada khuseeya ee hawlgabka, marka adeega shaqaalaha joogtada ah dhimasho awgeed lacag adhiganta saddex bilood oo mushahrkiisa waa in la siiyo xaaskiisii ama cidii ku tiirsanayd ee qoraal uu ku ogaysiiyey xafiiska dawlada.

**Qod 82<sup>aad</sup> Kordhinta mudada shaqo**

1. adeega shaqaalaha rasmiga ah ee dawlada waxaa la kordhin karaa in ka badan da'ada hawl gabkiisu noqonayo muddo shan sano ah markiiba isagoon isuganyna aan dhaafayn muddo 10 sano ah.
2. sida uu dhigayo qod. hoosaadka
  - (1) ee qodobkan adeega shaqaalaha dawlada waxaa la kordhin karaa haddii.
  - b) waxbarashadiisa xirfadiisa gaarka ah & kartidiisa loo arko in ay mwhiim u tahay xafiiska dawlada.

**፹. የአገልግሎት የምስክር ወረቀት)**

ማንኛውም የመንግስት ሰራተኛ በማናቸውም ምክንያት አገልግሎቱን ሲያቋርጥ ሲያከናውን የነበረውን የሥራ አይነትና አገልግሎት ዘመኑን ሲከፍለው የነበረውን ደመወዝ እና ከሥራ የተሰናበተበትን ምክንያት የሚገልፅ ወይም በራሱ ቢጠየቅ የአገልግሎት የምስክር ወረቀት ይሰጠዋል።

**፹፩. አገልግሎት ሲቋረጥ ስለሚፈፀም ክፍያ**

፩. ማንኛውም የመንግስት ሰራተኛ በዚህ አዋጅ አንቀጽ 79 መሰረት በቅንሳ ምክንያት ከሥራ ከተሰናበተና የጡረታ አበል የማይከፈለው ከሆነ

ሀ) ለመጀመሪያ አንድ አመት የሦስት ወር ደመወዝ

ለ) በተጨማሪ ላገለገለበት የእያንዳንዱ አመት የወር ደመወዝ አንድ ሦስተኛ ይከፈላል

ሆኖም የሚሰጠው ክፍያ የ፲፪ ወር ደመወዝ መጠን የለበትም

፪. የሙከራ ጊዜውን ለጨረሰውና ከአንድ አመት በታች ያገለገለ የመንግስት ሰራተኛ የሚከፈለው ክፍያ ከአገልግሎቱ ጋር እየተመዛዘነና ይታሰባል።

፫. አግባብ ባለው የጡረታ ህግ በተደነገገው እንደተጠበቀው ሆኖ ቋሚ የመንግስት ሰራተኛ በሞት ምክንያት አገልግሎቱ ሲቋረጥ በህይወት ላለ ለመንግስት መ/ቤት በፅሁፍ በማላወቅ የትዳር ጓደኛ ወይም በሱሩ ይተዳደሩ ለነበሩ ቤተሰቦቹ የሶስት ወር ደመወዝ ይከፍላል

**፹፪. አገልግሎት ስለማራዘም**

፩. አንድ ቋሚ የመንግስት ሰራተኛ የማጣሪያ ዕድሜ ከደረሰ በኋላ በአንድ ጊዜ እስከ አምስት ዓመት በጠቅላላው ከአሥር ዓመት ለማይበልጥ ጊዜ አገልግሎትን ማራዘም ይችላል።

፪. በዚህ አንቀጽ ንዑስ አንቀጽ /፩/ መሰረት የአንድን የመንግስት ሰራተኛ አገልግሎት ማራዘም የሚቻለው፦

- ሀ) የሰራተኛው ትምህርት ልዩ ዕውቀትና ችሎታ ለመንግስት መሥሪያ ቤቱ ሥራ ጠቃሚ ሆኖ ሲገኝ

**Art. 80 Certificate of servance**

1. Where the service of a civil servant is terminated for any reason he shall be provided with a certificate of service indicating the type and duration of his service, his salary and the reason for the termination.
2. with out prejudice to the provisions of sub article 1of this article, where a civil servant while working , so request in writing ,he shall be provided with a letter evidencing his salary , typed and duration of his service.

**Art. 81 Severance pay**

1. Any civil servant who has been retrenched under article 79 of this proclamation and is not entitled to pension allowance shall be paid :
  - A) His salary of three months for first year of his service and
  - B) One third of his monthly salary for each additional year of his service, provided ,however that such payment shall not exceed his salary of 12 months.
2. A civil servant who has completed his probation and served for less than one year shall be entitled to severance pay in proportion to his service.
3. with out prejudice to the provisions of the relevant pension law. Where the service of a permanent civil servant is terminated due to his death ,an amount equivalent to his three month's salary shall be paid to his spouse or dependent who have made known to the government office in writing.

**Art . 82 Extension of Service**

1. The service of a permanent civil servant may be extended beyond his retirement age for a period up to 5 years at a time and for a period not exceeding 10 years in total.
2. The service of a civil servant may be extended under sub article 1 of this article where :
  - a) His qualification , special skill and ability is found to be essential to the government office :

- l) ayna suura gal ahayn in lagu bedelo shaqaale kale dalacsiin ahaan, bedelaada & Shaqeeleyn.
- j) dhakhtaarka Cadeeyo inushqada u Qalmo.
- X) uu ogolaaday in uu sii wado shaqadiisa.
- kh) uu Xafiisku ansixiyo kordhin-tamudada shaqada.

**Qod 83<sup>aad</sup> Natiijada Burinta Shaqaal-aynta, Dalacsiinta, kordhinta Mushaharada faa'iidoovinka kale.**

1. shaqaalayntiisa dalacaada, koro-dhka mushaharka & faa'iidooyin kale lama waydiin karo in uu dib u soo celiyo mushaharkii & faa'iidooyinkii kale ee uu helay ilaa marka burinta.
2. madaxa ama xubinka guddi ee si ula kac ah ama dayacaada u amra shaqaalayn dalacsiin koror mushahar ama faa'iidooyin kale oo sharci daro ah, wuu u qoolanaadaa kharashka maeno la'aanta ee ku baxa iyadoo aan wax loo dhimayn u qoolanida danbiyeed ee ay dhigayaan qodobada ku haboon ee xeerka ciqaabta.

**Qod 84<sup>aad</sup> U wakalasho awoodeed xafiisku wuxuu u wakiilan karaa xafiisyada Dawlada awoodaha lagu siiyay bayaankan make ay lagamma marman u noqofa shaqada Dawlada.**

**Qod 85<sup>aad</sup> Kormeerida hirgalinata bayaanka**

1. xafiiska waxa uu awoodaha iyo waajibaadyada kormeerida hirgalinta bayaankan xeer hoosaadyada iyo awaamiirta kasoo daba baxa bayaankani.
2. xafiiska markuu fulinaayo awoodihiisa iyo waajibaadada uu dhigaayo qodob hoosaadka 1 ee qodobkan waqti walba.
  - b) baadhikaraa faylasha iyo xasuus dhawarada kale isagoo usoo diraaya xafiisyada dawlada kormeerayaal ama amraya iyaga inay soomariyaan faylasha iyo diiwaanada kale ee dawlada inuu bixiyo sharaxaad qoraal ama.
  - c) weydiin karaa madaxa ay khusayso ama shaqaalaha kale dawlada in uu bixiyo sharaxaad qoraal ama af ah.

- ለ) በደረጃ እድገት፣ በዝውውር ወይም በቅጥር ተተኪ ሰራተኛ ለማግኘት አለመቻሉ ሲረጋገጥ
- ሐ) ሰራተኛው ለሥራው ብቁ መሆኑ በሕክምና ማስረጃ ሲረጋገጥ
- መ) ሰራተኛው አገልግሎቱን ለመቀጠል ሲስማማ እና
- ሠ) የአገልግሎቱን መራዘም ለኮሚሽኑ ቀርቦ ሲፈቀድ ነው።

**፹፫. ቅጥር የደረጃ እድገት ፣ የደምዘ ጭማሪና ሌላ ጥቅም መሰረዝ የሚያስከትለው ውጤት፡-**

- ፩. ቅጥር፣ ፊደል ጥምር ወይም ሌላ ጥቅም የተሰረዘበት የመንግስት ሰራተኛ በማታለል ወይም በማጭበርበር ያገኘው ካልሆነ በቀር የመሰረዙ እርምጃ እስከተወሰደበት ጊዜ ድረስ የተከፈለውን ደመወዝና ሌሎች ጥቅሞች እንዲመለስ አይጠየቅም
- ፪. የተላላተ ቅጥር፣ የደረጃ እድገት የደመወዝ ጭማሪ ወይም ሌላ ጥቅም እንዲሰጥ ሆን ብሎ ወይም ሌላ ጥቅም እንዲሰጥ ሆን ብሎ ወይም በቸልተኝነት የፈቀደ የሥራ ኃላፊ ወይም የኮሚቴ አባል አግባብ ባለው የወንጀለኛ መቅጫ ሕግ ድንጋጌ መሰረት በወንጀል መቀጠቱ እንደተጠበቀ ሆኖ አለአግባብ ለወጣው ወጪ ተጠያቂ ይሆናል

**፹፬. የሥልጣን ውክልና ስለመስጠት**

ቢሮው የሲቪል ሰርቪሱን አስተዳደር ቀልጣፋና ውጤታማ ለማድረግ አስፈላጊ ሆኖ ሲያገኘው በዚህ አዋጅ የተሰጠውን ሥልጣንና ኃላፊነት ለመንግስት መሥሪያ ቤቶች በውክልና ማስተላለፍ ይችላል።

- ፹፭. የአዋጁን አፈጻጸም ስለመቆጣጠር**
- ፩. ቢሮው ይህንን አዋጅና በአዋጁም መሰረት የሚወጡትን ደንቦችና መመሪያዎች በትክክል በሥራ ላይ መዋላቸውን የመቆጣጠር ሥልጣንና ኃላፊነት ይኖረዋል።
  - ፪. ቢሮው በዚህ አንቀፅ ንዑስ አንቀጽ /፩/ የተሰጠውን ሥልጣን ኃላፊነት ተግባራዊ ለማድረግ በማናቸውም ጊዜ፡-
    - ሀ) በመንግስት መሥሪያ ቤቶች በመገኘት ወይም እንዲላኩ ለት በማዘዝ ማህደሮችናን ሌሎች መረጃዎችን መመር መር እና ጉዳዩ የሚመለከተው የሥራ ኃላፊ ወይም ሌሎች የመንግስት ሰራተኞች በቃል ወይም በጽሑፍ እንዲያስረዱ መጠየቅ ይችላል።

- b) It is not possible to re him by an other servant through promi transfer or recruitment
- c) He is proved fit for se by medical certificate
- d) He has agreed to extension of his servic
- e) The extension is appi by the bureau

**Art 83 Effects of Nullificati Appointment, promc Salary increment other benefits.**

1. Unless he desires it misrepresentation or fra civil servant w appointment ,promc salary increment or benefits has been nul may not be required to back the salary and benefits he has receive to the date of nullificatio
2. An official or a member committee who intentio un lawful appointi promotion, salary incre or other benefits without prejudice to criminal liability under relevant provisions of code, be liable for unjustifiable expi thereof.

**Art 84 delegation of Power**

The bureau may delegat powers and duties under proclamation to govern offices where it deem necessary for the efficiency effectiveness of the service.

**Art 85 Supervision of implem ation of the proclamatio**

1. The bureau shall have powers and duties supervise the implem tion of this proclamation regulations and direc issued hereunder.
2. the bureau in exercisin powers and duties under article (1) of this article, at any time:
  - a) Examine files and records by ser inspectors to govern offices or by ord them to submit such and records; and
  - b) Examine files and records by sen inspectors to govern offices or by ordering to submit such files records; and
  - c) Require the conce official or other servants to give ora written explanation.

