



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

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|--------------------------------------|--|-------|
| Qimaha<br>ያንዱ ዋጋ 88.82<br>Unit Price | Dhool Gazeta Waxaa Soo Saara Golaha Xildhibaanada<br>Dawladda Deegaanka Soomaalida | ☒ 392 |
|--------------------------------------|--|-------|

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|---|---|---|
| Xeer-Nidaameed Tirsi 5 /2011<br>Xeerka Golaha Deegaanka ee<br>Maamulka Shaqaalaha Xafiiska<br>Hantidhawrka Guud ..... Bog 1 | <b>ደንብ ቁጥር 5/2011</b><br><b>የክልሉ ዋና አዲተር መ/ቤት</b><br><b>ሠራተኞች አስተዳደር የክልል ም/ቤት</b><br><b>ደንብ ..... ገጽ 1</b> | Regulation No. 5/2019<br>Administration of Employees of the<br>Office of the State Auditor General of<br>the State Council ..... Page 1 |
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**XEER-NIDAAMEED TIRSI 5 /2011**  
**XEER-NIDAAMEEDKA GOLAHA**  
**XILDHIIBAANADA EE KU SOO**  
**BAXAY MAAMULKA**  
**SHAQAALAHA XAFIISKA**  
**HANTIDHAWRKA GUUD**

Madaama qodobka 7(2) ee bayaanka ku soo baxay dib u Asaasida Xafiiska Hantidhawrka Guud ee Deegaanka lagu xeeriyay in xafiisku u toos u hoostagayo Golaha Xildhiibaanada ee Deegaanka islamarkaana u yelanayo nidaam u gaara oo lagu maamulo hantidhawrayaasha iyo xirfadlayaasha kale ee xafiiska, loo baahday in la soo saaro Xeer lagu maamulo Shaqaalaha Xafiiska;

Madaama ay lama huraan noqotay in Xafiiska Hantidhawrka Guud ee Deegaanka soomaalidu u dhinacyada shaqaaleysiinta, meelaynta, Dalacsiinta, Bedelaada, shaqo ka caydhiinta iyo sidoo kale jango'ynta mushahaarooyinka iyo fa'iidooyinka kala duwan ee cududda shaqaale loo hago loona go'aamiyo qaab ka madaxbanaan saamaynta iyo faragelinta hay'adda fulinta;

**ደንብ ቁጥር 5/2011**  
**የክልሉ ዋና አዲተር መ/ቤት**  
**ሠራተኞች አስተዳደር የክልል**  
**ም/ቤት ደንብ**

የክልሉ ዋና አዲተር መ/ሥሪያ ቤት እንደገና ለማቋቋም በወጣው አዋጅ አንቀጽ 7(2) ድንጋጌ መሠረት መ/ሥሪያ ቤቱ ለም/ቤቱ በቀጥታ ተጠሪ መሆኑንና የራሱ የሆነ የአዲተሮችና ሌሎች ባለሙያዎች የሚተዳደርበት ሥርዓት እንደሚኖር በመደንገጉ ይህ የሠራተኞች መተዳደሪያ ደንብ ማውጣት አስፈላጊ ሆኗል።

የሶማሌ ክልል ዋና አዲተር መ/ሥሪያ ቤት የሠራተኞች ቅጥር፣ ደረጃ ዕድገት አሰጣፍ፣ ምደባ፣ ዝውውር፣ ስንብት እንዲሁም የሰው ኃይል ደመወዝና ሌሎች ጥቅም ጥቅም ከአስፈጻሚ አካላት ተዕዕኖና ጣልቃ ገብነት ነፃ በሆኑ አካላት መወሰንና መምራት ተገቢ ሆኖ በመገኘቱ፤

**REGULATION NO 5/2019**  
**ADMINISTRATION OF**  
**EMPLOYEES OF THE OFFICE OF**  
**THE STATE AUDITOR GENERAL**  
**STATE COUNCIL REGULATION**

WHEREAS, clealy stipulated under Article 7(2) of the Proclamation to Re-Establsh the Office of the State Auditor General that the Office shall directly accountable to the State Council and shall own a system for governing the administration of the Auditors and other Professionals, it is found essential to issue these employees administration regulation,

WHEREAS, it is essential to issue employees administration regulation that enable the office of the Auditor General of Somali Region to recruit, assign, promote, Transfer and dismiss employees of the Office as well as to determine the salary and other benefits of the it's manpower in a manner free from the interference of Executive body;

Madaama ay muhiin tahay in la xaqiijiyo jiritaanka madaxbanaanida xirfadeed iyo hay'adeed ee xafiiska si loo abuuro jawii munaasib ah oo u masuuliyada balaadhan ee saran u ugu guuto hab wafaaqan qaab-dhismeed ku jaango'an halbeegyada qaranka iyo heer calaamiba u yaala ee xafiisyada Hantidhawrka guud lana soo saaro xeer-nidaameed Xafiisku ku maamulo shaqaalahiisa oo ku saleeysan mabaadiida asaasiga ah ee bayaanka maamulka shaqaalaha dawladda;

Ayaa Golaha Deegaanku hab waafaqsan qodobka 13(7) iyo 21(1) ee bayaanka tirsigiisu yahay 182/2011 ee ku soo baxay dib u Asaasida Xafiiska Hantidhawrka Guud ee Deegaanka, waxaa la soo saaray Xeer-nidaameedkani.

**Qaybta Koobaad**  
**Guud Ahaan**

**1. Ciiwaan Gabaan**

Xeer-nidaameedkan waxaa loogu yeedhi karaa “Xeer-nidaameedka Maamulka Shaqaalaha Xafiiska Hantidhawrka Guud ee Dawladda Deegaanka Soomaalida, ee tirsigiisu yahay 5/2011.

**2. Qeexid**

Haddaan haboonaanta eraygu macna kale siin, xeerkan dhexdiisa;

1. “**Deegaan**”: waxaa loola jeedaa dawladda deegaanka soomaalida ee lagu aas-aasay hab wafaaqsan Qodobka 47<sup>aad</sup> (5) ee Jamuriyada Dimoqraadiga Federaalka Itoobiya.
2. “**Golaha Deegaanka**”: waxaa loola jeedaa hay'adda sharci dejinta ee Deegaanka Soomaalida ee lagu qeexay qodobka 48 ee Dastuurka dib loo habeeyay ee Deegaanka Soomaalida.

የመሥሪያ ቤቱን ሙያዊና ተቋማዊ ነጻነት ማረጋገጥ የሚያስችል ሁኔታዎችን በመፍጠር ሀገራዊ እና የዓለም አቀፍ የኦዲት አሠራር በመስተልና መሠረት ባደረገ አካሄድን የተጣለበት ኃላፊነቱን ማወጣት እንዲችል ለማስቻል የክልሉ መንግስት ሠራተኞች ህግ መሠረታዊ መርሆች መሠረት በማድረግ የሠራተኞች መተዳደሪያ ደንብ ማውጣት በማስፈላገ፤

የክልሉ ም/ቤት በክልሉ ዋና ኦዲተር መሥሪያ ቤት ማቋቋሚያ /ማሻሻያ/ አዋጅ ቁጥር 182/2011 አንቀጽ 13 (7) እና እና አንቀጽ 21(1) መሠረት ይህ ደንብ ወጥቷል፡፡

**ክፍል አንድ**  
**ጠቅላላ**

**1. አጭር ርዕስ**

ይህ ደንብ «የክልሉ ዋና ኦዲተር መሥሪያ ቤት ሠራተኞች አስተዳደር የክልል ም/ቤት ደንብ ቁጥር 5/2011 ተብሎ ሊጠቀስ ይችላል፡፡

**2. ትርጓሜ፤**

የቃሉ አገባብ ሌላ ትርጉም የሚሰጠው ካልሆነ በስተቀር በዚህ ደንብ ውስጥ፡

1. «**ክልል**» ማለት በኢትዮጵያ ፌዴራላዊ ዲሞክራሲያዊ ሪፐብሊክ ህግ-መንግሥት አንቀጽ 47(5) የተጠቀሰው የሰማሌ ክልል ነው፤
2. “**የክልል ምክር ቤት**” ማለት በተሻሻለው የሰማሌ ክልል ህግ መንግስት አንቀጽ 48 መሠረት የተቋቋመው የሰማሌ ክልል ህግ-አውጪው ምክር ቤት ነው፤

WHEREAS, it is essential to assist employees of the office to discharge their duties and responsibilities in a transparent and accountable manner, cognizant of their professional independence and their rights and duties and based on the professional independence of the office, it is essential to issue a regulation benchmarking the experience of regional and international Audit Institutions in administering employees, and using the basic principles of the State Civil Servant Proclamation;

NOW, THEREFORE, The State Council in accordance with Article 13(7) and 21(1) of the Office of the State Auditor General Establishment (Amendment) Proclamation No. 182/2019 it is here by proclaimed as follows;

**PART ONE**  
**GENERAL**

**1. Short Title**

This Regulation may be cited as the “Administration of Employees of the Office of the State Auditor General, State council Regulation No. 5/2019”.

**2. Definition**

In this Regulation, unless the context otherwise requires:

1. “**Region**” means the Somali region indicated under Article 47 (5) of the Constitution of the Federal Democratic Republic of Ethiopia,
2. “**State Council**” means the Somali state council established under Article 48 of the Revised Constitution of the Somali Regional State;

- 3. “**Xafiis**”: waxaa loola jeedaa Xafiiska Hantidhawrka Guud ee Deegaanka.
- 4. “**Shaqaaale**”: waxaa loola jeedaa marka laga reebo xubnaha Magaacabista ah, shaqaalaha si rasmiya uga hawlgala islamarkaana ka mid ah shaqaalaha joogtada ee ka shaqeeya xafiiska.
- 5. “**Shaqaaale ku-meelgaadh**”: waxaa loola jeedaa markasta oo ay Xafiiska soo wajaahdo marxalad aan joogto ahayn qofkasta oo si ku meelgaadhka ah loogu meeleebo boos shaqo oo rasmi ah. Hase ahaate, waxaa ka reeban qaybaha hoos ku cad;
  - b). Shaqsiyaadka Shaqo maalmeed lagu shaqaaleysiiyo lana siiyo gunno Maalinle ah.
  - t). Shaqsiyaadka loogu meeleebo xafiiska si ay u korodhsadaan Waayo aragnimo Xirfadeed ama ku tababaris.
  - j). qandaraaslayaasha hab wafaaqsan heeshiiska ay xafiiska la galeen iyadoo lacag la siinayo ka shaqeeya hawlaha ganacsi ama wajibaadkooda xirfadeed.
  - x). xirfadlayaasha hab wafaaqsan heeshiiska ay xafiiska la galeen iyadoo la siinayo lacag sabaabo la xidhiidha xirfada iyo takhakhuska gaarka ah ee ay leeyihiin awgeed, wakhtigiisa dheeriga ah ka shaqeeya xafiiska.
- 6. “**Boos Shaqo**”: waxaa loola jeedaa xilka iyo wajibaadka ay xubno ka tirsan shaqaalaha xafiiska ay ciidda awooda u leh ay u xilsaartay inay wakhtigooda shaqo oo dhan u ku shaqeeyaan.

- 3. «**መሥሪያ ቤት**» ማለት የክልል ዋና ኦዲተር መሥሪያ ቤት ነው።
- 4. «**ሠራተኛ**» ማለት በመሥሪያ ቤቱ ውስጥ በቋሚነት ተቀጥሮ የሚሰራ ሰው ነው። ሆኖም የመሥሪያ ቤቱ የበላይ ኃላፊን አይጨምርም።
- 5. «**ጊዜያዊ ሠራተኛ**» ማለት በመሥሪያ ቤቱ ውስጥ የዘላቂነት ባህሪ በሌለው ሥራ ወይም ሁኔታዎች ሲያስገድዱ በቋሚ የሥራ መደብ ላይ በጊዜያዊነት ተቀጥሮ የሚሰራ ሰው ነው። ሆኖም የሚከተሉትን አይጨምርም፤
  - ሀ) በቀን ሂሳብ እየተከፈላቸው የሚሰሩ የቀን ሠራተኞችን፤
  - ለ) በመሥሪያ ቤቱ ውስጥ ለሙያ መልመጃ ወይም ለተግባር ሥልጠና የተመደቡ ሰዎችን፤
  - ሐ) ከመሥሪያ ቤቱ ጋር በሚገቡት ውል መሠረት ዋጋ እየተከፈላቸው በራሳቸው የንግድ ሥራ ወይም የሙያ ኃላፊነት የሚሠሩ ሰዎችን፤
  - መ) ባላቸው ልዩ ዕውቀት እና ችሎታ ምክንያት ከመሥሪያ ቤቱ ጋር በሚገቡት ውል መሠረት ዋጋ እየተከፈላቸው በትርፍ ጊዜያቸው የሚሰሩ ባለሙያዎችን፤
- 6. «**የሥራ መደብ**» ማለት በአንድ የመንግሥት ሠራተኛ ሙሉ የሥራ ጊዜ እንዲያከናውን ስልጣን ባለው አካል የተሰጡ ተግባርና ኃላፊነቶች ናቸው።

- 3. “**Office**” means The Office of the Regional Auditor General of Somali regional state.
- 4. “**Employee**” means a person who has entered in to a permanent employment with the office. However, it shall not include head of the office.
- 5. “**Temporary Employee**” means a person who is employed by the office for a job which is not permanent in nature or circumstances so requires to a permanent position, however, that it shall not include the following:
  - A. persons employed as daily labourers who are paid on daily basis;
  - B. persons assigned for apprenticeship or internship at the office;
  - C. persons who enter into a contract with the office to work for consideration and on the basis of their own business or professional responsibility;
  - D. Persons who enter into a contract with the office to work for consideration on part-time basis due to their special knowledge and skills.
- 6. “**position**” means a set of current duties and responsibilities assigned by a competent Authority to be performed full time by individual Employee

- 7. “**Dalacsiin**”: waxaa loola jeedaa hanaanka shaqaale ka tirsan xafiiska loogu meeleyo ama dalacsiyo darajo ka sareeysa heerka booska u hayay.
- 8. “**Masuul Sare**”: waxaa loola jeedaa masuulka ugu sareeya hogaaminta iyo maamulka arrimaha xafiiska ama wakiilkiisa sharciga ah;
- 9. “**Cadayn Caafimaad**”: waxaa loola jeedaa warqada cadaynta ee la xidhiidha xalaada caafimaad ee shaqaalaha xafiiska ee lagu bixiyo fasaxa caafimaad oo ay bixiyaan xaruumaha caafimaadka ee dalka dhexdiisa ee awooda u leh bixinta arrimahas ama cadayn caafimaad oo laga keenay dalka dibaadiisa oo dhab ahaanteeda ay laamaha awooda u lihi soo xaqiijiyeen.
- 10. “**Mushaahar**”: waxaa loola jeedaa salka Mushaahar iyo koroodhada xillilaha ah ee loo cayimay/go’aamiyay in lagu bixiyo heerarka kala duwan ee qaybaha shaqo iyo koroodhsiimaha kale ee goluhu go’aamiyo.
- 11. “**Xalaadda shaqo**”: waxaa loola jeedaa xidhiidhka guud ee shaqo ee ka dhexeeya xafiiska iyo shaqaalaha ee dhinacyada arrimaha ay ka midka yihiin sacaadaha shaqada, Mushaaharka, fasaxyada kala duwan, fayaqabka iyo saxada goobta shaqo, siyaabaha lagu dhimayo shaqaalaha iyo kharashaadka ambabixinta iyo nidaamyada anshax-maarinta iyo baadhista cabaashooyinka iyo arrimaha kale ee la halmaala.

- 7. “**የደረጃ ዕድገት**” ማለት ሠራተኛው ከያዘው የሥራ ደረጃ ከፍ ወዳለ የሥራ ደረጃ ማሳደግ ነው።
- 8. «**የመሥሪያ ቤቱ የበላይ ኃላፊ**» ማለት መሥሪያ ቤቱን በበላይነት የሚመሩት ዋና ኢዲተር ወይም ሕጋዊ ተወካይ ናቸው።
- 9. «**የሕክምና ማስረጃ**» ማለት ከመንግሥት ወይም ሕጋዊ ፈቃድ ካለው የግል የጤና ተቋም ስለ ሠራተኛው የጤና ሁኔታና ህክምና ስለመከታተሉ የሚሰጥ የህክምና ማረጋገጫ ሲሆን ሥልጣን በተሰጠው አካል በኩል ሕጋዊነቱ ተረጋግጦ የቀረበ የውጭ አገር የሕክምና ማስረጃን ይጨምራል።
- 10. «**ደመወዝ**» ማለት በአንድ የሥራ ደረጃ የተመደቡ ክፍለ ሥራዎች የተወሰነ መነሻ ክፍያና በየጊዜው የሚሰጥ የእርከንና ሌሎች በምክር ቤቱ ሲፈቀድ የሚሰጡ ጭማሪዎች ናቸው።
- 11. «**የሥራ ሁኔታ**» ማለት በመሥሪያ ቤቱ እና በመሥሪያ ቤቱ ሠራተኞች መካከል ያለ ጠቅላላ የሥራ ግንኙነት ሲሆን ይህም የሥራ ሰዓትን፣ ደመወዝን፣ ልዩ ልዩ ፈቃዶችን፣ የሥራ አካባቢ ጤንነትና ደህንነትን፣ ሠራተኞች ከሥራ የሚቀነሱበትን ሁኔታና ክፍያ፣ የዲ.ሲ.ፕ.ሲ.ን አፈፃፀምና የቅሬታ አቀራረብ ሥነ ሥርዓቶችን እና የመሳሰሉትን ያጠቃልላል።

- 7. “**Promotion**” means the procedure of assigning a civil servant to a higher grade.
- 8. “**Head of the Office**” means the Auditor general who can also be cited as top management of the office.
- 9. “**A medical certificate**” means a certificate that describes the health condition or prescribes sick leave of an employee and that is issued by a government or licensed private medical institution or where the certificate is acquired from abroad and verified by the appropriate authority;
- 10. “**Salary**” means base pay and periodical increments authorized for a grade of a class and step and other increments approved by the Council.
- 11. “**Condition of Work**” means the entire field of relations between the office and the employees and shall also include hours of work, salary, leave, health and safety, compensation to employment injury, retrenchment and severance payment, disciplinary and grievance procedure and any other similar matters.

12. “**Dib u Meeleyn**”: waxaa loola jeedaa iyadoo aan la soo dhejin ogaysiiska dalacsiinta shaqo hanaanka hab wafaaqsan qodobka 12<sup>aad</sup> ee xeer-nidaameedkani xubin kasta oo ka tirsan shaqaalaha xafiiska loogu meeleyo boos iyo mushahar la mid ah booskii iyo mushahaarkii hore ama boos iyo mushahahar ka sareeya ama iyadoo laga duulayo rabitaanka shaqaalaha loogu meeleyo boos iyo mushahahar ka hooseya booskii iyo mushaaharkii hore ee u xubinku ku shaqeeyn jiray.

13. “**Go’aan maamul**”: waxaa loola jeedaa go’aanka qoraalka ah ama afka ah ee masuulka sare ee Xafiisku ka gaadho arrimaha lagu tilmaamay qaybta 10<sup>aad</sup> ee Xeer-nidaameedkani arrimaha ay soo baadhaan ee ay u soo gudbiyan guddiga dhegaysiga cabaashooyinku ama guddiga anshaxu ama arrimaha ay habboon tahay inay eegaan guddiga anshaxu ee iyadoo la raacayo qaab socodka iyo nidaamka u yaala ama u toos uga go’aan gaadhayo arrimaha kale ee sharcigu awood u siiyay.

14. “**Racfaan**”: waxaa loola jeedaa hanaanka cabasho liiddi ku ah ama lagu diidan yahay go’aan u gaadhay masuulka sare ee Xafiiska loogu dhawaysto/gudbiyo maxkamada sare ee deegaanka.

3:- **Fasiiraadda Jinsiga**

Arrimaha u xeer-nidaameedkan u dhigay labka, dhidigana wuu khuseeyaa.

4:- **Xadka fulineed**

Xeer-nidaameedkan wuxuu dhaqangal ku yahay heeshiis kasta oo shaqaalenimo oo ka dhexeeya shaqaalaha iyo Xafiiska.

12. « **ድልድል** » ማለት በዚህ ደንብ አንቀጽ 12 መሠረት የደረጃ ዕድገት ማስታወቂያ ሳይወጣ አንድን ሠራተኛ በተመሳሳይ ደረጃና ደመወዝ ወይም ከፍ ባለ ደረጃና ደመወዝ ወይም በሠራተኛው ስምምነት ዝቅ ባለ ደረጃ መድቦ ማሰራት ነው ።

13. « **አስተዳደራዊ ውሳኔ** » በዚህ ደንብ አንቀጽ 10 ለተመለከቱት ጉዳዮች ሲባል የመሥሪያ ቤቱ የበላይ ኃላፊ በቅራታ ሰሚ ኮሚቴ ወይም በዲ.ሲ.ፕ.ሲ.ን ኮሚቴ ተጣርቶ በቀረቡ ጉዳዮች ላይ ወይም በዲ.ሲ.ፕ.ሲ.ን ኮሚቴ መታየት በሚገባቸው ጉዳዮች ላይ ሥነ-ሥርዓቱን ሳይጠበቅ ወይም በቀጥታ በሕግ በተሰጡት ሌሎች ጉዳዮች በጽሁፍ ወይም በቃል የሚሰጥ ውሳኔ ነው።

14. « **ይግባኝ** » ማለት በመሥሪያ ቤቱ የበላይ ኃላፊ የተሰጠው የአስተዳደር ውሳኔ በመቃወም ለክልሉ ከፍተኛ ፍርድ ቤት የሚቀርብ አቤቱታ ነው።

3. **የጾታ አገለገጽ**

ማንኛውም በወንድ ጾታ የተገለጸው አነጋገር የሌት ጾታንም ያካትታል።

4. **የተፈጻሚነት ወሰን**

ይህ ደንብ በመሥሪያ ቤቱ እና በሠራተኞች መካከል በሚደረግ ማንኛውም የሥራ ውል ግንኙነት ላይ ተፈጻሚ ይሆናል።

12. “**Redeployment**” means assigning any employee working in the office to a higher position without Announcing the position for promotion according to article 12 of this Regulation, or to similar position of an equal grade and salary, or to a lower grade where the employee so agrees

13. “**Administrative Decision**” means any decision given by the Auditor General on matters specified under Article 10 of this Regulation of which reviewed and recommended to him by a grievance handling committee or disciplinary inquiry committee or matters to be necessary to overrule by the committee, or other matters given by law to the committee, either orally or in writing regarding an employee subject to formal procedure of Grievance Handling Procedure.

14. “**Appeal**” means a procedure whereby administrative decisions are to be reviewed by State Zonal high court upon complaints of employees aggrieved by decisions of the head of the office,

3. **Gender Expression**

Any expression in the masculine gender shall also include the feminine gender.

4. **Scope of Application**

This Regulation shall be applicable on any employment contract between the Office and its employees.

**5:- Masuuliyadda Iyo Waajibaadka**

1. Xafiiska waxay masuuliyadii ka saran tahay xaqiijinta taabogalnimada xeer-nidaameedkan.
2. Qofkasta oo ka mida shaqaalaha xafiiska wuxuu waajib ka saaran yahay taabogalinta, u hogaansamidda iyo ku dhaqanka qodobada xeer-nidaameedkan.

**Qaybta Labaad**

**Hanaanka Shaqaaleysiinta Iyo Meelaynta Shaqaalaha**

**6:- Shaqaaleysiinta iyo meelaynta shaqaalaha**

1. Hanaanka Meelaynta, shaqaaleysiinta iyo bedelaada shaqaaluhu wuxuu noqon mid ahmiyada siinaya heerka waxbarasho, waayo-araagnimada shaqo, anshaxa iyo kartida u xubinku leeyahay. Sidaasi darteed, markasta oo xafiiskau ka jiro boos banaan wuxuu ku meelayn qaab shaqaaleysiin, dalaacsiin ama bedelaad.
2. Xafiisku boosaska shaqo ee banaan hanaanka u shaqo doonka u ugu tartansiinayo iyo qaabka u ugu dallacsiinayo, shuruudaha tartanka iyo nidaamka xaqiijinta kartida fulineed iyo halbeegyada la raacayoba waxaa loo fulin hanaan wafaaqsan Awaamiirta xafiisku soo saari doono.
3. Xafiisku si u uga midhadhaaliyo hadafka iyo himilada uu u asaasan yahay isago daraasad ku sameeynaya qaab-dhismeedka iyo cuduuda shaqaale ee uu u baahan yahay ayuu golaha deegaanka u gudbin si loo ansixiyo.

**5. ኃላፊነትና ግዴታ**

1. መሥሪያ ቤቱ የዚህን ደንብ ተግባራዊነት የማረጋገጥ ኃላፊነት አለበት።
2. ማንኛውም የመሥሪያ ቤቱ ሠራተኛ ይህን ደንብ ተግባራዊ የማድረግና በደንቡ መሠረት የመተዳደር ግዴታ አለበት።

**ክፍል ሁለት**

**የሠራተኛ ቅጥርና ምደባ**

**6. የሠራተኛ ቅጥርና ምደባ**

1. የማንኛውም ሠራተኛ ቅጥር፣ ምደባና ዝውውር በዋነኝነት የትምህርት ዝግጅትን፣ የሥራ ልምድን፣ ሥነ-ምግባርንና ብቃትን መሠረት የሚያደርግ ይሆናል። በዚህ መሠረት መሥሪያ ቤቱ ክፍት የሥራ ቦታ ሲኖረው በቅጥር፣ በደረጃ ዕድገት ወይም በዝውውር ይመድባል።
2. መሥሪያ ቤቱ በክፍት የሥራ መደቦች ላይ አመልካቾችን አወዳድሮ ስለሚቀጥርበት እና ስለሚያሳድግበት የመግቢያ እና የብቃት ማረጋገጫ ሥርዓት መመዘኛ እና መለኪያዎች በተመለከተ መሥሪያ ቤቱ በሚያወጣው መመሪያ መሠረት ይፈጸማል።
3. መሥሪያ ቤቱ የተቋቋመበትን ዓላማ ስኬታማ ለማድረግ የሚያስፈልገውን አደረጃጀትና የሠው ኃይል ፍላጎት በማጥናት እና ለም/ቤቱ አቅርቦ በማስወሰን ተግባራዊ ያደርጋል።

**5. Responsibility and Duties**

1. The office shall have the responsibility to ensure implementation of this Regulation.
2. Every employee of the office shall have the duty to implement and abide by the provision of this Regulation.

**PART TWO**

**RECRUITMENT AND ASSIGNMENT OF EMPLOYEE**

**6. Recruitment and Assignment of Employee**

1. Any appointment, assignment and transfer of employee shall be based mainly on educational qualification, experience, ethics and performance. Accordingly, the office shall fill vacant positions by transfer, promotion and appointment.
2. The criteria and parameters of competence certification for recruiting and promoting applicants for vacant posts shall be in accordance with the directive to be issued by the office.
3. The office shall study the organizational structure and manpower required to enable to effectively discharge its establishment goals and implement upon approval by the State Council.

- 4. Iyadoo ay sidooda yihiin arrimaha lagu qeexay qaybta Afraad ee xeer-nidaameedkan, xafiisku Boosaska shaqo ee banaan wuxuu shaqaale ku meeleyn oo kaliya qofka buuxiya shuruudaha aqooneed iyo khibradeed ee booska shaqo u baahan yahay slamarkaana tartanka u la galay tartamayaal kale ugu dhibcaha sareeya.
- 5. Agaasinka Waaxda shaqo ee u ka tirsan yahay booska shaqo ee banaan iyo agaasinka maamulka cuduuda shaqaale waxay masuulka sare ee xafiiska talo bixin iyo soo jeedinba ugu dhaweeyn karan in booska banaan qaab shaqaaleysiin, dallacsiin ama badeelaad loogu meeleyo masuul ama shaqaale u qalma. Marka la ogolaadana waxay suuragal in qaabkaas lagu buuxiyo.
- 6. Xafiisku haddii u lagama maar maan u arko wuxuu booska shaqo ee banaan ku buuxin karaa hab waafaqsan isafgarad iyo wada xajood dhex mara xafiisyada kale ayuu qaab bedeelaad u masuulka ama shaqaalaha ku wareejiisan karaa oo u booska ku buuxin.
- 7. Xafiisku si uu qaab-dhismeedkiisa uga dhigo midho dhal ah, jagooyinka cusub ee soo ordha isagoo barbar dhigaya shaqooyinka kale ee ay xidhiidhka la leeyihiin ayuu hirgalinayaa;
- 8. Aqoonta iyo khiibraada looga baahan yahay boosaska shaqo waxaa lagu go'aamin/qeexi awaamiirta u xafiisku soo saari doono.

7:- **Hanaanka Fulineed ee Shaqaaleeysiinta**

- 1. Xafiisku boosaska shaqo ee banaan wuxuu ku buuxin karaa isagoo raacaya mid ka mida tabaha hoos ku cad;

4. **በዚህ ደንብ ክፍል አራት ስር የተቀመጡት ደንጋጌዎች እንደተጠበቁ ሆነው መሥሪያ ቤቱ በክፍት የሥራ መደብ ላይ ሠራተኛ የሚመድበው ለሥራ መደቡ የሚጠየቀውን ተፈላጊ ችሎታ የሚያሟላና ከሌሎች ተወዳዳሪዎች ጋር ተወዳድሮ ብልጫ ያለው ሆኖ ሲገኝ ነው።**

5. **ክፍት የሥራ መደብ ያለበት የሥራ ክፍልና የሰው ሀብት ሥራ አመራር ዳይሬክቶሬት ለሥራ መደቡ የሚመጥን የሥራ ኃላፊ ወይም ሠራተኛ በቅጥር፣ በደረጃ ዕድገት ወይም በዝውውር እንዲሟላ የውሳኔ ሀሳብ ለመሥሪያ ቤቱ የበላይ ኃላፊ ያቀርባሉ። ሲፀድቅም የሥራ መደቡ እንዲሟላ ያደርጋሉ።**

6. **መሥሪያ ቤቱ አስፈላጊ ሆኖ ሲያገኘው በክፍት የሥራ መደብ ላይ ከሌላ መ/ቤት ጋር በሚደረግ ስምምነት የሥራ መደቡ የሚጠይቀውን መስፈርት የሚያሟላ የሥራ ኃላፊ ወይም ሠራተኛ አዛውሮ መመደብ ይችላል።**

7. **መሥሪያ ቤቱ አዳዲስ የሚፈጠሩ የሥራ መደቦች ከሌሎች የሥራ ሂደቶችና ውጤቶች ጋር ያላቸውን ተደጋጋሪነት መሠረት በማድረግ አደረጃጀቱን ይበልጥ ውጤታማ ሊያደርግ በሚችል መልኩ ያደራጃል።**

8. **መሥሪያ ቤቱ ቅጥር፣ የደረጃ እድገት እና ዝውውር የሚፈፀምበትን ዝርዝር የአፈፃፀም መመሪያ ያወጣል።**

7. **ስለቅጥር አፈፃፀም**

- 1. **መሥሪያ ቤቱ ክፍት የሥራ መደቦች ከሚከተሉት በአንዱ ዘዴ ሠራተኛ ቅጥር መፈጸም ይቻላል፤**

- 4. Without prejudice to the provisions of Part Four of this Regulation, vacant position shall be filled only by a person who meets the qualification required for the position and scores higher than other candidates.
- 5. Where there is a vacant position in any Unit, the Unit head and the Human Resource Directorate shall submit a proposal to the head of the office to fill the vacant position with a competent employee through appointment, promotion or transfer and shall implement the same upon approval.
- 6. Where necessary, the office may fill a vacant position by transferring a qualified employee or official with the consent of another government office.
- 7. In view of heightened effectiveness, the office shall rearrange its organization based on the interrelation of newly created positions with other work processes and outputs.
- 8. The office shall issue detail guidelines on recruitment, promotion and transfer of employees.

7. **Recruitment Procedures**

- 1. The office may fulfill the vacant positions by employees using any one of the following procedures:

- b. isagoo soo saaraya ogaysiis furan oo u tartamayaasha ugu bandhigayo;
- t. isaga oo xidhiidh la samaynaya Xarumaha Waxbarashada Sare bixiya wuxuu qaab tartan ku shaqaaleysiin karaa Xirfadleyaasha cusub ee qalin jabiyeey.
- j. isagoo ku shaciinaya shabakadda interneetka.

8. **Qaybaha aan u Qalmin Shaqaalenimo**

- 1. Dadka ku xusan qaybaha hoose looma qaadan karo inay xafiiska shaqaale ka noqdaan.
- b) Cidkasta oo da'deedu ka hooseyso 18 (sideed iyo toban) sano jir.
- t) Cidkasta oo ku sifoowday amaano luunsi, xatooyo, kufsi, khiiyaamo iyo isdabamarin oo maxkamada awood u lihi ku xukuntay islamarkaana ayna mudo Shan sano ahi ka soo wareegin maalintii lagu kacay falka, ama mudo dhaaf ciqaabta lagu laa'lay ama cafis lagu buriyey;
- j) Cidkasta oo xafiiska kale oo dawladeed ama aan dawli ahaynba sababo anshax xumo shaqada looga eryey oo mudadii talaabada laga qaaday ayna mudo shan sano (5) ahi ka soo wareegin;
- x). Cidkasta oo ku guuldaraysata in xafiiskii ay hadda ka hor ka shaqeeyn jirtay ay ka keento warqada shaqo ka tegista;
- kh) Marka laga reebo cudurka HIV/Aydhiska, cidkasta oo ku guuldaraysata inay xaruumaha caafimaadka ee awooda u leh ka keento cadaynta baadhista caafimaad;

- ሀ/. ግልጽ ማስታወቂያ አውጥቶ አመልካቾችን በመጋበዝ፤
- ለ/. ከከፍተኛ ትምህርት ተቋማት ጋር ቀጥታ ግንኙነት በማድረግና ምሩቃንን ጋብቶ በማወዳደር፤
- ሐ/. ድሕረ ገጽን በመጠቀም፡፡

8. **በመሥሪያ ቤቱ ለመቀጠር የማይስችሉ ሁኔታዎች**

- 1. የሚከተሉት የመሥሪያ ቤቱ ሠራተኛ ሆነው ሊቀጠሩ አይችሉም፤
  - ሀ. ዕድሜው ከ18 ዓመት በታች የሆነ ሰው፤
  - ለ. በወንጀል ተከስሶ የተፈረደበትና ያልተሰየመ፤
  - ሐ. ከማንኛውም መንግስታዊ ወይም መንግስታዊ ያልሆነ መሥሪያ ቤት እና ድርጅት በዲ.ሲ.ፕ.ሊ.ን ጉድለት ምክንያት ከስራ የተሰናበተ ሠራተኛ ከሥራ ከተሰናበተበት ጊዜ ጀምሮ አምስት ዓመት ከመሙላቱ በፊት፤
  - መ. ቀደም ሲል ይሰራበት ከነበረው መሥሪያ ቤት የስንበት ደብዳቤ ማቅረብ ካልቻለ፤
  - ሠ. ከኤች አይ ቪ/ኤድስ ምርመራ በስተቀር የጤንነት ማረጋገጫ ሕክምና ምርመራ ውጤት ለማቅረብ ፈቃደኛ ያልሆነ፤

- A. Through open vacancy advertisement and invitation of applicants;
- B. By soliciting graduates from Universities through direct contact with higher education institutions;
- C. Through web site.

8. **Eligibility for Recruitment by the Office**

- 1. The following persons shall not be eligible to be recruited by the office:
  - A. A person under the age of 18 years;
  - B. A person who has been convicted of criminal offence and not reinstated;
  - C. A person who has been dismissed from any governmental or non - governmental institutions and organizations, because of disciplinary misconduct, before the lapse of five years from the date of his dismissal;
  - D. Failure to produce Clearance letter from former work place ;
  - E. Non volunteer to produce medical certificate except HIV/AIDS test;

d). Cid kast oo aan keenin cadaynta dambi la'aanta ee tilmaamaysa inu ka madaxbanaan yahay fal dambiyead;

2. Iyadoo aan la eegayn arrimaha lagu xeeriyey Qodob hoosaadka (1,b) xafiisku wuxuu awaamiir ka soo saari kara hanaanka lagu shaqaaleysiin karo iyo xaaladaha shaqo ee dhalin yarta da'doodu ka sareeyso afar iyo toban sano kana yartahay sideed iyo toban sano.

9:- **Cadaynta Caafimaad Iyo Dambi**

**La'aanta**

Iyadoo u sidiisa yahay arrimaha lagu tilmaamay qodobka 8<sup>aad</sup>(2,B) ee x/nidaameedkani tartamekasta oo maray imtixaanka tartanka oo ugu dhibco sareeya si loo xaqiijiyo inu caafimaad ahaan iyo jumri ahaanba u bixin adeega shaqaalenimo dawladdeed marka laga reebo cudurka HIV/Aydhiska/ waxaa looga baahan yahay inu xaruumaha caafimaadka ee awooda u leh ka keeno cadaynta baadhista caafimaadka iyo sidoo kale, dambiyada lagu tilmaamay inu ka madaxbanaan yahay oo una ku sifoobin u cadaynta dambi la'aanta ka keeno booliska.

10:- **Shaqaaleysiinta iyo dhaarta**

1. Xubinka loo xushay inu ku guulaystay booska shaqo waxaa la siin warqad shaqaalenimo oo muddo tijaabo ah oo u saxeexay hantidhawraha guud ama masuulka kale ee loo wakiishay shaqaaleynta shaqaalaha oo ay ku caddahay magaca booska shaqo, heerka/darajada lagu meeleyay, mushahaarka loo fasaxay iyo maalinta u shaqada bilaabay oo ay ku lifaaqan tahay shaqo qeexista hawlaha shaqo ee u qabanayo.

ፈ. ከወንጀል ነፃ መሆኑን የሚገልጽ ማረጋገጫ ያላቀረበ።

2. የዚህ አንቀጽ ንዑስ አንቀጽ (1)(ሀ) ቢኖርም ዕድሜያቸው ከ14 ዓመት በላይ የሆናቸውና 18 ዓመት ያልሞላቸው ወጣቶች ስለሚቀጠሩበትና ስለሥራ ሁኔታቸው መ/ቤቱ መመሪያ ሊያወጣ ይችላል።

9. **ስለ ሕክምና እና ከወንጀል ነፃ ስለመሆን የሚቀርቡ ማስረጃዎች**

የቅጥር ፈተናውን ካለፉት መካከል ከፍተኛ ውጤት ያገኘው ተወዳዳሪ ተመርጦ በመሥሪያ ቤቱ ውስጥ ተቀጥሮ ለማገልገል ብቁ ለመሆኑ ከኤች አይ ቪ/ኤድስ ምርመራ በስተቀር የጤንነት ማረጋገጫ የሕክምና ምርመራ እና በዚህ ደንብ አንቀጽ 8 ንዑስ አንቀጽ (1)(ለ) ከተጠቀሰው ወንጀል ነፃ መሆኑን የሚያረጋግጥ የፖሊስ ማስረጃ የማቅረብ ግዴታ አለበት።

10. **ሠራተኛን ስለመቅጠርና ስለቃለ መጋላ**

1. የተመረጠው ዕጩ የሥራ መደቡን መጠሪያ፣ የተመደበበትን ደረጃ፣ ደመወዙንና ሥራውን የሚጀምርበትን ቀን የሚገልጽ ሠራተኛን ለመቅጠር ሥልጣን በተሰጠው የሥራ ኃላፊ የተፈረመ የሙከራ ቅጥር ደብዳቤ ከሚያከናውነው የሥራ ዝርዝር መግለጫ ጋር ይሰጠዋል።

F. A person who is fails to produce evidence confirming that he is free from conviction of any crime.

2. Notwithstanding sub-article (1)(A) of this Article, the Office may issue directives on circumstances in which young person's above the age of 14 and under 18 may be recruited as office employee and on the conditions of work applicable to them.

9. **Medical Certificate and Police Record**

The candidate who passed the examination and scored the highest mark from among the competitors shall submit medical certificate except HIV/AIDS test to prove his fitness for service and police certificate that he has no police record with regard to crimes as referred to in sub-article /1, B)/ of Article 8 of this Regulation.

10. **Appointment and Oath of Fidelity**

1. A newly appointed employee shall be served with a letter of probational appointment, signed by authorized official of the office, stating the title and grades of his position, his salary and date of commencement of his appointment, together with job description of his position.

2. Qofka la shaqaaleeyo ka hor inta aanu bilaabin shaqada waa inuu dhaartan hoose ku dhaarto:  
 “Aniga oo ah \_\_\_\_\_ oo xafiiska shaqaale ka ah waxaan ku Dhaaranayaa inaan si daacadnimo ah, Sinaan iyo Anshax suuban leh aan ugu adeegi doono Shacabka una fulin doono Siyaasadaha Dawladda iyo in aan u hogaansami doono dastuurka & sharciyada kale ee Deegaanka iyo dalkaba, isla markaana in aanan cidna u bandhigin sirta lagu Xeeriyay Sharciyada ama hab dhaqanka shaqo ee aan ku ogaaday shaqada aan hayo awgeed”.

11:- **Isku Bedelaadda xafiiska Gudihisa**

1. Xafiisku isagoo raacaya hanaan ay ku dheehan tahay hufnaan markasta oo uu lagama maarmaan u arko waxaa uu shaqaalaha xafiiska u bedeli karaa boos kale oo darajo iyo mushaahar le'eg ama Boos kale oo shaqo oo xafiiska gudihisa ah.

2. Iyadoo ay sideeda tahay Arrimaha lagu sheegay Qodob-hoosaadka (1) ee Qodobkan, Shaqaalaha iyada oo aan wax ka bedel lagu samaynayn Mushaharkiisa waxaa loo bedeli karaa Boos kale oo shaqo Muddo aan ka badnayn Hal Sano iyada oo aan lagu xisaabtamayn derajada booska iyo Nooca Shaqada ee la Qabanayo si looga hortago Khatar soo fool leh loona loona yareeyo dhibaataada ay keensanayso khatartu.

3. የተቀጠረው ሠራተኛ ሥራ ከመጀመሩ በፊት የሚከተለውን ቃለ መኃላ መፈጸም አለበት።  
 “እኔ \_\_\_\_\_ በመንግስት ሠራተኛነቴ ከሁሉም በላይ አድርጌ በእውነትና በታማኝነት ሕዝብን ለማገልገል፣ በማንኛውም ጊዜ ሕገ መንግስቱን፣ የአገሪቱን ሕጎች እና የመሥሪያ ቤቱን የሥነ ምግባር መመሪያዎች ለማክበርና በሥራዬ ምክንያት ያወቅሁትንና በሕግ ወይም በአሰራር በሚስጥርነት የተመደቡትን ሌላ ለማንኛውም ወገን ላለመግለጽ እንዲሁም የመንግስትን ፖሊሲዎች ለመፈፀም ቃል እገባለሁ”።

11. **የውስጥ ዝውውር**

1. መሥሪያ ቤቱ ለሥራው አስፈላጊ ሆኖ ሲያገኘው ግልጽ የሆነ አሰራርን በመከተል አንድን የመሥሪያ ቤቱ ሠራተኛ እኩል በሆነ የሥራ ደረጃና ደመወዝ ተመሳሳይ ወደሆነ የሥራ መደብ ወይም ከአንድ የሥራ ቦታ ወደሌላ የሥራ ቦታ በማዛወር ሊያሰራ ይችላል።

2. በዚህ አንቀጽ ንዑስ አንቀጽ (1) የተደነገገው ቢኖርም በመሥሪያ ቤቱ ላይ አደጋ እንዳይደርስ ለመከላከል ሲባል ወይም አደጋው ያደረሰውን ጉዳት ለማስተካከል አንድን የመሥሪያ ቤቱ ሠራተኛ ደመወዙ ሳይቀነስ፣ ደረጃው ወይም የሥራው ዓይነት ሳይጠበቅ ከአንድ ዓመት ላልበለጠ ጊዜ በጊዜያዊነት አዛውሮ ማሠራት ይቻላል።

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

“I \_\_\_\_\_ being a civil servant solemnly and sincerely to faithfully serve the people and execute government policy, and to respect at all times the constitution, laws of the country and ethical directives of the office and not to disclose to any party information that is revealed to me by reason of my duties and is classified as secret or confidential by law or standard transparent procedure”.

11. **Internal Transfer**

1. The Office may, whenever necessary, based on a transparent procedure, transfer an employee to another similar position of an equal grade and salary or to another place of work within the institution.

2. Notwithstanding the provisions of Sub-Article (1) of this Article, an employee may, without affecting his salary, be temporarily assigned to another position, for not more than a year, irrespective of the grade or type of functions where it is required to prevent the occurrence or rectify the damage of any disaster to the institution.

3. Marka cadeyn Caafimaad lagu cadeeyo in shaqaalaha dhamaystay Waqtiga tijaabda ah aanu sii wadan karaynin Gudashada waajibaadkiisa ama uu ku noolaado Goobta shaqo.

b). waa in loo bedelo Boos kale oo ku haboon oo darajo ahaan la mid ah haddii ay suurtoagal tahay ama;

t). in loo bedelo boos darajadiisu ka hooseyso midka uu ku qoranyahay haddii boos banaan oo la darajo ah aan la helayn islamarkaana uu raali ka yahay.

4. Haddii booska shaqaalaha si rasmi ah loo baa'biyo waa in loogu bedelo boos kale oo la derajo ah isla xafiiska gudahiisa.

5. Iyadoo ay jirto arrimaha lagu sheegay farqada laad ee qodobkani xafiisku wuxuu taabogalin karaa nidaam uu qaab wareeg ah/kaaleysi ah iskugu bed-badalayo boosaska shaqo iyo waaxyaha shaqo ee shaqaalaha xafiiska.

6. Bedelaad kasta oo la sameeyo iyadoo ay noqoneyso qoraal ayaa la suurtogalin in lala socodsiiyo waaxda shaqo ee boosku ka tirsan yahay iyo shaqaalaha ay khuseysaba.

**12:- Dib U Meelayn**

1. Xafiisku haddii u dhaqangalinayo qaab-dhismeed cusub, qaab ku saleysan tartan ayuu shaqaalahiisa dib ugu meelayn Kara.

3. የሙከራ ጊዜውን ያጠናቀቀ የመሥሪያ ቤቱ ሠራተኛ በጤና መታወክ ምክንያት በያዘው የሥራ መደብ ወይም ባለበት የሥራ ቦታ ላይ ሊሰራ አለመቻሉ በሐኪም ማስረጃ ሲረጋገጥ፤

ሀ/ በተመሳሳይ ደረጃ ሊመደብበት የሚችል ክፍት የሥራ መደብ ካለ በያዘው ደረጃ፤ ወይም

ለ/ በተመሳሳይ ደረጃ ሊመደብ የሚችልበት ክፍት የሥራ መደብ ከሌለና ሠራተኛው ዝቅ ባለ ደረጃ ላይ ለመሥራት ፈቃደኛ ከሆነ ደረጃው ተቀንሶ፤ ወደ ሚስማማው የሥራ መደብ ወይም የሥራ ቦታ ይዛወራል።

4. የአንድ የመሥሪያ ቤቱ ሠራተኛ የሥራ መደብ የተሰረዘ እንደሆነ በመሥሪያ ቤቱ ውስጥ ተመሳሳይ ደረጃ ወዳለው የሥራ መደብ ይዛወራል።

5. በዚህ አንቀጽ ንዑስ አንቀጽ (1) የተደነገገው ቢኖርም መሥሪያ ቤቱ የሠራተኞችን የሥራ መደብና ቦታ ክፍል በማፈራረቅ እያዛወረ የሚያሠራበት የዝውውር ሥርዓት ተግባራዊ ማድረግ ይችላል።

6. ማንኛውም ዝውውር በደብዳቤ ሆኖ የሚመለከተው የሥራ ኃላፊ እና ሠራተኛ እንዲያውቁት ይደረጋል።

**12. ድልድል**

1. መሥሪያ ቤቱ አዲስ አደረጃጀት አጥንቶ ተግባራዊ ሲያደርግ ሠራተኞችን በማወዳደር ድልድሎ ማሰራት አለበት።

3. Where it is proved by a medical certificate that an employee who has completed his probation is unable to carry out the functions of his position or to reside in his place of work due to his health condition, he shall be transferred to another suitable position or place of work with:

A. the same grade where such vacant position is available; or

B. a lower grade where a vacant position of the same grade is not available and he is willing to be transferred to a position of lower grade.

4. Where the position of an employee is abolished, he shall be transferred to another position of an equal grade within the institution.

5. Notwithstanding the provisions of sub-article (1) of this Article, the office may implement a system of internal transfer in which transfer of employees is made by rotation.

6. Any transfer shall be by the written notice and made known to employee and concerned officials.

**12. Redeployment**

1. The Office shall redeploy its employees based on competition when it implements a new organizational structure.

2. Shaqaalaha hab wafaaqsan qodob hoosaadkani Dib u Meelaynta lagu sameeynayo lagama dhimayo Mushaharkii iyo Faa'iidooyinkii uu ku heli jiray darajada booska u hadda ka hor hayey iyo mudadii adeega awgeed.

13: - **Dalacsiinta**

1. Dalacsiinta waxaa loo bixin si kor loogu qaado/hagaajiyo islamarkaana horumaariyo natiijada waxqabad ee xafiiska iyo Dhiirigelinta Shaqaalaha.
2. Shaqaale kasta oo doonaya inuu u tartamo booska Dalacsiinta waxa looga baahan yahay inu keeno cadaynta kartida fulineed ee lagu siiyay hab wafaaqsan qodobka 6(2) ee xeer-nidaameedkani.
3. Dallaacadkasta waxaa lagu mutaysan oo lagu bixin qaab tartan;
4. Shaqaalaha qaab dallacsiin loogu meeleyay booska shaqo loogama baahna mudada tijaabada;
5. Dallacaada lagu mutaystay ama helay cadaymo been abuur ah ama lagu bixiyay qaab balmarsan qodobada xeer-nidaameedkan, iyadoo ay sideeda tahay u qoolanaanta /la tiigsiga talaabo anshax marin ama xeerka ciqaabta, markasta ayaa la burin /laga noqon Karaa. Wixii faa'iidu lagu helay dalacaadaasi awged dib ayaa looga soo celin.
6. Masuulka isagoo oog/ka warhaya in la keensaday cadaymo been abuur ah fasaxa dallacaada, marka la cadeeyo inu ficilkaas si ula kac ah u fuliyay waxaa laga qaadi talaabo anshax.

2. በዚህ አንቀጽ መሠረት የሚደለደል ሠራተኛ ቀደም ሲል ይዘት በነበረው ደረጃና በአገልግሎት ዘመኑ ምክንያት ያገኘ የነበረው ደመወዝና ጥቅሞቹ አይቀነሱበትም።

13. **የደረጃ እድገት**

1. የደረጃ ዕድገት የሚሰጠው ሥራው ብቃት ባለው ሠራተኛ እንዲከናወን በማድረግ የመሥሪያ ቤቱን የሥራ ውጤት ለማሻሻልና ሠራተኛን ለማበረታታት ይሆናል።
2. ማንኛውም ሠራተኛ ለደረጃ ዕድገት ለመወዳደር በዚህ ደንብ አንቀጽ 6(2) መሰረት የተሰጠ የብቃት ማረጋገጫ ማስረጃ ማቅረብ አለበት።
3. ማንኛውም የደረጃ ዕድገት የሚሰጠው በውድድር ይሆናል።
4. በደረጃ እድገት የተመደበ የመሥሪያ ቤቱ ሠራተኛ የሙከራ ጊዜ የለውም።
5. የሀሰት ማስረጃዎችን መሠረት በማድረግ ወይም የዚህን ደንብ ድንጋጌዎች በመተላለፍ የተሰጠ የደረጃ ዕድገት በዲ.ሲ.ፕሊን እና በወንጀል የሚያስከትለው ተጠያቂነት እንደተጠበቀ ሆኖ ተሰጥቶ የነበረው የደረጃ ዕድገት በማናቸውም ጊዜ ይሰረዛል። በዚህ ምክንያት የተገኘ ጥቅምም ተመላሽ ይሆናል።
6. የሀሰት ማስረጃ መቅረቡን እያወቀ ቅጥር የፈፀመ ወይም የደረጃ ዕድገት የሰጠ ኃላፊ ይህንን ማድረግ በማስረጃ ሲረጋገጥ በዲ.ሲ.ፕሊን ተጠያቂ ይሆናል።

2. An employee redeployed pursuant to this Article shall be entitled to his previous salary and benefits acquired by virtue of his grade and service.

13. **Promotion**

1. Promotion shall be granted to employees with a view to enabling jobs to be carried out by competent and capable employees and thereby improving the general performance of the office and motivation of employees.
2. Any employee shall present certificate of competence issued pursuant to Article 5(2) of this Regulation to compete for promotion.
3. Any promotion shall be granted through competition.
4. Probation period shall not apply to employees that are assigned through promotion.
5. A promotion obtained on the basis of fraudulent evidence or granted in contravention of the provisions of this Regulation shall, without prejudice to disciplinary and criminal liability, be cancel any time. Any profits gained by this reason shall be refunded.
6. An official who has effected appointment or promotion intentionally when false evidence is presented shall be liable to disciplinary penalty when proved by evidence.

14:- **Xaqiijinta Kartida Shaqo Mudada Tijaabada Ah**

1. Ulajeedada mudada tijaabadu waa in qaab ku saleysan dabagal lagu xaqiijiyo kartida waxqabad ee shaqaalaha cusub ee la hawlgaliyay.
2. Shaqaalaha Xafiiska lagu meelayay mudada tijaabada ee boosku waa lix bilood, hase ahaatee haddii hawl karnimadiisa ka hoos marto heerkii looga baahnaa waxaa loogu kordhin karaa sadex bilood oo dheeraad ah.
3. Shaqaalaha ku jira mudada tijaabada qiimaynta waxqabadkiisa shaqo wuxuu masuulka shaqo ee u hoostaga ka buuxin bisha sadeexaad iyo shanaad. Haddii u yahay mid loo kordhiyey mudada tijaabada ahna waxaa qiimayn kale lagu sameeyn bisha sideedad.
4. Waqtiga Tijaabada ah ee Shaqaalaha, shaqaaleyntiisa waxa la joojin karaa hadii Natijada cel-celiska ah ee Shaqaaluhu ay noqoto mid ka hoosaysa Halbeega dhexdhexaadka ah ama ayna ka sareynin Heerkii hore marka loogu daro mudada dheeraadka ah.
5. Shaqaalaha ku jira Muddada Tijaabada ah marka laga reebo fasax sanadeedka waxa uu leeyahay xuquuq iyo wajibaad la siman Shaqaalaha Rasmiga ah ee dhamaystay Muddada Tijaabada ah.
6. Haddii shaqaalaha tijaabada ku jira u shaqada muddo ka badan bil uga habsamo sababo la xidhiidha dhaawac ama xanuun shaqada ka soo gaadhay iyo sidoo kale, dhalmo awgeed, waxa la suuragalin inu muadadii tijaabada uga hadhsanayd looga bilaabo maalinta uu bogsadoama fasaxa dhalmada dhamaysato.

14. **የሙከራ ጊዜ ብቃትን ስለማረጋገጥ፤**

1. የሙከራ ጊዜ ዓላማ አዲስ የተቀጠረ የመሥሪያ ቤቱ ሠራተኛ ስለ ሥራ አፈፃፀም ክትትል እየተደረገ ብቁ መሆኑን ለማረጋገጥ ነው።
2. የሠራተኛው የሙከራ ጊዜ በተቀጠረበት የሥራ መደብ ላይ ለስድስት ወር ሆኖ የሥራ አፈፃፀም ውጤቱ ከአጥጋቢ ውጤት በታች ሆኖ ከተገኘ የሙከራ ጊዜው ለተጨማሪ ሦስት ወር ይራዘማል።
3. በሙከራ ላይ የሚገኝ ሠራተኛ በ3ኛውና በ5ኛው ወር ላይ የሥራ አፈፃፀሙ በቅርብ ኃላፊው ይገመገማል። የሙከራ ጊዜው የተራዘመ ከሆነም በስምንተኛው ወር ላይ ይገመገማል።
4. ሠራተኛው በተራዘመው የሙከራ ጊዜ አጥጋቢ የሥራ አፈፃፀም ውጤት ካላገኘ ከሥራ ይሰናበታል።
5. በሙከራ ላይ የሚገኝ ሠራተኛ ከዓመት ዕረፍት ፈቃድ ውጭ የሙከራ ጊዜውን የጨረሰ ቋሚ ሠራተኛ ያለው መብትና ግዴታ ይኖረዋል።
6. በሙከራ ላይ የሚገኝ ሠራተኛ ከሥራ በመጣ ሕመም ወይም ጉዳት እንዲሁም በወሊድ ምክንያት ከአንድ ወር በላይ ከመደበኛ ሥራ የቀረ እንደሆነ ያልጨረሰውን የሙከራ ጊዜ ከሀመሙ ወይም ከጉዳቱ ከዳነበት ወይም የወሊድ ፈቃዱ ከተጠናቀቀበት ጊዜ አንስቶ እንዲጨርስ ይደረጋል።

14. **Verifying Competence during Probation period**

1. The purpose of probation period shall be to ensure the competence of a newly appointed employee through follow up of his performance.
2. The probation period of an employee shall be six month; however, if the performance of an employee is below satisfactory the probation period shall be extended for further three months.
3. The performance of employee who is in probation period shall be evaluated on the third and fifth month by his immediate supervisor. If the probation period has been extended, the performance evaluation is done on the eighth month.
4. If an employee has not obtained satisfactory performance, result during extended probation period an employment contract shall be terminated.
5. An employee who is under probation shall have equal rights and obligations with that of an employee who has completed his probation period with the exception of annual leave.
6. Where the employee on probation is absent from his work due to employment related sickness or injury or due to maternity leave for a period of more than one month, he/she shall be allowed to complete the remaining probation period following the date of his/her recovery or the end of her maternity leave.

- 7. Hadii shaqaalaha xafiiska ee tijaabada ku jira shaqada kaga maqan yahay sabab ka baxsan awoodiisa oo aan ka badnayn Hal bil, waxa uu sii bilaaban tijaabadii mudada u hadhsanayd laga bilaabo maalinta uu shaqada ku soo noqdo.
- 8. Masuul kasta oo shaqaalaha xafiiska ee ku jira mudada tijaabada xilliga ku haboon ka buuxin waayo foomka qiimaynta waxqabad waxaa lagula xisaabtami oo lala tiigsan anshax xumo.

15:- **Shaqaalenimo Rasmi ah**

Shaqaalaha mudadii tijaabada dhamaystay ee qiimaynta waxqabadka shaqo ku guulaysta natiijo dhexdhexaad ah ama natiijo sare waxa la siinayaa Warqad tilmaamaysa shaqaalenimo rasmi ah;

16:- **Shaqaaleyn Ku Meelgaadh ah**

- 1. Iyadoo ay sideeda tahay arrimaha lagu sheegay Qodob-hoosaadka (2) ee Qodobkan, xafiisku wuxuu Shaqaale ku meelgaadh ah u qoran karaa Shaqo aan Joogto ahayn, hase ahaatee xafiisku waxa uu u Xulan karaa Qof si ku meelgaadh ah isaga oo Boosku yahay mid Rasmi ah hadii ay jiraan Xaalado lagu qanci karo oo qasbaya.
- 2. Xafiisku boos shaqo oo u baahan takhaksuus sare oo xirfadeed waxa uu si ku meelgaadh ah ugu Xulan karaa qof Ajnebi ah, marka lagu qanco in Aqoonta iyo Xirfadda uu u baahan yahay booskaasi aan qaab Dalacsiin, bedelaad ama Shaqaaleysiin ah loogu buuxin Karin qof Muwaadin ah. Xaaladan waxaa loo raaci doona shuruucda dalka ee khusaysa.

7. በሙከራ ላይ የሚገኝ የመስሪያ ቤቱ ሠራተኛ ከአቅም በላይ በሆነ ምክንያት ከአንድ ወር በታች በሥራው ላይ ካልተገኘ በሥራው ላይ የተገኘበት ጊዜ ብቻ ታስቦ የሥራ አፈፃፀም ይሞላለታል።

8. በሙከራ ላይ ያለን የመስሪያ ቤቱ ሠራተኛ የሥራ አፈፃፀም ወቅቱን ጠብቆ ያልሞላ የሥራ ኃላፊ በዲ.ሲ.ፕሊን ተጠያቂ ይሆናል።

15. **ቋሚ ሠራተኛ ስለመሆን**

የሙከራ ጊዜውን ያጠናቀቀ ሠራተኛ የሥራ አፈፃፀም ምዘና ውጤቱ አጥጋቢ ወይም ከአጥጋቢ በላይ ሆኖ ሲገኝ በቋሚነት መቀጠሩ በደብዳቤ እንዲደርሰው ይደረጋል።

16. **ጊዜያዊ ሠራተኛ ስለመቅጠር**

1. የዚህ አንቀጽ ንዑስ አንቀጽ (2) ድንጋጌ እንደተጠበቀ ሆኖ መስሪያ ቤቱ ጊዜያዊ ሠራተኛ ሊቀጥር የሚችለው የዘላቂነት ባሕሪ በሌለው የሥራ መደብ ላይ ነው፤ ሆኖም ሁኔታዎች ሲያስገድዱ በቋሚ የሥራ መደብ ላይ ጊዜያዊ ሠራተኛ መቅጠር ይችላል።

2. መስሪያ ቤቱ ከፍተኛ ባለሙያ ለሚጠይቅ ማናቸውም ክፍት የሥራ መደብ በደረጃ ዕድገት፣ በዝውውር ወይም በቅጥር ኢትዮጵያዊ ባለሙያ ለማግኘት የማይቻል መሆኑን በማረጋገጥ የውጭ አገር ዜጋ በጊዜያዊነት ሊቀጥር ይችላል።

7. Where an employee on probation period is absent from his work due to a force majeure for a period less than one month, the performance evaluation shall cover only the period in which he was present at work.

8. Any Official who fails to timely evaluate the performance of a probationary employee shall be liable to disciplinary penalty.

15. **Permanent appointment**

Where the employee on probation has recorded satisfactory or above satisfactory performance result, a letter of permanent appointment shall be issued to an employee.

16. **Temporary Employment**

1. Without prejudice to sub-article (2) of this Article, the office may appoint a temporary civil servant only for a job which is not of a permanent nature; provided, however, that it may, where circumstances so require, appoint a temporary civil servant to a permanent position.

2. The office may appoint a foreign national on temporary bases, where it is proved that it is impossible to fill a vacant position that requires high-level professional by an Ethiopian through promotion, transfer or recruitment.

3. Xafiisku wuxuu soo saari awaamiir faah-faahsan oo qeexaysa hanaanka shaqaaleysiinta shaqaale muwaadiniin ah ama ajaanib ah oo ku Meelgaadh ah, Xuquuqaha iyo wajibaadka ay yeelanayan iyo sidoo kale xalaadaha shaqo ee looga baahan yahay in la ilaaliyo.

17:- **Shaqada oo Qaab Heeshiis Cidkale oo Sadeexad loogu Shaqeysiivo**

1. Xafiisku haddii u lama huraan u arko in danta dawladda iyo shacabku ku jirto isagoo golaha deegaanka ogolaansho waydiisanaya wuxuu shaqooyinka qaarkood qaab heeshiis ugu wareejin karaa shirkado gaar loo leeyahay ama hay'addo kale si ay ugu qabtan ama fuliyaan.
2. Xafiisku wuxuu soo saari doona awaamiir lagu faahfaahinayo boosaska shaqo ama qaybaha shaqo ee qaab ku saleysan heeshiis loogu wareejinayo ama xilsaarayo shirkado gaar loo leeyahay ama hay'ado kale.

18:- **Hawlgalinta kusimenimada ah**

1. Marka u banaan yahay booska masuul shaqo ilaa inta lagu soo meelaynayo masuul rasmiya/joogto ah waxaa la sii hawlgalin kara xubinka ugu kartida fiican ee shaqaalaha qaybtaasi.
2. Marka loo baahan yahay in lagu sii siimo shaqaalaha ku maqan waxbarasho ama tababar soconaya muddo ka badan hal sano, waxaa tartan furan oo leh shuruudo qeexan si ku simenimo ah loogu meelayn karaa shaqaale ilaa qofka Waxbarashada ama Tabobarka ku maqan u soo dhamaysanayo.

3. ኢትዮጵያዊ ወይም የውጭ አገር ዜጋ ጊዜያዊ ሠራተኞች አቀጣጠር፣ የሚኖራቸውን መብቶችና ግዴታዎች እንዲሁም ስለሚጠበቁላቸው የሥራ ሁኔታዎች ዝርዝር ይዘት በተመለከተ መ/ቤቱ በሚያወጣው መመሪያ ይወሰናል።

17. **ሥራዎችን በውል ለሦስተኛ ወገኖች አሸጋግሮ ስለማሰራት**

1. መሥሪያ ቤቱ አስፈላጊ ሆኖ ሲያገኘው የሕዝብ ተወካዮች ምክር ቤትን በማስፈቀድ የሕዝብን ጥቅም የማይጎዱ የተወሰኑ የሥራ መደቦችን ወይም ሥራዎችን ለግል ድርጅቶች ወይም ለሌሎች ተቋማት በውል በማሸጋገር እንዲሰሩ ማድረግ ይችላል።
2. ለግል ድርጅቶች እና ለሌሎች ተቋማት በውል የሚተላለፉ የሥራ መደቦችን ወይም ሥራዎችን በተመለከተ መስሪያ ቤቱ ዝርዝር የአፈጻጸም መመሪያ ያወጣል።

18. **በተጠባቂነት ስለማሰራት**

1. የሥራ ኃላፊ የሥራ መደብ ክፍት ሲሆን ቋሚ የሥራ ኃላፊ እስኪመደብ ድረስ ካሉት ሠራተኞች መካከል በብቃቱ የላቀው ተመርጦ ይመደባል።
2. ከአንድ ዓመት በላይ ለሚፈጅ ትምህርት ወይም ሥልጠና የሄደን ሠራተኛ ለመተካት ትምህርቱ ወይም ሥልጠናው የሚፈጀው ጊዜ ድረስ የሥራ መደቡን ግልጽ በሆነ መስፈርት በውድድር በተጠባቂ ሠራተኛ ማሠራት ይቻላል።

3. The appointment of temporary employee of an Ethiopian or a foreign national, their rights and obligations as well as the conditions of work applicable to them shall be prescribed by directive to be issued by the office.

17. **Outsourcing**

1. Where necessary and upon obtaining the permission of the Council, the office may outsource certain positions or tasks, that would not compromise public interest, to private enterprises or to other institutions.
2. The office shall issue detailed directives regarding positions and tasks that may be outsourced to private enterprises or other institutions.

18. **Acting Assignment**

1. Where a position of an official is vacant, the head of the office may assign an employee who has demonstrated outstanding performance on acting capacity from among employees until a permanent official is assigned to the position.
2. An employee may be assigned to higher position in acting capacity to replace a civil servant who is on education or training program, that lasts more than a year.

- 3. Masuulka lagu hawlgaliyay qaab ku simenimo masuuliyada loo xilsaaray iyo waajibbaadka u fulinayoba waxaa lagula socodsiin warqad u saxeexay masuulka ay khuseeyso ee xafiisku.
- 4. Masuulka lagu hawlgaliyay qaab ku simenimo waxaa la siin farqiga u dhexeeya mushaaharkiisa iyo mushaaharka booska u ku simaha ka yahay iyo gunnada iyo fa'iidooyinka loo go'aamiyay booskaas.
- 5. Mudada kusimenimadu ma aha inay ka badaato /dhaafto muddo hal sano ah. Hase ahaate, haddii ayna suuragal ahayn in mudadaas booska lagu buuxiyo cuduud shaqaale oo ku haboon islamarkaana lala socodsiiyay masuulka sare ee xafiiska oo uu ku qanco waxaa mudada ku simenimada marlabaad loo koordhin karaa oo kaliya hal sano oo dheeriya.
- 6. Xafiisku wuxuu soo saari karaa awaamiir lagu faahfaahinayo hanaanka fulineed ee hawlgalinta ku simenimada.

19 :- **wakiilashada Shaqo**

- 1. Masuulkasta oo shaqada uga maqan sababo caafimaad, fasax sanadeed, ama taabar awgeed, isagoo la socodsiinaya masuulka ka sareeya wuxuu u wakiilan karaa xubin ka tirsan shaqaalaha oo kaalintiisa si mataala.
- 2. Wakiilashadu iyadoo ay qoraal tahay ayaa nuqul ka mid ah lagula socodsiin masuulka sare ee xafiiska.
- 3. Shaqaalaha la wakiishay shaqada loo wakiishay cid kale uma sii wakiilan karo.

- 3. በተጠባባቂነት የተመደበ የሥራ ኃላፊ ስለሚመደብበት የሥራ ቦታ ኃላፊነትና ተግባር በመሥሪያ ቤቱ የሚመለከተው ኃላፊ ተፈርሞ በሚሰጠው ደብዳቤ ይገለጽለታል።
- 4. በተጠባባቂነት የተመደበ የሥራ ኃላፊ በደመወድና በተጠባባቂነት በተመደበበት የሥራ መደብ መካከል ያለው ልዩነት እና ለመደቡ የተፈቀደው ጥቅማ ጥቅም ይከፈለዋል።
- 5. የተጠባባቂነት ጊዜ ከአንድ አመት መብለጥ የለበትም። ሆኖም በዚህ ጊዜ ውስጥ ቦታውን በሰው ኃይል ማሟላት ካልተቻለ እና ለመሥሪያ ቤቱ የበላይ ኃላፊ ቀርቦ ሲታመንበት የተጠባባቂነት ጊዜው ለአንድ ተጨማሪ ዓመት ብቻ ሊራዘም ይችላል።
- 6. በተጠባባቂነት ማሰራትን በተመለከተ መሥሪያ ቤቱ ዝርዝር የአራፃጸም መመሪያ ሊያወጣ ይችላል።

19. **ውክልና**

- 1. ማንኛውም የሥራ ኃላፊ ለተወሰነ ጊዜ በሥራ ጉዳይ፣ በህመም፣ በዓመት እረፍት፣ በስልጠና ወይም በሌላ ምክንያት ለጊዜው ከሥራ ገበታው ሲለይ በቅድሚያ የቅርብ ኃላፊውን አሳውቆ የሥራ መደቡን በውክልና የሚመራለትን ሠራተኛ ይወክላል።
- 2. ውክልናው በደብዳቤ ሆኖ ጉዳዩ የሚመለከተው የመሥሪያ ቤቱ የሥራ ክፍል በግልባጭ እንዲያውቀው ይደረጋል።
- 3. በውክልና የተመደበ ሠራተኛ ሌላ ሠራተኛ ሊወክል አይችልም።

- 3. An official who is assigned as acting shall be given a letter signed by the relevant official of the Office indicating workplace, roles and responsibilities of the position.
- 4. Acting Official is entitled to the difference of his and acting position salary and any benefit allowed for the position.
- 5. Acting period shall not exceed one year. However, if it was not possible to permanently assign an employee to this position and when accepted by the head of the office-acting period can be extended for only up to a maximum of one additional year..
- 6. The Office may issue detail directives regarding acting assignment.

19. **Delegation**

- 1. Any official who is absent temporarily from his work for reason of work, sickness, annual leave, training-etc. shall inform his supervisor and delegate an employee who acts on his behalf.
- 2. Delegation shall be made in writing and should be copied to the concerned Units of the Office.
- 3. A delegated employee cannot delegate other employee.

- 4. Iyadoo ay sideeda tahay u qoolanaanta masuuliyadeed ee wakiishaha ayaa hadana la wakiishuhu mudada u wakiilka yahay wuxuu masuul ka yahay oo lagula xisaabtami masuuliyadda iyo waajibaadka loo wakiishay.
- 5. Wakiilashada la bixiyay waxay buraysa isla marka u yimaado xubinkii wakiilashada bixiyay.

**20:- Galka Xogta Gaarka ah**

- 1. Xafiisku waa inu xafidaa dhamaan xogta shaqaalaha xafiiska oo ay ku jiraan kuwa ku meelgaadhku loona habeeyaa qaab casri ah oo haboon.
- 2. Xubinkasta oo shaqale ah waxaa uu xaq u leeyahay inuu ogaado/eego xogtiisa shaqaalenimo ee ku jirta galkiisa gaarka ah ee xafiiska yaala ama u nuqul ka qaato.
- 3. Qof aan ahayn shaqaalaha ay khusayso ee qaybta maamulka shaqaalaha ee xafiiska looma ogola inuu arko ama ogaado xogta gaarka ah ee shaqaalaha haddii aanay jirin ogolaanshaha masuulka sare ee Xafiisku.
- 4. Waxaa reeban in dhokumenti aanu ogayn Shaqaaluhu lagu daro/riido galkiisa shaqaalenimo ee gaarka ah.

**Oaybta sadeexaad Xalaadaha shaqo**

**21 Saacadaha Shaqada Caadiga ah iyo Saacadaha Shaqada Dheeriga ah**

- 1. Saacadaha Shaqada ee Caadiga ah ee shaqaalaha xafiisku iyadoo lagu saleeynayo hadba Nooca iyo duruufaha shaqada waa in ayna todobaadkii ka badnaan 39 Saacadood.

4. የወካዩ ተጠያቂነት እንደተጠበቀ ሆኖ ተወካዩ በውክልና ጊዜው ለሚያከናውነው ማንኛውም ተግባርና ኃላፊነት ተጠያቂ ነው።

5. የሚሰጠው ውክልና ወካዩ በመጣ ጊዜ በደብዳቤ መነሳት አለበት።

**20. የግል ማህደር**

1. መሥሪያ ቤቱ ስለእያንዳንዱ የመሥሪያ ቤቱ ሠራተኛ ወይም ጊዜያዊ ሠራተኛ አግባብነት ያላቸውን መረጃዎች በዘመናዊ ሁኔታ አደራጅቶ ይይዛል።

2. ማንኛውም የመሥሪያ ቤቱ ሠራተኛ በግል ማህደሩ ውስጥ የሚገኙትን ማስረጃዎች የመመልከት ወይም ቅጅውን የመውሰድ መብት አለው።

3. ከሚመለከታቸው የአስተዳደር ሠራተኞች በስተቀር ያለሠራተኛው ስምምነት፣ የፍርድ ቤት ትዕዛዝ፣ ወይም በሕግ በተደነገገው መሠረት ካልሆነ በስተቀር ማንኛውም ሰው የሠራተኛውን የግል ማህደር ማየት አይችልም።

4. ሠራተኛው እንዲያውቀው ያለተደረገ ወይም ያልተገለጸለትን የጽሁፍ ማስረጃ በግል ማህደሩ ውስጥ ማስቀመጥ ክልክል ነው።

**ክፍል ሦስት**  
**የሥራ ሁኔታ**

**21. መደበኛ የሥራ ሰዓትና የትርፍ ሰዓት ሥራ**

1. የመሥሪያ ቤቱ ሠራተኞች መደበኛ የሥራ ሰዓት እንደየሥራው ሁኔታ የሚወሰን ሆኖ በሳምንት ከ39 ሰዓት መብለጥ የለበትም።

4. Without prejudice to the accountability of the delegating person, a delegated employee is responsible and accountable for any activity conducted during the period of delegation.

5. Delegation shall be revoked in writing upon the return of the delegating person.

**20. Personnel Record**

1. The Office shall keep relevant personnel data organized in a modern way regarding each employee or temporary employee.

2. Any employee shall have right to access to all information contained in his personnel records or to have a copy thereof.

3. Any person other than the concerned administrative staff shall not have access to personnel records of an employee without his consent unless authorized by a court order or by the provision of the law.

4. It is prohibited to deposit any document in the personnel records of an employee which is not made known or informed to him.

**PART THREE**

**CONDITIONS OF WORK**

**21. Regular Working Hours and Overtime**

1. Regular working hours of employees shall be determined on the basis of the conditions of their work and shall not exceed 39 hours a week.

- 2. Saacadaha soo galista iyo ka bixida Shaqada ee shaqaalaha xafiisku waxay lamid tahay saacadaha ku xusan xeerka goluhu shaqaalaha dawladda u soo saaro.
- 3. Shaqaale kasta oo Dawladeed oo qabta Shaqo saacado dheeri ah waxaa la siin Fasax Cawil celin ama lacag hadba mid uu shaqaaluhu doorto. Lacagta saacadaha dheeriga ah sida loo bixinayo waxaa lagu faah-faahin doonaa Awaamiir uu xafiisku soo saari doono.

22:- **Ciidaha dadwaynaha iyo maalmaha Nasashada ee Todobaadka**

- 1. Shaqaale kasta oo ka shaqeeya xafiiska lagama jari karo Mushaharkiisa maadaama uuna shaqayn sabab la xidhiidha Maalmaha Ciidaha, nasashada Dhamaadka Todobaadka ama maalmaha Xafiisyada dawladda lagu xidho amar Dawladeed.
- 2. Shaqaale kasta oo xalaada shaqo oo qasbaysa awgeed lagu amro inuu shaqeeyo maalmaha Ciidaha, nasashada dhamaadka Todobaadka ama maalmaha Xafiisyada dawladda lagu xidho amar dawladeed waa in la siiyo Fasax Cawil celin ah ama lacag hadba mid uu shaqaaluhu ogol yahay.

23:- **Ujeedada Fasax Sanadeedka**

- 1. Ujeedada Fasax sanadeedku waa inuu shaqaaluhu helo nasasho ku filan islamarkaana uu kusoo noqdo Shaqada isaga oo leh firfircooni dheeraad ah.

- 2. የመሥሪያ ቤቱ የሥራ መግቢያና መውጫ ሰዓት ምክር ቤቱ ለመንግስት ሠራተኞች በሚያወጣው መመሪያ ላይ የተመለከተው ይሆናል።
- 3. የትርፍ ሰዓት ሥራ ለሠራ ሠራተኛ በሠራተኛው ምርጫ መሠረት የማካካሻ ዕረፍት ወይም የትርፍ ሰዓት ክፍያ ይሰጠዋል። የትርፍ ሰዓት ክፍያ የሚፈጸመው መሥሪያ ቤቱ በሚያወጣው መመሪያ መሠረት ይሆናል።

22. **ስለ ሕዝብ በዓላት እና የሣምንት የዕረፍት ቀናት**

- 1. ማንኛውም የመሥሪያ ቤቱ ሠራተኛ በሕዝብ በዓል፣ በሳምንት የዕረፍት ቀናት ወይም በመንግስት ውሳኔ መሥሪያ ቤቶች ዝግ ሆነው በሚውሉበት ቀን ባለመስራቱ መደበኛ የደመወዝ ክፍያ አይቀነስበትም።
- 2. የሥራ ሁኔታው አስገድዶ በሕዝብ በዓል፣ በሳምንት የዕረፍት ቀናት ወይም በመንግስት ውሳኔ መሥሪያ ቤቶች ዝግ ሆነው በሚውሉበት ቀን እንዲሰራ የታዘዘ ሠራተኛ ምርጫውን መሠረት በማድረግ የትርፍ ሰዓት ክፍያ ወይም የማካካሻ ዕረፍት ይሰጠዋል።

23. **የዓመት ዕረፍት ፈቃድ መሠረታዊ ዓላማ**

- 1. የዓመት እረፍት ፈቃድ የሚሰጥበት መሠረታዊ ዓላማ ሠራተኛው ለተወሰነ ጊዜ በማረፍ አገልግሎቱን በታደሰ መንፈስ እንዲቀጥል ለማስቻል ነው።

- 2. Office hours of the Office shall be determined by regulation of the Council is used for government employees.
- 3. An employee who has worked overtime is entitled to compensatory leave or overtime pay based on his preference. The Office shall issue guidelines for payment of overtime.

22. **Public Holidays and Weekly Rest Day**

- 1. Any employee shall incur no reduction in his regular pay on account of having not worked on public holiday or weekly rest day or on a day offices are closed by the order of the government.
- 2. Any employee ordered to work on a public holiday or weekly rest day or on a day offices are closed by the order of the government, due to compelling circumstances, shall be entitled to overtime pay or compensatory leave based on his preference.

23. **Objectives of Annual Leave**

- 1. The purpose of annual leave is to enable an employee get rest and resume work with renewed strength.

- 2. Fasax sanadeedka waxaa lagu bixin iyadoo laga anbaqaadayo qorshaha xafiiska ilaa xadna la tixgalinayo rabitaanka shaqaalaha lalana socodsiiinayo shaqaalaha ayaa mudada sanad miisaaniyadeedka lagu bixin jadwalka loogu talagalay.
- 3. Laguma bedeli karo lacag Fasax sanadeedka marka laga reebo shaqaalaha shaqada laga eryay isaga oo aan qaadan Fasax sanadeedkiisii.
- 4. Shaqaale kaste oo ku jira nasashada ama fasax sanadeedkiisa hadii ay xaalada shaqo kalifto isagoon dhamaysan mudadii fasaxa waxaa loogu yeedhi karaa inuu shaqada soo galo. Hase ahaatee, fasax sanadeedka inta uga hadhsanayd waxaa la ogolaan inuu mar kale qaato.

**24:- Xalaadaha shardiga u ah fasax sanadeedka**

- 1. Masuulka shaqo isagoo diyaarinaya jadwalka fasax sanadeedka shaqaalaha hoos yimaada ayuu u gudbin agaasinka maamulka shaqaalaha, sidoo kale jadwalka fasax sanadeedkiisuna wuxuu u gudbinayaa masuulka sare ee xafiiska.
- 2. Shaqaalaha Cusub lama siin karo fasax sanadeed ilaa inta uu ka dhamaysanayo Kow iyo Toban Bilood oo ka bilaabma maalinta la shaqaaleysiiyay.

- 2. የዓመት እረፍት ፈቃድ የመሥሪያ ቤቱን ዕቅድ መሠረት በማድረግ በተቻለ መጠን የሠራተኛውንም ፍላጎት በማመዛዘን በማዘጋጀትና ሠራተኛው እንዲያውቀው በማድረግ በሚወጣው ፕሮግራም መሠረት በበጀት ዓመቱ ውስጥ ይሰጣል።
- 3. የዓመት እረፍት ፈቃድ በገንዘብ አይለወጥም። ሆኖም ሠራተኛው አገልግሎት በማቋረጡ ያልወሰደውን እና የተላለፈለትን የዓመት እረፍት ፈቃድ በገንዘብ እንዲለወጥ ይደረጋል።
- 4. ማንኛውም ሠራተኛ በእረፍት ላይ ቢሆንም የሥራው ሁኔታ ሲያስገድድ የእረፍት ጊዜው ሳያልቅ ሊጠራ ይችላል። ሆኖም የተቋረጠው የዓመት ዕረፍት ፈቃድ በሌላ ጊዜ እንዲጠቀምበት ይደረጋል።

**24 ለዓመት እረፍት የሚሟሉ ሁኔታዎች**

- 1. የሥራ ኃላፊው በሥሩ ያለውን የሥራ ኃላፊና ሠራተኛ የዓመት እረፍት ፕሮግራም አዘጋጅቶ ለሰው ሀብት ሥራ አመራር ዳይሬክቶሬት የራሱን ደግሞ ለመሥሪያ ቤቱ የበላይ ኃላፊ ማቅረብ ይኖርበታል።
- 2. ማንኛውም አዲስ ተቀጣሪ ሠራተኛ የአስራ አንድ ወራት አገልግሎት ከመስጠቱ በፊት የዓመት ዕረፍት ፈቃድ የማግኘት መብት የለውም።

- 2. Annual leave shall be granted based on a detail plan of annual leave schedule of employees and the operational plan of the Office by taking into consideration employee's interest.
- 3. There shall be no payment in lieu of annual leave, provided, however, that payment may be made for unused and postponed annual leave due to termination of appointment.
- 4. Where the circumstance of work so requires, any employee who is on annual leave may be recalled to work even if the period of his leave is not completed. However, the interrupted annual leave shall be served to him by the previous time.

**24. Conditions of Annual Leave**

- 1. An official shall prepare and submit to the human resource department, the annual leave program of officials and employees under his supervision. He shall also submit his own annual leave program to the head of the office.
- 2. Any newly appointed employee shall not be entitled to annual leave before serving for eleven months starting from his date of appointment.

3. Qofka shaqaaluhu haduu xafiisya kale oo dawlaadeed ka soo shaqeeyey mudadii uu soo shaqeeyey jadwalka fasax sanadeedka waa loogu xisaabini.

25. **Muddada Fasax Sanadeedka**

1. Shaqaalaha Dawladda ee hal sano soo adeegay waxaa la siin sanadkiiba fasax 20 cisho oo maalmo shaqo ah.
2. Shaqaalaha Dawladda ee shaqeeyay Hal sano wax ka badan waxaa la siin Fasax dheeri ah oo u dhigma Hal maalin shaqo sanadkiiba. Hase ahaatee, wadarta maalmaha Fasaxa ee la siinayo kama badnaan karto 30 cisho oo maalmo shaqo ah.

26. **Dib u dhigista fasax sanadeedka**

1. Marka ay kalifto xalaada shaqo ee u ku qanco madaxa xafiisku inay jiraan arrimo khasbaya haddii shaqaaluhu mudada sanad miisaaniyadeedka qaadan kari waayo fasaxiisa, muddo aan ka badneyn Labo Sanad-miisaaniyadeed ayaa dib loo dhigi karaa Fasax sanadeedka. Hase ahaatee, waa in fasax sanadeedkaasi la siiyo Sanadka saddexaad.
2. Iyada oo aan wax loo dhimayn arrimaha lagu sheegay qodob hoosaadka (1) ee Qodobkani haddii xaladdu muqadis ka dhigto islamarkaana kalifto in sanadka sadexaad la siin kari waayo fasax sanadeedkiisa waa in lacag loogu bedelo fasaxiisa haddii xubinku codsado. Xafiisku fasax sanadeedka sanadka ugu horeeya isagoo u xisaabinaya saacadaha shaqada oo kaliya ayuu suuragal in lacag ahaan loogu bedelo.

3. ሠራተኛው በሌላ የመንግሥት መሥሪያ ቤት እና በክልል መንግስት መሥሪያ ቤት ውስጥ የሰጠው አገልግሎት ለዓመት እረፍት ፈቃድ ስሌት ያገለግላል።

25. **የዓመት እረፍት ፈቃድ ቀናት መጠን**

1. አንድ ዓመት በመሥሪያ ቤቱ ውስጥ ያገለገለ ሠራተኛ ጅ የሥራ ቀናት የዓመት እረፍት ፈቃድ ያገኛል።
2. ከአንድ ዓመት በላይ ያገለገለ ሠራተኛ ላገለገለበት ለእያንዳንዱ ተጨማሪ አንድ ዓመት አንድ ቀን እየጨመረ የዓመት እረፍት ፈቃድ ይሰጠዋል። ሆኖም የሚሰጠው የአንድ ዓመት የእረፍት ፈቃድ ከ፱ /ስላሳ/ የሥራ ቀናት መብለጥ የለበትም።

26. **የዓመት እረፍት ፈቃድ ስለሚተላለፍበት ሁኔታ**

1. የሥራው ሁኔታ በማስገደዱ ምክንያት ሠራተኛው የዓመት እረፍት ፈቃዱን በበጀት ዓመት ውስጥ ሊሰጠው ያልቻለ እንደሆነ በመሥሪያ ቤቱ የበላይ ኃላፊ ወይም በኃላፊው በተወከለ የሥራ ኃላፊ ከሁለት የበጀት ዓመት ላልበለጠ ጊዜ ሊያስተላልፉት ይችላሉ። ሆኖም ያልተጠቀመበት የዓመት እረፍት ፈቃድ በሦስተኛው በጀት ዓመት ለሠራተኛው መሰጠት አለበት።
2. በዚህ አንቀጽ ንዑስ አንቀጽ (1) ስር የተመለከተው ድንጋጌ እንደተጠበቀ ሆኖ በሥራው አስገዳጅነት ምክንያት በሦስተኛው የበጀት ዓመት የዓመት ዕረፍቱን ለሠራተኛው መስጠት ያልተቻለ እንደሆነ በገንዘብ ተለውጦ እንዲሰጠው ሠራተኛው ሲጠይቅ መሥሪያ ቤቱ የመጀመሪያውን የአንዱን ዓመት የአመት እረፍት የሥራ ቀናቶች ብቻ በማሰብ በገንዘብ ተለውጦ እንዲሰጠው ማድረግ አለበት።

3. Previous service rendered in any government institutions and regional government institutions shall be considered for the application of annual leave.

25. **Duration of Annual Leave**

1. An employee shall be entitled to annual leave of 20 working days for his first year service in the office.
2. An employee having a service of 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.

26. **Postponement of Annual Leave**

1. The head of the office or immediate head of the employee may authorize the postponement of annual leave for two budget years, where the office, due to compelling reasons, is unable to grant the employee his annual leave with in the same budget year; provided, however, that the accumulated leave shall be granted to the employee in the third budget year.
2. Without prejudice to the provision of sub-article (1) of this Article, where the office is unable to grant an employee his annual leave on the third budget year, due to compelling reasons, and the employee demands his accumulated leave to be granted to him in terms of money, the office shall effect payment for the working days of the first budget year only.

3. Shaqaalaha la siinayo Fasax Sanadeedka waa in loo horumariyo Mushaharkiisa Marka uu qaadanayo Fasax Sanadeedka.

4. Wixii ka baxsan sababaha lagu sheegay farqada (1) ee qodobkani fasax sanadeedka la qaadan waayo muddo ka badan labo sano guud ahaan ama qayb ahaanba wuu luumaya.

**27:- Fasaxa bukaanka**

1. Shaqaale kasta oo Xafiiska ka tirsan waxaa la siin fasaxa Bukaanka hadii uu gudan kari waayo waajibaadkiisa shaqo sabab la xidhiidha xanuunka.

2. Fasaxa Bukaanka ee lagu sheegay Qodob hoosaadka (1) ee Qodobkan, Shaqaalaha dhamaystay muddada tijaabada kama badan karo laga bilaabo maalintuu xanuunsaday sideed bilood sanadka gudihiisa ama Toban iyo laba bilood Afar sano Gudaheed hadii ay isku xigaan waqtiga la siinayo fasaxa iyo hadii kaleba.

3. Fasaxa Bukaanka ee lagu xusay Qodob hoosaadka (2) ee Qodobkan lixda bilood ee ugu horeysa waxaa la siin Mushaharkiisa oo dhan, labada bilood ee xigtana kala badh mushaharkiisa.

4. Hadii Shaqaale xafiiska ka tirsan uu xanuunsado:

b. waa inu Sida ugu dhakhsaha badan uu ku wargeliyo Xafiiska hadii aanay jirin sababo ka baxsan awoodiisa.

3. ሠራተኛው ፈቃዱን በሚወስድበት ጊዜ በዕረፍት ላይ የሚቆይበትን ወር ደመወዙን በቅድሚያ ሊወስድ ይችላል።

4. በዚህ አንቀጽ ንዑስ አንቀጽ (1) መሠረት ሳይሆን በሌላ ምክንያት በሙሉ ወይም በከፊል ከሁለት ዓመት በላይ ያልተወሰደ የዓመት እረፍት ፈቃድ ቀሪ ይሆናል።

**27. የሕመም ፈቃድ**

1. ማንኛውም የመሥሪያ ቤቱ ሠራተኛ በሕመም ምክንያት ሥራ መሥራት ያልቻለ እንደሆነ ደመወዝ የሚከፈልበት የህመም ፈቃድ ይሰጠዋል።

2. በዚህ አንቀጽ ንዑስ አንቀጽ (1) መሠረት የሙከራ ጊዜውን ላጠናቀቀ የመሥሪያ ቤቱ ሠራተኛ የሚሰጥ የሕመም ፈቃድ በተከታታይ ወይም በተለያዩ ጊዜ በወሰድም ሕመሙ ከደረሰበት የመጀመሪያ ቀን አንስቶ ባለው አስራ ሁለት ወር ጊዜ ውስጥ ከስምንት ወር ወይም በአራት ዓመት ውስጥ ከአስራ ሁለት ወር አይበልጥም።

3. በዚህ አንቀጽ ንዑስ አንቀጽ (2) መሰረት የሚሰጥ የሕመም ፈቃድ ለመጀመሪያዎቹ ስድስት ወራት ከሙሉ ደመወዝ ጋር እና ለሚቀጥሉት ሁለት ወራት ከግማሽ ደመወዝ ጋር ይሆናል።

4. ማንኛውም የመሥሪያ ቤቱ ሠራተኛ ሲታመም፣

ሀ/ ከአቅም በላይ የሆነ ምክንያት ካላጋጠመው በስተቀር በተቻለ ፍጥነት ሕመሙን ለመሥሪያ ቤቱ ማሳወቅ አለበት።

3. An employee shall be entitled to advance payment of his monthly salary at the time of taking his annual leave.

4. An annual leave that has not been used partially or fully for more than two years, for reasons other than the ones stated in sub-article (1) of this Article shall be expired.

**27. Sick Leave**

1. Any employee shall be entitled to sick leave where he is unable to work due to his sickness.

2. The duration of sick leave to be granted to a permanent employee as per 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 six months and with half pay for the last two months.

4. Where any employee is absent from work due to sickness:

A. He shall, as soon as possible, notify the office unless prevented by force majeure;

- t. Waa inuu soo gudbiyo cadeyn dhakhtar hadii uu shaqada ka maqnaado saddex cisho oo isku xiga ama mudada sanad miisaaniyadeedka gudhiisa u shaqada wadar ahaan ka maqan yahay lix maalmood.
- 5. Hadii shaqaalaha tijaabada dhamaystay ee ku guda jira fasax sanadeedka uu Xanuunsado isaga oo soo gudbinaya Cadeyn dhakhtareed waa in la hakiyo Fasax sanadeedkiisa looguna bedelo Fasaxa Bukaanka.
- 6. Fasax Sanadeedka loo hakiyay hab waafaqsan Qodob hoosaadka (5) ee Qodobkan waxaa dib loo bilaabi marka uu dhamaysto fasaxa bukaanka.
- 7. Shaqaalaha ka tirsan xafiiska ee ku gudajira muddadii tijaabada waxaa la siin Hal bil oo fasaxa Bukaanka ah oo ku xidhan cadeyn Dhakhtar.

28:- **Fasaxa Dhalmada**

- 1. Shaqaalaha uurka leh ee ka tirsan xafiiska waxa la siin:
  - b. Fasax leh mushahar inta ay u socoto Baadhista ama ka warhaynta Dhakhtarka ee Hooyada uurka leh iyadoo lagu xisaabtamayo soo jeedinta dhakhtarka.
  - t. Fasax leh mushahar inta ayna dhalin kahor hab waafaqsan Talo soo jeedinta dhakhtarka.
- 2. Fasaxa lagu tilmaamay hab wafaaqsan farqada (1) ee qodobkani looma arkayo/aqoonsanayo sida fasaxa bukaanka oo kale.

- ለ/ በተከታታይ ከሦስት ቀን ወይም በአንድ የበጀት ዓመት ውስጥ ከስድስት ቀን በላይ በሕመም ምክንያት ከሥራ ክቀረ ለመታመሙ የሕክምና ማስረጃ ማቅረብ አለበት።
- 5. የሙከራ ጊዜውን ያጠናቀቀ ሠራተኛ በዓመት ፈቃድ ላይ እያለ መታመሙን የሚያረጋግጥ የሕክምና ማስረጃ ካቀረበ የዓመት ፈቃዱ ተቋርጦ የሕመም ፈቃድ ይሰጠዋል።
- 6. በዚህ አንቀጽ ንዑስ አንቀጽ (5) መሠረት የተቋረጠው የዓመት ፈቃድ የሕመም ፈቃዱ እንደተጠናቀቀ እንዲቀጥል ይደረጋል።
- 7. የሙከራ ጊዜውን ያላጠናቀቀ ሠራተኛ ከታመመ የሕክምና ማስረጃ የሚቀርብበት የአንድ ወር የሕመም ፈቃድ ከደመወዝ ጋር ይሰጠዋል።

28:- **የወሊድ ፈቃድ**

- 1. ነፍሰጡር የሆነች የመሥሪያ ቤቱ ሠራተኛ፣
  - ሀ) ከእርግዝናዋ ጋር የተያያዘ ምርመራ ለማድረግ ሐኪም በሚያዘው መሰረት ደመወዝ የሚከፈልበት ፈቃድ ይሰጣታል፣
  - ለ) ከመውለዱ በፊት ዕረፍት እንድታደርግ ሐኪም ካዘዘ ደመወዝ የሚከፈልበት እረፍት ይሰጣታል።
- 2. በዚህ አንቀጽ ንዑስ አንቀጽ (1) የተመለከተው ፈቃድ እንደ ህመም ፈቃድ አይቆጠርም።

- B. He shall produce a medical certificate in case of absence for three consecutive days or for more than six days with in a budget year.
- 5. If an employee, who has completed probation period, becomes sick while during annual leave, he shall be given sick leave by terminating his annual leave upon presenting a medical certificate. However, the
- 6. The annual leave of an employee, interrupted in accordance with sub article (5) of this Article, shall be resumed upon completion of the sick leave.
- 7. An employee on probation shall be entitled to one month sick leave with pay, when he brings a medical certificate.

28. **Maternity Leave**

- 1. A pregnant employee of the Office shall be entitled to:
  - A. Paid leave for the time required medical examination of the pregnant women in accordance with a doctor’s recommendation;
  - B. Paid leave before delivery if recommended by a doctor.
- 2. The leave referred to in sub-article (1) of this Article shall not be considered as sick leave.

- 3. Shaqaalaha uurka leh waxaa la siin 30 cisho oo isku xiga oo fasax ah oo ka horeya dhalmada iyo 90 cisho oo ka dambeeya Dhalmada oo wadar ahaan isku noqonaysa 120 cisho oo leh Mushahar.
- 4. Shaqaalaha uurka leh haday umusho iyada oo aan dhamaysan fasaxa dhalmada ka hor ee lagu xeeriyay Qodob hoosaadka (3) ee Qodobkan waxaa fasaxan inta uga hadhsan la siin kadib marka ay umusho.
- 5. Haddii shaqaaluhu aanay Umulin waqtigii caadiga ahaa fasaxa ay qaadatay Umulista kahor waxaa loogu tixgelin inuu ahaa fasax sanadeed haddii aanay fasax sanadeedkii hore u qaadanin, haddii una jirin fasax sanadeed u hadhasanaa waxaa loo xisaabin fasax saneedkeeda sanad miisaaniyadeedka xiga.
- 6. Shaqaalaha xafiiska waxaa la siin fasaxa Bukaanka hab waafaqsan Qodob hoosaadka (1) ee Qodobka 27<sup>aad</sup> ee xeerkani, haddii ay xanuunsato oo dhakhtar soo xaqiijiyo marka ay dhamaysato fasaxa Dhalmada ee lagu sheegay Qodob hoosaadka (2) ee Qodobkan .
- 7. Uurka gaadhay lix bilood haddii ka hor inta ayna qadaanin fasaxa baadhista dhalmada ka hor ay dhiciso marka ay dhakhtarka ka keento cadayn arintaas sheegaysa waxaa la siin 60 maamlmood oo ah fasaxa nasashada dhalmada ka hor ah.
- 8. Haddii Uurlayda kadib marka ay qadatay fasaxa baadhista dhalmada u ku dhaco inay ilmaha dhiciso iyadoo u joogsanayo fasaxii dhalmada ka hor hab wafaaqsan farqada 3 ee qodobkani waxay xaq u leedahay oo ay qadan 90 maamlmood oo ah fasaxa nasashada dhalmada kadib.

- 3. ነፍሰጡር ሠራተኛዎ እወልዳለሁ ብላ ከገመተችበት ቀን በፊት 30 ተከታታይ ቀናት የቅድመ ወሊድ ፈቃድ፣ እንዲሁም ስትወለድ ከወለደችበት ቀን ጀምሮ 90 ተከታታይ ቀናት በአጠቃላይ 120 ተከታታይ ቀናት ደመወዝ የሚከፈልበት የወሊድ ፈቃድ ይሰጣታል።
- 4. በዚህ አንቀጽ ንዑስ አንቀጽ (3) መሠረት ነፍሰ ጡር የሆነች ሠራተኛ የተሰጣት የቅድመ ወሊድ ፈቃድ ከማለቁ በፊት ከወለደች ያልተጠቀመችበት ቀሪ የቅድመ ወሊድ ፈቃድ ከወለደች በኋላ እንድትጠቀምበት ይደረጋል።
- 5. ሠራተኛዎ የወሰደችው የቅድመ ወሊድ ፈቃድ ሲያልቅ ያልወለደች እንደሆነ አስከምትወልድበት ቀን ድረስ ባሉት የሥራ ቀናት የምትቆይበት ዕረፍት በበጀት ዓመቱ ውስጥ ካላት የዓመት ዕረፍት ወይም በበጀት ዓመቱ ውስጥ የዓመት ዕረፍት ከሌላት ከሚቀጥለው የበጀት ዓመት የዕረፍት ፈቃድ ይተካል።
- 6. ሠራተኛዎ በዚህ አንቀጽ ንዑስ አንቀጽ (3) የተወሰነውን የወሊድ ፈቃድ ከጨረሰች በኋላ ብትታመምና ተጨማሪ ፈቃድ የሚያስፈልጋት መሆኑ በሐኪም ከተረጋገጠ በዚህ ደንብ አንቀጽ 27 (1) በተደገገው መሠረት የሕመም ፈቃድ መውሰድ ትችላለች።
- 7. ማንኛውም ስድስት ወር የሞላት ነፍሰጡር የሆነች ሠራተኛ የቅድመ ወሊድ ፈቃድ ከመውሰዷ በፊት ጽንሱ የተቋረጠባት ከሆነ ይህንኑ የሚያረጋግጥ የህክምና ማስረጃ ስታቀርብ የ60 ቀን የድህረ ወሊድ ፈቃድ ይሰጣታል።
- 8. የቅድመ ወሊድ ፈቃድ ከወሰደች በኋላ የጽንሰ መቋረጥ ካጋጠማት የወሰደችው የቅድመ ወሊድ ፈቃድ ተቋርጦ በዚህ አንቀጽ ንዑስ አንቀጽ (3) የተመለከተው የ90 ቀን የድህረ ወሊድ ፈቃድ ይሰጣታል።

- 3. A pregnant employee 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 90 consecutive days after her confinement, in total 120 days of maternity leave with pay.
- 4. If the pregnant employees deliver before the completion of prenatal leave which is granted under sub-article (3) of this Article, the unused prenatal leave will be granted after her confinement.
- 5. If the pregnant employee 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.
- 6. The employee shall be entitled to sick leave in accordance with Article 27(1) of this Regulation, if she becomes sick after completion of her maternity leave under sub-article (3) of this Article if it is confirmed by medical certificate.
- 7. Any employee who encounters a miscarriage of not less than six month’s pregnancy prior to her prenatal leave shall be entitled to 60 days post confinement maternity leave if the miscarriage is confirmed by medical certificate.
- 8. If an employee on prenatal leave encounters a miscarriage of pregnancy, her prenatal leave shall terminate and she shall be entitled to the 90 days post confinement maternity leave referred to in sub-article (3) of this Article.

9. Haddii Uurlay uurkeedu u dhexeeyo sadeex ilaa lix bilood haddii ay dhiciso waxaa la siin 30 maamlmood oo taxane ah.

10. Shaqaale kasta oo xafiiska ka tirsan islamarkaasina dhamaystay wakhtiga tijaabada ah oo ay umusho Xaaskiisu waxaa la siin 10 cisho oo fasax maalmaha shaqada ah oo ka bilaabma maalinta ay umusho Xaaskiisu.

29:- **Fasaxa loo bixiyo dano shakhsi oo Gaar ah**

Shaqaale kasta oo Xafiiska ka tirsan waxa la siin todoba maalmood oo fasax mushahaar leh ah hadii uu yeesho arrimaha gaarka ah ee ay kamidka yihiin Geeri, Aroos, Imtixaan iyo arrimaha kale ee la halmaala mudada Sanad miisaanyadeedka gudahiisa.

30:- **Fasaxa Gaarka ah ee Mushaharleh**

- 1. Shaqaale kasta oo Xafiiska ka tirsan:-
  - b). Marka Shaqaalaha looga yeedho maxkamad ama Xafiis kale oo awood u leh mudada u arrintaas ku soo dhamaynayo.
  - t). Haddii ay tahay arrin la xidhiidha Doorashada hab wafaaqsan jadwalka u uu jeexo guddiga doorashooyinku mudada ay ku soo gaba-gaaboobayso.
  - j). Hab wafaaqsan jadwalka xafiiska haddii waxbarasho la qato xilli ka baxsan saacada shaqo ee caadiga ah haddii xaruuntaas waxbarasho laga keeno cadayn tilmaamaysa in imtixaanka la qadanayo saacadaha shaqada caadiga ah waxaa la siin fasax gaara oo mushahaar leh.

9. ከሦስት እስከ ስድስት ወር ባለው የእርግዝና ጊዜ ውስጥ የፅንሰ መቋረጥ ያጋጠማት ሠራተኛ ደመወዝ የሚከፈልበት 30 ተከታታይ ቀን ፈቃድ ይሰጣታል።

10. የመሥሪያ ቤቱ ሠራተኛ ከትዳር ጓደኛው ወሊድ ጋር በተያያዘ ቤተሰቡንና ባለቤቱን ለመንከባከብ ደመወዝ የሚከፈልበት አሥር የሥራ ቀን ፈቃድ ይሰጠዋል።

29. **ለግል ጉዳይ የሚሰጥ ፈቃድ**

ማንኛውም የመሥሪያ ቤቱ ሠራተኛ ለሐዘን እና ለጋብቻ በአንድ የበጀት ዓመት ውስጥ በድምሩ ሰባት የሥራ ቀናት ፈቃድ ከደመወዝ ጋር ይሰጠዋል።

30. **ከደመወዝ ጋር ስለሚሰጥ ልዩ ፈቃድ**

1. ማንኛውም የመሥሪያ ቤቱ ሠራተኛ፣

ሀ/. ከፍርድ ቤት ወይም ሥልጣን ባለው ሌላ አካል ዘንድ እንዲቀርብ መጥሪያ ሲደርሰው የተጠራበት ጉዳይ ለሚጠይቀው ጊዜ፣

ለ/. ከሕዝባዊ ምርጫ ጋር በተያያዘ ጉዳይ ሲሆን የምርጫ ቦርድ በሚያስቀምጠው የጊዜ ሰሌዳ መሠረት ምርጫው ለሚወስድበት ጊዜ፣

ሐ/. መሥሪያ ቤቱ ፕሮግራም መሠረት ከመደበኛ የሥራ ሰዓት ውጭ ለሚከታተለው ትምህርት በመደበኛ የሥራ ሰዓት ፈተናው የሚሰጥ ስለመሆኑ ትምህርቱን ከሚሰጠው ተቋም ማረጋገጫ ሲቀርብ ፈተናው ለሚወስድበት ጊዜ፣

ደመወዝ የሚከፈልበት ልዩ ፈቃድ ይሰጠዋል።

9. If an employee who encounters a miscarriage of three to six month's pregnancy shall be granted 30 consecutive days leave with pay.

10. Any employee shall be entitled a paternal leave with pay for ten working days at the times of his wife's delivery.

29. **Leave for Personal Matters**

Any employee of the office shall be entitled to leave with pay for personal matters such as mourning, seating for examination and wedding for the sum of seven working days within a budget year.

30. **Special Leave With Pay**

1. Any employee shall be entitled to special leave with pay where:

A. he is summoned by a court or any other competent authority, for the time utilized for the same purpose;

B. For cases, involving popular election, for the duration of the election, in accordance with the schedule set by the electoral board.

C. He is on an examination, for the duration of the examination taken for education he is receiving outside the normal working hours based on the schedule of the office, when confirmation is provided from the concerned educational institution that the examination is given during working hours.

**31: Fasaxa Gaarka ee aan Mushahar lahayn**

1. Shaqaalaha Xafiiska ee marka u Masuulka sare ee Xafiiska u soo dhaweysto sababo lagu qanci karo oo u ku dalbanayo in la siiyo fasax gaara oo aan Mushahar lahayn isla masuulka sare ee xafiiskuna ku qanco in ayna wiiqayn danaha xafiiska waxa la siin karaa fasax aan ka badneyn sadeex bilood.
2. Shaqaalaha Xafiiska ee dhamaystay mudadii tijaabada haddii uu u tartamayo Doorashada dadwaynaha waxaa la siin Fasax aan lahayn wax mushahar ah inta uu socdo Oololaha Doorashada iyo mudada Codeyntuba.

**QAYBTA AFRAAD**  
**DURUUFABA SHAQO EE**  
**DHAQANGALKA KU AH**  
**QAYBAHA BULSHADA EE**  
**LEH BAAHIYAAHA GAARKA**  
**AH**

**32:-Duruufaha Shaqo ee Shaqaalaha Haweenka ah**

1. Xafiisku waa inuu qaado talaabooyin dheeri ah oo Shaqaalaha Haweenka ah u horseedaya inay horumariyaan Xirfadooda islamarkaana lagu meeleyo Boosaska sare ee leh awooda go'aan gaadhis.
2. Haweenka waa in la tixgeliyo oo taageero dheeri ah la siiyo marka la samaynayo Shaqaaleysiinta, Dalacsiinta, Bedelaada, Dib u meelaynta, Waxbarashada iyo Tabobarada.
3. Waxaa reeban in shaqaale Ur leh qaab Shaqaaleysiin ama dalacsiin loogu meeleyo Boos ka baxsan booskaay ku meelaysneyd; hase ahaate haddii dhakhtar cadeeyo in shaqada ay hayso ay khatar ku tahay caafimaadkeeda ama midka ilmaha Urka ku jira waxaa loo bedeli karaa boos kale.

**31. ያለደመወዝ ስለሚሰጥ ልዩ ፈቃድ**

1. የመሥሪያ ቤቱ ሠራተኛ በበቂ ምክንያት ደመወዝ የማይከፈልበት ልዩ ፈቃድ እንዲሰጠው ሲጠይቅና የመሥሪያ ቤቱን ጥቅም የማይጎዳ ሲሆን በመሥሪያ ቤቱ የበላይ ኃላፊ ከሦስት ወር ለማይበልጥ ጊዜ ሊፈቀድለት ይችላል።
2. የሙከራ ጊዜውን ያጠናቀቀ የመሥሪያ ቤቱ ሠራተኛ በሕዝብ ምርጫ ለመወዳደር ተወዳዳሪ ሆኖ ሲቀርብ የምርጫ ቅስቀሳ በሚካሄድበት ወቅት እና ምርጫው በሚከናወንበት ጊዜ ያለ ደመወዝ ፈቃድ እንዲሰጠው ይደረጋል።

**ክፍል አራት**

**ተጨማሪ የድጋፍ እርምጃ**  
**የሚያስፈልጋቸው የኅብረተሰብ ክፍሎች**  
**የሥራ ሁኔታ**

**32. ስሴት ሠራተኞች የሚጠበቁ የሥራ ሁኔታዎች**

1. መሥሪያ ቤቱ ሴት ሠራተኞችን ለማብቃትና በውሳኔ ሰጪ የሥራ ቦታዎች ላይ እንዲመደቡ ለማድረግ የሚያስችሉ ተጨማሪ የድጋፍ እርምጃዎችን መውሰድ አለበት።
2. ሴቶች በቅጥር፣ በደረጃ ዕድገት፣ በዝውውር፣ በድልድል፣ በትምህርትና ሥልጠና አፈፃፀም የተጨማሪ ድጋፍ እርምጃ ተጠቃሚ ይሆናሉ።
3. ነፍስ ጡር የሆነች ሠራተኛ በቅጥር ወይም በደረጃ ዕድገት ከተመደበችበት የሥራ መደብ ወደ ሌላ የሥራ መደብ መድብ ማሠራት የተከለከለ ነው፤ ሆኖም ለራሷ ጤንነት ወይም ለጸጉሱ አደገኛ መሆኑ በህክምና ማስረጃ ሲረጋገጥ ተስማሚ ወደ ሆስፒታል የሥራ መደብ የሥራ ቦታ ተመድባ እንድትሰራ ይደረጋል፤

**31. Special Leave Without Pay**

1. Where an employee applies, on justifiable ground, for a special leave without pay, the head of the office may authorize the granting of such leave a period not exceeding three months if it does not adversely affect the interest of the office.
2. An employee who has completed his probation and runs for election shall be entitled to leave without pay during the election campaign and for the duration of the voting.

**PART FOUR**  
**CONDITIONS OF WORK**  
**APPLICABLE TO MEMBERS OF**  
**THE SOCIETY DESERVING**  
**AFFIRMATIVE ACTION**

**32. Conditions of Work Applicable to Female Employees**

1. The office shall take affirmative actions that enable female civil servants to improve their competence and to assume decision making positions.
2. Women shall be entitled to affirmative actions in recruitment, promotion, transfer, redeployment, education and training.
3. It is prohibited to assign a pregnant employee to a position other than the position she assumed through recruitment or promotion; provided, however, that where so recommended by a medical certificate due to the risk to her health or to the fetus, she shall be transferred to another position or place of work.

- 4. Xafiisku kuma eryi karo Shaqaale uurlay ah ama Afar bilood kadib dhalmada, sababo la xidhiidha shaqaale dhimis hab wafaaqsan Qodobka 61<sup>aad</sup> ee X/nidaameedkani inta ay Uurka leedahay.
- 5. Shaqaalaha Xafiiska ee haysta ilmo aan ka weynayn Hal sano marka uu soo cadeeyo Dhakhtar in ilmuhu u baahanyahay daaweyn waxaa la siin karaa fasax Mushahar leh.
- 6. Xafiisku waa inu sameeyo goob ku haboon oo Shaqaalaha haweenku ku naasnuujin karaan kuna daryeeli karaan Ilmahooda, faah-faahintana waxaa lagu xeerin Awaamiirta uu soo saaro Xafiisku.

33:- **Duruufaha shaqo ee dhaqangalka ku ah Dadka laxaadka la'nafaada ah**

- 1. Dadka leh Baahiyaha gaarka ah ama laxaadka la'nafaada ah marka la samaynayo Shaqaaleysiinta, Dalacsiinta, Bedelaada, Dib u meelaynta, Waxbarashada iyo Tabobarada waxay mudan yihiin tageero iyo tixgalin dheeri ah.
- 2. Xafiisku waa inu xaqiijiyo in goobta shaqadu ay ku haboontahay shaqaalaha leh Baahiyaha gaarka ah waana in uu u diyaariyo agabka ay u baahanyihiin kuna tabobaro habka loo isticmaalo.
- 3. Xafiisku waa inu u xilsaaro Shaqaale siiya taageerada ay u baahanyihiin Shaqaalaha leh baahiyaha gaarka ah.

- 4. መሥሪያ ቤቱ ሴት ሠራተኛዎች ነፍሰ ጡር በሆነችበት ጊዜና ከወለደችበት ቀን ጀምሮ በአራት ወር ጊዜ ውስጥ በዚህ ደንብ አንቀጽ 61 መሠረት በሚያደርገው የሠራተኛ ቅነሳ ከሥራ ሊያሰናብታት አይችልም።
- 5. ማንኛውም ሴት ሠራተኛ አንድ ዓመት ያልሞላውን ልጇን ለማሳከም በህክምና ማስረጃ በተረጋገጠ ጊዜ ደመወዝ የሚከፈልበት ፈቃድ ይሰጣታል።
- 6. መሥሪያ ቤቱ ሴት ሠራተኞች ህፃናት ልጆቻቸውን የሚያጠቡበትና የሚንከባከቡበት የህፃናት ማቆያ ያቋቁማል፤ ዝርዝር አፈፃፀሙ መሥሪያ ቤቱ በሚያወጣው መመሪያ ይወሰናል።

33:- **ለአካል ጉዳተኞች የሚጠበቁ የሥራ ሁኔታዎች**

- 1. አካል ጉዳተኞች በቅጥር፣ በደረጃ ዕድገት፣ በዝውውር፣ በድልድል፣ በትምህርትና ሥልጠና አፈፃፀም የተጨማሪ ድጋፍ እርምጃ ተጠቃሚ ይሆናሉ።
- 2. መሥሪያ ቤቱ የሥራ አካባቢው ለአካል ጉዳተኞች ሠራተኞቹ ምቹ መሆኑን ማረጋገጥ፣ ለሥራ የሚያስፈልጉ መሣሪያዎችንና ቁሳቁሶችን ማሟላትና ስለ አጠቃቀማቸው አስፈላጊውን ሥልጠና እንዲያገኙ ማድረግ አለበት።
- 3. መሥሪያ ቤቱ ረዳት ለሚያስፈልጋቸው የአካል ጉዳተኛ የሆነ የመሥሪያ ቤቱ ሠራተኛ ተገቢውን ድጋፍ ሊያደርግለት የሚችል ረዳት እንዲመደብለት የማድረግ ኃላፊነት አለበት።

- 4. The office institution shall not discharge a female civil servant by way of retrenchment pursuant to Article 61 of this Proclamation during her pregnancy or within four months after delivery.
- 5. Any female employee shall, when confirmed by medical certificate, be entitle to leave with pay for the time spent in the follow up of medical treatment of her child who has not attained the age of one year.
- 6. The office shall establish a nursery where female civil servants could breast-feed and take care of their babies; the details of its implementation shall be determined by directives to be issued by the office.

33. **Conditions of Work Applicable to Persons With Disabilities**

- 1. Persons with disabilities shall be entitled to affirmative actions in recruitment, promotion, transfer, redeployment, education and training.
- 2. The office shall ensure that its working environment is conducive to civil servants with disabilities, provide them with the necessary tools and materials and train them how to use such tools and materials.
- 3. The office shall have the responsibility to assign an assistant able to give proper support for those civil servants with disability that requires assistance.

4. Faa'iidooyinka iyo xuquuqaha lagu xeeriyay shuruucda kale waxay dhaqangal ku yihiin hirgalinta x/nidaameedkani.

**34:-Soo saarista Awaamiir**

Xafiisku waxa uu soo saari Awaamiir faahfaahinaysa habka loo fulinayo taageerada gaarka ah ee lagu xusay Qaybtan.

**Qaybta shanaad**

**Tababarida iyo waxbarashada**

**Shaqaalaha Xafiiska**

**35:-Ujeedada Tababarka**

Ujeedada shaqaalaha xafiiska loo tababarayo ama wax loo barayo waxaa ka mid ah:-

- b. in shaqaalaha loo horseedo sidii loo kobcinlaaha kartidiisa shaqo iyo hogaamineed, si u shaqadiisa ugu guuto hanaan midhodhaal ah.
- t. si u ula qabsado nidaamyada shaqo iyo alaadaha cusub ee ay keenan isbedelaada iyo horumarka sayniska iyo taknoolojiyadu si uu u yeesho kartida xirfadeed ee u kula qabsan/adeegsan karo alaadahani casriga ah.
- j. si u had iyo jeer u sameeyo horusocod dhinaca mareeynta shaqo iyo xigmada hogaamineed oo u ugu diyaargarooobo tuubta haanashada masuuliyad shaqo oo sare;

**36:-Masuuliyada Tababarida Shaqaalaha**

1. Xafiiska wuxuu waajibaad ka saran yahay inu darso una kuurgalo baahida tababar iyo waxbarasho ee xafiiska iyo shaqaalaha oo u qorshe u dajiyo iyo inu miisaaniyada u qoondeyo oo u suuragaliyo in shaqaaluhu helaan tababarada iyo waxbarashada ay u baahan yihiin.

4. በሌሎች ሕጎች ለአካል ጉዳተኞች የተሰጡ መብቶች ለዚህ ደንብ አፈፃፀም ተግባራዊ ይሆናሉ።

**34. አፈፃፀምን በተመለከተ**

በዚህ ክፍል ውስጥ የተመለከቱት ድንጋጌዎች ተግባራዊ ስለሚደረጉበት ሁኔታ መሥሪያ ቤቱ የአፈፃፀም መመሪያ ያወጣል።

**ክፍል አምስት**

**የሠራተኞች ሥልጠና እና ትምህርት**

**35. ዓላማ**

የመሥሪያ ቤቱ ሠራተኞች እንዲሰለጥኑ ወይም እንዲማሩ የሚደረግበት ዓላማ፤

- ሀ/. የሙያ ብቃቱና የአመራር ችሎታውን አሻሽሎ በተመደበበት ቦታ የተሻለ ውጤት እንዲያስገኝ ለማድረግ፤
- ለ/. ሳይንስና ቴክኖሎጂ ከሚቀይራቸው አዳዲስ መሳሪያዎችና የአሰራር ስልቶች ጋር በመተዋወቅ በእነዚህ መሣሪያዎች ለመጠቀም የሚያስችል የሙያ ብቃት እንዲኖረው ለማድረግ፤
- ሐ/. በየጊዜው የሥራ አመራርና አሠራር ጥበብ እንዲካናና በሙያ መሰላል ላይ ተመስርቶ ለበለጠ ኃላፊነት ዝግጅት እንዲኖረው ለማድረግ ነው።

**36. ሠራተኞችን የማሰልጠን ኃላፊነት**

1. መሥሪያ ቤቱ ለመሥሪያ ቤቱ እና ለሠራተኛው የሚያስፈልገውን ሥልጠና እና ትምህርት በማጥናት፣ ዕቅድ በማውጣትና በጀት በማስፈቀድ ሠራተኞቹ አስፈላጊውን ስልጠና እንዲያገኙ የማድረግ ኃላፊነት አለበት። በመሥሪያ ቤቱ በኩል የሚሰጠው ሥልጠና እንደተጠበቀ ሆኖ ሠራተኛው ራሱን በማሰልጠን የማብቃት ግዴታ አለበት።

4. Privileges prescribed by other laws to persons with disabilities shall be applicable for the implementation of this Regulation.

**34. Issuance of Directives**

The office shall issue detailed directives for the implementation of affirmative actions provided for under this Section.

**PART FIVE**

**TRAINING AND EDUCATION OF EMPLOYEES**

**35. Objectives**

The objectives of training and educating employee are:

- A. To make employee more effective by enhancing his competency and leadership skill;
- B. To enable employees achieve competence toutilize new equipment and working techniqueswhich result from advancement in science and technology;
- C. To prepare employee for higher responsibility by enabling acquired leadership and management skill.

**36. Responsibility to Train Employees**

1. The office shall have the duty to identify the training and education needs of the institution and the employees and to prepare plans and budget for training and education and thereby ensure that employees receive the necessary training and education. Notwithstanding the responsibilities of the office, every employee has the duty to train and qualify himself.

2. Xafiisku wuxuu soo saari awaamiir uu ku hago hanaanka bixinta tababarada iyo waxbarashada shaqaalaha xafiiska.

**37:- Hanaanka Fulineed Tababarada iyo Waxbarashada**

1. Xafiisku wuxuu taabogalin barnaamijyo waara islamarkaana taxane ah oo tababar iyo waxbarasho isagoo la kaashanaya xaruumaha waxbarashada sare.
2. Tababarada iyo waxbarasho kasta waxaa shaqaalaha ay khuseeyso loogu deeqi ama fidin iyadoo cida doonaysa la tartansiinayo.
3. Iyadoo loo kuurgalayo tababarkasta oo ay tahay inu xafiisku bixiyo ayaa kadib marka u tababarku dhamaado waxaa la qaadi imtixaan, natiijada imtixaankana waxaa lagu mutaysan ama saleeyn dalaacada darajada shaqo iyo xuquuqaha kale ee la midka ah iyo sidoo kale, guulaha iyo isbedaalka shaqaaluhu keenay tababarkii kadib.

**38:- U Diyaargarowga Tababarada iyo Waxbarashada**

1. Tababarada iyo waxbarashada xafiisku bixinayo waa inay noqdaan kuwo ku jaan-go'an wafaaqsana baahiyaha xirfadeed ee xafiiska.
2. Xafiisku Tababarada iyo waxbarashada u ka helo ilaha iyo meelo kala duwan waxaa u uu meelmaarin hab wafqaasan qorshaha iyo tababar ee u yaala xafiiska.
3. Shaqaaluhu si ay uga soo qaybgalan tartanka tababar iyo waxbarasho waa in lagu gaadhsiiyo/ogaysiiyo ogaysiiska gudaha.

2. መሥሪያ ቤቱ ስልጠና እና ትምህርት የሚመራበትን ዝርዝር መመሪያ በማውጣት ሥራ ላይ ያውላል።

**37. የሥልጠና እና ትምህርት አፈጻጸም**

1. መሥሪያ ቤቱ ከከፍተኛ የትምህርት ተቋማት ጋር ግንኙነት በማድረግ ወይም የራሱን ማህልጠኛ ማዕከል በማደራጀት ቋሚና ተከታታይነት ያለው የሥልጠና እና ትምህርት ፕሮግራም ቀርጾ ተግባራዊ ያደርጋል።
2. ማንኛውም ሥልጠና እና ትምህርት የሚመለከታቸውን ሠራተኞች በማወዳደር የሚሰጥ ይሆናል።
3. በመሥሪያ ቤቱ ብቻ የሚሰጡ ስልጠናዎች ተለይተው ከእያንዳንዱ ስልጠናዎች በኋላ ፈተና የሚሰጥ ይሆናል፤ የፈተና ውጤቱም ለደረጃ ዕድገትና ለመሳሰሉት ጥቅም ላይ ይውላል። በተጨማሪም ከስልጠና በኋላ ሰልጣኑ በስራ ላይ ያስገኘው ለውጥ ወይም መሻሻል ይገመገማል።

**38. የሥልጠና እና ትምህርት ዝግጅት**

1. መሥሪያ ቤቱ የሚሰጣቸው ስልጠናና ትምህርት ከመስሪያ ቤቱ የስራ ፍላጎት ጋር የተጣጣሙ መሆን ይኖርባቸዋል።
2. ከተለያዩ ምንጮች የሚገኙ ስልጠናዎችንና ትምህርቶችን መሥሪያ ቤቱ በሚያወጣው የስልጠና ፕሮግራም መሠረት ተግባራዊ እንዲሆን ጥረት ያደርጋል።
3. ሠራተኛው ለሥልጠና እና ትምህርት እንዲወዳደር በውስጥ ማስታወቂያ ጥሪው መተላለፍ ይኖርበታል።

2. The office shall issue directive on training and education for the employeeyes of the Office.

**37. Implementation of Training and Education**

1. The office shall implement sustainable and continuous training and education programs in cooperation with higher education institutions or by organizing its own training center.
2. Any training and education shall be offered on competitive basis..
3. After conducting each trainings by the office test shall be administered and the test result shall be utilized in promotion and for assessment of other benefit schemes.

**38. Preparation for Training and Education**

1. The training and education given by the office shall be in alignment with its professional needs.
2. The office shall attempt to execute training and education opportunities from various sources as per its training program.
3. Employee shall be informed by internal notice about training and education competition.

**QAYBTA LIXAAD**

**MUSHAAHARKA, FA’IIDO-OYINKA iYO GUNNOO-YINKA KALA DUWAN**

**39:- Mushaaharka**

1. Xafiisku isagoo taabogalinaya darsaasad ku aadan Heerka/iskeelka Mushaahar iyo gunnooyinka u ku shaqeeynayo ayuu u gudbin golaha xildhibaanada si ay u ansixiyan/meelmaariyan. Marka la ansixiyona wuu dhaqangalin.
2. Dhamaan Boosaska shaqo ee isku midka ah waxay yeelan saldhig Mushaahar oo isku mid ah.
3. Iyadoo ay jiraan arrimaha lagu xeeriyay farqada (2) ee qodobkani, marka u ansixiyo madaxa xafiisku, xafiisku wuxuu shaqaale ku meelayn kara boosaska shaqo ee ay ka jirto gabaabsi cuduud xirfadlayaal iyo boosaska shaqo ee labo jeer inta la soo dheejiiyay la waayey cid u tartanta ama soo codsata isagoo shan talaabo hore u dhaafaya salka mushaahar ee booska loo jaango’yay mushaaharka shan koroodh dheer.
4. Xafiisku shaqaalaha natiijadooda qiimaynta waxqabadka shaqo tahay natiijo waxqabad oo heer dhexdheexaad ah iyo wixii ka sareeya sanadkiiba hal mar sanoba ayuu siin Mushaahar koroodh. Shaqaalaha la shaqaaleeysiiyay laga bilaabo hamle 1<sup>aad</sup> ilaa 1<sup>aad</sup> taahasas waxaa mushaahar koroodhka loo sameeyn bisha dir halka kuwa shaqaaloobay bisha dir laad ilaa bisha sane laadna la siinayo bisha Hamle.
5. mushaaharka Xubinkasta oo ka tirsan shaqaalaha xafiiska lama xayiri karo ama lagama jari karo qaab ka baxsan sabaabahani:
  - b). haddii qofka shaqaaluhu u qoraal ku cadeeyo raali ahaanshihisa;
  - t). amar maxkamadeed;
  - j). hab wafaaqsan siyaabaha sharcigu xeeriyay;

**ክፍል ስድስት**

**ደመወዝ፣ ጥቅማጥቅሞች እና ልዩ ልዩ ክፍያዎች**

**39. ስለደመወዝ**

1. መሥሪያ ቤቱ የሠራተኞችን የደመወዝ ስኬልና ጥቅማጥቅሞች በማጥናት ለህዝብ ተወካዮች ምክርቤት አቅርቦ በማስወሰን ተግባራዊ ያደርጋል።
2. እኩል ደረጃና ዋጋ ያላቸው ሥራዎች እኩል መነሻ ደመወዝ ይኖራቸዋል።
3. የዚህ አንቀጽ ንዑስ አንቀጽ (2) ድንጋጌ ቢኖርም መሥሪያ ቤቱ ለሁለት ተከታታይ ጊዜ የቅጥር ማስታወቂያ አውጥቶ ተወዳዳሪ ባልተገኘባቸውና የሙያተኛ እጥረት በሚያጋጥሟቸው የሥራ መደቦች ላይ እንደአግባብነቱ በመሥሪያ ቤቱ የበላይ ኃላፊ ሲፈቀድ ከመነሻ ደመወዝ እስከ አምስት እርከን ገባ ብሎ ቅጥር መፈጸም ይችላል።
4. መሥሪያ ቤቱ የሥራ አፈፃፀም አማካኝ የዓመቱ ውጤታቸው አጥጋቢ ወይም ከአጥጋቢ በላይ ለሆኑ ሠራተኞች በዓመት አንድ ጊዜ የደመወዝ እርከን ጭማሪ ያደርጋል። ከሐምሌ 01 እስከ ታህሳስ 01 ለተቀጠሩ በጥር ወር እንዲሁም ከጥር እስከ ሰኔ ለተቀጠሩ በሐምሌ ወር የሚሰጥ ይሆናል።
5. የማንኛውም የመሥሪያ ቤቱ ሠራተኛ ደመወዝ፣
  - ሀ/. ሠራተኛው ስምምነቱን በጽሁፍ ሲገልጽ፣
  - ለ/. በፍርድ ቤት ትዕዛዝ፣ ወይም
  - ሐ/. በሕግ በተደነገገው መሰረት፣ ካልሆነ በስተቀር ሊያዝ ወይም ሊቆረጥ አይችልም።

**PART SIX**

**SALARY, BENEFITS AND ALLOWANCES**

**39. Salary**

1. The office shall study its salary scale and benefits and submit the same to the council; and upon approval supervise their proper implementation.
2. All positions of equal value shall have equal base salary.
3. Notwithstanding the provision of sub-article (2) of this Article, when approved by the head of the office, the office may appoint employees for positions for which there is shortage of professionals, and for positions for which no applicant has appeared in two consecutive vacancy announcements through departure up to five steps from the base salary.
4. The office shall affect one step salary increment once a year for employees whose annual mean performance is satisfactory or above. The salary increment shall be made in January and July for employees appointed from July 08 to January 08 and from January 09 to July 07 respectively.
5. The salary of an employee may not be attached or deducted in accordance with:
  - A. a written consent of the employee;
  - B. court order; or
  - C. the provisions of the law

- 6. Cadaadka mushaahar ee hab wafaaqsan farqada 5<sup>aad</sup> ee qodobkani mushaaharka shaqaalaha lagaga jarayo Kama badnaan karto 1/3 (sadeex daloolow meel mushaahar saafiga ah ee qofka.
- 7. Xafiisku Bilkasta dhamaadkeeda ayuu Shaqaalaha ama Wakiiladkiisa Sharciga ah u siin mushaaharka.

40:- **Gunooyinka kala duwan**

Xafiisku wuxuu taabogalin una gudbin golaha daraasad ku saabsan nooca iyo cadadka gunooyinka iyo fa'iidooyinka kala duwan ee u ugu baahan yahay fulinta shaqooyinkiisa, marka la ansixiyona wuu dhaqangalin.

41: **Dharka iyo qalabka shaqo**

Si loo xaqiijiyo badbaadada iyo nabdoonaanta shaqaalaha, xafiisku isagoo ka dulaaya duruufaha iyo dabeecadaha shaqo wuxuu siin qalabka lama huraanka u ah shaqada iyo dharka ama diraays ay shaqaaluhu xidhanaayan marka ay shaqada ku jiran. Xafiisku hirgalinta qodobkani wuxuu ka soo saari awaamiir faah-faahsan oo lagu haggayo qodobkani.

42:- **Adeega Daweeynta**

Adeegyada daweeynta waxaa loo fulin hab wafaaqsan x/nidaameedka u soo saaro golaha hawlfuulinta ee deegaanku.

**QAYBTA TODOOBAAD**

**BADBAADADA JIDHEED IYO CAAFIMAAD EE SHAQAALAHA**

43:- **Ujeedada iyo Dhaqangalka**

- 1. Ujeedada Badbaadada jidheed iyo Caafimaad ee shaqo waa:
  - b). In la ilaaliyo fayoaqabka Shaqaalaha Lana horumariyo wax soo saarkooda.

6. **በዚህ አንቀጽ ንዑስ አንቀጽ 5 የተደነገገው ቢኖርም ከማንኛውም ሠራተኛ በየወሩ የሚቆረጠው ከተጣራው ደመወዙ 1/3ኛው መብለጥ የለበትም።**

7. **መሥሪያ ቤቱ በየወሩ መጨረሻ ለሠራተኞቹ ወይም ለሕጋዊ ወኪሎቻቸው የደመወዝ ክፍያ ይፈጽማል።**

40. **ልዩ ልዩ አበሎች**

መሥሪያ ቤቱ ከሥራው ባህሪ አንፃር ሥራውን ለማከናወን የሚያስፈልጉ ልዩ ልዩ ጥቅማጥቅሞችን እና የአበል ዓይነቶችን ክፍያ መጠን ለክልል ምክር ቤቱ አቅርቦ በማስወሰን ተግባራዊ ያደርጋል።

41. **ልዩ ልዩ የደንብ ልብስና የሥራ መሣሪያ**

ለሠራተኛው ደህንነት ወይም ንጽህና ሲባል ሥራውን በሚያከናውንበት ጊዜ የሚገለገልበት እንደ ሥራው ፀባይ አስፈላጊ የሆነ የሥራ መሣሪያ እና ልብስ ይሰጠዋል። ለዚህ ድንጋጌ አፈፃፀም መሥሪያ ቤቱ ዝርዝር የአፈፃፀም መመሪያ ያወጣል።

42. **የህክምና አገልግሎት**

የህክምና አገልግሎት አቅርቦት መ/ቤቱ በሚወስነው መሠረት ይፈጸማል።

**ክፍል ሰባት**

**የሥራ አካባቢ ደህንነት እና ጤንነት**

43. **ዓላማና ተፈፃሚነት**

- 1. የሥራ አካባቢ ደህንነትና ጤንነት ዓላማ፣
  - ሀ) የሠራተኞችን ደህንነትና ጤንነት በመጠበቅ የሥራ ብቃትን ማጎልበት፤

6. Notwithstanding the provision of sub-article (5) of this Article, the monthly deduction from any employee shall not exceed one third of his net salary.

7. The office shall at the end of every month make payments of salary to employees or their legal representatives.

40. **Allowances**

The office shall study and submit to the State Council types and rates of various allowances and benefits necessary to carry out its function and implement the same upon approval.

41. **Uniform and Equipment**

Depending on the nature of the work the office shall provide necessary working equipment and cloths to employee. The Office shall issue detail directive for the implementation of this provision.

42. **Medical Benefits**

The provision of medical service shall be effected in accordance with the rules that may be issued by the office.

**PART SEVEN**

**OCCUPATIONAL SAFETY AND INJURY**

43. **Objectives and Applicability**

- 1. The objectives of occupational safety and health shall be:
  - A. to maintain the safety and health of civil servants and enhance their productivity;

t).In la habeeyo, la horumariyo islamarkaana la suuragaliyo goob ku haboonBadbaadada jidheed iyo Caafimaad ee shaqaalaha.

j). In xafiisku awoodo inu soo hooyowaxqabad heerkiisu sareeyo oo ku saleeysan hagaajinta arrimaha bulsho.

2. Arrimaha lagu sheegay Qodobkani sidoo kale, wuxuu dhaqangal ku yahay Shaqaalaha ku meelgaadhka ah.

44:- **Dhaawaca ka soo gaadha Shaqada**

1. “**Dhaawaca ka soo gaadha shaqada**”waxaa loola jeedaa waxyeeladaka soo gaadha shaqada ama Xanuunka laga qaado shaqada.

2. “**Waxyeeladaka soo gaadha Shaqada**” waxaa loola jeedaa dhaawac jidheed ama wadashaqeynta qaybaha jidhka oo kala dhantaalanta oo ku dhacda shaqaalaha isaga oo ku guda jira gudashada waajibaadyadiisa waxaana ka mid ah:

b. Dhaawaca soo gaadha shaqaalaha xafiiska isagoon ku sugnayn goobtiisa shaqo lakiin gudanaya Awaamiir u faray masuuliyiinta ay khusayso ee awooda u leh.

t. Dhaawaca ku yimaada shaqaalaha isaga oo aan ku sugnayn goobtiisa shaqo hase ahaate isku deyaya inuu shaqadiisa ka badbaadiyo khatar kusoo fool leh iyada oo aanu jirin cid amar siisay.

j. Dhaawaca ku yimaada shaqaalaha marka uu u sii socdo ama kasoo socdo goobtiisa shaqo isagoo adeegsanaya gaadiidka xafiiska ama gaadiid kale oo xafiisku kiraystay.

ለ) የሥራ ቦታን ለሠራተኞች ደህንነትና ጤንነት በሚስማማ መልኩ ማዘጋጀት፣ ማሻሻልና መጠበቅ፣ እንዲሁም

ሐ) መሥሪያ ቤቱ በጎ የሆነ ማህበራዊ ሕይወት ላይ ተመስርቶ አመርቂ የሥራ ውጤት እንዲያስመዘግብ ማብቃት ነው።

2. የዚህ ክፍል ድንጋጌዎች ለጊዜያዊ ሠራተኞችም ተፈጻሚ ይሆናሉ።

44. **በሥራ ላይ ስለሚደርስ ጉዳት**

1. «በሥራ ላይ የሚደርስ ጉዳት» ማለት በሥራ ላይ የሚደርስ አደጋ ወይም በሥራ ምክንያት የሚመጣ በሽታ ነው።

2. «በሥራ ላይ የሚደርስ አደጋ» ማለት የመሥሪያ ቤቱ ሠራተኛ መደበኛ ሥራውን በማከናወን ላይ እንዳለ ወይም ከሥራው ጋር በተያያዘ ምክንያት በአካሉ ወይም በአካሉ የተፈጥሮ ተግባር ላይ በድንገት የሚደርስ ጉዳት ሲሆን የሚከተሉትን ይጨምራል፣

ሀ) ሠራተኛው ከመደበኛ ሥራው ወይም መደበኛ የሥራ ቦታው ወይም ሰዓት ውጭ ስልጣኑ በሚፈቅድለት ሰው የተሰጠውን ትዕዛዝ በመፈፀም ላይ እያለ የደረሰን ጉዳት፣

ለ) ስልጣኑ በሚፈቅድለት ሰው የተሰጠው ትዕዛዝ ባይኖርም ሠራተኛው በመሥሪያ ቤቱ ውስጥ የደረሰን አደጋ ወይም ጥፋት ለመከላከል በሥራ ሰዓት ወይም ከሥራ ሰዓት ውጭ በሚፈጽመው ተግባር ምክንያት የደረሰን አደጋ፣

ሐ) ሠራተኛው ወደ ሥራ ቦታው ወይም ከሥራ ቦታው መሥሪያ ቤቱ ለሠራተኞች የመጓጓዣ አገልግሎት እንዲሰጥ በመደበው ወይም መሥሪያ ቤቱ ለዚህ ተግባር በተከራየውና በግልጽ በመደበው የመጓጓዣ አገልግሎት በመጓዝ ላይ በነበረበት ጊዜ የደረሰን ጉዳት፣

B. to arrange, improve and keep suitable work place for the safety and health of civil servants; and

C. To guarantee high level performance of a government institution based on social wellbeing.

2. The provisions of this part shall also applicable to temporary workers.

44. **Employment Injury**

1. “**Employment Injury**” means employment accident or occupational disease.

2. “**Employment Accident**” means any organic injury or functional disorder suddenly sustained by an employee during or in connection with the performance of his work, and shall include the following:

A. Injury sustained by an employee outside of his regular work, or outside of his regular working place or hours, while carrying out orders by a competent authority;

B. Injury sustained by an employee during or outside of working hours while attempting to save his working place from destruction of imminent danger, though without order by a competent authority;

C. Injury sustained by an employee while he is proceeding to or from his place of work in a transport service vehicle provided by the office which is available for the common use of its employees or in a vehicle hired and expressly destined by the office of the same purpose;

X.Dhaawaca soo gaadha shaqaalaha isagoo jooga goobtiisa shaqo ama Xafiiska gudihisa kahor inta aanay bilaabmin saacadaha shaqada ama waqtiga laga baxo shaqada ama isagoo ku guda jira nasashada saacadaha shaqada dhexdeeda.

Kh.Dhaawac kasta oo soo gaadha shaqaalaha oo ay sabab u tahay ficil ay masuul ka tahay amaka dhashaycid saddexaad isagoo gudanaya waajibaadkiisa.

- 3. “Xanuunada lagu qaado sababo la xidhiidha Shaqada” waxaa loola jeedaa noockasta oo xanuun ah oo ay sababto nooca shaqada ee uu qabanayo shaqaaluhu ama uu ka qaaday walax uu ugu dhawaaday shaqada awgeed, kuwaasi oo muddo gaaban xanuunkoodu jiri karo; hase ahaate kuma jiraan xanuunada Faafa ee ka jira degaanka uu ka shaqeynayo shaqaaluhu.
- 4. Iyadoo ay sideeda tahay arrimaha lagu sheegay Qodob hoosaadka (3) ee Qodobkan, haddii shaqaaluhu u ku jiro ka hortegista ama daaweynta Xanuunada faafa haddii uu xanuunkaasi ku dhaco waxaa laga soo qaadi Xanuun laga qaaday shaqada.
- 5. Heerka Laxaad la’aanta ee uu keeno dhaawac ka yimaada shaqada iyo xanuunada laga qaado shaqada waxaa lagu go’aamin hab wafaaqsan bayaanka hawlgabka shaqaalaha Dawladda.

መ) ሠራተኛው ከሥራው ጋር በተያያዘ ግዴታ የተነሳ ከሥራው በፊት ወይም በኋላ ወይም ሥራው ለጊዜው ተቋርጦ በነበረበት ጊዜ በሥራው ቦታ ወይም በመሥሪያ ቤቱ ግቢ ውስጥ በመገኘት የደረሰበትን ማንኛውም ጉዳት፤

ሠ) ሠራተኛው ሥራውን በማከናወን ላይ ባለበት ጊዜ በመሥሪያ ቤቱ ወይም በሦስተኛ ወገን ድርጊት ምክንያት የደረሰበትን ጉዳት፡፡

- 3. «በሥራ ምክንያት የሚመጣ በሽታ» ማለት ሠራተኛው ከሚሰራው የሥራ ዓይነት ወይም ሥራውን ከሚያከናውንበት አካባቢ የተነሳ በሽታን ለሚያስከትሉ ሁኔታዎች ተጋልጦ በመቆየቱ ምክንያት የደረሰ የጤና መታወክ ሲሆን ሥራውን በሚያከናውንበት ቦታ የሚዛመቱና የሚይዙ ነዋሪ ወይም ተላላፊ በሽታዎችን አይጨምርም፡፡
- 4. በዚህ አንቀጽ ንዑስ አንቀጽ (3) የተመለከተው ቢኖርም በመደበኛ ሥራው ምክንያት ተላላፊ ወይም ነዋሪ በሽታዎችን በማጥፋት ላይ የተሰማራ የመሥሪያ ቤቱ ሠራተኛ በዚሁ በሽታ ከተያዘ በሥራ ምክንያት የመጣ በሽታ እንደያዘው ይቆጠራል፡፡
- 5. በሥራ ምክንያት የሚመጣ በሽታና የአካል ጉዳት መጠን በመንግስት ሠራተኞች ጡረታ አዋጅ ውስጥ በተመለከተው ሠንጠረዥ መሠረት ይወሰናል፡፡

D. Any injury sustained by an employee before or after his work or during any interruption of work, if he is present in the work place or the premises of the undertaking by reason of his duties in connection with this work;

E. Any injury sustained by an employee because of an action of the office or a third person during the performance of his work.

3. “Occupational Disease” means any pathological condition of an employee which arises, as a consequence of the kind of work he performs or because of the agent that causes the disease for a certain period prior to the date in which the disease became evident; provided, however, that it does not include endemic or epidemic disease which are not prevalent and contracted in the area where the work is done.

4. Notwithstanding sub-article (3) of this Article, if an employee engaged in combating epidemic or endemic disease contracted with such disease, it shall be considered as occupational disease.

5. The extent of disability and disease caused by an employment injury shall be determined under a Civil Servant Pension Proclamation.

6. Iyadoo ay sideeda tahay arrimaha lagu sheegay Qodob hoosaadka (1) ee Qodobkan, dhaawaca ku yimaada khalaad ku talagal ah oo u ku kacay shaqaaluhu, gaar ahaan u hogaansanaan la'aanta tilmaamaha qeexan ee badbaadada shaqada ama u shaqada uu soo galay isaga oo isticmaalay maandooriye lagama soo qaadayo dhaawac ka soo gaadhay shaqada.

45:- **Talaboovinka ka hortaga khatarata**

1. Xafiiska waxaa u waajibaad ka saranyahay:
  - b. Inuu xaqiijiyo in goobta shaqadu aanay wax khatar Caafimaad ama jidheed u keenaynin Shaqaalaha.
  - t. Inuu shaqaalaha siiyo qalabka badbaadada islamarkaana baro hanaanka loo isticmaalo.
2. Xubinkasta oo ka tirsan Shaqaalaha xafiiska waxaa waajib ka saaranyahay:
  - b. Inuu u hogaansamo talaabooyinka iyo talooyinka badbaadada jidheed iyo caafimaad.
  - t. Inuu sida ugu haboon u isticmaalo Agabka iyo alaabada uu ku shaqeeyo.
  - j. Inuu ku wargeliyo Masuulka ay khusayso xaaladkasta oo keeni karta khatar.
3. Xafiisku waxa uu samayn daraasado lagu ogaanayo laguna hagaajinayo xaaladaha caafimaad iyo khataraha jidheed ee soo gaadha waxaanu suurto gelin dhaqangelintooda.
4. Xafiisku waxa uu dabagali sugida badbaadada goobta shaqo iyo badbaadada shaqaalaha xafiiska, waxaanu kasoo saari Awaamiir dhaqangalka ku ah.

6. በዚህ አንቀጽ ንዑስ አንቀጽ (1) የተመለከተው ድንጋጌ ቢኖርም ሠራተኛው ሆነ ብሎ በመሥሪያ ቤቱ አስቀድሞ በግልጽ የተሰጡትን የደህንነት መጠበቂያ መመሪያዎች በመጣስ ወይም አካሉን ወይም አዕምሮውን ለመቆጣጠር በማይችልበት ሁኔታ በመጠጥ ወይም በአደንዛዥ ዕዕ ሰክሮ በሥራ ላይ በመገኘቱ የደረሰበት ጉዳት በሥራ ምክንያት እንደደረሰ ጉዳት አይቆጠርም፡፡

45. **የአደጋ መከላከል እርምጃዎች**

1. መሥሪያ ቤቱ፤
  - ሀ/ የሥራ ቦታው በሠራተኞች ደህንነትና ጤንነት ላይ አደጋ የማያስከትል መሆኑን የማረጋገጥ፤
  - ለ/ የአደጋ መከላከያ መሣሪያዎችንና ቁሳቁሶችን ለሠራተኞች የማቅረብና ስለአጠቃቀማቸው መመሪያ የመስጠት ኃላፊነት አለበት፡፡
2. ማንኛውም የመሥሪያ ቤቱ ሠራተኛ፤
  - ሀ/ ደንብነትንና ጤንነትን ለመጠበቅ የወጡ መመሪያዎችን የማክበር፤
  - ለ/ የተሠጡትን የአደጋ መከላከያ መሣሪያዎችና ቁሳቁሶችን በአግባቡ የመጠቀም፤ እና
  - ሐ/ አደጋ ሊያስከትሉ የሚችሉ ሁኔታዎች መኖራቸውን ሲገምት ለሚመለከተው የመሥሪያ ቤቱ ኃላፊ ወዲያውኑ የማሳወቅ፤ ግዴታ አለበት፡፡
3. መሥሪያ ቤቱ በመሥሪያ ቤቱ ውስጥ የሥራ አካባቢ ደህንነትና ጤንነት ተግባራዊ መሆኑን ይቆጣጠራል፤ የአደጋ መከላከያ እርምጃዎችን በተመለከተ መመሪያ ያወጣል፡፡
4. መሥሪያ ቤቱ የሥራ አካባቢ ደህንነትና ጤንነት የመጠበቂያና የመከላከያ ዘዴዎችን ያጠናል፤ የመሥሪያ ቤቱ ሠራተኞች ስራ ላይ እንዲያውሉት ስልጠና ስለሚሰጥበት ሁኔታ ያመቻቻል፡፡

6. Notwithstanding the provisions of sub- article (1) of this Article, any injury sustained by the deliberate act the employee, in particular, by his non-observance of express safety instructions or by reporting to work in a state of intoxication shall not be deemed an employment injury.

45. **Safety Measures**

1. The office shall have the responsibility to:
  - A. ensure that the work place does not cause hazard to the health and safety of employees;
  - B. Provide employees with protective devices and materials and give them instructions of their usage.
2. Any employees shall have the obligation to:
  - A. Observe directives issued in relation to safety and health;
  - B. Properly use safety devices and materials; and
  - C. Promptly inform the concerned official of any situation, which he may have reason to believe, could present a hazard.
3. The office shall supervise occupational safety and health in the office and shall issue directives regarding safety precaution measures,
4. The office shall undertake studies on the occupational safety and health of work places and facilitates training for its implementation in the office.

46:- **Waxyeelada Jidheed/Laxaad La'aanta**

1. “Waxyeelada Jidheed/Laxaad La'aanta” waxaa loola jeedaa waxyeelada ka soo gaadha shaqada ee wiiqaysa ama ad ku waaydo Awoodda lagu shaqeysan karo.  
2. Saamaynta Waxyeelada Jidheed ama laxaad La'aantu waxay noqon karta mid ku meelgaadh ah, mid muddo gaaban jirta oo daa'im ah ama muddo dheer saamaynteedu jirto.

47:- **Waxyeelada Jidheed ee Muddada Gaaban**

“Waxyeelada Jidheed ee Muddo Gaaban” waxaa loola jeedaa waayidda muddo cayiman guud ahaan ama qayb ahaan Awoodda lagu shaqeysan karo.

48:- **laxaad la'aan qayb ahaan daa'im ah**

“Laxaad la'aan qayb ahaan daa'im ah” waxaa loola jeedaa shaqaalaha Waxyeelada ama dhawaacu soo gaadhay marka dhawaacasi yahay mid wiiqaysa Awoodda lagu shaqeysan karo oo aan wax daawo ah loo heli Karin.

49:- **laxaad la'aanta dhamaystiraan ee daa'im ah**

“Laxaad la'aanta dhamaystiraan ee daa'im ah” waxaa loola jeedaa shaqaalahaay shaqada ka soo gaadhay Laxaad la'aan dhamaystiraan oo daa'im ah taasi oo ka hor istaagaysa inuu qabto noockasta oo shaqo mushaahar leh ama wax soo Saar dhaqaale.

46. **የአካል ጉዳት**

1. «የአካል ጉዳት» ማለት የመስራት ችሎታ መቀነስን ወይም ማጣትን በሚያስከትል ሁኔታ በሥራ ላይ የሚደርስ ጉዳት ነው።  
2. በሥራ ላይ የደረሰ የአካል ጉዳት ጊዜያዊ የአካል ጉዳት፣ ዘላቂ ከፊል የአካል ጉዳት፣ ዘላቂ ሙሉ የአካል ጉዳት እና ሞትን የሚያስከትሉ ውጤቶች ይኖሩታል።

47. **ጊዜያዊ የአካል ጉዳት**

«ጊዜያዊ የአካል ጉዳት» ማለት ሠራተኛው ሥራውን ለተወሰነ ጊዜ በሙሉ ወይም በከፊል የመስራት ችሎታን ማጣት ነው።

48. **ዘላቂ ከፊል የአካል ጉዳት**

«ዘላቂ ከፊል የአካል ጉዳት» ማለት ጉዳት የደረሰበትን ሠራተኛ የመስራት ችሎታ የሚቀንስ የማይድን በሥራ ላይ የሚደርስ ጉዳት ነው።

49. **ዘላቂ ሙሉ የአካል ጉዳት**

«ዘላቂ ሙሉ የአካል ጉዳት» ማለት ጉዳት የደረሰበትን ሠራተኛ ማናቸውንም ደመወዝ የሚያስገኝ ሥራ ለመስራት የሚከለክለው የማይድን በሥራ ላይ የሚደርስ ጉዳት ነው።

46. **Principle of Disability**

1. “Disablement” means any employment injury as a consequence of which there is a decrease or loss of capacity to work.  
2. The effects of disablement are temporary disablement, permanent partial disablement, permanent total disablement and death.

47. **Temporary Disability**

“Temporary disability” means a partial or total loss of capacity to work a limited period of time.

48. **Permanent Partial Disablement**

“Permanent partial disablement” means incurable employment injury decreases the injured worker’s capacity.

49. **Permanent Total Disablement**

“Permanent total disablement” means incurable employment injury, which prevents the injured worker from engaging in any kind of remunerated work.

**50:- Faa'iidooyinka Caafimaad iyo Fasaxa Dhaawaca**

1. Xafiisku waa inu shaqaalaha dhawaac ka soo gaadhay shaqada u ka bixiyo kharaashaadka hoos ku cad ee daaweynta Caafimaad:
- b. kharaashadka Daaweynta caafimaadka guud,iyo midka takhakuuska gaarka iyo Qaliinada kala duwan.
- t. kharaashaadka Cusbitaalka iyo daawooyinka,
- j. Qaybaha samayska ah ee loo geliyo qofka waaya xubno jidhkiisa kamid ah ama qaliinada la xidhiidha isku xidhka lafaha iyo muruqyada.
2. Daaweynta Caafimaad ee lagu sheegay Qodob hoosaadka (1) ee Qodobkan waxaa bixin kara xarun caafimaad oo gaar loo leeyahay marka adeegga caafimaad ee loo baahanyahay aan laga heli karinXarumaha Caafimaadka ee Dawladda.
3. Shaqaalaha xafiiska ee dhaawac kasoo gaadho shaqada waxaa la siin fasax leh mushahar iyadoo la tixraacayo Cadeynta dhakhtarka ee la siiyay ilaa inta uu kasoo bogsanayo dhaawaca oo lagu cadeyn doono Cadeyn dhakhtar ama lagu dhawaaqayo inuu si daa'im ah u laxaad belay, hadii lagu dhawaaqo in shaqaaluhu u laxaad beelay si aan kasoo kabasho lahayn waxaa la siin faa'iidooyinka lagu xusay Qodobka 51<sup>aad</sup> ee x/nidaameedkani.
4. Hadii shaqaaluhu si kas ah dib ugu dhigo kasoo kabashada dhaawaca isagoo aan daaweynta sidii loogu talagalay u qaadanayn waxaa laga joojin faa'iidooyinka Caafimaad iyo fasaxa lagu sheegay Qodob hoosaadyada (1) iyo (2) ee Qodobkan.

**50. ከሥራ በመጣ ጉዳት ምክንያት ስለሚሰጥ ሕክምናና ፈቃድ**

1. በሥራው ምክንያት ጉዳት የደረሰበት የመሥሪያ ቤቱ ሠራተኛ ለሚከተሉት የህክምና አገልግሎቶች የሚያስፈልገውን ወጪ መሥሪያ ቤቱ ይችላል።  
ሀ/ የጠቅላላና የልዩ ህክምና እንዲሁም የቀዶ ህክምና ወጪዎች፤  
ለ/ የሆስፒታልና የመድኃኒት ወጪዎች፤  
ሐ/ የማንኛውም አስፈላጊ ሰው ሰራሽ ምትክ ወይም ተጨማሪ አካሎችና የአጥንት ጥገና ወጪዎች።
2. ጉዳት የደረሰበት ሠራተኛ በዚህ አንቀጽ ንዑስ አንቀጽ (1) መሠረት የሚሰጠው የህክምና አገልግሎት በግል የህክምና ተቋም እንዲሰጠው የሚደረገው አገልግሎቱ በመንግሥት የህክምና ተቋማት ሊሰጥ የማይችል ሲሆን ብቻ ነው።
3. በሥራ ምክንያት ጉዳት የደረሰበት የመሥሪያ ቤቱ ሠራተኛ ከጉዳቱ ድኖ ወደ ሥራው እስከሚመለስ ወይም በጉዳቱ ምክንያት ለዘለቄታው መሥራት የማይችል መሆኑ በህክምና ማስረጃ እስከሚረጋገጥ ድረስ የህመም ፈቃድ ከሙሉ ደመወዝ ጋር ይሰጠዋል። ሆኖም ለዘለቄታው መሥራት ያለመቻሉ በህክምና ማስረጃ ከተረጋገጠ በዚህ ደንብ አንቀጽ 51 የተደነገጉት ጥቅሞች ይጠበቁለታል።
4. ሠራተኛው ህክምናውን በአግባቡ ባለመከታተሉ ወይም በሐኪም የተሰጠውን ትዕዛዝ ባለማክበሩ ሕክምናውን ያንተተ እንደሆነ በዚህ አንቀጽ ንዑስ አንቀጽ (1) እና (2) መሠረት የሚሰጠው ሕክምናና ፈቃድ ይቋረጥበታል።

**50. Medical Benefits and Injury Leave**

1. The office shall cover the following medical expenses incurred by the employee due to employment injury:
  - A. general and special medical treatment and surgical care expense;
  - B. hospital and pharmaceutical care expense;
  - C. Any necessary prosthetic or orthopedic appliance expense.
2. The medical treatment to which an injured civil servant is entitled pursuant to sub-article (1) of this Article shall be provided by private medical institutions where the treatment in question could not be provided by public medical institutions.
3. Any employee who has sustained an employment injury shall be entitled to injury leave with pay until he recovers and resumes work or until it is medically certified that he is permanently disabled; however, on the event of medical determination that the employee is unable to work permanently, he shall be entitled to the benefits provided for under Article 51 of this Regulation.
4. Where the employee intentionally delays his recovery not following the treatment properly or by his non observance of doctor's instructions, his entitlement of medical benefits and leave under sub – Article (1) and (2) of this Article shall cease.

5. Hanaanka bixinta kharaashyada daweeynta ee lagu sheegay hab wafaaqsan farqada 1<sup>aad</sup> ee qodobkani xafiisku wuxuu ka soo saari awaamiir fulineed.

51:- Hawlgabka Laxaad la'aanta iyo magdhawga dhawaaca

1. Shaqaalekasta oo dhaawac laxaad la'aan qayb ahaan daa'im ah ama Guud ahaan daa'im ah kasoo gaadhay shaqada waxaa la siin xuquuqaha iyo faa'iidooyinka lagu xeeriyay Sharciga Hawlgabka shaqaalaha dawladda.

2. Dhaawacyada aan keenayn in shaqaaluhu wax shaqo ah qaban kari waayo mustaqbalka laakiin sababa in la gooyo ama kala dhantaalo xubnihiisa muhiimka ah ama muqalkiisa waxaa laga soo qaadi Laxaad la'aan qayb ahaan daa'im ah, marka la go'aaminayo bixinta Xuquuqaha magdhawga iyo faa'iidooyinka kale ee uu helayo shaqaaluhu.

3. Hanaanka Qiimaynta heerka dhaawaca shaqaalaha ka soo gaadha shaqada ee lagu xeeriyay bayaanka Hawlgabka shaqaalaha dawladda ayaa dhaqangal ku noqonhiralinta qodob hoosaadka (2) ee Qodobkan.

4. Hadii shaqaaluhu u geeriyoodo dhaawac kasoo gaadhay shaqada awgeed, hab wafaaqsan sharciga ku haboon ee Hawlgabka ayaa dhaxleyaasha lagu siin Hawlgabka Laxaad la'aanta.

5. በዚህ አንቀጽ ንዑስ አንቀጽ (1) ስለተመለከተው የህክምና ወጪ አከፋፈል መ/ቤቱ በሚወሰነው መሠረት ተፈፃሚ ይሆናል።

51. ስለ ጉዳት ጡረታ አበል እና የጉዳት ዳረጎት

1. ከሥራ በመጣ የአካል ጉዳት ምክንያት ዘላቂ ሙሉ ወይም ከፊል የመሥራት ችሎታውን ያጣ ማንኛውም የመሥሪያ ቤቱ ሠራተኛ በመንግሥት ሠራተኞች የጡረታ ሕግ የተሰጡት መብቶችና ጥቅሞች ይጠበቁለታል።

2. ከባድ የአካል ወይም ከባድ የመልክ መበላሸትን ያስከተለ ጉዳት የመሥራት ችሎታ ማጣትን ባያስከትልም ለጉዳት ካሳ አከፋፈልና ለሌሎች ጥቅማጥቅሞች አሰጣጥ ሲባል እንደ ዘላቂ ከፊል የአካል ጉዳት ይቆጠራል።

3. በመንግሥት ሠራተኞች ጡረታ አዋጅ የተቀመጠው የአካል ጉዳት መጠን አወሳሰን ለዚህ አንቀጽ ንዑስ አንቀጽ (2) አፈፃፀም ተግባራዊ ይሆናል።

4. የመሥሪያ ቤቱ ሠራተኛ በደረሰበት ጉዳት ምክንያት የሞተ እንደሆነ፣ አግባብ ባለው የጡረታ ሕግ መሠረት የጡረታ አበል ለተተኪው ይከፈላል።

5. The office may issue implementation directives regarding the payment of medical expenses referred to in sub-article (1) of this Article.

51. Disability Pension and Gratuity

1. Any employee who has sustained permanent total or partial disability due to employment injury shall be entitled to benefits provided for in the public servant's pension law.

2. Injuries which, although not resulting in incapacity for work, cause serious mutilation or disfigurement of the injured employee, shall be considered permanent partial disablement, for the purpose of payment of compensation and other benefits.

3. The assessment of the extent of employment injury under public servant's pension proclamation shall also apply for the implementation of sub-article (2) of this Article.

4. Where an employment injury resulted in the death of the employee the survivors shall receive gratuity provided in the relevant pension law.

52፣ Cashuur dhaaf

Lacagta ama kharaashaadkasta oo loo bixiyay hab waafaqsan Qodobka 51<sup>aad</sup> ee x/nidaameedkani lagama jarayo wax cashuur ah islamarkaana looma gosan karo Qaan qaab isku tuur ah ama looma wareejin karo qaanlayaasha.

53፡- lacagta Magdhawga oo Laga Dalbado Cid Saddexaad

1. Haddii dhaawaca shaqaalaha soo gaadhay ay sababtay khalaad ay leedahay cid saddexaad, Xafiisku waxa uu ka Qaan dhaban karaa Kharaashka uu ku bixiyay dhaawaca shaqaalahaas cida saddexaad ee sababta u ahayd dhaawaca.
2. Haddii shaqaaluhu uu ka helo magdhaw cida saddexaad ee sababtay dhaawaca, xafiisku waxa uu ka jari karaa kharashaadkii uu ku bixiyay hab waafaqsan farqada (1) iyo (2) ee qodobka 51<sup>aad</sup>, Mushaaharka shaqaalaha, hadii cadadka magdhawga ee cidda sadexaad ay siisay shaqaalaha uu ka yar yahay kharashka uu xafiisku hore u bixiyay, inta dheeriga ah waxaa Xafiisku ka qaandhaban cida sadexaad.

QEYBTA SIDEEDAD

QIIMAYNTA WAXQA-BADKA IYO DHIRIGALINTA

54፡- Qiimaynta Waxqabadka shaqo

1. Ujeedada loo samaynayo qiimaynta Waxqabadku iyadoo ay tahay mid saleeysan qorshaha shaqo ayaa loola golleeyahay:

52. h701C ነፃ ስለመሆን

በዚህ ደንብ አንቀጽ 51 መሠረት የሚደረግ ክፍያ ከግብር ነፃ ይሆናል። እንዲሁም በዕዳ ሊያዝ ወይም በማቻቻያነት ሊቀነስ ወይም ባለሙሉ ሊያስተላልፈው አይችልም።

53. ከሦስተኛ ወገን ስለሚጠየቅ የካሣ ክፍያ

1. በሠራተኛው ላይ የደረሰው ጉዳት በሦስተኛ ወገን ጥፋት ምክንያት የደረሰ እንደሆነ መሥሪያ ቤቱ በጉዳቱ ምክንያት ለሠራተኛው ባወጣው ወጪ መጠን ጉዳቱን ካደረሰው ወገን ካሳ የመጠየቅ መብት ይኖረዋል።
2. ሠራተኛው ጉዳቱን ካደረሰበት ወገን ካሣ የተቀበለ እንደሆነ መሥሪያ ቤቱ በዚህ ደንብአንቀጽ 51 (1) እና (2) መሠረት ያወጣውን ወጪ ከሠራተኛው ደመወዝ ላይ ይቀንሳል። ሆኖም ሠራተኛው የተቀበለው የካሣ መጠን መሥሪያ ቤቱ ካወጣው ወጪ ያነሰ ከሆነ ልዩነቱን መሥሪያ ቤቱ ከሦስተኛው ወገን መጠየቅ ይችላል።

ክፍል ስምንት

የሥራ አፈፃፀም ምዘናና ማትጊያ

54. የሥራ አፈፃፀም ምዘና

1. የሥራ አፈፃፀም ምዘና ዓላማ በሥራ ዕቅድ ላይ የተመሰረተ ሆኖ፣

52. Exemption from Tax

Any payment to be made pursuant to Article 51 of this Regulation shall be exempt from tax and may not be attached, deducted by way of setoff or assigned by the beneficiary.

53. Claims of Compensation from Third Party

1. Where the injury sustained by the employee is caused by the fault of a third party, the office shall be entitled to claim compensation from the third party an amount equal to the expense, which it has incurred due to the injury.
2. In the event that the employee receives compensation from the third party who caused injury, the office may deduct from the salary of the employee the expense incurred pursuant to Article 51 sub-article (1) and (2) of this Regulation. Where the amount of compensation received by the employee is less than the cost incurred by the office, the office can claim the difference from the third party.

PART EIGHT

PERFORMANCE EVALUATION AND INCENTIVE

54. Performance Evaluation

1. The purpose of performance evaluation shall, based on work plans, be to:

- b. In loo suurto geliyo Shaqaalaha inuu u guto waajibaadyadiisa hab waafaqsan Tayadii, Tiradii, Waqtigii iyo Kharashkii loo qoondeeyay.
- t. In si joogto ah loo qiimeeyo waxqabadka Shaqaalaha si loo ogaado Meelaha uu dhaliisha ku leeyahay iyo meelaha uu ku wanaagsanyahay si waxqabadkiisa mustaqbalka loo hagaajiyo.
- j. Si loo ogaado Baahida Tababar iyo Sixitaan ee Shaqaalaha.
- x. si loo fuliyo dhirigalin iyo abaalmarin ku saleysan natiijo waxqabad.
- Kh.Si hogaaminta xafiiska loogu fududeeyo macluumaad xaqiiqda ku salaysan si ay u gaadhan Go'aano maamul.

**55. Tabaha fulineed ee qiimaynta waxqabadka shaqo**

- 1. Tabaha fulineed ee xafiisku u abuurayo hirgalinta Qiimaynta Waxqabadka wuxuu noqon hanaan ku jango nidaam ku salaysan Cadcadaan iyo Cadeymo dhab ah.
- 2. Iyadoo aan lagu xadgudbayn arrimaha lagu xeeriayay farqada laad ee qodobkani nidaamka qiimaynta ee xafiisku wuxuu ku aadanaan oo diirada lagu saari:-
  - b. si loo suuragaliyo xaqiiqda shaqada dhabta ah ee la qabtay oo la barbardhigay miisaaniyada, wakhtiga, baxaada shaqo iyo tayada qorshaysneyd;
  - t. dardargalinta iyo kor u qadiida wada shaqeeynta kooxeed iyo dhirigalinta iyo tartansiin ka dhaxaysa shaqaalaha wada shaqeeya.

- ሀ) ሠራተኞች ሥራቸውን በሚጠበቀው መጠን፣ የጥራት ደረጃ፣ ጊዜና ወጪ በተሟላ ሁኔታ እንዲያከናውኑ ለማድረግ፣
- ለ) ተከታታይ የሥራ አፈፃፀም ምዘና በማካሄድ የሠራተኞችን ጠንካራና ደካማ ነገሮች በመለየት ቀጣዩ የሥራ አፈፃፀማቸው እንዲሻሻል በማድረግ ውጤታማ እንዲሆኑ ለማብቃት፣
- ሐ) የሠራተኞችን የሥልጠናና የመሻሻል ፍላጎት በትክክል ለይቶ ለማወቅ፣
- መ) በውጤት ላይ የተመሰረተ ማትሊያ ለመስጠት፣
- ሠ) የሥራ አመራሩ በተጨማሪ መረጃ ላይ ተመስርቶ አስተዳደራዊ ውሳኔዎች እንዲሰጥ ለማስቻል ነው።

**55. የሥራ አፈፃፀም ምዘና ሥርዓት**

- 1. በመሥሪያ ቤቱ የሚዘረጋው የሥራ አፈፃፀም ምዘና ሥርዓት ግልጽና በተጨማሪ ማስረጃ ላይ የተመሠረተ የውጤት ምዘና ለማከናወን የሚያስችል መሆን አለበት።
- 2. በዚህ አንቀጽ ንዑስ አንቀጽ (1) ስር የተቀመጠው ድንጋጌ እንደተጠበቀ ሆኖ የመሥሪያ ቤቱ የሥራ አፈፃፀም ምዘና ሥርዓት፣
  - ሀ) የተከናወነው ሥራ ከተመደበው በጀት፣ ጊዜ፣ መጠንና ጥራት ጋር በማነጻጸር ትክክለኛውን ውጤት ለመመዘን የሚያስችል፣
  - ለ) የቡድን አሰራርንና የጋራ ተነሳሽነትን የሚያሳሉበት፣

- A. To enable employees effectively discharge their duties in accordance with the expected level, quality standards, time and expense.
- B. To evaluate employees on continuous basis and identify their strengths and weaknesses with a view to improve their future performance.
- C. To identify training needs of employees.
- D. To give reward based on result.
- E. To enable management to make its administrative decisions based on concrete evidence.

**55. Procedures of performance Evaluation**

- 1. Performance evaluation procedures to be established by the Office shall enable to achieve performance results that are transparent and objective. .
- 2. Without prejudice to the provision of sub-article (1) of this Article the performance evaluation system of the office shall be designed to:
  - A. enable the verification of actual performance results in comparison with the planned budget, time, volume and quality;
  - B. promote team spirit and group motivation among employees; and

- j. kor u qadiida tartanka caafimaadka qaba ee ay wadaagan shaqaalaha wada shaqeeya iyo waxqabadka hay'aaheed.
- x. suurtoagalinta qiimaynta sameeynta natiijada waxqabad ee lagu guulaystay iyo shaqooyinka isasaaran.
- 3. Qiimaynta waxqabadkii waxay xaqiijin karta hiigsiga waanaga fiican ee waxqabadka wadareed iyo shakhsiba ee shaqaalaha dhaxdooda, wuxuuna noqon kara mid ku saleysan qaab shakhsi ahaaneed.
- 4. Shaqaalaha dhamaystay mudadii tijaabada waxaa masuulka u hoostaga ku qiimayn qaab todoobaad leh ah, bile ah iyo lix bilood.
- 5. Shaqaale kasta oo natiijada qiimayntiisa waxqabad ayna ahayn mid heer fiican ah, waxaa la siin talo bixin, iyadoo hadba la eegayo caqabaadaha haysta ee ugu wacan hoos u dhaca, haseahaate, haddii natiijada qiimayntiisa labaada wareeg ee xiga ay noqoto mid aan lagu qanci Karin, xafiisku wuxuu qaadi kara talaabooyin gaadhsiisan hoos u dhigis ilaa shaqo ka caydhiin.
- 6. Natiijada qiimaynta had iyo jeer la sameeyo waxaa lagu xafidii galka gaarka ee shaqaalaha.

56. **Abaalmaarin**

- 1. Xafiisku shaqaalaha ama kooxda mudada sanadka ku guulaysata natiijo sare oo waxqabad wuxuu dhamaadka sanadka siin Abaalmaarin.
- 2. Hanaanka bixinta abaalmaarinta waxaa loo mari awaamiirta u xafiisku soo saaro.

ሐ) በሠራተኞቹ ወይም በቡድኖች መካከል ጤናማ የውድድር መንፈስን በመፍጠር ተቋማዊ ውጤትን ለማሻሻል የሚያግዝ፤

መ) በአፈፃፀም ተከታታይነትና ተመጋጋቢነት ባላቸው ሥራዎች መካከል አንዱ በሌላኛው ውጤት ላይ የሚያሳድረውን ተጽዕኖ ለመገምገም የሚያስችል መሆን አለበት።

3. የሠራተኛውን የግልና የጋራ ተጠቃሚነት የሚያረጋግጥ የሥራ አፈፃፀም ምዘና በግል ወይም በቡድን ሊደረግ ይችላል።

4. ማንኛውም የሙከራ ጊዜውን የፈፀመ ሠራተኛ በየሳምንቱና በየወሩ እንዲሁም ጥቅሉ የሥራ አፈፃፀሙ በየስድስት ወሩ በቅርብ ኃላፊው የሥራ አፈፃፀም ምዘና ይሞላለታል።

5. አጥጋቢ የሥራ አፈፃፀም ውጤት ያላገኘ ሠራተኛ ምክንያቱ እየተጣራ እንደሁኔታው ምክር፣ ስልጠና፣ ዝውውር፣ ወይም የስራ ላይ ልምድ ወዘተ እንዲሰጠው ይደረጋል። ሆኖም የሠራተኛው የሥራ አፈፃፀም ውጤት በተከታታይ የዕቅድ አፈፃፀም ወቅት ከአጥጋቢ በታች ከሆነ ከደረጃ ዝቅ ከማድረግ ጀምሮ እስከ ስንብት የሚደርስ እርምጃ ሊወሰድ ይችላል።

6. በየወቅቱ የተደረገው የሠራተኛው የሥራ አፈፃፀም ምዘና ውጤት ተሞልቶ በግል ማህደሩ ይቀመጣል።

56. **የማበረታቻ ክፍያ**

- 1. ዓመታዊ የሥራ አፈፃፀም ውጤቱ የላቀ ለሆነ ሠራተኛ እና ቡድን መሥሪያ ቤቱ በዓመቱ መጨረሻ የማበረታቻ ክፍያ ይፈፅማል።
- 2. የማበረታቻ ክፍያ አፈፃፀምን በሚመለከት መሥሪያ ቤቱ መመሪያ ሊያወጣ ይችላል።

C. Promote healthy competition among employees and teams and improve institutional performance result.

D. Enable impact assessment of performance results among successive and interrelated tasks.

3. The performance evaluation shall ensure the realization of collective and individual advantage among employees and may be made on individual or team basis.

4. The performance of every employee who has completed his probation period shall be evaluated every week, month and six month by his immediate supervisor.

5. Any employee with unsatisfactory performance shall be made to get advice, training, transfer etc. depending on the identified limiting cause. However, if his performance evaluation result is unsatisfactory for two consecutive evaluation periods, the office may take measures ranging from demotion to dismissal.

6. The result of the performance evaluation shall be documented in the employee's personnel record.

56. **Incentives**

- 1. The office may pay incentives each year to employees or teams who excel of annual performance.
- 2. The office may issue directive on the payment of incentives to employees.

**QAYBTA SAGAALADA**  
**JOOJINTA iYO KORDHINTA**  
**MUDDADA ADEEG BIXINTA**

**ክፍል ዘጠኝ**

**የሥራ ውልን ስለማቋረጥና**  
**ስለማራዘም፤**

**PART NINE**

**TERMINATION AND EXTENSION**  
**OF SERVICE**

**57 Shaqo ka tegista ku saleeysan**  
**rabitaanka**

**57. በራስ ፈቃድ የሥራ ውልን**  
**ስለማቋረጥ**

**57. Resignation**

1. Iyadoo ay sugan yihiin waajibaadyada ku cad heeshiiska ama sharcigu xeeriyay, Shaqaale kasta isagoo bil ka hor xafiiska qoraal ku ogeysiinaya waxa uu si rabitaan ah uga tegi karaa shaqada markuu doono.
2. Shaqaale kasta oo aan isagoon xafiiska ku wargalin mudada bisha ah ee lagu tilmaamay farqada (1) ee qodobkani shaqada ka taga, madaama u ku guuldaraystay waajibaadkiisi iyadoo hadba la eegayo waxyeelada xafiiska ka soo gaadha waxa uu u qoolanyahay oo lala tigsan ciqaab iyo madaniba.
3. Hadii Booska shaqaaluhu uu ka tegayo aan su fudud loo buuxin Karin, iyada oo heshiis lala samaynayo cida uu u shaqotegayo waxaa shaqo ka tegistiisa dib loogu dhigi kara muddo aan ka badnayn saddex bilood oo ka bilaabanta maalinta uu soo codsado shaqo ka tegista.

1. በሕግ ወይም በውል የተቀመጡ ግዴታዎች እንደተጠበቁ ሆነው ማንኛውም የመሥሪያ ቤቱ ሠራተኛ ማንኛውም ጊዜ የአንድ ወር ቅድመ ማስጠንቀቂያ በመስጠት ሥራውን በገዛ ፈቃዱ ሊለቅ ይችላል፤ ሆኖም መሥሪያ ቤቱ ሠራተኛውን በቀላሉ ሊተካው የሚችል ከሆነ የአንድ ወርን ጊዜ ሳይጠብቅ ስንብቱን ሊፈቅድለት ይችላል።
2. በዚህ አንቀጽ ንዑስ አንቀጽ /1/ የተመለከተውን የአንድ ወር የቅድሚያ ማስጠንቀቂያ ሳይሰጥ አገልግሎቱን ያቋረጠ ሠራተኛ ግዴታውን ባለመወጣቱ በመሥሪያ ቤቱ ላይ ለሚደርሰው ጉዳት እንደተገቢነቱ በፍትህ ብሔር እና በወንጀል ሕግ መሠረት ተጠያቂ ይሆናል።
3. ሠራተኛው ለሥራው እጅግ አስፈላጊና በቀላሉ ለመተካት የማይቻል ሆኖ ሲገኝ የመሥሪያ ቤቱ የበላይ ኃላፊ የመልቀቂያውን ጥያቄ ሠራተኛው ካመለከተበት ቀን ጀምሮ ከሦስት ወር ለማይበልጥ ጊዜ ሊያራዝመው ይችላል።

1. Without prejudice to the obligations provided in laws and contracts any employee may, by giving a one month prior notice, resign at any time. However, that the office may release him prior to the end of the notice period if it can easily replace him.
2. Any employee, who has terminated his service without giving a one-month prior notice, provided in Sub-Article (1) of this Article, may be subjected to civil and criminal liability.
3. Where the service of an employee is indispensable and he could not be replaced easily, the Head of The Office may delay his release for a period not exceeding three months including the date of application.

**58. Sababola Xidhiidha bukaan oo**  
**shaqada looga tago**

**58. በሕመም ምክንያት አገልግሎት**  
**ስለማቋረጥ**

**58. Termination Due to Illness**

1. Hadii shaqaalaha dawladdu kusoo noqon kari waayo shaqada waqtiga lagu sheegay Qodob hoosaadyada (2) iyo (4) ee Qodobka 27<sup>aad</sup> ee x/nidaameedkani waxaa lagasoo qaadi inaanu sii gudan Karin waajibaadkiisa waxaana laga eryi shaqada.
2. Iyadoo ay sideeda tahay arrimaha lagu xeeriyay Qodob hoosaadka (2) ee Qodobka 51<sup>aad</sup> ee x/nidaameedkani hadii uu dhaawacashaqaalaha soo gaadhay caafimaad ahaan la xaqiijiyo inuu si aan kasoo kabasho lahayn u laxaad beelay shaqada waa laga eryi.

1. ማንኛውም የመሥሪያ ቤቱ ሠራተኛ በዚህ ደንብ አንቀጽ 27 ንዑስ አንቀጽ (2) እና (4) በተመለከተው ጊዜ ውስጥ ወደ ሥራ ለመመለስ ካልቻለ በሕመም ምክንያት አገልግሎቱ እንዲቋረጥ ይደረጋል።
2. የዚህ ደንብ አንቀጽ 51 ንዑስ አንቀጽ (2) ድንጋጌ እንደተጠበቀ ሆኖ በሥራው ምክንያት ጉዳት የደረሰበት የመሥሪያ ቤቱ ሠራተኛ ለዘለቄታው መሥራት አለመቻሉ በሕክምና ማስረጃ ሲረጋገጥ ከሥራ እንዲሰናበት ይደረጋል።

1. Where an employee is unable to resume work within the time specified under Article 27 (2) and (4) of this Regulation, he shall, be deemed unfit for service and be discharged.
2. Without prejudice to the provisions of Article 51 (2) of this Regulation, where an employee who has sustained employment injury is medically determined to be permanently disabled, his service shall forthwith be terminated.

3. Haddii Shaqaalaha dhamaystay mudadii tijaabada u diido in loo bedelo hab waafaqsan Qodob hoosaadka (3)(t) ee Qodobka 11<sup>aad</sup> ee x/nidaameedkani shaqada ayaa laga eryi.

59 **shaqo ka caydhiinta ay kalifto karti daro**

1. Shaqaalekasta oo ka tirsan xafiiska oo dhamaystay mudada tijaabada ah ee isagoo adeegsanaya aqoontiisa iyo kartidiisa oo dhan la siiyay tabobaro kala duwan la xaqiijiyay in waxqabadkiisu liito ama aad u hooseeyokarti daro awgeed, shaqada ayaa looga eryi.
2. Shaqaalenimada shaqqalaha waxaa sababo la xidhiidha karti daro awgeed, shaqda looga eryi kara haddii natiijada qiimaynta waxqabadkiisa shaqo ee sadeexdii qiimaynood ee isku xigtay ay ka hooseeyso heer dhexe iyadoo aan la eegayn dhamaan dadaalka aqooneed iyo tamartiisa oo dhan u adeegsaday fulinta wajibaadkiisa shaqo.
3. Iyadoo ay sideeda tahay arrimaha lagu sheegay Qodob hoosaadka (1) ee Qodobkan shaqaalaha qiimaynta waxqabadkiisu shaqo aad u sareeyay qiimayntii shanti sano ee isku xigtay, haddii sadex qiimaynood oo isku xiga aanay natiijada qiimaynta waxqabadkiisu noqon mid aad u hooseeya afar qiimaynood oo isku xiga, karti daro awgeed, shaqada loogama eryi karo.
4. Shaqo ka eryida shaqaalaha dawladda ee lagu sheegay qodob hoosaadyada (1) iyo (2) ee Qodobkanwaxa loo fulin hab waafaqsan Qiimaynta waxqabadka shaqaalaha ee ku cad Qodobka 55<sup>aad</sup> ee x/nidaameedkani.

3. የሙከራ ጊዜውን ያጠናቀቀ የመሥሪያ ቤቱ ሠራተኛ በዚህ ደንብ አንቀጽ 11 ንዑስ አንቀጽ (3) /ለ/ መሠረት በሚፈፀመው ዝውውር ካልተስማማ ከሥራ ይሰናበታል።

59. **በችሎታ ማነስ ምክንያት ከሥራ ስለመሰናበት**

1. የሙከራ ጊዜውን ያጠናቀቀ የመሥሪያ ቤቱ ሠራተኛ በሥራ አፈፃፀም ውጤቱ የችሎታ ማነስ ከታየበት ተገቢው የአቅም ማጎልበቻ ሥልጠናዎች ተሰጥተውት ካልተሻሻለ አገልግሎቱ ይቋረጣል።
2. ሠራተኛው ያለውን እውቀትና ችሎታ እየተጠቀመ በተመደበበት ሥራ ላይ የሥራ አፈፃፀም ውጤቱ በተከታታይ ለሦስት ጊዜ ከሚጠበቀው ውጤት በታች ከሆነ በችሎታ ማነስ አገልግሎቱ ይቋረጣል።
3. የዚህ አንቀጽ ንዑስ አንቀጽ (1) ድንጋጌ ቢኖርም ለተከታታይ አምስት ዓመታት ከፍተኛ የሥራ አፈፃፀም ምዘና ውጤት ሲያገኝ የነበረ የሙከራ ጊዜውን ያጠናቀቀ የመሥሪያ ቤቱ ሠራተኛ የሥራ አፈፃፀም ምዘና ውጤቱ በተከታታይ ለአራት ጊዜ ከአጥጋቢ በታች ካልሆነ በስተቀር ከሥራ አይሰናበትም።
4. በዚህ አንቀጽ ንዑስ አንቀጽ (2) እና (3) መሠረት ሠራተኛውን ከሥራ ማሰናበት የሚቻለው እንደአስፈላጊነቱ በዚህ ደንብ አንቀጽ 55 ላይ የተቀመጠውን የሥራ አፈፃፀም ምዘና ዓላማ በመከተል ይሆናል።

3. If an employee who has completed his probation does not agree on the transfer that could be undertaken in accordance to Article 11 (3) /A/ of this Regulation, his service shall be terminated.

59. **Termination on Grounds of Inefficiency**

1. The service of an employee who has completed his probation period may be terminated due to inefficiency where his performance evaluation result indicate his inefficiency and has shown no improvement after being given appropriate capacity building training.
2. The service of an employee may be terminated due to inefficiency where his performance evaluation result is below satisfactory for three successive evaluation periods despite exerting all his knowledge and ability to accomplish his work.
3. Notwithstanding the provisions of Sub-Article (1) of this Article, an employee whose evaluation result is above satisfactory for five successive years may not be dismissed on grounds of inefficiency unless his performance result becomes below satisfactory for the following four successive evaluation periods.
4. The termination of service of an employee under Sub-Article (1) and (2) of this Article shall only be effected for the achievement of the purpose of performance evaluation under Article 55 of this Regulation where it is deemed necessary.

60. **Shaqo Ka Tegista ay Sababto Arrimo Ka Baxsan Awoodda**

1. Shaqaalaha dhamaystay mudada tijaabada Haddii uu ka maqnaado shaqadiisa sabab la xidhiidha arrin ka baxsan Awoodiisa waa inuu xafiiska ku soo wargaliyo muddo bil gudaheed ah.
2. Xafiiska hab wafaaqsan Qodob hoosaadka (1) ee Qodobkan ay soo gaadhay warbixinta sababaha uu shaqaalahu soo gudbiyay Kadib marka masuulka sare ee xafiisku ama masuulka kale ee loo wakiishay uu xaqiijiyo in sababta shaqaalahasi shaqada uga maqanyahay ay tahay mid ka baxsan awoodiisa waa inuu booska uu shaqaalahaasi ku qornaa kadhigo mid banaan muddo lix bilood ah oo u sugo. Haseahaate hadii uu shaqaalahasi muddo lix bilood ah u shaqada kusoo geli waayo shaqada ayaa laga eryi.
3. Iyadoo ay jiraan arrimaha lagu xeeriyay farqada(2) ee qodobkani, haddii shaqaalaha shaqada uga maaqna sabaabo la xidhiidha xadhig awgeed muddo ka badan lix bilood u keeno cadayn tilmaamaysa in lagu waayey, xafiisku shaqada ay ku soo celin wuxuuna ku meelayn booskasta isagoo qaadanaya mushaaharkiisii hore;

60. **ከአቅም በላይ በሆነ ምክንያት ከስራ ስለመሰናበት**

1. የሙከራ ጊዜውን ያጠናቀቀ የመሥሪያ ቤቱ ሠራተኛ ከአቅም በላይ በሆነ ምክንያት በሥራ ገበታው ላይ ካልተገኘ ምክንያቱን በአንድ ወር ጊዜ ውስጥ ለመሥሪያ ቤቱ ማሳወቅ አለበት።
2. በዚህ አንቀጽ ንዑስ አንቀጽ (1) መሠረት መሥሪያ ቤቱ ሪፖርት ሲደረግለት ሠራተኛው ከሥራ ገበታው ላይ የተለየበት ምክንያት በመሥሪያ ቤቱ የበላይ ኃላፊ ወይም በተወካዩ ከአቅም በላይ መሆኑን ካረጋገጠ ሠራተኛው ይዘት የነበረውን የሥራ መደብ ለስድስት ወር ክፍት አድርጎ መጠበቅ አለበት። ሆኖም ሠራተኛው በስድስት ወር ውስጥ ወደ ሥራው ካልተመለሰ ከሥራ ማሰናበት ይቻላል።
3. የዚህ አንቀጽ ንዑስ አንቀጽ (2) ድንጋጌ ቢኖርም ሠራተኛው ከስድስት ወር በላይ በሥራው ላይ ያልተገኘው በእስር ምክንያት ከሆነና ከተጠረጠረበት የወንጀል ድርጊት በነፃ ስለመለቀቁ ማስረጃ ካቀረበ መሥሪያ ቤቱ ባለው ክፍት የሥራ መደብ ቀደም ሲል ይከፈለው የነበረውን ደመወዝ እያገኘ ወደ ሥራ እንዲመለስ ማድረግ አለበት።

60. **Termination due to Force Majeure Situations**

1. An employee who has completed probation and is absent from work due to force majeure, shall inform the situation within one month to the Office.
2. The Office that has received the reasons of absence of an employee in accordance with Sub-Article (1) of this Article shall, after verifying the validity of the reason, keep the post of the employee vacant for six months. Provided, however, that the service of an employee may be terminated if he is unable to resume work within the six months.
3. Notwithstanding sub-article (2) of this Article, if a civil servant who is absent from work due to detention for more than six months produces an evidence of his acquittal, the office shall reinstate him on any vacant position by maintaining his previous salary.

- 4. Iyadoo ay sideeda tahay arrimaha lagu sheegay Qodob hoosaadka (1) ee Qodobkan shaqaalaha dhamaystay mudadii tijaabada ee shaqada ka maqnaada toban cisho oo ah maalmo shaqo oo isku xiga sabab aan la garanayn awgeed, waxaa loo dhejin baafin laba jeer oo midkiiba toban cisho yahay kadib hadii uu ku iman waayo shaqada ayaa laga eryi.
- 5. Shaqaale kasta oo ka tirsan xafiiska oo la baafiyayogaysiiska loo soo dhejiyay hab wafaaqsan farqada (4) ee Qodobkan haddii u laga bilaabo maalinta ugu horeeysay ee u shaqada ka maqnaaday bil gudaheed u ku yimaado iyadoo sideeda tahay talaabada maamul ee masuulka sare ee xafiisku ka qaadi karo iyadoo la baadhayo sabaabta u shaqada uga maaqna shaqada ayaa dib loogu celin.
- 6. Iyadoo ay sideeda tahay arrimaha lagu xeeriyay farqada (4) ee qodobkani, madaxa xafiiska ee ay khusayso ama kusimihiiisu waxay shaqaalaha ku yimaada lix bilood gudaheed isaga oo keenaya cadeyn tilmaamaysa inuu ku maqnaa sabab ka baxsan Awooddiisa waxaa lagu meelayn boos kale oo lamid ah midkii uu ka shaqeyn jiray.
- 7. Shaqaalaha ku jira mudada tijaabada ee shaqada kaga maqnaada sababo ka baxsan awooddiisa haddii muddo ka badan bil u ku soo gali waayo goobtii shaqo, shaqada ayaa laga eryi iyadoo aan la raacayn talaabooyin dheeri ah.

- 4. የዚህ አንቀጽ ንዑስ አንቀጽ (1) ድንጋጌ እንደተጠበቀ ሆኖ የሙከራ የሙከራ ጊዜውን ያጠናቀቀ የመሥሪያ ቤቱ ሠራተኛ ባልታወቀ ምክንያት ለተከታታይ አሥር ቀናት ከመደበኛ የሥራ ቦታው ላይ ከተለየ በየአስር ቀናት ልዩነት በተከታታይ ለሁለት ጊዜ በማስታወቂያ ተጠርቶ ለመሥሪያ ቤቱ ሪፖርት ካላደረገ ከሥራ ይሰናበታል።
- 5. በዚህ አንቀጽ ንዑስ አንቀጽ (4) መሠረት በማስታወቂያ ጥሪ የተደረገለት የመሥሪያ ቤቱ ሠራተኛ ከሥራ ከተለየበት ቀን ጀምሮ አንድ ወር ከመሙላቱ በፊት ወደ ሥራው ለመመለስ ለመሥሪያ ቤቱ ሪፖርት ካደረገ የመሥሪያ ቤቱ የበላይ ኃላፊ ሠራተኛው ከሥራ የቀረበትን ምክንያትና ማስረጃ በመመርመር የሚወሰደው አስተዳደራዊ እርምጃ እንደተጠበቀ ሆኖ ወደሥራው እንዲመለስ ይደረጋል።
- 6. የዚህ አንቀጽ ንዑስ አንቀጽ (4) ቢኖርም ከሥራ የተሰናበተ ሠራተኛ ከሥራ ከቀረበት ቀን ጀምሮ በስድስት ወር ጊዜ ውስጥ ከሥራ የቀረበት ምክንያት ከአቅም በላይ ስለመሆኑ ለመሥሪያ ቤቱ ሪፖርት ካደረገ የመሥሪያ ቤቱ የበላይ ኃላፊ ሠራተኛው ከሥራ የቀረበትን ምክንያት በመመርመር የሚወሰደው አስተዳደራዊ እርምጃ እንደተጠበቀ ሆኖ ወደ ሥራው እንዲመለስ ይደረጋል።
- 7. የሙከራ ጊዜውን ያላጠናቀቀ የመሥሪያ ቤቱ ሠራተኛ ከአቅም በላይ በሆነ ምክንያት ከአንድ ወር በላይ በሥራ ገበታው ላይ ካልተገኘ ያለተጨማሪ ሥነ-ሥርዓት የሥራ ውሉ ይቋረጣል።

- 4. Without prejudice to the provision of Sub-Article (1) of this Article, when an employee who has completed his probation is absent from his work for ten consecutive working days due to unknown reasons the Office may terminate the employment after calling him in two notices in ten days' interval.
- 5. An employee who has reported to work pursuant to the notices made in accordance with Sub-Article (4) of this Article, if reports to work within a month from the first day of his absence shall, without prejudice to the administrative measure that may be taken by the head of the office upon examining the reasons of his absence, be reinstated to his position.
- 6. Notwithstanding the provisions of sub-article (4) of this Article, the Office may reinstate the employee to his job if the employee applies for his job within six months after the termination of his employment, produces sufficient evidence to prove that his reasons of absence was due to force majeure and there exists a similar vacant position within the Office.
- 7. The service of an employee who has not completed his probation shall be terminated without any additional formality, where he is absent from work for one month due to force majeure.

**61. ka Noqoshada Bilaa Digniinta ah ee Shaqaalenimada**

- 1. Xafiisku heeshiiska shaqaalenimo wuxuu ku burin kara jiritaanka midkasta oo ka mid ah sababaha hoos ku cad;
- b). haddii g/socodkii shaqaalaysiinta u keensaday cadaayn waxbarasho ama khiibraad shaqo oo been abuur ah.
- t). haddii u si ula kac ah u burburyo, masaxo ama baabiyo dhokumeentiyada xafiiska;
- j). haddii u xaado ama boobo lacagta iyo hantida xafiiska, dadka ay wada shaqeeyan ama mida martida xafiiska.
- x). haddii qof ka gudoomo ama weeydiisto laaluush;
- kh). Haddii sabaabo la xidhiidha khiyaamo, xaatooyo, isdaabamarin ama amaano lunsii oo la xidhiidha shaqooyinka xafiiska awgeed, xabsi lagu xukumo.
- d). Inuu burbur soo gaadhsiiyo hantida Xafiiska oo ka timaada taxadardarrada shaqaalaha.
- r).haddii u been abuur saxeexa iyo shabaadaha xafiiska iyo Masuuliyanta xafiiska.
- s).xogaha iyo dhokumeentiyada xafiiska oo u iyadoo loo fasaxin u siiyo ama u sheego cid aan awood u lahayn.

**61. ያለማስጠንቀቂያ የሥራ ውልን ስለማቋረጥ**

- 1. ሠራተኛው የሚከተሉትን ፈፅሞ ከተገኘ መ/ቤቱ የስራ ውሉን ያለማስጠንቀቂያ ማቋረጥ ይችላል፡-
  - ሀ/. መ/ቤቱ ውስጥ ሲቀጠር ወይም ከተቀጠረ በኋላ የሐሰት የትምህርት ወይም የሥራ ልምድ ማስረጃ ወይም ማናቸውም የሐሰት ሰነድ ካቀረበ፤
  - ለ/. የመ/ቤቱን ሰነድ አውቆ ካጠፋ፤ ከደለዘ ወይም ከቀየረ፤
  - ሐ/. የመ/ቤቱን ወይም የሥራ ባልደረቦቹን ወይም የተገልጋዮችን ወይም የእንግዶችን ገንዘብ ወይም ንብረት ከሰረቀ ወይም ከዘረፈ፤
  - መ/. ከማንኛውም ሰው ጉቦ ወይም መማለጃ ከተቀበለ ወይም ከሰጠ ወይም እንዲሰጠው ከጠየቀ፤
  - ሠ. ከመ/ቤቱ ሥራ ጋር በተያያዘ ወይም ከዚህ ውጪ በማጭበርበር፤ በስርቆት፤ በማታለል፤ እምነት በማጉደል ወይም በሌላ ተመሳሳይ ወንጀል ተፈርዶበት ከታሠረ፤
  - ረ. በመ/ቤቱ ንብረት ወይም በመ/ቤቱ ሠራተኛ፤ የተገልጋዮችን ወይም እንግዳ ላይ ሆነ ብሎ ጉዳት ካደረሰ ወይም ለማድረስ ከሞከረ፤
  - ሰ. በማስመሰል የኃላፊዎችን ፊርማ ከተጠቀመ ወይም የመ/ቤቱን ማኅተም ለግል ወይም ለሌላ ወገን ጥቅም ካዋለ፤
  - ሸ. ሚስጥራዊ የሆኑትን የመ/ቤቱን ሰነዶች አግባብ ካለው የሥራው ኃላፊ መመሪያ ሳይቀበል ለማይመለከተው ወገን አሳልፎ ከሰጠ ወይም ካጋለጠ፤

**61. Termination of Contract of Employment without Notice**

- 1. The office shall be entitled to terminate a contract of employment on any of the following grounds:
  - A. Submission of false educational qualification or work experience or any other false document during the process of employment or thereafter;
  - B. Destroying, erasing or altering any documents of the office;
  - C. stealing or robbing the money or property of the office or that of his colleague or a guest;
  - D. taking or giving or soliciting bribe;
  - E. imprisonment due to fraud, theft, deceit, breach of trust or other similar offence in connection with the office’s work or otherwise;
  - F. inflicting damage to the office’s property or harm to the office’s staff, client or guest or attempting to inflict such damage or harm;
  - G. forging signatures of the office’s officials or using the office’s seal for personal or third party gain;
  - H. giving or revealing the office’s confidential documents to unauthorized persons without getting the necessary approval from the relevant managerial staff of the office;

Sh/. Isagoo dano shakhsi ama danaha cid kale awgeed uga talaabsada hab dhaqanka iyo tuubta shaqo ee xafiiska u yaala.

c. isagoo iska diida inu qabto wajibaadkiisa shaqo ee ku cad shaqo qeexista la siiyay.

dh. Inuu meelka dhac la xidhiidha Galmada uu ku kaco isagoo jooga goobta shaqada.

g. Inuu ku kaco fal kale oo Anshaxa ka dhan ah oo leh culays lamid ah arrimaha lagu sheegay Qodobakan.

**62. Burinta Shaqaalenimada**

Qofkasta oo ku shaqaaloba isagoo keensaday cadaymo waxbarasho ama khiibraad shaqo oobeen abuur ah ama qaab balmarsan awaamiirta ku soo baxday hirgalinta xeerkani iyo nidaamyada kaleba, masuulka sare ee xafiisku wuxuu burin shaqaalenimadiisa.

**63. Shaqaaale dhimis**

1. Shaqaalekasta oo xafiiska ka tirsan waxaa lagu samaynkaraa shaqo dhimis marka:

b. Booskiisii shaqo la baabiiyay,

t. marka xafiiska la laabo;

j. marka u jiro shaqaale xadhaf ah ;

Marka ay suurto gal noqon waydo in dib u meelayn lagu sameeyo uu shaqaalahu iska diido inuu qabto boos ka hooseeya derajo ahaan midka uu ku qoranyahay.

ቀ/. ለግል ወይም ለሦስተኛ ወገን ጥቅም ብሎ ትክክለኛውን የመ/ቤቱን አሠራር ካፋለሰ፤

በ/. በጽሁፍ በተሰጠው የሥራ ዝርዝር መሠረት የተመደበበትን ሥራ ታዘ በእንቢተኝነት ካልሠራ፤

ተ/. ከሥራ ቦታ ላይ የታዩ ጥቃት ከፈፀመ፤

ቸ/. በዚህ ንዑስ አንቀጽ በተዘረዘሩት ጥፋቶች አፈፃፀም እያወቀ ተካፋይ ወይም ተባባሪ ከሆነ፤

**62. ቅጥርን ስለመሰረዝ**

የሐሰት የትምህርት ወይም የሥራ ልምድ ማስረጃ በማቅረብ ወይም ሥልጣን በሌለው ሰው ወይም ይህንን ደንብ ወይም ደንቡን ለማስፈጸም የሚወጣውን መመሪያ ወይም ሌላ ማናቸውንም ሕግ በመተላለፍ የተፈፀመ ቅጥር በመሥሪያ ቤቱ የበላይ ኃላፊ ወይም በተወካዩ ይሰረዛል።

**63. ሠራተኛን ስለመቀነስ**

1. ማንኛውም የመሥሪያ ቤቱ ሠራተኛ፤

ሀ/. የሥራ መደቡ ሲሰረዝ፤

ለ/. መሥሪያ ቤቱ ሲዘጋ፤

ሐ/. ትርፍ የሰው ኃይል ሲኖር፤

በዚህ ደንብ መሠረት ለመደልደል ካልቻለ ወይም ሠራተኛው ዝቅ ባለ የሥራ ደረጃ ላይ ለመሥራት ፈቃደኛ ካልሆነ ከሥራ ይሰናበታል።

I. violating the proper work practice of the Office for personal or third party gain;

J. refusing to carry out his duties as per the job description given to him;

K. committing sexual violence at the place of work;

L. passing a decision which hurts the office in violation of the office’s policy and work procedure or abusing of power;

M. deliberately obstructing work or collaborating with others in committing such offence;

**62. Nullification of Appointment**

Any appointment obtained on the basis of false representation regarding educational qualification or work experience or made by unauthorized person or in contravention of this Regulation and directives issued hereunder or any other law shall be nullified by the decision of the Head of the Office or his representative.

**63. Retrenchment**

1. Any employee shall be retrenched where:

A. his position is abolished;

B. the office is closed; or

C. redundancy of man power is created;

And where it is not possible to reassign him in accordance with this Regulation or where he is reluctant to accept a position of a lower grade.

2. Shaqaale dhimista loo sameeyo hab waafaqsan qodob hoosaadka (1)(J) ee qodobkan waxaa la samayn marka la xaqiijiyo in shaqaalaha waxqabadkiisa iyo aqoontiisuba ay ka hooseyso mida shaqaalaha kale ee ku qoran boosaska ay isku derajo yihiin.

**64. Sabaabo la Xidhiidha Anshax xumo oo shaqada looga ervo**

- 1. Shaqaale kasta oo ka tirsan xafiiska waxaa shaqada laga eryi:-
- b. haddii hab wafaaqsan qodob hoosaadka (1)(d) ee qodobka 77<sup>aad</sup> ee x/nidaameedkani la mariyay ganaax Anshax xumo.
- t. haddii Go'aanka laga gaadhay xubinka aan hab wafaaqsan farqada (2) ee qodobka 83 ee xeernidaameedkani qaab racfaan lagu sixin ama burin.
- 2. Haddii ganaaxa hoos loo dhigay ama lagu buriyey racfaan laga bilaabo maalintii go'aanka laga gaadhay mushaaharkii aan la siin ee u hadsanaa oo aan lahayn wax dulsaar ah ayaa la siin.

**65. Hawlgab**

1. Shaqaale kasta oo ka tirsan xafiiska oo aan hab wafaaqsan qodobka 69<sup>aad</sup> ee x/nidaameedkani aan loo kordhin mudada adeega waxa uu hawlgab noqon isla maalinta ugu dambaysa ee bisha ugu dambaysa ee uu gaadho da'da Hawlgabka, shaqadana waxa laga joojin iyadoon loo baahan nidaam kale oo dheeriya.

2. በዚህ አንቀጽ ንዑስ አንቀጽ (1) /d/ መሠረት ቅንሳ የሚደረገው ሠራተኛው በመሥሪያ ቤቱ ውስጥ በተመሳሳይ የሥራ መደብ ላይ ካሉ ሌሎች ሠራተኞች ጋር ሲወዳደር በሥራ ውጤቱና ባለው ችሎታ ዝቅተኛ መሆኑ ሲረጋገጥ ነው።

**64. በዲ.ሲ.ፕሊን ምክንያት ከሥራ ስለመሰናበት**

- 1. ማንኛውም የመሥሪያ ቤቱ ሠራተኛ፣
  - ሀ/ በዚህ ደንብ አንቀጽ 77 ንዑስ አንቀጽ (1) /d/ መሠረት የዲ.ሲ.ፕሊን ቅጣት የተወሰነበት፣ እና
  - ለ/ ይግባኝ ጠይቆ በዚህ ደንብ አንቀጽ 83 ንዑስ አንቀጽ (2) መሠረት ቅጣቱ ያልተሰረዘለት፣ እንደሆነ አገልግሎቱ ይቋረጣል።
- 2. ሠራተኛው የተላለፈበት ውሳኔ በይግባኝ ከተሻሻለለት ወይም ከተሰረዘለት ውሳኔው ከተላለፈበት ጊዜ ጀምሮ ላይከፈለው የቀረው ደመወዝ ታስቦ ያለ ወለድ ይከፈለዋል።

**65. በዕድሜ ምክንያት አገልግሎትን ስለማቋረጥ**

1. ማንኛውም የመሥሪያ ቤቱ ሠራተኛ በዚህ ደንብ አንቀጽ 69 መሠረት አገልግሎቱ ካልተራዘመ በስተቀር በህግ የተወሰነው የመጠሪያ ዕድሜ ከደረሰበት የመጨረሻ ወር እና ቀን ጀምሮ ያለተጨማሪ ሥነ-ሥርዓት አገልግሎቱ እንዲቋረጥ ይደረጋል።

2. Retrenchment of an employee in accordance with Sub-Article (1) (C) of this Article shall be made when it is proved that his performance and qualification are lower when compared with other employees holding the same position.

**64. Termination of Service on Disciplinary Grounds**

- 1. The service of an employee shall be terminated where:
  - A. A disciplinary penalty under Sub-Article (1) /F/ of Article 77 of this Regulation is imposed on him; and
  - B. The penalty is not revoked on appeal made under Sub-Article (2) of Article 83 of this Regulation.
- 2. Where the penalty is mitigated or revoked on appeal the employee shall be entitled to without interest, the payment of his unpaid salary withheld during the appeal.

**65. Retirement**

1. The service of an employee, whose service is not extended beyond retirement age pursuant to Article 69 of this Regulation, shall be terminated on the last day of the last month in which he attained the retirement age determined by law.

2. Hab wafaaqsan farqada (1) ee qodobkani Shaqaale kasta oo ka tirsan xafiiska oo hawlgab awgeed shaqada uga tagaya ka hor inta una gaadhin wakhtigii hawlgabka waxaa saddex bilood kahor maalinta uu hawlgabka gelayo la siin qoraal lagu ogeysiinayo.

**66. Shaqo ka tegista ku timaada Dhimasho**

1. Shaqaale kasta oo ka tirsan xafiiska shaqaalenimadiisu waxay joogsanaysa laga bilaabo maalinta u geeriyoodo.
2. Shaqaalaha dawladda ee shaqada uga baxay isagoo geeriyooday awgeed, Mushaharka bisha u geeriyooday oo dhamaystiraan iyo lacagaha kale ee lagu xeeriyay qodobka 23<sup>aad</sup> (3) ee x/nidaameedkani ee fasaxyada una isticmaalin waxaa la siin Lamaanihiisa haddii aanay jirina dhaxleyaashiisa sharciga.
3. Iyadoo ay sidooda yihiin arrimaha lagu xeeriyay sharciga ku haboon ee hawlgabka shaqaalekasta oo geeri awgeed, shaqada uga baxa waxaa hal mar oo duudub ah la siin sadeex bilood oo mushaahar ah xaaskii ama qoyskii ku tiirsana ee u hadda ka hor xafiiska la socodsiiyay/ka warhayay.hase ahaate haddii una hadda ka hor xaaska ama qoyska ku tiirsan una xafiiska ka diiwaangalin waxaa lacagta lagu bixin hab wafaaqsan go'aanka ama cadaynta laga keeno hay'adda ama maxkamada awooda u leh.

2. በዚህ አንቀጽ ንዑስ አንቀጽ (1) መሠረት በጡረታ ለሚሰናበት የመሥሪያ ቤቱ ሠራተኛ ጡረታ ከመውጣቱ ከሶስት ወር በፊት በጽሑፍ እንዲያውቀው መደረግ አለበት።

**66. በሞት ምክንያት አገልግሎትን ስለማቋረጥ**

1. ማንኛውም የመሥሪያ ቤቱ ሠራተኛ ከሞተበት ቀን ጀምሮ አገልግሎቱ ይቋረጣል።
2. አገልግሎቱ በሞት ምክንያት የተቋረጠ ሠራተኛ የሞተበት ወር ሙሉ ደመወዙ እንዲሁም በዚህ ደንብ አንቀጽ 23(3) መሠረት ላልተወሰደ የዓመት ዕረፍት ፈቃድ የሚፈጸም ክፍያ ለትዳር ንደኛው፣ የትዳር ንደኛ ከሌለው ለሕጋዊ ወራሾቹ ይከፈላል።
3. አግባብ ባለው የጡረታ ሕግ የተደነገገው እንደተጠበቀ ሆኖ ማንኛውም ሠራተኛ በሞት ምክንያት አገልግሎቱ ሲቋረጥ ለመሥሪያ ቤቱ በጽሑፍ ላሳወቃቸው የትዳር ንደኛው ወይም በስሩ ይተዳደሩ ለነበሩ ቤተሰቦች የሦስት ወር ደመወዝ በአንድ ጊዜ ይከፈላል፤ ሆኖም የትዳር ንደኛውን ወይም በስሩ የሚተዳደሩ ቤተሰቦቹን ሳያስመዘግብ የሞተ እንደሆነ ሥልጣን ካለው አካል ወይም ፍርድ ቤት በሚሰጥ መሠረት ክፍያው ይፈጸማል።

2. The employee who retires in accordance with sub-article (1) of this Article shall be notified of his retirement in writing three months prior to his retirement.

**66. Termination on the Ground of Death**

1. The service of any employee working in the office shall be terminated on the day of his death.
2. The full salary for the month in which a civil servant has passed away as well as the payment referred to in Article 23(3) of this Regulation for unused annual leaves shall be paid to his spouse or in the absence of spouse to his legal heirs.
3. Without prejudice to the provisions of the relevant pension law, where a civil servant dies, a lump sum of payment equivalent to his three months' salary shall be paid to his spouse or members of his family who were dependent on him, and were communicated, in writing, by him to the government institution; provided, however, that in the absence of such communication of the spouse or family members, the payment shall be effected upon the production of evidence given by a competent body or court.

4. Lacagta lagu bixinayo hab wafaaqsan farqada 3<sup>aad</sup> ee qodobkani lagama jarayo wax cashuur ah iyo qaadhaanka hawlgabka islamarkaana loo xaniii karo qaan.

**67. Cadeynta Waayo Aragnimada Shaqo**

- 1. Shaqaalekasta oo xafiiska ka shaqeeyn jiray haddii u sababo kala duwan awgeed, u shaqada ka teggo waxaa la Cadeynta waayo aragnimada shaqo oo lagu qeexay nooca shaqo, Muddada adeega iyo mushaaharka uu qaadan jiray.
- 2. Haddii shaqaale u xaniibayo waajibaad u saarayo heeshiis tababar ama haddii u xafiisku dayn ku leeyahay u joojiyo adeegiisa wixii doonaba haa sabaabe, xaq uma yeelanayo inu helo/la siiyo cadaynta adeeg bixinta/ Cadeynta waayo aragnimada shaqo ilaa u keeno cadayn sheegaysa inu guutay waajibaadkii laga rabay.
- 3. Sidoo kale shaqaalaha shaqeeynaya wuxuu xaq u leeyahay in la siiyo marka u soo codsado cadaynta waayo-aragnimada shaqo, cadaynta damaanada, cadaynta hab dhaqanka anshax iyo cadaynta gacansiinta iyo kuwa kale ee la midka ah.
- 4. Farqada (2) ee qodobkani dhaqangal kuma ahaa shaqaalaha shaqeeynaya ee u baahan cadaynta Waayo Aragnimada Shaqo.

**68. Lacagta Ambabixinta**

- 1. Shaqaalaha dhamaystay mudadii tijaabada ee loogu dhimay hab waafaqsan qodobka 63<sup>aad</sup> ee x/nidaameedkani ee aan maalinta shaqada laga dhimay lahayn wax hawlgab ah waxa la siin:

4. በዚህ አንቀጽ ንዑስ አንቀጽ (3) መሠረት የሚሰጠው ክፍያ ከግብርና ከጡረታ መዋጮ ነፃ ይሆናል፤ እንዲሁም በዕዳ ሊከበር ወይም በማቻቻያነት ሊያዝ አይችልም።

**67. የአገልግሎት ምስክር ወረቀት**

- 1. ለሠራተኛው የሚሰጠው የሥራ ልምድ የምስክር ወረቀት ሠራተኛው ሲያከናውን የነበረውን የሥራ አይነት፣ የአገልግሎት ዘመኑን እና ሲከፈለው የነበረውን ደመወዝ እንዲሁም አገልግሎቱን ያቋረጠበትን ምክንያት የሚገልጽ የአገልግሎት የምስክር ወረቀት ይሰጠዋል።
- 2. የሥልጠና ውል ግዴታ ወይም በመሥሪያ ቤቱ የሚፈለግበት ማናቸውም ዕዳ ያለበት ሠራተኛ በማንኛውም ምክንያት አገልግሎቱን ሲያቋርጥ የውል ግዴታውን ስለመፈጸሙ ወይም ከዕዳ ነፃ መሆኑን የሚገልጽ ማስረጃ ከማግኘቱ በፊት የሥራ ልምድ የምስክር ወረቀት አይሰጠውም።
- 3. ሠራተኛው በስራ ላይ እያለ የዋስትና፣ ሥነ-ምግባር፣ ትብብር እና የመሳሰሉትን ጉዳዮች በተመለከተ ማስረጃ እንዲሰጠው ሲጠይቅ በጽሁፍ የማግኘት መብት ይኖረዋል።
- 4. የዚህ አንቀጽ ንዑስ አንቀጽ (2) በሥራ ላይ እያለ የሥራ ልምድ የምስክር ወረቀት ለሚጠይቅ ሠራተኛ ተፈጻሚ አይሆንም።

**68. አገልግሎት ሲቋረጥ ስለሚፈጸም ክፍያ**

- 1. የሙከራ ጊዜውን ያጠናቀቀ የመሥሪያ ቤቱ ሠራተኛ በዚህ ደንብ አንቀጽ 63 መሠረት በቅንሳ ምክንያት ከሥራ ከተሠናበተና የሥራ ውሉ በተቋረጠበት ዕለት የጡረታ አበል የማይከፈለው ከሆነ፣

4. The payment under sub-article (3) of this Article shall be exempted from tax and pension contribution; and shall not be subject to attachment or setoff.

**67. Issuance of Certificates**

- 1. Where a service of an employee on service is terminated for any reason or where he so requests, he shall be provided with a certificate of service indicating the type and duration of service, salary as well as cause of termination of contract.
- 2. If an employee who is bound by an obligation of a training contract or is indebted towards the government institution terminates his service for any reason, he shall not be entitled to a certificate of service before obtaining a clearance certificate for discharging his obligations.
- 3. The employee shall have the rights to be provided with document such as letter of work experience, letter of guarantee, letter of conduct, and letter of cooperation.
- 4. The provisions of sub-article (2) of this Article shall not be applicable to a civil servant whose service is not terminated.

**68. Severance Payment**

- 1. An employee who has been retrenched under Article 63 of this Regulation and not entitled to pension allowance on the date of the termination of the employment contract, shall be paid:

b. sanadka koobaad waxaa loo xisaabin Lacag u dhigaanta Saddex bilood oo mushaaharkisa ah;

t. sanadkasta oo dheeriya oo u shaqeeyayna waxaa looga soo qaadi ama xisaabin Saddex meelood hal meel oo mushaaharka sanadkasta oo kale oo uu shaqeeyay, Hase ahaate, wadarta lacagta la siinayo kama badan karto 12 bilood mushaaharkooda.

2. Shaqaalaha dhamaystay muddada tijaabada ee shaqeynayay muddo ka yare hal sano waxaa la siin lacag u dhiganta mudada uu shaqeeyay.

3. Iyadoo ay jirto arrimaha lagu xeeriyay sharciga ku haboon ee hawlgabka, marka adeega shaqaalekasta ay keento geeri ku timiday awgeed, waxaa hal mar oo duudub ah la siin sadeex bilood oo mushaahar ah xaaskii ama qoyskii ku tiirsana ee u hadda ka hor xafiiska la socodsiiyay/ka warhayay. haseahaate, haddii una hadda ka hor xaas ama qoys ku tiirsan una xafiiska ka diiwaangalin waxaa lacagta lagu bixin hab wafaaqsan go'aanka ama cadaynta laga keeno hay'adda ama kaxkamada awooda u leh.

4. Lacagta lagu bixinayo hab wafaaqsan farqada 3<sup>aad</sup> ee qodobkani lagama jarayo wax cashuur ah islamarkaana looma go'san karo dayn/qaan.

ሀ/ ለመጀመሪያ አንድ ዓመት የሦስት ወር ደመወዝ፤

ለ/ በተጨማሪ ለአገልገሎት ለእያንዳንዱ ዓመት የወር ደመወዝ አንድ ሦስተኛ እየታከለ ይከፈላል። ሆኖም የሚሰጠው ክፍያ ከሠራተኛው የአስራ ሁለት ወር ደመወዙ መብለጥ የለበትም።

2. ሆኖ ማንኛውም የመሥየሙከራ ጊዜውን ለጨረሰና ከአንድ ዓመት በታች ላገልገለ ሠራተኛ የሚፈጸመው ክፍያ ከአገልግሎቱ ጋር እየተሰለ ይሆናል።

3. አግባብ ባለው የጡረታ ሕግ የተደነገገው እንደተጠበቀ ሪያ ቤቱ ሠራተኛ በሞት ምክንያት አገልግሎቱ ሲቋረጥ ለመሥሪያ ቤቱ በጽሁፍ ላሳወቃቸው የትዳር ጓደኛው ወይም በስሩ ይተዳደሩ ለነበሩ ቤተሰቦቹ የሦስት ወር ደመወዝ በአንድ ጊዜ ይከፈላል። ሆኖም የትዳር ጓደኛውን ወይም በስሩ የሚተዳደሩ ቤተሰቦቹን ሳያስመዘግቡ የሞተ እንደሆነ ሥልጣን ካለው አካል ወይም ፍርድ ቤት በሚሰጥ ማስረጃ መሰረት ክፍያው ይፈጸማል።

4. በዚህ አንቀጽ ንዑስ አንቀጽ (3) መሠረት የሚሰጠው ክፍያ ከግብርና ከጡረታ መዋጮ ነፃ ይሆናል። እንዲሁም በእዳ ሊከበር ወይም በማቻቻያነት ሊያዝ አይችልም።

A. his salary of three months for the 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. An employee who has completed his probation and served for less than one year shall be entitled to severance pay in proportion to his service.

3. Without prejudice to the provisions of the relevant pension law, where the service of an employee is terminated due to death an amount equivalent to his three month's salary shall be paid to his spouse or dependent who have been made known to the office in writing. Where the employee died without notifying the name of his spouse or dependents in writing payment will be made when the spouse or the dependent(s) produce a valid title of succession from the competent court or authority.

4. Any payment to be made pursuant to Sub-Article (3) of this Article shall be exempt from taxation and may not be attached or deducted.

**69. Kordhinta Muddada Adeega**

- 1. Shaqaalaha dhamaystay mudadii tijaabada ee gaadhay da'dii hawlgabka xafiisku adeega dhaafsan da'da hawlgabka wuxu halkii marba waxaa Muddada adeega loo kordhin kara muddo Shan sano ah, hase ahaate, wadarta mudada loo kordhiyay Kama badnaan karto toban sano.
- 2. Hab wafaqsan Qodob hoosaadka (1) ee qodobkan shaqaalaha dhamaystay mudadii tijaabada waxaa Muddada adeega loo kordhin kara marka:
  - b. Aqoontiisa, xirfadiisa ama waayo aragnimadiisu ay muhiim u tahay shaqada Xafiiska,
  - t. marka la xaqiijiyo in aanay suurtoagal ahayn in booskiisa qaab dalacsiin, bedelaad ama Shaqaleysiin loogu meelayo shaqaale kale oo shaqadiisa qabta.
  - J. Marka dhakhtar soo cadeeyo inuu shaqaaluhu gudan karo waajidaadyadiisa shaqo;
  - x. Marka xubinka shaqaaluhu u raali ka yahay inuu sii waato shaqada oo loo kordhiyo mudada adeega;
  - Kh. Marka kordhinta Muddo adeega ay ogoalato islamarkaana ansixiso hogaaminta sare ee xafiisku.

**69. አልግሎትን ስለማራዘም**

- 1. የሙከራ ጊዜውን ያጠናቀቀ የመሥሪያ ቤቱ ሠራተኛ የመጣሪያ ዕድሜው ከደረሰ በኋላ በአንድ ጊዜ እስከ አምስት ዓመት በጠቅላላው ከአስር ዓመት ለማይበልጥ ጊዜ አገልግሎቱን ማራዘም ይቻላል።
- 2. በዚህ አንቀጽ ንዑስ አንቀጽ (1) መሠረት የአንድን የሙከራ ጊዜውን ያጠናቀቀ ሠራተኛ አገልግሎት ማራዘም የሚቻለው፣
  - ሀ) የሠራተኛው ትምህርት፣ ልዩ ዕውቀት እና ችሎታ ለመሥሪያ ቤቱ ሥራ ጠቃሚ ሆኖ ሲገኝ፣
  - ለ) በደረጃ ዕድገት፣ በዝውውር ወይም በቅጥር ተተኪ ሠራተኛ ለማግኘት አስመቻሉ ሲረጋገጥ፣
  - ሐ) ሠራተኛው ለሥራው ብቁ መሆኑ በሕክምና ማስረጃ ሲረጋገጥ፣
  - መ) ሠራተኛው አገልግሎቱን ለመቀጠል ሲስማማ፣ እና
  - ሠ) የአገልግሎቱ መራዘም ለመሥሪያ ቤቱ የበላይ ኃላፊዎች ቀርቦ ሲፈቀድ ነው።

**69. Extension of Service**

- 1. The service of an employee may be extended by the Office beyond his retirement age; provided however, that the extension period of service may not exceed ten years.
- 2. The service of an employee may be extended pursuant to sub-article (1) of this Article where:
  - A. his qualification, special skill and ability is found to be essential to the office;
  - B. it is not possible to replace him by another employee through promotion, transfer or recruitment;
  - C. he is proved fit for service by medical certificate;
  - D. he has agreed to the extension of his service; and
  - E. The extension is approved by the top management of the office or, where appropriate, by the office.

**QAYBTA TOBNAAD**  
**ASAASIDA GUDDIGA**  
**HANTIDHAWRKA**

70- **Asaasida iyo Xubnaha**  
**Guddiga Hantidhawrka**

1. **Asaasid**

Waxaa la asaasi Guddiga Arrimaha Hantidhawrka oo wixii hadda ka dambeeya loogu yeedhi doono ‘‘**Guddiga hantidhawrka**’’ oo ka kooban xubnaha hoos ku cad, kuwaas oo golaha kala talin doona islamarkaana u gudbin doona talo bixin iyo ray’I go’aameed ku saabsan arrimaha la xidhiidha Miisaaniyada, mushaaharka, gunnada, fa’iidooyinka iyo qaab-dhismeedka xafiiska.

2. **Xubnaha Guddiga Hantidhawrka**

- b. Gudoomiyaha guddiga joogtada ee dabagalka xisabaadka dawladda u qaabilsan Golaha Deegaanka;
  - t. Gudoomiyaha maxkamada guud ee deegaanka;
  - j. shirkadaha gaarka loo leeyahay ee hantidhawrka/haddii ay deegaanka ka jiran/;
  - x. Hantidhawraha Guud ee Deegaanka iyo xubin kale oo u masuuliyiinta xafiiska ka soo dhex xulo Hantidhawraha Guud;
3. Gudoomiyaha guddiga waxaa xubnaha ka dhex magaacabi Afhayeenka Golaha Deegaanka;
4. Mudo xilleedka gudigu waxay la mid tahay mudo xilleedka golaha.
5. Xubnaha guddigu waxaa loo kordhin kara muddo xilleedkooda hal mar.

**ክፍል አስር**

**የኦዲት ኮሚሽን መቋቋም**

70 **የኦዲት ኮሚሽን መቋቋም እና አባላት**

1. **መቋቋም**

የመሥሪያ ቤቱን በጀት፣ ደመወዝ፣ አበል፣ ጥቅማጥቅም እና አደረጃጀትን በተመለከተ ም/ቤቱን የሚያማክር እና የውሳኔ ሃሳብ የሚያቀርብ የኦዲት ኮሚሽን እየተባለ የሚጠራ የሚከተሉትን አባላት የያዘ ኮሚሽን ይቋቋማል።

2. **የኮሚሽኑ አባላት**

ሀ/. በክልል ምክር ቤት የመንግስት ወጪ አስተዳደርና ቁጥጥር ጉዳዮች ቋሚ ኮሚቴ ሰብሳቢ፤

ለ/. የክልል ጠቅላይ ፍ/ቤት ፕሬዝዳንት፤

ሐ/. ከግል የኦዲት ተቋማት፤

መ/. ዋና ኦዲተር እና አንድ ሌላ በዋና ኦዲተር የሚመርጠ የመምሪያ ሀላፊ፤

3. ከኮሚሽኑ አባላት ውስጥ ሰብሳቢ የስራ ሂደት ሀላፊው በም/ቤቱ አፈ-ጉባዔ ይሰየማል።

4. የኮሚሽኑ የሥራ ዘመን የምክር ቤቱ የሥራ ዘመን ይሆናል።

5. የኮሚሽኑ አባላት ለአንድ ተጨማሪ ጊዜ በድጋሜ ሊያገለግሉ ይችላሉ።

**PART TEN**

**ESTABLISHMENT OF AUDIT COMMISSION**

70. **Establishment and Members of Audit Commission**

1. **Establishment**

A commission cited as Audit Commission which consist the following members shall be established with the aim of advising and submitting recommendation to the council on budget, salary scale, allowance, benefit and organizational structure of the office.

2. **Members of the Commission**

A. functioning or retired president or vice president of the Federal Supreme Court;

B. chairperson of the Public Accounts Standing Committee of the council;

C. from private audit firms;

D. The State Auditor General and anther he selects from the department heads of the office.

3. The chairperson shall be appointed from among members of the commission by the speaker of the council.

4. The term of the commission shall be the same as the term of the council.

5. Members of the commission may serve for one additional term.



- 2. Wuxuu Xaqiijin in Goobta shaqadu ka madax banaantahay nooc kasta oo ka mid ah hawlaha Diimeed ama waxyaabaha lamidka ah.
- 3. Wuxuu qofkasta oo ka mid ah shaqaalaha u siinshaqo-qeexista waajibaakiisa shaqo kuna qiimeeya hab wafaaqsan faahfaahintaas iyo qorsha hawleedka ee xafiiska.
- 4. Wuxuu shaqaalaha siiya Aaladaha shaqo ee lagama maarmaanka u ah gudashada waajibaadkiisa islamarkaana ku tabobara.
- 5. Wuxuu diyaariya Goob ku haboon Badbaadada iyo Caafimaadka shaqaalaha.

73:- **Waajibaadka Shaqaalaha Xafiiska**

Shaqaalaha Xafiiska waxaa u Waajibaad ka saaranyahay:-

- 1. Inuu u hogaansamo Dastuurka iyo shuruucda kale ee dalka iyo deegaankaba.
- 2. Inuu dhaqangeliyo sharciyada iyo siyaasadaha ay soo saarto Dawladdu.
- 3. Inuu si daacadnimo ah oo bilaa eex ah ugu adeego Shacabka iyo Deegaankaba.
- 4. Inuu dhamaan Awoodiisa iyo kartidiisa u huro adeega shacabka.
- 5. Inuu fuliyo waajibaadyada shaqo ee lagu qeexay shaqo qeexistiisaiyo amarada sharciga ah ee u siiyo masuulka u hoostago.

- 2. የመሥሪያ ቤቱ የሥራ አካባቢ ከማንኛውም ዓይነት ኃይማኖታዊ ተግባራት ነጻ መሆኑን የማረጋገጥ፤
- 3. ለእያንዳንዱ የመሥሪያ ቤቱ ሠራተኛ የሥራ ዝርዝር መግለጫ የመስጠትና በሥራ ዕቅድ ላይ ተመስርቶ የሠራተኛውን የሥራ አፈፃፀም ውጤት የመለካት፤
- 4. ለመሥሪያ ቤቱ ሠራተኞች ለሥራ የሚያስፈልጋቸውን መሣሪያዎች የማቅረብና አጠቃቀማቸውን የማላወቅ፤
- 5. የሥራ አካባቢውን ለመሥሪያ ቤቱ ሠራተኞች ደህንነትና ጤንነት አመቺ የማድረግ፡፡

73. **የሠራተኞች ግዴታዎች**

ማንኛውም የመሥሪያ ቤቱ ሠራተኛ የሚከተሉት ግዴታዎች ይኖሩበታል፤

- 1. ለሕዝቡና ለሕገ መንግስቱ ታማኝ መሆንና የሕግ የበላይነትን የማክበር፤
- 2. መንግሥት የሚያወጣቸውን ሕጎችና ፖሊሲዎችን በብቃት የመፈፀም፤
- 3. በማናቸውም ሁኔታ ሕዝብንና ሀገርን ያለአድልዎ የማገልገል፤
- 4. መላ ዕውቀቱንና ችሎታውን ለሕዝብ አገልግሎት የማዋል፤
- 5. በሥራ ዝርዝሩ የተመለከቱትንና በቅርብ ኃላፊው የሚሰጠውን ሕጋዊ ትዕዛዝ የመፈፀም፤

- 2. ensure that its working environment is free from any form of religious practices and activities;
- 3. provide job description to each employees and evaluate his performance based on work plans;
- 4. proved necessary work appliances to employees and orient them about their usages;
- 5. Create conducive working environment to the health and safety of employees.

73. **Duties of Employees**

Any employee shall have the following obligations:

- 1. be loyal to the public and the Constitution and respect the law;
- 2. effectively execute the laws and policies issued by the Government;
- 3. serve the public and the country without having any form of bias;
- 4. devote his whole energy and ability to the service of the public;
- 5. discharge the functions specified in his job description and the lawful orders of his immediate supervisor;

- 6. Inuu ka fogaado inuu goobta shaqada ku soo bandho ficilo ka turjumaya Diinta uu aaminsanyahay. Taasi oo faah-faahinteeda lagu qeexi doono awaamiir u xafiisku soo saaro.
- 7. Inaanu sheegin Xog ama sir ku saabsan Dawladda ama shaqooyinka dawladda oo uu ku ogaaday shaqadiisa awgeed.
- 8. Inuu iska ilaaliyo dhamaan falalka takoorka ama isirsooca macaamiisha eeku salaysan Sinji, Luuqad, Qabiil, Qoomiyad, Diin, Aragti siyaasadeed, Baahiyaha gaarka ah ama waxyaabaha kale ee lamidka ah.
- 9. In aanu qabanin wax shaqo kale ah oo wax u dhimi kara Waajibaadka uu u hayo shacabka iyada oo aan la tixgelinayn nooca shaqada ee uu ka hayo Xafiiska.
- 10. In aanu Booskiisa shaqo u adeegsanin inuu ku meel mariyo aragti siyaasadeed ama falkasta oo takoor keenaya.
- 11. In aanay waydiisan ama ka qaadanin shacabka wax hadiyad ah iyo martigalin ah Adeega uu qabtay awgeed.
- 12. Inu si haboon u isticmaalo Agabta iyo aaladaha kale ee uu ku shaqeeyo.
- 13. Inuu soo gudbiyo Cadeyntiisa Caafimaad marka uu u baahdo Xafiisku, marka laga reebo cadeynta baadhista xanuunka HIV/AIDS.
- 14. Inuu u hogaansamo tilmaamaha iyo talooyinka badbaadada iyo Caafimaadka.

- 6. **በማናቸውም ሁኔታ በሥራ ቦታ ላይ የግል እምነቱን ወይም ሃይማኖቱን የሚያንግብርቅ ተግባር አለመፈጸም፣ ዝርዝሩ መሥሪያ ቤቱ በሚያወጣው መመሪያ ይገለጻል፤**
- 7. **ሚስጥር ተብለው የተለዩትንና በሥራው አጋጣሚ ያወቃቸውን የመሥሪያ ቤቱን ምስጢሮች የመጠበቅ፤**
- 8. **በተገልጋዮች መካከል በፆታ፣ በቋንቋ፣ በዘር፣ በሃይማኖት፣ በፖለቲካ አመለካከት፣ በአካል ጉዳት፣ ወይን በሌሎች ልዩነት በሚፈጥሩ ሁኔታዎች መድሎ አለመፈጸም፤**
- 9. **ለመሥሪያ ቤቱ የሚሰጠውን አገልግሎት የሚያንድል ወይም በማንኛውም አኳኋን ከተመደበበት ሥራ ጋር የሚቃረን ወይም የመሥሪያ ቤቱ ሠራተኝነት ጋር የማይጣጣም ማንኛውንም ሌላ ሥራ ያለመሥራት፤**
- 10. **ሥራውን ለፖለቲካ ጥቅሙ ያለማዋልና በዚህም ምክንያት አድሎ ያለመፈጸም፤**
- 11. **በመሥሪያ ቤቱ ሠራተኝነቱ ለሰጠው ወይም እንዲሰጥ ለሚጠበቀው አገልግሎት ማንኛውንም ዓይነት ስጦታ ወይም ዋጋ ያላቸው ነገሮች ያለመጠየቅ ወይም ያለመቀበል፤**
- 12. **ለሥራ ማከናወኛ የሚሰጡትን መሣሪያዎችና መግልገያዎች በአግባቡ የመጠበቅና የመጠበቅ፤**
- 13. **ከኤች አይ ቪ/ ኤድስ በስተቀር ከሥራው ጋራ በተያያዘ በበቂ ምክንያት የህክምና ምርመራ እንዲያደርግ በመሥሪያ ቤቱ ሲጠየቅ ለምርመራ የመቅረብ፤**
- 14. **ስለሥራ አካባቢ ደህንነትና ጤንነት ጥበቃ የወጡ መመሪያዎችን የማክበር።**

- 6. Be reserved from exercising any activity or practice reflecting his own faith or religion at the place of work; the detail of which may be prescribed by the directive to be issued by the office.
- 7. not disclose confidential matters of the government institution classified as such;
- 8. avoid discriminatory treatment of clients on the basis of gender, language, ethnicity, religion, political stand, physical disability or other forms of differentiations;
- 9. not engage in any other activity that compromise his service to the Office or otherwise conflict with his duties or is incompatible with his status as a civil servant;
- 10. not use his position to advance his political interest and thereby exercise discriminatory practice;
- 11. not solicit or accept any gift or a present having a value in consideration of the service he renders or expected to render as a civil servant;
- 12. properly use and handle equipment and implements supplied to him for the purpose of doing his job;
- 13. submit for medical examination, other than examination for HIV/AIDS, when required by the government institution on sufficient grounds related to his service;
- 14. Observe occupational safety and health rules.

**74. Hab dhaqanka anshax ee shaqaalaha**

Shaqaalekasta oo ka tirsan xafiiska waxa waajibaad ka saran yahay inu u hogaansamo islamarkaana ixtiraamo awaamiirta anshaxa iyo akhlaaqda ee xafiisku soo saaray waajibaadkiisa shaqona u guuto hanaan ay ku dheehan tahay asluub iyo akhlaaq sare oo xirfadeed oo xafiiska u horseedaya in gaadho ujeedooyinka loo asaasay iyo dadaalka u hiigsanayo.

**75. Xadka Masuuliyadeed**

Shaqaale kasta oo xafiiska ka tirsan waxaa uu masuul ka yahay burburka ama khasaaraha u soo gaadhsiyo Agabka uu ku shaqeynayo ee ku timaada taxadar daro ka timiday isaga.

**QAYBTA LABO IYO TOBNAAD**

**TALAABOYINKA ANSHAX MARIN, HANAANKA BAADHISTA IYO XALLINTA CABASHOYINKA**

**76. Ujeedada Ganaaxa Anshax**

Ujeedada Ganaaxa Anshax marintu waa in shaqaalaha caadeysta masuuliyad darro uu ka qoomameeyo falka uu sameeyay caqli-celina loo sameeyo islamarkaana uu noqdo shaqaale Anshax suuban leh ama haddii uu saxmi waayo shaqada laga eryo.

**77. Noocvada iyo kala soocida Ganaaxyada Anshax**

1. Hadba, Iyadoo lagu saleeynayo culayska dambiga, shaqaalaha ku kaca ama sifooba xadgudub anshax xumo waxaa laga qaadi kara mid ka mida ah talaabooyinka hoos ku cad:
  - b. Digniin Af ah,

**74. የሠራተኛ ሥነ-ምግባር**

ማንኛውም ሠራተኛ በመንግስት እንዲሁም በመሥሪያ ቤቱ የወጡትን የሥነ-ምግባር መመሪያዎች በማክበር እና ሥራውን በከፍተኛ ሙያዊ ሥነ-ምግባር በማከናወን መሥሪያ ቤቱ የተቋቋመበትን ዓላማ እና የተጣለበትን ኃላፊነት እንዲያሳካ የበኩሉን ጥረት ማድረግ አለበት።

**75. በዕዳ የመጠየቅ ኃላፊነት**

ማንኛውም ሠራተኛ ለሥራው ማከናወኛ በተሰጡት መሣሪያዎችና መገልገያዎች ላይ በሚደርስ ጉዳት ወይም ጥፋት በዕዳ ተጠያቂ የሚሆነው ጉዳቱ ወይም ጥፋቱ በሠራተኛው ቸልተኛነት ወይም ሆን ተብሎ በተፈፀመ ድርጊት ምክንያት የደረሰ እንደሆነ ነው።

**ክፍል አሥራ ሁለት**

**የዲ.ፒ.ሲን እርምጃዎች፣ የቅሬታ አቀራረብና አፈታት**

**76. የዲ.ፒ.ሲን ቅጣት ዓላማ**

የዲ.ፒ.ሲን ቅጣት ዓላማ ሠራተኛው በፈፀመው የዲ.ፒ.ሲን ጉድለት ተፀጽቶ እንዲታረምና ብቁ ሠራተኛ እንዲሆን ለማስቻል ወይም የማይታረም ሆኖ ሲገኝ ከሥራ ለማሰናበት ነው።

**77. የዲ.ፒ.ሲን ቅጣት ዓይነቶችና አመዳደቦች**

1. የዲ.ፒ.ሲን ጉድለት የፈፀመ ሠራተኛ እንደ ጥፋቱ ክብደት ከሚከተሉት ቅጣቶች አንዱ ሊወሰንበት ይችላል፣

ሀ/. የቃል ማስጠንቀቂያ፣

**74. Employee's Rule of Conduct**

Every employee shall respect code of ethics issued by government and the Office and discharge ethically his/her responsibilities to enable the Office achieve its establishment objectives and interested responsibilities.

**75. Extent of Liability**

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

**PART TWELVE**

**DISCIPLINARY MEASURES AND GRIEVANCE PROCEDURE**

**76. Objectives of Disciplinary Penalties**

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

**77. Types and Classifications of Disciplinary Penalties**

1. Depending on the gravity of the offence, one of the following penalties may be imposed on the employee for breach of discipline:

A. oral warning;

t. Digniin Qoraal ah,  
 J.Ganaax gaadhi kara mushaaharka shan iyo toban maalmood,  
 X.Ganaax gadhi kara ilaa 3 bilood oo Mushaahar ah,  
 kh. Muddo dhan ilaa laba sano oo Hoos loo dhigo heerka darajada shaqo iyo mushaaharka,  
 d. Shaqada oo laga Eryo.  
 2. Ganaaxyada lagu xusay farqada (1<sup>aad</sup>)(b-j) ee Qodobkan, waxaa loo aqoonsan ganaaxyada anshax ee fudud.  
 3. Ganaaxyada lagu xusay farqada (1<sup>aad</sup>) (x) ilaa ( kh) ee Qodobkan waxaa loo yaqaana ganaaxyada anshax ee Culus.  
 4. Shaqaalaha hab wafaaqsan xarafka ( d) ee farqada 1<sup>aad</sup> ee Qodobkan lagu ganaaxay hoos u dhigida darajada iyo mushaaharkabamarka uu dhamaysto muddada ganaaxa waxaa lagu meelayn:  
 b. haddii jiro boos banaan oo la daraajo ah booskii u ku qorna ka hor inta aan la ganaaxin iyada oo aan la raacayn nidaamka dalacsiinta ayaa la suurto galin in lagu meeleyo.  
 t. Haddii aanay jirin boos banaan oo la mid ah booskii u ku qorna ka hor intaan la ganaaxin waxaa lagu meelayn booska kale ee la midka ah midkiisii marka uu banaanaado iyada oo aan la raacayn nidaamka dalacsiinta.

ለ. የጽሑፍ ማስጠንቀቂያ፣  
 ሐ. እስከ አስራ አምስት ቀን ደመወዝ የሚደርስ መቀሮ፣  
 መ. እስከ ሦስት ወር ደመወዝ የሚደርስ መቀሮ፣  
 ሠ. እስከ ሁለት ዓመት ድረስ ለሚደርስ ጊዜ ከሥራ ደረጃና ደመወዝ ዝቅ ማድረግ፣  
 ረ. ከሥራ ማሰናበት።  
 2. በዚህ አንቀጽ ንዑስ አንቀጽ (1) (ሀ) እስከ (ሐ) የተዘረዘሩት ቀላል የዲ.ሲ.ፕ.ሊ.ን ቅጣቶች ተብለው ይመደባሉ።  
 3. በዚህ አንቀጽ ንዑስ አንቀጽ (1) (መ) እስከ (ረ) የተዘረዘሩት ከባድ የዲ.ሲ.ፕ.ሊ.ን ቅጣቶች ተብለው ይመደባሉ።  
 4. በዚህ አንቀጽ ንዑስ አንቀጽ (1) (ሠ) መሠረት ከሥራ ደረጃና ደመወዝ ዝቅ በማድረግ የተቀጣ ሠራተኛ የቅጣት ጊዜውን ሲያጠናቅቅ፣  
 ሀ/ ከመቀጣቱ በፊት ይዞት ከነበረ የሥራ መደብ ጋር ተመሳሳይ ክፍት የሥራ መደብ ካለ ያለምንም የደረጃ ዕድገት ሥነ-ሥርዓት፣  
 ለ/ ከመቀጣቱ በፊት ይዞት ከነበረ የሥራ መደብ ጋር ተመሳሳይ የሆነ የሥራ መደብ ካልተገኘ ክፍት የሥራ መደብ በተገኘበት ጊዜ ያለምንም ተጨማሪ የደረጃ ዕድገት ሥነ-ሥርዓት፣  
 በሥራ መደቡ ላይ እንዲመደብ ይደረጋል።

B. written warning;  
 C. fine up to 15 day’s salary;  
 D. fine up to three month’s salary;  
 E. down grading up to the period of two years;  
 F. dismissal.  
 2. The penalties specified under sub-article (1) (A)-(C) of this Article shall be classified as simple disciplinary penalties.  
 3. The penalties specified under sub-article (1) (D)-(F) of this Article shall be classified as rigorous penalties.  
 4. The employee who is demoted in accordance with Article (1) (e) of this Article and upon the lapse of his period of punishment, shall be reinstated:  
 A. to a similar available vacant post, without any promotion procedures;  
 B. In absence of a vacant post, he shall be reinstated to a similar post without any promotion procedures when it becomes available at a later time.

- 5. Marka shaqaalaha laga qaado talaabo anshax waxaa talaabadas la soo xigan kara islamarkaana diiwaan ahaan loo xafidi kara:
- b. Ilaa laba sano marka ganaaxu uu yahay mid fudud;
- t. Ilaa Shan sano marka ganaaxu yahay mid Culus.

**78. Dambiyada lagu Mutaysto Ganaax Anshax oo fudud**

Dambiyada lagu mutaysankaro Ganaax Anshax oo fudud wax aka mid ah:-

- 1. fasax la'aan oo shaqada laga maqnaado;
- 2. saacadaha shaqada oo laga shaqeeyo dano shaqsi ama kuwo cid kale
- 3. saaxiibkaa oo aan ku sifoobin karti daro shaqo in si xumayn ah looga warbixiyo karti daro shaqo
- 4. haddii lagu guul daraysto in masuulka sare ama cida kale ee ay khusayso lala socodsiiyo mar kasta oo saaxiibkaaga shaqo uu ku kaco ficil sharci daro ah ama ficil anshax xumo
- 5. xogta oo loo bixiyo qaab lid ku ah niyadsamida ;
- 6. Markasta oo madaxa xafiisku ama masuuliyiinta kale ee ay khusayso ama shaqaaluhuay ka codsadaan inaad bixiso macluumaad muhiim ah oo aad haysooo aad iska diido.
- 7. Marka hanaan sharci lagaaga codsado bixinta macluumaad sir ah oo aad iska diido.
- 8. Haddii la gaadho go'aano bilaa sabab ah ama bilaa cadayn ah ama aad ku guul daraysato in aad talaabo ka qaado.

- 5. አንድ ሠራተኛ በዲ.ሲ.ፕሊን ከተቀጣ በኋላ ቅጣቱ በሪከርድነት ሊቆይና ሊጠቀስበት የሚችለው:-  
 ሀ/ ቀላል የዲ.ሲ.ፕሊን ቅጣት ከሆነ ቅጣቱ ከተወሰነበት ቀን ጀምሮ ለሁለት ዓመት፤  
 ለ/ ከባድ የዲ.ሲ.ፕሊን ቅጣት ከሆነ ቅጣቱ ከተወሰነበት ቀን ጀምሮ ለአምስት ዓመት ይሆናል።

**78. ቀላል የዲ.ሲ.ፕሊን ቅጣት የሚያስከትሉ ጥፋቶች**

የሚከተሉት ጥፋቶች ቀላል የዲ.ሲ.ፕሊን ቅጣት የሚያስከትሉ ናቸው፤

- 1. የቅርብ የሥራ ኃላፊውን ፈቃድ ሳያገኝ ከሥራ መቅረት፤
- 2. በሥራ ሰዓት የግል ወይም የሌላ ሰው ሥራ መስራት፤
- 3. የሥራ ባልደረባው የብቃት ማነስ ሳይኖርበት የብቃት ማነስ እንዳለበት አድርጎ በመጥፎ ልቦና ማሳወቅ፤
- 4. የሥራ ባልደረባው ህገ ወጥ ወይም ብልሹ የሥነ-ምግባር ድርጊት ሲፈጽም ለሥራ ኃላፊው ወይም ለሚመለከተው ሌላ አካል አለማሳወቅ፤
- 5. ቅን ልቦናን በሚቃረን ሁኔታ ጥቆማ ማቅረብ፤
- 6. ያለበቂ ምክንያት ጠቃሚ መረጃን ለመሥሪያ ቤቱ ኃላፊ ወይም ጉዳዩ ለሚመለከታቸው ሌሎች ኃላፊዎች ወይም ሠራተኞች አለመስጠት፤
- 7. ሕጋዊ ለሆነ ጥያቄ በእጁ የሚገኘውንና ለማንም ግልጽ እንዳይደረግ ያልተከለከለ መረጃ ለመስጠት ፈቃደኛ አለመሆን፤
- 8. የሚሰጡ ውሳኔዎችን ያለበቂ ምክንያት ወይም ያለማስረጃ መስጠት ወይም እርምጃ አለመውሰድ፤

- 5. After a disciplinary measure has been taken on the employee, such measure shall remain in his record:  
 A. for two years, where the penalty is simple;  
 B. for five years, where the penalty is rigorous.

**78. Offences Entailing Simple Penalties**

Simple disciplinary penalties may be imposed for the following offences:

- 1. Unauthorized absence;
- 2. Doing personal tasks during working hours
- 3. Reporting falsely and in bad faith that a coworker is incompetent.
- 4. Failure to inform an illegal activity or corruption committed by coworker, to his supervisor or the concerned body.
- 5. Informing contrary to good faith.
- 6. Refusal to provide important information at hand, when requested by head of the office or other concerned officials or employees.
- 7. Refusal to provide unclassified information at hand, when requested legally.
- 8. Making decisions without sufficient reason or evidence; or failure to take measures.

- 9. shaqooyinka aad qabanayso marka ay soo wajahaan isku dhacyo daneed aad ku war galin waydo cidaha ay khusayso
  - 10. saacadaha dheeriga ah ee adigoon xafiiska ku wargalin haddii aad ka shaqayso shaqo kale oo dakhli kaa soo galayo
  - 11. Haddii lagu kaco fal kale oo Anshax xumo oo la culays ah dambiyada lagu sheegay Qodobkan.
- 79. dambiyada lagu mutavsto Ganaax Anshax oo culus**
- Ganaax Anshax oo culus waxaa lagu mutaysankara Dambiyada hoos ku cad:-
- 1. Amar diido, In Waajibaadka shaqo la qaban waayo, in la iska dhagamariyo amarada sharciga ah iyo u hogaansan la'aanta ama inta laga talaabsado Siyaasadaha iyo nidaamyada shaqo in shaqada la curyaamiyo.
  - 2. Si kas ah loo cagajiido shaqada ama Macaamiisha oo sixun loola dhaqamo.
  - 3. Si ula kac ah oo shaqada loo carqaladeeyo ama kuwa kale ee ku hawlan carqaladaynta oo la gacansiyo.
  - 4. Cadeeysiga in bilaa sabab shaqada lagamaqnaado ama iyadoo aan ganaaxi fuduuda ee la saaray aan waxba laga baran in loo hogaansami waayo saacadaha shaqada ee Xafiiska.
  - 5. In goobta shaqada dhexdeeda lagu kaco gacan ka hadal.
  - 6. Xilgudasho la'aan la xidhiidha maan doorsanaan ka dhalatay isticmaalka mukhadaaradka kala duwan.
  - 7. Aqbalida ama waydiisashada laaluush.

- 9. በሚሰራው ሥራ የጥቅም ግጭት ሲፈጠር ለሚመለከተው አካል በቸልተኝነት አለማሳወቅ፤
  - 10. በትርፍ ጊዜው መሥሪያ ቤቱን ሳያሳውቅ ገቢ የሚያስገኝ ሌላ ስራ መሥራት፤
  - 11. ከላይ ከተዘረዘሩት ጋር ተመሳሳይ ክብደት ያለው የዲ.ሲ.ፕ.ሲ.ን ጉድለት መፈፀም፤
- 79. ከባድ የዲ.ሲ.ፕ.ሲ.ን ቅጣት የሚያስከትሉ ጥፋቶች**
- የሚከተሉት ጥፋቶች ከባድ የዲ.ሲ.ፕ.ሲ.ን ቅጣት የሚያስከትሉ ጥፋቶች ናቸው፡፡
- 1. ሕጋዊ ትዕዛዝን ባለማክበር፣ በቸልተኝነት፣ በመለገም ወይም ሆን ብሎ የአሠራር ሥነ - ሥርዓት ወይም የመንግሥትን ፖሊሲ ባለመከተል በሥራ ላይ በደል ማድረስ፤
  - 2. ጉዳዮችን ሆን ብሎ ማዘግየት ወይም ባለጉዳዮችን ማጉላላት፤
  - 3. ሥራ እንዳይሰራ ሆን ብሎ ማወክ ወይም ከሚያውኩት ጋር መተባበር፤
  - 4. በቀላል የዲ.ሲ.ፕ.ሲ.ን ቅጣት እርምጃዎች ባለመታረም ያለበቂ ምክንያት በተደጋጋሚ ከሥራ መቅረት ወይም የሥራ ሰዓት አለማክበር፤
  - 5. በሥራ ቦታ በጠብ አጫሪነት መደባደብ፤
  - 6. በልማዳዊ ስካር ወይም በአደንዛዥ ዕዕ ሱስ በመመረዝ ሥራን መበደል፤
  - 7. ገብ መቀበል ወይም እንዲሰጠው መጠየቅ፤

- 9. Not informing the concerned body when conflict of interest arises in his work, due to negligence.
  - 10. Engaging in part time income generating activity without informing the office.
  - 11. Committing any breach of discipline of equal gravity with the offences specified under this Article.
- 79. 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 none-observance of working procedures;
  - 2. deliberate procrastination of cases or mistreatment of clients;
  - 3. to deliberately obstruct work or to collaborate with others in committing such offence;
  - 4. unjustifiable repeated absenteeism or nonobservance of office hours in spite of being penalized by simple disciplinary penalties;
  - 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. Goobta shaqada oo lagu kaco/ sameeyo fal lid ku ah damiirka iyo dadnimada bulshada.
- 9. In lagu kaco fal xatooyo ama amaano darro.
- 10. In lagu kaco isdabamarin ama ficil been abuur ah.
- 11. Si ula kaco ah ama taxaadiir darro awgeed, burbur loo geeysto hantida Xafiiska.
- 12. Ku tagrifal Awoodeed.
- 13. Goobta shaqo oo lagu sameeyo meel kadhac la xidhiidha jinsiga.
- 14. Haddii u ku guuldaraysto waajibaadka sharci ee ka saran inu laamaha ay khuseeyso u sheego qadashada hadyaad ama Marti qaad.
- 15. Inuu ku kaco fal kale oo Anshax xumo oo la culays ah dambiyadalagu sheegay Qodobkan.

**80. Shaqo ka Joojinta shaqaalaha**

- 1. Shaqaale kasta waxaa shaqada iyo mushaahrkaba laga joojin karaa hadii:
  - b. Laga cabsi qabo inuu wax u dhimi karo baadhis socota isagoo Qarinaya, Tirtiraya ama baabiinaya cadeymaha falka uu ku kacay.ama
  - t. uu shaqaaluhu dambi kale oo la xidhiidha burburinta Hantida xafiiska looga cabdsi qabo inuu ku kaco.

- 8. በሥራ ቦታ ለሕዝብ ሞራል ተቃራኒ የሆነ ድርጊት መፈፀም፤
- 9. የሌብነት ወይም የዕምነት ማጉደል ድርጊት መፈፀም፤
- 10. የማታለል ወይም የማጭበርበር ድርጊት መፈፀም፤
- 11. በመሥሪያ ቤቱ ንብረት ላይ ሆነ ብሎ ወይም በቸልተኝነት ጉዳት ማድረስ፤
- 12. በስልጣን አለአግባብ መጠቀም፤
- 13. በስራ ቦታ ላይ የታዊ ትንኮሳ ወይም ጥቃት መፈጸም፤
- 14. በህግ ወይም በመመሪያ ስጦታ ወይም መስተንግዶን የማስታወቅ ግዴታ እያለበት አግባብ ላለው አካል በቸልተኝነት አለማስታወቅ፤
- 15. በዚህ አንቀጽ ከተዘረዘሩት ጋር ተመሳሳይ ክብደት ያለው ሌላ የዲ.ሲ.ፕ.ሲ.ን ጉድለት መፈፀም፡፡

**80. ሠራተኛን ከሥራ አግዶ ስለማቆየት**

- 1. ማንኛውንም ሠራተኛ ከሥራና ከደመወዝ አግዶ ማቆየት የሚቻለው፤
  - ሀ/ ከተጠረጠረበት ጉዳይ ጋር በተያያዘ አግባብነት ያላቸውን ማስረጃዎች በማበላሸት፤ በመደበኛ ወይም በማጥፋት ምርመራውን ያሰናክላል፤ ወይም
  - ለ/ በመሥሪያ ቤቱ ንብረት ላይ ተጨማሪ ጉዳት ያደርሳል፤ ወይም

- 8. to commit an immoral act at the place of work;
- 9. to commit an act of theft or breach 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. abuse of power;
- 13. to commit sexual violence at the place of work;
- 14. Failure to inform the receipt of gifts or hospitality to the concerned body due to negligence while he is expected by law to do so.
- 15. To commit any breach of discipline of equal gravity with the offences specified under this Article.

**80. Suspension from Duty**

- 1. Any employee will be suspended from duty and salary if it is presumed that:
  - A. he may obstruct the investigation by concealing, damaging or destroying evidence related to the alleged offence; or
  - B. he may commit additional offence on the property of the office; or

j. Hadii Dambiga uu galay uu yahay mid culus oo wax u dhimaya mooraalka shaqaalaha kale oo wiiqi kara kalsoonida ay shacabku ku qaban xafiiska.

x. Hadii Falka anshax xumo ee uu ku kacay uu kalifi karo/sababi karo in shaqada laga eryo.

2. Hab wafaaqsan farqada (1) ee qodobkani, waxaa shaqaalaha shaqada iyo mushaaharkaba laga joojin kara muddo aan ka badnayn Laba bilood oo kaliya.

3. Shaqaalaha hab wafaaqsan farqada (2) ee qodobkani shaqada laga joojiyay ee haya boosaska shaqo ee heer agaasimo iyo mareeye waxaa shaqada lagaga joojin warqad u saxeexay Masuulka sare ee xafiisku ama wakiilkiisa oo tilmaamaysa mudada iyo sababta shaqada looga joojiyay. Shaqaalaha kale ee ku qoran boosaska shaqo ee kale waxaa shaqo ka joojinta lagu wargalin warqad u saxeexay agaasimaha waaxda maamulka cuduuda shaqaale. Haseahaate haddii la awoodi waayo in warqada shaqo ka joojinta gacanta lagaga riido ama toos loogu geeyo xubinka ay khuseeyso waxaa la suurtagalin in warqada shaqo ka joojintu ay muddo toban maaml mood ah ay ku dheegsanato goobta ogaysiiska ee xafiiska.

4. Hadii aan la go'aamin in dambiyada anshax ee shaqaalaha lagu soo oogay ayna kalifin in u ku mutaysto in shaqada laga eryo, waa in la siiyo mushaaharka mudada laga joojiyay shaqada oo bilaa dulsaar ah.

ሐ/ ከተከሰሰበት ጥፋት ክብደት አንፃር የሌሎችን ሠራተኞች ጥራል የሚነካ ወይም ተገልጋዩ ሕዝብ በመሥሪያ ቤቱ ላይ ሊኖረው የሚገባውን እምነት ያዛባል፤ ወይም

መ/ ተፈፀመ የሚባለው ጥፋት ከሥራ ያስወጣል ተብሎ ሲገመት ነው።

2. በዚህ አንቀጽ ንዑስ አንቀጽ (1) መሰረት አንድ ሠራተኛ ከሥራና ከደመወዝ ታግዶ ሊቆይ የሚችለው ከሁለት ወር ለማይበልጥ ጊዜ ብቻ ይሆናል።

3. በዳይሬክተር እና በሥራ አስኪያጅ ደረጃ ለሚገኙ ሠራተኞች በመሥሪያ ቤቱ የበላይ ኃላፊ ወይም በተወካዩ ፊርማ እንዲሁም በሌላ የሥራ መደብ ላይ ለሚገኙ ሠራተኞች በመሥሪያ ቤቱ እውቅና በሰው ኃብት ሥራ አመራር ዳይሬክተር ፊርማ ሠራተኛው ከመደበኛ ሥራው ታግዶ የሚቆይበትን ጊዜና ከሥራ የታገደበት ምክንያት በጽሑፍ ይገለጽለታል። ሆኖም ሠራተኛውን በግንባር ማግኘት የማይቻል ከሆነ የእገዳው ደብዳቤ በመሥሪያ ቤቱ ማስታወቂያ ሰሌዳ ላይ ለተክታታይ አስር ቀናት እንዲለጠፍ ይደረጋል።

4. ሠራተኛው በተከሰሰበት የዲ.ፕ.ሲ.ን ጥፋት ምክንያት ከሥራ እንዲሰናበት ካልተወሰነበት በስተቀር በዕግዱ ወቅት ሳይከፈለው የቀረው ደመወዝ ያለወለድ ይከፈለዋል።

C. the alleged offence is so grave as to demoralize other employees or negatively affect the public trust towards employees; or

D. The disciplinary offence may lead to dismissal.

2. An employee may be suspended from duty and payment of salary in accordance with sub-article (1) of this Article only for a maximum period of two months.

3. Employee holding the position of director and manager shall be informed the duration and reason of his suspension with a letter signed by the head of the office, or his delegate. Employee holding other positions shall be informed the duration and reason of his suspension with a letter signed by the director of human resource. However, where it is unable to hand over the letter of suspension in person, the suspension letter shall be posted on the notice board of the office for ten consecutive days.

4. Unless a decision of dismissal is rendered against a suspected employee, the salary withheld at the time of suspension shall be paid to him without interest.

- 5. Shaqaalaha laga joojiyay shaqada haddii ay ku cadaato dambilaenimadiisu, fulinta ganaaxu wuxuu ka bilaabmaya maalinta shaqada laga joojiyay.
- 6. Shaqo ka joojinta lagu sameeyo shaqaaluhu Kama hor istaagayso xuquuqaha iyo waajibaadyada kale ee aanay khusaynin shaqo ka joojinta.
- 7. Iyadoo ay jiran arrimaha lagu xeeriyay farqada (2) ee qodobkani, haddii mudada shaqaalaha laga joojiyay shaqada iyo mushaaharkuba ay dhamaato ka hor intan hab wafaaqsan farqada (4) ee qodobkani aan la go'aamin shaqo ka caydhiinta ama in loo celiyo /siinta mushaaharkiisii, masuulka xafiisku muddo aan ka badneyn hal bil ah ayuu kordhin ama ku dari kara mudadii shaqo ka joojinta iyadoo.
  - b. shaqaalaha la siinayo kala baadh mushaaharkiisa haddii dib u dhaca ay kaliftay muruugsanaanta dacwaada anshax.
  - t. mushaahar la'aan haddii dib u dhaca u sabaabay khaladaad u gaara shaqaalaha.
- 8. Haddii muddada bilaawga ama mudada lagu daray ee shaqaalaha laga joojiyay shaqada iyo mushaaharkuba ay dhamaato ka hor intaan la go'aamin shaqo ka eriga shaqaalaha ama aan hab wafaaqsan farqada (4) ee qodobkani aan la go'aamin in shaqadiisa dib loogu celin iyadoo mushaaharkiisiina la siinayo, iyadoo la laala'yo talaabada ka joojinta shaqada iyo mushahaaharkuba ayuu socoon baadhista dacwaada anshax marintu. Hase ahaate xubnaha guddiga iyo masuuliyiinta kale ee sababta u ah dib u dhaca waxaa lala tiigsan oo lagu qaado xadgudub anshax.

- 5. **ከሥራ የታገደው ሠራተኛ ጥፋተኝነቱ ከተረጋገጠ የተወሰነበት ቅጣት ተፈጻሚ የሚሆነው ከሥራ ከታገደበት ቀን ጀምሮ ይሆናል።**
- 6. **የሠራተኛው ከሥራ መታገድ ከእግዱ ጋር ያልተያያዙ ሌሎች መብቶችንና ግዴታዎችን ተፈጻሚነት አያስቀርም።**
- 7. **የዚህ አንቀጽ ንዑስ አንቀጽ (2) ድንጋጌ ቢኖርም ከሥራና ደመወዝ ታግዶ የቆየ ሠራተኛ ከሥራ እንዲሰናበት ወይም በዚህ አንቀጽ ንዑስ አንቀጽ (4) መሠረት ደመወዙ እንዲከፈለው እና ወደ ሥራው እንዲመለስ ሳይደረግ የእግዱ ጊዜ ካበቃ፣**
  - ሀ/. የመዘግየቱ ምክንያት የዲ.ሲ.ፕሊን ክስን የማጣራት ሂደቱ ውስብስብነት ከሆነ ሠራተኛው ግማሽ ደመወዙ እየተከፈለው ወይም**
  - ለ/. ለመዘግየቱ ምክንያት የሆነው ሠራተኛው ራሱ ከሆነ ያለደመወዝ ክፍያ፣**
    - እግዱ እስከ አንድ ወር ድረስ እንዲራዘም የመሥሪያ ቤቱ የበላይ ኃላፊ ሊወሰን ይችላል።**
- 8. **ከሥራ እና ደመወዝ ታግዶ የቆየ ሠራተኛ ከሥራ እንዲሰናበት ወይም በዚህ አንቀጽ ንዑስ አንቀጽ (4) መሠረት ደመወዙ እንዲከፈለውና ወደ ሥራው እንዲመለስ ሳይደረግ መደበኛውም ሆነ የተራዘመው የእግዱ ጊዜ ከተጠናቀቀ የሥራና የደመወዝ እግዱ ተነስቶ የዲ.ሲ.ፕሊን ክስ መታየት ይቀጥላል፤ ሆኖም ለመዘግየቱ ምክንያት የሆኑ የኮሚቴ አባላትና የሥራ ኃላፊዎች በዲ.ሲ.ፕሊን ጥፋት ተጠያቂ ይሆናሉ።**

- 5. If the suspended employee is found guilty as charged, the execution of his punishment shall commence from the day of the suspension.
- 6. The suspension of the employee shall not deprive him of other rights and duties that are not affected by the suspension.
- 7. Notwithstanding the provisions of sub-article (2) of this Article, if the suspension period of an employee from duty and payment of salary expires before his dismissal or reinstatement with payment of salary in accordance with sub-article (4) of this Article, the head of the office may extend the suspension for a period of upto one month:
  - A. With payment of half salary if the delay is caused by the complexity of investigation of the disciplinary charge; or
  - B. Without payment of salary if the cause of delay is attributable to the employee himself.
- 8. If the initial or extended period of suspension of an employee from duty and payment of salary expires either before the dismissal of the employee or his reinstatement with payment of his salary in accordance with sub-article (4) of this Article, the suspension from duty and payment of salary shall be lifted and the investigation of the disciplinary charge shall continue; provided, however, that committee members and officers responsible for the delay shall be liable for disciplinary offence.

**81. Hanaanka Anshax marinta**

1. Xafiisku wuxuu aasaasi Guddiga Anshaxa oo inta baadhista ku sameeyan arrimaha anshax darro ee lagu soo dacweeyay shaqaalaha, talo bixin iyo rayi go'aameedba u soo dhaweeya hantidhawraha guud.
2. Ka hor inta aanan shaqaalaha lagu ganaaxin ganaax anshax marin waa in lagu wargaliyo xadgudubka anshax darro ee lagu soo dacweeyay inu ku kacay islamarkaana la siiyo fursad u isku difaaci karo.
3. Talaabada anshax marin waxaa la qadi kara iyadoo aan raacayn qaab socodka dacwadaha ama go'aan maxkamadeed.
4. Talaabadaganaaxa anshax marintu shaqaalaha kama reebayso u qolanaanta fal damiyeed ciqaab ama madani ah.

**82. Asaasiga Guddiga Anshax-  
Maarinta**

1. Xafiisku wuxuu dhisi guddiga anshax marinta oo taabogalisa nidaamka caadiga/rasmiga ee baadhista anshaxa oo talo bixin iyo rayi go'aameedba u soo gudbiya Hantidhawraha Guud.
2. Guddigu waxay ka koobnaan shan xubnood iyo xoghayn ;
3. Gudoomiyaha, laba xubnood iyo xoghaynta guddiga waxaa hawlgalinaya H/dhawaraha guud;
4. Labo xubnood oo guddiga ka tirsan waxaa toos u dooranaya shaqaalaha;
5. Mudada shaqo ee xubnaha guddigu waa labo sano.

**81. የዲ.ቲ.ሊ.ን እርምጃ አወሳሰድ**

1. መሥሪያ ቤቱ የሠራተኞችን የዲ.ቲ.ሊ.ን ክስ አጣርቶ የውሳኔ ሃሳብ ለድጋፍ ዘርፍ ምክትል ዋና ኦዲተር የሚያቀርብ የዲ.ቲ.ሊ.ን ኮሚቴ ያቋቁማል።
2. በማንኛውም ሠራተኛ ላይ የዲ.ቲ.ሊ.ን ቅጣት ከመወሰኑ በፊት ሠራተኛው ፈጽሟል የተባለውን የዲ.ቲ.ሊ.ን ግድፈት እንዲያውቀው በማድረግ ራሱን እንዲከላከል ዕድል ይሰጠዋል።
3. የዲ.ቲ.ሊ.ን ቅጣት ማንኛውንም የፍርድ ቤት ውሳኔ ሳይጠበቅ ወይም ሳይከተል ሊወሰን ይችላል።
4. የዲ.ቲ.ሊ.ን የቅጣት እርምጃ የሠራተኛውን የወንጀልና የፍትሐብሔር ተጠያቂነት አያስቀርም።

**82. የዲ.ቲ.ሊ.ን ኮሚቴ ስለማቋቋም**

1. መስሪያ ቤቱ መደበኛ የዲ.ቲ.ሊ.ን ምርመራ የሚያካሂድና ለዋና ኦዲተር የውሳኔ ሀሳብ የሚያቀርብ የዲ.ቲ.ሊ.ን ኮሚቴ ያቋቁማል።
2. የዲ.ቲ.ሊ.ን ኮሚቴ አምስት አባላት እና አንድ ፀጋፊ ይኖሩታል።
3. የኮሚቴው ሰብሳቢ፣ ሁለት አባላትና ፀጋፊው በመሥሪያ ቤቱ የበላይ ኃላፊ ይመደባሉ።
4. ሁለት የኮሚቴው አባላት በሠራተኞች ይመረጣሉ።
5. የኮሚቴው አባላት የስራ ዘመን ሁለት አመት ይሆናል።

**81. Taking Disciplinary Measures**

1. The Office shall establish a disciplinary committee which shall investigate disciplinary charges brought against employee and thereby submit recommendations to Deputy Auditor General of Support Service.
2. Before imposing a disciplinary penalty on any employee, he should be informed of the alleged offence and be given a chance to defend himself.
3. Disciplinary measures may be taken irrespective of any court proceeding or decision.
4. A disciplinary penalty shall not cause omission of criminal and civil liability of the employee.

**82. Establishment of Disciplinary Committee**

1. The office shall establish a disciplinary committee that conducts formal disciplinary inquiry and submit recommendations to Auditor General
2. The committee shall have five members and a secretary.
3. The chairperson, two of the members and secretary of the committee shall be assigned by the head of the Office.
4. Two members of the committee shall be elected by the employees.
5. The term of office of the disciplinary committee members shall be two years.

**83. Mudada soo dhaweevnta cabashada**

1. Shaqaalekasta oo xafiiska ka tirsan oo aan ku qanacsaneyn go'aanka u gaadhay masuulka ay khuseeyso laga bilaabo maalinta shanaad ee u cabashadiisa u gudbistay masuulka sare ee xafiiska muddo toban maalmood gudahood ayuu cabashadiisa ugu soo dhaweeysan kara Guddiga baadhista Cabashooyinka ee xafiiska.
2. Shaqaalekasta oo mudada lagu xeeriyay farqada (1) ee qodobkani sababo ka baxsan awoodisa awgeed, ku soo gudbin kari waayey cabashada ama racfaanka, laga bilaabo maalinta ay meesha ka baxdo sababo ka baxsana awoodisu toban maalmood gudahood ayuu codsiga/cabashada keensan kara.

**84. Cabasho**

“Cabasho” waxaa loola jeedaa cabasho kasta oo uu soo gudbiyo shaqaalahu oo lagu xallin kari waayo hanaanka wada hadalka dhexmara Shaqaalaha iyo masuulka ka sareeyaa oo ay lagama maarmaan noqotay in lagu dhageysto nidaamka qaabilaada Cabashooyinka.

**85. Ujeedada Nidaamka Qaabilaada iyo xallinta Cabashooyinka**

Ujeedada nidaamka qaabilaada iyo xallinta cabashooyinka shaqaaluhu waa:

1. In xal waara loo helo Cabashada;
2. In la saxo qaladaadka iyo arrimaha kale ee keenay Cabashada;
3. In iyaboo la taabogalinaya nidaam shaqo oo cadaali ah oo dhamaan shaqaalaha xafiiska hanaan siman u qaabilaya si loo suurto geliyo wadashaqeyn fiican oo dhex marta Shaqaalaha

**83. ቅሬታ የማቅረቢያ ጊዜ**

1. የሚመለከተው አካል በሰጠው ውሳኔ ቅር የተሰኘ የመሥሪያ ቤቱ ሠራተኛ ጉዳዩን ለሚመለከተው የሥራ ኃላፊ ወይም ለመሥሪያ ቤቱ የበላይ ኃላፊ ካቀረበበት ከአምስተኛው ቀን ጀምሮ በአሥር የሥራ ቀናት ውስጥ ማመልከቻውን ለመሥሪያ ቤቱ የቅሬታ አጣሪ ኮሚቴ ሊያቀርብ ይችላል።
2. በዚህ አንቀጽ ንዑስ አንቀጽ (1) በተወሰነው የጊዜ ገደብ ውስጥ ከአቅም በላይ በሆነ ምክንያት የይግባኝ ወይም የቅሬታ ማመልከቻውን ማቅረብ ያልቻለ ሠራተኛ ከአቅም በላይ የሆነው ምክንያት በተወገደ በአሥር የሥራ ቀናት ውስጥ ማመልከቻውን ሊያቀርብ ይችላል።

**84. ቅሬታ**

“ቅሬታ” ማለት ሠራተኛው ከቅርብ ኃላፊው ወይም ከሚመለከተው የሥራ ኃላፊ ጋር በሚደረገው ውይይት ሊፈታ ያልቻለና በመደበኛ የማጣራት ሂደት ምላሽ ሊያገኝ የሚገባው አቤቱታ ነው።

**85. የቅሬታ አቀራረብ እና አፈታት ዓላማ**

የመሥሪያ ቤቱ ሠራተኞች ቅሬታ አቀራረብና አፈታት የሚከተሉት ዓላማዎች ይኖሩታል፤

1. ለቅሬታዎች አፈታት መፍትሔ የመስጠት፤
2. ለቅሬታዎች መንስኤ ሊሆኖ የሚችሉ ስህተቶችንና ድክመቶችን የማረም፤ እና
3. ሁሉንም የመሥሪያ ቤቱ ሠራተኞች በእኩልነት ለማስተናገድ የሚያስችል እና ፍትሃዊ የሆነ አሰራር በማስፈን የሰመረ የሥራ ግንኙነት የማዳበር።

**83. Complaint Submission Period**

1. An aggrieved employee may lodge his petition by the decision of the concerned body to the grievance committee of the office within ten working days from the fifth date he has been provide his complaint with his immediate supervisor or with the head of the office.
2. An appellant, who, is unable to lodge his appeal or petition within the period specified under sub articles (1) of this Article due to force majeure, may lodge his appeal or petition within ten working days after the ceasure of the force majeure.

**84. Grievance**

“Grievance” means a complaint of an employee that could not be resolved through discussion conducted with the employee’s immediate supervisor or with the concerned officer and should be addressed through a formal review procedure.

**85. Objectives of Grievance Handling Procedure**

Employee’ grievance handling procedure of shall have the following objectives:

1. to provide expeditious remedy for grievance;
2. to rectify mistakes and weaknesses that are cause for grievance;
3. To provide equitable and fair treatment.

**86. Aasaasida Guddiga baadhista Cabashoovinka**

1. Xafiisku waxa u aasaasi Guddiga baadhista cabashooyinka kuwaasi oo baadhis ku sameeya una kuurgala cabashooyinka ay soo gudbistan shaqaaluhu islamarkaana talo soo jeedinta u gudbiya hantidhawaraha guud.
2. Guddigu waxay ka koobnaan shan xubnood;
3. Gudoomiaha, xubnaha iyo xoghaynta guddiga waxaa hawlgalinaya Hantidhawaraha guud;
4. Labo xubnood oo guddiga ka tirsan waxaa toos u dooranaya shaqaalaha;
5. Mudada shaqo ee xubnaha guddigu waa labo sano.

**87:- Masuuliyada Shaqo ee Guddiga**

Guddigu waxay qaabili islamarkaana intay baadhan ayay laga bilaabo maalinta u soo gaadhay cabaashadu ay muddo sodon cisho oo maalmo shaqo ah gudaheed ay warbixin iyo talo bixin u soo dhaweeyn Hantidhawraha guud.

**88. Arrimaha ay dhegaysanayan Guddiga baadhista Cabashoovinka**

Guddiga baadhista cabashooyinku waa inuu baadho islamarkaana uu talo soo jeedin ka bixiyo cabashooyinka shaqaalaha ee la xidhiidha arrimahani:

1. Hanaanka fulineed, ku dhaqanka iyo fasiirada shuruucda iyo awaamiirta;
2. Ilaalinta iyo meel-maarinta xuquuqaha iyo faa'iidooyinka;
3. Fayoqabka caafimaad iyo badbaadada goobta shaqo.

**86. የቅሬታ አጣሪ ኮሚቴ ስለማቋቋም**

1. መሥሪያ ቤቱ የሠራተኞቹን የቅሬታ አቤቱታ እየተቀበለ በማጣራት የውሳኔ ሃሳብ ለዋና አዲተር የሚያቀርብ የቅሬታ አጣሪ ኮሚቴ ያቋቁማል።
2. ኮሚቴው አምስት አባላትና አንድ ደምጽ የሌለው ፀሐፊ ይኖረዋል።
3. የኮሚቴው ሰብሳቢ፣ ሁለት አባላትና አንድ ፀሐፊ በመሥሪያ ቤቱ የበላይ ኃላፊ ይመደባሉ።
4. ሁለት የኮሚቴ አባላት ከሠራተኛው በቀጥታ ይመረጣሉ።
5. የኮሚቴው አባላት የሥራ ዘመን ሁለት ዓመት ይሆናል።

**87. የኮሚቴው ተግባር**

ኮሚቴው ማንኛውም የመሥሪያ ቤቱ ሠራተኛ የሚያቀርበውን የቅሬታ አቤቱታ እየተቀበለ በማጣራት ለዋና አዲተር ቅሬታው ከቀረበለት ቀን ጀምሮ ባለት ፴ /ሠላሳ/ የስራ ቀናት ውስጥ የውሳኔ ሃሳብ ያቀርባል።

**88. በኮሚቴው የሚታዩ የቅሬታ ጉዳዮች**

የቅሬታ አጣሪ ኮሚቴ ከሚከተሉት ጉዳዮች ጋር በተያያዘ የመሥሪያ ቤቱ ሠራተኛ የሚያቀርበውን ቅሬታ አጣርቶ የውሳኔ ሃሳብ የማቅረብ ኃላፊነት አለበት።

1. ከሀጎችና መመሪያዎች አተረጓጎም ወይም አፈፃፀም፣
2. ከመብቶችና ጥቅሞች አጠባበቅ፣
3. ከሥራ አካባቢ ጤንነትና ደህንነት ሁኔታዎች፣

**86. Establishment of Grievance Committee**

1. The office shall establish a grievance handling committee that conducts grievance inquiry, and submits recommendations to the Auditor General.
2. A committee shall have five members and a secretary.
3. The chairperson, two of the members and the secretary of the committee shall have assigned by the head of the Office.
4. Two members of the committee shall be elected by the employees.
5. The term office of committee members shall be two years.

**87. Functions of the Committee**

The committee shall receive petition and submit a report containing findings and recommendations to the Auditor General within thirty working days from the date of receipt of the petition.

**88. Jurisdiction of Grievance Handling Committee**

The grievance handling committee shall investigate complaints lodged by employees and submit recommendations relating to:

1. interpretations and implementations of laws and directives;
2. protection of rights and benefits;
3. occupational safety and health;

- 4. Meelaynta iyo dalacsiinta;
- 5. hanaanka fulinta Qiimaynta Waxqabadka;
- 6. Culayska dheeriga ee aan munaasibka ahayn ee shaqaalaha ay kula kacan masuulkooda shaqo;
- 7. Talaabooyinka anshax marinta ee lagu qaado hab wafaqsan x/nidaameedkani.
- 8. Qaab ka baxsan sharciga oo shaqo joojin loogu sameeyo ama shaqada looga eryo;
- 9. Qaab ka baxsan sharciga oo mushaaharka ama lacagaha kale looga xayiro ama jaray;
- 10. Xuquuqdiisa la xidhiidha waxyeelada ama dhawaac ka soo gaadha shaqada oo la kala dhantaalo;
- 11. Arrimaha kale ee la xidhiidha Xaladaha iyo Duruufaha Shaqo.

89. **Hanaanka Soo Jeedinta Go'aanada Laga Gaadho Cabaashada Shaqaalaha Iyo Racfaanka**

- 1. Hantidhawraha guud marka u baadho islamarkaana qiimeeyo talo bixinta looga soo dhaweeyay cabaashada shaqaalaha oo u ku qanco in shaqaaluhu ku kacay gaf/xadgudubay wuxuu amar ku bixin in masuulka waaxda shaqo, kooxda ama shaqaalaha ku kacay gaboodfalka lagu soo ogo' dacwaad ka dhan ah;
- 2. Haddii cabashada shaqaaluhu la xidhiidho go'aan qaab ka baxsan sharciga loo gaadhay, Hantidhawraha Guud wuxuu burin go'aanka qaab ka baxsan sharciga looga gaadhay shaqaalaha.
- 3. Go'aanka u ka gaadho Hantidhawraha Guud wuxuu noqon go'aanka maamul ee kama dambeeysta ah;
- 4. Siyaabaha go'aanka maamul ee kama dambeeysta ah racfaan looga qaadanaayo, hanaanka iyo qaab socodka racfaanada waxaa lagu xeerin awaamiir u xafiiska soo saaro.

- 4. **ከሥራ ምደባና ደረጃ አሰጣጥ፣**
- 5. **ከሥራ አፈፃፀም ምዘና፣**
- 6. **በሥራ ኃላፊ ከሚፈፀሙ ተገቢ ያልሆኑ ተዕዕናዎች፣**
- 7. **በዚህ ደንብ ውስጥ ከተዘረዘሩት የዲ.ሲ.ፕ.ሊ.ን ቅጣት ዓይነቶች ዝርዝር መሠረት ከሚወሰዱ የዲ.ሲ.ፕ.ሊ.ን እርምጃዎች፣**
- 8. **ከህግ ውጪ ከሥራ መታገድ ወይም የሥራ ውል መቋረጥ**
- 9. **ከህግ ውጪ ደመወዝ ወይም ሌሎች ክፍያዎች መያዝ ወይም መቋረጥ፣**
- 10. **በሥራ መልቀቂያና አገልግሎት ማስረጃ ላይ ከሚነሱ ጉዳዮች፣**
- 11. **የሥራ ሁኔታዎችን ከሚመለከቱ ሌሎች ጉዳዮች፣**

89. **ስለ ይግባኝ**

- 1. የክልሉ ዋና ኦዲተር በሠራተኛ ላይ የበዲ.ሲ.ፕ.ሊ.ን ጉድላት መፈፀሙን አስማልክቶ በቀርብው ረፓርትና የውሳኔ ሀሳብ ከመረመራ በኋላ ጉዳዩ የሚመለከተው የሥራ ክፍል ወይም ቡድን በሠራተኛው ላይ ክስ እንድመስራት ያድርጋል።
- 2. በሠራተኛው የቀረብው ቅሬታ ከህግ ውጪ በተሰጠው ውሳኔ የሚመለከት ከሆነ ዋና ኦዲተሩ ጉዳዩን መርምሮ ሊያሻር ይችላል።
- 3. ለዋና ኦዲተሩ በቀረበለት ጉዳይ ላይ በሚሰጠው ውሳኔ የመጨረሻ አስተዳደራዊ ውሳኔ ይሆናል።
- 4. የመጨረሻ አስተዳደራዊ ውሳኔዎች ይግባኝ የሚቀርብበት ሁኔታና ይግባኙ የሚመራበት ሥነ-ሥርዓት በተመለከተ መሥሪያ ቤቱ በሚያወጣው መመሪያ ይወስናል።

- 4. placement and promotion;
- 5. performance appraisal;
- 6. undue influence exerted by supervisors;
- 7. disciplinary measures provided under this Regulation;
- 8. unlawful suspension or termination of service;
- 9. an illegal withholding or deduction of salary or other payments;
- 10. infringement of rights arising from employment injury;
- 11. Other issues related to conditions of service.

89. **Appeal**

- 1. Where the Auditor General upon deeply examining and reviewing the the Reports and recommendations of the complaint lodged against the employee and satisfied that the employee has committed the accused offence, shall order the concerned department, team to file charges against the employee suspected committed with disciplinary offence.
- 2. Where the Grievanc petition lodged by the employee's relates with a decision made adainst this Regulation, the Auditor General shall revoke the unlawful decision.
- 3. The decision made by the Auditor General shall be the final Administrative decision.
- 4. The manner of filing appeal, the Appellate procedure of any final Administrative decision shall be determined with the Directive to be issed by the office.

90. **Muddo Dhaafka**

1. Shaqaalaha xafiiska ee ku kaca dambiyada lagu mutaysto ganaax anshax oo fudud haddii aan talaabo anshax lagaga qaadin laga bilaabo maalintii la ogaaday inu xubinku ku kacay, muddo lix bilood gudaheed ah laguma qaadi karo talaabo anshax-marin. haseahaate, masuulka ku guuldareystay inuu talaabo anshax ka qaado mudadas gudaheedawaxaa lagula xistaabtami oo u uu qolanaan gudasho la'aanta waajibaad.
2. Talaabo anshax ee la xidhiidha dambiyada lagu mutaysto ganaax anshax oo culus ee ay ka dhalankarto Ciqaab dambiyeed laguma qaadi karo hadii falkaas shaqaaluhu uu galay ay kasoo wareegtay muddo ka badan muddo dhaafka lagu sheegay Xeerka dambiyada ee Dalka.
3. Shaqaalaha ku kaca dambiyada anshax xumo ee lagu mutaysto ganaax anshax oo culus. Hase-ahaatee, aanayka dhalanayn Ciqaab dambiyeed laguma qaadi karo shaqaalaha hadii falkaas shaqaaluhu galay ay kasoo wareegtay muddo ka badan muddo dhaafka lagu soo oogi karo mudada Dambiyada fudud ee Xeerka dambiyada ee Dalka.
4. Iyadoo ay sideeda tahay arrimaha lagu sheegay Qodob hoosaadyada (2) iyo (3) ee Qodobkan masuulka ku guuldareysta inuu muddo lix ilood ah gudaheed ku qaado talaabooyinka anshax oo ka bilaabanta maalinta uu ogaaday falka anshax xumo waxaa laga qaadi talaabo.

90. **የይርጋ ጊዜ**

1. ቀላል የዲ.ሲ.ፕ.ሊ.ን ቅጣት የሚያስከትል ጥፋት የፈፀመ የመሥሪያ ቤቱ ሠራተኛ የፈፀመው ጥፋት ከታወቀበት ቀን ጀምሮ እስከ ስድስት ወር ድረስ እርምጃ ካልተወሰደበት በዲ.ሲ.ፕ.ሊ.ን ተጠያቂ አይሆንም። ሆኖም በተቀመጠው የጊዜ ገደብ ውስጥ እርምጃ ያልወሰደው የሥራ ኃላፊ ተጠያቂ ይሆናል።
2. በወንጀል ጭምር የሚያስጠይቅ ከባድ የዲ.ሲ.ፕ.ሊ.ን ቅጣት የሚያስከትል ጥፋት የፈፀመ የመሥሪያ ቤቱ ሠራተኛ የወንጀሉን ክስ ለማቅረብ በወንጀል ህጉ በተቀመጠው የይርጋ ጊዜ ውስጥ በዲ.ሲ.ፕ.ሊ.ን ካልተከሰሰ በጥፋቱ ተጠያቂ አይሆንም።
3. በወንጀል የማያስጠይቅ ከባድ የዲ.ሲ.ፕ.ሊ.ን ቅጣት የሚያስከትል ጥፋት የፈፀመ የመሥሪያ ቤቱ ሠራተኛ የደንብ መተላለፍ ክስን ለማቅረብ በወንጀል ህጉ በተደነገገው የይርጋ ጊዜ ውስጥ በዲ.ሲ.ፕ.ሊ.ን ካልተከሰሰ በጥፋቱ ተጠያቂ አይሆንም።
4. በዚህ አንቀጽ ንዑስ አንቀጽ (2) እና (3) የተደነገጉት የዲ.ሲ.ፕ.ሊ.ን ክስ ማቅረቢያ የይርጋ ጊዜያት ቢኖሩም የዲ.ሲ.ፕ.ሊ.ን ክስ ለማቅረብ ኃላፊነት ያለበት የሚመለከተው የሥራ ኃላፊ ጉዳዩ መከሰቱን ካወቀበት ጊዜ ጀምሮ ባለው ስድስት ወር ጊዜ ውስጥ ለሚመለከተው አካል ካላቀረበ ተጠያቂ ይሆናል።

90. **Period of Limitation**

1. Disciplinary measure shall not be taken against an employee who has committed an offence entailing simple disciplinary penalty unless such measure is taken within six months, from the time the commission of the offence is known; provided, however, that the official who has failed to take the disciplinary measures within the time limit shall be held responsible.
2. No disciplinary charge shall be brought against an employee who has committed an offense entailing rigorous disciplinary penalty and entailing criminal liability unless the disciplinary charge is brought within the time limit provided in the Criminal Code for the prosecution of such criminal offence.
3. No disciplinary charge shall be brought against an employee who has committed an offense entailing rigorous disciplinary penalty and entailing no criminal liability unless the disciplinary charge is brought within the time limit provided in the Criminal Code for the prosecution of petty offences.
4. Notwithstanding the provisions of sub-articles (2) and (3) of this Article, the official who has failed to present the disciplinary cases to the concerned body within a period of six months, shall be held responsible.

5. Dalab kasta oo la xidhiidha xuquuqaha shaqaalenimo hadii aanu lagu soo dalan laga bilaabo maalinta u dalabku xuquuqeed bilaabantahay lix bilood gudaheed waxaa lagu diidi karaa Muddo dhaaf.

6. Iyadoo ay jiraan arrimaha lagu xeeriyay farqada 5<sup>aad</sup> ee qodobkani, sheegashada xuquuqeed ee ka dhalaata burinta heeshiiska shaqaaleeysin/shaqaaleenima da/ haddii lagu soo dalaban waayo laga bilaabo maalinta la buriyay heeshiiska shaqaalenimo 30 maalmood gudahood wixii ka dambeeya waxaa ku dhacaya muddo dhaaf ama muddo 30 maalmood gudaheed laga bilaabo maalinta masuuliyiinta sare ee xafiisku ay go'aan ka gaadheen cabaashada.

**QAYBTA SADEEX IYO TOBNAAD QODOBO KALA DUWAN**

**91. Dhaqangalka Shuruucda Kale**

1. Arrimaha la xidhiidha shaqaalaha ee aan lagaga hadal xeerkan ama ka baxsan xayndaabka xeernidaameedkani waxaa dhaqangal ku noqonaya bayaanka maamulka shaqaalaha dawladda deegaanka iyo xeer-nidaamka hanaanka xallinta iyo soo jeeddinta cabashooyinka shaqaalaha deegaanka. Sidoo kale, marka ay timaado/soo baxdo arrin aan sharcigu xeerin, waxaa lagu xallin iyadoo ahmiyad la siinayo cadaalada iyo dhexdhexaadnimo.

2. Xeer, awaamiir iyo hab dhaqankasta oo shaqo oo ka hor imaanaya qodobada x/nidaameedkani ma laha dhaqangal sharci.

5. በቅጥር ግንኙነት ላይ የተመሰረተ ማንኛውም ክስ የመብቱን ጥያቄ ለማቅረብ ከሚቻልበት ቀን ጀምሮ እስከ ስድስት ወር ድረስ ካልቀረበ በይርጋ ይታገዳል።

6. በዚህ አንቀጽ ንዑስ አንቀጽ 5 ላይ የተመለከተው ድንጋጌ ቢኖርም የሥራ ውል መቋረጥን በመቃወም የሚቀርብ ክስ ውሉን የማቋረጥ እርምጃ ከተወሰደበት ቀን ጀምሮ በ30 ቀናት ውስጥ ወይም የመሥሪያ ቤቱ የበላይ አመራር ለቅሬታው ውሳኔ በሰጠው በ30 ቀናት ውስጥ ካልቀረበ በይርጋ ይታገዳል።

**ክፍል አሥራ ሦስት**  
**ልዩ ልዩ ድንጋጌዎች**

**91. ስለሌሎች ሕጎች ተፈጻሚነት**

1. የክልሉ የመንግስት ሠራተኞች አዋጅ እና የክልል መንግስት ሠራተኞች የቅሬታ አቀራረብ ሥነ ሥርዓት ደንብ በዚህ ደንብ ውስጥ ያልተሸፈኑ ጉዳዮችን በሚመለከት ተፈጻሚ ይሆናሉ። በተጨማሪም በህግ ያልተሸፈኑ ጉዳዮች ሲያጋጥሙ ፍትህንና ርትዕን መሠረት በማድረግ ሊወሰን ይችላል።

2. ይህን ደንብ የሚቃረን ማንኛውም ደንብ፣ መመሪያ ወይም የአሰራር ልምድ በዚህ ደንብ በተደነገገባቸው ጉዳዮች ላይ ተፈጻሚ አይሆንም።

5. An action arising from an employment relationship shall be barred by limitation after six months from the date on which the claim becomes enforceable.

6. Notwithstanding the provisions of sub-article (5) of this Article, any action arising from termination of a contract of employment shall be barred after 30 days from the date of the decision of termination of the contract of employment or after 30 days of a decision by the top management on the grievance.

**PART THIRTEEN**  
**MISCELLANEOUS PROVISIONS**

**91. Applicability of Other Laws**

1. The provisions of the regional Civil Servants Proclamation and the regional Civil Servants Disciplinary and Grievance Procedure Regulation shall be applicable with respect to matters not provided for by this Regulation. Moreover, where a case arise not covered by law, it may be resolved with consideration to justice and equity

2. No regulations, directives or practice shall, in so far as they are inconsistent with the provision of this Regulation, be applicable with respect to matters provided for by this Regulation.

92. **Awooda Soo Saarida awaamiir**

Xafiisku wuxuu soo saari karaa awaamiirta lama huraanka u ah hirgalinta qodobada x/nidaameedkani.

93. **Qodobada kala guurka ah**

Arrimaha shaqaalaha ee la bilaabay ka hor soo saarista xeerkani ee aan wali go'aan laga gaadhin, waxaa lagu dhamayn islamarkaana oo go'aan Kama dambeys ah lagaga gaadhi hanaankii hore ee ay ku bilaabmeen.

94. **Mudada Dhaqangalka X/nidaameedkani**

Xeer-nidaameedkan wuxuu dhaqan galayaa laga bilaabo maalinta lagu soo daabaco dhool Gazetta.

Jig-Jiga, 2dii bisha yakatiit/2011

**CABDI MAXAMED AADAN  
AFHAYEENKA GOLAHA  
DEEGAANKA SOOMAALIDA**

92. **መመሪያ የማውጣት ስልጣን**

ይህንን ደንብ ለማስፈጸም የሚያስፈልጉ መመሪያዎችን መሥሪያ ቤቱ ሊያወጣ ይችላል።

93. **የመሸጋገሪያ ድንጋጌዎች**

ይህ ደንብ ከመጽናቱ በፊት ተጀምሮው ውሳኔ ያላገኙ የሠራተኞች ጉዳዮች በተጀመሩበት ሁኔታ ቀጥለው ፍፃሜ ያገኛሉ።

94. **ደንቡ የሚጸናበት ጊዜ**

ይህ ደንብ በክልሉ ዶል ጋዜጣ ታትሞ ከወጣበት ቀን ጀምሮ የፀና ይሆናል።

ጁግጁጋ ቀን የካቲት 2, 2011 ዓ.ም

**አብዲ መሐመድ አደን  
የሱማሌ ክልል ምክር ቤት አፈ ጉባኤ**

92. **Power to Issue Directives**

The Office may issue directives necessary for the implementation of this Regulation.

93. **Transitory Provisions**

Cases of employees that have already been set in motion and remain undecided before the coming in to force of this Regulation shall continue in the same manner until their final decision disposed.

94. **Effective Date**

These Regulations shall enter into force on the date of it's publication in the State Dhool Gazeta.

**Done at Jig-jiga, this 9<sup>th</sup> day  
of February, 2019**

**ABDI MOHAMED ADAN  
SPEAKER OF THE  
SOMALI STATE COUNCIL**