



DAWLADDA DEEGAANKA SOOMAALIDA
DHOOOL GAZETA
Somali Regional State
የሶማሌ ክልላዊ መንግሥት

Qimaha የንዳ. ዋጋ 88.82 Unit Price	Dhool Gazeta Waxaa Soo Saara Golaha Xildhibaanada Dawladda Deegaanka Soomaalida	☒ 392
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Xeer-Nidaameed Tirsi 4/2011 Xeer-Nidaameedka Golaha Xildhibaanada ee Maamulka Shaqaalaha Xafiiska Golaha Deegaanka, Bog 1	ደንብ ቁጥር 4/2011 የክልሉ ም/ቤት ጽ/ቤት የሠራተኞች አስተዳደር የክልል ም/ቤት ደንብ ገጽ 1	Regulation No. 4/2019 Administration of Employees of the Office of the State Council of the State Council Page 11
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<p style="text-align: center;"><u>XEER-NIDAAMEED TIRSI 4/2011</u></p> <p style="text-align: center;"><u>XEER-NIDAAMEEDKA GOLAHA</u></p> <p style="text-align: center;"><u>XILDHIIBAANADA EE KU SOO</u></p> <p style="text-align: center;"><u>BAXAY MAAMULKA</u></p> <p style="text-align: center;"><u>SHAQAALAHA XAFIISKA</u></p> <p style="text-align: center;"><u>GOLAHA DEEGAANKA</u></p> <p>Madaama lama huraan noqotay in Xafiiska Golaha Deegaanka ee soomaalidu u dhinacyada shaqaaleysiinta, meelaynta, Dalaacsiinta, Bedelaada iyo shaqo ka caydhiinta iyo sidoo kale jango'ynta fa'iidooyinka kala duwan ee cududa shaqaale loo haggio loona go'aamiyo qaab ka madaxbanaan saamaynta iyo faragelinta hay'adda fulinta.</p> <p>Madaama qodobka 6^{aad} (1,j) ee bayaanka ku soo baxay dib u Asaasida Xafiiska Golaha Deegaanka lagu xeeriyay in xafiisku u yelanayo nidaam u gaara oo lagu maamulo shaqaalaha iyo xirfadlayaasha xafiiska, loona baahday in la soo saaro Xeer lagu maamulo Shaqaalaha Xafiiska;</p>	<p style="text-align: center;"><u>ደንብ ቁጥር 4/2011</u></p> <p style="text-align: center;"><u>የክልሉ ም/ቤት ጽ/ቤት የሠራተኞች</u></p> <p style="text-align: center;"><u>አስተዳደር የክልል ም/ቤት ደንብ</u></p> <p>የሶማሌ ክልል ም/ቤት ጽ/ቤት በሰው ሀይል ቅጥር፣ ምደባ፣ ዝውውር እና ስንብት እንዲሁም የደመወዝና ሌሎች ጥቅማ ጥቅሞችን ከአስፈጻሚው አካላት ተዕዕኖና ጣልቃ ገብነት ነፃ በሆነ መንገድ መወሰንና መምራት አስፈላጊ በመሆኑ፤</p> <p>የክልሉ ም/ቤት ጽ/ቤት እንደገና ለማቋቋም በወጣው አዋጅ አንቀጽ 6 (1፣ሐ) መሠረት ጽ/ቤቱ ራሱ የቻለ የሰው ሀይል የሚተዳደርበት ሥርዓት እንደሚኖር በመደንገጉ ይህ የሠራተኞች መተዳደሪያ ደንብ ማውጣት አስፈላጊ ሆኖ በመገኘቱ፤፤</p>	<p style="text-align: center;"><u>REGULATION NO 4/2019</u></p> <p style="text-align: center;"><u>ADMINISTRATION OF</u></p> <p style="text-align: center;"><u>EMPLOYEES OF THE OFFICE OF</u></p> <p style="text-align: center;"><u>THE STATE COUNCIL OF THE</u></p> <p style="text-align: center;"><u>STATE COUNCIL REGULATION</u></p> <p>WHEREAS, it is essential to issue employees administration regulation that enable the office of the State Council 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;</p> <p>WHEREAS, it is clealy stipulated under Article 6(1, C) of the Proclamation to Re-Establshih the Office of the State Council shall have it's own system for governing the administration of the office's Professionals, it is found essential to issue these employees administration Regulation,</p>
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Madaama la amiinsan yahay in la xaqiijiyo jiritaanka madaxbanaanida xirfadeed iyo hay'addeed ee golaha si loo abuuro jawii munaasib ah oo u masuuliyada balaadhan ee saran u ugu guuto hab wafaaqan qaab-dhismeed ku jaango'an halbeegyada xafiisyada Golayaasha qaran iyo deegaanada dalka lana soo saaro Xeer-nidaameed Xafiisku ku maamulo shaqaalaha oo ku saleysan mabadiida asaasiga ee bayaanka maamulka shaqaalaha dawladda.

Sidaasi awgeed, Golaha Deegaanku hab wafaaqsan qodobka 6(1,J) iyo qodobka 11(1) ee bayaanka tirsigiisu yahay 181/2011 ee ku soo baxay dib u Asaasida Xafiiska Golaha ee Deegaanka, waxaa la soo saray X/nidaameedkani.

Qaybta Koobaad

Guud Ahaan

1. Ciiwaan Gabaan

Xeer-nidaameedkani waxaa loogu yeedhi karaa “Xeer-nidaameedka Maamulka Shaqaalaha Xafiiska Golaha ee Deegaanka Soomaalida, ee tirsigiisu yahay 4/20011.

2. Qeexid

Haddaan haboonaanta eraygu macane kale siin xeerkani dhexdiisa;

1. “Deegaan” waxaa loola jeedda deegaanka soomaalida ee lagu asaasay hab wafaaqsan Qodobka 47^{aad} (5) ee Jamuriyada Dimoqraadiga Federaalka Itoobiya.
2. “Golaha Deegaanka” waxaa loola jeedda 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 በሀገር አቀፍና በሌሎች የክልል ም/ቤቶች ጽ/ቤቶች ተቀባይነት ባለው አደረጃጀት መሠረት የተጣበቡት ኃላፊነቱን ማወጣት እንዲችል ለማስቻል የክልሉ መንግስት ሠራተኞች ህግ መሠረታዊ መርሆች መሠረት በማድረግ የጽ/ቤቱ ሠራተኞች መተዳደሪያ ደንብ ማውጣት በማስፈላገ፤

የክልሉ ም/ቤት በም/ቤቱ ጽ/ቤት እንደገና ለማቋቋም በወጣው አዋጅ ቁጥር 181/2011 አንቀፅ 6 ንዑስ አንቀጽ 1(ሐ) እና አንቀፅ 11(1) መሠረት የሚከተለውን ደንብ አውጥቷል።

ክፍል አንድ

ጠቅላላ

1. አጭር ርዕስ

ይህ ደንብ « የሶማሌ ክልል ም/ቤት ጽ/ቤት የሠራተኞች አስተዳደር ደንብ ቁጥር 4/2011 ተብሎ ሊጠቀስ ይችላል።

2. ትርጓሜ

የቃሉ አገባብ ሌላ ትርጉም የሚያሰጠው ካልሆነ በስተቀር በዚህ ደንብ ውስጥ፡-

1. «ክልል» ማለት በኢትዮጵያ ፌዴራላዊ ዲሞክራሲያዊ ሪፐብሊክ ሕገ-መንግሥት አንቀጽ 47 (5) መሠረት የተቋቋመው የሶማሌ ክልል ነው።
2. «የክልል ምክር ቤት» ማለት በተሻሻለው የሶማሌ ክልል ህገ-መንግሥት አንቀጽ 48 የተመለከተው የክልል መንግሥት ክፍተኛ የህግ አውጭ አካል 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 National parliamentary Institutions in administering employees, and using the basic principles of the State Civil Servant Proclamation;

NOW, THEREFORE, The State Council in accordance with Article 6(1,C) and 11(1) of the Office of the State Council State Re-establishment (Amendment) Proclamation No. 181/2019 it is here by proclaimed as follows;

PART ONE

GENERAL

1. Short Title

These Regulations may be cited as the “Administration of Employees of the Office of the State Council, State council Regulation No. 4/2019”.

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 jeedda Xafiiska Golaha Xildhiibaanada ee Deegaanka.
- 4. “Shaqaaale” waxaa loola jeedda shaqaalaha si rasmiya uga hawlgala islamarkaana ka mid ah shaqaalaha joogtada ee ka shaqeeya xafiiska oo ayna ku jirin masuuliyiinta sare ee Xafiisku.
- 5. “Shaqaaale ku meelgaadha” waxaa loola jeedda markasta oo ay Xafiiska soo wajaahdo marxalaad aan joogto ahayn qofkasta oo si ku meelgaadhka ah loogu meeleyo boos shaqo oo rasmi ah. Haseahaate, waxaa ka reeban qaybaha hoos ku cad;
 - b). Shaqsiyaadka Shaqo maalmeed lagu shaqaaleysiiyo lana siiyo gunno Maalinle ah.
 - t). Shaqsiyaadka loogu meeleyo 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 jeedda xilka iyo masuuliyadaha ay xubno ka tirsan shaqaalaha xafiiska ay ciida awooda u leh ay u xilsaartay inu wakhtigiisa shaqo oo dhan u ka shaqeeyo.
- 7. “Dalaacsiin” waxaa loola jeedda hanaanka shaqaale ka tirsan xafiiska loogu meeleyo ama dalaacsiiyo darajo ka sareeysa heerka booska u hayay.

- 3. «**ጽ/ቤት**» ማለት የሶማሌ ክልል ም/ቤት ጽ/ቤት ማለት ነው።
- 4. «**ሠራተኛ**» ማለት በጽ/ቤቱ ውስጥ በቋሚነት ተቀጥሮ የሚሰራ ሰው ሲሆን ተሸሚዎችን አይጨምርም።
- 5. «**ጊዜያዊ ሠራተኛ**» ማለት በጽ/ቤቱ ውስጥ የዘላቂነት ባህሪ በሌለው ስራ ወይም ሁኔታዎች ሲያስገድዱ በቋሚ የሥራ መድብ ላይ በጊዜያዊነት ተቀጥሮ የሚሰራ ሰው ነው። ሆኖም የሚከተሉትን አይጨምርም፤
 - ሀ/ በቀን ሂሳብ እየተከፈላቸው የሚሠሩ የቀን ሠራተኞችን፤
 - ለ/ በመሥሪያ ቤቱ ውስጥ ለሙያ መልመጃ ወይም ለሥልጠና የተመደቡ ተለማማጆችን፤
 - ሐ/ ከጽ/ቤቱ ጋር በገቡት ውል ዋጋ እየተከፈላቸው በራሳቸው የንግድ ሥራ ወይም የሙያ ኃላፊነት የሚሠሩ ተቋራጮችን፤
 - መ/ ላቸው ልዩ እውቀትና 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።
- 7. «**የደረጃ ዕድገት**» ማለት የጽ/ቤቱ ሠራተኛን ከያዘው የሥራ ደረጃ ከፍ ወዳለ የሥራ ደረጃ ማሳደግ ነው።

- 3. “Office” means The Office of the State Council of Somali 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. “Promotion” means the procedure of assigning a civil servant to a higher grade.

8. “ **Masuul Sare**” waxaa loola jeedda madaxa iyo ku xigeenka xafiiska ugu sareeya hogaaminta iyo maamulka arrimaha xafiiska ama wakiilkiisa sharciga ah;

9. “**Cadayn Caafimaad**” waxaa loola jeedda warqada cadaynta ee la xidhiidha xalaada caafimaad ee shaqaalaha xafiiska ama lagu bixiyo fasaxa caafimaad oo ay bixisay xaruumaha caafimaadka ee dalka dexdiisa ee awooda leh bixinta arrimahas ama cadayn caafimaad oo laga keenay dalka dibaadiisa oo dhab ahaanteeda ay laamaha awooda leh soo xaqiijiyeen.

10. “ **Mushaahar**” waxaa loola jeedda Mushaaharka salka ah iyo koroodhada xillilaha ah ee loo jaango’yey in lagu bixiyo heerarka kala duwan ee qaybaha shaqo iyo koroodhsimaha kale ee goluhu go’aamiyo.

11. “**Xalaada shaqo**” waxaa loola jeedda xidhiidhka guud ee shaqo ee ka dhexeeya xafiiska iyo shaqaalaha ee arrimaha ay mid yihiin sacaadaha shaqada, Mushaaharka, fasaxyada kala duwan, fayaqabka iyo saxada goobta shaqo, siyaabaha lagu dhimayo shaqaalaha iyo kharaashada ambabixinta iyo nidaamyada anshax-maarinta iyo baadhista cabaashooyinka iyo arrimaha kale ee la halmaala.

12. “ **Dib u Meeleyn** ” waxaa loola jeedda iyadoo aan la soo dheejin ogaysiiska dalaacsiinta shaqo hanaanka hab wafaaqsan qodobka 30^{aad} ee x/nidaameedkani xubinkasta oo ka tirsan shaqaalaha xafiiska loogu meeleyo boos iyo mushahar la mid ah booskii iyo mushaaharkii hore ama boos iyo mushahahar ka sareeya ama iyadoo laga duulayo rabitaanka shaqaalaha loogu meeleyo boos iyo mushahahar ka hooseeya booskii iyo mushaaharkii hore ee u xubinku ku shaqeeyn jiray.

8. «**የበላይ ኃላፊ**» ማለት ጽ/ቤቱን በበላይነት የሚመራ የጽ/ቤቱ ኃላፊ፣ ምክትል ወይም ህጋዊ ውክልና የተሰጠው አካል ነው።

9. « **የህክምና ማስረጃ**» ማለት በሀገር ውስጥ አግባብ ባለው ባለሥልጣን ፈቃድ ከተሰጠው የህምና ተቋም የሚሰጥ ወይም ከሀገር ውጭ የተገኘና ስለ ትክክለኛነቱ አግባብ ባለው ባለስልጣ የተረጋገጠ፣ ስለ ጽ/ቤቱ ሠራተኛው የጤና ሁኔታ እና የህመም ፈቃድ የሚሰጥ የህክምና የምስክር ወረቀት ነው።

10.«**ደመወዝ**» ማለት በአንድ የሥራ ደረጃ ለተመደቡ ክፍል ሥራዎች የተወሰነ መነሻ ክፍያና በየጊዜው የሚሰጥ ጭማሪ ነው።

11.« **የሥራ ሁኔታ**» ማለት በጽ/ቤቱ እና ሠራተኛው መካከል ያለ ጠቅላላ የሥራ ግንኙነት ሲሆን ይህም የሥራ ሰዓትን፣ ደመወዝን፣ ልዩ ልዩ ፈቃዶችን፣ የሥራ አካባቢ ጤንነትንና ደህንነት፣ የመንግሥት ሠራተኞች ከሥራ የሚቀነሱበትን ሁኔታና ክፍያ፣ የዲስፕሊን አፈፃፀምና የቅሬታ አቅራቢ ሥነ-ሥርዓቶችን እና የመሳሰሉትን ያጠቃልላል።

12. «**ድልድል**» ማለት በዚህ ደንብ አንቀጽ 30 መሠረት የደረጃ ዕድገት ማስታወቂያ ሳይወጣ አንድን የጽ/ቤቱን ሠራተኛ በተመሳሳይ ደረጃና ደመወዝ ወይም ከፍ ባለ ደረጃና ደመወዝ ወይም በሠራተኛው ስምምነት ዝቅ ባለ ደረጃ መድቦ ማስራት ነው።

8. “**Head of the Office**” means head and deputy head of the Office or his legal delegate 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. “**Redeployment**” means assigning any employee working in the office to a higher position without Announcing the position for promotion according to article 30 of this Regulation, or to similar position of an equal grade and salary, or to a lower grade where the employee so agrees

13. “Go’aan maamul” waxaa loola jeedda waxaa loola jeedda go’aanka qoraalka ah ama afka ah ee masuulka sare ee Xafiisku ka gaadho arrimaha lagu tilmaamay qaybta 10^{aad} ee X/nidaameedkani arrimaha ay soo baadhan ee ay u soo gudbiyan guddiga dhegaysiga cabaashooyinku ama guddiga anshaxu ama arrimaha ay habboon tahay inay eegan guddiga anshaxu ee iyadoo la raaciin qaab socodka iyo nidaamka u yaala ama u toos uga go’aan gaadhayo arrimaha kale ee sharcigu awood u siiyay.

14. “ Racfaan” waxaa loola jeedda hanaanka cabaasho liidii ku ah ama lagu diidan yahay go’aan u gaadhay masuulka sare ee Xafiiska loogu dhaweeysto/gudbiyo maxkamada sare ee deegaanka.

3:- Fasiirada Jinsiga

Arrimaha u x/nidaameedkani uu dhigay labka, dhidigana wuu khuseeyaa.

4:- Xadka fulineed

X/nidaameedkani wuxuu dhaqangal ku yahay shaqaalaha Xafiiska golaha Deegaanka.

Qaybta Labaad

Hanaanka Shaqaaleysiinta Iyo

Meelaynta Shaqaalaha

5 :- Hanaanka Shaqaaleysiinta iyo

meelaynta shaqaalaha

1. Hanaanka Meelaynta, shaqaaleysiinta iyo bedelaada shaqaaluhu wuxuu noqon mid ku saleysan oo ahmiyada siinaya heerka waxbarasho, waayo-araagnimada shaqo, anshaxa iyo kartida u xubinku leeyahay. Hadaba, xafiisku isagoo arrintani ka duulaya ayuu markasta oo u jiro boos banaan wuxuu ku meelayn qaab shaqaaleysiin, dalaacsiin ama bedelaad.

13.« አስተዳደራዊ ውሳኔ» ማለት በዚህ ደንብ በክፍል 10 ለተመለከቱት ጉዳዮች ሲባል የመሥሪያ ቤቱ የበላይ ኃላፊ በቅሬታ ሠሚ ኮሚቴ ወይም በዲ.ሲ.ፕ.ሲ.ን ኮሚቴ ተጠርተው በቀረቡ ጉዳዮች ላይ ወይም በዲ.ስፕ.ሲ.ን ኮሚቴ መታየት በሚገባቸው ጉዳዮች ላይ ሥነ-ሠርዓቱን ሳይጠብቅ ወይም በቀጥታ በህግ በተሰጡት ሌሎች ጉዳዮች ላይ በጽሑፍ ወይም በቃል የሚሰጠው ውሳኔ ነው።

14.« የደግሳኝ» ማለት በመሥሪ ቤቱ የበላይ ኃላፊ የተሰጠ ውሳኔን በመቃወም ለክልሉ ከፍተኛ ፍርድ ቤት የሚቀርብ አቤቱታ ነው።

3. የጾታ አገላለፅ

በዚህ ደንብ በወንድ ጾታ የተገለፀው ለሌላ ጾታም ተፈጻሚነት ይኖረዋል።

4. የተፈጻሚነት ወሰን

ይህ ደንብ የመሥሪያ ቤቱ ሠራተኞች ላይ ተፈጻሚ ይሆናል።

ክፍል ሁለት

የሠራተኛ ቅጥርና ምደባ

5. ስለ ሥራ 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።

13. “Administrative Decision” means any decision given by the Head of The Office 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.

PART TWO
RECRUITMENT AND
ASSIGNMENT OF EMPLOYEE

5. Recruitment 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. Aqoonta iyo khiibraada looga baahan yahay boosaska shaqo waxaa lagu go'aamin/qeexi awaamiirta u xafiisku soo saari doono.

6:- Heerka/iskeelka Mushaahar

1. Xafiisku isagoo darsaya Heerka/iskeelka Mushaahar ee u ku dhaqmayo ayuu u guddin guddiga xidhiidhinta arrimaha golaha si ay uga go'aan gaadhan una ansixiyan.marka la ansixiyona wuu hirgalin.
2. Iskeelka/heerka mushaaharku wuxuu tilmaami ama u yeelan mushaaharka bilaawga iyo mushaaharka ugu sareeya ee u ku dhamaado ee boos ama darajo kasta oo shaqo iyo sidoo kale, heer mushaahar koroodh ee had iyo jeer la sameeyo.
3. Markasta oo dalka iyo deegaankaba ay soo wajahan xalaado isbedelo dhaqaale hab wafaaqsan mushaahar koroodhka u deegaanku u bixinayo /fulinayo waxaa la suurto galin in shaqaalaha xafiiskuna ay ka fa'iidaystaan mushaahar koroodhkaas.

7:- Sinaanta Mushahaarka ee Boosaska isku midka ah

Dhamaan Boosaska shaqo ee isku midka ah waa inay lahaadaan sal Mushahaar oo isku mid ah.

8:- Bixinta Mushaaharka

Xafiisku waa inuu Bilkasta dhamaadkeeda u Mushaaharka siiyo Shaqaalaha ama Wakiilkiisa Sharciga ah.

2. መሥሪያ ቤቱ ቅጥር፣ የደረጃ እድገት እና ዝውውር የሚፈጸምበትን ዝርዝር የአፈፃፀም መመሪያ ያወጣል።

6. ስለ ደመወዝ ስኬል

1. ለጽ/ቤቱ የሚያገለግል የደመወዝ ስኬል እያጠና ለምክር ቤቱ ጉዳዮች አስተባባሪ ኮሚቴ ለውሳኔ ያቀርባል። ሲፈቀድም ተግባራዊ ያደርጋል።
2. የደመወዝ ስኬሉ ለእያንዳንዱ ደረጃ መነሻና መድረሻ ደመወዝ፣ እንዲሁም በየጊዜው የሚያደርገውን የደመወዝ ጭማሪ የሚያመለክቱ እርከኖች ይሩታል።
3. በሀገር እና በክልል ደረጃ የኢኮኖሚ ለውጥ ሁኔታዎች ሲያጋጥሙ በክልሉ የሚሰጠው ጭማሪ መሰረት የጽ/ቤቱ ሰራተኞችም በጭማሪው ተጠቃሚ እንዲሆኑ ይደረጋል።

7. እኩል ዋጋ ላላቸው ሥራዎች እኩል ደመወዝ ስለመክፈል

እኩል ዋጋ ያላቸው ሥራዎች እኩል መነሻ ደመወዝ ይኖራቸዋል።

8. የደመወዝ ክፍያ

ጽ/ቤቱ በየወሩ መጨረሻ ለሰራተኞች ወይም ለሀጋዊ ወኪሎቻቸው የደመወዝ ክፍያ ይፈጽማል።

2. The office shall issue detail guidelines on recruitment, promotion and transfer of employees.

6. Salary Scale

1. The office shall study its salary scale and benefits and submit the same to the Coordinating Committee of the council; and upon approval supervise their proper implementation.
2. The salary scale shall contain the base, maximum pay and step increments of each grade.
3. When due to national and Regional economic changes and other relevant conditions, The state government grants salary increment, the employees of the office shall be beneficiary.

7:- Equal Pay for Equal Work

All positions of equal value shall have equal base salary.

8. Payment of Salary

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

9:- Mushaahar koroodhka shaqaalaha

1. Xafiisku Mushaahar koroodhka shaqaalaha wuxuu ku saleeyn islamarkaana u hirgalin isagoo halbeeg uga dhigaya natiijada qiimaynta waxqabadka shaqo.
2. Mushaahar koroodhka la siinayo shaqaalaha xafiiska ee natiijadooda qiimaynta waxqabadka shaqo yahay natiijo waxqabad oo heer dhexdheexaad ah iyo wixii ka sareeya waxay noqon labadii sanoba mar.

10:- Hanaanka Xayiraada Iyo Jariida Mushaaharka

1. Waxaa reeban in Mushaaharka shaqaalaha xafiiska lagu xayiro ama lagaga jaro qaab ka baxsan sabaabahani:
 - b). haddii qofka shaqaaluhu u qoraal ku cadeeyo raali ahaanshihisa;
 - t). amar maxkamadeed;
 - j). hab wafaaqsan siyaabaha sharcigu xeeriyay;
2. Cadadka mushaahar ee hab wafaaqsan farqada 1aad (t) iyo (j) ee qodobkani mushaaharka shaqaalaha laga jarayo kama badnaan karo 1/3 (sadeex daloolow meel mushaahar qofka.

11:- Gunooyinka kala duwan

1. Guno kasta waxaa laixin kara oo kaliya marka lagu qanco inay lama huraan u tahay hirgalinta shaqada dawladda.
2. Xafiisku isagoo darsaya islamarkaana una gudbinaya Guddiga Xidhiidhinta arrimaha golaha oo u ka ansixin noocyada gunooyinka iyo lacagaha kala duwan ee loogu baahan yahay taabagalinta hawlaha dawladda ayuu dhaqangalin.

9. ስለ ደመወዝ ጭማሪ

1. የጽ/ቤቱ ሠራተኞች የደመወዝ ጭማሪ የሚያገኙት በሥራ አፈፃፀም ምዘና ውጤት ላይ በመመስረት ይሆናል።
2. አጥጋቢና ከዚያ በላይ የሆነ የሥራ አፈፃፀም ምዘና ውጤት ላገኙ የጽ/ቤቱ ሠራተኞች የሚሰጠው የደመወዝ ጭማሪ በየሁለት ዓመቱ ይሆናል።

10. የደመወዝ ክፍያን ስለመያዝና ስለመቁረጥ

1. የጽ/ቤቱ ሠራተኛ ደመወዝ:-
 - ሀ/ ሠራተኛው ስምምነቱን በጽሁፍ ሲገልፅ፤
 - ለ/ በፍርድ ቤት ትዕዛዝ፤
 - ሐ/ በሕግ በተደነገገው መሠረት፤
 - ካልሆነ በስተቀር ሊያዝ ወይም ሊቆረጥ አይችልም።
2. በዚህ አንቀጽ ንዑስ አንቀጽ 1/ለ/ ወይም /ሐ/ መሠረት ከሠራተኛ ደመወዝ በየወሩ የሚቆረጠው ከደመወዙ አንድ ሦስተኛ አይበልጥም።

11:- ስለ ልዩ ልዩ አበሎች

1. ማንኛውም አበል የሚከፈለው የመንግሥትን ሥራ ለማከናወን አስፈላጊ ሆኖ ሲገኝ ብቻ ነው።
2. ጽ/ቤቱ ሥራውን ለማከናወን የሚያስፈልጉ ልዩ ልዩ የአበል ዓይነቶችንና ክፍያዎችን መጠን በማጥናትና ለመክር ቤት አቅርቦ በማስወሰን ተግባራዊ ያደርጋል።

9:- Increment of Salary

1. Periodical salary increments to be made to employees shall be based on their performance evaluation results.
2. Employees obtaining an evaluation result of satisfactory or above satisfactory shall be entitled to a salary increment to be made every two years.

10. Attachment and Deduction of Salary

1. The salary of an employee may not be attached or deducted except in accordance with:
 - A. a written consent of the employee;
 - B. court order; or
 - C. The provisions of the law.
2. Monthly deductions from the salary of an employee to be made pursuant to Sub-Article (l) (b) or (c) of this Article shall not exceed one third of his salary.

11:- Allowances

1. Any allowance shall be paid only for the purpose of carrying out the functions of the civil service.
2. The Office shall undertake studies on the types and payment of various allowances and submit the same to the Council of Ministers and, upon approval, supervise their implementation.

Qaybta Sadeexad

Hanaanka Qorshaynta Cuduuda Shaqaale, Hawlgalinta Shaqaalaha Iyo fulinta Qiimaynta Waxqabadka

Cutubka koobaad

Tartansiinta, xulashada iyo shaqaaleeysiinta Shaqaalaha

12:- Oorshaynta Cuduuda Shaqaale

1. Ula jeedada Qorshaynta Cuduuda Shaqaale waa in xafiisku ku talaabsado talaabooyin waxtar u leh taabogalinta ujeedooyinka ku cad qorshaha istaraatiiji islamarkaana u sadaaliyo baahida cuduuda shaqaale, si u uu dhamaystiro nooca iyo tirada cuduuda shaqaale ee u uu baahan yahay, u horumaariyo, u hanaan haboon munaasiba u adeegsado/fa'iidaysto islamarkaana isagoo markasta qiimaynaya natiijada laga gaadho u hagaajin iyo horumaarin u ku sameeyo.
2. Iyadoo laga duulayo qorshaha istaraatiiji ee xafiiska ayaa darsi isla markaana u meel marin qorshaha gaaban, dhexe iyo mudada fog ee cududa da'deed.
3. Boosaska shaqo ee banaan waxaa lagu buuxin karaa cududa shaqaale iyadoo laga duulayo qorshaha cuduuda shaqaale ayaa lagu meeleyn qaab dalacsiin ama shaqaaleyn ama badalaad ama dib u meelayn.
4. Guddiga xidhiidhinta arrimaha Goluhu wuxuu soo saari awaamiir faahfaahsan oo ku wajahan qorshaha cuduuda da'deed.

ክፍል ሶስት

ስለ ሰው ኃይል ዕቅድ፣ ስለ ሠራተኞች ሥምራት እና ሥራ አፈጻጸም

ምዕራፍ አንድ

ሠራተኛ ስለ መመልመል፣ መምረጥና መቅጠር

12 ስለ ሰው ኃይል ዕቅድ

1. የሰው ኃይል ዕቅድ ዓላማ ጽ/ቤቱ በስትራቴጂካዊ ዕቅድ ላይ የተቀመጡትን ዓላማዎች ለማሳካት የሰው ኃይል ፍላጎት ለመተንበይ፣ የሚያስፈልገውን የሰው ኃይል በዓይነትና በብዛት ለማሟላት፣ ለማልማት፣ በአግባቡ ለመጠቀም የሚያግዙ እርምጃዎችን ለመውሰድና ውጤቱንም በየጊዜው እየገመገመ ማሻሻያ ለማድረግ ነው።
2. የጽ/ቤቱን እስትራቴጂክ ዕቅዱን መሠረት በማድረግ የአጭር፣ የመካከለኛና የረጅም ጊዜ የሰው ኃይል ዕቅዱን አጥንቶ ተግባራዊ ማድረግ አለበት።
3. ክፍት የስራ መደቦችን በሠራተኛ ማስያዝ የሚቻለው የሰው ኃይል ዕቅድን መሠረት በማድረግ በደረጃ ዕድገት ወይም በቅጠር ወይም፣ በዘውድ ወይም በድልድል ይሆናል።
4. የምክር ቤቱ ጉዳዮች አስተባባሪ ኮሚቴ የሰው ኃይል ዕቅድን በተመለከተ ዝርዝር መመሪያ ያወጣል።

PART THREE

Human Resource Planning, Staffing and Performance Evaluation

CHAPTER ONE

Selection and Recruitment

12. Human Resource Planning

1. The purpose of Human Resource Planning shall be to enable the office to take measure to meet the objective specified in the strategic plan, to forecast its human resource demand, to acquire human resource in the right number and type, to develop and properly utilize it, monitor and evaluate its result and make corrective measures from time to time.
2. The office based on its strategic plan shall prepare and implement short, medium and long term human resource plan.
3. Vacancies may be filled through recruitment, promotion, transfer or deployment on the basis of the human resource plan.
4. The coordinating committee of the Council shall issue detailed guidelines on human resource planning.

13. boosaska banaan oo lagu buuxiyo shaqaale

1. Boosaska shaqo ee banaan waxaa shaqaalaha lagu meeleyn oo kaliya qofka buuxinaya shuruudaha aqooneed iyo khibradeed ee booska shaqo u baahan yahay islamarkaana intuu tartamay, tartamayaal kale ugu dhibcaha sareeya.
2. Inkasta oo ay jiraan arrimalo lagu xeeriyey farqada koobaad ee Qodobkeni marka shaqaalaha xafiiska qaab meeleyn, dalacsiin iyo dib u meeleyn loogu ku buuxinayo oo dhibcahoodu ama natiijadoodu isku mid (legtahay) ama isku dhawdahay waxaa mudnaanta la siin:-
 - b) Tartamayaasha/codsadayaasha/haweenka ah
 - t) Dadka laxaadka la’/nafaada ah
 - j) Dadka deegaanka u dhashay iyo kuwa luuqada shaqo ee deegaanka ku hadla;
3. Bayaanka ku soo baxay hawlgalinta shaqo ee dadka laxaadka la’/nafaada ah ayaa dhaqangal ku ah macnaha dadka laxaadka la’.

14. Qaybaha aan u Qalmin Shaqaalenimo

1. Dadka ku cad qaybaha hoose looma qaadan karo inay xafiiska shaqaale ka noqdaan.
 - b) Cidkasta oo da’diisu ka hooseyso 18 (sideed iyo toban) sano jir.
 - t) Cidkasta oo ku sifoowday amaano lunsii, xatooyo iyo isdabamarin oo maxkamada awood u lihi ku xukuntay islamarkaana mudo cayiman laga xayiray;
 - j) Cidkasta oo aan diyaar u aheyn inay hab waafaqsan Qodobka 18 ee xeerkan ay marto dhaarto.

13. ክፍት የሥራ መደቦችን በሠራተኛ ስለማስያዝ

1. በክፍት የሥራ መደብ ላይ ሠራተኛ የሚመደበው ለሥራ መደቡ የሚጠየቀውን ተፋላጊ ችሎታ የሚያሟላና ከሌሎች ተወዳዳሪዎች ጋር ተወዳድሮ ብልጫ ያለው ሆኖ ሲገኝ ብቻ ነው።
2. የዚህ አንቀጽ ንዑስ አንቀጽ /1/ ድንጋጌዎች ቢኖሩም የጽ/ቤቱ ሠራተኞች ቅጥር፣ ደረጃ፣ እድገት እና ድልድል ሲፈጸም በውድድር ውጤታቸው እኩል ወይም ተቀራራቢ ለሆኑ፣
 - ሀ/ ሴት አመልካቾች፣
 - ለ/ አካል ጉዳተኞች
 - ሐ/ ለክልሉ ተወላጆችና የክልሉን የስራ ቋንቋ ተናጋሪዎች ቅድሚያ ይሰጣል።
3. አግባብ ባለው የአካል ጉዳተኞች የሥራ ሥምሪት አዋጅ ስለ አካል ጉዳተኞች የተሰጠው ትርጓሜ ለዚህ አንቀጽ ተፈጻሚ ይሆናል።

14. ለሠራተኛነት ለመቀጠር የማያስችሉ ሁኔታዎች

1. የሚከተሉት የጽ/ቤቱ ሠራተኛ ሆነው ሊቀጠሩ አይችሉም፡-
 - ሀ/ ዕድሜው ከ18 ዓመት በታች የሆነ፣
 - ለ/ የእምነት ማጉደል፣ የስርቆትና የማጭበርበር ወንጀል ፈጽሞ ሥልጣን ባለው ፍርድ ቤት የተፈረደበት እና በጊዜ ገደብ የታገደ ማንኛውም ሰው፣
 - ሐ/ በዚህ ደንብ አንቀጽ 18 መሠረት ቃለ-መሐላ ለመፈጸም ፈቃደኛ ያልሆነ ሰው፣

13. Filling of vacancies

1. A vacant position shall be filled only by a person who meets the qualification required for the position and scores higher than other candidates.
2. Notwithstanding the provisions of Sub-Articles (2) of this Article, in recruitment, promotion and deployment preference shall be given to:
 - A. female candidates;
 - B. candidates with disabilities; and
 - C. Citizens of members of nationalities comparatively less represented in the government office,
 Having equal or close scores to that other candidate.
3. Those who are Citizens of Region and speakers of the State working language shall be given priority.

14:- 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. any person who has been convicted by a court of competent jurisdiction of breach of trust, theft, or fraud;
 - C. Any person who is unwilling to take oath fidelity under Article 18 of this Regulation.

x) Iyadoo ay jirto arrimaha lagu tilmaamay xarafka (t) ee Qodob hoosaadkani cidkasta oo xafiiska oo dawladeed sababo anshax xumo shaqada looga eryey oo mudadii talaabada laga qaaday ayna mudo shan sano (5) ahi ka soo wareegin.

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 sareyso afar iyo toban sano kana yar tahay sideed iyo toban sano.

15. Shaqaaaleysiinta Ajaanibka

Iyadoo ay sideeda tahay arrimaha lagu sheegay Qodobka 5^{aad} Qodob hoosaadkiisa (2) ee Bayaanka xadaynta Xuquuqaha Qurba joogta asal ahaan kasoo jeeda Dalka ee tirsigiisu yahay 270/2002 iyo Qodobka 22(2) ee x/nidaameedkani, Qofkasta oo ajaanib ah looma qadan karo Shaqaalenimo Dawladeed.

16:- Soo Dhejinta Boosaska Banaan iyo qaadista imtixaanka

1. Haddii xafiiska u ka banaan yahay boos shaqo, si loogu tartamo wuxuu soo Dhejiyo ogaysiis.

2. Iyadoo ay sideeda tahay Arrimaha lagu sheegay Qodob-hoosaadka (1) ee Qodobkan marka ay jirto gabaabsi dhinaca Xirfadleyaasha uu boosku u baahanyahay, xafiisku waxa uu isaga oo xidhiidh la samaynaya Xarumaha Waxbarashada Sare bixiya wuxuu qaab tartan ku shaqaaleysiin karaa Xirfadleyaasha cusub.

መ/ የዚህ አንቀጽ ንዑስ አንቀጽ ፊደል ተራ /ለ/ እንደተጠበቀ ሆኖ ከማንኛውም መሥሪያ ቤት በዲስፕሊን ጉድለት ምክንያት ከሥራ የተሰናበተ ሠራተኛ ከሥራ ከተሰናበተበት ጊዜ ጀምሮ አምስት ዓመት ከመሙላቱ በፊት፤

2. የዚህ አንቀጽ ንዑስ አንቀጽ /1/ሀ/ ድንጋጌ ቢኖርም ዕድሜያቸው ከአስራ አራት ዓመት በላይ የሆናቸውን አስራ ስምንት ዓመት ያልሞላቸው ወጣቶች ስለሚቀጠሩበትንና ስለ ሥራ ሁኔታቸው ጽ/ቤቱ መመሪያ ሊያወጣ ይችላል።

15. ስለውጭ ሀገር ዜጎች ቅጥር

የኢትዮጵያ ተወላጅ የሆኑ የውጭ ዜጎችን በትውልድ አገራቸው የተለያዩ መብቶች ተጠቃሚ ለማድረግ የወጣው አዋጅ ቁጥር 270/2002 አንቀጽ 5 ንዑስ አንቀጽ (2) እና የዚህ ደንብ አንቀጽ 22/2/ እንደተጠበቁ ሆነው ዜግነቱ ኢትዮጵያዊ ያልሆነ ሰው በመንግሥት ሠራተኛነት ሊቀጠር አይችልም።

16:- ማስታወቂያ ስለማውጣትና ለቅጥር ስለሚሰጥ ፈተና

1. ጽ/ቤቱ ክፍት የሥራ ቦታ ሲኖረው ማስታወቂያ በማውጣት አመልካቾችን መጋበዝ አለበት።

2. የዚህ አንቀጽ ንዑስ አንቀጽ /1/ ድንጋጌ ቢኖሩም ጽ/ቤቱ በገበያ ላይ እጥረት ባለባቸው መ.ያዎች ከከፍተኛ ትምህርት ተቋማት ጋር ግንኙነት በመፍጠር ምሩቃንን በመጋበዝ አወዳድሮ ቅጥር መፈጸም ይችላል።

D. Without prejudice to Sub-Article (1) (B) of this Article a civil servant who has been dismissed on grounds of disciplinary offence, before the lapse of five years from the date of his dismissal.

2. Notwithstanding Sub-Article (1) (A) of this Article, the Office may issue directives on circumstances in which young persons above the age of 14 under 18 may be appointed as employees and on the conditions of service applicable to them

15.- Employment of foreigners

Without prejudice to the provisions of Article 5(2) of the proclamation providing foreign Nationals of Ethiopian Origin with certain rights to be exercised in their country of Origin Proclamation No 270/2002 and Article 22(2) of this Regulation, a person who is not an Ethiopian national may not be eligible to be a Civil Servant.

16:- Vacancy Announcement and Examination for Recruitment

1. The office shall advertise every vacant position to be filled by a new employee.

2. Notwithstanding Sub-Article /1/ of this Article, whenever there is shortage of professionals in the labor market, a government institution may solicit graduates of higher educational institutions for recruitment in cooperation with the institutions.

3. Xafiisku wuxuu soo saari awaamiir faah-faahsan oo lagu haggo hanaanka fulineed ee shaqaaleysiinta.

17:- cadaynta caafimaad iyo dambi la'aanta

Iyadoo u sidiisa yahay arrimaha lagu tilmaamay qodobka 13^{aad} (2) 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/Aidhiska / waxaa looga baahan yahay inu xaruumaha caafimaadka ee awooda u leh ka keeno cadaynta baadhista caafimaadqab iyo sidoo kale, sida u dhigayo farqada laad ee qodobka 14^{aad} (1,t) ee x/nidaameedkani dambiyada lagu tilmaamay inu ka madaxbanaan yahay oo una ku sifoobin u cadaynta dambi la'aanta ka keeno booliska.

18:- shaqaaleevsiinta iyo dhaarta shaqaalaha

1. Xubinka loo xushay inu ku guulaystay booska shaqo waxaa la siin warqad shaqaalenimo oo muddo tijaabo ah oo u saxeexay hantidhawrahaa guud ama masuulka kale ee loo wakiishay shaqaaleynta shaqaalaha oo ay ku cadahay magaca booska shaqo, heerka/daraajada lagu meeleyay, mushaaharka loo fasaxay iyo maalinta u shaqada bilaabay oo ay ku lifaaqan tahay shaqo qeexista hawlaha shaqo ee u qabanayo.
2. Qofka loo xusho inuu xafiiska shaqaale ka noqdo ka hor inta una bilaabin shaqada waa inuu ku dhaarto sidan:

3. **ጽ/ቤቱ ስለቅጥር አረጋግጦ መመሪያ ያወጣል።**

17. ስለ ህክምናና ከወንጀል ነፃ ስለመሆን የሚቀርቡ ማስረጃዎች

በዚህ ደንብ አንቀጽ 13/2/ የተመለከተው እንደተጠበቀ ሆኖ ፈተናውን ካረፉት መካከል ከፍተኛ ውጤት ያገኘው ተወዳዳሪ ተመርጦ በመንግሥት ሥራ ተቀጥሮ ለማገልገል ብቁ ለመሆኑ ከኤች.አይ.ቪ ኤድስ ምርመራ በስተቀር የጤንነት ማረጋገጫ የሕክምና ምርመራ እና በዚህ ደንብ አንቀጽ 14 ንዑስ አንቀጽ 1 ፊደል ተራ ቁጥር /ለ/ ከተጠቀሱት ወንጀሎች ነፃ መሆኑን የሚያረጋግጥ የፖሊስ ማስረጃ የማቅረብ ግዴታ አለበት።

18 ሠራተኛን ስለመቅጠርና ስለቃሉ መሃላ

1. የተመረጠው እጩ የሥራ መደቡን መጠሪያ፣ የተመደበበትን ደረጃ፣ ደመወዙንና ሥራውን የሚጀምርበትን ቀን የሚገልጽ በአሠሪው መሥሪያ ቤት ጽ/ቤቱ ወይም ሠራተኛን ለመቅጠር ውክልና በተሰጠው የሥራ ኃላፊ የተፈረመ የሙከራ የቅጥር ደብዳቤ ከሚያከናውነው የሥራ ዝርዝር መግለጫ ጋር ይሰጠዋል።
2. የተቀጠረው የጽ/ቤቱ ሠራተኛ ሥራ ከመጀመሩ በፊ የሚከተለውን ቃሉ መሃ ይፈጽማል፡-

3. The office shall issue directives with regard to advertising vacant positions,

17. Medical Certificate, Police Record Good Ethics

Notwithstanding the matters provided under Article 13/2/ of this Regulation, 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 referred to in sub-article /1/ (b) of Article 14 of this Regulation and has to bring evidence from authorized person where he/she was living.

18:- Recruitment and Oath of Fidelity

1. A newly recruited employee shall be served with a letter of probational recruitment, signed by authorized official of the office, stating the title and grades of his position, his salary and date of commencement of his recruitment, together with job description of his position.
2. The recruited employee shall before commencement of his work, take the following oath of fidelity:

“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 awgeed”

« እኔ ----- በጽ/ቤቱ ሠራተኛነቴ ከሁሉም በላይ አድርጌ በእውነትና በታማኝነት ሕዝብን ለማገልገል፣ በማንኛውም ጊዜ ሕገ-መንግሥቱንና የሀገሪቱን ህጎች ለማክበርና በሥራዬ ምክንያት ያወቅሁትንና በህግ ወይም በአሠራር በሚሰጥርነት የተመደቡትን ለሌላ ለማንኛውም ወገን ላለመግለጽ እንዲሁም የመንግሥትን ፖሊሲዎች ለመፈጸም ቃል እገባለሁ።

“I ----- being an employee of the office of The State Council, 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, to respect the House’s dignity 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”.

19:- **Jaango’ynta xaadiga Mushaaharka shaqaalenimo**

19. **ስለ መቀጠሪያ ደመወዝ አወሳሰን**

19:- **Determination of Starting Salary**

1. Qofkasta oo cusub oo xafiisku shaqaalenimo u qaadanayo waxaa loo fasaxi oo loogu ilaabi salka mushaaharka booska, hab wafaaqsan iskeelka mushaahar ee shaqaalaha Xafiiska ee loo cayimay qaybta shaqo ee u ka tirsan yahay booska shaqo ee lagu meeleyay.
2. Guddiga xidhiidhinta arrimaha goluhu wuxuu awaamiir ka soo saari hanaanka boosaska shaqo ee qofka la shaqaaleeysiinayo loogu fasaxi karo mushaahar ka sareeya mushaaharka bilaawga ah/salka, daraajada mushaaharka lagu siinayo, shuruudaha shardiga u ah ee loo baahan yahay in la wafaaqo ee lagu mutaysanayo iyo arrimaha kale ee la halmaala.

1. ማንኛውም አዲስ ተቀጣሪ በጽ/ቤቱ ሠራተኞች የደመወዝ እስኪል መሠረት የሚመደብበት የሥራ መደብ ለሚገኝበት ክፍል ሥራ የተወሰነው መነሻ ደመወዝ ይከፈለዋል።
2. ጽ/ቤቱ ከመነሻ ደመወዝ ገባ ብሎ በመክፈል ለመቅጠር ስለሚችሉባቸው የሥራ መደቦች፣ የሚከፈሉበትን ደረጃ፣ መረጋገጥ የሚገባቸውን ቅድመ ሁኔታና ሌሎችንም ሁኔታዎች አስመልክቶ ዝርዝር መመሪያ ያወጣል።

1. Any newly appointed employee shall be paid the base salary as fixed by the office salary scale for the position he has been appointed.
2. The office shall issue detailed directives on the circumstances in which government institutions may decide to pay a higher base salary to new recruits and the directives may include the types of position, the extent of departure from the base salary, the eligibility criteria and other relevant matters.

20:- **Mudada Tijaabada ah**

20. **የሙከራ ጊዜ**

20 **Probation period**

1. Ulajeedada mudada tijaabadu waa in qaab ku saleeysan dabagal lagu xaqiijiyo kartida waxqabad ee shaqaalaha cusub ee la hawlgaliyay.

1. የሙከራ ጊዜ ዓላማ አዲስ የተቀጠረ የጽ/ቤቱ ሠራተኛ ስለ ሥራ አፈፃፀሙ ክትትል እየተደረገ ብቃቱን ለማረጋገጥ ይሆናል፤

1. The purpose of probation period shall be to ensure the competence of a newly recruited employee through follow up of his performance.

- 2. Mudada Tijaabada ah shaqaalaha Xafiiska lagu qoray lagu tijaabinayo boosku waa lix bilood, hase ahaatee haddii hawl karnimadiisa laga shakiyowaxaa loogu dari kara sadex bilood oo dheeraad ah.
- 3. 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.
- 4. Haddii shaqaalaha tijaabada ku jira u shaqada uga habsamo sababo la xidhiidha dhaawac ama xanuun shaqada ka soo gaadhay awgeed, iyadoo aan laga hor imaanayn shuruudaha Qodobka 58^{aad} qodob hoosaadyadiisa (2) iyo(3) ee x/nidaameedkani waa in tijaabadii u hadhsanayd looga bilaabo maalinta uu bogsado.
- 5. Haddii shaqaalaha xafiiska ee tijaabada ku jira kaga maqan yahay shaqadiisa 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.
- 6. Iyadoo ay sideeda tahay arrimaha lagu sheegay Qodob-hoosaadka (5) ee Qodobkan, haddii Shaqaalaha xafiisku uu uga maqnaa Shaqada sababo la xidhiidha Dhalmada, Muddada u hadhsana ee Tijaabada waxaa loo bilaabi marka uu dhamaysto fasaxa dhalmada.
- 7. Haddii aan si kale loogu sheegin xeerkani Shaqaalaha ku jira Muddada Tijaabada ah waxa uu leeyahay xuquuq iyo wajibaad la siman Shaqaalaha Rasmiga ah ee dhamaystay Muddada Tijaabada ah

- 2. የሠራተኛው የሙከራ ጊዜ በተቀጠረበት የሥራ መደብ ላይ ለስድስት ወር ሆኖ የሥራ አፈፃፀም ውጤቱ ከአጥጋቢ በታች ሆኖ ከተገኘ የሙከራ ጊዜው ለተጨማሪ 3 ወር ይራዘማል፤
- 3. በተራዘመው የሙከራ ጊዜ ሠራተኛው አጥጋቢ የሥራ አፈፃፀም ውጤት ካላገኘ ከሥራ ይሰናበታል።
- 4. የዚህ ደንብ አንቀጽ 58 ንዑስ አንቀጽ /2/ እና /3/ ድንጋጌዎች እንደተጠበቁ ሆኖው በሙከራ ላይ ያለ የመንግሥት ሠራተኛ ከሥራ በመጣ ህመም ወይም ከስራው ጋር በተያያዘ በደረሰበት ጉዳት ምክንያት ከሥራ የቀረ እንደሆነ ያልጨረሰውን የሙከራ ጊዜ ከህመሙ ወይም ከጉዳቱ ከዳኑበት ጊዜ አንስቶ እንዲጨርስ ይደረጋል።
- 5. በሙከራ ላይ የሚገኝ የመንግሥት ሥራተኛ ከአቅሙ በላይ በሆነ ምክንያት ከአንድ ወር በታች በሥራው ላይ የተገኘበት ጊዜ ብቻ ታስቦ የሥራ አፈፃፀም ይሞላሉታል።
- 6. የዚህ አንቀጽ ንዑስ አንቀጽ /5/ ድንጋጌ ቢኖርም በወሊድ ምክንያት ከአንድ ወር በላይ በመደበኛ ሥራዋ ላይ ያተገኘች የሙከራ ሠራተኛ የወሊድ ፈቃዷ እንደተጠናቀቀ ቀሪውን የሙከራ ጊዜ እንድትጨርስ ይደረጋል። ሆኖም በሥራ ላይ ያልተገኘችበት ጊዜ ከአንድ ወር በታች ከሆነ የሥራ አፈፃፀም ምዘና ውጤቷ በሥራ ላይ በቆየችበት ጊዜ ታስቦ ይሞላሉታል።
- 7. በዚህ ደንብ በሌላ አኳኋን ካልተደነገገ በስተቀር በሙከራ ላይ ያለ የመንግሥት ሠራተኛ የሙከራ ጊዜውን የጨረሰ ቋሚ የመንግሥት ሠራተኛ ያለው መብትና ግዴታ ይኖረዋል።

- 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. If an employee has not obtained satisfactory performance result during extended probation period he shall be dismissed.
- 4. without prejudice with the provsions under sub-article /2/ and /3/ of Article 58 of this Regulation, Where the employee on probation is absent from his work due to employment related sickness or injury, he/she shall be allowed to complete the remaining probation period following the date of his/her recovery .
- 5. 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.
- 6. Notwithstanding the provision of sub-Article (5) of this Article, an employee on probation is absent due to maternity leave, for a period of more than one month,' she shall be allowed to complete the remaining probation period following the end of her maternity leave. However, that if her absence is less than a month, her evaluation will cover only the period in which she was present at work.
- 7. Unless otherwise provided in this Regulation, an employee shall have during the probation period, the same right and obligations that of an employee who has completed his probation.

21:- Shaqaalenimo Rasmi ah

1. Shaqaalaha dawladda ee mudadii tijaabada dhamaystay ee qiimaynta waxqabadka shaqo ku guulaysta natiijo dhexdhexaad ama natiijo sare waa in la siiyo Warqad cadaynaysa shaqaalenimo rasmi ah;
2. Shaqaalaha ku jira mudadii tijaabada Haddii lagu guuldaraysto in uu qiimeeyo waxqabadka shaqaalaha ka hor inta aanay dhamaan mudada tijaabadu iyadoo ay sideeda tahay masuuliyada la xisaabtanka masuulka ay khusayso waxa la suuragal in qiimaynta waxqabadka bi

22:- Shaqaaaleyn Ku Meelgaadh ah

1. Iyadoo ay sideeda tahay arrimaha lagu sheegay Qodob-hoosaadka (2) ee Qodobkan, xafiisku wuxuu Shaqaale ku meelgaadh ah u Xulan karaa Qof marka Shaqada uu qabanayo ay tahay mid 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.
2. Xafiisku boos shaqo oo u baahan takhakuus sare oo xirfadeed waxa uu si ku meelgaadh ah ugu Xulan kara qof Ajnebi ah, marka lagu qanco in Aqoonta iyo Xirafada uu u baahanyahay booskaasi qaab Dalacsiin, bedelaad ama Shaqaaleysiin una buuxin Karin qof Muwaadin ahi.
3. Xafiisku wuxuu soo saari awaamiirta faah-faahsan oo qeexaysa hanaanka shaqaaleysiinta shaqaalaha ku Meelgaadh ah, Xuquuqaha iyo wajibaadka ay yeelanayan iyo sidoo kale, xalaadaha shaqo ee loo ilaalinayo.

21:- ቋሚ ሠራተኛ ስለመሆን

1. በሙከራ ጊዜው አጥጋቢ ወይም ከዚያ በላይ የሆነ የሥራ አፈፃፀም ምዘና ውጤት ያስመዘገበ የመንግሥት ሠራተኛ ቋሚ መሆኑን የሚያረጋግጥ ደብዳቤ ይሰጠዋል።
2. በሙከራ ላይ የሚገኝ ሠራተኛ የሥራ አፈፃፀም ምዘና ውጤት ጊዜውን ጠብቆ ካልተሞላለት የሚመለከተው ኃላፊ የሚኖርበት ተጠያቂነት እንደተጠበቀ ሆኖ በአንድ ወር ጊዜ ውስጥ የሥራ አፈፃፀም እንዲሞላለት ይደረጋል።

22:- ጊዜያዊ ሠራተኛ ስመቅጠር

1. የዚህ አንቀጽ ንዑስ አንቀጽ /2/ ድንጋጌ እንደተጠበቀ ሆኖ ጽ/ቤቱ ጊዜያዊ ሠራተኛ ሊቀጥር የሚችለው የዘላቂነት ባህሪ በሌለው ሥራ ላይ ነው። ሆኖም ሁኔታዎች ሲያስገድዱ በቋሚ የሥራ መደብ ላይ ጊዜያዊ ሠራተኛ መቅጠር ይችላል።
2. አንድ የጽ/ቤቱ ክፍተኛ ባለሙያ ለሚጠይቅ ማናቸውም ክፍት የሥራ መደብ በደረጃ ዕድገት፣ በዝውውር ወይም በቅጥር ኢትዮጵያዊ ባለሙያ ለማግኘት አለመቻሉን በማረጋገጥ የውጭ ሀገር ዜጋ በጊዜያዊነት ሊቀጥር ይችላል።
3. ጽ/ቤቱ ስለ ጊዜያዊ ሠራተኞች አቀጣጠር፣ ስለሚኖራቸው መብቶችና ግዴታዎች እንዲሁም ስለሚጠበቁላቸው የሥራ ሁኔታዎች ዝርዝር መመሪያ ያወጣል።

21:- Permanent appointment

1. Where the employee on probation has recorded satisfactory or above satisfactory performance result, a letter of permanent appointment shall be issued to an employee.
2. If performance evaluation result of an employee on probation is not evaluated before the expiry date of the probation period and without prejudice to the responsibility of the official concerned, the performance ,evaluation shall be carried out within one month following the probation period

22:- Temporary Employment

1. Without prejudice to sub-article (2) of this Article, the office may appoint a temporary employee only for a job which is not of a permanent nature; provided, however, that it may, where circumstances so require, appoint a temporary employee 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. The recruitment 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 a directive to be issued by the office.

QEYB-HOOSAADKA LABAAD
DALACSIINTA

23. Ujeedada Dalacsiinta

Dalacsiinta waxaa loo bixin si kor loogu qaado/ hagaajiyo islamarkaana horumaariyo natiijada waxqabad ee xafiiska iyo Dhiirigelinta Shaqaalaha.

24. Hanaanka Xulashada Dalacsiinta

1. Shaqaale kasta oo dhamaysta Mudada Tijaabada ah waxa uu xaq u leeyahay inuu u tartamo Dalacsiinta hadii aanay ka reebin arrimaha lagu xeeriyay Awaamiirta ku soo baxday hanaanka fulineed ee Dalacsiinta.
2. Inkasto ay jiraan arrimaha lagu xeeriyay farqada laad ee qodobkani xafiisku xalaadaha hoos ku cad awgeed, ayuu boos banaan u tartan la'aan qaab dalacsiin shaqaale ugu meelayn karaa.
 - b). haddii ayna jirin tartamayaal oo shaqaaluhu buuxinayo anshaxa iyo aqoonta iyo khiibraada booska shaqo u baahan yahay;
 - t). marka shaqaalaha lagu soo xushay anshaxa iyo sumcada sare ee u xafiiska u dhax leeyahay loo arkay inu yahay shaqaale ku sifoobay hormoodnimo ku dayaasho mudan islamarkaana u buuxiyay shuruudaha aqoonta iyo khiibraada ee booska shaqo looga baahan yahay ama inu buuxiyo mudada adeega ee uga hadhsaani ayna hal sano ka badneyn.
 - j). haddii shaqaaluhu booska shaqo u muddo hal sano ah ama muddo ka badan u qaab kusimenimo u kaga shaqeeynayay oo u muujiyay akhlaaq iyo anshax suuban islamarkaana u ku sifoobay natiijo waxqabad oo fiican una buuxinayo shuruudaha looga baahan yahay boosku ama mudada u ku buuxin karo ayna ka badneyn hal sano.

ምዕራፍ ሁለት
የደረጃ ዕድገት

23. የደረጃ እድገት ዓላማ

የደረጃ ዕድገት የሚሰጠው የጽ/ቤቱን የሥራ ውጤት ለማሻሻልና ሠራተኛን ለማበረታታት ነው።

24. ስለ ደረጃ ዕድገት አሰጣጥ

1. የሙከራ ጊዜውን ያጠናቀቀ ሠራተኛ በደረጃ ዕድገት ዝርዝር አፈፃፀም መመሪያ ውስጥ ለውድድር የማያበቁት ሁኔታዎች ከሌሉ በጽ/ቤቱ ውስጥ ለወጣ ክፍት የሥራ መደብ በደረጃ ዕድገት ለመወዳደር ይችላል።
2. በዚህ አንቀጽ ንዑስ አንቀጽ /1/ የተደነገገው ቢኖርም ጽ/ቤቱ በሚከተሉት ሁኔታዎች አንድን ክፍት የሥራ መደብ ያለ ውድድር በደረጃ ዕድገት እንዲያዝ ሊያደርግ ይችላል፤
 - ሀ/ ተወዳዳሪ በሌላ ጊዜ ሠራተኛው ለሥራ መደቡ የሚጠይቀውን ሥነ-ምግባርና ተፈላጊ ችሎታ አሟልቶ ሲገኝ፤
 - ለ/ ሠራተኛው በጽ/ቤቱ ውስጥ ባለው ክፍተኛ የሥነ-ምግባርና የሥራ ውጤት ሞዴልና አርአያ ሠራተኛ ተብሎ ሊመረጥና ለስራ መደቡ የሚጠይቀውን ተፈላጊ ችሎታ አሟልቶ ሲገኝ ወይም ሊያሟላ የቀረው የአገልግሎት ጊዜ ከአንድ ዓመት ያልበለጠ ሆኖ ሲገኝ፤
 - ሐ/ ሠራተኛው በሥራ መደቡ ላይ ለአንድ ዓመት ወይም ከዚያ በላይ መልካም ሥነ-ምግባርና አጥጋቢ ውጤት ያስመዘገበ በተጠባቂነት ያገለገለና ለቦታው የተጠየቀውን ተፈላጊ ችሎታ አሟልቶ የተገኘ እንደሆነ ወይም ሊያሟላ የቀረው ጊዜ ከአንድ ዓመት አገልግሎት ያልበለጠ ሲሆን፤ ለሌሎች ከሁለት አመት ያልበለጠ ሆኖ ሲገኝ ወይም

CHAPTER TWO

Promotion

23. Objectives

Promotion shall be given for the purpose of enhancing the performance and to motivate the employees.

24:- Selection for Promotion

1. Any employee who has completed his probation may compete for promotion internal vacancy advertised by the office, unless he is prohibited by relevant directives on promotion.
2. Notwithstanding with provisions under sub-article /1/ of this Article, the office can fill a vacant position through promotion without Competition on the following conditions;
 - A. Where there is no a candidate who full-fills the ethical standard, qualification and expertise requirement;
 - B. an employee who has demonstrated outstanding performance and high ethical standard as well as found to be competent qualifies for the requirement of the post or it is about one year to remain to fulfill ;
 - C. an employee who has been assigned as Acting Assignment for a period of one year and above, demonstrated outstanding performance on acting capacity as well as full-fills the qualification requirements and has recorded satisfactory or above satisfactory performance result but one year ahead of experience is remaining to qualify .

x). jagada/booska u baahan qof ku sifoobay hab dhaqan iyo akhlaaq sare oo anshax haddii lagama maar maan loo arko in lagu meeleyo qofka u akhlaaq iyo anshax suuban /fiican.

3. Xafiisku waxa uu soo saari karaa Awaamiir faah faahsan oo ku saabsan hanaanka iyo nidaamka Dalacsiinta.

25. Burinta /Ka Nogoshada Dallacaada

Dallacaada lagu mutaystay ama helay cadaymo been abuur ah ama lagu bixiyay qaab balmarsan sharciga, iyadoo ay sideeda tahay u qoolanaanta /la tiigsiga talaabo anshax amar in ama xeerka ciqaabta, markasta ayaa la burin /laga noqon Kara.

Qayb-Hoosaadka Sadexaad

Bedelaada Iyo Dib U Meelaynta

26. Bedelaada xafiiska Gudihiiisa

1. Xafiisku isagoo raacaya hanaan ay ku dheehan tahay hufnan markasta oo uu lagama maarmaan u arko waxaa uu shaqaalaha xafiiska u bedeli kara boos kale oo darajo iyo mushahar le'eg ama Booskale oo shaqo oo xafiiska gudihiiisa 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 si loo yareeyo Dhibaataada ay keensanayso khatartu.

መ/ ከፍተኛ የሥነ-ምግባር ብቁነት በሚጠይቅ ቦታ በሥነ-ምግባር የተሻለውን ሠራተኛ መመደብ አስፈላጊ ሆኖ ሲገኝ፤

3. ጽ/ቤቱ የደረጃ ዕድገት ስለሚሰጥበት ሁኔታ ዝርዝር መመሪያ ያወጣል።

25. የደረጃ ዕድገት ስለሚሰረዝበት ሁኔታ

የሀሰት ማስረጃ በማቅረብም ሆነ በሌላ በማናቸውም ሁኔታ ህግን በመተላለፍ የተገኘ የደረጃ እድገት በዲስፕሊንና በወንጀል የሚያስከትለው ተጠያቂነት እደተጠበቀ ሆኖ ተሰጥቶ የነበረው የደረጃ ዕድገት በማናቸውም ጊዜ ይሰረዛል።

ምዕራፍ ሦስት
ዝውውርና ድልድል

26. የውስጥ ዝውውር

1. ጽ/ቤቱ ለሥራው አስፈላጊ ሆኖ ሲያገኘው ግልጽ የሆነ አሰራርን በመከተል እኩል በሆነ የስራ ደረጃና ደመወዝ ተመሳሳይ ወደሆነ የሥራ መደብ ወይም ከአንድ የሥራ ቦታ ወደሌላ የሥራ ቦታ በማዛወር ሊያሰራ ይችላል።

2. በዚህ አንቀጽ ንዑስ አንቀጽ /1/ የተደነገገው ቢኖርም በጽ/ቤቱ ላይ አደጋ እንዳይደርስ ለመከላከል ወይም አደጋው ያደረሰውን ጉዳት ለማስተካከል አንድን ሠራተኛ ደመወዙ ሳይነቀነስ፣ ደረጃው ወይም የሥራው ዓይነት ሳይጠበቅ ከአንድ ዓመት ላልበለጠ ጊዜ በጊዜያዊነት አዛውሮ ማሠራት ይቻላል።

D. Where the vacant position requires a high ethical conduct as it is found necessary shall be promoted to the vacant post an employee with the better ethical conduct.

3. The office shall issue detailed directives on the promotion of the employees.

25. Revocation of Promotion

A promotion obtained on the basis of fraudulent evidence or granted in contravention of the law shall, with out prejudice to disciplinary and criminal liability, be revoked any time.

CHAPTER THREE

Transfer and Reassignment

26:- 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 Office.

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 Office..

- 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 suurtagal tahay ama;
- t). Boos darajo ahaan ka hooseeya haddii boos banaan oo la darajo ah aan la helayn islamarkaana uu raali ka yahay in loo bedelo boos darajadiisu ka hooseyso midka uu ku qoranyahay.
- 4. Haddii booska shaqaalaha si rasmi ah loo baa'biiyo waa in loogu bedelo boos kale oo la derajo ah isla xafiiska gudahiisa.

27. Hawlgalinta kusimenimo

- 1. Marka Xaaladaha lagu jiraa ay kaifto waxa Shaqaale lagu meelayn karaa Boos ka derajo sareeya midka uu ku qoranyahay muddo aan ka badnayn Hal Sano si kusimenimo ah.
- 2. Iyadoo ay sideeda tahay arrimaha lagu sheegay Qodob hoosaadka (1) ee Qodobkan, marka waxbarashada ama tababarku yahay mid soconaya muddo ka badan hal sano waxaa si ku simenimo ah loogu meelayn karaa shaqaale ilaa qofka Waxbarasho ama Tabobar ku maqan u soo dhamaysanayo.
- 3. 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.

- 3. የሙከራ ጊዜውን ያጠናቀቀ ሠራተኛ በጤና መታወክ ምክንያት በያዘው የሥራ መደብ ላይ ወይም ባለበት የሥራ ቦታ 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 ፍቃደኛ ከሆነ ደረጃው ተቀንሶ ወደሚስማማው የሥራ መደብ ወይም የሥራ ቦታ ይዛወራል።
- 4. የአንድ ሠራተኛ የሥራ መደብ የተሰረዘ እንደሆነ በጽ/ቤቱ ውስጥ ተመሳሳይ ደረጃ ወደ አለው የሥራ መደብ ይዛወራል።

27. በተጠባቂነት ስለማሠራት

- 1. ሁኔታዎች ሲያስገድዱ አንድን ሠራተኛ ከአንድ ዓመት ላልበለጠ ጊዜ ከፍ ያለ ደረጃ ባለው የሥራ መደብ ላይ በተጠባቂነት እንዲሠራ ማድረግ ይቻላል።
- 2. የዚህ አንቀጽ ንዑስ አንቀጽ /1/ ድንጋጌ ቢኖርም ከአንድ ዓመት በላይ ለሚፈጅ ትምህርት ወይም ስልጠና የሂደን ሠራተኛ ለመተካት የትምህርቱ ወይም የሥልጠናው ጊዜ እስኪጠናቀቅ ድረስ የሥራ መደቡን በተጠባቂነት ሠራተኛ ማሰራት ይቻላል።
- 3. በተጠባቂነት የተመደበ የሥራ ኃላፊ በደመወዙና በተጠባቂነት በተመደበበት የሥራ መደብ መካከል ያለው ልዩነት እና ለመደቡ የተፈቀደው ጥቅማ ጥቅም ይከፈለዋል።

- 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 due to his health condition, he shall be transferred to another suitable position:
 - 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 a civil servant is abolished, he shall be transferred to another position of an equal grade within the Office.

27:- 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. Acting Official is entitled to the difference of his and acting position salary and any benefit allowed for the position.

28. kasoo Bedelaada Shaqaalaha Xafiis kale oo Dawladda

1. Xafiisku markasta oo ay lagama maarmaan noqoto u shaqada islamarkaana uu ogolaado Xafiiska soo diruhu iyo Shaqaaluhuba waxaa loo soo bedeli boos la Derajo ah iyo mushaahar ah isaga oo ogeysiinaya Xafiiska.
2. Shaqaalaha xafiisku hab waafaqsan Qodobkani ku soo bedelay ma waayi karo Mushaaharka iyo xuquuqaha kale ee uu ku heli jiray derajada Booska u ku meelaysna iyo mudada adeega.

29. Caawin xafiis kale

1. Xafiisyada Dawladdu marka ay lagama maarmaan noqoto islamarkaana uu ogolaado shaqaalaha iyo Xafiisku waxa uu Shaqaalaha Xafiiska ugu diri kara xafiis kale si uu u caawiyo ama u qabto shaqooyin dheeri ah oo yaala xafiiskas ama urur Rayid ah muddo aan ka badnayn Hal sano.
2. Markasta oo ay lagama maarmaan noqoto, Xafiisku wuxuu kasoo qaadan karaa shaqaale si uu uga caawiyo ama ugu qabto shaqooyin dheeri ah Xafiisyada kale ee dawladda, ururada rayidka ah ama Wakaaladaha dawladda muddo aan ka badneyn Hal Sano.
3. Marka Shaqaalaha hab wafaaqsan farqada 1^{aad} ee qodobkani loo soo wareejiyo si u u caawiyo:

28. ከሌላ መሥሪያ ቤት የሚደረግ ዝውውር

1. ጽ/ቤቱ ለሥራው አስፈላጊ ሆኖ ሲያገኘውና ላኪና ተቀባይ መሥሪያ ቤቶች እንዲሁም ሠራተኛው ሲስማሙ አንድን የመንግሥት ሠራተኛ እኩል በሆነ ደረጃ ደመወዝ ተመሳሳይ ወደ ሆነ የሥራ መደብ በማሳወቅ አዛውሮ ማሠራት ይችላል።
2. በዚህ አንቀጽ መሠረት የሚዛወር ሠራተኛ መ/ቤቱ ህጉ በሚያዘው መሠረት በያዘው የሥራ ደረጃና በአገልግሎት ዘመኑ ምክንያት ያገኝ የነበረው ደመወዝና መብቶች አይቀነሱበትም።

29. የትውስት ዝውውር

1. አስፈላጊ ሆኖ ሲገኝ በክልሉ ላኪው የመንግስት መሥሪያ ቤብ ሠራተኛው ሲስማሙ አንድን ሠራተኛ በሌላ የመንግሥት መሥሪያ ቤት ወይም የመንግሥት የልማት ድርጅት ወይም መንግሥታዊ ወደ አልሆኑ ድርጅቶች ከአንድ ዓመት ለማይበልጥ ጊዜ በትውስት ተዛውሮ እንዲሠራ ማድረግ ይቻላል።
2. ጽ/ቤቱ አስፈላጊ ሆኖ ሲያገኘው ከመንግሥት ልማት ድርጅት ወይም መንግሥታዊ ካልሆነ ድርጅት አንድን ሠራተኛ ከአንድ ዓመት ለማይበልጥ ጊዜ በትውስት አዛውሮ ማሰራት ይችላል።
3. በዚህ አንቀጽ ንዑስ አንቀጽ /1/ መሠረት በትውስት የተዛወረ ሠራተኛ፤

28:- Transfer from another Government Organization

1. The Office may, whenever necessary and the recipient and sender government institutions as well as the civil servant so agree, transfer a civil servant to a similar position of equal grade and salary.
2. An employee transferred under this article shall not lose the salary and benefits acquired by virtue of his grade and service before the transfer.

29 Secondment

1. An employees of the office may, where it is necessary and the government institution and the civil servant so agree, be seconded to another government institution or regional government institution or public enterprise or non-governmental organizations to perform a specific duty for a period not exceeding one year.
2. Where it is necessary, any government institution may second an employee from public enterprise, regional government institution or non-governmental organization for a period not exceeding one year.
3. Where a civil servant is seconded in accordance with Sub-Article /1/ of this Article:

b. Mushaharkiisa iyo faa'iidooyinka kale bedelaadu ama u dirista xafiis kale wax sameeyn/raad ah kuma yeelan karto.

t. Qiimaynta Waxqabadkiisa shaqo waxaa ku samayn shaqaalaha Xafiiska uu caawinayo waxaana loo gudbin xafiiska u asal ahaan uu ka shaqeynayay.

j. Haddii uu shaqaaluhu ku kaco fal Anshax xumo ah talaabada ku haboon waxaa ka qaadi xafiiska shaqaalahaasi ka tirsan yahay ee shaqaaleystay.

30:- **Dib U Meelayn**

1. Xafiisku haddii intuu darsaad ku sameeyo u dajiyo qaab-dhismeed cusub, marka u dhaqangalinayo isagoo tartansiinaya ayuu shaqaalahiisa Dib ugu meeleeayn Kara.

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.

ሀ/ ደመወዝና ማናቸውም ጥቅሙ በዝውውሩ ምክንያት አይጓደልበትም፤

ለ/ የሥራ አፈፃፀም ምዘና ውጤት በአሰሪው መሥሪያ ቤት ተሞልቶ ለቀጣሪው መሥሪያ ቤት ይታሰባል፤

ሐ/ የዲስፕሊን ጥፋት የራጸመ አንደሆነ የዲስፕሊን አርምጃ የሚወስድበት ቀጣሪው መሥሪያ ቤት ይሆናል።

30. **ድልድል**

1. ጽ/ቤቱ አዲስ አደረጃጀት አጥንቶ ተግባራዊ ሲያደርግ ሠራተኞቹን በማወዳደር ደልድሎ ማሠራት ይችላል።

2. በዚህ ንዑስ አንቀጽ መሠረት የሚደለደል ሠራተኛ ቀደም ሲል ይዞት በነበረው ደረጃና በአገልግሎት ዘመኑ ምክንያት ያገኘ የነበረው ደመወዝና መብቶቹ አይቀነሱበትም።

A. his salary and other benefits shall not be affected because of his assignment;

B. his performance shall be evaluated by the government institution to which he is seconded;

C. He shall be subjected to disciplinary measures to be taken by his employer whenever he commits disciplinary offences.

30:- **Redeployment**

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

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.

QEYB-HOOSADKA AFRAAD
OIIMAYNTA WAXQABADKA

ምዕራፍ አራት
የሥራ አፈፃፀም

CHAPTER FOUR

PERFORMANCE EVALUATION

31:- Qiiimaynta Waxqabadka

31. የሥራ አፈፃፀም ምዘና

31. Performance Evaluation

1. Ujeedada loo samaynayo qiiimaynta Waxqabadku waa:
 - 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 dadaal ku saleysan natiijo waxqabad. Kh.Si hogaaminta xafiiska loogu fududeeyo macluumaad xaqiiqda ku salaysan si ay u gaadhan Go'aano maamul.
2. Qiiimaynta Waxqabadka waxaa loo fulin hanaan ku jango nidaam ku salaysan Cadcaadaan iyo Cadeymo dhab ah.
3. Xafiiska wuxuu ku dhaqami oo u hirgalin awaamiirta ku aadan qiiimaynta waxqabadka shaqo ee deegaanku soo saaray.

1. የሥራ አፈፃፀም ምዘና ዓላማ:-
 - ሀ/ ሠራተኞች ሥራቸውን በሚጠበቀው መጠን፣ የጥራት ደረጃ፣ ጊዜ እና ወጪ በተሟላ ሁኔታ እንዲያከናውኑ ለማድረግ፣
 - ለ/ ተከታታይ የሥራ አፈፃፀም ምዘና በማካሄድ የሠራተኞችን ጠንካራና ደካማ ጎኖች በመለየት ቀጣዩ የሥራ አፈፃፀማቸው እንዲሻሻል በማድረግ ውጤታማ እንዲሆኑ ለማበቃት፣
 - ሐ/ የሠራተኞችን የሥልጠና የመሻሻል ፍላጎት በትክክል ለይቶ ለማወቅ፣
 - መ/ በውጤት ላይ የተመሠረተ ማትሪያ ለመስጠት፣
 - ሠ/ የሥራ አመራሩ በተጨማሪ መረጃ ላይ ተመስርቶ አስተዳደራዊ ሙሳኔዎች እንዲሰጥ ለማስቻል ነው።
2. የሥራ አፈፃፀም ምዘና ግልፅ የሆነ ሥርዓትን በመከተል የሚፈፀም ይሆናል።
3. ጽ/ቤቱ በክልሉ የሚወጡ የሥራ አፈፃፀም ምዘና መመሪያ ተግባራዊ ያደርጋል።

1. The purpose of performance evaluation shall, based on work plans, be to:
 - 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.
2. Performance evaluation shall be carried out in a transparent manner.
3. The office shall implement and be governed by the directive issued by state government on performance evaluation.

Qaybta Afraad
Saacadaha Shaqada Iyo
Fasaxyada Kala Duwan
Qayb-Hoosaadka Koowaad
Saacadaha Shaqada

32. Saacadaha Shaqada ee Caadiga ah

Saacadaha Shaqada ee Caadiga ah iyadoo lagu saleeynayo hadba Nooca iyo duruufaha shaqada waa in una todobaadkii ka badnaan 39 Saacadood.

33:- Saacadaha galitaanka iyo ka bixida Shaqada Xafiiska

Saacadaha soo galista iyo ka bixida Shaqada ee shaqaalaha dawladda waxa lagu go'aamin X.-nidaameed u soo saari doono Golaha Hawlfulinta ee deegaanku.

34:- Saacado Shaqo oo Dheeri ah

1. Shaqaale kasta oo Dawladeed oo qabta Shaqo dheeri ah waxaa la siin Fasax Cawil celin ah ama Habeen dhax ku haboon Booskiisa shaqo.
2. Xafiisku waxa uu soo saari Awaamiir faahfaahinaysa siyaabaha lagu fasaxayo sacaado shaqo oo dheeri ah, Xadiga habeen dhax ee la siin karo shaqaalaha iyo qaabka shaqaalaha loogu magdhabayo fasaxa.

35:- Ciidaha iyo maalmaha Nasashada Todobaadka

1. Shaqaalaha Dawladda lagama jari karo Mushaharkiisa sabab la xidhiidha in aanu shaqeynin Maalmaha Ciida, nasashada Dhamaadka Todobaadka ama maalmaha Xafiisyada dawladda lagu xidho Amar ka yimiday Dawladda.

ክፍል አራት
የሥራ ሰዓትና ልዩልዩ ፈቃዶች
ምዕራፍ አንድ
ስለ ሥራ ሰዓት

32. መደበኛ የሥራ ሰዓት

የመንግሥት ሥራተኞች መደበኛ የሥራ ሰዓት እንደየሥራው ሁኔታ የሚወሰን ሆኖ በሳምንት ከ39 ሰዓት መላለጥ የለበትም።

33:- የሥራ መግቢያና መውጫ ሰዓት

የመንግሥት ሥራተኞች የሥራ መግቢያና መውጫ ሰዓት ክልሉ በሚያወጣው ደንብ ይወሰናል።

34:- የትርፍ ሰዓት ሥራ

1. የትርፍ ሰዓት ሥራ ለስራ ማንኛውም የመንግስት ሥራተኛ በሥራተኛው ምርጫ መሠረት የማካካሻ ዕረፍት ወይም የትርፍ ሰዓት ክፍያ ይሰጠዋል።
2. የትርፍ ሰዓት ሥራ ስለሚፈቀዱባቸው ሁኔታዎች ስለ ክፍያው መጠንና የማካካሻ ዕረፍት ስለሚሰጥበት ሁኔታ መ/ቤቱ ዝርዝር መመሪያ ያወጣል።

35:- ስለ ሕዝብ በዓላትና የሳምንት የዕረፍት ቀናት

1. ማንኛውም የመንግሥት ሥራተኛ በህዝብ በዓል፣ በሳምንት የዕረፍት ቀናት ወይም በመንግሥት ውሳኔ መሥሪያ ቤቶች ዝግ ሆነው በሚውሉበት ቀን ባለመስራቱ መደበኛ የደመወዝ ክፍያ አይቀነስበትም።

PART FOUR
Working Hours and Types of Leave
CHAPTER ONE
Working Hours

32. Regular Working Hours

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

33:- Office Hours

The time when the office hours of civil servants begins and ends shall be determined by Regulations of the Executive Council of Regional Government.

34:- Overtime Work

1. Any employee who has worked overtime is entitled to compensatory leave or overtime pay based on his preference.
2. The Office shall issue directive on the conditions of overtime work, amount of payment and compensatory leave.

35:- 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. Shaqaalekasta oo Dawladeed oo la amro inuu shaqeeyo Maalmaha Ciida, nasashada Dhamaadka Todobaadka ama maalmaha Xafiisyada dawladda lagu xidho Amar ka yimiday Dawladda waa in la siiyo Fasax Cawil celin ah ama Habeen dhax ku haboon Booskiisa shaqo.

3. Iyada oo ay sideeda tahay arrimaha lagu sheegay Qodob hoosaadka (1) ee Qodobka 34^{aad} Shaqaalekasta oo Dawladeed oo la amro inuu shaqeeyo Maalmaha Ciida, nasashada Dhamaadka Todobaadka ama maalmaha Xafiisyada dawladda lagu xidho Amar ka yimiday Dawladda waa in la siiyo Fasax Cawil celin ah oo kamid ah maalmaha shaqada ee todobaadka xiga.

QEYB-HOOSAADKA

LABAAD

FASAX SANADEEDKA

36:- **Falsaaafada 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. Shaqaalaha Cusub lama siin kari fasax sanadeed ilaa inta uu ka dhamaysanayo Kow iyo Toban Bilood oo ka bilaabma maalinta la shaqaaleysiiyay.

2. የስራ ሁኔታ አስገድዶ በህዝብ በዓል ወይም በመንግሥት ውሳኔ መሥሪያ ቤቶች ዝግ ሆነው በሚውሉበት ቀን እንዲሠራ የታዘዘ የመንግሥት ሠራተኛ ምርጫውን መሠረት በማድረግ የትርፍ ሰዓት ክፍያ ወይም የማካካሻ እረፍት ይሰጠዋል።

3. የዚህ ደንብ አንቀጽ 34/1/ ድንጋጌ ቢኖርም የሥራው ሁኔታ አስገድዶ በሳምንት የዕረፍት ቀናት እንዲሰራ የታዘዘ የመንግሥት ሠራተኛ በተከታዩ ሳምንት የሥራ ቀናት ውስጥ የማካካሻ እረፍት እንዲሰጠው ይደረጋል።

ምዕራፍ ሁለት

የዓመት ዕረፍት ፈቃድ

36. **የዓመት ዕረፍት ፈቃድ መሠረተ ሃሳብ**

1. የዓመት ዕረፍት ፈቃድ የሚሰጠው ሠራተኛው ለተወሰነ ጊዜ በማረፍ አገልግሎቱን በታደሰ መንፈስ እንዲቀጥል ለማስቻል ነው።

2. ማንኛውም አዲስ ተቀጣሪ የመ/ቤቱ ሠራተኛ የአስራ አንድ ወራት አገልግሎት ከመስጠቱ በፊት የዓት ዕረፍት ፈቃድ የማግኘት መብት የለውም።

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.

3. Notwithstanding the provision of Article 34/1/ of this Regulation an employee ordered to work on a weekly rest day, due to compelling circumstances, shall be granted a compensatory leave during working days of the next week.

CHAPTER TWO

Annual Leave

36:- **Objectives**

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

2. Any newly appointed an employee shall not be entitled to annual leave before serving for eleven months.

3. Shaqaalaha ka soo shaqeeyay xafiiskale oo dawladdeed ama adeeg ka soo bixiyay xafiisyada dawladda deegaanka bixinta iyo jaango'aynta fasax sanadeedka waa loo xisaabin ama tixgalin.

37:- **Muddada Fasax Sanadeedka**

1. Shaqaalaha Dawladda ee hal sano soo adeegay waxaa la siin 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.

38:- **Dib u dhigista fasax sanadeedka**

1. Marka ay kalifto xalaada shaqo ee u ku qanco madaxa xafiisku inay jiran Arrimo khasbaya haddii shaqaaluhu mudada sanad miisaaniyadeedka qaadan kari waayo fasaxa 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 xalaadu muqadis ka dhigto islamarkaana kalifto in sanadka sadeexaad la siin kari waayo fasax sanadeedkiisa waa in lacag loogu bedelo Fasaxiisa haddii xubinku codsado.

3. የዓመት ዕረፍት ፈቃድ በገንዘብ አይለወጥም ሆኖም የሠራተኛው አገልግሎት በመቋረጡ ያልተወሰደ የዓመት ዕረፍት ፈቃድ በገንዘብ እንዲለወጥ ይደረጋል።

37:- **የዓመት ዕረፍት ፈቃድ ቀናት**

1. አንድ ዓመት ያገለገለ የመንግሥት ሥራተኛ 20 የሥራ ቀናት የዓመት ዕረፍት ፈቃድ ያገኛል።
2. ከአንድ በላይ ያገለገለ ሠራተኛ ለእያንዳንዱ ተጨማሪ ዓት አንድ የሥራ ቀን እየታከለበት የዓመት ዕረፍት ፈቃድ ያገኛል፤ ሆኖም የሚጠው የአንድ ዓት ዕረፍት ፈቃድ ከ30 የስራ ቀኖች መሰለጥ የለበትም።

38: **የዓመት ዕረፍት ፈቃድ ስለማስተላለፍ**

1. የስራው ሁኔታ በማስገደዱ ምክንያት ጽ/ቤቱ ለሠራተኛው የዓመት ዕረፍት ፈቃዱን በበጀት ዓመቱ ውስጥ ሊሰጠው ያልቻለ እንደሆነ የጽ/ቤቱ የበላይ ኃላፊ ከሁለት የበጀት ዓመት ላልበለጠ ጊዜ ሊያስተላልፈው ይችላል። ሆኖም ያልተጠቀመበትን የዓመት ዕረፍት ፈቃድ በሦስተኛው በጀት ዓመት ለሠራተኛው መስጠት አለበት።
2. የዚህ አንቀጽ ንዑስ አንቀጽ /1/ ድንጋጌ ቢኖርም የዓመት ፈቃዱ ለሚተላለፍበትና ፈቃድ በገንዘብ ተለውጦ እንዲሰጠው ለሚጠይቅ ሰራተኛ በጀት በቅድሚያ በማስያዝ ከተላለፈው የዓመት ዕረፍት ፈቃድ ውስጥ የመጀመሪያውን የአንዱን ዓመት የሥራ ቀናቶች ብቻ በማሰብ በገንዘብ ተለውጦ እንዲሰጠው ማድረግ አለበት።

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

37:- **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.

38:- **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.

39:-Hanaanka Bixinta Fasax Sanadeedka

1. Fasax sanadeedka waxaa la siin shaqaalaha Sanad Miisaanayadeedka dhexdiisa iyadoo lagu xisaabtamayao fasaxyada hore ee uu qaatay Shaqaaluhu iyo Qorshaha Fasax ee Xafiiska iyada oo la ilaalinayo Waajibaadyada Xafiiska Dawladdu u hayo Shacabka iyo rabitaanka Shaqaalaha Fasaxa Codsanaya.
2. Shaqaalaha la siinayo Fasax Sanadeedka waa in loo horumariyo Mushaharkiisa Marka uu qaadanayo Fasax Sanadeedka.
3. Iyadoo ay sideeda tahay Arrimaha lagu sheegay Qodob hoosaadka (2) ee Qodobka 36^{aad} Shaqaalaha shaqeynayay 11 bilood waxaa la siin fasax sanadeed u dhigma muddada uu shaqeeyay.
4. Shaqaalaha shaqada ka taga isagoo ku jira fasax sanadeedka u qaatay hab waafaqsan Qodob hoosaadka (1) ee Qodobkan waa inuu soo celiyo mushaharka loo siiyay Horumarinta.

40:- Fasax Sanadeedka aan la qaadan

1. Shaqaalaha oo aan qaadanin fasax sanadeedkiisii haddii shaqada laga eryo waxa lacag loogu bedeli maalmaha Fasax sanadeedka ee aanu qaadanin.

39:-የዓመት ዕረፍት ፈቃድ አሰጣጥ

1. የዓመት ዕረፍት ፈቃድ የመሥሪያ ቤቱን ዕቅድ መሠረት በማድረግና በተቻለ መጠን የሠራተኛውንም ፍላጎት በማመዘዝን በሚዘጋጀውና ሠራተኛውም እንዲያውቀው በሚደረግ ፕሮግራም መሠረት በበጀት ዓመቱ ውስጥ ይሰጣል።
2. ሠራተኛው ፈቃዱን በሚወስድበት ጊዜ በዕረፍት ላይ የሚቆይበት ወር ደመወዙን በቅድሚያ ሲወስድ ይችላል።
3. የዚህ ደንብ አንቀጽ 36/2/ እንደተጠበቀ ሆኖ አንድ የጽ/ቤቱ ሠራተኛ አስራ አንድ ወሩን ካጠናቀቀ በኋላ በተቀጠረበት በጀት ዓመት ለሰጠው አገልግሎት የዓመት ዕረፍት ፈቃዱ በአገልግሎቱ መጠን ተሰልቶ እዲሰጠው ይደረጋል።
4. በዚህ አንቀጽ ንዑስ አንቀጽ /1/ መሠረት የበጀት ዓመቱ ከመጠናቀቁ በፊት ፈቃድ ወስዶ አገልግሎቱን በገዛ ፈቃዱ ያቋረጠ ሠራተኛ አገልግሎት ያልሰጠበት ጊዜ ታስቦ በፈቃድ ላይ እያለ የተከፈለውን ደመወዝ እንዲመልስ ይደረጋል።

40:- ስለአልተወሰደ የዓመት ዕረፍት

1. የሰራተኛው አገልግሎት በመቋረጡ ተላልፎለት ያልተወሰደ የዓመት ዕረፍት ፈቃድ የሥራ ቀናቶች ብቻ ታስበው በገንዘብ ተለውጦ ይሰጠዋል።

39:- Granting of Annual Leave

1. Annual leave shall be granted within the budget year in accordance with a leave made known to the employees and leave made and prepared on the basis of due consideration of the interest of the office and, as much as possible, the preference of each employee.
2. An employee shall be entitled to advance payment of his monthly salary at the time of taking his annual leave.
3. Without prejudice to the provisions of Article 36/2/ an employee after the completion of 11 months shall be granted annual leave based on the service rendered.
4. An employee who resigns after taking his annual leave in accordance with Sub Article /1/ of this Article before the end of the budget year shall be liable to pay back part of the advance salary for which he has not rendered service.

40:- Unused Annual Leave

1. Where the appointment of an employee is terminated, the payment shall be made for the number of working days of unused annual leaves which are postponed.

2. Arrimaha lagu sheegay Qodob hoosaadka (1) ee Qodobkan dhaqangal kuma aha Shaqaalaha loo bedelo hab waafaqsan Qodobka 28^{aad} ee x/nidaameedkani ama Dib u Meelayn loogu sameeyo Hab waafaqsan Qodobka 30^{aad} ee x/nidaameedkani, hase ahaatee Fasaxa aan la qaadanin ee dib loo dhigay hab waafaqsan Qodob hoosaadka (1) ee Qodobka 39^{aad} ee x/nidaameedkani waxaa loogu wareejin Xafiiska loo bedelay ama Dib u meelaynta loogu sameeyay.

QEYB-HOOSAADKA
SADEEXAAD
FASAXYADA KALA DUWAN

41:- **Fasaxa Dhalmada**

1. Shaqaalaha uurka leh 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. 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.
3. Hadii Shaqaalahu ay umusho iyada oo aan dhamaysan fasaxa lagu xeeriyay Qodob hoosaadka (2) ee Qodobkan waxaa fasaxan la siin kadib marka ay umusho.

2. የዚህ አንቀጽ ንዑስ አንቀጽ /1/ ድንጋጌ በዚህ ደንብ አንቀጽ 28 ለተዛወረ ወይም በአንቀጽ 30 ለተደለደለ የጽ/ቤቱ ሰራተኛ ተፈጻሚ አይሆንም። ሆኖም ሰራተኛው በዚህ ደንብ አንቀጽ 39/1/ መሠረት የተላለፈለት የዓመት እረፍት ፈቃድ ወደ ተዛወረበት ወይም ወደ ተደለደለበት የመንግሥት መሥሪያ ቤት ይተላለፍላታል።

ምዕራፍ ሦስት
ልዩ ልዩ ፈቃዶች

41:- **የወሊድ ፈቃድ**

1. ነፍሰጡር የሆነች የጽ/ቤቱ ሠራተኛ:-
 - ሀ/ ከእርግዝናዋ ጋር የተያያዘ ምርመራ ለማድረግ ሐኪም በሚያዘው መሠረት ደመወዝ የሚከፈልበት ፈቃድ ይሰጣታል፤
 - ለ/ ከመውለዱ በፊት ዕረፍት እንድታደርግ ሐኪም ካዘዘ ደመወዝ የሚከፈልበት ዕረፍት ይሰጣታል።
2. ነፍሰጡር የሆነች የጽ/ቤቱ ሠራተኛ መውለዳዋ ሲደርስ እውልዳለሁ ብላ ከገመተችበት ቀን በፊት 30 ተከታታይ ቀናት የቅድመ ወሊድ ፈቃድ እንዲሁም ስትወልድ ከወለደችበት ቀን ጀምሮ 90 ተከታታይ ቀናት በአጠቃላይ 120 ተከታታይ ቀናት ደመወዝ የሚከፈልበት የወሊድ ፈቃድ ይሰጣታል።
3. በዚህ አንቀጽ ንዑስ አንቀጽ 2 መሠረት ሠራተኛዋ የተሰጣት የቅድመ ወሊድ ፈቃድ ከማለቁ በፊት ከወለደች ያተጠቀመችበትን ቀሪ የቅድመ ወሊድ ፈቃድ ከወለደች በኋላ እንድትጠቀምበት ይደረጋል።

2. The provision of Sub Article /1/ of this Article shall not apply to an employee transferred under Article 28 of this Regulation or redeployed under Article 30 of this Regulation. However, unused leave that had been postponed as specified under article 39 /1/ of this Regulation will be transferred to the government institution to which he is transferred or redeployed

CHAPTER THREE
Other Leaves

41:- **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. 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.
3. 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

4. Hadii shaqaaluhu aanay Umulin waqtigii caadiga ahaa fasaxa ay qaadatay Umulista kahor waxaa loogu tixgelin inuu ahaa fasax sanadeed hadii aanay fasax sanadeedkii hore u qaadanin, haddii una jirin fasax sanadeed u hadhasanna waxaa loo xisaabin fasax saneedkeeda sanad miisaaniyadeedka xiga.

5. Shaqaalaha xafiiska waxaa la siin fasaxa Bukaanka hab waafaqsan Qodob hoosaadka (1) ee Qodobka 42^{aad} ee xeerkani haddii ay xanuunsato oo dhakhtar soo xaqiijiyo marka ay dhamaysato fasaxa Dhalmada ee lagu sheegay Qodob hoosaadka (2) ee Qodobkan .

6. Shaqaale kasta oo xafiiska ka tirsan oo ay umusho Xaaskiisu waxaa la siin 10 cisho oo fasax ah oo ka bilaabma maalinta ay umusho Xaaskiisu.

42:- **Fasaxa bukaanka**

1. Shaqaalekasta oo Xafiiska ka tirsan waxaa la siin fasaxa Bukaanka hadii uu gudankari waayo waajibaadyadiisa shaqo sabab la xidhiidha xanuun.

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

4. ሠራተኛዎ የወሰደችው የቅድመ ወሊድ ፈቃድ ሲያልቅ ያልወለደች እንደሆነ እስከ ምትወልድበት ቀን ድረስ ባሉት የሥራ ቀናት የምትቆይበት ዕረፍት በበጀት ዓመቱ ካላት የዓመት ዕረፍት ፈቃድ ወይም በበጀት ዓመቱ የዓመት ዕረፍት ፈቃድ የሌላት እንደሆነ ከሚቀጥለው የበጀት ዓመት የእረፍት ፈቃድ ይተካል።

5. ሠራተኛው በዚህ አንቀጽ በንዑስ አንቀጽ /2/ የተወሰነውን የወሊድ ፈቃድ ከጨረሰች በኋላ ብትታመምና ተጨማሪ ፈቃድ የሚያስፈልጋት መሆኑ በሐኪም ከተረጋገጠ በዚህ ደንብ በአንቀጽ 42/1/ በተደነገገው መሠረት የህመም ፈቃድ መውሰድ ትችላላት።

6. የጽ/ቤቱ ሰራተኛው የትዳር ጓደኛ ከወሊድ ጋር በተያያዘ ጉዳይ ቤተሰቡንና ባለቤቱን ለመንከባከብ ደመወዝ የሚከፈልበት አምስት የሥራ ቀን ፈቃድ ይሰጠዋል።

42:- **የሕመም ፈቃድ**

1. ማንኛውም የጽ/ቤቱ ሠራተኛ በህመም ምክንያት ሥራ መሥራት ያልቻለ እንደሆነ የህመም ፈቃድ ይሰጠዋል።

2. በዚህ አንቀጽ በንዑስ አንቀጽ /1/ መሠረት የሙከራ ጊዜውን ላጠናቀቀ የጽ/ቤቱ ሠራተኛ የሚሰጥ የህመም ፈቃድ በተከታታይ ወይም በተለያየ ጊዜ ቢወስድም ሀመሙ ከደረሰበት የመጀመሪያ ቀን አንስቶ ባለው የአስራ ሁለት ወር ጊዜ ውስጥ ከስምንት ወር ወይም በአራት ዓመት ውስጥ ከአሥራ ሁለት ወር አይበልጥም።

4. 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.

5. The employee shall be entitled to sick leave in accordance with Article 42(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.

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

42:- **Sick Leave**

1. Any employee of the office shall be entitled to sick leave where he/she 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. Fasaxa Bukaanka ee lagu xusay Qodob hoosaadka (2) ee Qodobkan sadeexda bilood ee ugu horeysa waxaa la siin Mushaharkiisa oo dhan, sadeex bilood ee xigtana kala badh mushaaharkiisa iyo labada bilood ee ugu dambeysana bilaa Mushaahar.
- 4. Shaqaalaha ka tirsan xafiiska ee ku gudajira muddadii tijaabada waxaa la siin Hal bil oo fasaxa Bukaanka ah oo ku xidhan cadeyn Dhakhtar.
- 5. 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.
 - 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 maqanyahay lix maalmood.
- 6. Hadii shaqaalaha ku gudajira fasax sanadeedka uu Xanuunsado isaga oo soo gudbinaya Cadeyn dhakhtareed waa in la hakiyo Fasax sanadeedkiisa looguna bedelo Fasaxa Bukaanka.
- 7. Fasax Sanadeedka loo hakiyay hab waafaqsan Qodob hoosaadka (6) ee Qodobkan waxaa dib loo bilaabi marka uu dhamaysto fasaxa bukaanka.

43 Fasaxa loo bixiyo dano shakhsi oo Gaar ah

Shaqaalekasta oo Xafiiska ka tirsan waxa la siin todoba maalmood oo fasax oo mushshar leh hadii uu yeesho arrimaha gaara ee ay kamid yihiin Geeri, Aroos, Imtixaan iyo arrimaha kale ee la halmaala mudada Sanad miisaaniyadeedka gudahiisa.

- 3. በዚህ አንቀጽ በንዑስ አንቀጽ /2/ መሠረት የሚሰጥ የህመም ፈቃድ ለመጀመሪያዎቹ ሦስት ወራት ከሙሉ ደመወዝ ጋር ለሚቀጥሉት ሦስት ወራት ከግማሽ ደመወዝ ጋር እና ለመጨረሻዎቹ ሁለት ወራት ያለ ደመወዝ ይሆናል።
- 4. የሙከራ ጊዜውን ያላጠናቀቀ የጽ/ቤቱ ሠራተኛ የሐኪም ማስረጃ የሚቀርብበት የአንድ ወር የህመም ፈቃድ ከደመወዝ ጋር የሰጠዋል።
- 5. ማንኛውም የጽ/ቤቱ ሠራተኛ ሲታመም፡-
 - ሀ/ ከአቅም በላይ የሆነ ምክንያት ካላጋጠመው በስተቀር በተቻለ ፍጥነት መታመሙን ለመሥሪያ ቤቱ ማሳወቅ አለበት።
 - ለ/ በተከታታይ ከሶስት ቀን ወይም በአንድ የበጀት ዓመት ውስጥ ከፊ ቀን በላይ በህመሙ ምክንያት ከሥራ የቀረ እንደሆነ ለመታመሙ የህክምና ማስረጃ ማቅረብ አለበት።
- 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።

43 :- ለግል ጉዳይ የሚሰጥ ፈቃድ
ማንኛውም ሠራተኛ ለሐዘን፣ ለጋብቻ ለፈተና እና ለመሳሰሉት በአንድ የበጀት ዓመት ውስጥ የሰባት ቀን ፈቃድ ከደመወዝ ጋር ይሰጠዋል።

- 3. Sick leave to be granted in accordance with sub-article (2) of this Article shall be with full pay for the first Three months, with half pay for the next three months and with the last two months without pay.
- 4. An employee on probation shall be entitled to one month sick leave with pay, when he brings a medical certificate.
- 5. 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;
 - 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.
- 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.

43 :-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.

44 **Fasaxa Gaarka ah ee Mushahar leh**

Shaqale kasta oo Xafiiska ka tirsan:-
B. marka Shaqaalaha looga yeedho maxkamad ama Xafiiskale oo awoodas leh mudada u arrintaas ku soo dhamaynayo.
T. Haddi uu yahay ka qaybgelayo Doorashada lagu dooranayo masuuliyiinta u loolamaya haanashada xilka dadwayne mudada doorashadu socoto waxaa la siin fasax gaara oo mushaahar leh.

45 **Fasaxa kala duwan ee aan Mushahar lahayn**

1. Shaqaalaha Xafiiska ee dhamaystay mudadii tijaabada marka u soo dhaweysto sababo lagu qanci karo Masuulka sare ee Xafiisku waxa uu siin kara fasax aan Mushahar lahayn hadii aanu waxba u dhimayn Waajibaadka Xafiiska.
2. Shaqaalaha Xafiiska ee dhamaystay mudadii tijaabada hadii uu tartanka Doorashada ka qaybgelayo waxaa la siin Fasax aan lahayn wax mushahar ah inta uu socdo Ololaha Doorashada iyo Codeyntuba.

46:- **adeega daweyn**

Marka shaqaalaha rasmiga ah ee xafiiska hab wafaaqsan heshiiska xafiisku la galo xaruumaha caafimaadka ee dawladda iyo kuwa gaarka loo leeyahay ayaa xaaska xubinka shaqaalaha ah iyo caruurta aan qaangaadhinba ayuu xafiisku dabooli kharaashka caafimaad ee daweynta kadib hab marka u golaha deegaanku ansixiyo daraasada xafiiska ee arrimahas la xidhiidha.

44:- **harsomawhi jir harsomawhi darsomawhi**

ማንኛውም የመሥሪያ ቤቱ ሠራተኛ:-
ሀ/ ከፍርድ ቤት ወይም ከሌሎች ሥልጣን ከተሰጣቸው አካላት መጥሪያ ሲደርሰው የተጠራበት ጉዳይ እስከ ሚያበቃበት ጊዜ ድረስ፤
ለ/ በህዝብ ምርጫ ሥልጣን የሚይዙ የመንግስት ኃላፊዎችን ለመምረጥ ሲሆን ምርጫው ለሚወስድበት ጊዜ ከደመወዝ ጋር ልዩ ፈቃድ ይሰጠዋል።

45:- **የሰደመወዝ ስለሚሰጥ ልዩ ልዩ ፈቃድ**

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

46:- **የህክምና አገልግሎት**

ቋሚ የጽ/ቤቱ ሠራተኛ, የትዳር ንደኛውንና ለአካለ መጠን ያልደረሱ ልጆቹን በመንግሥት የህክምና ተቋሞችና በግል ህጋዊ የመስሪ ፍቃድ ኖራቸው በጽ/ቤቱ ተመርጠው በሚገቡት ውል ሁኔታ የህክምና ወጪውን ለመሸፈን ጽ/ቤቱ አጥንቶ ለአልል ም/ቤት በማጽደቅ ተግባራዊ ያደርጋል።

44:- **Special Leave With Pay**

1. Any employee of the office 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.

45:- **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.

46:- **Medical Benefits**

An employee who has, completed his probationary period, his spouse and minor children Shall have the right to get all medical services in government medical institutions as well as in registered private medical institutions the office shall undertake studies regarding the contribution to be made by office towards the medical benefits they are entitled the agreement entered with the office upon the approval of the council..

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

AH

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

1. Xafiisku waa inuu siiyo Taageero dheeri ah Shaqaalaha Haweenka ah si ay u horumariyaan Xirfadooda una qaban karaan Boosaska sare ee Xafiiska.
2. Haweenka waa in la tixgeliyo marka la samaynayo Shaqaaleysiinta, Dalacsiinta, Bedelaada, Dib u meelaynta, Waxbarashada iyo Tabobarada.
3. Waxaa reeban in shaqaale Uur leh lagu meeleeyo Boos aanay ku helin Shaqaaleysiin ama dalacsiin. hase ahaatee hadii cadeyn dhakhtar lagu muujiyo in shaqada ay hayso ay khatar ku tahay caafimaadkeeda ama midka ilmaha Uurka ku jira waxaa loo bedeli karaa boos kale.
4. Xafiisku kuma eryi karo Shaqaalaha xafiiska sababo la xidhiidha dhimis shaqaale hab waafassan Qodobka 83^{aad} ee X/nidaameedkani inta ay Uurka leedahay ama Afar bilood kadib dhalmada.
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.

ክፍል አምስት

ተጨማሪ የድጋፍ እርምጃ
የሚያስፈልጋቸው የጎብረተሰብ ክፍሎች
የሥራ ሁኔታ

47. **ሴት 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 መድቦ ማሠራት የተከለከለ ነው፤ ሆኖም ለራሷ ጤንነት ወይም ለጽንሱ አደገኛ መሆኑ በህክምና ማስረጃ ሲረጋገጥ ተስማሚ ወደ ሆነ የሥራ መደብ የሥራ ቦታ ተመድባ እንድትሰራ ይደረጋል፤
 4. መሥሪያ ቤቱ ሴት ሠራተኛዋ ነፍስ ጡር በሆነችበት ጊዜና ከወለደችበት ቀን ጀምሮ በአራት ወር ጊዜ ውስጥ በዚህ ደንብ አንቀጽ 61 መሠረት በሚያደርገው የሠራተኛ ቅንሳ ከሥራ ሊያሰናብታት አይችልም።
 5. ማንኛውም ሴት ሠራተኛ አንድ ዓመት ያልሞላውን ልጇን ለማሳከም በህክምና ማስረጃ በተረጋገጠ ጊዜ ደመወዝ የሚከፈልበት ፈቃድ ይሰጣታል።

PART FIVE

CONDITIONS OF WORK
APPLICABLE TO MEMBERS OF
THE SOCIETY DESERVING
AFFIRMATIVE ACTION

47. **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. The office shall not discharge a female civil servant by way of retrenchment pursuant to Article 61 of this Regulation during her pregnancy or within four months after delivery.
5. Any female employee shall, when confirmed by medical certificate, be entitled 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. Xafiisku waa inu sameeyo goob ku haboon oo Shaqaalaha haweenka ahi ku naasnuujin karaan kuna daryeeli karaan Ilmahooda, faah-faahintana waxaa lagu xeerin Awaamiirta uu soo saaro Xafiisku.

48:- **Duruufaha shaqo ee dhaqangalka ku ah Dadka leh Baahiyaha gaarka ah**

1. Dadka leh Baahiyaha gaarka ah waa in la tixgeliyo marka la samaynayo Shaqaaleysiinta, Dalacsiinta, Bedelaada, Dib u meelaynta, Waxbarashada iyo Tabobarada.
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 bahiyaha gaarka ah.
4. Faa'iidooyinka iyo xuquuqaha lagu siiyay sharciyada kale ayaa dhaqangal ku ah Dadka leh baahiyaha gaarka ah ee lagu xusay xeerkan.

49:- **Soo saarista Awaamiir**

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

6. መሥሪያ ቤቱ ሴት ሠራተኞች ህፃናት ልጆቻቸውን የሚያጠብቁትና የሚንከባከቡት የህፃናት ማቆያ ያቋቁማል፤ ዝርዝር አፈፃፀሙ መሥሪያ ቤቱ በሚያወጣው መመሪያ ይወሰናል።

48:- **ለአካል ጉዳተኞች የሚጠበቁ የሥራ ሁኔታዎች**

1. አካል ጉዳተኞች በቅጥር፣ በደረጃ ፊደላት፣ 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 ጉዳተኞች የሆነ የመሥሪያ ቤቱ ሠራተኛ ተገቢውን ድጋፍ ሊያደርግለት የሚችል ረዳት እንዲመደብለት የማድረግ ኃላፊነት አለበት።
4. በሌሎች ሕጎች ለአካል ጉዳተኞች የተሰጡ መብቶች ለዚህ ደንብ አፈፃፀም ተግባራዊ ይሆናሉ።

49. **አፈፃፀምን በተመለከተ**

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

6. The office shall establish a nursery where female employees 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.

48:- **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. Privileges prescribed by other laws to persons with disabilities shall be applicable for the implementation of this Regulation.

49. **Issuance of Directives**

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

QAYBTA LIXAAD
BADBAADADA JIDHEED
IYO CAAFIMAADKA

50:- **Ujeedada iyo Dhaqalgalka**

1. Ujeedada Badbaadada jidheed iyo Caafimaad waa:
 - b. In la ilaaliyo fayoaqabka Shaqaalaha Dawladda Lana horumariyo waxqabadkooda.
 - t. In la habeeyo lana horumariyo goobta shaqada si loo ilaaliyo Caafimaadka shaqaalaha.
 - j. In la suurto geliyo in shaqaalaha Dawladdu qabto shaqo tayadeedu sareyso iyadoo la hagaajinayo badbaadada Shaqaalaha.
2. Arrimaha lagu sheegay Qodobkani waxay dhaqangal ku yihiin Shaqaalaha ku meelgaadhka ah.

51:- **Dhaawaca Shaqada dhexdeeda ah**

1. “Dhaawaca shaqada dhexdeeda” waxaa loola jeedaa Shilka ama Xanuunada lagu qaado shaqada dhexdeeda.
2. “Shilka Shaqada Dhexdeeda” waxaa loola jeedaa dhaawac jidheed ama wadashaqeynta qaybaha jidhka oo kala dhantaalanta oo ku dhacda shaqaalaha isaga oo ku guda jira gudashada waajibaadyadiisa waxaana ku jira:

ክፍል ስድስት
የሥራ አካባቢ ደህንነትና ጤንነት

50:- **ዓላማና ተፈጻሚነት**

1. የሥራ አካባቢ ደህንነትና ጤንነት ዓላማ፣
 - ሀ) የሠራተኞችን ደህንነትና ጤንነት በመጠበቅ የሥራ ብቃትን ማጎልበት፤
 - ለ) የሥራ ቦታን ለሠራተኞች ደህንነትና ጤንነት በሚስማማ መልኩ ማዘጋጀት፤ ማሻሻልና መጠበቅ፤ እንዲሁም
 - ሐ) መሥሪያ ቤቱ በጎ የሆነ ማህበራዊ ሕይወት ላይ ተመስርቶ አመርቄ የሥራ ውጤት እንዲያስመዘግብ ማብቃት ነው።
2. የዚህ ክፍል ድንጋጌዎች ለጊዜያዊ ሠራተኞችም ተፈጻሚ ይሆናሉ።

51:- **በሥራ ላይ ለሚደርስ ጉዳት**

1. “በሥራ ላይ የሚደርስ ጉዳት” ማለት በሥራ ላይ የሚደርስ አደጋ ወይም በሥራ ምክንያት የሚመጣ በሽታ ነው።
2. “በሥራ ላይ የሚደርስ አደጋ” ማለት የጽ/ቤቱ ሰራተኛው መደበኛ ስራውን በማከናወን ላይ እንዳለ ወይም ከሥራው ጋር በተያያዘ ምክንያት በአካሉ ወይም በአካሉ የተፈጥሮ ተግባር ላይ በድንገት የሚደርስ ጉዳት ሲሆን የሚከተሉትን ይጨምራል፡-

PART SIX
OCCUPATIONAL SAFETY AND
INJURY

50:- **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;
 - 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.

51:- **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:

b. Dhaawaca soo gaadha shaqaalaha xafiiska isagoon ku sugnayn goobtiisa shaqo isaga oo gudanaya Awaamiir kaga timiday masuuliyiinta ay khusayso.

t. Dhaawaca ku yimaada shaqaalaha isaga oo aan ku sugnayn goobtiisa shaqo hase ahaatee 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 socda ama kasoo socda goobtiisa shaqo isagoo adeegsanaya gaadiidka xafiiska ama gaadiid kale oo xafiisku kiraystay.

X.Dhaawaca soo gaadha shaqaalaha isagoo jooga goobtiisa shaqo ama Xafiiska gudihiisa 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 Xafiiska aaladaha yaala ama ficil la xidhiidha cid saddexaad inta uu gudanayo waajibaadkiisa.

3. “Xanuunada lagu qaado sabab la xidhiidha Shaqada” waxaa loola jeedaa noockasta oo xanuun oo ay sababto nooca shaqada ee uu qabanayo shaqaalahu ama uu ka qaaday walax uu ugu dhawaaday shaqada awgeedkuwaasi oo muddo gaaban xanuunkoodu jiri karo hase ahaatee kuma jiraan xanuunada Faafa ee ka jira goobta uu ka shaqeynayo shaqaaluhu.

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፤

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፡፡

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;

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 as a result 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. Iyadoo ay sideeda tahay arrimaha lagu sheegay Qodob hoosaadka (3) ee Qodobkan, hadii shaqaaluhu u ku jiro ka hortegista ama daaweynta Xanuunada faafa hadii uu xanuunkaasi ku dhaco waxaa laga soo qaadi Xanuun lagu qaaday shaqada dhexdeeda.

5. Heerka Laxaad la'aanta ee uu keeno dhaawac ka yimaada shaqada dhexdeeda iyo xanuunada ka dhasha shaqada waxaa lagu go'aamin iyada oo la raacayo hab wafaaqsan shaxda ku soo bixi doonta qodobka 30aad ee bayaanka tirsigiisu yahay 734/2003 hawlgabka shaqaalaha Dawladda.

6. Iyadoo ay sideeda tahay arrimaha lagu sheegay Qodob hoosaadka (1) ee Qodobkan, dhaawaca ku yimaada shaqaalaha dawladda ee ay sababto ficilada kaska ah ee shaqaalaha ama u hogaansanaan la'aanta xeerarka badbaadada ama shaqada oo uu soo galay isaga oo isticmaalay maandooriye lagama soo qaadayo dhaawaca ku yimaada shaqada dhexdeeda.

52. Talabooyinka badbaadada

1. Xafiiska waxaa u waajibaad ka saaranyahay:
 - 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.

4. በዚህ አንቀጽ ንዑስ አንቀጽ (3) የተመለከተው ቢኖርም በመደበኛ ሥራው ምክንያት ተላላፊ ወይም ነዋሪ በሽታዎችን በማጥፋት ላይ የተሰማራ የመሥሪያ ቤቱ ሠራተኛ በዚህ በሽታ ከተያዘ በሥራ ምክንያት የመጣ በሽታ እንደያዘው ይቆጠራል።

5. በሥራ ምክንያት የሚመጣ በሽታና የአካል ጉዳት መጠን በመንግስት ሠራተኞች ጡረታ አዋጅ ቁጥር 734/2003 አንቀጽ 30 ውስጥ በተመለከተው ሠንጠረዥ መሠረት ይወሰናል።

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 በአደጋዎች ዕዕ ሰክሮ በሥራ ላይ በመገኘቱ የደረሰበት ጉዳት በሥራ ምክንያት እንደደረሰ ጉዳት አይቆጠርም።

52. 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።

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 Article 30 of proclamation No 734/2003 Civil Servant Pension Proclamation.

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.

52:-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. Shaqaalaha Dawladda 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 dabogeli ilaalinta badbaadada goobta shaqo iyo badbaadada shaqaalaha waxaanu kasoo saaro Awaamiirta dhaqangalka ku ah.

53:- Afkaarta 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 guud ahaan ama qayb ahaan Awoodda lagu shaqeysan karo.
- 2. Saamaynta Waxyeelada Jidheed ama laxaad La'aantu waxay noqon kartaa mid muddo gaaban jirta ama muddo dheer saamaynteedu jirto.

- 2. ማንኛውም የመሥሪያ ቤቱ ሠራተኛ፣ ሀ/ ደንብተንና 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 የሥራ አካባቢ ደህንነትና ጤንነት የመጠበቂያና የመከላከያ ዘዴዎችን ያጠናል፣ የመሥሪያ ቤቱ ሠራተኞች ስራ ላይ እንዲያውሉት ስልጠና ስለሚሰጥበት ሁኔታ ያመቻቻል፡፡
- 4. መሥሪያ ቤቱ በመሥሪያ ቤቱ ውስጥ የሥራ አካባቢ ደህንነትና ጤንነት ተግባራዊ መሆኑን ይቆጣጠራል፣ የአደጋ መከላከያ እርምጃዎችን በተመለከተ መመሪያ ያወጣል፡፡

53:- የአካል ጉዳት መሰረተ ሀሳብ

- 1. “የአካል ጉዳት” ማለት የመሥራት ችሎታ መቀነስን ወይም ማጣትን በሚያከትል ሁኔታ በስራ ላይ የሚደርስ ጉዳት ነው፡፡
- 2. በሥራ ላይ የደረሰ የአካል ጉዳት ጊዜያዊ የአካል ጉዳት፣ ዘላቂ ከፊል የአካል ጉዳት፣ ዘላቂ ሙሉ የአካል እና ሞትን የሚያስከትሉ ውጤቶች ይኖሩታል፡፡

- 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 undertake studies on the occupational safety and health of work places and facilitates training for its implementation in the office.
- 4. The office shall supervise occupational safety and health in the office and shall issue directives regarding safety precaution measures,

53:- 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.

54:-Laxaad la'aanta dhamaystiraan oo daa'im ah

“Laxaad la'aan dhamaystiraan oo daa'im ah” waxaa loola jeedaa shaqaalaha ay 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.

55:-Faa'iidooyinka Caafimaad iyo Fasaxa Dhaawaca

1. Xafiisku waa inu shaqaalaha dawladda ee dhawaac shaqada ka soo gaadhay u bixiyo kharashaadka hoos ku cad ee daaweynta Caafimaad:
 - b. kharaashadka Daaweynta caafimaadka guud, mida takhahuuska 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 xidhnaanta 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 aanay bixinin Xarumaha Caafimaadka ee Dawladdu.

54:-ዘላቂ ሙሉ የአካል ጉዳት

“ዘላቂ ሙሉ የአካል ጉዳት” ማለት ጉት የደረሰበትን ሠራተኛ ማናቸውንም ደመወዝ የሚያስገኝ ሥራ ለመሥራት የሚከለክለው የማይደን በስራ ላይ የሚደርስ ጉዳት ነው።

55:- ከሥራ በመጣ ጉዳት ምክንያት ስለሚሰጥ ህክምና ፈቃድ

1. በሥራ ምክንያት ጉዳት የደረሰበት የመንግሥት ሠራተኛ ለሚከተሉ የህክምና አገልግሎቶች የሚያስፈልገውን ወጪ ጽ/ቤቱ ይኝላል።
 - 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።

54:- Permanent Total Disablement

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

55:- 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. Shaqaalaha dawladda 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 laxaad belay si daa'im ah, hadii lagu dhawaaqo in shaqaalaha dawladdu u laxaad beelay si aan kasoo kabasho lahayn waxaa la siin faa'iidooyinka lagu xusay Qodobka 59^{aad} 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.

56:- **Hawlgabka Laxaad la'aanta iyo magdhawga dhawaaca**

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

3. በሥራ ምክንያት ጉዳት የደረሰበት የመንግሥት ሠራተኛ ከጉዳቱ ድኖ ወደ ሥራ እስከ ሚመለስ ወይም በጉዳቱ ምክንያት ለዘለቄታው መስራት የማይችል መሆኑ በህክምና ማስረጃ እስኪረጋገጥ ድረስ የህመም ፈቃድ ከሙሉ ደመወዝ ጋር ይሰጠዋል። ሆኖም ለዘለቄታው ለመሥራት ያለመቻሉ በህክምና ማስረጃ ከተረጋገጠ በዚህ ደንብ አንቀጽ 59 የተደነገጉት ጥቅሞች ይጠበቁለታል።

4. ሠራተኛው ህክምናውን በአግባቡ ባለመከታተሉ ወይም በሐኪም የተሰጠውን ትዕዛዝ ባለማክበሩ ህክምናውን ያንተተ እንደሆነ በዚህ አንቀጽ ንዑስ አንቀጽ /1/ እና /2/ መሠረት ህክምናና ፈቃድ ይቋረጥበታል።

56. **ስለጉዳት ጡረታ አበል እና የጉዳት ዳረጎት**

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

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 59 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

56:- **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. Qiimaynta iyo jango'ynta qiyaasta iyo culayska dhaawaca shaqaalaha kusoo gaadha shaqada ee ku cad qodobka 28 ee bayaanka tirsigiisu yahay 345/1995 ee ku soo baxay Hawlgabka shaqaalaha dawladda ayaa dhaqangal ku ah dhaqangelinta qodob hoosaadka (2) ee Qodobkan.
- 3. Haddii shaqaaluhu u geeriyooday dhaawac kasoo gaadhay shaqada awgeed, dhaxleyaashiisa ayaa la siin Magdhawga lagu xeriyay Sharciyada ku haboon ee Hawlgabka shaqaalaha dawladda.

57:- Cashuur dhaafka

Lacag ama kharaashkasta oo loo bixiyay hab waafaqsan Qodobka 56^{aad} ee x/nidaameedkani lagama jarayo wax cashuur ah ama wax Qaan qaab isku tuur ah ah noocay doonto ha ahaatee.

58:- Dalabka Magdhawga Laga Doonayo Cid Saddexaad

- 1. Haddii dhaawaca kusoo gaadhay shaqaalaha shaqada dhexdeeda ay sababtay cid saddexaad, Xafiis dawladdeed waxa uu ka Qaan dhaban karaa Kharashkii uu ku bixiyay dhaawaca shaqaalahaas cida saddexaad ee sababta u ahayd dhaawacaas.
- 2. Haddii shaqaaluhu uu ka helo magdhawga cida saddexaad ee sababtay dhaawaca, xafiisku waxa uu ka jari karaa kharashaadkii uu ku bixiyay hab waafaqsan qodobka 56^{aad} Qodob hoosaadkiisa (1) iyo (2) Mushaharka shaqaalaha, haddii cadadka magdhawga ee cidda sadexaad ay siisay shaqaalaha uu ka yar yahay kharashkii uu xafiisku hore u bixiyay, inta dheeriga ah waxaa Xafiisku ka qaandhaban cida sadexaad

- 2. በመንግሥት ሠራተኞች የጡረታ አዋጅ ቁጥር 345/1995 አንቀጽ 28 ላይ የተቀመጠው የአካል ጉዳት መጠን አወሳሰን ለዚህ አንቀጽ ንዑስ አንቀጽ /2/ አፈፃፀም ተግባራዊ ይሆናል።
- 3. ሠራተኛው በደረሰበት ጉዳት ምክንያት የሞተ እንደሆነ አግባብ ባለው የጡረታ ሕግ መሠረት የጡረታ አበል ለተተኪው ይከፈላል።

57:- ከግብር ነፃ ስለመሆን

በዚህ ደንብ አንቀጽ 56 መሠረት የሚደረግ ክፍያ ከግብር ነፃ ይሆናል። እንዲሁም በእዳ ሊከበር ወይም በማቻያነት ሊቀነስ ወይም ባለመብቱ ሊያስተላልፈው አይችልም።

58:- ከሦስተኛ ወገን ስለሚጠየቅ የካሳ ክፍያ

- 1. በሰራተኛው ላይ የደረሰው ጉዳት በሦስተኛ ወገን ጥፋት ምክንያት የደረሰ እንደሆነ ጽ/ቤቱ በጉዳቱ ምክንያት ለሠራተኛው ባወጣው ወጪ መጠን ጉዳቱን ካደረሰው ወገን ካሳ የመጠየቅ መብት ይኖረዋል።
- 2. ሠራተኛው ጉዳቱን ካደረሰው ወገን ካሳ የተቀበለ እንደሆነ ጽ/ቤቱ በዚህ ደንብ አንቀጽ 56 ንዑስ አንቀጽ /1/ እና /2/ መሠረት ያወጣውን ወጪ ከሠራተኛው ደመወዝ ላይ ይቀንሳል። ሆኖም ሠራተኛው የተቀበለው የካሳ መጠን ጽ/ቤቱ ካወጣው ወጪ ያነሰ ከሆነ ልዩነቱን ጽ/ቤቱ ከሦስተኛው ወገን መጠየቅ ይችላል።

- 2. The assessment of the extent of employment injury under public servant’s pension proclamation No 345/1995 shall also apply for the implementation of sub-article (2) of this Article.
- 3. Where an employment injury resulted in the death of the employee the survivors shall receive gratuity provided in the relevant pension law.

57:- Exemption from Tax

Any payment to be made pursuant to Article 56 of this Regulation shall be exempt from tax and may not be attached, deducted by way of setoff or assigned by the beneficiary.

58:- 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 56 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.

Qaybta Lixaad

Tababarida Shaqaalaha

Xafiiska

59:- Ujeedada Tababarka

Ujeedada shaqaalaha xafiiska loo tababarayaa waa in shaqaalaha loo horseedo sidii loo kobcinlahaa kartidiisa shaqo, si u shaqadiisa ugu guuto hanaan midhodhaal ah islamarkaana u uu dardargaliyo masuuliyada shaqo ee saran;

60:- waajibaadka Tababarida

Shaqaalaha Xafiiska

1. Xafiiska waxay masuuliyadii ka saran tahay intuu darso noocyada tababar ee loo baahan yahay, u qorshe u dajiyo islamarkaana u miisaaniyada u qoondeyo inu suuragaliyo sidii shaqaaluhu u heli lahayeen tababarada ay u baahan yihiin;
2. Si tababarada shaqaalaha xafiiska looga dhigo kuwo midhodhaal ah waa inu siyaabaha shaqaalaha loogu tababarayo dalka gudahiisa iyo dalka dibaadiisaba u uu taabogaliyo hab wafaaqsan awaamiirta u adeegaanku soo saaray.

Qaybta Todobaad

Maareynta Xogta Shaqaalaha

Xafiiska

61:- Xogta Gaarka ah

1. Xafiisku waa inu dhamaan xafida xogta dhamaan xafiiska oo dhan oo ay ku jiraan kuwa ku meelgaadhka ah oo loo habeeyay qaab casri ah oo haboon.

ክፍል ስድስት

የጽ/ቤቱ ሠራተኞች ሥልጠና

59. የሥልጠና ዓላማ

የጽ/ቤቱ ሠራተኛ እንዲሰለጥን የሚደረገው የሥራ ችሎታውን አሻሽሎ በተመደበበት ሥራ ላይ የተሻለ የሥራ ውጤት ለማስገኘት እንዲችል ወይም በሙያ መሰላል ላይ ተመስርቶ ለበለጠ ኃላፊነት ዝግጅት እንዲኖረው ለማድረግ ነው።

60. የጽ/ቤቱ ሠራተኞችን የማሠልጠን ኃላፊነት

1. ጽ/ቤቱ የሚያስፈልገውን ሥልጠና አይነት በማጥናት ዕቅድ በማውጣትና በጀት በማስፈቀድ ለሠራተኞቹ አስፈላጊውን ሥልጠና እንዲያገኙ የማድረግ ኃላፊነት አለበት።
2. የጽ/ቤቱ ሠራተኞች ሥልጠና ውጤታማ እንዲሆን ለማድረግ በሀገር ውስጥና በውጭ ሀገር የሚሰለጥኑበትን ሁኔታ በክልሉ በሚወጣው መመሪያ መሰረት ተግባራዊ ያደርጋል።

ክፍል ሰባት

የጽ/ቤቱ ሠራተኞች የመረጃ አያያዝ

61:- የግል ማህደር

1. ጽ/ቤቱ ስለአያንዳንዱ ቋሚም ሆነ ጊዜያዊ ሠራተኛ አግባብነት ያላቸውን መረጃዎች የሚይዝ የግል ማህደር እንዲኖር ያደርጋል።

PART XIX

TRAINING OF EMPLOYEES OF THE OFFICE

59:- Objectives

Employees shall be trained to improve his capability and attain better performance or to prepare him for higher responsibility based on career development.

60. Responsibility to Train Employees

1. The office shall have the duty to identify the training 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.
2. The office shall, with a view to make the training of employees effective, may cause to be trained locally and abroad and submit the same to the Council of Ministers and supervise its implementation upon approval.

PART SEVEN

Managing Information

Profile of employees of the office

61:- Personnel Records

1. The Office shall keep personnel records containing all relevant information regarding each employees as well as temporary employees.

2. Xafiisku waxaa uu xaq u leeyahay inuu ogaado/eego xogta shaqaalaha eek u jirta diiwaanka shaqsi ah ama u nuqul koobi ah qaato.

3. Qof aan ahayn shaqaalaha ay khusayso ee qaybta maamulka shaqaalaha ee xafiiska looma ogolaan karo inuu arko ama ogaado xogta gaarka ah ee shaqaalaha hadii aanay jirin ogolaanshaha masuulka sare ee Xafiisku.

4. Waxaa reeban in dhokumenti aanu ogayn Shaqaaluhu lagu daro/riido faylka gaarka ah ee shaqaalaha.

5. Hab wafaaqsan awaamiirta ay soo saarto hay'adda dawladdeed ee awooda u lehi xafiiska waxay masuuliyadii ka saran tahay inu muddo cayiman hayo/kaydiiyo diiwaanada shaqaalaha dawladda.

QAYBTA SIDEEDAAD

WAAJIBAADYADA IYO

AKHLAAQDA SHAQAALAHA

XAFIISKA

62 Waajibaadka Shaqaalaha

Xafiiska

Qofkasta oo ka tirsan shaqaalaha xafiisku waa inu;

1. Daacad u noqdo shacabka iyo dastuurkaba;
2. Waa inu xoogiisa iyo kartidiisa oo dhanba u huuro ama ku bixiyo fulinta danaha iyo adeegyada shacabka;

2. የጽ/ቤቱ ሠራተኞች በግል ማህደሩ ውስጥ የሚገኙትን ማስረጃዎች የመመልከት ወይም ቅጂውን የመውሰድ መብት ይኖረዋል።
3. ከሚመለከታቸው የአስተዳደር ሠራተኞች በስተቀር የጽ/ቤቱ የበላይ ኃላፊ ሳይፈቅድ ማንኛውም ሰው የመንግሥት ሠራተኛውን የግል ማህደር ማይት አይችልም
4. ሠራተኛው እንዲያውቀው ያልተደረገ ወይም ያልተገለጸለትን የጽሁፍ ማስረጃ በግል ማህደሩ ውስጥ ማስቀመጥ ክልክል ነው።
5. ጽ/ቤቱ በህግ ሥልጣን የተሰጠው አካል በሚያወጣው መመሪያ መሠረት ለተወሰነው ጊዜ የመንግስት ሠራተኞችን ማህደር ጠብቆ የማቆየት ኃላፊነት አለበት።

ክፍል ስምንት

የጽ/ቤቱ ሠራተኛ ግዴታዎችና ሥነ-ምግባር

62:- የጽ/ቤቱ ሠራተኛ ግዴታዎች:-

ማንኛውም የጽ/ቤቱ ሠራተኛ፤

1. ለሕዝቡና ለሕገ-መንግሥቱ ታማኝ መሆን፤
2. መላ ጉልበቱንና ችሎታውን ለሕዝቡ አገልግሎት ማዋል፤

2. Any civil servant shall have 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 unless authorized by the head of the government institution.
4. It is prohibited to deposit any document in the personnel records of a civil servant without his knowledge.
5. The Office shall be responsible for keeping personnel records of employees for a period determined in the directives issued by the government institution authorized by law.

PART EIGHT

OBLIGATIONS AND ETHICS OF EMPLOYEES OF THE OFFICE

62:- Obligations Of Employees of the Office

Any Employees of the Office shall:

1. be loyal to the public and the Constitution;
2. devote his whole energy and ability to the service of the public;

- 3. Inuu waajibaadyada lagu xeeriyay Faahfaahinta waajibaadyadiisa u guto hab waafaqsan sharciga iyo tilmaamaha masuulkiisa.
- 4. Inuu hanaan hufnaan ku dheehantahay u dhaqangeliyo siyaasadaha Dawladda.
- 5. Waa inu ixtiraamo shuruucda, xeerarka iyo awaamiirta la xidhiidha shaqooyinka dawladda;
- 6. Inu ixtiraamo oo u hogaansamo x/nidaameedkani iyo awaamiirta ku taxaaluqda anshaxa iyo akhlaaqda ee xafiisku soo saaro.

63 anshaxa iyo akhlaaqda Shaqaalaha Xafiiska

Iyadoo ay jiraan guud ahaanta arrimaha lagu xeeriyay qodobka 64^{aad} ee x/nidaameedkani xafiisku wuxuu soo saari awaamiir faah-faahsan ee hab dhaqanka anshaxa iyo akhlaaqda looga baahan yahay shaqaalaha oo lagu maamulo shaqaalaha xafiisku.

64:- Waajibaadka Soo Gudbinta Cadeynta Baadhista Caafimaadka

- 1. Shaqaalekasta oo xafiiska ka shaqeeya marka laga reebo cadaynta baadhista xanuunka HIV/AIDS, sababo la xidhiidha shaqada marka laga dalbado Inuu soo gudbiyo Cadeynta baadhista Caafimaad wuxuu waajibaad ka saran yahay inu keeno cadaynta baadhista.

- 3. በሥራ ዝርዝሩ ላይ የተሰጡትን ተግባሮችና ሌሎች በሕጋዊ መንገድ የሚሰጡትን ትዕዛዞች መፈጸም፤
- 4. የመንግሥትን ፖሊሲ በብቃት መፈፀም፤
- 5. የመንግሥትን ሥራ የሚመለከቱትን ህጎች፣ ደንቦችና መመሪያዎች ማክበር፤
- 6. ይህን ደንብና የጽ/ቤቱን የስነ-ምግባር መመሪያ ማክበር ግዴታ አለበት።

63:- የጽ/ቤቱ ሠራተኛ ሥነ-ምግባር

በዚህ ደንብ በአንቀጽ 64 የተደነገገው እንደተጠበቀ ሆኖ ጽ/ቤቱ ሠራተኞች የሚተዳደሩበትን ዝርዝር የሥነ-ምግባር መመሪያ ያወጣል።

64:- ለህክምና ምርመራ የመቅረብ ግዴታ

- 1. ማንኛውም የጽ/ቤቱ ሠራተኛ ከኤች.አይ.ቪ. እና ኤድስ ምርመራ በስተቀር ከሥራው ጋር በተያያዘ በበቂ ምክንያት የህክምና ምርመራ እንዲያደርግ በጽ/ቤቱ ሲጠየቅ ለምርመራ የመቅረብ ግዴታ አለበት።

- 3. discharge the functions specified in his job description and accomplish other tasks ordered legally;
- 4. Have a duty to perform government policy efficiently.
- 5. observe laws, regulations and directives related to the civil service;
- 6. Observe and to be governed by the provisions of this Regulation and rule of code of conduct of the Office.

63:- Ethical Conduct of employees of the Office

Without prejudice to the provisions of Article 64 of this Regulation, the office shall issue detailed directives on code of conduct of the employees of the Office.

64:- Compulsory Medical Examination

- 1. Any employees of the office shall have the obligation to take medical examination, with the exception for HIV/AIDS, when required by the office on sufficient grounds related to the service.

2. Khaaraashka ku baxaya baadhista caafimaad ee lagu sameeynayo hab wafaaqsan farqada (1) ee qodobkani waxaa dabooli Xafiiska.

65:- **Hanaanka Mareeynta iyo Isticmaalka Hantida**

Shaqaalekasta oo xafiiska ka shaqeeya waxa waajibaad ka saran yahay inu hanaan munaasib ah u isticmaalo islamarkaana u daryeelo agabka iyo aaladaha kale ee loo siiyay fulinta shaqada.

66:- **Xadka Masuuliyadeed**

Shaqale kasta oo xafiiska ka tirsan wuxu uu masuul ka yahay burburka ama khasaaraha soo gaadha Agabka uu ku shaqeynayo ee ku timaada taxadar daro ka timiday isaga.

QAYBTA SAGAALAAD
TALAABOYINKA ANSHAX
MARINTA IYO HANAANKA
BAADHISTA
CABASHOYINKA

67:- **Ujeedada Ganaaxa Anshax**

Ujeedada Ganaaxa Anshax marintu waa in shaqaalaha caadeysta masuuliyad darro uu ka qoomameeyo falka uu sameeyay waxna ka barto caqlicelina loo sameeyo islamarkaana uu noqdo shaqaale Anshax suuban leh ama haddii uu saxmi waayona shaqada laga eryo.

68:- **Noocyada iyo kala soocida Ganaaxyada Anshax**

1. Iyadoo lagu xisaabtamayo culayska ficilka Anshax xumo ee ku kacay shaqaaluhu ayaa laga qaadi kara mid ka mida ah talaabooyinka soo socda:

2. በዚህ አንቀጽ ንዑስ አንቀጽ /1/ መሠረት ለሚደረግ የህክምና ምርመራ የሚያስፈልገውን ወጪ ጽ/ቤቱ ይችላል።

65:- **የንብረት አያያዝና አጠቃቀም**

ማንኛውም ሠራዥ ለስራው ማከናወኛ የተሰጡትን መሣሪያዎችና መገልገያዎች በአግባቡ የመጠበቅና መጠቀም ኃላፊነት አለበት።

66:- **በዕዳ የመጠየቅ ኃላፊነት**

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

ክፍል ዘጠኝ

የዲስፕሊን እርምጃዎችና የቅሬታ

አቀራረብ

67:- **የዲስፕሊን ቅጣት ዓላማ**

የዲስፕሊን ቅጣት ዓላማ ሠራተኛው በፈፀመው የዲስፕሊን ጉድለት ተጸጽቶ እንዲታረምና ብቁ ሠራተኛ እንዲሆን ለማስቻል ወይም የማይታረም ሆኖ ሲገኝ ለማሰናበት ነው።

68:- **የዲስፕሊን ቅጣት ዓይነቶችና አመዳደብ**

1. የዲስፕሊን ጉድለት የፈጸመ ሠራተኛ እንደጥፋቱ ክብደት ከሚከተሉት ቅጣቶች አንዱ ሊወሰንበት ይችላል:-

2. Expenses incurred pursuant to Sub-Article (1) of this Article shall be covered by the office.

65:- **Handling and Use of Property**

Any employee shall have the responsibility to properly handle and use the equipment and materials provided to him for the carrying out of his duties..

66:- **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 NINE

Disciplinary Measures And Grievance Procedure

67:- **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 civil servant or to discharge him when he becomes recalcitrant.

68:- **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:

b. Digniin Af ah,
t. Digniin Qoraal ah,
J.Ganaax gaadhi kara ilaa bil mushahar ah,
X.Ganaax gadhi kara 3 bilood Mushaharkood,
kh. Muddo gaadhi karta ilaa laba sano oo Hoos loo dhigo shaqada iyo Derajada shaqaalaha,
d. Shaqada oo laga Eryo.

2. Ganaaxyada lagu xusay Qodob hoosaadka 1(b-j) ee Qodobkan waxaa lagu tilmaami/aqoonsan ganaaxyada anshax ee fudud.

3. Ganaaxyada lagu xusay Qodob hoosaadka (1) ee Qodobkan Xarafyadiisa (x) ilaa (d) waxaa loo yaqaana ganaaxyada anshax ee Culus.

4. Hadii hoos loo dhigo derajada shaqaalaha hab waafaqsan xarafka (kh) ee Qodob hoosaadka (1) ee Qodobkan waa in lagu soo celiyo booskiisii shaqo ee hore marka uu dhamaysto muddada ganaaxa haddii:

b. Marka booskale oo lamid ah midkiisii uu banaan yahay iyada oo aan la raacayn shuruudaha dalacsiinta ayaa la suurto galin in lagu meeleyo.

t. Hadii 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 shuruudaha dalacsiinta.

ሀ/ የቃል ማስጠንቀቂያ፣
ለ/ የጽሁፍ ማስጠንቀቂያ፣
ሐ/ እስከ አንድ ወር ደመወዝ የሚደርስ መቀጮ፣
መ/ እስከ ሦስት ወር ደመወዝ የሚደርስ መቀጮ፣
ሠ/ እስከ ሁለት አመት ድረስ ለሚደርስ ጊዜ ከስራና ከደረጃ ዝቅ ማድረግ
ረ/ ከሥራ ማሰናበት፣

2. በዚህ አንቀጽ ንዑስ አንቀጽ 1/ሀ/-/ሐ/ የተዘረዘሩት ቀላል የዲስፕሊን ቅጣቶች ተብለው ይመደባሉ።

3. በዚህ አንቀጽ ንዑስ አንቀጽ 1/መ/-/ረ/ የተዘረዘሩት ከባድ የዲስፕሊን ቅጣቶች ተብለው ይመደባሉ።

4. በዚህ አንቀጽ ንዑስ አንቀጽ /1/ /ሠ/ መሠረት ከሥራ ደረጃና ደመወዝ ዝቅ በማድረግ የተቀጣ የመንግስት ሠራተኛ የቅጣት ጊዜውን ሲያናቅቅ፣
ሀ/ ከመቀጣቱ በፊት ይዞት ከነበረ የሥራ መደብ ጋር ተመሳሳይ ክፍት የሥራ መደብ ካለ ያለምንም ተጨማሪ የደረጃ ዕድገት ሥነ-ሥርዓት በሥራ መደቡ ላይ እንዲመደብ የደረጋል።
ለ/ ከመቀጣቱ በፊት ይዞት ከነበረ የሥራ መደብ ጋር ተመሳሳይ ክፍት የሥራ መደብ ካልተገኘ ክፍት የሰራ መደብ በተገኘበት ጊዜ ያለምንም ተጨማሪ የደረጃ ዕድገት ሥነ-ሥርዓት በሥራ መደቡ ላይ እንዲመደብ ይደረጋል።

A. oral warning;
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 talaabo anshax laga qaado shaqaale waa in diiwaanka lagu xafido talaabadaas muddo:

- b. Ilaa laba sano marka ganaaxu uu yahay mid fudud;
- t. Ilaa Shan sano marka ganaaxu yahay mid Culus.

69:- **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 lagaga codsado bixinta macluumaad sir ah oo aad iska diido
8. haddii la gaadho go'aano bilaa sabab ah ama bilaa cadaayn ah ama aad ku guul daraysato in aad talaabo ka qaado

5. አንድ ሠራተኛ በዲስፕሊን ከተቀጣ በኋላ ቅጣቱ በሪከርድነት ሊቆይና ሊጠቀስበት የሚችለው፡-

ሀ/ ቀላል የዲስፕሊን ቅጣት ከሆነ ቅጣቱ ከተወሰነበት ጀምሮ ለሁለት ዓመት

ለ/ ከባድ የዲስፕሊን ቅጣት ከሆነ ቅጣቱ ከተወሰነበት ጀምሮ ለአምስት ዓመት ይሆናል።

69:- **ቀላል የዲስፕሊን ቅጣት የሚያስከትሉ ጥፋቶች**

የሚከተሉት ጥፋቶች ቀላል የዲስፕሊን 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.

69:- **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.

70:- dambiyada lagu mutaysanayo Ganaax Anshax oo culus

Ganaax Anshax oo culus waxaa lagu mutaysan Dambiyadan soo socda:

- 1. Amar diido, In Waajibaadka shaqo la qaban waayo, in la iska dhagomariyo amarada sharci iyo u hogaansanaanta Siyaasadaha iyo hanaanka shaqada.
- 2. In si kas ah looga cagajiido qabashada shaqada iyo in la takooro Macaamiisha.
- 3. In si ula kac ah loo hor istaago shaqada iyada oo lala kaashanayo cid kale oo raba inay faldambiyeed galaan.
- 4. Ka habsaamida shaqada ee aan sabab lahayn iyo saacadaha shaqada oo laga maqnaado Xafiiska iyo in cashar laga baran waayo ganaax hore oo la saaray xubinka.
- 5. In la sameeyo gacan ka hadal shaqada dhexdeeda ah.
- 6. Xilgudasho la'aan iyo in shaqaaluhu madax maraan Balwadaha kala duwan.

- 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.ሲን ጉድለት መፈፀም፤

70:- ከባድ የዲ.ሲ.ፕ.ሲን ቅጣት የሚያስከትሉ ጥፋቶች

የሚከተሉት ጥፋቶች ከባድ የዲ.ሲ.ፕ.ሲን 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.ሲን ቅጣት እርምጃዎች ባለመታረም ያለበቁ ምክንያት በተደጋጋሚ ከሥራ መቅረት ወይም የሥራ ሰዓት አለማክበር፤
- 5. በሥራ ቦታ በጠብ አጫሪነት መደባደብ፤
- 6. በልማዳዊ ስካር ወይም በአደንዛኾ ፅዕ ሱስ በመመረዝ ሥራን መበደል፤

- 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.

70:- 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. Inuu waydiisto ama qaato laaluush.

8. Inuu Goobta shaqada ku sameeyo fal lid ku ah damiirka iyo dadnimada bulshada.

9. In lagu kaco fal xatooyo ah ama amaano darro.

10. In shaqaaluhu ku kaco wax isdabamarin iyo been abuur ah.

11. Inuu burbur soo gaadhsiiyo hantida Xafiiska oo ka timaada taxadardarrada shaqaalaha.

12. Si qaldan oo uu u isticmaalo Awoodihiisa iyo Masuuliyadiisa shaqo.

13. Inuu meel kadhac la xidhiidha jinsiga uu ku kaco isagoo jooga goobta shaqada.

14. Inu macluumaadka sirta ah u uu gudbiyo cidkale oo aan xaq u lahayn inay ogaato;

15. Astaanta ama shabaada xafiiska oo u uu adeegsado ujeedo sharci daro ah;

16. Inu warbixin khaldan ka bixiyo hanaanka fulineed ee shaq;

17. Inu ku talaabsado ficil magac been ku ah sumcada xafiiska ama keenaya in la luumiyo kalsoonida macaamiishu ku qabto xafiiska;

18. Inuu ku kaco fal kale oo Anshaxa kadhan ah oo leh culays lamid ah arrimaha lagu sheegay Qodobkan.

7. ጉቦ መቀበል ወይም እንዲሰጠው መጠየቅ፤

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 አለስግባብ መጠቀም፤

13. በስራ ቦታ ላይ የታዩ ትንኮሳ ወይም ጥቃት መፈፀም፤

14. በህግ ወይም በመመሪያ ስጦታ ወይም መስተንግዶን የማስታወቅ ግዴታ እያለበት አግባብ ላለው አካል በቸልተኝነት አለማስታወቅ፤

15. የመስሪያ ቤቱን ዓርማ ወይም ማህተም ለሕገ-ወጥ ዓላማ መጠቀም፤

16. ስለሥራው አፈጻጸም ሆነ ብሎ የተሳሳተ ሪፖርት ማቅረብ፤

17. የመስሪያ ቤቱን ስም የሚያጎድፍ ወይም ተገልጋዩ በመስሪያ ቤቱ ላይ እምነት እንዲያጣ የሚያደርግ ተግባር መፈፀም፡፡

18. በዚህ አንቀጽ ከተዘረዘሩት ጋር ተመሳሳይ ክብደት ያለው ሌላ የዲስፕሊን ጉድለት መፈፀም ፡፡

7. to accept or demand bribes;

8. to commit an immoral act at the place of work;

9. to commit an act of theft or 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. commit sexual harassment or 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 use the Emblem and stamp of of the Office for unlawful purpose.

16. to produce intentionally Fabricated report about his work performace;

17. to commit an act damages the good will of the office or to commit an act that lead the customers breach of trust on the office;

18. To commit any breach of discipline of equal gravity with the offences specified under this Article.

71:- Hanaanka Anshax marinta

1. Xafiisku wuxuu aasaasi Guddiga Anshaxa oo intay baadhis ku sameeyan ka go'aan gaadha arrimaha anshax darro ee aan gaadhsiisneyn am aka hooseeya shaqo ka caydhiin.
2. Talaabooyinka anshax waa la fulin karaa iyada oo aan wax tixgelin ah loo samaynayn garmaqal maxkamadeed oo socda.

72:- Shaqo ka Joojinta shaqaalaha

1. Shaqaale kasta waxaa shaqada 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.
 - t. uu shaqaluhu dambi kale oo la xidhiidha burburinta Hantida xafiiska looga cabdsi qabo inuu ku kaco.
 - j. Hadii Dambiga uu galay uu yahay mid culus oo wax u dhimaya mooraalka shaqaalaha kale islamarkaana uu hoos u dhigi karo aaminaada ay shacabku ku qabaan xafiiska.
 - x. Falka anshax xumo ee uu ku kacay uu ganaaxiisu yahay in shaqada laga eryo.
2. Hab wafaaqsan farqada (1) ee qodobkani, waxaa shaqada iyo mushaaharkaba laga joojin karaa muddo aan ka badnayn Laba bilood.

71:- የዲስፕሊን እርምጃ አወሳሰፍ

1. መሥሪያ ቤቱ የሠራተኞቹን የዲስፕሊን ክስ አጣርቶ ከስራ ማሰናበት በመለስ ያሉ የቅጣት የውሳኔ የሚሰጥ የዲስፕሊን ኮሚቴ ያቋቁማል።
2. የዲስፕሊን ቅጣት የማንኛውንም የፍርድ ቤት ውሳኔ ሳይጠበቅ ወይም ሳይከተል ሊወሰን ይችላል።

72:- ሠራተኛን ከሥራ አገደ ስለማቆየት

1. ማንኛውንም ሠራተኛ ከሥራና ከደመወዝ አገደ ማቆየት የሚችለው፤
 - ሀ/ ከተጠረጠረበት ጉዳይ ጋር በተያያዘ አግባብነት ያላቸውን ማስረጃዎች በማበላሸት፤ በመደበኛ ወይም በማጥፋት ምርመራውን ያሰናክላል፤ ወይም
 - ለ/ በመሥሪያ ቤቱ ንብረት ላይ ተጨማሪ ጉዳት ያደርሳል፤ ወይም
 - ሐ/ ከተከሰሰበት ጥፋት ክብደት አንፃር የሌሎችን ሠራተኞች ሞራል 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 ይሆናል።

71:- Taking Disciplinary Measures

1. The Office shall establish a disciplinary committee which shall investigate and determine disciplinary charges brought against employee except taking dismissal measures.
2. Disciplinary measures may be taken irrespective of any court proceeding or decision.

72:- 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
 - 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. Shaqaalaha hab wafaaqsan farqada (2) ee qodobkani shaqada laga joojiyay waa in la gaadhsiiyo qoraal u saxeexay Masuulka sare ee xafiisku ama wakiilkiisa oo tilmaamaysa mudada xubinka shaqada laga xayiray/joojiyay ee u dibaada ka joogayo shaqada iyo sababta shaqada looga joojiyay.
- 4. Hadii aan la go'aamin in dambiyada anshax ee shaqaalaha lagu soo oogay ayna kalifin in u ku mutaysto in shaqada laga eryo, mudadii shaqada laga joojiyay waa in la siiyo mushaharka mudada laga joojiyay shaqada oo bilaa dulsaar ah.
- 5. Shaqo ka joojinta lagu sameeyo shaqaaluhu Kama hor istaagayso xuquuqaha iyo waajibaadyada kale ee aanay khusaynin shaqo ka joojinta.

73:- **Muddo Dhaafka**

1. Shaqaalaha ku kacay dambi lagu mutaysanayo ganaax anshax oo fuduud hadii aan laga bilaabo maalinta la ogaaday shaqaalaha ku sifoobay dambiga aan mudo lix bilood gudahood haddii Talaabo lagaga qaadi waayo uma qolaananayo ama lagulama xisaabtamayo wax anshax-marin ah oo arrintaas la xidhiidha. hase ahaate masuulka ku guuldareystay inuu talaabo anshax kaga qaado waqtigaas gudihiisa ayaa masuuliyadas lagula xisaabtami oo u qolanaan

- 3. በዚህ አንቀጽ ንዑስ አንቀጽ /2/ መሠረት ከሥራ አገዳ እንዲቆይ የሚደረግ ሠራተኛ ከመደበኛ ሥራው ታግዶ የሚቆይበት ጊዜና ከሥራ የታገደበት ምክንያት በጽ/ቤቱ የበላይ ኃላፊ ወይም በተወካዩ በጽሁፍ እንዲገልጽለት ይደረጋል።
- 4. ሠራተኛው በተከሰሰበት የዲ.ቲ.ሊ.ን ጥፋት ምክንያት ከሥራ እንዲሰናበት ካልተወሰነበት በስተቀር በዕግዱ ወቅት ሳይከፈለው የቀረው ደመወዝ ያለወለድ ይከፈላል።
- 5. ሠራተኛው ከሥራ መታገድ ከአግዱ ጋር ያተያያዙ ሌሎች መብቶችንና ግዴታዎችን ተፈጻሚነት አያስቀርም።

73:- **ስለደርጋ ጊዜ**

1. ቀላል የዲ.ቲ.ሊ.ን ቅጣት የሚያስከትል ጥፋት የፈጸመ ሠራተኛ የፈጸመው ጥፋት ከታወቀበት ቀን ጀምሮ እስከ ስድስት ወር እርምጃ ካልተወሰደበት በዲ.ቲ.ሊ.ን ተጠያቂ አይሆንም። ሆኖም በተቀመጠው የጊዜ ገደብ ውስጥ እርምጃ ያልወሰደው የሥራ ኃላፊ ተጠያቂ ይሆናል።

- 3. As per the provisions of sub-article (2) of this Article, Employee shall be informed the duration and reason of his suspension with a letter signed by the head of the office, or his delegate.
- 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. The suspension of the employee shall not deprive him of other rights and duties that are not affected by the suspension.

73:- **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. Talaabo anshax oo la xidhiidha kuwa lagu sheegay inay culus tahay ee ay ka dhalan karto Ciqaab dambiyeed laguma qaadi karo hadii falkaas shaqaaluhu uu galay ay kasoo wareegtay muddo ka badan muddo dhaafka lagu xeeriyay Xeerka dambiyada ee Dalka.
- 3. Talaabo anshax oo la xidhiidha kuwa lagu sheegay inay culus tahay hase ahaatee aanayka dhalanayn Ciqaab dambiyeed laguma qaadi karo hadii falkaas shaqaaluhu galay ay kasoo wareegtay muddo ka badan muddo dhaafka lagu xeeriyay 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 qaado talaabooyinka anshax lix bilood gudaheed oo ka bilaabanta maalinta uu ogaaday falka anshax xumo waxaa laga qaadi laftiisa alaabo Anshax xumo.
- 5. Haddii qofkasta oo shaqaale ah u xuquuqaha la xidhiidha lacag aan cida ay khuseeyso muddo lix bilood gudahooda lagu soo dalban waayo Muddo dhaaf ayaa lacagtaas lagu waayi.

74. Aasaasida Guddiga baadhista Cabashooyinka

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 masuulka sare ee Xafiiska.

- 2. በወንጀል ጭምር የሚያስጠይቅ ከባድ የዲስፕሊን ቅጣት የሚያስከትል ጥፋት የፈጸመ ሰራተኛ የወንጀሉን ክስ ለማቅረብ በወንጀል ህግ በተቀመጠው የይ.ር.ጋ ጊዜ ውስጥ በዲስፕሊን ካልተከሰሰ በጥፋቱ ተጠያቂ አይሆንም።
- 3. በወንጀል የማያስጠይቅ ከባድ የዲስፕሊን ቅጣት የሚያስከትል ጥፋት የፈጸመ ሰራተኛ የደንብ መተላለፍ ክስን ለማቅረብ በወንጀል ህጉ በተደነገገው የይ.ር.ጋ ጊዜ ውስጥ በዲስፕሊን ካልተከሰሰ በጥፋቱ ተጠያቂ አይሆንም።
- 4. በዚህ አንቀጽ ንኡስ አንቀጽ /2/ እና /3/ የተደነገጉት የዲስፕሊን ክስ ማቅረቢያ የይ.ር.ጋ ጊዜያት ቢኖሩም የዲስፕሊን ክስ ለማቅረብ ኃላፊነት ያለበት የሚመለከተው የስራ ኃላፊነት ያለበት የሚመለከተው የስራ ኃላፊ በአንድ ዓመት ውስጥ ክስን ካላቀረበ በዲስፕሊን ተጠያቂ ይሆናል።
- 5. ማንኛውም ሰራተኛ ከገንዘብ ጋር የተያያዙ መብቶቹን ለሚመለከተው አካል በስድስት ወር ውስጥ ካላቀረበ በይ.ር.ጋ ይታገዳል።

74:- የቅሬታ አጣሪ ኮሚቴ ስለማቋቋም

ጽ/ቤቱ ሠራተኞች የሚያቀርቡን የቅሬታ አቤቱታ እየተቀበለ በማጣራት የውሳኔ አስተያየት ለጽ/ቤቱ የበላይ ኃላፊ የሚያቀርብ የቅሬታ አጣሪ ኮሚቴ ያቋቁማል።

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

74:- Establishment of Grievance Committee

The office shall establish a grievance handling committee that conducts grievance inquiry, and submits recommendation to the Head of the office.

75፣ arrimaha ay dhegaysanayan Guddiga baadhista Cabashooyinka

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 xuquuqaha iyo faa'iidooyinka;
3. Fayoqabka caafimaad iyo badbaadada goobta shaqada,
4. Meelaynta iyo dalacsiinta;
5. hanaanka Qiimaynta Waxqabadka;
6. Culayska dheeriga ee aan munaasibka ahayn ee shaqaalaha ay kula kacn masuulkooda shaqo;
7. Talaabooyinka anshax marinta ee lagu tilmaamay Qodobka 70^{aad} ee X/nidaameedkani.
8. Qaab ka baxsan sharciga oo shaqada looga joojiyo ama adeegiisa la afjaro;
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. Marka laga reebo arrimaha lagu tilmamay farqada 3aad ee qodobka 78aad ee X/nidaameedkani, arrimaha ay soo baadheen islamarkaana ay go'aan ka gaadheen guddiga baadhista Cabashooyinku;

75 በቅሬታ አጣሪ ኮሚቴ የሚታዩ ጉዳዮች

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

1. ከህጎችና መመሪያዎች አተረጓጎም እና/ወይም አፈጻጸም፤
2. ከመብቶችና ጥቅሞች አጠባበቅ
3. ከስራ አካባቢ ጤንነትና ደህንነት ሁኔታዎች፤
4. ከስራ ምደባና ደረጃ አሰጣጥ፤
5. ከስራ አፈጻጸም ምዘና፤
6. በስራ ኃላፊ ከሚፈጸሙ ተገቢ ያሆኑ ተጽዕኖዎች፤
7. በዚህ ደንብ አንቀጽ 70 በተመለከተ የዲስፕሊን እርምጃዎች፤
8. ከህግ ውጪ ከስራ መታገድ ወይም አገልግሎት መቋረጥ፤
9. ከህግ ውጪ ደመወዙ ወይም ሌሎች ክፍያዎች የተያዘበት ወይም የተቆረጠበት በመሆኑ፤
10. በስራው ምክንያት ከደረሰበት ጉዳት ጋር በተያያዘ መብቱ በመጓደሉ፤
11. በዚህ ደንብ አንቀጽ 78 ንዑስ አንቀጽ 3 ከተመለከተው በስተቀር በቅሬታ አጣሪ ኮሚቴ ታይተው ውሳኔ የተሰጠባቸውን ጉዳዮች፤

75- 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. placement and promotion;
5. performance appraisal;
6. undue influence exerted by supervisors;
7. disciplinary measures provided under Article 70 of 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. Apart from matters stipulated under sub-article 3 of Article 78 of this Regulation other issues investigated and handled by Grievance Committee.

76:- Hanaanka Soo Jeedinta Go'aanada Laga Gaadho Cabaashada Shaqaalaha Iyo Racfaanka

1. Madaxa xafiiska marka u baadho islamarkaana qiimeeyo talo bixinta looga soo dhaweeyay cabaashada shaqaalaha oo u ku qanco in shaqaaluhu ku kacay gaf/xadgudub wuxuu amar 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, madaxa xafiiska wuxuu burin go'aanka qaab ka baxsan sharciga looga gaadhay shaqaalaha.
3. Go'aanka u ka gaadho Madaxa xafiiska wuxuu noqon go'aanka maamul ee kama dambeeysta ah;
4. Siyaabaha go'aanka maamul ee kama dambeeysta ah racfaan looga qaadanayo, hanaanka iyo qaab socodka racfaanada waxaa lagu xeerin awaamiir u xafiiska soo saaro;
5. Shaqaalaha aan ku qanacsaneyn go'aanka u arinta ka gaadhay madaxa xafiiska waxay cabasho /codsi racfaan u dhaweeyan karta maxkamada sare ee Gobolka.

QAYBTA TOBNAAD JOOJINTA IYO KORDHINTA MUDDADA ADEEG BIXINTA

77:- Shaqo ka tegista ku saleevsan rabitaanka

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.

76. Fal-luqooyinka qalbi ahaan ah ee shaqaalaha

1. Fal-luqooyinka qalbi ahaan ah ee shaqaalaha ay ka dhacdo marka ay ku qanco in shaqaaluhu ku kacay gaf/xadgudub wuxuu amar 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, madaxa xafiiska wuxuu burin go'aanka qaab ka baxsan sharciga looga gaadhay shaqaalaha.
3. Go'aanka u ka gaadho Madaxa xafiiska wuxuu noqon go'aanka maamul ee kama dambeeysta ah;
4. Siyaabaha go'aanka maamul ee kama dambeeysta ah racfaan looga qaadanayo, hanaanka iyo qaab socodka racfaanada waxaa lagu xeerin awaamiir u xafiiska soo saaro;
5. Shaqaalaha aan ku qanacsaneyn go'aanka u arinta ka gaadhay madaxa xafiiska waxay cabasho /codsi racfaan u dhaweeyan karta maxkamada sare ee Gobolka.

hadda hadda
Fal-luqooyinka qalbi ahaan ah ee shaqaalaha

77:- Qalbi ahaan ah ee shaqaalaha

1. Haddii cabashada shaqaaluhu la xidhiidho go'aan qaab ka baxsan sharciga loo gaadhay, madaxa xafiiska wuxuu burin go'aanka qaab ka baxsan sharciga looga gaadhay shaqaalaha.

76. Appeal

1. Where the Head of the Office upon deeply examining and reviewing 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 Grievance petition lodged by the employee's relates with a decision made against this Regulation, the Head of Office shall revoke the unlawful decision.
3. The decision made by the Head of Office shall be the final Administrative decision.
4. The manner of filing appeal, the Appellate procedure of any final Administrative decision shall be determined by a Directive to be issued by the office.
5. Any aggrieved party as a result of the decision made by the office, may appeal to the State High Court.

PART TEN
TERMINATION AND EXTENSION
OF SERVICE

77:- Resignation

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. Shaqaale kasta oo aan isagoon xafiiska ku wargalin mudada bilsha 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 shaqo tegayo waxaa shaqo ka tegistiisa dib loogu dhigi kara muddo aan ka badnayn saddex bilood oo ka bilaabanta maalinta uu soo codsado shaqo ka tegista.

78:- sababo la xidhiidha bukaan oo

shaqada looga tago

1. Hadii shaqaalaha dawladdu kusoo noqon kari waayo shaqada waqtiga lagu sheegay Qodob hoosaadyada (2) iyo (4) ee Qodobka 42^{aad} ee x/nidaameedkani waxaa laga soo qaadi inaanu sii gudan Karin waajibaadkiisa waxaana laga eryi shaqada.

2. Iyadoo ay sideeda tahay arrimaha lagu xeeriyay Qodob hoosaadka (2) ee Qodobka 58^{aad} ee x/nidaameedkani hadii uu dhaawaca shaqaalaha soo gaadhay caafimaad ahaan la xaqiijiyo inuu si aan kasoo kabasho lahayn u laxaad beelay shaqada waa laga eryi.

3. Shaqaalaha dhamaystay mudadii tijaabada Hadii u diido in loo bedelo hab waafaqsan Qodob hoosaadka (3)(t) ee Qodobka 26^{aad} ee x/nidaameedkani shaqada ayaa laga eryi.

2. **በዚህ አንቀጽ ንዑስ አንቀጽ /1/ የተመለከተውን የአንድ ወር የቅድሚያ ማስጠንቀቂያ ሳይሰጥ አገልግሎቱን ያቋረጠ ሠራተኛ ግዴታውን ባለመወጣቱ በመሥሪያ ቤቱ ላይ ለሚደርሰው ጉዳት እንደተገቢነቱ በፍትሐ 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።**

78. በሕመም ምክንያት አገልግሎት ስለማቋረጥ

1. **ማንኛውም የመሥሪያ ቤቱ ሠራተኛ በዚህ ደንብ አንቀጽ 42 ንዑስ አንቀጽ (2) እና (4) በተመለከተው ጊዜ ውስጥ ወደ ሥራ ለመመለስ ካልቻለ በሕመም ምክንያት አገልግሎቱ እንዲቋረጥ ይደረጋል።**

2. **የዚህ ደንብ አንቀጽ 58 ንዑስ አንቀጽ (2) ድንጋጌ እንደተጠበቀ ሆኖ በሥራው ምክንያት ጉዳት የደረሰበት የመሥሪያ ቤቱ ሠራተኛ ለዘለቄታው መሥራት አለመቻሉ በሕክምና ማስረጃ ሲረጋገጥ ከሥራ እንዲሰናበት ይደረጋል።**

3. **የሙከራ ጊዜውን ያጠናቀቀ የመሥሪያ ቤቱ ሠራተኛ በዚህ ደንብ አንቀጽ 26 ንዑስ አንቀጽ (3) /ለ/ መሠረት በሚፈጸመው ዝውውር ካልተስማማ ከሥራ ይሰናበታል።**

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.

78:-Termination Due to Illness

1. Where an employee is unable to resume work within the time specified under Article 42 (2) and (4) of this Regulation, he shall, be deemed unfit for service and be discharged.

2. Without prejudice to the provisions of Article 58 (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. If an employee who has completed his probation does not agree on the transfer that could be undertaken in accordance to Article 26 (3) /B/ of this Regulation, his service shall be terminated.

79:- shaqo ka cawdhiinta ay kalifto karti daro

1. Shaqaalaha dawladda ee 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 hooseeyo karti daro awgeed ayaa shaqada looga eryi.
2. 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 sadex qiimaynood oo isku xiga, karti daro awgeed, shaqada loogama eryi karo .
3. Shaqo ka eryida shaqaalaha dawladda ee lagu sheegay qodob hoosaadyada (1) iyo (2) ee Qodobkan waxa loo fulin hab waafaqsan Qiimaynta waxqabadka shaqaalaha ee lagu xusay Qodobka 31^{aad} ee x/nidaameedkani.

80. 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 waafaqsan Qodob hoosaadka (1) ee Qodobkan ay soo gaadhay warbixintu 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 shaqada ayaa laga eryi.

79. በችሎታ ማነስ ምክንያት ከሥራ ስለመሰናበት

1. የሙከራ ጊዜውን ያጠናቀቀ የመሥሪያ ቤቱ ሠራተኛ በሥራ አፈፃፀም ውጤቱ የችሎታ ማነስ ከታየበት ተገቢው የአቅም ማሳልቦቻ ሥልጠናዎች ተሰጥተውት ካልተሻሻለ አገልግሎቱ ይቋረጣል።
2. 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 ለሦስት ጊዜ ከአጥጋቢ በታች ካልሆነ በስተቀር ከሥራ አይሰናበትም።
3. በዚህ አንቀጽ ንዑስ አንቀጽ (1) እና (2) መሠረት ሠራተኛውን ከሥራ ማሰናበት የሚቻለው እንደ-አስፈላጊነቱ በዚህ ደንብ አንቀጽ 31 ላይ የተቀመጠውን የሥራ አፈፃፀም ምዘና ዓላማ በመከተል ይሆናል።

80. ከአቅም በላይ በሆነ ምክንያት ከስራ ስለመሰናበት

1. የሙከራ ጊዜውን ያጠናቀቀ የመሥሪያ ቤቱ ሠራተኛ ከአቅም በላይ በሆነ ምክንያት በሥራ ገቢታው ላይ ካልተገኘ ምክንያቱን በአንድ ወር ጊዜ ውስጥ ለመሥሪያ ቤቱ ማሳወቅ አለበት።
2. በዚህ አንቀጽ ንዑስ አንቀጽ (1) መሠረት መሥሪያ ቤቱ ሪፖርት ሲደረግለት ሠራተኛው ከሥራ ገቢታው ላይ የተለየበት ምክንያት በመሥሪያ ቤቱ የበላይ ኃላፊ ወይም በተወካዩ ከአቅም በላይ መሆኑን ካረጋገጠ ሠራተኛው ይዞት የነበረውን የሥራ መደብ ለስድስት ወር ክፍት አድርጎ መጠበቅ አለበት። ሆኖም ሠራተኛው በስድስት ወር ውስጥ ወደ ሥራው ካልተመለሰ ከሥራ ማሰናበት ይቻላል።

79:-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. 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.
3. 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 31 of this Regulation where it is deemed necessary.

80. 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. 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.
- 4. Iyadoo ay sideeda tahay arrimaha lagu sheegay Qodob hoosaadka (3) ee Qodobkan madaxa xafiiska ee ay khusayso ama kusimihiisu waxay shaqaalaha dawladda ee 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.
- 5. Shaqaalaha ku jira mudada tijaabada ee shaqada kaga maqnaada sabab ka baxsan awooddiisa haddii muddo ka badan bil u ku soo gali waayo goobtii shaqo, shaqada ayaa laga eryi iyada oo aan la raacayn talaabooyin dheeri ah.

81. Burinta Shaqaaleeysiinta

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

82. Shaqaaale dhimis

- 1. Shaqaalaha waxaa lagu samayn karaa dhimis marka:
 - b. Booskiisii shaqo la baabiiyay,
 - t. marka u jiro shaqaale xad-dhaf ah ;

3. 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 አሥራ ይሰናበታል።

4. የዚህ አንቀጽ ንዑስ አንቀጽ (3) 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።

5. የሙከራ ጊዜውን ያልጠናቀቀ ሠራተኛ ከአቅም በላይ በሆነ ምክንያት ከአንድ ወር በላይ በስራ ገበታው ላይ ካልተገኘ ያለተጨማሪ ሥነ-ሥርዓት ከስራ እንዲሰናበት ያደርጋል።

81. 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።

82. ሠራተኛን ስለመቀነስ

- 1. ማንኛውም የመሥሪያ ቤቱ ሠራተኛ፣
 - ሀ/. የሥራ መደቡ ሲሰረዝ፣
 - ለ/. ትርፍ የሰው ኃይል ሲኖር፣

3. 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.

4. Notwithstanding the provisions of sub-article (3) 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.

5. 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.

81. 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.

82. Retrenchment

- 1. Any employee shall be retrenched where:
 - A. his position is abolished;
 - B. redundancy of man power is created;

Marka ay suurto gal noqon waydo in dib loo meeleeyo shaqaalaha hab waafaqsan qodob hoosaadka (1) ee qodobka 30^{aad} ee x/nidaameedkani marka uu shaqaalahu iska diido inuu qabto boos ka hooseeya derajo ahaan midka uu ku qoranyahay.

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

83. Sabaabo la Xidhiidha Anshax xumo oo shaqada looga ervo

1. Shaqaale kasta oo hab wafaqsan qodob hoosaadka (1)(f) ee qodobka 70^{aad} ee x/nidaameedkani la mariyay ganaax Anshax xumo.

2. Go'aanka laga gaadhay xubinka shaqaaluhu haddii qaab racfaan lagu saxo ama buriyo laga bilaabo maalintii go'aanka laga gaadhay mushaaharkii aan la siin ee u hadsanaa oo aan lahayn wax dulsaar ah ayaa la siin.

84. Hawlgab

1. Shaqaalaha dawladda ee hab wafaqsan qodobka 89^{aad} 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. Shaqaalaha dhamaystay mudada tijaabada ka hor inta una gaadhin wakhtigii hawlgabka waxaa la siin qoraal ogeysiin ah saddex bilood kahor maalinta uu hawlgabka gelayo.

በዚህ ደንብ አንቀጽ /30/ ንዑስ አንቀጽ (1) መሠረት ለመደልደል ካልቻለ ወይም ሠራተኛው ዝቅ ባለ የሥራ ደረጃ ላይ ለመሥራት ፈቃደኛ ካልሆነ ከሥራ ይሰናበታል።

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

83. በዲ.ፕ.ሊ.ን ምክንያት ከሥራ ስለመሰናበት

1. ማንኛውም የመሥሪያ ቤቱ ሠራተኛ በዚህ ደንብ አንቀጽ 70 ንዑስ አንቀጽ (1) /ረ/ መሠረት የዲ.ፕ.ሊ.ን ቅጣት የተወሰነበት፤

2. ሠራተኛው የተላለፈበት ውሳኔ በይግባኝ ከተሻሻለለት ወይም ከተሰረዘለት ውሳኔው ከተላለፈበት ጊዜ ጀምሮ ላይከፈለው የቀረው ደመወዝ ታስቦ ያለ ወለድ ይከፈላል።

84. በዕድሜ ምክንያት አገልግሎትን ስለማቋረጥ

1. ማንኛውም የመሥሪያ ቤቱ ሠራተኛ በዚህ ደንብ አንቀጽ 89 መሠረት አገልግሎቱ ካልተራዘመ በስተቀር በህግ የተወሰነው የመጠሪያ ዕድሜ ከደረሰበት የመጨረሻ ወር እና ቀን ጀምሮ ያስተጨማሪ ሥነ-ሥርዓት አገልግሎቱ እንዲቋረጥ ይደረጋል።

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

And where it is not possible to reassign him in accordance with sub-Aricle/1/ of Article 30 of this Regulation or where he is reluctant to accept a position of a lower grade.

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.

83. Termination of Service on Disciplinary Grounds

1. The service of an employee shall be terminated where A disciplinary penalty under Sub-Article (1) /F/ of Article 70 of this Regulation is imposed on him;

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.

84. Retirement

1. The service of an employee, whose service is not extended beyond retirement age pursuant to Article 89 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. 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.

85- Shaqo ka tegista ku timaada Dhimasho

1. Shaqaale kasta oo geeriyooda laga bilaabo maalinta u geeriyooday ayay joogsanaysa shaqaalenimadiisu.
2. Shaqaalaha dawladda ee shaqada uga baxay isagoo geeriyooday awgeed, Mushaharka bisha u geeriyooday oo dhamaystiran waxaa la siin Lamaanihiisa hadii aanay jirina dhaxleyaashiisa sharci.

86 Cadeynta Waayo Aragnimada Shaqo

Shaqaaalekasta 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.

87:- Lacagta Ambabixinta

1. Shaqaalaha dhamaystay mudadii tijaabada ee loo dhimay hab waafaqsan qodobka 84^{aad} ee x/nidaameedkani ee aan lahayn wax hawlgab ah waxa la siin:
 - b. sanadka koobaad waxaa loo xisaabin Lacag u dhiganta Saddex bilood oo mushaaharkisa ah;
 - t. sanadkasta oo dheeriya oo u shaqeeyayna Saddex meelood hal meel oo mushaharka sanadkasta oo kale oo uu shaqeeyay, Hase ahaatee wadarta lacagta la siinayo kama badan karto 12 bilood mushaharkooda.
2. Shaqaalaha dhamaystay muddada tijaabada ee shaqeynayay muddo ka yar hal sano waxaa la siin lacag u dhiganta mudada uu shaqeynayay.

85. በሞት ምክንያት አገልግሎትን ስለማቋረጥ

1. ማንኛውም የመሥሪያ ቤቱ ሠራተኛ ከሞተበት ቀን ጀምሮ አገልግሎቱ ይቋረጣል።
2. አገልግሎቱ በሞት ምክንያት የተቋረጠ ሠራተኛ የሞተበት ወር ሙሉ ደመወዙ ለትዳር ንደኛው፣ የትዳር ንደኛ ከሌለው ለሕጋዊ ወራሾቹ ይከፈላል።

86. የአገልግሎት ምስክር ወረቀት

ማንኛውም የመሥሪያ ቤቱ ሠራተኛ 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።

87. አገልግሎት ሲቋረጥ ስለሚፈጸም ክፍያ

1. የሙከራ ጊዜውን ያጠናቀቀ የጽ/ቤቱ ሠራተኛ በዚህ ደንብ አንቀጽ 84 መሠረት በቅነሳ ምክንያት ከሥራ ከተሠናበተና የሥራ ውሉ በተቋረጠበት ዕለት የጡረታ አበል የማይከፈለው ከሆነ፣
 - ሀ/ ለመጀመሪያ አንድ ዓመት የሦስት ወር ደመወዝ፣
 - ለ/ በተጨማሪ ለአገለገለበት ለእያንዳንዱ ዓመት የወር ደመወዝ አንድ ሦስተኛ እየታከለ ይከፈለዋል። ሆኖም የሚሰጠው ክፍያ ከሠራተኛው የአስራ ሁለት ወር ደመወዙ መብለጥ የለበትም።
2. ሆኖም ማንኛውም የሙከራ ጊዜውን ለጨረሰና ከአንድ ዓመት በታች ላገለገለ ሠራተኛ የሚፈጸመው ክፍያ ከአገልግሎቱ ጋር እየተሰላ ይሆናል።

85. 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 employee has passed away shall be paid to his spouse or in the absence of spouse to his legal heirs.

86. Issuance of Certificates

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.

87. Severance Payment

1. An employee who has been retrenched under Article 84 of this Regulation and not entitled to pension allowance on the date of the termination of the employment contract, shall be paid:
 - 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. 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 kaxkamada awooda u leh.
- 4. Lacagta lagu siinayo hab wafaaqsan farqada 3^{aad} ee qodobkani lagama jarayo wax cashuur ah iyo qaadhaanka hawlgabkaba.

88: **Kordhinta Muddada Adeega**

- 1. Shaqaalaha dhamaystay mudadii tijaabada ee gaadhay da'dii hawlgabka halkii marba waxaa Muddada adeeg loo kordhin karaa muddo Shan sano ah hase ahaate wadarta mudada la kordhiyay Kama badnaan karto toban sano.
- 2. Hab wafaaqsan Qodob hoosaadka (1) ee qodobkan shaqaalaha dhamaystay mudadii tijaabada Muddada adeega waxaa loo kordhin karaa 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 meeleeoyo shaqaale kale oo shaqadiisa qabta.

- 3. አግባብ ባለው የጡረታ ሕግ የተደነገገው እንደተጠበቀ ሆኖ ማንኛውም ሠራተኛ በሞት ምክንያት አገልግሎቱ ሲቋረጥ ለመሥሪያ ቤቱ በጽሁፍ ላሳወቃቸው የትዳር ንደኛው ወይም በስሩ ይተዳደሩ ለነበሩ ቤተሰቦቹ የሦስት ወር ደመወዝ በአንድ ጊዜ ይከፈላል። ሆኖም የትዳር ንደኛውን 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።

88. **የአልግሎት ጊዜን ስለማራዘም**

- 1. የሙከራ ጊዜውን ያጠናቀቀ የመሥሪያ ቤቱ ሠራተኛ የመሥሪያ ዕድሜው ከደረሰ በኋላ በአንድ ጊዜ እስከ አምስት ዓመት በጠቅላላው ከአስር ዓመት ለማይበልጥ ጊዜ አገልግሎቱን ማራዘም ይችላል።
- 2. በዚህ አንቀጽ ንዑስ አንቀጽ (1) መሠረት የአንድን የሙከራ ጊዜውን ያጠናቀቀ ሠራተኛ አገልግሎት ማራዘም የሚችለው፣
 - ሀ) የሠራተኛው ትምህርት፣ ልዩ ዕውቀት እና ችሎታ ለመሥሪያ ቤቱ ሥራ ጠቀሚ ሆኖ ሲገኝ፣
 - ለ) በደረጃ ዕድገት፣ በዝውውር ወይም በቅጥር ተተኪ ሠራተኛ ለማግኘት አለመቻሉ ሲረጋገጥ፣

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.

88. **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

J. Marka dhakhtar soo cadeeyo inuu shaqaaluhu gudan karo waajidaadyadiisa;

x. Marka xubinka shaqaaluhu u raali ka yahay inuu sii waato shaqada oo loo kordhiyo mudada adeega;

Kh. marka kordhinta Muddo adeega xafiisku intuu dalbado loo ogolado.

ሐ) ሠራተኛው ለሥራው ብቁ መሆኑ በሕክምና ማስረጃ ሲረጋገጥ፤

መ) ሠራተኛው አገልግሎቱን ለመቀጠል ሲስማማ፤ እና

ሠ) የአገልግሎቱ መራዘም ለመሥሪያ ቤቱ የበላይ ኃላፊዎች ቀርቦ ሲፈቀድ ነው።

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 KOW IYO TOBNAAD QODOBO KALA DUWAN

ክፍል አስራ አንድ ልዩ ልዩ ድንጋጌዎች

PART ELEVEN

MISCELLANEOUS PROVISIONS

89:- Sameeynta Burinta Shaqaalenimada, Dalacsiinta, Mushahar Koroodhka iyo Faa'iidooyinka kale

89:- የቅጥር፣ የደረጃ ዕድገት፣ የደመወዝ ጭማሪና ሌላ ጥቅም መሠረዝ የሚያስከትለው ውጤት

89:- Effects of Nullification of Appointment, Pr motion, Salary Increment and Other Benefits

1. Iyadoo ay sideeda tahay ciqaabta faldambiyeedka ka dhalan karto shaqaale kasta oo shaqaaleysiintiisa, Dalacsiinta, kordhinta Mushaharka iyo faa'iidooyinkaleba la buriyay lagama codsan karo inuu dib usoo celiyo mushaharkii uu hore u qaatay.
2. Masuulka ama xubin kasta oo kamid ah guddi oo si kas ah ama taxadardarro culus ku jirto qaab ka baxsan sharciiga u meelmariya shaqaaleysiinta, Dalacsiinta, kordhinta Mushaharka iyo faa'iidooyinka kale waxa lala tiigsan talaabooyinka anshax ee ku haboon iyo xeerka ciqaabta iyo xeerka madaniga.
3. Hadii Xafiiska u ogaado xog sheegaysa in la galay falka lagu sheegay qodob hoosaadka (2) ee qodobkan waa inay qaadaan talaabooyinka lagu saxi karo islamarkaana cadeymaha ay hayaan u gudbiyaan xafiiska ay khusayso ee soo oogi Kara Faldambiyeedka ama dacwada madaniga ahba.

1. የቅጥር፣ የደረጃ ዕድገት፣ የደመወዝ ጭማሪ ወይም ሌላ ጥቅም የተሰረዘበት የመንግሥት ሠራተኛ በወንጀል ህግ መጠየቁ እንደተጠበቀ ሆኖ የመሰረዘው እርምጃ እስከ ተወስደበት ጊዜ ድረስ የተከፈለውን ደመወዝና ሌሎች ጥቅሞች እንዲመልስ አይጠየቅም።
2. ከህግ ውጪ ቅጥር የደረጃ ዕድገት የደመወዝ ጭማሪ ወይም ሌላ ጥቅም እንዲሰጥ ሆን ብሎ ወይም በቸልተኝነት የፈቀደ የስራ ኃላፊ ወይም የኮሚቴ አባል አግባብ ባለው በዲስፕሊን በወንጀል ሕግ እና በፍትህ-ብሔር ሕግ ድንጋጌዎች መሰረት ተጠያቂ ይሆናል።
3. በዚህ አንቀጽ ንዑስ አንቀጽ /2/ መሰረት የተጠቀሰው ጥፋት መፈጸሙን መ/ቤቱ ከደረሰበት ጥፋቱን ለማረም ወይም ኃላፊውን ወይም አባሉን በወንጀል እና በፍታ-ብሔር ሕግ ተጠያቂ ለማድረግ ሥልጣን ባለው የመንግስት አካል የተፈጸመውን ድርጊት በማስረጃ አስደግፎ ለማቅረብ ይቻላል።

1. Without prejudice to his criminal liability, a civil servant whose appointment, promotion, salary increment or other benefits has been nullified may not be requested to pay back the salary and other benefits he has received up to the date of the nullification measure.
2. An official or member of a committee who intentionally or negligently authorizes unlawful appointment, promotion, salary increment or other benefits shall be liable under the relevant criminal and civil law.
3. Where the Agency finds out the commitment of the fault specified under Sub-Article 2 of this Article, it may submit the case with pertinent evidence to the relevant government body that has the power to initiate criminal or civil proceedings against the persons responsible for the fault.

90:- **Awooda Soo Saarida awaamiir**

Guddiga xidhiidhinta arrimaha Goluhu wuxuu soo saari karaa awaamiirta lama huraanka u ah habsami u hirgalinta qodobada x/nidaameedkani.

91:- **Shuruucda aan dhaqan-galka ahayn**

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

92:- **Mudada Dhaqangalka X/nidaameedka**

X/nidaameedkani wuxuu dhaqan galayaa laga bilaabo maalinta lagu soo daabaco dhool gazeetta.

Jig-Jiga, 2dii bisha yakatiit/2011

**CABDI MAXAMED AADAN
AFHAYEENKA GOLAHA
DEEGAANKA**

90:- **መመሪያ የማውጣት ስልጣን**

የምክር ቤቱ አስተባባሪ ኮሚቴ ይህንን ደንብ ለማስፈጸም የሚያስፈልጉ መመሪያዎችን ሊያወጣ ይችላል።

91. **ተፈጻሚነት የማይኖራቸው ህጎች**

ይህንን ደንብ የሚቃረን ማናቸውም ሌላ ደንብ፣ መመሪያ ወይም የተለመደ አሰራር በዚህ ደንብ ውስጥ በተሸፈኑ ጉዳዮች ላይ ተፈጻሚነት አይኖረውም።

92. **ደንቡ የሚፀናበት ጊዜ**

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

ጁግጂጋ ቀን የካቲት 2, 2011 ዓ.ም

**አብዲ መሐመድ አደን
የምክር ቤት አፈ ጉባኤ**

90. **Power to Issue Directives**

The coordinating committee of the Council may issue directives necessary for the implementation of this Regulation.

91. **Inapplicable Laws**

No law, directive or practice shall, in so far as it is inconsistent with this Regulation, have effect in respect of matters provided for in this Regulation.

92. **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 9th day of February, 2019

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