

On approval of criteria for risk assessment and checklists for compliance with the legislation in the sphere of civil service by state bodies and observance of standards of official ethics by civil servants

Invalidated Unofficial translation

Joint order of the Chairman of the Agency of the Republic of Kazakhstan on Civil Service Affairs and Anti-Corruption of October 31, 2018 No. 252 and Minister of National Economy of the Republic of Kazakhstan of October 31, 2018 No. 45. Registered with the Ministry of Justice of the Republic of Kazakhstan on October 31, 2018 No. 17654. Abolished by the joint order of the Chairman of the Agency for Civil Service Affairs of the Republic of Kazakhstan dated November 23, 2022 No. 233 and the Minister of National Economy of the Republic of Kazakhstan dated November 25, 2022 No. 89

Unofficial translation

Footnote. Abolished by the joint order of the Chairman of the Agency for Civil Service Affairs of the Republic of Kazakhstan dated November 23, 2022 No. 233 and the Minister of National Economy of the Republic of Kazakhstan dated November 25, 2022 No. 89 (effective from 01.01.2023).

In accordance with Article 141, paragraph 3, and Article 143, paragraph 1, of the Entrepreneur Code of the Republic of Kazakhstan dated 29 October 2015, we hereby **ORDER:**

1. To Approve the enclosed:

1) criteria for risk assessment for compliance with the legislation in the civil service by state bodies and observance with the standards of official ethics by civil servants, according to Appendix 1 to this joint order;

2) A checklist for compliance with the legislation in the sphere of civil service by state bodies and observance of standards of official ethics by civil servants, according to Appendix 2 to this joint order.

2. Joint order № 76 of the Minister of Civil Service Affairs of the Republic of Kazakhstan dated April 14, 2016 and № 186 of the Minister of National Economy of the Republic of Kazakhstan dated April 26, 2016 "nO Approval of Criteria for Risk Assessment and Checklists for Compliance with the Legislation in the Sphere of Civil Service by State Bodies and Observance of Standards of Official Ethics by Civil

Servants "(registered in the Register of State Registration of Regulatory Legal Acts under № 13744, published on June 8, 2016 in Legal Information System "Adilet") shall be declared to be no longer in force.

3. The Department of Control in the sphere of Civil Service of the Agency of the Republic of Kazakhstan for Civil Service Affairs and Anti-Corruption in accordance with the legislation shall:

1. ensure state registration of this joint order with the Ministry of Justice of the Republic of Kazakhstan;

2) within ten calendar days, from the date of state registration of this joint order, direct the copy of it both in Kazakh and Russian languages to the Republican State Enterprise on the Right of Economic Management "Republican Center of Legal Information" of the Ministry of Justice of the Republic of Kazakhstan for official publication and inclusion in the Reference Control Bank of Laws and Regulations of the Republic of Kazakhstan;

3) place this joint order on the Internet resource of the Agency of the Republic of Kazakhstan for Civil Service and Anti-corruption.

4. Control over the execution of this joint order shall be entrusted to Deputy Chairman of the Agency of the Republic of Kazakhstan for Civil Service Affairs and Anti-corruption O. A. Bektenova.

5. This joint order shall come into effect upon expiry of ten calendar days after the day of its first official publication.

*Chairman of the Agency
of the Republic of Kazakhstan
for Civil Service Affairs
and Anti-Corruption
Minister of National Economy
of the Republic of Kazakhstan*

_____ *A. Shpekbayev*

_____ *T. Suleimenov*

"AGREED"

with the Committee
on Legal Statistics and
Special Accounting
Prosecutor General of the
Republic of Kazakhstan

Appendix 1
to joint order № 252 of the
Chairman of the Agency of the
Republic of Kazakhstan for
Civil Service Affairs and
Anti-Corruption
dated October 31, 2018
and № 45 of the Minister of

Criteria for risk assessment for compliance with the legislation in the sphere of civil service by

state bodies and observance of standards of official ethics by civil servants

Chapter 1. General provisions

1. These Criteria for assessing the degree of risk for compliance with legislation in the field of civil service by state bodies and compliance with official ethics by civil servants (hereinafter referred to as the Criteria) have been adopted in accordance with the Entrepreneurial Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On the Civil Service of the Republic of Kazakhstan" (hereinafter referred to as Law), the Code of Ethics for Civil Servants of the Republic of Kazakhstan (Rules of Ethics of Civil Servants), approved by the Decree of the President of the Republic of Kazakhstan dated December 29, 2015 No. 153 (hereinafter referred to as the Code of Ethics), as well as the Rules for the formation by state bodies of a risk assessment system and forms of checklists, approved by the order of the Acting Minister of the National Economy of the Republic of Kazakhstan dated July 31, 2018 No. 3 (registered in the Register of State Registration of Regulatory Legal Acts No. 17371) for selection by the Agency of the Republic of Kazakhstan for State Affairs of the National Service (hereinafter referred to as the Agency) and its territorial subdivisions of state bodies for the purpose of conducting inspections and preventive control with a visit to the subject of control.

Footnote. Paragraph 1 - as amended by the joint order of the Chairman of the Agency of the Republic of Kazakhstan for Civil Service Affairs dated July 9, 2021 No. 119 and the Minister of National Economy of the Republic of Kazakhstan dated July 12, 2021 No. 69 (shall come into effect after the day of its first official publication).

2. The following concepts shall be used in these criteria:

- 1) Entities subject to control – state bodies of the Republic of Kazakhstan;
- 2) Risk – the probability of causing harm as a result of activity of the entities subject to control (or their civil servants) to the rights and lawful interests of civil servants, other persons in state bodies, interests of an individual and legal entities, property interests of the state taking into account the severity of its consequences;
- 3) The system of risk assessment of the Agency and its territorial subdivisions – a set of measures carried out by the Agency and its territorial subdivisions with the purpose of appointment of preventive control with visiting the entity subjected to control;

4) objective criteria for risk assessment of compliance with the legislation in the field of civil service by State bodies and compliance with the standards of official ethics of civil servants (hereinafter referred to as the objective criteria)-criteria for risk assessment in civil service and ethics used by the Agency and its territorial subdivisions to select the entities subject to control, depending on the degree of risk in the civil service and the ethics associated with the possibility occurrence of an unfavorable accident for legitimate interests of an individual and legal entities, the state ;

5) subjective criteria for risk assessment of compliance with the legislation in the field of civil service by state bodies and compliance with the standards of official ethics of civil servants (hereinafter referred to as the subjective criteria)-evaluation criteria degree of risk in the sphere of civil service and ethics used by the Agency and its territorial subdivisions to select the entity subject to control depending on the results of the activity of a particular control entity;

6) gross violations – violations of the requirements established by the Law, the Ethics Code, as well as regulatory legal acts in the sphere of civil service, having a determining negative impact on the observance of civil relations connected with entering civil service, its passage, termination, legal status, material provision and social protection of civil servants, issues of activity of other persons in State bodies, including those entailing Administrative responsibility, as well as ineffective activity of State bodies on the results of annual assessment in the direction of "Personnel Management";

7) Major violations-violations of the requirements established by the law, the Ethics Code, as well as regulatory legal acts in the field of civil service, not having a determining negative impact on the observance of civil relations, related with the admission to the civil service, its passage, termination, legal status, material security and social protection of civil servants, issues of activity of other persons in State bodies , including those entailing administrative responsibility, as well as low efficiency of the State bodies on the results of the annual assessment in the direction of "Personnel Management";

8) Minor violations-violations of the requirements established by the Law, the Ethics Code, as well as regulatory legal acts in the field of civil service, which shall affect the observance of civil relations related to the receipt of civil service, its passage, termination, legal status, material provision and social protection of civil servants, issues of activity of other persons in State bodies, including entailing administrative responsibility.

3. The entities subjected to control, classified to a high degree of risk in the sphere of civil service and official ethics, shall be subject to preventive control with a visit to the entities subjected to control.

Chapter 2. Methods of preventive control with the visit to the entity subject to control

4. Criteria for risk assessment for preventive control with the visit to the entity subject to control shall be formed through objective and subjective criteria.

Paragraph 1. Objective criteria

5. Objective criteria shall be defined by the following stages:

- 1) definition of the risk;
- 2) grouping and distribution of entities subject to control by degrees of risk (high and not related to high).

6. The objective criteria to a high degree of risk shall include the entities subject to control:

- 1) conducting the competition for the vacant administrative civil office;
- 2) appointed citizens to the civil service in the non-competitive order;
- 3) conducting rotation of civil servants;
- 4) sending civil servants to study;
- 5) conducting attestation of civil servants;
- 6) which brought civil servants to disciplinary responsibility ;
- 7) in which reorganization, downsizing, change of management structure, renaming of posts, as well as transferred functions, powers and (or) staff units of another state body, including liquidated (abolished) or reorganized state body;
- 8) attracting foreign workers to work;
- 9) changing the qualification requirements to administrative State positions;
- 10) which dismissed civil servants;
- 11) in which citizens were reinstated in civil office;
- 12) in respect to the activities of which, or actions (inaction) of civil servants of these entities subject to control, the mass media (including Internet resources) published negative materials or there were available information that caused civil resonance during the year;
- 13) in which three or more inspections have been conducted during the year for compliance with the requirements of the civil service legislation and the standards of professional ethics;
- 14) in relation to the activities of which, or actions (inaction) of state employees of these entities subject to control three or more complaints have been registered during the year;
- 15) the civil servants of which involved to administrative responsibility;
- 16) which civil servants have been convicted by the court for committing a criminal offence;

17) which civil servants have been convicted by the court for committing a corrupt act;

18) in respect of which an evaluation of organizational development effectiveness had been carried out.

After the risk is determined, the entities subject to control shall be divided into two degrees of risk (high and not high).

For entities subject to control, classified according to objective criteria to a high degree of risk, subjective criteria shall be applied in order to conduct preventive control with the visit to the entity subject to control.

Paragraph 2. Subjective criteria

7. The definition of subjective criteria shall be carried out using the following stages:

- 1) database formation and information gathering;
- 2) information analysis and risk assessment.

8. Formation of a database and gathering of information shall be necessary for revealing entities subject to control (state employees of entities subject to control) violating the legislation of the Republic of Kazakhstan in the sphere of civil service and norms of official ethics.

The following sources of information shall be used to assess the degree of risk:

1) Results of previous inspections and preventive control with visiting to the entities of the agency subject to control and its territorial subdivisions, Executive Office of the President of the Republic of Kazakhstan, authorized state body on labour, local Labour inspection and supervision bodies;

2) Results of monitoring of reports and information submitted by entities subject to control, including through automated information systems, conducted by the Agency and its territorial subdivisions;

3) Existence of unfavorable incidents, which have arisen due to the fault of State bodies or civil servants, which caused civil resonance and criticism of the civil administration system;

4) Availability and quantity of confirmed complaints and appeals of individuals and legal entities concerning entities subject to control on infringement of requirements of the legislation in the sphere of civil service and non-observance of official ethics by civil servants;

5) Analysis of official Internet resources of State bodies, mass media;

6) Results of analysis of the information submitted by the authorized bodies and organizations, and also received from other sources of the information.

9. Based on available sources of information, the Agency and its territorial subdivisions shall form subjective criteria to be evaluated.

Analysis and evaluation of subjective criteria shall allow to concentrate preventive control with the visit to the entity in relation to the entity subject to control with the greatest potential risk.

In this case, the analysis and evaluation shall not be applied the data of subjective criteria, previously accounted for and used in relation to a particular entity subject to control or data on which the period of limitation in accordance with the legislation of the Republic of Kazakhstan has expired.

10. The subjective criteria and the degree of rudeness of the violations (minor, major and gross) shall be defined in the Appendix to these criteria.

11. Based on the priority of the information sources used in accordance with Chapter 3 of these Criteria, the total risk level shall be calculated according to subjective criteria on a scale from 0 to 100.

In terms of the degree of risk, the entity subject to control shall be included:

1) to a high degree of risk – with the rate of risk from 61 to 100 inclusive and in relation to it preventive control shall be carried out with the visit to the entity subject to control;

2) not classified to a high degree of risk-with a risk level of 0 to 60 inclusive and in relation to it preventive control shall not be carried out with a visit to the entity subject to control.

12. The frequency of preventive control with the visit to the entity subject to control shall be determined by the results of the conducted analysis and evaluation of the information received by subjective criteria and shall not be held more often than once a year.

13. Preventive control with the visit to the entity subject to control shall be conducted on the basis of semi-annual lists of preventive control with visiting the entity subject to control, formed in accordance with paragraph 3 of Article 141 of the Entrepreneur Code.

14. Preventive control lists with a visit to the entity subject to control shall be compiled by the agency and its territorial subdivisions, taking into account:

1) The priority of the audited entities with the highest level of risk according to subjective criteria.

Chapter 3. Procedure for calculating the total risk level according to subjective criteria

15. In order to classify the entity subject to control to the risk level, the following procedure for calculating the risk rate shall be applied.

In case of revealing one gross violation, the entity subject to control shall be equated with the risk level of 100 and in relation to it, preventive control shall be carried out with a visit to the entity subject to control.

If no gross violations have been identified, the total of the violations shall be calculated in a significant and minor measure to determine the risk level.

In determining the indicator of significant violations the coefficient 0.7 shall be applied and this indicator shall be calculated according to the following formula:

$$\Sigma P_{\text{З}} = (\Sigma P_2 \times 100 / \Sigma P_1) \times 0,7,$$

Where shall be:

$\Sigma P_{\text{З}}$

- the indicator of major violations;

$\Sigma P_{\text{З}}$

- Required number of major violations;

ΣP_2

- The number of major violations detected;

In determining the indicator of minor violations the coefficient 0.3 shall be applied and this indicator shall be calculated according to the following formula:

$$\Sigma P_{\text{Н}} = (\Sigma P_2 \times 100 / \Sigma P_1) \times 0,3,$$

Where shall be:

$\Sigma P_{\text{Н}}$

- is an indicator of minor violations;

ΣP_1

- the required number of minor violations;

ΣP_2

- The number of minor violations detected;

The total risk level (

ΣP

) shall be calculated on a scale from 0 to 100 and shall be determined by summing up the indicators of major and minor violations according to the following formula:

$$\Sigma P = \Sigma P_{\exists} + \Sigma P_{H},$$

Where shall be:

ΣP

- Total risk level;

ΣP_{\exists}

- the indicator of major violations;

ΣP_{H}

- is an indicator of minor irregularities.

Annex
to the Criteria for assessing the degree
of risk for compliance with legislation in
the
field of civil service by public authorities
and
compliance with the standards of
professional
ethics by civil servants

Subjective criteria for assessing the degree of risk for compliance with the law in the field of civil service by state bodies and compliance with the standards of professional ethics by civil servants

Footnote. Subjective criteria - as amended by the joint order of the Chairman of the Agency of the Republic of Kazakhstan for Civil Service Affairs dated July 9, 2021 No. 119 and the Minister of National Economy of the Republic of Kazakhstan dated July 12, 2021 No. 69 (shall come into effect after the day of its first official publication).

No.	Subjective Criteria	Degree of violation*
The results of previous inspections and preventive control with visits to the subjects of control of the Agency and its territorial divisions, the Administration of the President of the Republic of Kazakhstan, the authorized state body for labour, local bodies for labour inspection and supervision of the prosecutor's office	Ensuring compliance with the basic principles on which the civil service is based - the unity of the civil service system, regardless of the division of state power into legislative, executive and judicial branches; priority of the rights, freedoms and legitimate interests of citizens over the interests of the state ; efficiency, effectiveness,	

1	<p>transparency in the activities of state bodies, equal right of citizens to access to public service, professionalism of civil servants, meritocracy, mandatory execution of decisions taken by higher state bodies and officials within their powers, for subordinate civil servants and civil servants of lower state bodies, controllability and accountability of civil servants, personal responsibility for non-performance or improper performance of official duties by civil servants and excess of their official powers, intolerance for offences, consideration of public opinion and publicity, with the exception of activities constituting state secrets or other secrets protected by law, legal and social security of civil servants, equal pay for work of equal value, encouragement of civil servants for exemplary performance of official duties, impeccable civil service, performance of tasks of particular importance and complexity, continuity of training of civil servants and development of necessary competencies</p>	Gross violation
2	<p>Ensuring that civil servants comply with the obligations to be impartial and independent from the activities of political parties, public and religious associations in the exercise of their official powers</p>	Gross violation
	<p>Compliance of the activities of the personnel management service (personnel service) of the state body with the following requirements - coordination of the activities of the structural divisions of the state body for the implementation of the legislation of the Republic of Kazakhstan in the field of public service, organization of the activities of disciplinary, competitive and other commissions on personnel issues, ensuring compliance with the procedures for assessing the activities of administrative state civil servants, competitive selection, promotion of civil servants, internal</p>	

3	<p>investigations, bringing civil servants to disciplinary responsibility, dismissal of civil servants, organization of personnel selection, execution of documents related to the passage of civil servants in the civil service, accounting of personal data of civil servants, information about the results assessing the activities of administrative civil servants and undergoing training, including in a unified a automated database (information system) on civil service personnel, ensuring compliance with the restrictions associated with being in the civil service, organizing internships, mentoring, performance evaluation, training, retraining and advanced training of civil servants in accordance with the established deadlines, developing a procedure for applying incentives to civil servants employees, as well as the exercise of other powers</p>	Significant violation
4	<p>Ensuring organizational independence from other structural divisions of the state body, directly subordinate to the head of the apparatus, and in state bodies in which the position of the head of the apparatus has not been introduced, to the head of the state body, the personnel management service (personnel service)</p>	Significant violation
5	<p>Creation of a unified personnel management service (personnel service) of regional, cities of republican significance, the capital, district, and city executive bodies financed from local budgets, by the decision of an official (body) entitled to appoint heads of these executive bodies</p>	Significant violation
6	<p>Creation of a unified personnel management service (personnel service) of the district, and city territorial divisions by decision of the head of the interregional or regional territorial division of the central state body and its department or higher authority</p>	Significant violation

7	Ensuring the observance of the rights of a civil servant in terms of legal and other protection, if he/she brings to the attention of the management of the state body in which he/she works, and (or) to law enforcement agencies about reliable cases of corruption offences that have become known to him	Gross violation
8	Ensuring the observance of the rights of civil servants in terms of labour protection, health, safe and necessary working conditions for efficient work	Gross violation
9	Ensuring the observance of the rights of civil servants in terms of social and legal protection	Gross violation
10	Ensuring the observance of the rights of civil servants in terms of respect for personal dignity, fair and respectful attitude towards themselves on the part of managers, other officials and citizens	Gross violation
11	Ensuring the observance of the rights of civil servants in terms of incentives and remuneration depending on the public position held, the quality of work, experience and other grounds	Gross violation
12	Ensuring the observance of the rights of civil servants in terms of maintaining a place of work (public position) in cases where a civil servant is sent by a state body to study under the state order for postgraduate programs or an internship	Gross violation
13	Ensuring the observance of the rights of civil servants in terms of unimpeded familiarization with materials related to the performance of civil servants in the civil service, as well as the right to demand an internal investigation in the presence of groundless, in the opinion of a civil servant, accusations	Gross violation
14	Ensuring the implementation of functions by civil servants in accordance with their official powers	Gross violation
15	Ensuring compliance by civil servants with official discipline	Gross violation

16	Ensuring the implementation by civil servants of orders and orders of heads, decisions and instructions of higher bodies and officials issued within their official powers	Gross violation
17	Ensuring non-disclosure by civil servants of information received in the exercise of their official powers, affecting the personal life, honour and dignity of citizens, and not requiring them to provide such information	Gross violation
18	Ensuring the safety of state property, the use of entrusted state property only for official purposes	Gross violation
19	Ensuring that civil servants work in the state body that sent them to study under the state order for postgraduate education programs, immediately after completion of training, as well as in the public service	Significant violation
20	Ensuring compliance by civil servants with information security in the process of working with information resources of a state body	Gross violation
21	Ensuring that the essential functions of political civil servants are respected	Significant violation
22	Ensuring the powers of the heads of offices of central state bodies and the offices of akims of regions, cities of republican significance and the capital	Significant violation
23	Availability of confirmation of acceptance by citizens of the established restrictions upon admission (admission) to the civil service	Gross violation
24	Compliance by civil servants with restrictions related to being in public service	Gross violation
25	Ensuring Compliance with Entry Requirements for Political Public Service	Significant violation
26	Ensuring that political civil servants do not combine administrative public positions	Gross violation
27	Ensuring compliance with the requirements for admission to the administrative civil service	Gross violation

28	Ensuring the non-admission to the civil service of a citizen under eighteen years of age and who has reached retirement age	Gross violation
29	Ensuring the non-admission to the civil service of a citizen recognized by the court as incapable or partially incapacitated	Gross violation
30	Ensuring the non-admission to the civil service of a citizen deprived by the court of the right to hold public office for a certain period	Gross violation
31	Ensuring the non-admission to the civil service of a citizen who has a disease that prevents the performance of official powers, based on the conclusion of a medical institution, in cases where special health requirements for holding relevant public positions are established in the qualification requirements	Gross violation
32	Ensuring the non-admission to the public service of a citizen who, within three years before entering the public service, was brought to disciplinary responsibility for a disciplinary offence that discredits the public service, as well as a citizen dismissed for a disciplinary offence that discredits the public service	Gross violation
33	Ensuring the non-admission to the civil service of a citizen who, for three years before entering the civil service, was subject to an administrative penalty for committing a corruption offence	Gross violation
34	Ensuring the non-admission to the public service of a citizen who has committed a corruption crime	Gross violation
35	Ensuring the non-admission to the civil service of a citizen, in respect of whom, within three years before entering the civil service, a court has passed a guilty verdict for committing a criminal offence or crimes of small and medium gravity or who has been released from criminal liability for committing a criminal offence or crimes of small and medium gravity for based on	Gross violation

	paragraphs 3), 4), 9), 10) and 12) of the first part of Article 35 or Article 36 of the Criminal Procedure Code of the Republic of Kazakhstan	
36	Ensuring the non-admission to the civil service of a citizen who has a criminal record, which by the time of entering the civil service has not been cancelled or not removed in the manner prescribed by law	Gross violation
37	Ensuring the non-admission to the civil service of a citizen previously convicted or exempted from criminal liability for committing a crime based on paragraphs 3), 4), 9), 10) and 12) of the first part of Article 35 or Article 36 of the Criminal Procedure Code of the Republic of Kazakhstan for committing a serious or particularly serious offences	Gross violation
38	Ensuring the non-admission to the public service of a citizen who has committed a crime as part of a criminal group	Gross violation
39	Ensuring the non-admission to the civil service of a citizen in respect of whom the criminal case of a crime as part of a criminal group was terminated by the criminal prosecution body or the court based on paragraphs 3), 4), 9), 10) and 12) of the first part of Article 35 or Article 36 of the Criminal Code of the procedural code of the Republic of Kazakhstan until the expiration of the lower limit of punishment in the form of deprivation of liberty, provided for by the relevant article of the Special Part of the Criminal Code of the Republic of Kazakhstan	Gross violation
40	Ensuring the non-admission to the civil service of a citizen dismissed for negative reasons from law enforcement agencies, special state bodies and courts, military service, as well as in other cases	Gross violation
41	Absence of any discrimination based on origin, social, official and property status, gender, race, nationality, language, attitude to	Gross violation

	religion, beliefs, place of residence or any other circumstances when entering the public service	
42	Mandatory submission by a citizen and his (her) husband (wife) to the state revenue authorities of a declaration on income and property belonging to them by right of ownership and submission by a citizen to the personnel management service (personnel service) of a certificate on the submission of a declaration of income and property belonging to him/her on right of ownership, before the issuance of an act of an official (body) entitled to appointment to a public position, on employment	Gross violation
43	Availability of qualification requirements for corps "B" administrative public positions, approved by an official (body) entitled to appointment to public positions, based on standard qualification requirements for administrative public positions and developed taking into account the main activities of the state body and its structural divisions, officials powers of administrative civil servants	Gross violation
44	Ensuring the requirement for appointment to an administrative public position of citizens entering the public service for the first time or re-entering after its termination, after receiving positive results of a special check	Gross violation
45	Availability of an act of a state body on the employment of citizens entering the administrative public service, temporarily performing the duties provided for by administrative public positions, until the day the results of a special audit are received	Significant violation
46	Ensuring the establishment for civil servants who first entered the administrative civil service, as well as those newly entered the administrative civil service after its termination, a probationary period, its extension in case of an unsatisfactory result of the	Gross violation

	probationary period, as well as the dismissal of an administrative civil servant of the corps "B" based on the results of the probationary period in agreement with the authorized body or its territorial subdivision	
47	Ensuring that civil servants who first entered the administrative civil service are assigned mentors for the period of probation, including during its extension	Significant violation
48	Ensuring the taking of the oath by civil servants	Significant violation
49	Ensuring compliance with the procedures for holding a competition for occupying administrative public positions of corps "A"	Gross violation
50	Ensuring legality when concluding, extending and terminating an employment contract with an administrative civil servant of corps "A"	Gross violation
51	Ensuring compliance with the law when transforming a public position into an administrative public position of corps "A"	Gross violation
52	Ensuring compliance with the procedures for holding an internal competition for the occupation of vacant administrative public positions of corps "B"	Gross violation
53	Ensuring compliance with the procedures for the general competition for the occupation of vacant administrative public positions of corps "B"	Gross violation
54	Admission to the position of a candidate in agreement with a higher official in cases provided for by the legislation of the Republic of Kazakhstan	Gross violation
55	Ensuring compliance with the requirements of the legislation of the Republic of Kazakhstan in the field of civil service and combating corruption when registering the admission of citizens to the civil service	Gross violation
56	Ensuring that personnel management services (HR departments) maintain	Significant violation

	track records for civil servants in the prescribed form	
57	Ensuring the issuance of service certificates to civil servants and approval by the state body of the procedure for their issuance	Gross violation
58	Ensuring the procedure for the development and approval of job descriptions for civil servants	Significant violation
59	Availability of Labor Regulations for civil servants, approved by state bodies, establishing, among other things, for civil servants a five-day working week with two days off	Gross violation
60	Compliance with the requirement to provide a civil servant with days (hours) of rest or compensation in cases of involvement in overtime work, work on weekends and holidays	Gross violation
61	Ensuring performance evaluation of civil servants	Gross violation
62	Ensuring compliance with the procedure and terms for the training of civil servants (training, retraining and advanced training)	Significant violation
63	Enforcement of the rule of law when rewarding public servants	Gross violation
64	Ensuring the conditions and procedure for the internship of civil servants	Significant violation
65	Ensuring that civil servants consistently occupy higher public positions, provided for by the staffing table of the state body, as part of the promotion in the civil service	Gross violation
66	Ensuring compliance with the ban on holding a position by a civil servant in the order of transfer, as well as based on the results of competitions, if the civil servant has an unresolved disciplinary sanction for violating the norms of professional ethics or committing a disciplinary offence that discredits the civil service	Gross violation
67	Ensuring compliance with the conditions for temporarily imposing on a civil servant the duties of another public position, as well as additional payments to a civil	Significant violation

	servant for the temporary combination of public positions and the performance of duties of a temporarily absent civil servant	
68	Ensuring compliance with the procedure for the secondment of civil servants to state bodies and other organizations	Gross violation
69	Granting to civil servants, in case of their call for fixed-term military service, leave without pay, while retaining their place of work (public position) for the period of fixed-term military service	Gross violation
70	Ensuring the rotation of administrative civil servants of the corps "A"	Gross violation
71	Ensuring the rotation of administrative civil servants of the corps "B"	Gross violation
72	Ensuring compliance with the requirements for hiring citizens during the period of creation of a state body	Gross violation
73	Ensuring compliance by civil servants with the requirement to immediately report doubts about the legality of the order received for execution in writing to their immediate supervisor and the supervisor who issued the order. Execution by a civil servant of an order confirmed in writing by a superior in public office, if its execution does not entail criminally punishable actions. Laying responsibility for the consequences of the execution of an unlawful order by a civil servant on the head who confirmed this order	Gross violation
74	Ensuring compliance with the prohibition for officials to give orders and instructions that are not related to the execution of official powers and (or) aimed at violating the legislation of the Republic of Kazakhstan	Gross violation
75	Ensuring compliance with the procedure for imposing a disciplinary sanction on political civil servants	Gross violation

76	Ensuring compliance with the procedure for imposing a disciplinary sanction on administrative civil servants to disciplinary liability	Gross violation
77	Ensuring compliance with the liability of civil servants for causing damage	Gross violation
78	Ensuring compliance with the requirements and conditions for the temporary removal of a civil servant from the exercise of official powers	Gross violation
79	Ensuring that civil servants comply with official ethics	Gross violation
80	Ensuring the appointment (assignment of duties) and activities of the Commissioner for Ethics	Gross violation
81	Ensuring that civil servants comply with the prohibition to exercise official powers if there is a conflict of interest	Gross violation
82	Ensuring that civil servants comply with the obligation to take measures to prevent and manage conflicts of interest	Gross violation
83	Enforcement by obligatory notification in writing by civil servants of their immediate supervisor or the management of a state body of a conflict of interest that has arisen or the possibility of its occurrence, as soon as he/she becomes aware of this	Gross violation
84	Taking measures by the leadership of the state body to prevent and resolve conflicts of interest	Gross violation
85	Ensuring compliance by civil servants with the obligation to take the necessary measures to prevent and stop a corruption offence	Gross violation
86	Ensuring that the management of the state body complies with the obligation, within a month from the date of receipt of information, to take measures on statements of a civil servant about corruption offences, cases of inciting him/her to commit these violations, including by organizing inspections and sending appeals to authorized bodies	Gross violation

87	Ensuring compliance with the adoption by the leadership of the state body of measures to protect a civil servant who reported cases of corruption offences, inducing him/her to commit these violations, from prosecution that infringes on his/her rights, freedoms and legitimate interests	Gross violation
88	Ensuring compliance by civil servants with the prohibition to allow actions (inaction) that impede the exercise by individuals and (or) legal entities of their rights, freedoms and legitimate interests	Gross violation
89	Ensuring that civil servants take measures to refute the charge of an unfounded public accusation of corruption against him/her within a month from the date of discovery of such an accusation	Gross violation
90	Ensuring compliance with pay requirements for civil servants	Gross violation
91	Ensuring compliance with the requirements for the procedure for calculating the length of service of civil servants, giving the right to establish an official salary	Gross violation
92	Ensuring Compliance with Government Leave Requirements	Gross violation
93	Ensuring compliance with the requirements when granting unpaid leave to civil servants, including in the case of his/her training under the state order for postgraduate education programs	Gross violation
94	The presence of the consent of a civil servant in the event of his/her recall from annual or additional leave	Gross violation
95	Compliance with the requirements for the provision of civil servants with housing and the provision of land plots for individual housing construction by civil servants in need of improved housing conditions	Significant violation
96	Compliance with the requirements for the use of public servants and members of their families living together with them in accordance with the established procedure of	Minor violation

	medical care in the relevant state healthcare institutions	
97	Ensuring the payment of severance pay in the amount of four average monthly salaries to administrative civil servants who have refused the proposed position, if they have at least three years of civil service at the expense of the state body to which the functions, powers and (or) staff units of another state body have been transferred, in including abolished (liquidated) or reorganized state body	Gross violation
98	Ensuring the offer, during the reorganization of a state body, by the management of the newly formed state body of public positions by the administrative civil servants of the reorganized state body in accordance with their qualifications, and in case of refusal of employment - payment of severance pay in the amount of four average monthly wages	Gross violation
99	Ensuring the payment of severance pay in the amount of four average monthly wages to a civil servant holding a public position to be reduced if there is at least three years of civil service experience in the event of a reduction in the staffing of a state body	Gross violation
100	Ensuring the appointment of a civil servant according to a new staffing table, equivalent to the previously occupied position, corresponding to the previously performed official powers when changing the management structure, renaming posts, reducing the staff of a state body without actually reducing the number and (or) a significant change in working conditions. The proposal, with the consent of the civil servant, of a lower public position provided for by the staffing table of the state body, in the absence of an equivalent position	Gross violation
101	Ensuring the payment of a one-time allowance in the amount of three average monthly wages at the last	Gross violation

	place of service in a state body to family members of a civil servant in the event of his/her death	
102	Ensuring compliance with the requirements for guarantees and compensations for civil servants on business trips	Gross violation
103	Ensuring compliance with grounds for termination of public service by political civil servants	Gross violation
104	Enforcement of grounds for resignation and dismissal of political civil servants	Gross violation
105	Ensuring compliance with the grounds, conditions and requirements for the termination of public service by administrative civil servants	Gross violation
106	Ensuring compliance with the procedure for the restoration of persons to the civil service	Gross violation
107	Ensuring compliance with the requirements for certification of civil servants	Gross violation
108	Ensuring compliance with the requirements for attracting foreign workers to government bodies	Gross violation
109	Ensuring that civil servants do not commit misconduct that discredits the civil service	Gross violation
110	Ensuring compliance with the requirements for bringing civil servants to disciplinary responsibility for committing corruption crimes by directly subordinate civil servants	Gross violation
111	Ensuring compliance with the procedures for filling vacant or temporarily vacant administrative public positions of the corps "B" in the order of transfer without holding a competition	Gross violation
112	Ensuring the non-admission of the appointment of administrative civil servants to temporarily vacant public positions in the presence of another vacant public position, except for cases of replacing a temporarily absent civil servant or the consent of the civil servant him/herself when transferring functions, powers and (Gross violation

	or) staff units of another state body to a state body, including abolished (liquidated) or reorganized state body and changing the management structure within the state body	
The results of monitoring reports and information provided by the subjects of control, including through automated information systems, carried out by the Agency and its territorial divisions		
113	Unreliable and untimely provision of reports on the results of their activities by the ethics commissioners	Significant violation
114	Unreliable and untimely submission of a report on the work of the disciplinary commission	Significant violation
The presence of adverse incidents that arose through the fault of state bodies or civil servants caused public outcry and criticism of the public administration system		
115	Providing subjects of control to citizens with responses to appeals that caused public outcry and criticism of the public administration system	Gross violation
116	Giving explanations, and interviews by the subjects of control that caused public outcry and criticism of the public administration system	Gross violation
117	The activities of subjects of control in the implementation of state policy and state programs caused public outcry and criticism of the public administration system	Gross violation
118	Improper performance by the subjects of control of the assigned functions, which caused a public outcry and criticism of the public administration system	Gross violation
119	Unethical behaviour of civil servants during their working hours, which caused public outcry and criticism of the public administration system	Gross violation
120	Anti-social behaviour of civil servants during off-duty hours, which caused public outcry and criticism of the public administration system	Gross violation
121	Finding civil servants off duty in a state of intoxication that offends human dignity and public morality caused public outcry and criticism of the public administration system	Gross violation
	The commitment of traffic accidents by civil servants caused public	

122	outcry and criticism of the public administration system	Gross violation
The presence and number of confirmed complaints and appeals of individuals and legal entities against subjects of control on violation of the requirements of the law in the field of public service and non-compliance with professional ethics by civil servants		
123	The presence of 3 or more confirmed appeals of individuals and (or) legal entities concerning the subjects of control about violation of the requirements of the legislation in the field of civil service and the norms of professional ethics by their civil servants	Gross violation
124	The presence of 3 or more partially confirmed appeals of individuals and (or) legal entities concerning the subjects of control about violation of the requirements of the legislation in the field of civil service and the norms of professional ethics by their civil servants	Significant violation
125	The presence of 3 or more confirmed appeals to the blog platform of the Chairman of the Agency concerning the subjects of control about the violation of the requirements of legislation in the field of civil service and the norms of professional ethics by their civil servants	Gross violation
126	The presence of 3 or more partially confirmed appeals to the blog platform of the Chairman of the Agency concerning the subjects of control about the violation of the requirements of the legislation in the field of public service and the norms of professional ethics by their civil servants	Significant violation
127	The presence of 3 or more confirmed appeals to the blog platform of the first heads of subjects of control about the violation by the subjects of control of the requirements of legislation in the field of civil service and the norms of professional ethics by their civil servants	Gross violation
128	The presence of 3 or more partially confirmed appeals to the blog platform of the first heads of subjects of control about the violation by subjects of control of the requirements of legislation in the	Significant violation

	field of civil service and the norms of professional ethics by their civil servants	
Analysis of official Internet resources, mass media		
129	Lack of relevant information on staffing on the official Internet resources of the subjects of control	Significant violation
130	Absence on official Internet resources of the subjects of control of relevant information on ongoing competitions for vacancies in public positions	Gross violation
131	Absence on official Internet resources of relevant information about the ethics commissioner on the official Internet resources of the subjects of control	Significant violation
132	Absence on official Internet resources of relevant information on anti-corruption activities on the official Internet resources of the subjects of control	Gross violation
133	The presence in the media of criticism of the activities of subjects of control or their civil servants	Significant violation
134	Presence of accusations of corruption against a civil servant in the media	Gross violation
135	Absence in the media of denials of a civil servant accused of corruption	Gross violation
136	Presence in the media of an accusation of a civil servant of unethical behaviour	Gross violation
The results of the analysis of information provided by authorized bodies and organizations, as well as obtained from other sources of information		
137	Failure to comply with the work schedule of civil servants of subjects of control	Significant violation
138	Non-observance by the subjects of control of the social rights of civil servants	Significant violation
139	Approval of improper job descriptions for civil servants	Significant violation
140	Acceptance by government employees and the presence of gifts in the workplace	Gross violation
141	Unethical behaviour of civil servants	Gross violation
142	Use of state property, including cars for off-duty purposes	Significant violation

143	Non-observance of labour discipline by civil servants, expressed in being late for work	Significant violation
144	Failure by subjects of control to conduct activities (seminars, round tables, legal training, etc.) aimed at preventing corruption, violations of legislation in the field of civil service and standards of professional ethics	Significant violation
145	Low efficiency of the activities of state bodies according to the results of the annual assessment in the direction of "personnel management"	Significant violation
146	The ineffective activity of state bodies based on the results of the annual assessment in the direction of "personnel management"	Gross violation
147	The presence during the year of civil servants of the subject of control in respect of which a judicial act on the commission of a corruption offence by them has entered into force, the number of which is 5 or more percent of the total number of civil servants of the subject of control according to the staffing table	Gross violation
148	The presence during the year of civil servants of the subject of control in respect of which a judicial act on the commission of a criminal offence by them has entered into force, the number of which is 5 or more percent of the total number of civil servants of the subject of control according to the staffing table	Gross violation
149	Presence during the year of 3 or more facts of committing by civil servants of the subject of control of administrative offences provided for by Part 1 of Article 99 of the Code of Administrative Offences	Gross violation
150	Presence during the year of 3 or more facts of commission by civil servants of the subject of control of administrative offences provided for by part 2 of Article 99 of the Code of Administrative Offences	Gross violation
151	Inconsistency of documents of personnel records management of the administrative civil service with the standard forms of documents of personnel records management of	Minor violation

	the administrative civil service, approved by the authorized body	
152	Presence during the year from 1 to 3 facts of committing by civil servants of the subject of control of disciplinary offences discrediting the civil service	Significant violation
153	Presence during the year from 3 to 5 facts of commission by civil servants of the subject of control of disciplinary offences that discredit the civil service	Gross violation
154	Repeated violations identified as a result of previous inspections and other forms of control in the public service	Gross violation
155	The presence in the reporting data on the work of the disciplinary commissions of state bodies of information about 5 or more facts of bringing civil servants to disciplinary liability for violations of the Code of Ethics, except for the cases provided for by these Criteria	Gross violation
156	The presence of 5 or more confirmed appeals of individuals and (or) legal entities to the actions of state bodies, the verification of which is not within the competence of the authorized body for civil service affairs and its territorial divisions, and which are sent for consideration to the authorized state bodies in the manner established legislation	Significant violation
157	Presence during the year from 1 to 9 facts of committing administrative offences by civil servants of the subject of control, except for the cases provided for by these Criteria	Significant violation
158	The presence during the year of 10 or more facts of committing administrative offences by civil servants of the subject of control, except for the cases provided for by these Criteria	Gross violation

Annex 2 to the joint order
of the Chairman of the Agency
of the Republic of Kazakhstan for Civil
Service Affairs and Anti-Corruption
dated October 31, 2018 No. 252

Checklist

Footnote. Annex 2 - as amended by the joint order of the Chairman of the Agency of the Republic of Kazakhstan for Civil Service Affairs dated July 9, 2021 No. 119 and the Minister of National Economy of the Republic of Kazakhstan dated July 12, 2021 No. 69 (shall come into effect after the day of its first official publication).

for compliance with the law in the field of civil service by state bodies and compliance with the standards of professional ethics by civil servants concerning

name of a homogeneous group of subjects (objects) of control and supervision The state body that appointed the inspection

Act on the appointment of an inspection/preventive control with a visit to the subject (object) of control

No., date Name of the subject (object) of control

(Individual identification number), business identification number of the subject (object) of control

Address of location

№	List of requirements	Required	Not required	Meets requirements	Does not meet requirements
	<p>Ensuring compliance with the basic principles on which the civil service is based - the unity of the civil service system, regardless of the division of state power into legislative, executive and judicial branches; priority of the rights, freedoms and legitimate interests of citizens over the interests of the state; efficiency, effectiveness, transparency in the activities of state bodies, equal right of citizens to access to public service, professionalism of civil servants, meritocracy, mandatory execution of decisions taken by higher state bodies and officials within their powers, for subordinate civil servants and civil servants of lower</p>				

1

state bodies,
controllability
and
accountability of
civil servants,
personal
responsibility for
non-performance
or improper
performance of
official duties by
civil servants and
excess of their
official powers,
intolerance for
offences,
consideration of
public opinion
and publicity,
with the
exception of
activities
constituting state
secrets or other
secrets protected
by law, legal and
social security of
civil servants,
equal pay for
work of equal
value,
encouragement of
civil servants for
exemplary
performance of
official duties,
impeccable civil
service,
performance of
tasks of particular
importance and
complexity,
continuity of
training of civil
servants and
development of
necessary
competencies

Ensuring that
civil servants
comply with the
obligations to be
impartial and
independent from

2	<p>the activities of political parties, public and religious associations in the exercise of their official powers</p>				
	<p>Compliance of the activities of the personnel management service (personnel service) of the state body with the following requirements - coordination of the activities of the structural divisions of the state body for the implementation of the legislation of the Republic of Kazakhstan in the field of public service, organization of the activities of disciplinary, competitive and other commissions on personnel issues, ensuring compliance with the procedures for assessing the activities of administrative state civil servants, competitive selection, promotion of civil servants, internal investigations, bringing civil servants to disciplinary responsibility, dismissal of civil</p>				

servants,
organization of
personnel
selection,
execution of
documents
related to the
passage of civil
servants in the
civil service,
accounting of
personal data of
civil servants,
information about
the results
assessing the
activities of
administrative
civil servants and
undergoing
training,
including in a
unified automated
database ((information
system) on civil
service personnel,
ensuring
compliance with
restrictions
related to being in
the civil service,
organizing
internships,
mentoring,
performance
evaluation,
training,
retraining and
advanced training
of civil servants
in accordance
with the
established
deadlines,
developing a
procedure for
applying
incentives to
public employees,
exercise of other
powers
established by the
legislation of the

	Republic of Kazakhstan				
4	Ensuring organizational independence from other structural divisions of the state body, directly subordinate to the head of the apparatus, and in state bodies in which the position of the head of the apparatus has not been introduced, to the head of the state body, the personnel management service (personnel service)				
5	Creation of a unified personnel management service (personnel service) of regional, cities of republican significance, the capital, district, and city executive bodies financed from local budgets, by the decision of an official (body) entitled to appoint heads of these executive bodies				
	Creation of a unified personnel management service (personnel service) of the district, and city territorial divisions by				

6	decision of the head of the interregional or regional territorial division of the central state body and its department or higher authority				
7	Ensuring the observance of the rights of a civil servant in terms of legal and other protection, if he/she brings to the attention of the management of the state body in which he/she works, and (or) to law enforcement agencies about reliable cases of corruption offences that have become known to him				
8	Ensuring the observance of the rights of civil servants in terms of labour protection, health, safe and necessary working conditions for efficient work				
9	Ensuring the observance of the rights of civil servants in terms of social and legal protection				
10	Ensuring the observance of the rights of civil servants in terms of respect for personal dignity, fair and respectful attitude towards				

	<p>themselves on the part of managers, other officials and citizens</p>				
11	<p>Ensuring the observance of the rights of civil servants in terms of incentives and remuneration depending on the public position held, the quality of work, experience and other grounds</p>				
12	<p>Ensuring the observance of the rights of civil servants in terms of maintaining a place of work (public position) in cases where a civil servant is sent by a state body for training under the state order for postgraduate education programs in accordance with the law or an internship, as well as in other cases provided for by laws</p>				
13	<p>Ensuring the observance of the rights of civil servants in terms of unimpeded familiarization with materials related to the performance of civil servants in the civil service, as well as the right to demand an internal investigation in</p>				

	the presence of groundless, in the opinion of a civil servant, accusations				
14	Ensuring the implementation of functions by civil servants in accordance with their official powers				
15	Ensuring compliance by civil servants with official discipline				
16	Ensuring the implementation by civil servants of orders and orders of heads, decisions and instructions of higher bodies and officials issued within their official powers				
17	Ensuring non-disclosure by civil servants of information received in the exercise of their official powers, affecting the personal life, honour and dignity of citizens, and not requiring them to provide such information (except as provided by the laws of the Republic of Kazakhstan)				
18	Ensuring the safety of state property, the use				

	of entrusted state property only for official purposes				
19	Ensuring that civil servants work in the state body that sent them to study under the state order for postgraduate education programs, immediately after completion of training, as well as in the public service				
20	Ensuring compliance by civil servants with information security in the process of working with information resources of a state body				
21	Ensuring that the essential functions of political civil servants are respected				
22	Ensuring the powers of the heads of offices of central state bodies and the offices of akims of regions, cities of republican significance and the capital				
23	Availability of confirmation of acceptance by citizens of the established restrictions upon admission (admission) to the civil service				

24	Compliance by civil servants with restrictions related to being in public service				
25	Ensuring compliance with entry requirements for political public service				
26	Ensuring that political civil servants do not combine administrative public positions				
27	Ensuring compliance with the requirements for admission to the administrative civil service				
28	Ensuring the non-admission to the civil service of a citizen under eighteen years of age and who has reached retirement age, unless otherwise provided by the legislation of the Republic of Kazakhstan				
29	Ensuring the non-admission to the civil service of a citizen recognized by the court as incapable or partially incapacitated				
30	Ensuring the non-admission to the civil service of a citizen deprived by the court of the right				

	to hold public office for a certain period				
31	Ensuring the non-admission to the civil service of a citizen who has a disease that prevents the performance of official powers, based on the conclusion of a medical institution, in cases where special health requirements for holding relevant public positions are established in the qualification requirements				
32	Ensuring the non-admission to the public service of a citizen who, within three years before entering the public service , was brought to disciplinary responsibility for a disciplinary offence that discredits the public service, as well as a citizen dismissed for a disciplinary offence that discredits the public service				
33	administrative penalty for committing a corruption offence				
34	Ensuring the non-admission to the public service				

	of a citizen who has committed a corruption crime				
35	Ensuring the non-admission to the civil service of a citizen, in respect of whom, within three years before entering the civil service, a court has passed a guilty verdict for committing a criminal offence or crimes of small and medium gravity or who has been released from criminal liability for committing a criminal offence or crimes of small and medium gravity for based on paragraphs 3), 4), 9), 10) and 12) of the first part of Article 35 or Article 36 of the Criminal Procedure Code of the Republic of Kazakhstan				
36	Ensuring the non-admission to the civil service of a citizen who has a criminal record, which by the time of entering the civil service has not been cancelled or not removed in the manner prescribed by law				
	Ensuring the non-admission to the civil service of a citizen previously				

37	<p>convicted or exempted from criminal liability for committing a crime based on paragraphs 3), 4), 9), 10) and 12) of the first part of Article 35 or Article 36 of the Criminal Procedure Code of the Republic of Kazakhstan for committing serious or especially serious crimes</p>				
38	<p>Ensuring the non-admission to the public service of a citizen who has committed a crime as part of a criminal group</p>				
39	<p>Ensuring the non-admission to the civil service of a citizen in respect of whom the criminal case of a crime as part of a criminal group was terminated by the criminal prosecution body or the court based on paragraphs 3), 4), 9), 10) and 12) of the first part of Article 35 or Article 36 of the Criminal Code of the procedural code of the Republic of Kazakhstan until the expiration of the lower limit of punishment in the form of deprivation of liberty, provided</p>				

	for by the relevant article of the Special Part of the Criminal Code of the Republic of Kazakhstan				
40	Ensuring the non-admission to the civil service of a citizen dismissed for negative reasons from law enforcement agencies, special state bodies and courts, military service, as well as in other cases provided for by the laws of the Republic of Kazakhstan				
41	Absence of any discrimination based on origin, social, official and property status, gender, race, nationality, language, attitude to religion, beliefs, place of residence or any other circumstances when entering the public service				
	Mandatory submission by a citizen and his (her) husband (wife) to the state revenue authorities of a declaration on income and property belonging to them by right of ownership and submission by a				

42	<p>citizen to the personnel management service (personnel service) of a certificate on the submission of a declaration of income and property belonging to him/her on the right of ownership, before the issuance of an act of an official (body) entitled to appointment to a public position, on employment</p>				
43	<p>Availability of qualification requirements for corps "B" administrative public positions, approved by an official (body) entitled to appointment to public positions, based on standard qualification requirements for administrative public positions and developed taking into account the main activities of the state body and its structural divisions, officials powers of administrative civil servants</p>				
44	<p>Ensuring the requirement for appointment to an administrative public position of citizens entering the public service for the first time or re-entering</p>				

	after its termination, after receiving positive results of a special check				
45	Availability of an act of a state body on the employment of citizens entering the administrative public service, temporarily performing the duties provided for by administrative public positions, until the day the results of a special audit are received				
46	Ensuring the establishment of a probationary period for civil servants who first entered the administrative civil service, as well as those newly entered the administrative civil service after its termination, its extension in case of an unsatisfactory result of the probationary period, as well as the dismissal of an administrative civil servant of the corps "B" based on the results of the probationary period in agreement with the authorized body or its				

	territorial subdivision				
47	Ensuring that civil servants who first entered the administrative civil service are assigned mentors for the period of probation, including during its extension				
48	Ensuring the taking of the oath by civil servants				
49	Ensuring compliance with the procedures for holding a competition for the occupation of administrative public positions of corps "A"				
50	Ensuring legality when concluding, extending and terminating an employment contract with an administrative civil servant of corps "A"				
51	Ensuring compliance with the law when transforming a public position into an administrative public position of corps "A"				
52	Ensuring compliance with the procedures for holding an internal competition for the occupation of vacant				

	administrative public positions of corps "B"				
53	Ensuring compliance with the procedures of the general competition for the occupation of vacant administrative public positions of corps "B"				
54	Admission to the position of a candidate in agreement with a higher official in cases provided for by the legislation of the Republic of Kazakhstan				
55	Ensuring compliance with the requirements of the legislation of the Republic of Kazakhstan in the field of civil service and combating corruption when registering the admission of citizens to the civil service				
56	Ensuring that personnel management services (HR departments) maintain track records for civil servants in the prescribed form				
57	Ensuring the issuance of service certificates to civil servants and approval by the state body of the				

	procedure for their issuance				
58	Ensuring the procedure for the development and approval of job descriptions for civil servants				
59	Availability of Labor Regulations for civil servants, approved by state bodies, establishing, among other things, for civil servants a five-day working week with two days off				
60	Compliance with the requirement to provide a civil servant with days (hours) of rest or compensation in cases of involvement in overtime work, work on weekends and holidays				
61	Ensuring performance evaluation of civil servants				
62	Ensuring compliance with the procedure and terms for the training of civil servants (training, retraining and advanced training)				
63	Enforcement of the rule of law when rewarding public servants				
	Ensuring the conditions and				

64	procedure for the internship of civil servants				
65	Ensuring that civil servants consistently occupy higher public positions, provided for by the staffing table of the state body, as part of the promotion in the civil service				
66	Ensuring compliance with the ban on holding a position by a civil servant in the order of transfer, as well as based on the results of competitions, if the civil servant has an unresolved disciplinary sanction for violating the norms of professional ethics or committing a disciplinary offence that discredits the civil service				
67	Ensuring compliance with the conditions for temporarily imposing on a civil servant the duties of another public position, as well as additional payments to a civil servant for the temporary combination of public positions and the				

	performance of duties of a temporarily absent civil servant				
68	Ensuring compliance with the procedure for the secondment of civil servants to state bodies and other organizations				
69	Granting to civil servants, in the event of their being called up for fixed-term military service in accordance with the legislation of the Republic of Kazakhstan, leave without pay, while retaining their place of work (public position) for the period of fixed-term military service				
70	Ensuring the rotation of administrative civil servants of the corps "A"				
71	Ensuring the rotation of administrative civil servants of the corps "B"				
72	Ensuring compliance with the requirements for hiring citizens during the period of creation of a state body				
	Ensuring compliance by civil servants with the				

73	<p>requirement to immediately report doubts about the legality of the order received for execution in writing to their immediate supervisor and the supervisor who issued the order. Execution by a civil servant of an order confirmed in writing by a superior in public office, if its execution does not entail criminally punishable actions. Laying responsibility for the consequences of the execution of an unlawful order by a civil servant on the head who confirmed this order</p>				
74	<p>Ensuring compliance with the prohibition for officials to give orders and instructions that are not related to the execution of official powers and (or) aimed at violating the legislation of the Republic of Kazakhstan</p>				
75	<p>Ensuring compliance with the procedure for imposing a disciplinary</p>				

	sanction on political civil servants				
76	Ensuring compliance with the procedure for imposing a disciplinary sanction on administrative civil servants to disciplinary liability				
77	Ensuring compliance with the liability of civil servants for causing damage				
78	Ensuring compliance with the requirements and conditions for the temporary removal of a civil servant from the exercise of official powers				
79	Ensuring that civil servants comply with official ethics				
80	Ensuring the appointment (assignment of duties) and activities of the Commissioner for Ethics				
81	Ensuring that civil servants comply with the prohibition to exercise official powers if there is a conflict of interest				
82	Ensuring that civil servants comply with the obligation to take measures to prevent and				

	manage conflicts of interest				
83	Enforcement by obligatory notification in writing by civil servants of their immediate supervisor or the management of a state body of a conflict of interest that has arisen or the possibility of its occurrence, as soon as he/she becomes aware of this				
84	Taking measures by the leadership of the state body to prevent and resolve conflicts of interest				
85	Ensuring compliance by civil servants with the obligation to take the necessary measures to prevent and stop a corruption offence				
86	Ensuring that the management of the state body complies with the obligation, within a month from the date of receipt of information, to take measures on statements of a civil servant about corruption offences, cases of inciting him/her to commit these violations, including by organizing				

	inspections and sending appeals to authorized bodies				
87	Ensuring compliance with the adoption by the leadership of the state body of measures to protect a civil servant who reported cases of corruption offences, inducing him/her to commit these violations, from prosecution that infringes on his/her rights, freedoms and legitimate interests				
88	Ensuring compliance by civil servants with the prohibition to allow actions (inaction) that impede the exercise by individuals and (or) legal entities of their rights, freedoms and legitimate interests				
89	Ensuring that civil servants take measures to refute the charge of an unfounded public accusation of corruption against him/her within a month from the date of discovery of such an accusation				
	Ensuring compliance with				

90	pay requirements for civil servants				
91	Ensuring compliance with the requirements for the procedure for calculating the length of service of civil servants, giving the right to establish an official salary				
92	Ensuring Compliance with Government Leave Requirements				
93	Ensuring compliance with the requirements when granting unpaid leave to civil servants, including in the case of his/her training under the state order for postgraduate education programs				
94	The presence of the consent of a civil servant in the event of his/her recall from annual or additional leave				
95	Compliance with the requirements for the provision of civil servants with housing and the provision of land plots for individual housing construction by civil servants in need of improved housing conditions				

96	Compliance with the requirements for the use of public servants and members of their families living together with them in accordance with the established procedure of medical care in the relevant state healthcare institutions				
97	Ensuring the payment of severance pay in the amount of four average monthly salaries to administrative civil servants who have refused the proposed position , if they have at least three years of civil service at the expense of the state body to which the functions, powers and (or) staff units of another state body have been transferred, in including abolished (liquidated) or reorganized state body				
98	Ensuring the offer , during the reorganization of a state body, by the management of the newly formed state body of public positions by the administrative civil servants of the reorganized state body in				

	accordance with their qualifications, and in case of refusal of employment - payment of severance pay in the amount of four average monthly wages				
99	Ensuring the payment of severance pay in the amount of four average monthly wages to a civil servant holding a public position to be reduced if there is at least three years of civil service experience in the event of a reduction in the staffing of a state body				
100	Ensuring the appointment of a civil servant according to a new staffing table, equivalent to the previously occupied position, corresponding to the previously performed official powers when changing the management structure, renaming posts, reducing the staff of a state body without actually reducing the number and (or) a significant change in working conditions. The				

	proposal, with the consent of the civil servant, of a lower public position provided for by the staffing table of the state body, in the absence of an equivalent position				
101	Ensuring the payment of a lump-sum allowance in the amount of three average monthly wages at the last place of service in a state body to family members of a civil servant in the event of his /her death				
102	Ensuring compliance with the requirements for guarantees a n d compensations for civil servants on business trips				
103	Ensuring compliance with grounds for termination of public service by political civil servants				
104	Enforcement of grounds for resignation and dismissal of political civil servants				
105	Ensuring compliance with the grounds, conditions and requirements for the termination of				

	public service by administrative civil servants				
106	Ensuring compliance with the procedure for the restoration of persons to the civil service				
107	Ensuring compliance with the requirements for certification of civil servants				
108	Ensuring compliance with the requirements for attracting foreign workers to government bodies				
109	Ensuring that civil servants do not commit misconduct that discredits the civil service				
110	Ensuring compliance with the requirements for bringing civil servants to disciplinary responsibility for committing corruption crimes by directly subordinate civil servants				
111	Ensuring compliance with the procedures for filling vacant or temporarily vacant administrative public positions of the corps "B" in the order of transfer without holding a competition				

112	Ensuring that administrative civil servants are not appointed to temporarily vacant public positions in the presence of another vacant public position, except for cases of replacing a temporarily absent civil servant or the consent of the civil servant him/herself when transferring functions, powers and (or) staff units of another state body to a state body, including abolished (liquidated) or reorganized state body and changing the management structure within the state body				
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Official person(s) _____

position

signature

last name, first name, patronymic (if any)

Head of the subject of control _____

position signature

last name, first name, patronymic (if any)

