



**On the approval of natural norms for the provision of the subordinate state institution " Library of the First President of the Republic of Kazakhstan - Elbasy"**

*Unofficial translation*

Order of the Head of the Office of the First President of the Republic of Kazakhstan - Elbasy dated January 13, 2020 No. 01-6.4. Registered with the Ministry of Justice of the Republic of Kazakhstan on January 16, 2020 No. 19887

Unofficial translation

In accordance with article 69 Budget code of the Republic of Kazakhstan dated December 4, 2008 and the Rules for the development of natural norms approved by the decree of the Government of the Republic of Kazakhstan dated March 18, 2015No. 146, ORDER:

1. Approve for the subordinate state institution “Library of the First President of the Republic of Kazakhstan – The leader of the Nation” with the attached natural norms to ensure :

telephone communication according to Appendix 1 to this order;

motor vehicles according to Appendix 2 to this order;

office furniture according to Appendix 3 to this order.

2. on the Department of documentation, financial and personnel support of the Office of the First President of the Republic of Kazakhstan – Elbasy ensure state registration of this order in the Ministry of Justice of the Republic of Kazakhstan and its official publication in accordance with the procedure established by the legislation of the Republic of Kazakhstan.

3. Control over the implementation of this order shall be entrusted to the Deputy head Of the Department of documentation, financial and personnel support of the Office of the First President of the Republic of Kazakhstan. The President - chief accountant Bitenov B. K.

4. This order shall be enforced upon the expiration of ten calendar days after the date of its first official publication.

*Head of the Office of The First President  
of The Republic of Kazakhstan - Elbasy*

*M. Kassymbetov*

“ A G R E E D ”

the Ministry of Finance  
Republic of Kazakhstan

Appendix 1  
to the Executive order  
Office of The First  
President of The Republic  
Kazakhstan – The head of state  
on January 13, 2020 No. 01-6. 4

**Natural standards for providing telephone communication to the subordinate state institution “Library of the First President of the Republic of Kazakhstan – Elbasy”**

|  |   |
|--|---|
| Name of telephone communication types                | Users   |
| 1  | 2   |
| Long-distance telephone service within the Republic* | Head of the state institution, his deputies, reception of the head, advisers, chief accountant, heads of structural divisions (services, sectors) |
| International telephone service                      | Head of the state institution, his deputies and head of the international relations service   |
| Telephone communication with city numbers            | Employees of a public institution   |

Note:

\* - this type of telephone service also includes calls from a landline phone to a mobile network.

Appendix 2  
to the Executive order  
Office of The First  
President of The Republic  
Kazakhstan – The head of state  
on January 13, 2020 No. 01-6. 4

**Natural standards for providing motor vehicles of the subordinate state institution “Library of the First President of the Republic of Kazakhstan – Elbasy”**

|                    |                                 |                                       |
|--------------------|---------------------------------|---------------------------------------|
| Functional purpose | Natural norms of motor vehicles |                                       |
|                    | Passenger car                   | Truck and / or passenger bus, minibus |
| 1                  | 2                               | 3                                     |
| Operational*       | 1                               | 1                                     |
| Service **         | 2                               |                                       |

Note:

\* - the mileage limit for one car per month is 2600 km;

\*\* - the mileage limit for one car per month is 2500 km.

Appendix 3  
to the Executive order  
Office of The First  
President of The Republic  
Kazakhstan – The head of state  
on January 13, 2020 No. 01-6. 4

**Natural standards for providing office furniture to the subordinate state institution "Library of the First President of the Republic of Kazakhstan – Elbasy"**

|            |               |                           |   |
|------------|---------------|---------------------------|---|
| n/a number | Position name | The name of the furniture | Number of office furniture (per 1 unit) |
|            |               |                           |   |

| 1                            | 2  | 3                            | 4                           |
|------------------------------|--|------------------------------|-----------------------------|
| 1.                           | Head of a government Agency                  | Manager's Desk               | 1                           |
|                              | Paper Cabinet                                | 1                            |                             |
|                              | Cabinet for office equipment                 | 1                            |                             |
|                              | TV Cabinet                                   | 1                            |                             |
|                              | Conference set-top box                       | 1                            |                             |
|                              | Office wall                                  | 1                            |                             |
|                              | Meeting table                                | 1                            |                             |
|                              | filing Cabinet                               | 1                            |                             |
|                              | outdoor Wardrobe                             | 1                            |                             |
|                              | Executive chair                              | 1                            |                             |
|                              | Visitor's chair                              | 12                           |                             |
|                              | Safe   | 1                            |                             |
|                              | wall Mirror                                  | 1                            |                             |
|                              | meeting Room                                 | Table                        | 1                           |
|                              |  | Chair                        | 43                          |
|                              | Executive lounge                             | Upholstered furniture        | 1 set (1 sofa, 2 armchairs) |
|                              |  | Coffee table                 | 1                           |
|                              |  | Refrigerator                 | 1                           |
|                              |  | wall Mirror                  | 1                           |
|                              | Reception of the head of a state institution | Table                        | 1                           |
|                              |  | Paper Cabinet                | 1                           |
|                              |  | 1 paper Cabinet              | 1                           |
|                              |  | Cabinet for office equipment | 1                           |
|                              | wardrobe for outerwear                       | 2                            |                             |
|                              | Wardrobe hanger                              | 1                            |                             |
|                              | Visitor's chair                              | 4                            |                             |
|                              | Armchair                                     | 3                            |                             |
|                              | wall Mirror                                  | 1                            |                             |
| Office of the Deputy Manager | Table  | 1                            |                             |
|                              | Paper Cabinet                                | 1                            |                             |
|                              | Cabinet for office equipment                 | 1                            |                             |
|                              | TV Cabinet                                   | 1                            |                             |
|                              | Conference set-top box                       | 1                            |                             |
|                              | Office wall                                  | 1                            |                             |

|                          |   |                              |                             |
|--------------------------|---|------------------------------|-----------------------------|
| 2.                       |   | Meeting table                | 1                           |
|                          |   | filing Cabinet               | 1                           |
|                          |   | outdoor Wardrobe             | 1                           |
|                          |   | Chair                        | 1                           |
|                          |   | Visitor's chair              | 12                          |
|                          |   | Safe                         | Deposit box 1               |
|                          | Deputy Manager's recreation room  | Upholstered furniture        | 1 set (1 sofa, 2 armchairs) |
|                          |   | Coffee table                 | 1                           |
|                          |   | Refrigerator                 | 1                           |
|                          |   | wall Mirror                  | 1                           |
|                          | Reception of the Deputy Manager   | Table                        | 1                           |
|                          |   | Paper Cabinet                | 1                           |
|                          |   | 1 paper Cabinet 1            | 1                           |
|                          |   | Cabinet for office equipment | 1                           |
|                          |   | wardrobe for outerwear       | 1                           |
| Стул для Visitor's chair |   | 4                            |                             |
| Armchair                 |   | 1                            |                             |
| wall Mirror              |   | 1                            |                             |
| 3.                       | Head of a structural division (Department, service, Department, management, center) | Table with attachment        | 1                           |
|                          |   | Table                        | 1                           |
|                          |   | Paper Cabinet                | 1                           |
|                          |   | Cabinet for office equipment | 1                           |
|                          |   | TV Cabinet                   | 1                           |
|                          |   | Wardrobe outdoor Wardrobe    | 1                           |
|                          |   | paper                        | Cabinet 3                   |
|                          |   | Chair                        | 1                           |
|                          |   | Visitor's chair              | 6                           |
|                          |   | Safe                         | 1                           |
|                          |   | Refrigerator                 | 1                           |
|                          |   | wall Mirror                  | 1                           |
|                          |   |                              |                             |
| Paper Cabinet            | 1   |                              |                             |
|                          |   |                              |                             |

|             |  |                              |   |
|-------------|--|------------------------------|---|
| 4.          | Deputy heads of the structural division (Department, service , Department, management, center) | Cabinet for office equipment | 1 |
|             |  | wardrobe for outerwear       | 1 |
|             |  | Cabinet for papers           | 1 |
|             |  | TV Cabinet                   | 1 |
|             |  | Chair                        | 1 |
|             |  | Visitor's chair              | 4 |
|             |  | Visitor's chair              | 2 |
|             |  | Safe                         | 1 |
|             |  | wall Mirror                  | 1 |
| 5.          | Employee of a public institution   | Table                        | 1 |
|             |  | Paper Cabinet                | 1 |
|             |  | Cabinet for office equipment | 1 |
|             |  | paper Cabinet                | 2 |
|             |  | outdoor Wardrobe             | 1 |
|             |  | Document racks               | 1 |
|             |  | Visitor's chair              | 1 |
|             |  | Chair                        | 1 |
|             |  | Safe                         | 1 |
| wall Mirror | 1  |                              |   |