

**Annex to the order of the Chairman of
the Financial monitoring committee of
the Ministry of finance of the Republic
of Kazakhstan from 17 May 2010 #P-55**

**Approved by the order of the Chairman
of the Financial monitoring committee
of the Ministry of finance of the
Republic of Kazakhstan from 20th
February 2009 #P-24**

Regulations of the Financial monitoring committee of the Ministry of finance of the Republic of Kazakhstan

1. General provisions

1. The present Regulations of the Financial monitoring committee of the Ministry of Finance of the Republic of Kazakhstan (hereinafter referred to as Regulations) establish the general rules of activity of the Financial monitoring committee of the Ministry of Finance of the Republic of Kazakhstan (hereinafter referred to as Committee) in the course of performance of the functions assigned to the Committee according to the Constitution of the Republic of Kazakhstan, the laws, the acts of the President, Government, Ministry of Finance of the Republic of Kazakhstan (hereinafter referred to as Ministry) and other regulatory legal acts.

2. Requirements to work with documents and terms established by the present Regulations extend on all workers of the Committee and Almaty Department of the Committee (hereinafter referred to as territorial division).

3. Electronic document circulation, publication of the current information concerning the Committee on a Web-site is made in the order defined by the order of the Minister of Finance of the Republic of Kazakhstan from 4th July 2009 #300 «About amendments in the order of the Minister of Finance of the Republic of Kazakhstan from 23rd February 2009 #78« About information web sites of the Ministry of Finance of the Republic of Kazakhstan and its departments ».

4. Organization and conduction of unclassified paperwork, reception, processing and distribution of correspondence, including conducting electronic document circulation are defined by the present Regulations according to the requirements of the laws of the Republic of Kazakhstan from 24th March 1998 #213 «About regulatory legal acts», from 27th November 2000 #107 «About administrative procedures», from 12th January 2007 #221 «About order of consideration of references of physical and legal bodies», from 7th January 2003 #370 «About electronic document circulation and electronic digital signature», the Instruction on

paperwork, confirmed by the order of the Minister of Finance of the Republic of Kazakhstan and other regulatory legal acts of the Republic of Kazakhstan.

Organization and conduction of confidential paperwork is carried out according to the Instruction on secrecy order in the Republic of Kazakhstan.

2. Work planning

5. The activity of the Committee and its territorial division is carried out according to quarterly, annual and long-term plans of work.

The work plan of the Committee taking into account program documents is made by the Management on maintenance of activity of the Committee (hereinafter referred to as UOD), under offers of territorial and other structural divisions of the Committee and is approved 15 working days prior to the beginning of the next period.

Work plans and the annual report on results of activity of the Committee are approved by the order of the Chairman of the Committee (hereinafter referred to as Chairman).

The confirmed Work Plan of the Committee goes for examination and execution to the Chairman, his assistants, territorial and structural divisions of the Committee.

6. The decision concerning the exception of actions from the Work plan or postponement of their dates of performance is accepted by the Chairman on the basis of the service record presented by the head of division, coordinated with the vice-chairman supervising corresponding questions.

7. The summary information on execution of the annual Work Plan, the report on results of activity of the Committee, and also the control over timely execution of the actions provided by the Work Plan of the Committee is carried out by UOD.

3. Order and timing of meetings in the Committee

8. With a view of coordination and improvement of work of the establishment, and also operative solving of industrial questions they hold:

- 1) management meetings;
- 2) production meetings;
- 3) sessions.

9. The organization of work with mass media, preparation and carrying out of press conferences, round-table conferences, seminars and presentations, media coverage of actions of the Committee is realized by UOD together with structural divisions of the Committee and the Ministry.

10. Working body of Committee's meetings and sessions is UOD. The control over execution of legal commissions given at meetings and held in the Committee is accordingly assigned on UOD.

11. At holding meetings of the Committee UOD provides: preparation of the hall, materials, shorthand and audio record, registration of the report and legal commissions etc.

12. Committee meetings are conducted in the state and Russian languages and recorded by UOD in the order established by the Instruction on paperwork, confirmed by the order of the Minister of Finance of the Republic of Kazakhstan.

13. The production meetings held in the central office of the Ministry are visited by the Chairman; they also can invite other officials of the Committee on the list defined by corresponding service of the Ministry.

The Chairman, his assistants, chiefs of Managements and other officials of the Committee defined by the Chairman participate in the Committee's production meetings.

The decisions accepted at production meetings are documented in legal decision and approved by the Chairman.

14. Chairman Deputies hold meetings on supervising questions and are recorded in the report.

4. Interaction with territorial division

15. The committee carries out general management and coordination of activity of territorial division, defines the basic directions of its development according to strategic documents of the Republic of Kazakhstan, provision on the Committee and the present Regulations.

5. Preparation, passing, consideration of incoming and outgoing letters

5.1. Preparation, passing, consideration of incoming and outgoing letters of the Committee

16. Consideration and passage of incoming, outgoing letters and other office documents in the Committee is realized according to the laws of the Republic of Kazakhstan from 27th November 2000 #107 «About administrative procedures», from 12th January 2007 #221 «About order of consideration of references of physical and legal bodies» and the present Regulations.

17. The incoming documents are accepted by the Committee in the working days from 9-00 AM till 06-30 PM, on Saturday – till 01-00 PM.

** By daily duties in the Committee.*

The documents prepared by state structures to execute urgent commissions (with a date of performance up to 10 calendar days) are accepted within the working day at presentation of the document confirming promptness (copies of certificates and commissions of the President of the Republic of Kazakhstan, Presidential Administration, the Prime minister, his assistants, the Head of Office of the Prime

minister, the Minister of Finance of the Republic of Kazakhstan (hereinafter referred to as Minister) and his assistants).

18. The documents, which have come from state structures in paper and electronic form, should be identical and recorded on the corresponding stamp form of the established sample and contain following obligatory requisites:

outgoing number and date;

reference to corresponding acts and commissions of the President, Presidential Administration, Parliament, Chambers of Parliament, Government and Prime minister, his assistants, Head of Office of the Prime minister, Minister and his assistants, and also number and inquiry date at the answer to inquiry of state structure;

signature of the head of state structure or his assistant or responsible secretary of state structure (or the official of state structure which is carrying out powers of the responsible secretary) (hereinafter referred to as state structure management);

surname of the executor and his phone number.

Thus electronic documents on the questions having special value should be recorded also in paper form (with the period of storage established by the authorized state structure of management by archives and documentation).

The incoming letters documented with infringement of requirements of the present Regulations are not accepted and (or) come back to workers of UOD responsible for documentation activities (hereinafter referred to as ODO workers) this very day to corresponding state structure, except the correspondence of Presidential Administration, Parliament, Office of the Prime minister of the Republic of Kazakhstan.

The correspondence arriving in the Committee is accepted against signature with the date and reception time.

19. Documents accepted in the order established by the present Regulations are considered, put on the control and distributed by ODO workers among the management of the Committee and its structural divisions and registered with the number, date and quantity of sheets in registration stamp, for corresponding registration, pointing of signs of control.

20. The registered and properly recorded correspondence is transferred to addressees according to distribution of ODO workers.

The copy of the urgent correspondence simultaneously goes to the head of division which competence includes the questions mentioned in the arrived document.

21. Registration, distribution, registration and finishing of the correspondence to addressees is carried out by ODO workers, as a rule, within two hours from the moment of its receipt in the Committee, and urgent is realized immediately (in an extraordinary order).

22. The incoming documents are considered by the management of Committee on the day of receipt to them, and urgent – immediately. By results of consideration

they give corresponding commissions which are documented in the form of resolutions.

The incoming documents considered by the management of Committee go to ODO workers for registration and further transfer to the head of division (executor).

23. In case if the question falls outside the limits of the established competence of Committee the authorized official makes the decision on direction of reference to a competent state structure or to official with the obligatory notice of the applicant in the term established by the legislation.

24. Preparation, coordination and registration of outgoing documents is carried out according to laws of the Republic of Kazakhstan from 27th November 2000 #107 «About administrative procedures», from 12th January 2007 #221 «About order of consideration of references of physical and legal bodies», Regulations of the Government of the Republic of Kazakhstan confirmed by the governmental order of the Republic of Kazakhstan from 10th December 2002 #1300 (hereinafter referred to as Government Regulations), instructions on paperwork in Presidential Administration, Office of the Prime minister, Ministry and the present Regulations.

25. Before signing for sending to Presidential Administration, Parliament and Office of the Prime minister of the Republic of Kazakhstan the outgoing documents are subject to the agreement (visaing) by UOD workers in order to include references to commissions and correctness of their registration, as well as the conformity of plans of measures and actions about their approval.

5.2 Reception, processing, distribution and storage of documents of restricted distribution

26. Reception and registration of documents with limited distribution in paper form containing data, making office, bank or others secret protected by the law is carried out by UOD.

27. All documents arriving in Committee are subject to preliminary survey on integrity of a package, to opening and registration.

28. In case a package (envelope) is damaged, documents are absent (incomplete) the UOD employee makes free-form act in triplicate which is subscribed by UOD employee, the UOD head and the Chairman. One copy of the act goes to the sender, the second one remains in UOD, the third copy is transferred to the executor of the document.

29. After preliminary survey the accepted documents are submitted to consideration to the Chairman or his deputy.

30. The chairman or his deputy imposes the resolution and according to it documents go from:

The state structures of the Republic of Kazakhstan, from subjects of financial monitoring, including under form FM-1 to chief of the Department F 1;

The law enforcement bodies of the Republic of Kazakhstan, regarding information interchange on materials in the sphere of counteraction to legalization (washing up) of ill-gotten proceeds and terrorism financing to chief of the Department F 3;

The competent bodies of the foreign states to chief of the Department F 4.

31. Responsible officials of corresponding Departments register the incoming documents containing data of limited distribution in special journal with pointing the serial number of the internal registration, incoming number and registration date, name of the sender, reference number and date, summary, full name of the executor, number of the nomenclature of folder where the given document is stored after its execution.

32. Responsible officials of Department F 1 carry out manual input of the information under form FM-1 from paper forms in the subsystem database «Data gathering about financial operations» of Uniform information analytical system of the Financial monitoring committee of the Ministry of Finance of the Republic of Kazakhstan» (hereinafter referred to as subsystem of SDFO UIAS).

33. The documents of limited distribution arriving in the Committee in paper form are subject to storage in specially designated places of the corresponding Departments of the Committee.

5.3 Reception, processing, distribution and storage of documents of restricted distribution in electronic form

34. The electronic digital signature of SFM is the authentication of the received information from SFM.

35. After receiving information the responsible official of Department F 1 forms the notification on acceptance/non-acceptance of information.

36. The information received from SFM is stored in the database of subsystem of SDFO UIAS.

5.4 Transfer of information and (or) materials concerning laundering of ill-gotten proceeds and terrorism (extremism) financing in the law-enforcement bodies of the Republic of Kazakhstan

37. Decision on transfer by the Committee of the information and (or) materials on washing up of ill-gotten proceeds and terrorism (extremism) financing in the Republic of Kazakhstan in the law enforcement bodies is made jointly by the officials defined by the Chairman. If necessary the joint decision is documented by the corresponding report.

5.5 Preparation, passing, consideration of incoming and outgoing letters among structural divisions

38. Documents between the structural divisions, which execution is carried out in deadlines, are accepted against signature of the clerk of structural division pointing out the date and reception time.

39. Office correspondence between structural divisions is carried out under the hand of the head or his deputy.

6. Control over execution

40. The organization of control over timely and qualitative execution of commissions is carried out according to the Constitutional law of the Republic of Kazakhstan from 18th December 1995 #2688 «About the Government of the Republic of Kazakhstan », laws of the Republic of Kazakhstan from 27th November 2000 # 107 «About administrative procedures», from 12th January 2007 # 221 «About order of consideration of references of physical and legal bodies», the Decree of the President of the Republic of Kazakhstan from 27th April 2010 # 976 «About approval of the Rules of preparation, coordination, representation for the signature of acts and commissions of the President of the Republic of Kazakhstan, control over execution of acts and commissions of the Government of the Republic of Kazakhstan and monitoring of regulatory legal decrees of the Government of the Republic of Kazakhstan», and also other regulatory legal acts and the present Regulations.

41. The following documents, including those with limited distribution (hereinafter referred to as control documents) will be on control:

- 1) acts of the President which include commissions to the Committee;
- 2) governmental orders, reports of sessions of the Government, orders of the Prime minister, the Minister which include commissions to the Committee;
- 3) commissions (including those in reports of meetings and plans of measures) of the President, the Prime minister, his assistants, management of Presidential Administration, the Head of Office of the Prime minister, the Minister, his assistants to the Committee, which include dates of performance or instructions on control, marks “urgently”, “report”, “make offers”, and also commissions which content shows the necessity of control;
- 4) inquiries of deputies of Parliament and the bills initiated by them which need the Government conclusion;
- 5) letters of state structures from which content shows the necessity of representation of the answer, explanations, introducing of offers on these or those questions;
- 6) references of physical and legal bodies;
- 7) drafts regulatory legal acts arriving in the Committee for approval;
- 8) orders, reports, decisions of board of the Ministry, commissions of the management of Committee.

42. When the Committee receives acts of the President of the Republic of Kazakhstan for execution, the Chairman in three-day term makes and approves of the

plan of organizational actions for their realization. Thus the executor creates special memory folder which contain all the documents concerning the given commission.

43. Putting on control and withdrawal from control, prolongation of terms of execution of control documents in the Committee is carried out according to regulatory legal acts and present Regulations.

44. The Committee monitoring system consists of:

The chairman carries out general management and control over the Committee's activity, including timely and qualitative execution of control documents;

Vice Chairmen are responsible for the organization of work of the establishment on execution of commissions of Committee management, carries out control over observance of implementation discipline, provides effective interaction of divisions of Committee with a view of timely execution of control documents, bears personal responsibility before the Chairman for the organization of work of the establishment, labor and implementation discipline in the Committee divisions;

Heads of structural divisions of Committee carry out control over execution of documents in divisions of Committee headed by them, make offers on imposing disciplinary responsibility on the employees who have admitted infringements of terms or poor-quality execution of control documents, bear personal responsibility before the Committee management for work of the structural divisions of Committee entrusted to them;

UOD head provides timely registration and putting of documents on control, establishes terms of their execution taking into account resolution of the management of Committee, carries out monitoring of the condition of implementation discipline in the Committee, informs the Committee management on the arrived control commissions and terms of their execution by distribution of lists of control documents and reminders on approach of terms of their execution (weekly), coordinates work of employees of structural divisions of the Committee responsible for conducting of office-work and internal control; bears personal responsibility for the organization of office-work and work on documentation control of the Committee, makes offers within his competence to the Committee management about bringing to responsibility the heads of divisions of the Committee that realized their functions inefficiently, and also the employees of the Committee who has admitted failures of terms or poor-quality execution of control commissions;

ODO workers carry out control over dates of execution and passing of control documents, condition of implementation discipline in the Committee, registration, putting of documents on the control, removal of the executed documents from the control, preparation of lists of control commissions and direction of reminders on terms of their execution to the management of Committee and Committee divisions; bear responsibility for correctness of putting the documents on the control and their removal from the control, scheduling and putting-off of dates of execution of control documents.

45. Execution of control documents is carried out according to the Instruction on office-work of the Ministry which contains terms and order of passage of control documents in the Ministry divisions, and also the order of transfer of the documents prepared to execute control documents, for signature or visaing to the Minister and his assistants according to distribution of duties.

46. The projects of documents prepared by divisions of the Committee to execute control documents are transferred for the signature to the Chairman not later than two days prior to the termination of date of execution.

The documents prepared to execute control documents with a date of implementation from 5 till 10 calendar days are transferred for signature to the Chairman not later than one working day prior to the termination of execution date.

The documents prepared to execute control documents with a date of execution up to 5 calendar days are transferred for signature to the Chairman immediately on their readiness and considered by the specified officials in an extraordinary order.

47. With a view of maintenance of transparency of the procedures connected with passage of correspondence in the Committee, the following information is placed on the official web-site:

Surname, name, patronymic, post, hot line of ODO workers responsible for control over the dates of execution and passage of documents in the Committee;

Surname, name, patronymic, post, hot line of UOD head;

Trust line operating in the Committee according to the legislation of the Republic of Kazakhstan;

The schedule of reception of citizens by the Committee management;

Other information according to the legislation.

7. Consideration of references of physical and legal bodies and reception of citizens in the Committee

48. Consideration of references and reception of citizens in the Committee is realized according to the laws of the Republic of Kazakhstan from 27th November 2000 #107 «About administrative procedures», from 12th January 2007 #221 «About order of consideration of references of physical and legal bodies» and the governmental order of the Republic of Kazakhstan from 4th September 2002 #974 «About organization of reception of physical persons and representatives of legal bodies in the central and local executive powers of the Republic of Kazakhstan».

8. Order of preparation of orders of the Committee

49. Elaboration of the draft order is carried out by structural division which competence includes consideration of questions which are the subject of the order.

50. The order should meet the following requirements:

The order should not contradict the Constitution of the Republic of Kazakhstan, the legislation;

The order structure should provide exhaustive disclosing of the subject of regulation, and the content should provide uniform understanding and application of the prepared order;

The order should contain the planned measures, exhaustively determine the circle of persons which experience the action of the legal act and (or) which bear responsibility for their realization in target dates.

51. In case if in the draft order contain provisions and commissions concerning others structural division, the draft order is subject to the approval with them.

The draft order is coordinated with vice Chairmen, all interested structural divisions. Draft orders, which execution demands financial support, are coordinated with UOD.

After signing the order is registered in UOD. If necessary the developer carries out distribution of copies of orders in interested structural divisions.

Heads of structural divisions not later than 3 working days (or in other terms established by the management) after reception on the approval of the draft orders of the Committee concerning primary activity inform the division, which is carrying out elaboration of the given project, about remarks and offers.

Term for representation of the conclusions on difficult and (or) to volume draft orders can be prolonged by the Committee management.

Term of approval of draft orders on personnel questions and on secondment should not exceed 1 working day.

After reception of the conclusions on the draft order of the Committee the developer of the draft order finishes the project taking into account the arrived remarks and offers in time no more than 3 working days, and on difficult and/or volume projects during no more than 10 calendar days or in other terms established by the management of Committee.

The revised draft order of the Committee coordinated when due hereunder with interested structural divisions is directed to the Management F7 of the Committee for representation in a 10-day term of conclusion about conformity of provisions of the given project to the current legislation of the Republic of Kazakhstan, except for the cases provided by point 54 of the present Regulations.

52. In having remarks and offers of Management F7, the developer elaborates the given project taking into account remarks which have arrived from Management F7, and directs for the repeated approval to Management F7.

53. The approval of the order of Committee is made with registration of approval sheet in the order and on the format established by the Instruction on office-work.

54. The edition of the order of the Chairman about suspension of suspicious operation with money and (or) other property (hereinafter referred to as suspicious operation), or about absence of necessity for its suspension follows joint

consideration of this issue by the officials defined by the Chairman. If necessary the joint decision is documented by the corresponding report.

Jointly developed decision is the basis for acceptance of the order of the Chairman about suspension of suspicious operation, or about absence of necessity for its suspension.

At making decision on suspension of suspicious operation, or on absence of necessity for its suspension by the Committee they make the joint decision about transfer of information and (or) materials on washing up of ill-gotten proceeds and terrorism (extremism) financing in the Republic of Kazakhstan in the law-enforcement bodies.

9. Organization of work on execution of program documents

55. According to the program document confirmed by acts of the President, the Government of the Republic of Kazakhstan and the Ministry, UOD necessarily develops the Plan of measures on its realization, approved by the Chairman in the established terms (hereinafter referred to as Plan).

56. The information on execution of points of the Plan for the accounting period is prepared by responsible structural divisions of the Committee, on the basis of data of structural divisions of the Committee of presented for three working days before control date, signed by the heads.

10. Information interaction with other state structures and organizations

57. Information interaction with other state structures and organizations, and also in the Committee among structural divisions can be provided directly through access to information resources of the Committee, regulated by corresponding regulatory legal acts.

Access can be carried out by means of software.

The parties of information interaction are obliged to provide observance of necessary level of information security according to the requirements provided by regulatory legal acts.

11. Order of appointment and dismissal

58. Holding an administrative state post is carried out according to Provision about order of passage of public service, approved by the Decree of the President of the Republic of Kazakhstan from 10th March, 2000 #357, and Rules of carrying out of competition on holding a vacant administrative state post approved by the order of the

chairman of the Agency of the Republic of Kazakhstan on affairs of public service from 24th November, 1999 #A-202.

59. Holding an administrative state post is carried out after passage by citizens of special obligatory check.

The chairman according to the legislation appoints and releases from posts the workers of the system of Committee; his competence includes questions of labor relations with them.

Vice Chairmen of the Committee are appointed and released from posts by the Minister.

The head of territorial division is appointed to the post and dismissed by the Minister on representation of the Chairman.

12. Order of secondment of the Committee workers

60. Secondment of the Chairman within the Republic of Kazakhstan and abroad is made on the basis of the order of the Minister.

61. Secondment of workers of the Committee within the Republic of Kazakhstan is made on the basis of orders of the Chairman of the Committee.

62. Secondment of workers of the Committee abroad, as well as the head of territorial division of the Committee and workers of territorial division is made on the basis of the order signed by the responsible secretary of the Ministry.

63. The term of business trip abroad of workers of the Committee is defined by the responsible secretary of the Ministry.

Term of business trip within the Republic of Kazakhstan of the Committee workers is defined by the Chairman.

Term of business trip of workers of the Committee cannot exceed 40 days, without considering time spent travelling. In case of office necessity business trip term can be prolonged by the corresponding order of the Chairman.

Actual time of stay in secondment place is defined by marks in the travelling certificate of date of arrival in destination and date of leaving from destination. If a worker is sent to different settlements, marks about the date of arrival and leaving date must be made in each of them.

64. The worker on business trip is offset all expenses according to the governmental order of the Republic of Kazakhstan from 22nd September, 2000 #1428 «About the approval of Rules on business trips within the Republic of Kazakhstan of workers of the official structures supported at the expense of means of the state budget, and also deputies of Parliament of the Republic of Kazakhstan».

65. Registration of the workers leaving in business trip and arriving from business trip, and also registration of the persons arriving to business trip in the Committee is realized in special journals by responsible person of UOD.

66. Day of departure in business trip is the day of departure of a train, a bus or other vehicle from the place of regular job, and day of arrival is the day of arrival of the specified transport in the place of regular job. At departure of transport till 12 PM inclusive the day of departure is considered to be the current date, and from 12 PM and later on the day of departure is considered to be the next day.

If the departure station (railway station, landing stage or airport) is behind the line of settlement, the day of departure in business trip is estimated in the way specified above taking into account time necessary for the way to the place of departure of transport.

67. The day of arrival is the day of actual arrival of a train bus or other transport taking into account time of travel from the place of arrival of vehicle to the settlement.

In case of untimely arrival or departure of transport it is necessary to represent the document testifying the delay of a train, bus or other vehicle.

68. Workers on business trip are in the mode of working hours and time of rest of those organizations where they are sent.

69. Workers on business trip remain place of work (post) and average wages during business trip, including time spent travelling.

The average wages during time in business trip remains for all working days of week under the schedule established in the place of regular job.

The actual number of days business trip is estimated beginning with the day of departure of a train or other vehicle till the day of arrival of a train or other vehicle on which the worker leaves or comes back (taking into account time in corresponding cases necessary for journey from settlement to a place of departure of a vehicle and back), irrespective of the moment of delivery to the worker of the travelling certificate or the date of prospective departure provided in the order on business trip.

At returning of the worker from business trip in the place of regular job before the termination of the working day, the question on time of appearance this day is solved at work under the arrangement with the head of corresponding structural division.

70. At business trips in the district, whence the sent worker has possibility daily to come back to regular address, expenses are compensated in the following order:

1) if the worker on business trip stays in the place of secondment upon termination of the working day on his own will, than at presentation of vouchers about premises and transport hiring daily expenses are compensated in the size provided by the legislation;

2) if the worker on business trip worker daily comes back to the place of regular job, than only transport expenses are compensated in the presence of travel papers, without payment daily allowances (extra charges instead of daily allowances).

The question if the worker can daily come back from a business trip place to the place of regular job, in each specific case is solved by the Chairman taking into

account range of distance, conditions of транспортного сообщения, character of the task, and also necessity of creation for rest to the worker.

71. In case of temporary disability of worker on business trip his expenses premises renting are compensated on the general basis (except the cases when the worker on business trip is on hospitalization) and he is paid daily allowances during all time while he will not start execution of office commission assigned to him or will not return to the regular place of job, but not more than 40 days.

Temporary disability of the worker on business trip, and also impossibility to return to the place of regular job for health reasons should be certified when due hereunder.

During temporary disability the worker is paid social benefit on temporary disability in accordance with general practice. Days of temporary disability are not included in time of business trip.

72. Before departure in business trip the worker on business is given cash advance within the sums which are due on payment of travel, expenses on rent of premises and daily allowances. After returning from business trip the worker is obliged to represent the advance report on actual expenses of money resources within five working days. The travelling certificate issued when due hereunder, documents on renting of premises and expenses is applied to the advance report.

73. Preparation of the draft order about secondment is carried out by those structural divisions the staff of which consists of workers directed to business trip.

74. The order on secondment should contain:
preamble of the order which should reflect the business trip purpose;
surname, name, patronymic and post of the worker on business trip, destination and terms of secondment in the first point;
establishment or organization paying travelling and living expenses in the second point;
the basis contains the document on the base of which the worker goes to business trip, at payment of travelling and living expenses at the expense of inviting party there must be the document confirming payment of travelling and living expenses by inviting party.

75. Following the results of business trip workers of the Committee represent the report on the done work to the management according to distribution of duties.

13. Order on granting vacations to the Committee workers

76. Granting of vacations to workers of the Committee is carried out according to the Labor code of the Republic of Kazakhstan and the Law of the Republic of Kazakhstan «About public service».

Vacations are given according to the sequence issued in the form of the schedule of vacations. The schedule of vacations is made on every calendar year not later than 5th January of current year.

The sequence of granting of annual paid labor vacations to workers of the Committee is defined by the schedule of vacations for the current year approved by the Chairman, taking into account their offers.

The schedule of vacations can be changed in connection with the appeared industrial necessity.

The workers of the Committee should make a personal application on granting vacation in fortnight term till the actual beginning of vacation.

The workers accepted in the Committee as transfer from other state structures, should represent inquiries on use of vacations in former place of work with the data on reception of the benefit to invigoration, reception (non receipt) of compensation for unused leave at dismissal from former place of work.

The sequence of granting of annual paid labor vacations to the Chairman, vice Chairmen and head of territorial division of Almaty Committee is defined by the schedule of vacations for the current year approved by the Minister taking into account their offers.

14. Working order of the Committee

77. Work schedule of the Committee is regulated by the Labor code of the republic of Kazakhstan and the Law of the Republic of Kazakhstan «About public service».

Working hours of the Committee:

open at 9:00 AM;

closed at 6:30 PM;

lunchtime from 1:00 PM till 2:30PM (lasting 1hour 30 minutes);

work week is 5 days (40 hours).

78. Committee worker has the right to:

1) use rights and freedoms which are guaranteed to the citizens of the Republic of Kazakhstan by the Constitution and the laws of the Republic of Kazakhstan;

2) demand execution of decisions by corresponding structures and officials within his power in consideration of issues and decision-making;

3) retraining and professional improvement;

4) social and legal protection;

5) annual paid vacation of 30 calendar days with payment of health benefit in the sum of two official salaries;

6) vacation without wages;

7) voluntary termination of employment;

8) other rights provided by the legislature on state service.

Rights of workers accepted on labor contracts are regulated by labor contracts.

79. The Committee worker is obliged to:

1) observe Constitution and legislature of the republic of Kazakhstan;

2) swear oath of state official;

3) realize power within the limits of rights represented to him and according to the office duties;

4) undertake limitations established by the legislature;

5) work honestly and conscientiously, with high responsibility;

6) observe labor discipline, rules of pass entry system and use of service elevator;

7) execute instructions of the management in due time and accurately, all labor hours use for productive work, keep from actions preventing other workers from fulfillment of their functional duties;

8) justly behave to colleagues, raise prestige of the Committee;

9) rigorously observe ethics of public official, do not make false declarations from on behalf of the Committee;

10) conscientiously execute office duties;

11) respect dignity and personal rights of each worker of the Committee;

12) improve the professional level and skills for the effective execution on office duties;

13) strictly observe clean and tidy in the offices, working places, and in other public and office premises of the Committee. Do not hold tableful, collective;

14) be guided by the Instruction on paperwork and present Regulations, do not disclose information with category «official, commercial secret».

All data represent only with the permission of the management and by official inquiries in the order established by the legislation;

15) do not use communication facility (phone, e-mail, fax), and also other equipment and expendable materials (papers and other writing goods) to suit the own ends;

16) observe fire prevention rules;

17) do not place on walls and workplaces the reproductions, cards, posters, pictures, cuttings from newspapers and other printed matter which is not corresponding to developed traditions of decoration of offices and workplaces;

18) do not smoke where it is not allowed;

19) other duties provided by the legislation on public service.

80. For default and inadequate execution of the assigned duties, abuse of office, violation of labor discipline, and also non-observance of the restrictions established by the legislation connected with stay on public service according to Rules of imposing of summary punishments on political civil servants, approved by the Decree of the President of the Republic of Kazakhstan from 29th December, 1999 # 317, Rules of imposing of summary punishments on administrative civil servants of the Republic Kazakhstan, confirmed by the Decree of the President of the Republic of Kazakhstan from 31st December, 1999 #321, civil servants of the Committee are imposed summary punishments.

81. Questions of disciplinary responsibility of workers of the Committee are considered by the person having the right of appointment to the post and dismissal from post of the employee brought to disciplinary responsibility.

82. Questions of disciplinary responsibility of workers of the Committee appointed to posts and released from posts by higher state structures and officials are solved by higher state structures and officials.

83. Before punishment of the violator of labor discipline it is necessary to demand explanations in written form. Refusal of the worker to give an explanation cannot to be an obstacle for punishment.

84. Summary punishment is imposed not later than one month from the date of its detection. Punishment cannot be applied in the period of temporary disability, in the period of vacation or business trip and also in case if more than six months has passed from the date of offence.

85. The order on summary punishment application, with pointing the motives of its application, is announced to the employee subjected to punishment against signature in three-day term. The order in necessary cases is brought to the notice of all workers.

86. The state servant, who has admitted disciplinable offense, can be temporarily discharged of execution of official duties till solving the question on responsibility when due hereunder.

87. Civil servants, in case of fulfillment of crimes and other offences by them, bear accordingly criminal, administrative, material responsibility on the basis and in the order established by the legislation.

88. The appeal of decision on summary punishment can be carried out by employee within one month from the date of acquaintance with the act about imposing of punishment.

89. Questions of labor discipline of workers are supervised by heads of structural divisions. Work coordination in questions of control of labor discipline is carried out by staff service of the Committee.

90. For performance of urgent and previously unexpected work which urgent performance leads to normal trouble-free work of the Committee or its separate structural divisions workers can be involved for work in weekends and holidays in the order established by labor legislation and legislation on public service.

91. Registration of temporary absence of workers of the Committee in structural divisions is carried out by the officials conducting timesheets.

15. Order on skill improvement of civil servants of the Committee

92. The order of improvement of professional skill and retraining of civil servants of the Committee is carried out in conformity with the Concept of training of civil servants approved by governmental order of the Republic of Kazakhstan from 13th November, 2000 #1706, Rules of retraining and improvement of professional skill of civil servants of the Republic of Kazakhstan approved by the Decree of the President of the Republic of Kazakhstan from 11th October, 2004 #1457, Rules of organization of retraining and improvement of professional skill of civil servants of

the Republic of Kazakhstan in Academy of public administration under the President of the Republic of Kazakhstan (hereinafter referred to as Academy), Regional centers of retraining and improvement of professional skill of civil servants (hereinafter referred to as regional centers), other organizations of education, approved by the order of the Chairman of Agency on public service of the Republic of Kazakhstan (hereinafter referred to as agency) from 24th December, 2004 #02-01-02/138, Rules of direction of civil servants training, retraining and improvement of professional skill abroad, approved by the order of the Chairman of Agency from 16th May, 2001 #02-2-4/81, and also Regulations of the Ministry of Finance.

16. Headed paper and authority to sign documents

92. Committee has two kinds of headed papers:

- letterhead of official letter of the Committee;
- order letterhead of the Committee.

93. Headed papers are forms of strict reporting of established format, in the state, Russian and English languages, with the image of the National emblem of the Republic of Kazakhstan with the full name of the Committee, legal address, phone number, number of the headed paper form.

94. Authority to sign headed papers of the Committee has the Chairman of the Committee and vice Chairmen of the Committee, and also head of Department F1 in coordination with the Chairman of the Committee and (or) vice Chairmen of the Committee.

95. Headed papers are subject to storage in the metal safe in UOD.

96. The registration and issue of headed papers of the Committee against signature is carried out by UOD in special journal. The person responsible for issue and conducting the registration of headed papers of the Committee is defined by responsible person of UOD.

Accordingly there is the person responsible for reception and conducting the registration of letterheads of the strict reporting in each Management of the Committee.

97. The spoilt headed papers monthly are transferred by Managements to the responsible expert of UOD for making of act of abolishment.

98. The Committee official stamp is used for assurance of authenticity of the signature of the Chairman of the Committee or vice Chairmen of the Committee.