

LAO PEOPLE'S DEMOCRATIC REPUBLIC
PEACE INDEPENDENCE DEMOCRACY UNITY PROSPERITY

President

No. 025/President
Vientiane Capital, 28 January 2016

DECREE
of the
PRESIDENT
of the
LAO PEOPLE'S DEMOCRATIC REPUBLIC
On the Promulgation of the Law on Civil Service

- Pursuant to Chapter VI, Article 67, point 1 of the (2015 revised) Constitution of the Lao People's Democratic Republic;
- Pursuant to Resolution No. 023/NA, dated 18 December 2015, of the National Assembly;
- Pursuant to Proposal No. 05/NASC, dated 15 January 2016, of the National Assembly Standing Committee.

The President of the Lao People's Democratic Republic
Decrees That:

Article 1. The Law on Civil Service is hereby promulgated.

Article 2. This decree shall enter into force since the signature date.

The President of the Lao People's Democratic Republic
(Seal and Signature)
Chommaly Xayasone

LAO PEOPLE'S DEMOCRATIC REPUBLIC
PEACE INDEPENDENCE DEMOCRACY UNITY PROSPERITY

National Assembly

No. 023/NA

Resolution
Of the
Ordinary Session of the National Assembly of the Lao People's Democratic
Republic
On the
Adoption of the Law on Officials-Civil Service

Pursuant to Article 53, point 1 and Article 11, point 1 of the (2015 revised) Constitution of the Lao People's Democratic Republic.

After the broad and in-depth consideration of the 10th Ordinary Session of the VII-elect National Assembly, regarding the contents of the Law on Civil Service during the afternoon session on the 18th December 2015,

The Session Decides that:

Article 1: To adopt the Law on Officials-Civil Service with the majority of votes.

Article 2: This Resolution is effective since the signature date.

Vientiane Capital, 18 December 2015

President of the National Assembly
(Seal and Signature)

Pany Yathotu

LAO PEOPLE'S DEMOCRATIC REPUBLIC
PEACE INDEPENDENCE DEMOCRACY UNITY PROSPERITY

National Assembly

No. 74/NA
Vientiane Capital, 18 December 2015

THE LAW
On
Officials-Civil Service

Chapter I
General Provisions

Article 1. Objective

This Law defines principles, rules, and measures related to the organization, operations, management, monitoring of civil service related work in order for the Party and government organisations, Lao Front for National Development and National and Sub-national mass organisations operate appropriately, systematically, soundly and strongly with the aim to ensure the implementation of the Party's guidance and the government's policy periodically in an unified, transparent, fair, open and accountable manner, contributing to the tasks of national defense and development.

Article 2. Officials-Civil Service

Officials-civil service are those Lao citizens, recruited to work, elected or appointed to hold a position in Party and government organisations, Lao Front for National Development and National and Sub-national mass organisations or appointed to work in international organisations, receiving salary and compensation from the State Budget.

Article 3. Explanation of Terminology

The terms used in this Law shall mean:

- 1. Officials** refer to high-level officials, leaders and managers, elected or appointed to hold a position in Party's and government's organisations, Lao Front for National Development and National and Sub-national mass organisations;
- 2. Civil service** refers to civil servants at administrative, technical levels and supporting staff, elected, appointed to hold an administrative, technical position or recruited to a position in Party's and government's organisations, Lao Front for National Development and National and Sub-national mass organisations;

3. **Leaders** refer to officials-civil servants in managerial positions with the role to study, define guidance-policies, strategies, laws and take lead in successful interpretation and implementation;
4. **Managers** refer to officials-civil servants in the positions to manage the organization, operations and livelihoods of officials-civil servants of their organization;
5. **Job descriptions** refer to a group of work and responsibility as defined in the organizational structure based on the mandate and duties of the organization;
6. **Civil-service ethics** refer to the code of conducts of officials-civil service;
7. **Official-civil service performance appraisal** refers to the assessment of officials-civil servants on a systematic and continuous basis in order to review the performance of the work;
8. **Work orientation** refers to the training for newly recruited civil servants to introduce, explain and raise awareness of the mandate, rights, and duties of the organization;

Article 4. Government Policy on Officials-civil service

The Government sees the importance of officials-civil service and promotes by implementing policies as stipulated in the laws, creating conditions for officials-civil service of all genders, ethnic groups, based on actual capability, for the advancement of political ideology, perception, ethics, and development of profession, knowledge, capacity in order to be the force in the tasks of national defense and development until the end and sincerely.

The Government protects legitimate rights and interests of officials-civil service, who are valuable assets and decisive factors for the advantages and disadvantages of the work as well as enhances the livelihoods of the officials-civil service to ensure their successful duty discharge.

Article 5. Core Principles for Official-Civil Service Management

Official-civil service management is based on the following principles:

1. Compliance with the Constitution, laws and policies of the Government;
2. Country-wide centralized and unified management based on management assignment and duty segregation and coordination between the central and local levels;
3. Centralized and collective decision making, individual responsibility, majority of votes in decision, individuals under the organization and top-down;
4. Recruitment, building and development of officials-civil service for quality, compliance with the guidance of the Party and socio-economic development periodically;
5. Transparency, fairness, openness, objectivity and accountability in recruitment, deployment, appointment or election, management, use and performance appraisal of officials-civil service;
6. Gender equality and promotion of advancement for women of all ethnic groups.

Article 6. Scope of Applicability

This law is applicable to officials-civil servants of Party and government organisations, Lao Front for National Development and National and Sub-national mass organisations or posted as representatives of Lao People's Democratic Republic internationally and to international organisations.

This Law is not applicable to soldiers, police officers, staff of SOEs and contractual staff. For staff of Village administration, there is a separate regulation.

Article 7. International Cooperation

Government promotes international cooperation regionally and globally in relation to civil service by exchange of lessons, information, science and technology, trainings, study tours and enhancement of knowledge and capacity of civil service management for quality, soundness and modernization, and implementation of international treaties and conventions, which Lao PDR is a party to.

Chapter II

Areas Civil Service Work

Part 1

Types and Areas of Civil Service Work

Article 8. Types of officials-civil service

Types of officials-civil service are as follows:

1. High-level officials;
2. Civil servants in managerial positions;
3. Technical staff;
4. Administrative staff.

Article 9. High-Level Officials

High-level officials are leaders and managers, elected or appointed to a position from the President to the Head of Sub-ministries or sub ministry-equivalent organisations as stipulated in Article 22 of this Law.

Article 10. Civil Servants in Managerial Positions

Civil servants in managerial positions are leaders and managers, appointed to a position from a Deputy Head of Sub-ministries or sub ministry-equivalent organisations to a Head of government-organisation equivalent units as stipulated in Article 22 of this Law.

The appointed of a civil servant to a position is to follow standards and criteria as stipulated in regulations.

Article 11. Technical Staff

Technical staff are permanent civil servants recruited to grades 3, 4 and 5, responsible for technical research and study but are not appointed to hold any position.

Article 12. Administrative Staff

Administrative staff are permanent civil servants to grades 1 and 2, but not responsible for technical research and study.

Article 13. Areas of Civil Service Work

There are 2 areas of civil service work:

1. Civil servants in managerial areas;
2. Civil servants in technical areas.

Civil servants in managerial areas are those responsible for management in Party and government organisations, Lao Front for National Development and National and Sub-national mass organisations.

Civil servants in technical areas are those responsible for services and science research in Party and government organisations, Lao Front for National Development and National and Sub-national mass organisations.

Part 2**Grades and Levels of Officials-Civil Service****Article 14. Grades and Levels of Officials-Civil Service**

Grades and Levels of officials-civil service are as follows:

1. High-level officials are classified in Grade 6 with 7 levels;
2. Civil servants are classified in Grades 1 to 5 with 15 levels.

The assignment of grades and levels of officials-civil servants is in accordance with education qualifications, managerial or technical positions.

Article 15. Promotion of Grades and Levels of Officials-Civil Servants

The promotion of grades and levels of officials-civil servants is to be in accordance with:

1. Education qualification;
2. Years of service;
3. Examination;
4. Managerial positions.

The methods and procedures related to grade and level promotion are defined in a specific regulation.

Part 3

Recruitment, Allocation and Relocation of Officials-Civil Servants

Article 16. Approval for Recruitment of New Civil Servants

Each year, Party and government organisations, Lao Front for National Development and National and Sub-national mass organisations shall report on the situation of the organization, official-civil service management and civil service requirement plan of their organization to the Ministry of Home Affairs not later than March, and the Ministry shall report to the Government for consideration in August.

Article 17. Criteria for New Civil Service

Persons to be recruited as new civil servants shall have the following criteria:

1. Hold Lao citizenship since birth or acquire Lao citizenship longer than 3 years;
2. 18 years old and above but shall not be older than 30 years of age;
3. Be good citizens with good qualities and love democratic and republic system;
4. Have not been imprisoned as sentenced by the People's Court on the charge of intentional offences, have not been expelled from any Party and Government organization, State owned enterprise or international organization;
5. Have clear record of their own activities and of their family members;
6. Possess expertise at the level of vocation or undergraduate education and according to the job descriptions;
7. Be in good health condition.

Article 18. Recruitment of Civil Service

The recruitment of new civil service shall be done through examinations and selection according to standards and criteria, laws and regulations.

Newly recruited civil servants and those relocated from national defense-public security forces, State own enterprises and international organizations shall be deployed according to the annual approved quota based on job descriptions as defined in the organizational structure, and the recruitment takes place twice a year namely in the first and third quarter of the fiscal year.

Those relocated from national defense-public security forces, State own enterprises shall have grade and level according to regulations.

Article 19. Duration for Training of Newly Recruited Civil Service

Newly recruited civil service shall become permanent civil service only after training for the following duration:

1. 6 months for vocational and diploma levels;
2. 12 months for undergraduate levels.

Article 20. Relocation, Replacement of Duties and Workplace

The relocation, replacement of duties and workplace of officials-civil servants shall be done based on criteria and standards of the managerial and technical positions, performance appraisal and in accordance with actual duty discharge as well as to ensure the stability, transparency, soundness, and ensure continues successors and effective operations.

Part 4

Managerial and Technical Positions of Officials-Civil Servants

Article 21. Managerial Positions

Managerial positions are leading and management positions according to mandate and rights and duties in an organization.

Article 22. Levels of Managerial Positions

Managerial positions of officials-civil servants at the central and local level are classified as follows:

1. High-level leaders are the President, President of National Assembly, Prime Minister, Deputy Presidents, Deputy Presidents of National Assembly, Deputy Prime Ministers, Ministers, Committee Chairpersons and Secretaries of National Assembly, President of People's Supreme Court, Head of People's Prosecutor Office, President of State Audit Organisation, Provincial Governors, Mayor of the Capital, Deputy Ministers, National Assembly Committee Deputy Chairpersons and Deputy Secretaries, Deputy Presidents of People's Supreme Court, Deputy Heads of People's Prosecutor Office, Deputy Presidents of State Audit Organisation, Provincial Deputy Governors, Presidents of Provincial People's Assemblies and Head of Sub-ministries or Government Sub ministry-equivalent Heads and positions equivalent to this level as stipulated in separate regulations.
2. High-level managers are Deputy Heads of Sub-ministries or Deputy Heads of Government sub ministry-equivalent organisations, Department Directors General or Directors of department equivalent organisations, Department Deputy Directors General or Deputy Directors of department equivalent organisations, Presidents and Deputy Presidents of Provincial People's Courts, Heads and Deputy Heads of Provincial People's Prosecutor Offices, Presidents and Deputy Presidents of Regional State Audit Organisations, District Governors, Heads of Municipalities, Mayors of Cities, Deputy District Governors, Deputy Heads of Municipalities, Deputy Mayors of Cities, Deputy Presidents of Provincial People's Supreme Courts and positions equivalent to this level, which are stipulated in separate regulations;
3. Middle-level managers are Division Heads and Deputy Division Heads of Ministries or Ministry-equivalent organisations, Chairpersons and Deputy Chairpersons of Provincial People Assembly Committees and positions equivalent to this level, which are stipulated in separate regulations;

4. Low-level managers are Deputy Heads of sectors or of sector equivalent agencies, Heads of units or of unit equivalent agencies and positions equivalent to this level, which are stipulated in separate regulations.

Article 23. Technical Positions

Technical positions are technical status or technical levels based on experience, capacity and education qualifications.

Article 24. Levels of Technical Positions

There are three technical levels:

1. Senior;
2. Expert;
3. Experienced.

Senior, expert and experienced positions are approved according to regulations.

Article 25. Acquisition of Technical Positions

Science Consul or Official-Civil Service Regulatory Agency of each sector considers to approve Senior, expert and experienced positions.

Details of technical positions are stipulated in a separate regulation.

Part 5

Official-Civil Service Status

Article 26. Status of Officials-Civil Servants

Status of officials-civil servants is:

1. In-service;
2. During leaves and official leaves;
3. Temporary assigned to other workplace;
4. Temporary suspension.

Article 27. In Service

In service is regular discharge of duties of officials-public servants in their positions.

Ad interim replacement is the resumption of vacant positions. The ad interim vacant duty replacement is not to exceed 1 year and the replacement person shall receive compensation of the managerial vacant position that he/she temporary replaces.

Acting on behalf of someone is the duty discharge as assigned by the agency or organization Head or as assigned by higher authority to be the alternate when the Head is busy, the alternate longer than 6 months shall receive compensations of the acting position.

Article 28. Leaves and Official Days Off

Taking leaves is the request to temporary leave work of officials-civil servants.

Types of taking leaves:

1. Annual leave is for 15 working days, excluding official days off, but annual leave days cannot be accumulated;
2. Maternity leave is for 5 months, which can be taken before or after giving birth. In case of giving birth to twins two additional months are added to;
3. For miscarriage during second to sixth months of pregnancy leave can be taken for 3 months, if the miscarriage is during sixth and above of pregnancy leave can be taken for 5 months;
4. For cesarean section, leave can be taken for six months;
5. For leave for health treatment for more than 3 months, alternate shall be appointed to be acting in the position;
6. Waiting to be allocated to a position is not to exceed two months, but the organization shall expedite to allocate to an appropriate position;
7. Leave for expertise enhancement as agreed by the organization;
8. Leaves for other reasons:
 - 8.1 Leave for marriage is not to exceed 5 days;
 - 8.2 Leave to take care of a wife, who gave birth or had miscarriage, is not to exceed 15 days;
 - 8.3 Leave to take care of sick of or because of the death a wife or husband, father or mother and children of officials-civil servants is not to exceed 10 days;
 - 8.4 Leave to accompany a wife or husband, who has been posted to work or studies abroad for longer than 1 year is according to decision of the organization.

For official leave of officials-civil servants, it is to comply with laws, regulations or official notifications.

Article 29. Temporary Assignment (to work in other Workplace)

The appointment of officials-civil servants to work temporary in State owned enterprises, join-ventures, loan projects or external grant-aid projects and other organisations is based on actual requirements of work and the duration of temporary work assignment is counted as part of years of service of the assigned person.

Article 30. Temporary Suspension from Work

Temporary suspension from work is to temporary stop working when officials-civil servants have committed serious offenses of disciplines or criminal offenses, which can be imprisoned by laws for more than six months.

In case, the Discipline Committee or People's Court decides to acquit the person on the accused charge, the person can continue the duties as usual.

Part 6

Benefits of Officials-Civil Servants

Article 31. Benefits

Benefits are salary, compensations, monetary bonus, retirement compensations and other benefits from duty discharge. In addition, there are also other facility benefits based laws and regulations.

Article 32. Salary

Salary is the rewards that the Government pays to officials-civil servants each month based on grades and levels of officials-civil servants.

Article 33. Compensations

Compensations are rewards that Government pays to officials-civil servants such as compensation for managerial positions, compensation for children, compensation for wives, compensation for work with toxic substances. In addition, there are compensations based on types and goals as defined by the Law on Social Security.

Officials-civil servants with at least 5 years of service, who leave work voluntarily and the organization authorizes shall receive a lump sum of compensations, calculated by grades, levels and years of service.

Article 34. Monetary Bonus

Monetary bonus is the compensation that Government pays to officials-civil servants with outstanding performance in duties through performance appraisal.

Article 35. Retirement Compensation

Retirement compensation is the compensation that Government pays to officials-civil servants from Social Security Fund after approved retirement according to the provisions of Article 70 of this Law.

Article 36. Benefits of Officials-Civil Servants who leave for enhancement of expertise

Officials-civil servants, authorized by the organization to leave for expertise enhancement domestically or abroad, shall receive salary according to grades, levels, compensation and other policies according to regulations.

Part 7

Official-Civil Servant Work Performance Appraisal

Article 37. Performance Appraisal System

Official-civil service performance appraisal is conducted annually. In addition, it is also done before appointment to a position, new duties or before termination of duties and upon completion of important tasks.

Party and government organisations, Lao Front for National Development and National and Sub-national mass organisations shall report on the results of performance appraisal to official-civil service management authority according to regulations.

Article 38. Objective of Performance Appraisal

Officials-civil service of Party and government organisations, Lao Front for National Development and National and Sub-national mass organisations shall be appraised for their work performance.

Article 39. Performance Appraisal Principles

Performance appraisal for officials-civil service shall follow the centralized and unified principles, collective decision making, individual responsibility, majority of votes in decision, individuals under the organization and top-down; ensuring completeness, objectivity, fairness, clarity, evidence-based, transparency and accountability.

Article 40. Contents of Performance Appraisal

Performance appraisal for officials-civil service has the following contents:

1. Political quality and revolutionary quality;
2. Knowledge, capacity and experience;
3. Success of work performance.

Article 41. Steps in Performance Appraisal

Work performance appraisal for officials-civil service shall follow four steps:

1. Self-appraisal;
2. Peer appraisal;
3. Appraisal by the organization;
4. Appraisal by higher-authority.

Article 42. Levels in Performance Appraisal

Performance appraisal has 5 levels:

1. Excellent;

2. Good;
3. Mediocre;
4. Weak;
5. Very weak.

Article 43. Use of Performance Appraisal

Results of performance appraisal for officials-civil service is used for:

1. Staff planning;
2. Planning of training and development;
3. Implementation, rewards and other policies;
4. Planning of measures for those at weak and very weak levels;

Details of official-civil service performance appraisal are stipulated in a separate regulation.

Part 8

Official-Civil Service Training and Development

Article 44. Training

All officials-civil servants shall receive training, which systematic learning process to reinforce or enhance knowledge, capacity and perceptions, aimed at helping to improve effectiveness of work.

There are four types of training:

1. Orientation training;
2. Training during normal service:
 - 2.1 Training for managerial level civil service;
 - 2.2 Training for technical level civil service;
 - 2.3 Training for administrative supporting civil service;
3. Training for civil service in a new position.

Article 45. Development

Development is the enhancement of political and revolutionary qualities, political, administrative, science knowledge and tactics to be improved systematically for the ability to effective work.

Article 46. Training and Development Principles

Official-civil service training and development shall follow the following principles:

1. In line with the policies, laws and regulations;
2. In line socio-economic development plan, human resource development strategy, official-civil service development plan, plans, programs and projects periodically;

3. Shall be on a continuous basis relevant to expertise, responding to actual requirements in official-civil service development of the sector based on results of official-civil service performance appraisal;
4. Application of new technology and enhancement of foreign language knowledge;
5. Assurance of quality and relevant to each goal.

Article 47. Agency Responsible for Official-Civil Service Training and Development

Agency responsible for official-civil service training and development is defined in Article 85 of this Law as the definition of training strategy, plans, programs, projects for officials-civil service under their responsibility as well as support officials-civil service to join continuous training and development.

Part 9

Contents of Official-Civil Service File

Article 48. Contents of Official-Civil Service File

Official-civil service file consists of biography, diploma and other personal information on work activities.

Article 49. Management of Official-Civil Service Files

Official-civil service management agency at each level manages official-civil service files under their responsibility in a comprehensive, systematic, modernized manner as well as in manner to assure the safety.

Article 50. Transmitting of Official-Civil Service Files

Official-civil service management agency at each level shall promptly transmit all contents of official-civil service files of relocated officials-civil servants to work in a new location to the new organization.

Chapter III

Rights, Duties, Obligations, Ethics and Termination

Part 1

Rights of Officials-Civil Service

Article 51. Rights in Duty Discharge of Officials-Civil Service

In duty discharge, officials-civil service have the following rights:

1. Right to be assigned with rights appropriate to the duty;

2. Right to be provided with workplace, means and equipment and other facilities supporting work according to regulations;
3. Right to information except for confidential information;
4. Right to training and development;
5. Right to make comments, critics, proposal of issues and solutions to their organization;
6. Right to protection by the organization according to laws and regulations;
7. Other rights as stipulated in laws and regulations.

Article 52. Right to Benefits

Officials-civil service have right to the following benefits:

1. Salary, compensations, bonus, retirement compensation and other supporting compensations from the salary fund and social security fund, including other benefits according to regulations;
2. Compensations from overtime work as defined by laws and regulations.

Article 53. Right to Leaves

In addition to official days off, officials-civil service have right to take leaves as defined in Article 28 of this Law.

Part 2

Duties of Officials-Civil Service

Article 54. Over Duties of Officials-Civil Service

Officials-civil service have overall duties as follows:

1. Discharge duties regularly and take responsibility for effectiveness and efficiency;
2. Participate in activities within their organization;
3. Facilitate and provide service to citizens in good will, swiftly, fairly and equally;
4. Report on their work to the management truly and regularly;
5. Discharge other duties as defined by laws and regulations.

Article 55. Duties of High-Level Officials and Civil Service in Managerial Positions

High-level officials and civil service in managerial positions have the following specific duties:

1. Study and interpret policies, strategies and master plans related to their work responsibilities to interpret them into detailed plans, programs and projects, and supervise successful implementation;
2. Research, formulate, improve laws and other regulations within mandate, duties and responsibility to propose to higher authority for consideration;
3. Research and improve their organization in line with the guidance of appropriateness in size, relevance and efficiency in operations periodically;

4. Disseminate policies, laws and regulations to officials-civil service within their responsibility to be in compliance with laws and regulations;
5. Address complaints of individuals and organization according to laws and regulations;
6. Coordinate with other concerned organizations in fulfillment of duties within their responsibility.

Part 3

Obligations of Officials-Civil Service

Article 56. Overall Obligations of Officials-Civil Service

Overall obligations of officials-civil service are:

1. Loyalty to socialist ideology, dignity before the Nation and people;
2. Respect and compliance with the Constitution, laws, regulations and participation in activities of the organization;
3. Respect ownership of citizens, listen to, consider and deal with proposals of citizens, be under oversight of citizens higher authority;
4. Fulfill other obligations as defined by laws and regulation.

Article 57. Obligations of Officials-Civil Service in Fulfillment of Official Duties

Obligations of officials-civil service in fulfillment of official duties are:

1. Fulfill mandate, duties and responsibilities as assigned by the organization in compliance with the Constitution, laws, regulations; provides service to citizens in good will and compliance with laws and regulations;
2. Protect of individual and collective and government rights, interests and dignity;
3. Safeguard confidentiality of the government, official confidentiality, respect the organization and strictly follow disciplines;
4. Safeguard and manage State assets;
5. Provide true information on biography, assets and liabilities of themselves and of their husbands/wives and children;
6. Be in service at least twice as much as the time spent on study domestically and abroad for those holders of scholarship of the government or international organisations providing aid to Lao Government, otherwise, those violating, shall refund twice as much as the fund that they have received;
7. Pay income tax to the Government according to laws and regulations, and this includes those appointed by the Government to work in organisations or projects domestically or abroad, whose salary or compensations from the project;
8. Report on their performance to higher authority on a regular basis.

Article 58. Obligations of High-Level Officials and Civil Service in Managerial Positions

High-level officials and civil service in managerial positions have the following obligations:

1. Supervise and manage the organization in fulfillment of the mandate, rights and duties as assigned and take responsibility for failure before the higher authority;
2. Manage, inspect and advise on duty discharge by officials-civil service within their responsibility;
3. Provide true information on biography, assets and liabilities of themselves and of their husbands/wives and children;
4. Set example on economization, anti-extravaganza, anti-abuse of power, and anti-corruption.

Part 4

Ethics of Officials-Civil Service

Article 59. Ethics of Officials-Civil Service

All officials-civil service shall behave in accordance with ethics to uphold their dignity, be responsible for the duty discharge as assigned by the organization, apply professionalism and provide service to citizens in good will, honestly and sincerely.

Ethics of officials-civil service consist of:

1. Ethics before themselves;
2. Ethics before professionalism;
3. Ethics before the organization;
4. Ethics before citizens and society.

Article 60. Ethics Before Themselves

Officials-civil service shall stick to ethics before themselves as good officials-civil service, have good political and revolutionary qualities.

Article 61. Ethics before Professionalism

Officials-civil service shall exercise professionalism honestly and not for benefits in a wrongful manner and strictly follow their ethics.

Article 62. Ethics before Organisation

Officials-civil service shall respect and be faithful to the organization, take responsibility for assignments, keep confidentiality and strictly follow disciplines of the organization.

Article 63. Ethics before Citizens and Society

Officials-civil service shall provide service and serve citizens and society honestly, equally, transparently, be in a proper manner, be moderate, shall not demand rewards and shall not create difficulties for citizens and society during duty discharge.

Details of ethics of officials-civil service are defined in a separate regulation.

Part 5

Termination of Civil Servants

Article 64. Termination of Civil Service

Officials-civil service shall be terminated in one of the following cases:

1. Resignation;
2. Loss of Lao citizenship;
3. Abandon of duties;
4. Dismissal;
5. Loss of work capacity;
6. Receipt of retirement compensation;
7. Death.

Article 65. Resignation

Officials-civil service can resign from civil service by voluntarily submission of and approval of resignation by of the organization, and the lump sum of compensation will be received.

For officials-civil service with less than 5 years of service or stop working before approval shall be consider as abandon of duties and shall not receive any policy.

Article 66. Loss of Lao Citizenship

Officials-civil service, who have lost Lao citizenship, their status as officials-civil service shall be terminated.

Article 67. Abandon of Duties

Officials-civil service, who have abandoned their duties for longer than 1 month without reason, their status as officials-civil service shall be terminated.

Article 68. Dismissal

Officials-civil service, who have seriously violated disciplines or committed a criminal offense by Court's decision and there is a decision to dismiss form work , their status as officials-civil service shall be terminated.

Article 69. Loss of Work Capacity

Officials-civil service, who have lost work capacity or in the mental conditions that do not them to continue to fulfill duties as confirmed by medical doctor, their status as officials-civil service shall be terminated and shall receive policies according to laws and regulations related to social security.

Article 70. Receipt of Retirement Compensation

Officials-civil service who reach the retirement age and fulfill service years shall receive retirement compensation without having to write a request letter, and the organization will inform the person one year in advance.

Criteria for receipt of retirement compensation of officials-civil service are:

1. For males and females aged 60 years old. Females can choose to retire before that age but the age for retirement must be at least 55 years old and above;
2. The service years are 25 years and above.

Civil service, meeting all criteria and approved to retire shall get salary of one level higher. For high-level officials, it is stipulated in a separate regulation.

Article 71. Death

Officials-civil service, who are dead, their status as officials-civil service shall be terminated and shall receive policies according to laws and regulations.

Officials-civil service, who are dead during official duty discharge shall receive salary of one level higher and death compensation will be calculated. For high-level officials, it is stipulated in a separate regulation.

Chapter IV

Procedures of Sanction and Discipline Committee

Part 1

Termination of Civil Servants

Procedures of Sanction

Article 72. Consideration of Offences of Officials-Civil Service

Offences of officials-civil service shall be considered at a meeting of Discipline Committee, which has to be attended by 2 thirds of the total members of the Committee.

The resolution of the meeting shall be effective once agreed by the majority of participants.

Accused officials-civil service shall explain reasons and provide evidence in self-defense before the meeting issues the resolution.

After the resolution is agreed by the Discipline Committee Meeting, the resolution is proposed to the Meeting Chair before the issuance.

After the resolution, the offense is to be announced as well as to inform the offender on the discipline measures against him/her, and measures are enforced.

Article 73. Disciplinary Measure Procedure

Disciplinary Measure has 4 levels as follow:

1. First level: criticism and file the minute as an evidence;
2. Second level: warning by writing a self-assessment form and file the minute as an evidence;
3. Third level: suspend the salary and commendation, reduce the administrative position or move to another position with lower position, remove the position and file a self-civil servant form;
4. Fourth level: leave the government without any policy.

Article 74. Duration of Sanction Consideration

The consideration of sanction is to complete within the following timeframe:

1. 15 days for the first step;
2. 30 days for the second step;
3. 60 days for the third step;
4. 90 days for the fourth step.

Article 75. Reduction of Salary of Officials-Civil Service, whose Duties are Suspended

Officials-civil service, whose duties are suspended according to Article 30 of this Law, shall have their salary deducted 50 percent to be temporary kept. In case, the Discipline Committee or People's Court consider not guilty, the whole salary will be paid.

Article 76. Appeal of Sanction Decision

Appeal of sanction decision when the offender deems he/she is not guilty, he/she can propose to the Discipline Committee of the next level to reconsider within 30 days since the issuance of verdict.

Part 2

Discipline Committee

Article 77.

There are following Discipline Committees:

1. Discipline Committee at the ministerial level;
2. Discipline Committee at the provincial level;
3. Discipline Committee at the district level.

Article 78. Discipline Committee at Ministerial Level

Discipline Committee at the ministerial level consists of:

1. Minister or Head of Government Ministry-Equivalent Organisation as the Chair;
2. Director General of Organisation and Personnel Department as the Deputy Chair;
3. Director General of Inspection Department as a member;
4. Director General of the department of the accused as a member;

5. Senior official-civil service or head of work unit of the accused as a member;
6. Representative from mass organizations of the ministry or government ministry-equivalent organization as a member.

Article 79. Discipline Committee at Provincial Level

Discipline Committee at provincial level consists of:

1. Provincial Governor/Capital Mayor as the Chair;
2. Director of Personnel Committee as the Deputy Chair;
3. Director of Provincial Home Affairs Department as a member;
4. President of Inspection Committee as a member;
5. Director of department and senior official-civil service of the accused department as a member;
6. Representative from mass organisations of the accused as a member.

Article 80. Discipline Committee at District Level

Discipline Committee at provincial level consists of:

1. District Governor, Head of Municipality, City Mayor as the Chair;
2. Head of Personnel Committee as Deputy Chair;
3. Director of District Home Affair Office;
4. President of Inspection Committee;
5. Director of Cabinet and senior official-civil service of the accused as members;
6. Representative from mass organisations of the accused as a member.

Article 81. Rights and Duties of Discipline Committee

Discipline Committee at each level has the following rights and duties within its responsibility:

1. Invite individuals and organisations for questioning and information related to violations of offenses of officials-civil service;
2. Invite the accused for questioning or provision of evidence to prove innocence;
3. Consider discipline measures against officials-civil service accused of committing offenses according to procedures as stated in Article 73 of this Law;
4. Consider the appeal of officials-civil service, disciplined by the lower Committee;
5. Exercise other rights and fulfill other duties as defined by laws and regulations.

Chapter V Prohibited Acts

Article 82. Prohibited Acts for Officials-Civil Service

Officials-civil service are prohibited to:

1. Advocate against the guidance of the Party, policies, laws of the Government or create negative impacts on fine tradition and culture of the country, psychology of citizens and society;
2. Request, demand, receive or give bribery; abuse of their power, duties and positions; obstruct operations, resulting in loss of interests of individuals, legal persons and organisations;
3. Ignore, abandon duties arbitrarily or stop work without permission of the organization;
4. Operate a business as the owner, board of director member, shareholder or manager otherwise permitted;
5. Use State assets for personal use in conflict with laws and regulations;
6. Recruit, allocate, appoint father, mother, husband, wife, brother, sister, children and close relatives to be responsible for organization-personnel, inspection, secretary, accounting, finance, as accounts, inventory staff or procurement of the organization;
7. Create groups, syndicates and act that results in negative impacts on operations and solidarity of the organization;
8. Other behaviors that are in conflict with laws and regulations.

Article 83. Prohibitions for Discipline Committee

Discipline Committee is prohibited to:

1. Consider sanction against officials-civil service that is not in conformity with policies, laws and regulations;
2. Request, demand, receive or give bribery for consideration of sanction;
3. Force and threaten the accused to accept the offense;
4. Have prejudice towards officials-civil service;
5. Disclose confidentiality and information on the sanction;
6. Other behaviors that are in conflict with laws and regulations.

Article 84. Prohibitions for Station Owners

The organization is prohibited to:

1. Consider, decide and agree on recruitment, appointment, allocation, relocation, implement policies and impose sanctions against officials-civil that is not in conformity with laws and regulations;
2. Issue regulations that are in conflict with laws, resulting in damages to the organization, sector, group and individuals;
3. Act in such a way that is not promoting, supporting interests and advancement of officials-civil service;
4. Recruit contractual staff, volunteers and new civil service without approval;
5. Recruit officials-civil service, who are sanctioned at the forth step as defined in Article 73 of this Law;

6. Relocate officials-civil service without approval, appoint officials-civil service to a position before completion of their study;
7. Request, demand, receive or give bribery for personal and family benefits;
8. Other behaviors that violate laws and regulations.

Chapter VI

Official-Civil Service Management and Inspection

Part 1

Official-Civil Service Management

Article 85. Official-Civil Service Management Authority

The Government manages officials-civil service in a centralized and unified manner country-wide with desegregation of duties with ministries, government ministry-equivalent organisations, provincial and district administrations.

Government assigns Personnel Committee of the Central Party-Committee and Ministry of Home Affairs to act as the Secretariat in official-civil service management according to the mandate.

Article 86. Rights and Duties of Personnel Committee of the Central-Party Committee

Personnel Committee of the Central-Party Committee has the following rights and duties in management of officials-civil service:

1. Study guidance, policies, strategic plan and laws and regulations related to official-civil service management from the positions of department directors general and department-equivalent directors onwards and propose to higher authority for consideration;
2. Disseminate country-wide guidance, policies, strategic plan and laws and regulations related to official-civil service management from the positions of department directors general and department-equivalent directors onwards;
3. Study standards and criteria and propose for appointment or relocation of officials-civil service from the positions of department directors general and department-equivalent directors onwards;
4. Research to development requirement plan, official-civil service training and development plan from the positions of department directors general and department-equivalent directors onwards, and those with Master's and PhD Degree in politics and administration;
5. Study performance appraisal for official-civil service management from the positions of department directors general and department-equivalent directors onwards;
6. Consider policies for high-level leaders to propose to higher authority according to regulations;
7. Support and monitor official-civil service management throughout the country;

8. Supervise statistics collection and civil service file management for official-civil service management from the positions of department directors general and department-equivalent directors onwards;
9. Coordinate with Party and government organisations, Lao Front for National Development and National and Sub-national mass organisations in official-civil service management work;
10. Corporate and collaborate with other countries regionally and internationally in relation to official-civil service management;
11. Summarize and report on its operations to higher authority on a regular basis;
12. Exercise other rights and fulfill other duties as defined by laws and regulations.

Article 87. Rights and Duties of Ministry of Home Affairs

Ministry of Home Affairs has the following rights and duties in management of officials-civil service:

1. Study guidance, policies, strategic plan and laws and regulations related to official-civil service management from the positions of department deputy directors general and department-equivalent organization deputy directors downwards and propose to higher authority for consideration;
2. Disseminate country-wide guidance, policies, strategic plan and laws and regulations related to official-civil service management from the positions of department deputy directors general and department-equivalent organization deputy directors downwards;
3. Study standards and criteria and propose for appointment or relocation of officials-civil service from the positions of department deputy directors general and department-equivalent organization deputy directors downwards;
4. Research to development requirement plan, official-civil service training and development plan from the positions of department deputy directors general and department-equivalent organization deputy directors downwards s, and those with Master's and PhD Degree in politics and administration;
5. Study performance appraisal for official-civil service management from the positions of department deputy directors general and department-equivalent organization deputy directors downwards;
6. Support and monitor official-civil service management throughout the country;
7. Supervise statistics collection and civil service file management for official-civil service management from the positions of department deputy directors general and department-equivalent organization deputy directors downwards;
8. Consider and define regulations related to salary, compensations, and policies including rewards and sanctions;
9. Consider and define standards and criteria for managerial and technical positions and positions of civil service;

10. Research regulations related to civil service entrance exams, promotions of grades and levels, appointment, relocation and removal from positions of civil service;
11. Summarize civil service work and staff requirement as quota for annual new civil service to propose to the Government for consideration as well as support and monitor newly recruited civil service;
12. Develop and improve modern civil service management information system that can be linked up with Party and government organisations, Lao Front for National Development and National and Sub-national mass organisations;
13. Consider to address complaints and suggestions of civil service within its responsibility;
14. Coordinate with Party and government organisations, Lao Front for National Development and National and Sub-national mass organisations in official-civil service management work;
15. Corporate and collaborate with other countries regionally and internationally in relation to official-civil service management;
16. Summarize and report on its operations to higher authority on a regular basis;
17. Exercise other rights and fulfill other duties as defined by laws and regulations.

Article 88. Rights and Duties of Ministries and Ministry-Equivalent Organisations

Departments of Organisation and Personnel as secretariat of their own ministries and ministry-equivalent organisations have the following rights and duties in management of officials-civil service:

1. Study and develop strategic plan related to civil service management of their sector based on the overall strategy and plan of the government;
2. Research and define civil service training and development plan of their sector in relation to expertise and for junior management on public administration periodically;
3. Research and define standards for managerial and technical positions and job discretion of civil service;
4. Manage civil service in term of quantity and quality, implement policies and sanctions against civil service according to laws and regulations;
5. Summarize civil service management work and requirement of new civil service to report to Ministry of Home Affairs annually;
6. Implement entrance exams for civil service, promote grades and levels, appoint, relocate, remove, and conduct performance appraisal of civil service in their sector;
7. Use modern civil service management information system that can be linked up with Ministry of Home Affairs;
8. Consider to address complaints and suggestions of civil service within its responsibility;
9. Corporate and collaborate with other countries regionally and internationally in relation to official-civil service management;
10. Summarize and report on its operations to senior management and Ministry of Home Affairs on a regular basis;

11. Exercise other rights and fulfill other duties as defined by laws and regulations.

Article 89. Rights and Duties of Provincial/Capital Administrations

Provincial/Capital administrations have the following rights and duties in management of officials-civil service:

1. Study and develop strategic plan related to civil service management within their responsibility based on the overall strategy and plan of the government;
2. Research and define civil service training and development plan within their responsibility in relation to expertise and for junior management on public administration periodically;
3. Research and define standards for managerial and technical positions and job discretion of civil service;
4. Manage civil service in term of quantity and quality, implement policies and sanctions against civil service according to laws and regulations;
5. Summarize civil service management work and requirement of new civil service to report to Ministry of Home Affairs annually;
6. Implement entrance exams for civil service, promote grades and levels, appoint, relocate, remove, and conduct performance appraisal of civil service in their sector;
7. Use modern civil service management information system that can be linked up with other sectors concerned and concerned official-civil service management authority;
8. Consider to address complaints and suggestions of civil service within its responsibility;
9. Corporate and collaborate with other countries regionally and internationally in relation to official-civil service management;
10. Summarize and report on its operations to their higher authority and Ministry of Home Affairs on a regular basis;
11. Exercise other rights and fulfill other duties as defined by laws and regulations.

Article 90. Rights and Duties of District/Municipality/City Administrations

District/Municipality/City administrations have the following rights and duties in management of officials-civil service:

1. Implement the provincial/Capital civil service management plan and strategy for the district, municipality, city;
2. Research and define civil service training and development plan within their responsibility in relation to expertise and for junior management on public administration periodically;
3. Research and define standards for managerial and technical positions and job discretion of civil service;
4. Manage civil service in term of quantity and quality, implement policies and sanctions against civil service according to laws and regulations;

5. Summarize civil service management work and requirement of new civil service to report to the Province/Capital;
6. Implement entrance exams for civil service, promote grades and levels, appoint, relocate, remove, and conduct performance appraisal at the level of responsibility;
7. Use modern civil service management information system that can be linked up with other sectors concerned and higher official-civil service management authority;
8. Consider to address complaints and suggestions of civil service within its responsibility;
9. Corporate and collaborate with other countries regionally and internationally in relation to official-civil service management;
10. Summarize and report on its operations to their higher authority and Ministry of Home Affairs on a regular basis;
11. Exercise other rights and fulfill other duties as defined by laws and regulations.

Part 2

Inspection of Officials-Civil Service

Article 91. Inspecting Authorities for Officials-Civil Service

Inspecting authorities for officials-civil service consist of:

1. Internal inspection body is the same body as the Official-Civil Service Management Authority as stipulated in Article 85 of this Law;
2. External inspection bodies, consisting of the National Assembly, State Audit Organisation, Government Inspection Authority, Anti-Corruption Authority and Provincial People's Councils.

Article 92. Contents of Inspection

The inspection of officials-civil service has the following contents:

8. The inspection of legislation making of Official-Civil Service Authority;
9. The inspection of the implementation of official-civil service management work;
10. The implementation of principles, contents and procedures related to official-civil service management;
11. Exercise of rights, fulfillment of duties, obligations, ethics, prohibitions and livelihoods of officials-civil service.

Article 93. Forms of Inspection

The inspection of officials-civil service is in 3 forms:

3. Regular inspection;
4. Inspection with advance notice;
5. Inspection without advance notice.

The regular inspection is regular and planned inspection and has certain timeline.

The inspection with advance notice is the unplanned inspection when deemed necessary by notifying inspected parties in advance.

The inspection without advance notice is the necessary and urgent inspection without advance notice to the inspected parties.

Chapter VII

Uniform and Symbol

Article 94. Uniform

Officials-civil service of different sectors have their own specific uniform according to regulations.

Article 95. Symbol

Officials-civil service of different sectors have their own specific symbol according to regulations.

Chapter VIII

Rewards for Those with Outstanding Performance and Sanctions Against Violators

Article 96. Rewards for those with Outstanding Performance

Officials-civil service with outstanding implementation of this Law such as acts to make the operations of depositor protection effective and efficient shall receive rewards and rewarded with policies according to regulations.

Article 97. Sanctions Against Violators

Officials-civil service violating this Law and regulations related to depositor protection, resulting in damages to government and society shall be educated, disciplined or penalized, and ordered to pay civil compensation or be criminally responsible based on level of severity acts.

Chapter IX

Final Provisions

Article 98. Implementation

The government of Lao People's Democratic Republic is the executing agency of this Law.

Article 99. Effectiveness

This Law shall enter into force 15 days since the issuance of Promulgation Decree to this Law by the President of the Lao People's Democratic Republic and after the announcement in the official gazette.

Requirements and provisions that are in conflict with this Law shall be void.

President of the National Assembly

(Seal and Signature)

Pany Yathotu