

Waggaa 27<sup>ffaa</sup> ..... Lak. ....13/2011

ጽሕፈት ዓመት.....ቁጥር.....፲፫/፪ሺ፲፩

27<sup>th</sup>year ..... No. ....13/2019



Finfinnee,..... Fulbaana 28 Bara 2011

ፊንፊንዢ.....መስከረም ፳፰ ቀን ፪ሺ፲፩ ዓ.ም

Finfine,.....October 8, 2018

# MAGALATA OROMIYAA

## L μ E p % Z Më !

# MEGELETA OROMIA

<b>Gatiin Tokkoo</b> ..... Qarshii 27.90 <b>የአኒጫ " ባ " .....</b> ብር 27.90 <b>Unit Price</b> ..... Birr 27.90	<b>To'annoo Caffee Mootummaa Naannoo Oromiyaatiin Kan Bahe</b> <b>፲%ZM፪ ብሔራዊ EGF" ፲ ራ Rr</b> <b>በጨፌ ኦሮሚያ ኦ ሞፊ }r ፫' »</b>	<b>Lak. S. Poostaa</b> ..... 21383-1000 <b>፫፱.፬.፭፻፶</b> .....21383-1000 <b>P.O.Box</b> ..... 21383-1000
<b><u>QABIYYEE</u></b> <b><u>Labsii Lakk. 215/2011</u></b> Labsii Lak. 215/2011 Labsii Hojjettoota Mootummaa Naannoo Oromiyaa Lak. 61/1994 (Akka Fooyyaetti) Irra Deebi-idhaan Fooyyessuuf Bahe .....Fuula 1	<b><u>ማውጫ</u></b> <b><u>አዋጅ ቁጥር ፪፻፲፭/፪ሺ፲፩</u></b> አዋጅ ቁጥር ፪፻፲፭/፪ሺ፲፩ የኦሮሚያ ክልላዊ መንግሥት ሠራተኞች አዋጅ ቁጥር ፳፩/፲፱፻፱ (እንደተሻሻለ) እንደገና ለማሻሻል የወጣ አዋጅ .....፳፮ ፩	<b><u>CONTENT</u></b> <b><u>Proclamation No. 215/2018</u></b> Proclamation No 215/2018 AProclamation to Re-Amend Oromia Regional State Civil Servants Proclamation No.61/2002 (As Amended) .....Page 1
<b>Labsii Lak. 215/2011</b> <b>Labsii Hojjettoota Mootummaa Naannoo Oromiyaa Lak. 61/1994 (Akka Fooyyaetti) Irra Deebiidhaan Fooyyessuuf Bahe</b>  Sirna fo'annoo fi filannoo manneen hojii mootummaa keessatti gaggeef-famu bu'uuraan jijjiiruun akka naan-nootti hojimaata mirkaneeffannaa ga'umsa ogummaa fi hojii diriirsuun akkasumas hojjetaan mootummaa sirna kana keessa akka darbu taasi-suudhaan pabliik sarvaantii ilaalcha tajaajiltummaa fi aantummaa um-mataa gonfatee fi guddina misoomaa naannichi galmeessisaa jiru itti fufsii-suu danda'u ijaaru fi bu'aalee sagan-taalee fooyya'iinsa siviil sarvisii gama hooggansa qabeenya namaatiin arga-man seera cimsuu fi itti fufsisuu dan-deessisu baasuun waan barbaachiseef;	<b><u>አዋጅ ቁጥር ፪፻፲፭/፪ሺ፲፩</u></b> <b><u>የኦሮሚያ ክልላዊ መንግሥት ሠራተኞች አዋጅ ቁጥር ፳፩/፲፱፻፱(እንደተሻሻለ) እንደገና ለማሻሻል የወጣ አዋጅ</u></b>  በመንግሥት መስሪያ ቤቶች ውስጥ የሚካሄደውን የምልመላና መረጣ ሥርዓትን በመስረታዊነት በመለወጥና እንደ ክልል የሙያና የሥራ ብቃት ማረጋገጫ ሥርዓትን በመዘርጋት፣ እንዲሁም የመንግስት ሠራተኛው በዚህ ሥርዓት ውስጥ እንዲያልፍ በማድረግ የአገልጋይነት አመለካከትና ሕዝባዊ ወገንተኝነትን የተጎናጸፈና ክልሉ እያስመዘገበ ያለውን ዕድገት ለማስቀጠል የሚያስችል ፕብሊክ ሰርቪስ ለመንግሥትና የሲቪል ሰርቪስ ማሻሻያ ፕሮግራም በሰው ሃብት ሥራ አመራር ረገድ ያመጣቸውን ውጤቶች ለማጎልበትና ለማስቀጠል የሚያስችል ሕግ ማውጣት በማስፈለጉ፤	<b>Proclamation No 215/2018</b> Proclamation to Re-Amend Oromia Regional State Civil Servants Procla-mation No.61/2002 (As Amended)  WHEREAS, it has become neces-sary to enact a law that help to fun-damentally change the recruitment and selection system undertaken in the government institutions and establish the regional professional and occupational competence certi-fication system and subject the civil servants to undergo through such process and thereby build a public servant that develop service orient-ed attitude and win the public trust who can guarantee the sustainability the growth and development being registered by the regional state and a law that help ensure the sustainabil-ity of achievements of the civil ser-vice reform program with respect to human resource management;

Hojimaata hojjettoota mootummaa manneen hojii mootummaa keessa jiran bifa walfakkaatuun hogganuuf beekumsaa fi dandeettii isaanii haala sirrii ta'een sirna fayyadamuu dandees-sisuu diriirsuun waan barbaachiseef;

Manneen hojii mootummaa hojjettoota qaban tursiisuu fi haaraa alaa hawwachuun dorgomaa ta'uu akka danda'an haala dandeessisuun haalota hojii fooyya'oo diriirsuun barbaachisaa ta'ee waan argameef;

Labsiiwwan hojiirra turan kees-satti qaawwa seeraa mul'atu cufuun kiraa-sassaabdummaa fi rakkoo bulchiinsa gaarii pabliik sarviisii keessatti mul'atu dhabamsiisuu kan dandeessisu seerri akka jiraatu waan barbaachiseef;

Akkaataa Heera Mootummaa Naannoo Oromiyaa Fooyya'ee Bahe Labsii Lak. 46/1994 keewwata 49(3)(a) tiin kan kanatti aanu labsameera.

### Kutaa Tokko Tumaalee Waliigalaa

#### 1. Mata Duree Gabaabaa

Labsiin kun “Labsii Hojjettoota Mootummaa Naannoo Oromiyaa Lak.215/2011” jedhamee waamamuu ni danda'a.

#### 2. Hiika

Akkaataan jechichaa hiika biraa kan kennisiisuuf yoo ta'e malee, Labsii kana keessatti:

- 1) “Hojjetaa Mootummaa” jechuun mana hojii Mootummaa naannichaa keessatti nama dhaabbataan qaxaramee hojjetuudha. Haata'u malee, kanneen kanatti aanan hin dabalatu:
  - (a) Itti Aantoota Hooggantootaa Biirroolee, Itti Aantootaa Komishinarootaa fi kanneen sadarkaa walfakkaatuu fi isaa ol ta'an;

በመንግስት መስሪያ ቤቶች ያሉ ሰራተኞችን ወጥነት ባለው መልኩ ለመምራትና እውቀታቸውንና ችሎታቸውን በተገቢው ሁኔታ ለመጠቀም የሚያስችል የአሠራር ሥርዓት መዘርጋት በማስፈለግ፤

የመንግስት መስሪያ ቤቶች ያሏቸውን ሠራተኞች በማቆየትና አዳዲስ ሰራተኞችን በመሳብ ተወዳዳሪ ለመሆን እንዲችሉ የተሻሻሉ የሥራ ሁኔታዎችን ማመቻቸት አስፈላጊ ሆኖ በማገኘቱ፤

በሥራ ላይ ባሉት አዋጆች ላይ የሚታዩ ክፍተቶችን በመዘጋት በሲቪል ሰርቪስ ውስጥ የሚታዩትን የኪራይ ሰብሳቢነትና የመልካም አስተዳደር ችግሮች ለማስወገድ የሚያስችል ሕግ እንዲኖር በማስፈለግ፤

ተሻሻለው በወጣው የኦሮሚያ ክልላዊ መንግስት ሕገ መንግሥት አዋጅ ቁጥር ፵፮/፲፱፻፺፬ አንቀጽ ፵፱(፫)(ሀ) መሠረት የሚከተለው ታውጧል፡፡

### ክፍል አንድ ጠቅላላ ድንጋጌዎች

#### ፩. አጭር ርዕስ

ይህ አዋጅ “የኦሮሚያ ክልላዊ መንግሥት ሠራተኞች አዋጅ ቁጥር ፪፻፲፭/፪ሺ፲፩” ተብሎ ሊጠቀስ ይችላል፡፡

#### ፪. ትርጓሜ

የቃሉ አገባብ የተለየ ትርጉም የሚያስጠው ካልሆነ በስተቀር በዚህ አዋጅ ውስጥ፡-

፩) “የመንግሥት ሠራተኛ” ማለት በክልሉ መንግሥት መሥሪያ ቤት ውስጥ በቋሚነት ተቀጥሮ የሚሰራ ሰው ነው፤

ሆኖም የሚከተሉትን አይጨምርም፡-

(ሀ) ምክትል የቢሮ ኃላፊዎችን፣ ምክትል ኮሚሽነሮችን፣ እንዲሁም በተመሳሳይ ደረጃና ከዚያ በላይ የሆኑትን፤

WHEREAS, it has become necessary to establish a working system that help to uniformly manage the civil servants in the government institutions and utilize their knowledge and skills properly;

WHEREAS, it is found necessary to establish improved conditions of work in a way that enable the Government Institutions to be competent through retaining their civil servants and attracting new entrants;

WHEREAS, it has become necessary to have a law that help to curb rent seeking practices and good governance challenges in the public service through filling the loopholes prevalent in the existing proclamations;

NOW, THEREFORE, in accordance with the Revised Constitution of Oromia Regional State, Proclamation No. 46/2001 Article 49 (3) (a), it is hereby proclaimed as follows:

### Section One General Provisions

#### 1. Short Title

This Proclamation may be cited as “Oromia Regional State Civil Servants Proclamation No. 215 /2018”

#### 2. Definitions

In this proclamation, unless the context otherwise requires:

- 1) “Civil servant” means a person employed permanently and work in the government institution of the region; provided, however, that it shall not include the following:

(a) Deputy Heads of the Bureaus, Deputy Commissioners and those with the same rank and above;

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| <p>(b) Miseensota Caffee, Manneen Maree Aanaa, Magaalaa fi Gandaa;</p> <p>(c) Miseensota Mana Maree Bulchiinsaa Mootummaa Naannichaa fi manneen marii bulchiinsaa sadarkaa adda addaa irratti argaman;</p> <p>(d) Abbootii Seeraa fi Abbootii Alangaa Naannichaa;</p> <p>(e) Miseensota Poolisii Naannichaa;</p> <p>(f) Hojjettoota seera biraatiin Labsii kanaan akka hin hammatamne taasifaman.</p> <p>2) “Hojjetaa Yeroo” jechuun nama mana hojii mootummaa keessatti gita hojii amala itti fufiinsa hin qabne yookiin haalli yoo dirqisiisu gita hojii dhaabbataa irratti yeroof qaxaramee hojjetuudha. Ta’us kanneen armaan gadii hin dabalatu:</p> <p>(a) Hojjettoota kaffaltiin guyyaan kaffalamaafii hojjetan;</p> <p>(b) Namoota manneen hojii mootummaa keessatti shaakala ogummaaf yookiin leenjii gochaaf ramadaman;</p> <p>(c) Namoota hojii daldala dhuunfaa yookiin itti gaafatamummaa ogummaa isaanitiin mana hojii mootummaa waliin waliigaltee taasisuun kaffaltiin raawwatamaafii hojjetan;</p> <p>(d) Ogeessota sababa beekumsa addaa fi dandeettii qabaniin yeroo hojii idilee isaanitiin ala mana hojii mootummaa waliin waliigaltee taasisuun kaffalamaafii hojjetan.</p> <p>3) “Mana Hojii Mootummaa” jechuun Labsiidhaan yookiin Dambiidhaan of danda’ee kan hundeeffamee fi baajata mootummaan ramadamuun kan bulu Mana Hojii Mootummaa Naannoo Oromiyaati.</p> <p>4) “Biiroo” jechuun Biiroo Pabliik Sarviisii fi Misooma Qabeenya Namaa Mootummaa Naannoo Oromiyaati.</p> | <p>(ለ) የጨፌ ኦሮሚያ አባላትን፣ የወረዳ፣ የከተማ አስተዳደርና የቀበሌ ምክር ቤት አባላትን፤</p> <p>(ሐ) የክልል መስተዳድር ምክር ቤት አባላትንና በተለያዩ ደረጃዎች የሚገኙ የመስተዳድር ምክር ቤት አባላትን፤</p> <p>(መ) የክልሉ ዳኞችንና ዓቃቢያነ ሕግን፤</p> <p>(ሠ) የክልሉ ፖሊስ አባላትን፤</p> <p>(ረ) በሌሎች ሕጎች በዚህ አዋጅ እንዳይሸፈኑ የተደረጉ ሠራተኞችን፡፡</p> <p>፪) “ጊዜያዊ ሠራተኛ” ማለት በመንግሥት መሥሪያ ቤት ውስጥ የዘላቂነት ባሕርይ በሌለው ወይም ሁኔታዎች ሲያስገድዱ በቋሚ የሥራ መደብ ላይ በጊዜያዊነት ተቀጥሮ የሚሠራ ሰው ነው፤ ሆኖም የሚከተሉትን አይጨምርም፡-</p> <p>(ሀ) በቀን እየተከፈላቸው የሚሠሩ ሠራተኞችን፤</p> <p>(ለ) በመንግሥት መሥሪያ ቤት ውስጥ ለሙያ ልምምድ ወይም ለተግባር ሥልጠና የተመደቡ ሰዎችን፤</p> <p>(ሐ) ከመንግሥት መሥሪያ ቤት ጋር በሚገቡት ውል መሠረት ክፍያ እየተፈጸመላቸው በራሳቸው የንግድ ሥራ ወይም የሙያ ኃላፊነት የሚሠሩ ሰዎችን፤</p> <p>(መ) ባላቸው ልዩ እውቀትና ችሎታ ምክንያት ከመደበኛ የሥራ ጊዜያቸው ውጭ ከመንግሥት መሥሪያ ቤት ጋር ውል በመፈፀም እየተከፈላቸው የሚሠሩ ባለሙያዎችን፤</p> <p>፫) “የመንግሥት መሥሪያ ቤት” ማለት ራሱን ችሎ በአዋጅ ወይም በደንብ የተቋቋመና በመንግሥት በጀት የሚተዳደር የኦሮሚያ ክልላዊ መንግሥት መሥሪያ ቤት ነው፡፡</p> <p>፬) “ቢሮ” ማለት የኦሮሚያ ክልላዊ መንግሥት የፕብሊክ ሰርቪስና የሰው ሀብት ልማት ቢሮ ነው፡፡</p> | <p>(b) Members of the ‘Caffee’, members of the District, City and Kebele Councils;</p> <p>(c) Members of the Regional Administrative Council and Administrative Councils at different levels;</p> <p>(d) The Regional State Judges and Prosecutors;</p> <p>(e) Members of the Regional State Police;</p> <p>(f) Employees excluded from the coverage of this proclamation by other appropriate laws;</p> <p>2) “Temporary employee” means a person employed and work in a government institution on a job which is not permanent in nature or where circumstances so require temporarily assigned to a permanent position; provided, however, that it shall not include the following:</p> <p>(a) Persons employed as daily labourers and paid on daily basis;</p> <p>(b) Persons assigned in a government institution for apprenticeship or internship;</p> <p>(c) Persons who enter into contract with a government institution to work for consideration and on the basis of their own business or professional responsibility;</p> <p>(d) Professionals who enter into contract with a regional government institution to work for consideration on part-time basis due to their special knowledge and skills;</p> <p>3) “Government Institution” means any Oromia Regional Government Institution established as an autonomous entity by a proclamation or regulations and financed by the Government budget;</p> <p>4) “Bureau” means the Public Service and Human Resource Development Bureau of Oromia Regional State;</p> |
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| <p>5) “Hoogganaa Ol’aanaa” jechuun mana hojii mootummaa naan-nichaa sadarkaa sadarkaan jiran ol’aantummaan kan gaggeessu yookiin itti aantootaa isaati.</p> <p>6) “Gita Hojii” jechuun hojjetaa mootummaa tokkoof yeroo hojii guutuutti akka raawwatamuuf hojii fi itti gaafatamummaa qaama aangoo qabuun kennamuudha.</p> <p>7) “Guddina Sadarkaa” jechuun hojjetaa mootummaa sadarkaa hojii inni qabatee jiru irraa gara sadarkaa hojii ol’aanutti gud-disuudha.</p> <p>8) “Sirna Mirkaneessaa Gahumsaa” jechuun hojjetaan mootummaa tokko yookiin namni haaraa qaxaramu gita hojii irratti ramadame yookiin qaxarame irratti gahumsa qabaachuu isaa sirna ittiin mirkanaa’uudha.</p> <p>9) “Mindaa” jechuun kaffaltii ka’umsa gita hojii tokkoof murtaa’e, dabala yeroo yerootti kennamuu fi iddoo hojiitti argamuun hojii hojjetameef kaffaltii dhuma ji’aatti raawwatamu jechuudha.</p> <p>10) “Haala Hojii” jechuun sirna walqunnamtii hojii waliigalaa mana hojii fi hojjetaa mootummaa jidduu jiru yoo ta’u, kunis sa’aatii hojii, mindaa, hayya-moota adda addaa, nageenyaa fi fayyummaa naannoo hojii, haala hojjetaan mootummaa hojii irraa itti gaggeeffamuu fi kaffaltii, raawwii naamusaa fi sirna dhiye-effannaa komii fi kan kana fakkaatan ni dabalata.</p> <p>11) “Ramaddii” jechuun hojjetaa mootummaa tokko gitaa fi mindaa walfakkaatu yookiin gitaa fi mindaa ol ka’aa ta’e yookiin waliigaltee hojjetaatiin sadarkaa gadi aanaa irratti ramaduun hojjechiisuudha.</p> | <p>፭) “የበላይ ኃላፊ” ማለት የመንግሥት መስሪያ ቤትን በበላይነት የሚመራ ወይም ምክትሎቹ ናቸው።</p> <p>፮) “የሥራ መደብ” ማለት በአንድ የመንግስት ሠራተኛ ሙሉ የሥራ ጊዜ እንዲከናወን ሥልጣን ባለው አካል የተሰጠ ተግባራትና ኃላፊነቶች ናቸው።</p> <p>፯) “የደረጃ ዕድገት” ማለት የመንግሥት ሠራተኛን ከያዘው የሥራ ደረጃ ከፍ ወዳለ የሥራ ደረጃ ማሳደግ ነው።</p> <p>፰) “የብቃት ማረጋገጫ ሥርዓት” ማለት አንድ የመንግስት ሰራተኛ ወይም አዲስ ተቀጣሪ ለተመደበበት ወይም ለተቀጠረበት የስራ መደብ ላይ ብቁ ስለመሆኑ የሚረጋገጥበት ሥርዓት ነው።</p> <p>፱) “ደመወዝ” ማለት በአንድ የሥራ ደረጃ ለተመደቡ ሥራዎች የተወሰነ መነሻ ክፍያ ወይም የእርከን ክፍያ ነው።</p> <p>፲) “የሥራ ሁኔታ” ማለት በመንግሥት መስሪያ ቤት እና በመንግሥት ሠራተኛ መካከል ያለ ጠቅላላ የሥራ ግንኙነት ሲሆን ይህም የሥራ ሰዓትን፣ ደመወዝን፣ ልዩ ልዩ ፈቃዶችን፣ የሥራ አካባቢ ደህንነትና ጤንነትን፣ የሠራተኛ የሥራ ስንብትና ክፍያ ሁኔታ፣ የዲሲፕሊን አፈጻጸምና የቅሬታ አቀራረብ ሥነ-ሥርዓቶችን እና የመሳሰሉትን ይጨምራል።</p> <p>፲፩) “ድልድል” ማለት አንድን የመንግሥት ሠራተኛ በተመሳሳይ ደረጃና ደመወዝ ወይም ክፍያ ባለ ደረጃና ደመወዝ ወይም በሠራተኛው ስምምነት ዝቅ ባለ ደረጃ መድቦ ማሠራት ነው።</p> | <p>5) “Head of Regional Government Institution” means a Regional Government Official who directs an Institution at different levels and include his Deputies;</p> <p>6) “Position” means a set of duties and responsibilities assigned by a competent authority to be performed full time by an individual civil servant;</p> <p>7) “Promotion” means assigning a civil servant to a higher grade;</p> <p>8) “Competency Certification System” means a system to certify the eligibility of the civil servant or new candidate in his respective position;</p> <p>9) “Salary” means a base or step pay authorized for jobs classified in the same grade to be paid at the end of each month for the work performed at work place.</p> <p>10) “Conditions of work” means the entire field of relations between a government institution and civil servants and includes working hours, salary, various leaves, occupational health and safety, conditions of termination of service and severance pay, disciplinary and grievance procedures and similar matters;</p> <p>11) “Redeployment” means assigning a civil servant to a similar position of an equal grade or to a higher position and grade or to a lower grade where the civil servant so agrees;</p> |
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- 12) “Tarkaanfii Naamusaa” jechuun hojjetaan mootummaa kamiyyuu Labsii kana yookiin dambiilee fi qajeelfamoota Labsii kana raawwachuuf bahan yookiin dambii naamusaa darbuun badii raawwatuuf adabbii itti murtaa’uudha.
- 13) “Miidhaa Koornayaa” jechuun iddoo hojiitti kan raawwatu mu ta’ee, hayyama qaama biraa malee yaada yookiin gaaffii yookiin jecha yookiin gochaa tuttuqaa qaamaa amala qunnamtii saalaa qabu ta’ee, kanneen kanatti aanan ni dabalata:
- (a) Fedhii qaama biraa malee dhungachuu, qaama namaa tuttuquu, qirqirsuu yookiin gocha tuttuqaawwan kana fakkaatan raawwachuu;
- (b) Haala fedhii saalaa of keessaa qabuun miidhamaa hordofuu yookiin sochii daangeessuu;
- (c) Raawwii qaxaraa, guddina sadarkaa, jijjiirraa, ramaddii, leenjii, barnoota, faayidaalee yookiin dhimmoota hoggansa qabeenya namaa kamiyyuu raawwachuuf yookiin hayyamuuf saalqunnamtii akka haaldureetti kaa’uu.
- 14) “Mana Maree Bulchiinsaa” jechuun qaama raawwachiiftuu ol’aanaa Bulchiinsa Mootummaa Naannoo Oromiyaati.
- 15) “Durgoo” jechuun hojii mootummaatiif akkaataa barbaachisummaa isaatiin mindaa idileen alatti kaffaltii adda addaa raawwatamuudha.
- 16) “Onnachiiftuu” jechuun ka’umsa hojii hojjetaa dabaluu haaf mindaa idileen alatti maallaqaan yookiin maallaqaan alatti kaffaltii yookiin kennaa raawwatamuudha.

- ፲፪) “የዲሲፕሊን እርምጃ” ማለት ማንኛውም የመንግስት ሠራተኛ ይህንን አዋጅ ወይም አዋጁን ለማስፈፀም የሚወጡ ደንቦችና መመሪያዎችን ወይም የሥነ-ምግባር ደንብን በመተላለፍ ለሚፈፅመው ጥፋት የሚወሰንበት ቅጣት ነው፤
- ፲፫) “ጾታዊ ትንኮሳ” ማለት በሥራ ቦታ የሚፈጸም ሆኖ ከሌላው ወገን ፈቃድ ውጪ የሚቀርብ የወሲብ ሀሳብ ወይም ጥያቄ ወይም ሌላ ወሲባዊ በሕሪ ያለው የቃል ወይም የአካል ንኪኪ ተግባር ሲሆን የሚከተሉትን ይጨምራል፡-
- (ሀ) ከሌላው ወገን ፈቃድ ውጪ የመሳም፤ የሰውነት አካልን የመዳሰስ፤ የመጎንተል ወይም የመሳሰለውን የሰውነት ንኪኪ የመፈጸም ድርጊት፤
- (ለ) ወሲብ አዘል በሆነ ሁኔታ ተጠቂውን መከታተል ወይም እንቅስቃሴውን መገደብ፤
- (ሐ) ለቅጥር፣ ለደረጃ እድገት፣ ለዝውውር፣ ለድልድል፣ ለሥልጠና፣ ለትምህርት፣ ለጥቅማ ጥቅሞች ወይም ማንኛውንም የሰው ሀብት ሥራ አመራር ተግባር ለመፈጸም ወይም ለመፍቀድ ወሲብን እንደ ቅድመ ሁኔታ ማስቀመጥ፡፡
- ፲፬) “የመስተዳደር ምክር ቤት” ማለት የኦሮሚያ ክልላዊ መንግሥት መስተዳደር ከፍተኛ አስፈጻሚ አካል ማለት ነው፡፡
- ፲፭) “አበል” ማለት ከመደበኛ ደሞዝ ውጪ ለመንግሥት ሥራ አንደኛው ለሚፈጸመው የተለያዩ ክፍያዎች ናቸው፡፡
- ፲፮) “ማበረታቻ” ማለት የሠራተኛውን የሥራ ተነሳሽነት ለመጨመር ከመደበኛ ደመወዝ ውጪ በገንዘብ ወይም ከገንዘብ ውጪ ወይም በስጦታ መልክ የሚፈጸም ነው፡፡

- 12) “Disciplinary measure” means a penalty imposed on a civil servant for an offence committed in violation of this Proclamation or regulations and directives issued for the implementation of this Proclamation or code of ethics;
- 13) “Sexual harassment” means unwelcome sexual advance or request or other verbal or physical conduct of a sexual nature and includes:
- (a) Unwelcome kissing, patting, pinching or making other similar bodily contact;
- (b) Following the victim or blocking the path of the victim in a manner of sexual nature;
- (c) Put sexual favour as prerequisite for employment, promotion, transfer, redeployment, training, education, benefits or for executing or authorizing any human resource management act.
- 14) “Council of the Administration” means the highest executive organ of the Oromia Regional Government Administration.
- 15) “Allowance” means various payments made, other than regular salary, only for the purpose of carrying out the functions of the civil service.
- 16) “Incentives” means financial or non-financial awards or gifts rewarded, other than regular salary, to motivate employees to achieve higher productivity.

**3. Ibsa Koorniyaa**

Labsii kana keessatti jechi koorniyaa dhiiraatiin ibsame dubartiis ni dabalata.

**4. Daangaa Raawwatiinsaa**

- 1) Labsiin kun Mana Hojii Mootummaa fi Hojjetaa mootummaa jedhamee Labsii kanaan hiikni kennameef irratti raawwatiinsa ni qabaata.
- 2) Tumaan keewwata kana keewwata xiqqaa 1 jiraatus, Labsiin kun dhimmoota kutaa sadaffaa Labsii kanaa jalatti ilaalamman misooma qabeenya namaa dhaabbilee misooma mootummaa keessa jiran irrattis raawwatiinsa ni qabaata.

**Kutaa Lama****Gurmaa'iinsa Manneen Hojii, Madaallii Hojii, Iskeelii Mindaa fi Durgoo****5. Gurmaa'iinsa Manneen Hojii Mootummaa**

- 1) Manni hojii mootummaa naannichaa kamiyyuu kaayyoo hundeeffameef galmaan gahuuf gurmaa'iinsaa fi fedhii humna namaa barbaachisaa ta'e qoratee Biirichaaf dhiyeessee ni murteessisa.
- 2) Biirichi gurmaa'iinsa manneen hojii qaama raawwachiiftuu naannichaa sirrummaa fi bu'aa qabeessummaa isaa qorachaa fooyya'iinsi yeroo barbaachiisu murtiif Mana Maree Bulchiinsaatiif ni dhiyeessa.

**6. Madaallii Hojii**

- 1) Biirichi mala madaallii hojii akka biyyaatti filatame manneen hojii mootummaa naannichaa keessatti hojiirra akka ooluu ni taasisa.
- 2) Manni hojii mootummaa naannichaa kamiyyuu, gitoota hojii haaraa sadarkaan isaanii hin murtoofne akaakuu gitoota hojii qopheessee Biirichaaf dhiyees-suudhaan sadarkaa isaanii ni murteessisa.

**፫. የጾታ አገላለጽ**

በዚህ አዋጅ ውስጥ በወንድ ጾታ የተገለጸው ቃል ሴትንም ይጨምራል፡፡

**፬. የተፈጻሚነት ወሰን**

፩) ይህ አዋጅ “የመንግሥት መስሪያ ቤት” እና “የመንግሥት ሠራተኛ” ተብለው በዚህ አዋጅ ትርጉም በተሰጣቸው ላይ ተፈጻሚነት ይኖረዋል፡፡

፪) በዚህ አንቀጽ ንዑስ አንቀጽ (፩) የተደነገገው ቢኖርም ይህ አዋጅ በዚህ አዋጅ ክፍል ሶስት ስር በተመለከቱት በመንግሥት ልማት ድርጅቶች ውስጥ ባሉ የሰው ሀብት ልማት ጉዳዮች ላይ ተፈጻሚነት ይኖረዋል፡፡

**ክፍል ሁለት****የመንግስት መስሪያ ቤቶች አደረጃጀት፣ የሥራ ምዘና፣ የደመወዝ ስኬል እና አበል****፭. የመንግስት መስሪያ ቤት አደረጃጀት**

፩) ማንኛውም የመንግሥት መስሪያ ቤት የተቋቋመበትን ዓላማ ከግብ ለማድረስ የሚያስፈልገውን አደረጃጀትና የሰው ኃይል ፍላጎት አጥንቶ ለቢሮው አቅርቦ ያስወስናል፡፡

፪) ቢሮው የክልሉን መንግሥት አስፈጻሚ መስሪያ ቤቶችን አደረጃጀት አግባብነትና ውጤታማነት እያጠና ማሻሻያ በሚያስፈልግበት ጊዜ ለመስተዳድር ምክር ቤት ለውሳኔ ያቀርባል፡፡

**፮. የሥራ ምዘና**

፩) ቢሮው እንደ አገር የተመረጠ የሥራ ምዘና ዘዴ በክልሉ መንግሥት መስሪያ ቤቶች ተግባራዊ እንዲሆን ያደርጋል፡፡

፪) ማንኛውም የክልሉ መንግሥት መስሪያ ቤት ደረጃቸው ያልተወሰነላቸው አዲስ የሥራ መደቦችን የሥራ ዝርዝር አዘጋጅቶ ለቢሮው በማቅረብ ደረጃቸውን ያስወስናል፡፡

**3. Gender Reference**

Any expression in the masculine gender shall also include the feminine gender.

**4. Scope of Application**

- 1) This Proclamation shall be applicable to the “Government Institution” and “Civil Servants” defined as such by this proclamation.
- 2) Notwithstanding to sub-article (1) of this Article, this proclamation shall also be applicable to human resource development matters in Public Enterprises provided under Section Three of this proclamation

**Section Two****Organizational Structure of Government Institutions, Job Evaluation, Salary Scale and Allowances****5. Organizational Structure of Government Institutions**

- 1) Any Government Institution shall study the necessary organizational structure and human resource demand that help to achieve its objectives of establishment; and submit same to the Bureau for approval.
- 2) The Bureau shall study the appropriateness and effectiveness of the organization of the Executive Organs of the Region and submit proposals to the Administrative Council when reorganization is necessary.

**6. Job Evaluation**

- 1) The Bureau shall adopt appropriate job evaluation methods selected nationally and enforce the implementation of same in the Regional Government Institutions.
- 2) Any Regional Government Institution shall prepare job descriptions for new positions for which their grade are not determined and submit same to the Bureau for grading.

3) Akkaataan madaallii hojii fi sadarkaan itti murtaa'u, Dambii Manni Maree Bulchiinsaa baasu-un kan murtaa'u ta'a.

## 7. Iskeelii Mindaa

- 1) Iskeeliin mindaa hojjettoota mootummaa humna faayinaan-sii mootummaa, haala waliigala jireenya ummataa, sadarkaaalee gatii, haalawwan biroo tilmaama keessa galcheen yeroo yeroon qoratamee kan murtaa'u ta'a.
- 2) Biirichi yeroo barbaachisaa ta'ee argametti, manneen hojii mootummaa ilaallatu waliin ta'uudhaan iskeelii mindaa qoratee Mana Maree Bulchiinsaatti murtiif ni dhiyeessa; yeroo hayyamamus raawwii isaa ni to'ata.
- 3) Tokkoon tokkoon ka'umsa iskeelii mindaa fi fiixee, akkasumas gulantaalee dabala mindaa yeroo yeroon taasifamu mul'isu ni qabaata.

8. **Hojiwwan Gatii Walqixa Qabaniif Mindaa Walqixa Kaffaluu**  
Hojiwwan gatii walqixa qaban hundi ka'umsa mindaa walqixa ni qabaatu.

## 9. Kaffaltii Mindaa

- 1) Manni hojii mootummaa kamiyyuu, dhuma ji'aatti hojjettoota isaatiif yookiin bakka bu'oota seeraa isaaniitiif kaffaltii mindaa ni raawwata.
- 2) Mindaan hojjetaa mootummaa kamiyyuu:
  - (a) Hojjatichi waliigaltee isaa barreeffamaan yoo ibse yookiin mallattoon yoo mirkaneesse;
  - (b) Ajaja Mana Murtiitiin;
  - (c) Bu'uura seeraan tumameen yoo ta'e malee qabamuu yookiin hir'ifamuu hin danda'u.

፫) የሥራ ምዘናና ደረጃ የሚወሰንበት ሁኔታ የመስተዳድር ምክር ቤት በሚያወጠው ደንብ የሚወሰን ይሆናል፡፡

## ፯. የደመወዝ ስኬል

- ፩) የመንግሥት ሠራተኞች የደመወዝ ስኬል የመንግስትን የፋይናንስ አቅም፣ የህዝቡን አጠቃላይ የኑሮ ሁኔታ፣ የዋጋ ደረጃዎች እና ሌሎች ሁኔታዎችን ግምት ውስጥ ባስገባ ሁኔታ በየጊዜው እየተጠና የሚወሰን ይሆናል፡፡
- ፪) ቢሮው አስፈላጊ ሆኖ በተገኘ ጊዜ ከሚመለከታቸው የመንግስት መስሪያ ቤቶች ጋር በመሆን የደመወዝ ስኬል አጥንቶ ለመስተዳድር ምክር ቤት ለውሳኔ ያቀርባል፤ ሲፈቀድም አፈጻጸሙን ይቆጣጠራል፡፡
- ፫) የደመወዝ ስኬሉ ለእያንዳንዱ ደረጃ መነሻና መድረሻ ደመወዝ፣ እንዲሁም በየጊዜው የሚደረገውን የደመወዝ ጭማሪ የሚያመለክቱ እርከኖች ይኖሩታል፡፡

## ፰. እኩል ዋጋ ላላቸው ሥራዎች እኩል ደመወዝ መክፈል

እኩል ዋጋ ያላቸው ሥራዎች ሁሉ እኩል መነሻ ደመወዝ ይኖራቸዋል፡፡

## ፱. የደመወዝ ክፍያ

- ፩) ማንኛውም የመንግሥት መሥሪያ ቤት በወሩ መጨረሻ ለሠራተኞቹ ወይም ለሕጋዊ ወኪሎቻቸው የደመወዝ ክፍያ ይፈጽማል፡፡
- ፪) የማንኛውም የመንግሥት ሠራተኛ ደመወዝ፣
  - (ሀ) ሠራተኛው ስምምነቱን በጽሑፍ ሲገልጽ ወይም በፊርማው ሲያረጋግጥ፤
  - (ለ) በፍርድ ቤት ትዕዛዝ፤
  - (ሐ) በሕግ በተደነገገው መሠረት፣ ካልሆነ በስተቀር ሊያዝ ወይም ሊቀነስ አይችልም፡፡

3) Job evaluation and grading shall be conducted in accordance with regulation to be issued by the Administrative Council.

## 7. Salary Scale

- 1) The salary scale applicable to civil servants shall be determined from time to time by considering the Government's financial capability, the general living conditions of the society, price levels and other relevant factors.
- 2) The Bureau shall undertake study in collaboration with the concerned government institutions prepare salary scale and submit same to the Administrative Council, and supervise its proper implementation upon approval.
- 3) The salary scale shall contain the base pay, the ceiling and step increments of each salary scale to be made periodically.

## 8. Equal Pay for Equal Work

All works of equal value shall have equal base salary.

## 9. Payment of Salary

- 1) Any Government office shall, make payments of salary to civil servants or their legal representatives at the end of each month,
- 2) The Salary of any civil servant shall not be attached or deducted except in accordance with:
  - (a) a written consent or signed approval of the civil servant;
  - (b) court order; or
  - (c) The provisions of the law.



- 3) Akkaataa keewwata kana keewwata xiqqaa 1 (b) yookiin (c) tiin, mindaan hojjetichaa ji'aan kan citu mindaa isaa ji'aa keessaa harka sadi keessaa harka tokko caalu hin qabu.

## 10. Durgoo

- 1) Durgoon kamiyyuu kan kaffalamu hojii mootummaa raawwachuuf barbaachisaa ta'ee yoo argame qofadha.
- 2) Biirichi gosa durgoo adda addaa fi onnachiiftuwwanii qorachuudhaan murteef Mana Maree Bulchiinsaatiif ni dhiyeessa; yoo hayyamame raawwii isaa ni to'ata.

### Kutaa Sadii

#### Karoora Qabeenya Namaa, Bobba'iinsaa fi Madaallii Raawwii Hojii Kutaa Xiqqaa Tokko Fo'annoo fi Filannoo

## 11. Karoora Qabeenya Namaa

- 1) Manni hojii mootummaa kamiyyuu, karoora qabeenya namaa kaayyoo karoora tarsiimoo isaa irratti tarreeffaman galmaan gahuuf, fedhii qabeenya namaa tilmaamuuf, humna namaa barbaachisu baay'inaa fi gosaan guuttachuuf, misoomsuuf, sirnaan itti fayyadamuuf tarkaanfiiwwan garagaraa fudhachuuf bu'aa isaa yeroo yeroon madaalun fooyya'iinsa taasisuudha.
- 2) Manni hojii mootummaa kamiyyuu, karoora tarsiimoo isaa bu'uureffachuun karoora qabeenya namaa kan yeroo gabaabaa, giddugaleessaa fi dheeraa qorachuun hojiirra oolchuu qaba.
- 3) Gitoota hojii duwwaa hojjetootaan qabsiisuun kan danda'amu, karoora qabeenya namaa bu'uureffachuun guddina sadarkaatiin yookiin qaxaraan yookiin jijjiirraan yookiin ramaddiin ta'a. Karoora qabeenya namaa ilaalchisee Biirichi Qajeelfama raawwii ni baasa.

- ፫) በዚህ አንቀጽ ንዑስ አንቀጽ ፪(ለ) ወይም (ሐ) መሠረት ከሠራተኛው በየወሩ የሚቆረጠው ደመወዝ ከደመወዙ አንድ ሦስተኛ መብለጥ የለበትም፡፡

## ፲. አበል

- ፩) ማንኛውም አበል የሚከፈለው የመንግሥትን ሥራ ለማከናወን አስፈላጊ ሆኖ ሲገኝ ብቻ ነው፡፡
- ፪) ቢሮው የአበል ዓይነቶችን እና ማበረታቻዎችን እያጠና ለመስተዳድር ምክር ቤት ለውሳኔ ያቀርባል፤ ሲፈቀድ አፈጻጸሙን ይቆጣጠራል፡፡

### ክፍል ሦስት

#### የሰው ሀብት ዕቅድ፣ ስምሪት እና የሥራ አፈጻጸም ምዘና ንኡስ ክፍል አንድ ምልመላና መረጣ

## ፲፩. የሰው ሀብት ዕቅድ

- ፩) ማንኛውም የመንግሥት መሥሪያ ቤት የሰው ሀብት ዕቅድ ዓላማ ስትራቴጂያዊ ዕቅድ ላይ የተቀመጡትን ዓላማዎች ለማሳካት የሰው ሀብት ፍላጎት ለመተንበይ፣ የሚያስፈልገውን የሰው ሀብት በብዛትና በዓይነት ለማሟላት፣ ለማልማት፣ በአግባቡ ለመጠቀም የሚያግዙ እርምጃዎችን ለመውሰድና ውጤቱንም በየጊዜው እየመዘነ ማሻሻያ ለማድረግ ነው፡፡
- ፪) ማንኛውም የመንግሥት መሥሪያ ቤት ስትራቴጂያዊ ዕቅዱን መሠረት በማድረግ የአጭር፣ የመካከለኛና የረጅም ጊዜ የሰው ሀብት ዕቅዱን በማጥናት ሥራ ላይ ማዋል አለበት፡፡
- ፫) ክፍት የሥራ መደቦችን በሠራተኞች ማስያዝ የሚቻለው የሰው ሀብት ዕቅድን መሠረት በማድረግ በደረጃ ዕድገት ወይም በቅጥር ወይም በዝውውር ወይም በድልድል ይሆናል፡፡ ቢሮው የሰው ሀብት ዕቅድን አስመልክቶ የአፈፃፀም መመሪያ ያወጣል፡፡

- 3) Monthly deductions from the salary of a civil servant to be made pursuant to sub-article 2(b) or (c) of this Article shall not exceed one third of his salary.

## 10. Allowance

- 1) Any allowance shall be paid only where it is found necessary for carrying out the functions of the civil service.
- 2) The Bureau shall undertake studies on the different types of allowances and incentives and submit same to the Administrative Council; and follow up its implementation upon approval.

### Section Three

#### Human Resource Plan, Deployment And Performance Evaluation Sub- Section One Recruitment and Selection

## 11. Human Resource Planning

- 1) The purpose of human resource planning shall be to forecast the staffing requirement for achieving the strategic objectives of a government institution, to take actions necessary for availing the required human resource, in type and number, for developing and properly utilizing same and for reviewing the results from time to time to make improvements thereof.
- 2) Any government institution shall, based on its strategic plan, study and implement short, medium and long-term human resource plan.
- 3) Vacant positions shall be filled through promotion or recruitment or transfer or redeployment in accordance with human resource plan. The Bureau shall issue directives on human resource planning.



## 12. Sirna Seensaa fi Mirkaneessa Gahumsa Manneen Hojii Mootummaa

- 1) Biirichi gitoota hojii duwwaa irratti hojjettoonni dorgommiin haala itti qaxaramaniifi guddatan sirna seensaa fi mirkaneessa gahumsaa diriirsuu dandeessisu madaalliiwwanii fi safartuulee akka biyyaatti qophaa'an ka'umsa godhachuun haala qabatamaa naannichaatiin ni qopheessa.
- 2) Keewwata kana keewwata xiqqaa 1 jalatti kan ibsame sirna seensaa fi mirkaneessa gahumsa dhaabbatni raawwachiisuu hunda'uu yookiin qaama hunda'ee jiruuf aangoon kennamuu ni danda'a.
- 3) Haalli hojiirra oolmaa madaalliiwwanii fi safartuulee Dambii Manni Maree Bulchiinsaa baasuun kan murtaa'u ta'a.

## 13. Fo'annoo fi Filannoo

- 1) Qaxarriin hojjettoota mootummaa kan raawwatamu, bu'aa qormaataa, ulaagaalee madaallii akka naannootti bahuun kennamuun yookiin ogummaa fi mirkaneessa gahumsaa qabatamaa ta'ee gosa kamiinuu mirkanaa'u qofa irratti hunda'een ta'a.
- 2) Hojii barbaaddootas ta'ee hojjettoota mootummaa gidduutti; sabummaa, koornayaa, amantaa, miidhaa qaamaa, sababa dhibee HIV/AIDS'n, ilaalcha siyaasaa fi haala biraa kamiinuu garaagarummaa taasisuun dhorkaadha.
- 3) Labsii kana keewwata 48 - 51'tti tumaleen haala hojii kutaalee hawaasaa tarkaanfii deeggarsaa barbaachisu ilaalchisee tumaman akkuma jiranitti ta'anii, gita hojii duwwaa irratti hojjetaan kan ramadamu dandeettiwwan barbaachisaa hojichi gaafatu kan guutu yoo ta'ee fi dorgomtoota biroo wajjin dorgomee qabxii caalmaa yoo argateedha.

## ፲፪. ወደ መንግስት መስሪያ ቤት የመግቢያና የብቃት ማረጋገጫ ሥርዓት

- ፩) ቢሮው በሀገር ደረጃ የተዘጋጁ መመዘኛዎችንና መለኪያዎችን መነሻ በማድረግ እንደ ክልሉ ተጨባጭ ሁኔታ በክፍት የሥራ መደቦች ላይ አመልካቾች ተወዳድረው ስለሚቀጠሩበትና ስለሚያድጉበት የመግቢያና የብቃት ማረጋገጫ ሥርዓት መዘርጋት የሚያስችሉ መመዘኛዎችና መለኪያዎችን ያዘጋጃል።
- ፪) በዚህ አንቀጽ ንኡስ አንቀጽ (፩) የተመለከተውን የመግቢያና የብቃት ማረጋገጫ ሥርዓት ለማስፈፀም ለሚቋቋም ተቋም ወይም ተቋቁሞ ላለ አካል ስልጣን ሊሰጥ ይችላል።
- ፫) መመዘኛዎቹና መለኪያዎቹ ሥራ ላይ ስለሚውሉበት ሁኔታ የመስተዳድር ምክር ቤት በሚያወጣው ደንብ የሚወሰን ይሆናል።

## ፲፫. ምልመላና መረጣ

- ፩) የመንግሥት ሠራተኛ ቅጥር የሚፈጸመው በክልል ደረጃ በሚወጣው መመዘኛ በሚሰጠው የፈተና ውጤት ወይም በሌላ ማናቸውም ዓይነት ተጨባጭ የሙያና ሥራ ብቃት ማረጋገጫ ላይ ብቻ ተመስርቶ ይሆናል።
- ፪) በብሔር፣ በፆታ፣ በሃይማኖት፣ በአካል ጉዳት፣ በኤች.አይ.ቪ/ኤድስ በሽታ ምክኒያት፣ በፖለቲካ አመለካከት እና በማንኛውም ሌላ ሁኔታ በሥራ ፈላጊዎችም ሆነ በመንግሥት ሠራተኞች መካከል ልዩነት ማድረግ የተከለከለ ነው።
- ፫) በዚህ አዋጅ ከአንቀጽ ፵፰ እስከ ፶፩ የድጋፍ እርምጃ የሚሰፈልጋቸው የጎበረተሰብ ክፍሎችን የሥራ ሁኔታ አስመልክቶ የተደነገጉት ድንጋጌዎች እንደተጠበቁ ሆነው በክፍት የሥራ መደብ ላይ ሠራተኛ የሚመደበው የሥራ መደቡ የሚጠየቀውን ተፈላጊ ችሎታ የሚያሟላና ከሌሎች ተወዳዳሪዎች ጋር ተወዳድሮ ብልጫ ነጥብ ካገኘ ነው።

## 12. Eligibility to Join Government Institution and Competence Certification System

- 1) The Bureau shall depending on the actual situation of the region prepare criteria and parameters to establish eligibility and competency certification system whereby candidates for vacant positions shall be recruited and promoted on the basis of competition.
- 2) An Institution implementing eligibility and competency certification system provided under sub article 1 of this article may be established or such power may be given to already established institution.
- 3) The implementation of evaluations and eligibility criteria shall be determined by the regulation to be issued by the administrative council.

## 13. Recruitment and Selection

- 1) Any type of recruitment of a civil servant shall be made only on the result of examination conducted on the basis of regionally set criteria or on the basis of any other type of objective certification of professional and occupational competence.
- 2) There shall be no discrimination among job seekers or civil servants in filling vacancies because of their ethnic origin, sex, religion, political outlook, disability, HIV/AIDS or any other ground.
- 3) Without prejudice to the provisions of Article 48 to 51 of this Proclamation, vacant position shall be filled only by a person who meets the qualification required for the position and scores higher than other candidates.

#### 14. Haalawwan Hojjetaa Mootummaa Ta'anii Qaxaramuu Hin Dandeessifne

- 1) Hojjetaa mootummaa ta'ee nama qaxaramuu hin dandeenye:
  - (a) Umriin isaa waggaa kudha saddeetii (18) gadi ta'e;
  - (b) Yakka malaammaltummaa, amantaa hir'isuu, hanna fi gowwoomsuu yookiin dirqisiisee gudeeduu raawwatee Mana Murtii aangoo qabuun kan itti murtaa'ee fi hin moggaaffamne kamiyyuu;
  - (c) Ragaa mirkanneessa gahumsaa hin qabne;
  - (d) Akkaataa Labsii kana keewwata 17 tiin kakuu raawwachuuf hayyamamaa kan hin taane yoo ta'eedha.
- 2) Keewwata kana keewwata xiqqaa 1(b) jalatti kan tumame akkuma eegametti ta'ee, hojjetaa mootummaa mana hojii mootummaa kamiyyuu irraa sababa hanqina naamusaatiin hojii irraa gaggeeffame guyyaa gaggeeffame irraa eegalee waggaa shan osoo hin guutiin dura qaxaramuu hin danda'u.
- 3) Keewwata kanaa keewwata xiqqaa 1(c) jalatti kan tumame akkuma eegametti ta'ee, namni hojjetaa mootummaa ta'ee qaxaramuuf iyyate kamiyyuu gahumsa isaa mirkaneessuuf dhibee HIV/ADIS irraa kan hafe ragaa yaalaa fayyummaa isaa mirkaneessuu fi akkaataa keewwata kana keewwata xiqqaa 1(b) jalatti ibsameen yakkoota irraa bilisa ta'uu mirkaneessuuf Poolisii irraa ragaa kennameef dhiyeffachuuf dirqama qaba.
- 4) Keewwata kana keewwata xiqqaa 1(a) jalatti kan ibsame jiraatus, dargaggoota umriin isaanii waggaa 14 ol ta'ee fi 18 hin guutne haalawwan itti qaxaramanii fi haala hojii isaanii Biirichi Qajeelfama raawwii ni baasa.

#### ፲፬. የመንግሥት ሠራተኛ ሆኖ ለመቀጠር የማይችሉ ሁኔታዎች

- ፩) የመንግሥት ሠራተኛ ሆኖ ሊቀጠር የማይችል ሰው፡-
  - (ሀ) ዕድሜው ከአስራ ስምንት (፲፰) ዓመት በታች የሆነ፤
  - (ለ) የሙስና፣ የእምነት ማጉደል፣ የስርቆት፣ የማታለል ወይም የአስገዳጅ መድፈር ወንጀል ፈጽሞ ስልጣን ባለው ፍርድ ቤት የተፈረደበትና ያልተሰየመ፤
  - (ሐ) የብቃት ማረጋገጫ ማስረጃ የሌለው፤
  - (መ) በዚህ አዋጅ አንቀጽ ፲፮ መሠረት ቃለ መሀል ለመፈጸም ፈቃደኛ ያልሆነ ነው፡፡
- ፪) የዚህ አንቀጽ ንዑስ አንቀጽ (፩)(ለ) ሥር የተደነገገው እንደተጠበቀ ሆኖ ከማንኛውም የመንግሥት መሥሪያ ቤት በዲስፕሊን ጉድለት ምክንያት ከሥራ የተሰናበተ የመንግሥት ሠራተኛ ከሥራ ከተሰናበተበት ቀን ጀምሮ አምስት ዓመት ከመመላቱ በፊት ሊቀጠር አይችልም፡፡
- ፫) በዚህ አንቀጽ ንዑስ አንቀጽ (፩) (ሐ) ሥር የተደነገገው እንደተጠበቀ ሆኖ ማንኛውም የመንግሥት ሰራተኛ ሆኖ ለመቀጠር ያመለከተ ሰው ብቁ መሆኑን ለማረጋገጥ ከኤች.አይ.ቪ./ኤድስ ምርመራ በስተቀር የጤንነት ማረጋገጫ የሕክምና ምርመራ እና በዚህ አንቀጽ ንዑስ አንቀጽ (፩) (ለ) ከተጠቀሱት ወንጀሎች ነጻ መሆኑን የሚያረጋግጥ ከፖሊስ የተሰጠ ማስረጃ የማቅረብ ግዴታ አለበት፡፡
- ፬) በዚህ አንቀጽ ንዑስ አንቀጽ (፩) (ሀ) ስር የተጠቀሰው ቢኖርም ዕድሜያቸው ከ፲፬ ዓመት በላይ የሆናቸውና ፲፰ ዓመት ያልሞላቸው ወጣቶች ስለሚቀጠሩበትና ስለሥራ ሁኔታቸው ቢኖረው መመሪያ ያወጣል፡፡

#### 14. Conditions of Ineligibility for Civil Servant

- 1) The following shall not be eligible to be civil servants:
  - (a) A person under the age of 18 years;
  - (b) Any person who has been convicted by a court of competent jurisdiction for offences of corruption, breach of trust, theft, fraud or rape unless he is reinstated.
  - (c) A person having no certificate of competence;
  - (d) If he is unwilling to take oath of fidelity in accordance with Article 17 of this Proclamation.
- 2) Without prejudice to sub-article (1) (b) of this Article, a person whose service is terminated from any government institution on grounds of disciplinary offence shall not be recruited before the lapse of five years from the date of his termination.
- 3) Without prejudice to sub-article (1)(c) of this Article, any candidate shall submit medical certificate, except HIV/AIDS test, to prove his fitness for service and written testimony of police to prove that he has no record of crimes referred to in sub-article (1)(b) of this Article.
- 4) Notwithstanding sub-article (1)(a) of this Article, the Bureau shall issue directives on circumstances in which young persons above the age of 14 and under 18 may be recruited as civil servants and on the conditions of work applicable to them.

**15. Qaxara Lammiiilee Biyyaa Alaa**  
Dhalatoota Itoophiyaa lam-mummaa biyya alaa qaban ilaalchisee mirgootni seera bi-raatiin kennameef akkuma ee-gametti ta'ee, namni lammum-maa Itoophiyaa hin qabne tokko hojjetaa mootummaa ta'ee qax-aramuu hin danda'u.

**16. Beeksisa Baasuu fi Haala Raaw-wii Qaxaraa**

- 1) Manni hojii mootummaa ka-miyyuu, gita hojii duwwaa yoo qabaate beeksisa baasuudhaan iyyatoonni akka galmaa'an af-feeruu qaba.
- 2) Tumaan keewwata kana keew-wata xiqqaa 1 jiraatus, manni hojii mootummaa kamiyyuu ogummaalee gabaa irratti han-qina qaban yookiin gabaa irraa akka salphaatti hin argamne Dhaabbiilee Barnoota O'aanaa waliin qunnamtii uumuudhaan eebbifamtoota affeeruun dor-gomsisee qaxarrii raawwachuu ni danda'a.
- 3) Bu'uura keewwata kana keewwa-ta xiqqaa 2 tiin eebbifamtootni qaxaraman akkaataa Labsii kana keewwata 14(1)(c) irratti ibsa-meen ragaa mirkaneessa gahum-saa dhiyeessuu qabu.
- 4) Haala raawwii qaxara hojjettoota mootummaa ilaalchisee Biirichi qajeelfama raawwii ni baasa.

**17. Kakuu**

Kaadhimamaan filame osoo hojii hin jalqabiin dura kakuu kanatti aanee jiru ni raawwa-ta: "Ani \_\_\_\_\_ hojjetaa mootummaa ta'uu kootiin waan hundaa ol taasisee dhugaadhaan, amanamummaa fi naamusaa gaariin ummata ta-jaajiluuf, imaammatoota moo-tummaa raawwachuuf yeroo kamiyyuu Heeraa fi seerota bi-yyaatti kabajuu fi iccitii sababa hojii kiyyaatiin beekke fi seeraan yookiin murtii qaama dhimmi ilaallatuun iccitummaan adda bahan qaama biraa kamiifiyyuu kan hin ibsine ta'uu koo waadaa nan gala."

**፲፭. የውጭ አገር ዜጎች ቅጥር**

የውጭ ዜግነት ያላቸው የኢትዮጵያ ተወላጆችን አስመልክቶ በሌላ ሕግ የተሰጣቸው መብቶች እንደተጠበቁ ሆነው ዜግነቱ ኢትዮጵያዊ ያልሆነ ሰው በመንግሥት ሠራተኛነት ሊቀጠር አይችልም፡፡

**፲፮. ማስታወቂያ ስለማውጣትና ስለቅጥር አፈጻጸም**

- ፩) ማንኛውም የመንግሥት መሥሪያ ቤት ክፍት ሥራ ቦታ ካለው ማስታወቂያ በማውጣት አመልካቾች እንዲመዘገቡ መጋበዝ አለበት፡፡
- ፪) የዚህ አንቀጽ ንዑስ አንቀጽ (፩) ድንጋጌ ቢኖርም ማንኛውም የመንግሥት መሥሪያ ቤት በገበያ ላይ እጥረት ባለባቸው ወይም ከገበያ ላይ በቀላሉ የማይገኙ መያዞችን ከከፍተኛ የትምህርት ተቋማት ጋር ግንኙነት በመፍጠር ምሩቃንን በመጋበዝ አወዳድሮ ቅጥር መፈጸም ይችላል፡፡
- ፫) በዚህ አንቀጽ ንዑስ አንቀጽ (፪) መሰረት የሚቀጠሩ ምሩቃን በዚህ አዋጅ አንቀጽ 14 ንዑስ አንቀጽ (፩)(ሐ) ላይ የተገለጸውን የብቃት ማረጋገጫ ማቅረብ አለባቸው፡፡
- ፬) የመንግስት ሰራተኞች ቅጥር አፈጻጸም ሁኔታ አስመልክቶ ቢሮው መመሪያ ያወጣል፡፡

**፲፯. ቃለ መሐላ**

የተመረጠው እጩ ሥራ ከመጀመሩ በፊት የሚከተለውን ቃለ መሐላ ይፈጽማል፤  
“እኔ \_\_\_\_\_ በመንግሥት ሠራተኛነቴ ከሁሉም በላይ አድርጌ በእውነት፣ በታማኝነትና በመልካም ሥነ-ምግባር ሕዝብን ለማገልገል፣ የመንግሥትን ፖሊሲዎች ለመፈጸም፣ በማንኛውም ጊዜ ሕገ መንግሥቱንና የአገሪቱን ሕጎች በማክበር እና በሥራዬ ምክንያት ያወቅሁትንና በሕግ ወይም በሚመለከተው አካል ውሳኔ በምስጢርነት የተመደቡትን ለሌላ ለማንኛውም ወገን ላለመግለጽ ቃል እገባለሁ፡፡”

**15. Employment of Foreigners**

Without prejudice to Certain Rights to be exercised in their Country of Origin by Foreign Nationals of Ethiopian Origin under the relevant law, a person who is not an Ethiopian may not be eligible to be employed as a civil servant.

**16. Vacancy Announcement and Recruitment Procedures**

- 1) Any government institution shall advertise every vacant position to invite candidates to apply for the position.
- 2) Notwithstanding to sub-article (1) of this Article, whenever there is shortage of professionals in the labour market, a government institution may solicit graduates of higher educational institutions in cooperation with the institutions and recruit them through competition.
- 3) Graduates to be recruited pursuant to sub-article (2) of this Article shall be required to present certificates of competence referred to in sub-article (1) (c) of Article 14 of this proclamation.
- 4) The Bureau shall issue directives on implementation of detailed recruitment procedures.

**17. Oath of Fidelity**

The selected candidate shall, before commencement of his work, take the following oath of fidelity:

"I \_\_\_\_\_ being a civil servant solemnly swear to sincerely, faithfully and ethically serve the people and execute government policy, and to respect at all times the Constitution and the laws of the Country and not to disclose to any party information that is revealed to me by reason of my duties and is classified as confidential by law or decision of the appropriate body".



**18. Haala Mindaan Qaxarrii Itti Murtaa'u**

Hojjetaan mootummaa haaraa qaxaramu kamiyyuu, akkaataa iskeelii mindaa hojjettoota mootummaatiin gita hojii irratti ramadamuuf mindaan ka'umsaa sadarkaa gita hojichaaf murtaa'e ni kaffalamaaf.

**19. Yeroo Yaalii**

- 1) Kaayyoon yeroo yaalii hojjetaan mootummaa haarawa qaxarame tokko haala raawwii hojii isaa hordoffii taasisaa gahumsa isaa mirkaneessuuf ta'a.
- 2) Iyyataa filatameef waamama gita hojii, sadarkaa itti ramadame, mindaa fi guyyaa hojii jalqabu kan ibsu itti gaafatamaa olaanaa mana hojii yookiin hojjetaa qaxaruuf itti gaafatamaa hojii bakka bu'iinsi kennameefiin mallatteeffamee xalayaan qaxara yaalii ibsa akaakuu hojii gita hojichaa waliin ni kennamaaf.
- 3) Yeroon yaalii hojjetichaa gita hojii qaxarame irratti ji'oota jahaaf ta'ee, bu'aan madaallii raawwii hojii isaa giddugaleessaa gadi ta'ee yoo argame, yeroo yaalii isaa ji'oota itti aanan sadiif dheeresuun ni danda'ama.
- 4) Yeroo yaalii dheerate keessatti hojjetichi qabxii madaallii raawwii hojii waliigalaatiin giddugaleessa yookiin sanaa ol galmeessisuu yoo baate, hojiirra ni gaggeeffama.
- 5) Tumaaleen Labsii kanaa keewwata 59 keewwata xiqqaa 3 fi 4 akkuma eegametti ta'ee, hojjetaan mootummaa yaalii irra jiru sababa dhukkubaan yookiin miidhaa hojii isaa waliin walqabateen hojii irraa kan hafe yoo ta'e, yeroo yaalii isaa osoo hin xumuriin hafe yeroo dhukkubaa yookiin miidhama isaa irraa fooyya'u irraa eegalee akka xumuru ni taasifama.

**፲፰. የመቀጠሪያ ደመወዝ አወሳሰን**

ማንኛውም አዲስ ተቀጣሪ የመንግሥት ሠራተኛ በመንግሥት ሠራተኞች የደመወዝ ስኬል መሠረት ለተቀጠረበት የሥራ መደብ የተወሰነው ደረጃ መነሻ ደመወዝ ይከፈለዋል።

**፲፱. የሙከራ ጊዜ**

- ፩) የሙከራ ጊዜ ዓላማ አዲስ የተቀጠረ የመንግሥት ሠራተኛ ስለሥራ አፈጻጸሙ ክትትል እየተደረገ ብቃቱን ለማረጋገጥ ይሆናል።
- ፪) የተመረጠው አመልካች የሥራ መደቡን መጠሪያ፣ የተመደበበትን ደረጃ፣ ደመወዙንና ሥራውን የሚጀምርበትን ቀን የሚገልጽ በአሰሪው መሥሪያ ቤት የበላይ ኃላፊ ወይም ሠራተኛን ለመቅጠር ውክልና በተሰጠው የሥራ ኃላፊ የተፈረመ የሙከራ ቅጥር ደብዳቤ በሥራ መደቡ ከሚያከናውነው የሥራ ዝርዝር መግለጫ ጋር ይሰጠዋል።
- ፫) የሠራተኛው የሙከራ ጊዜ በተቀጠረበት የሥራ መደብ ላይ ለስድስት ወር ሆኖ የሥራ አፈጻጸም ምዘና ውጤቱ ከመካከለኛ በታች ሆኖ ከተገኘ የሙከራ ጊዜውን ለተጨማሪ ሦስት ወር ሊራዘም ይችላል።
- ፬) በተራዘመው የሙከራ ጊዜ ውስጥ ሠራተኛው መካከለኛ ወይም ከዚያ በላይ የተጠቃለለ የሥራ አፈጻጸም ምዘና ውጤት ካላገኘ ከሥራ ይሰናበታል።
- ፭) የዚህ አዋጅ አንቀጽ ፶፱ ንዑስ አንቀጽ (፫) እና (፬) ድንጋጌዎች እንደተጠበቁ ሆነው በሙከራ ላይ ያለ የመንግሥት ሠራተኛ በበሽታ ወይም ከሥራው ጋር በተያያዘ ጉዳት ምክንያት ከሥራ ላይ የቀረ ከሆነ ያልጨረሰውን የሙከራ ጊዜ ከአመሙ ወይም ከጉዳቱ ከዳነበት ጊዜ አንስቶ እንዲጨርስ ይደረጋል።

**18. Determination of Starting Salary**

Any newly appointed civil servant shall be paid the base salary as fixed by the civil service salary scale for the position he has been appointed.

**19. Probation Period**

- 1) The purpose of probation shall be to prove the competence of a newly appointed civil servant through follow-up of his performance.
- 2) The selected candidate shall be served with a letter of probation recruitment signed by the head or any other authorized official of the government institution, stating the title and grade of his position, his salary, and date of commencement of his job together with job descriptions of his position.
- 3) The period of probation of a civil servant on the position of his appointment shall be for six months; provided, however, that if the performance result is below average, it may be extended for an additional period of three months.
- 4) The service of a probationary civil servant shall be terminated where the cumulative performance evaluation result is not average or higher for the extended period of probation.
- 5) Where the civil servant on probation is absent from his work due to occupational disease or employment accident, without prejudice to the provisions of Article 59(3) and (4) of this Proclamation, he shall be allowed to complete the remaining probation period following the date of his recovery from sickness or injury.

- 6) Hojjetaan mootummaa qaxara yeroo yaalii irra jiru, haala humnaa ol ta'een yeroo ji'a tokko hin caalleef kan hojii irraa hafe yoo ta'e, yeroo hojii irratti argamee qofti herregamee madaalliin raawwii hojii isaa ni guutamaaf.
- 7) Keewwata kana keewwata xiqqaa 5 jalatti kan tumame jiraatus, hojjettuu qaxara yeroo yaalii sababa dahumsaatiin yeroo ji'a tokkoo ol ta'eef hojii irratti hin argamne hayyamni dahumsa ishee akkuma xumurameen yeroon yaalii itti fufte akka xumurtu taasifama. Ta'us, yeroon hojii irratti hin argamin ji'a tokko gadi yoo ta'e madaalliin raawwii hojii yeroo hojiirra turte herregamee ni guutamaaf.
- 8) Labsii kanaan haala addaatiin yoo tumameen alatti hojjetaan yeroo yaalii irra jiru mirgaa fi dirqama hojjetaan yeroo yaalii xumure qabu hunda ni qabaata.
- 9) Itti gaafatamaan hojii hojjetaa yeroo yaalii irra jiruuf yeroo isaa eegee madaallii raawwii hojii yoo guutuu baate naamusaan ni gaafatama.

## 20. Hojjetaa Mootummaa Dhaabbataa Ta'uu

- 1) Hojjetaan mootummaa yeroo yaalii isaa bu'aa madaallii raawwii hojii giddugaleessaa fi isaa ol galmeessise xalayaan hojjetaa dhaabbataa ta'uu isaa mirkaneesu ni kennamaaf.
- 2) Hojjetaa mootummaa yeroo yaalii irra jiruuf bu'aan madaallii raawwii hojii yeroo isaa eegatee yoo/osoo hin guutamiin hafe Labsii kana keewwata 19 (3) fi (4) tiin tumaawwan jiran akkuma jirutti ta'ee, ji'a tokko keessatti madaalliin raawwii hojii isaa akka guutamuu ta'ee guyyaa yaaliif qaxarame irraa eegalee hojjetaa mootummaa dhaabbataa ta'a.

፩) በሙከራ ላይ የሚገኝ የመንግሥት ሠራተኛ ከአቅም በላይ በሆነ ምክንያት ከአንድ ወር በታች በሥራው ላይ ካልተገኘ በሥራው ላይ የተገኘበት ጊዜ ብቻ ታስቦ የሥራ አፈጻጸም ይሞላል፡፡

፪) የዚህ አንቀጽ ንዑስ አንቀጽ (፬) ድንጋጌ ቢኖርም በወሊድ ምክንያት ከአንድ ወር በላይ በሥራው ላይ ያልተገኘ የሙከራ ሠራተኛ የወሊድ ፈቃዱ እንደተጠናቀቀ የሙከራ ጊዜ እንድትጨርስ ይደረጋል፤ ሆኖም ሥራው ላይ ያልተገኘበት ጊዜ ከአንድ ወር በታች ከሆነ የሥራ አፈጻጸም ምዘና በሥራ ላይ በቆየችበት ጊዜ ታስቦ ይሞላል፡፡

፫) በዚህ አዋጅ በተለየ ሁኔታ ካልተደነገገ በስተቀር በሙከራ ጊዜ ላይ ያለ ሠራተኛ የሙከራ ጊዜውን የጨረሰ የመንግሥት ሠራተኛ ያለው መብትና ግዴታ ሁሉ ይኖረዋል፡፡

፬) በሙከራ ላይ ያለን የመንግስት ሠራተኛ የሥራ አፈጻጸም ወቅቱን ጠብቆ ያልሞላ የሥራ ኃላፊ በዲሲፕሊን ተጠያቂ ይሆናል፡፡

### ፳. ቋሚ የመንግሥት ሠራተኛ መሆን

፩) በሙከራ ጊዜው መካከለኛ ወይም ከዚያ በላይ የሥራ አፈጻጸም ምዘና ውጤት ያስመዘገበ የመንግሥት ሠራተኛ በቋሚነት መቀጠሩን የሚያረጋግጥ ደብዳቤ ይሰጠዋል፡፡

፪) በሙከራ ላይ የሚገኝ የመንግሥት ሠራተኛ የሥራ አፈጻጸም ምዘና ውጤት ጊዜውን ጠብቆ ያልተሞላለት እንደሆነ በዚህ አዋጅ አንቀጽ ፲፱ (፫) እና (፬) የተመለከቱት ድንጋጌዎች እንደተጠበቁ ሆነው በአንድ ወር ጊዜ ውስጥ የሥራ አፈጻጸም ምዘና እንዲሞላ ተደርጎ ለሙከራ ከተቀጠረበት ቀን ጀምሮ ቋሚ የመንግስት ሠራተኛ ይሆናል፡፡

6) Where the civil servant on probation period is absent from his work due to force majeure for a period less than one month, the performance evaluation shall cover only the period in which he was present at work.

7) Notwithstanding the provision of sub-article (5) of this Article, a civil servant on probation is absent from his work due to maternity leave, for a period of more than one month, she shall be allowed to complete the remaining probation period following the end of her maternity leave; provided, however, that if her absence from her work is less than a month, her evaluation shall cover only the period in which she was present at work.

8) Unless provided otherwise in this Proclamation, a probationary civil servant shall have the same rights and obligations with that of a civil servant who has completed his probation.

9) Any officer who fails to timely evaluate the performance of a probationary civil servant shall be liable to disciplinary penalty.

## 20. To be Permanent Civil Servant

1) Where a civil servant on probation has recorded average or higher performance result, he shall be served with a letter of permanent appointment.

2) If performance evaluation of a probationary civil servant is not carried out before the expiry date of the probation period and without prejudice to Article 19(3) and (4) of this proclamation, the performance evaluation shall be carried out within one month following the expiry date of the probation period and the probationer shall be made permanent civil servant from the date of his recruitment as probationer.

**21. Hojjetaa Yeroo Qaxaruu**

- 1) Tumaan keewwata kanaa keewwata xiqqaa 2 tiin ibsame akkuma eegametti ta'ee, manni hojii mootummaa kamiyyuu hojjetaa yeroo qaxaruu kan danda'u gita hojii amala itti fufiinsaa hin qabne irratti ta'a. Ta'us haalootni yoo dirqisiisan gita hojii dhaabbataa irratti hojjetaa yeroo qaxaruu ni danda'ama.
- 2) Manni hojii mootummaa tokko gita hojii duwwaa ogeessa olaanaa gaafatu kamiyyuu irratti guddina sadarkaa, jijjiirraa yookiin qaxaraan ogeessa lammii Itoophiyaa ta'e argachuu kan hin dandeenye ta'uu yoo mirkan-eeffate lammii biyya alaa yeroof qaxaruu ni danda'a.
- 3) Hojjetoota yeroo lammummaa Itoophiyaa yookiin biyya alaa qaban ilaalchisee haala qaxara, mirgaa fi dirqama qaban akka sumas haalawwan hojii Dambii Manni Maree Bulchiinsaa baasuun kan murtaa'u ta'a.

**22. Hojii Qaama Sadaffaaf Walii-galteen Dabarsanii Hojjechisuu**

- 1) Manni hojii mootummaa kamiyyuu barbaachisaa ta'ee yoo argamu Biiricha hayyamsisuun gitoota hojii faayidaa ummataa hin miine muraasa yookiin hojii dhaabbilee dhuunfaaaf yookiin dhaabbilee biroof walii-galteen dabarsuun akka hojjetan gochuu ni danda'a.
- 2) Biirichi hojii dhaabbilee dhuunfaa fi dhaabbilee biroof waliigalteen dabarfamuu danda'an irratti qajeelfama raawwii ni baasa.

**፳፩. ጊዜያዊ ሠራተኛ መቅጠር**

- ፩) የዚህ አንቀጽ ንዑስ አንቀጽ (፪) ድንጋጌ እንደተጠበቀ ሆኖ ማንኛውም የመንግሥት መሥሪያ ቤት ጊዜያዊ ሠራተኛ ሊቀጥር የሚችለው የዘላቂነት ባሕርይ በሌለው የሥራ መደብ ላይ ይሆናል፤ ሆኖም ሁኔታዎች ሲያስገድዱ በቋሚ የሥራ መደብ ላይ ጊዜያዊ ሠራተኛ መቅጠር ይችላል።
- ፪) አንድ የመንግሥት መሥሪያ ቤት ከፍተኛ ባለሙያ ለሚጠይቅ ማናቸውም ክፍት የሥራ መደብ በደረጃ ዕድገት፣ በዝውውር ወይም በቅጥር ኢትዮጵያዊ የሆነ ባለሙያ ማግኘት የማይችል መሆኑን ካረጋገጠ የውጭ አገር ዜጋ በጊዜያዊነት ሊቀጥር ይችላል።
- ፫) ኢትዮጵያዊ ወይም የውጭ አገር ዜጋ ጊዜያዊ ሠራተኞች አስመልክቶ የአቀጣጠር ሁኔታ፣ ያላቸው መብትና ግዴታ እንዲሁም የሥራ ሁኔታዎች የመስተዳድር ምክር ቤት በሚያወጣው ደንብ የሚወሰን ይሆናል።

**፳፪. ሥራን በውል ለሦስተኛ ወገን አስተላልፎ ማሠራት**

- ፩) ማንኛውም የመንግሥት መሥሪያ ቤት አስፈላጊ ሆኖ ሲገኝ ቢሮውን በማስፈቀድ የሕዝብን ጥቅም በማይጎዱ የተወሰኑ የሥራ መደቦችን ወይም ሥራዎችን ለግል ድርጅቶች ወይም ለሌሎች ድርጅቶች በውል በማስተላለፍ እንዲሠሩ ማድረግ ይችላል።
- ፪) ቢሮው ለግል ድርጅቶችና ለሌሎች ድርጅቶች በውል ሊተላለፉ የሚችሉ ሥራዎች ላይ የአፈጻጸም መመሪያ ያወጣል።

**21. Temporary Employment**

- 1) Without prejudice to sub-article (2) of this Article, a government institution may appoint a temporary civil servant only for a job which is not of a permanent nature; provided, however, that it may, where circumstances so require, appoint a temporary civil servant to a permanent position.
- 2) A government institution may appoint a foreign national on temporary bases, where it is proved that it is impossible to fill a vacant position that requires high level professional by an Ethiopian through promotion, transfer or recruitment.
- 3) The appointment of temporary employee of an Ethiopian or a foreign national, their rights and obligations as well as the conditions of work applicable to them shall be prescribed by regulation to be issued by the Administrative Council.

**22. Outsourcing**

- 1) Where necessary and upon obtaining the permission of the Bureau, any government institution may outsource certain positions or tasks, that would not compromise public interest, to private enterprises or to other institutions.
- 2) The Bureau shall issue detailed directives regarding positions and tasks that may be outsourced to private enterprises or other institutions.



**23. Hojjetaa Mootummaa Waliin Qaxaruu**

- 1) Manneen hojii mootummaa hojii isaaniitiif daran barbaachisaa ta'ee yoo argame hojjetaa beekumsaa fi dandeettii ogummaa addaa qabu waliin qaxaruu ni danda'u.
- 2) Haalli qaxarrii, yeroon turmaata qaxarrii, kaffaltii mindaa fi haalawwan hojii biraa ilaalchisee qajeelfama Biirichi baasuun kan murtaa'u ta'a.

**Kutaa Xiqqaa Lama**  
**Guddina Sadarkaa**

- 24. Kaayyoo Guddina Sadarkaa**  
**Kaayyoon kenniinsa Guddina Sadarkaa;** hojiin hojjetaa gahumsa qabuun akka raawwatu mu dandeesisuu, bu'aa raawwii hojii mana hojichaa fooyyeessuu fi hojjetaa jajjabeessuufidha.

**25. Haala Kenniinsa Guddina Sadarkaa**

- 1) Hojjetaan mootummaa kamiyyuu guddina sadarkaa dorgomuudhaaf bu'uura Labsii kana keewwata 12 (1) tiin ragaa mirkaneeffannaa gahumsa kenname dhiyeeffachuu qaba.
- 2) Hojjetaan mootummaa yeroo yaalii qaxara isaa xumure, raawwii qajeelfama guddina sadarkaa keessatti haalawwan dorgomuuf isa dhorkan yoo jiraataniin ala guddina sadarkaa gita hojii duwwaa manni hojiichaa baasuu irratti iyyachuudhaan dorgomuu ni danda'a.
- 3) Tareeffamni haalawwan raawwii Kenniinsa Guddina Sadarkaa biroo qajeelfama Biirichi baasuun kan murtaa'u ta'a.

**፳፫. የመንግስት ሰራተኛን በጋራ ስለመቅጠር**

- ሐ) የመንግሥት መሥሪያ ቤቶች ለሥራቸው በጣም አስፈላጊ ሆኖ ከተገኘ ልዩ እውቀትና ሙያዊ አቅም ያለውን ሠራተኛ በጋራ ሊቀጥሩት ይችላሉ።
- ከ) የቅጥሩ ሁኔታ፣ ቅጥሩ የሚቆይበት ጊዜ፣ የደመወዝ ክፍያና ሌሎች የስራ ሁኔታዎችን አስመልክቶ ቢሮው በሚያወጣው መመሪያ የሚወሰን ይሆናል።

**ንዑስ ክፍል ሁለት**  
**የደረጃ ዕድገት**

**፳፬. የደረጃ ዕድገት ዓላማ**

የደረጃ ዕድገት አሰጣጥ ዓላማ ሥራው ብቃት ባለው ሠራተኛ እንዲከናወን ለማስቻል፣ የመሥሪያ ቤቱን የሥራ ውጤት ለማሻሻል እና ሠራተኛውን ለማበረታታት ነው።

**፳፭. የደረጃ ዕድገት አሰጣጥ ሁኔታ**

- ሐ) ማንኛውም የመንግስት ሠራተኛ ለደረጃ እድገት ለመወዳደር በዚህ አዋጅ አንቀጽ ፲፪(፩) መሠረት የተሰጠ የብቃት ማረጋገጫ ማስረጃ ማቅረብ አለበት።
- ከ) የመከራ ጊዜውን ያጠናቀቀ የመንግሥት ሠራተኛ በደረጃ ዕድገት አፈጻጸም መመሪያ ውስጥ ለውድድር የማያበቁት ሁኔታዎች ከሌሉ በስተቀር በመንግሥት መሥሪያ ቤቱ ውስጥ ለወጣ ክፍት የሥራ መደብ በደረጃ እድገት በማመልከት ለመወዳደር ይችላል።
- ደ) የደረጃ ዕድገት አሰጣጥ ሌሎች ዝርዝር የአፈጻጸም ሁኔታዎች ቢሮው በሚያወጣው መመሪያ የሚወሰን ይሆናል።

**23. Joint Employment**

- 1) Government offices may jointly appoint a civil servant, where his special knowledge and professional capacity is found to be essential for their services.
- 2) The conditions of appointment, duration of appointment, payment of salary, and other working conditions shall be determined by directives to be issued by the Bureau.

**Sub- Section Two**  
**Promotion**

**24. Objectives of Promotion**

Promotion shall be given for the purpose of executing works by competent employees, enhancing the performance of government institutions and for motivating employees.

**25. Ways of Granting Promotion**

- 1) Any civil servant shall present certificate of competence issued pursuant to Article 12(1) of this Proclamation to compete for promotion.
- 2) Any civil servant who has completed his probation period may compete for promotion unless he is disqualified in accordance with the detail provisions of relevant directives on promotion.
- 3) The Bureau shall issue detailed directives on other conditions applicable to the promotion of civil servants.

**Kutaa Xiqqaa Sadii**  
**Jijjiirraa fi Ramaddii**

**26. Jijjiirraa Keessaa**

- 1) Manni hojii mootummaa tokko hojii isaaf barbaachisaa ta'ee yoo argame, hojimaata ifa ta'e hordofuudhaan hojjetaa mootummaa tokko mana hojichaa keessatti sadarkaa gita hojii fi mindaa walfakkaatu irratti yookiin bakka hojii tokko irraa gara bakka hojii kan biraatti jijjiiruudhaan hojjechiisuu ni danda'a.
- 2) Keewwata kana keewwata xiqqaa 1 jalatti kan tumame jiraatus, mana hojichaa irratti balaan akka hin qaqqabne ittisuuf yookiin miidhaa balaan kun qaqqabsiise sirreessuuf hojjetaa mootummaa tokko mindaan isaa osoo hin hir'ifamin yeroo waggaa tokko hin caalleef jijjiiruun hojjechisuun ni danda'ama.
- 3) Hojjetaan mootummaa sababa rakkoo fayyummaatiin gita hojii qabate irratti yookiin bakka hojjetaa jiru irratti hojjechuu kan hin dandeenye ta'uu isaa ragaa mana yaalaatiin yoo mirkanaa'ee:
  - (a) Gitni hojii duwwaa sadarkaa walfakkaatu itti ramadamuu danda'u yoo jiraate sadarkaa qabateen; yookiin
  - (b) Sadarkaan gita hojii duwwaa walfakkaatu kan hin jirre yoo ta'ee fi hojjetichi sadarkaa gadi aanaa irratti hojjechuuf hayyamamaa yoo ta'e sadarkaan isaa hir'ifamee gara gita hojii yookiin bakka hojii isaaf mijaa'uutti ni jijjiirama.
- 4) Gitni hojii hojjetaa mootummaa tokkoo kan haqame yoo ta'e, mana hojii isaa keessatti gara gita hojii sadarkaa walfakkaataa qabuutti ni jijjiirama.

**ንኡስ ክፍል ሦስት**  
**ዝውውርና ድልድል**

**፳፮. የወስጥ ዝውውር**

- ፩) አንድ የመንግሥት መሥሪያ ቤት ለሥራው አስፈላጊ ሆኖ ሲያገኘው ግልጽ የሆነ አሠራርን በመከተል አንድ የመንግሥት ሠራተኛን በመስሪያ ቤቱ ውስጥ ተመሳሳይ በሆነ የሥራ ደረጃና ደመወዝ ላይ ወይም ከአንድ የሥራ ቦታ ወደ ሌላ የሥራ ቦታ በማዛወር ሊያሠራ ይችላል።
- ፪) በዚህ አንቀጽ ንዑስ አንቀጽ (1) የተደነገገው ቢኖርም በመሥሪያ ቤቱ ላይ አደጋ እንዳይደርስ ለመከላከል ወይም አደጋው ያደረሰውን ጉዳት ለማስተካከል ሲባል አንድን የመንግሥት ሠራተኛ ደመወዙ ሳይቀነስ ከአንድ ዓመት ላልበለጠ ጊዜ አዛውሮ ማሠራት ይችላል።
- ፫) የመንግሥት ሠራተኛ በጤና መታወክ ምክንያት በያዘው የሥራ መደብ ወይም ባለበት የሥራ ቦታ ላይ ሊሠራ አለመቻሉ በሐኪም ማስረጃ ሲረጋገጥ፦
  - (ሀ) በተመሳሳይ ደረጃ ሊመደብበት የሚችል ክፍት የሥራ መደብ ካለ በያዘው ደረጃ፣ ወይም
  - (ለ) በተመሳሳይ ደረጃ ሊመደብ የሚችልበት ክፍት የሥራ መደብ ከሌለና ሠራተኛው ዝቅ ባለ ደረጃ ላይ ለመሥራት ፈቃደኛ ከሆነ ደረጃው ተቀንሶ ወደሚስማማው የሥራ መደብ ወይም የሥራ ቦታ ይዛወራል።
- ፬) የአንድ የመንግሥት ሠራተኛ የሥራ መደብ የተሰረዘ እንደሆነ በመሥሪያ ቤቱ ውስጥ ተመሳሳይ ደረጃ ወዳለው የሥራ መደብ ይዛወራል።

**Sub- Section Three**  
**Transfer and**  
**Redployment**

**26. Internal Transfer**

- 1) A government institution may, whenever necessary, based on a transparent procedure, transfer a civil servant to another similar position of an equal grade and salary or to another place of work within the government institution.
- 2) Notwithstanding the provisions of sub-article (1) of this Article, a civil servant may, without affecting his salary, be temporarily transferred to another position, for not more than a year, irrespective of the grade or type of functions where it is required to prevent the occurrence of danger or to rectify the damages caused by such danger to the government institution.
- 3) Where it is proved by a medical certificate that a civil servant who has completed his probation period is unable to carry out the functions of his position or to reside in his place of work due to his health condition, he shall be transferred to another suitable position or place of work with:
  - (a) The same grade where such vacant position is available; or
  - (b) A lower grade where a vacant position of the same grade is not available and he is willing to be transferred to a position of lower grade.
- 4) Where the position of a civil servant is abolished, he shall be transferred to another position of an equal grade within the government institution.

**27. Eeggatummaadhaan Hojjechiisuu**

- 1) Hojjetaa mootummaa tokko haalli dirqisiisaan yoo jiraate yeroo waggaa tokkoo hin caalleef gita hojii sadarkaa olaanaa ta'e irratti eeggatummaan akka hojjetu taasisuun ni danda'ama.
- 2) Tumaan keewwata kana keewwata xiqqaa 1 jiraatus, hojjetaa mootummaa barnoota yookiin leenjii waggaa tokko ol ta'e fudhachuuf deeme bakka buusuuf yookiin hanga yeroo barumsichi yookiin leenjichi fudhatutti gita hojichaa irratti hojjetaa biroo ulaagaa ifa ta'een dorgomsiisuun eeggatummaadhaan hojjechisuun ni danda'ama.
- 3) Hojjetaan mootummaa kamiyyuu eeggatummaadhaan akka hojjetu yammuu taasifamu durgoon eeggatummaa iddichaaf ramadame ni kaffalamaaf.
- 4) Haala hojjetaan mootummaa eeggatummaan ramadamu, durgoon eeggatummaa itti kaffalamuu fi hanga isaa Biirichi qajeelfama raawwii ni baasa.

**28. Jijjiirraa Alaa**

- 1) Manni hojii mootummaa tokko hojiidhaaf barbaachisaa ta'ee yoo argamee fi manni hojii fudhatuu fi kennu, akkasumas hojjetaan yoo waliigale hojjetaa mootummaa tokko sadarkaa gita hojii fi mindaa walqixa ta'e irratti qajeelfama hordofuun dorgomsiisee jijjiiruun Biiricha beeksisuu qaba.
- 2) Manneen hojii mootummaa Naannoo Oromiyaa, manneen hojii naannoolee biroo fi manneen hojii mootummaa Federaalaa yoo waliigalan, akkasumas Biirichi yoo mirkaneesse hojjetaa mootummaa tokko naannoo biroo fi manneen hojii mootummaa federalaa irraa gara manneen hojii Mootummaa Naannoo Oromiyaatti sadarkaa fi mindaa walqixa ta'e irratti jijjiiree hojjechiisuu ni danda'a.

**፳፯. በተጠባቂነት ማሠራት**

- ፩) ሁኔታዎች ሲያስገድዱ አንድን የመንግሥት ሠራተኛ ከአንድ ዓመት ላልበለጠ ጊዜ ከፍተኛ ደረጃ ባለው የሥራ መደብ ላይ በተጠባቂነት እንዲሠራ ማድረግ ይቻላል።
- ፪) የዚህ አንቀጽ ንዑስ አንቀጽ (፩) ድንጋጌ ቢኖርም ከአንድ ዓመት በላይ ለሚፈጅ ትምህርት ወይም ስልጠና የሄደን የመንግሥት ሠራተኛ ለመተካት ትምህርቱ ወይም ሥልጠናው ለሚፈጅው ጊዜ ድረስ የሥራ መደቡን ግልጽ በሆነ መስፈርት በውድድር በተጠባቂ ሠራተኛ ማሠራት ይቻላል።
- ፫) ማንኛውም የመንግሥት ሠራተኛ በተጠባቂነት እንዲሠራ ሲደረግ ለቦታው የተመደበ የተጠባቂነት አበል ይከፈለዋል።
- ፬) የመንግሥት ሠራተኛ በተጠባቂነት ስለሚመደብበት ሁኔታ፤ የተጠባቂነት አበል የሚከፈልበትና መጠኑ ቢሮው የአፈፃፀም መመሪያ ያወጣል።

**፳፰. ከሌላ መሥሪያ ቤት የሚደረግ ዝውውር**

- ፩) አንድ የመንግሥት መሥሪያ ቤት ለሥራው አስፈላጊ ሆኖ ሲያገኘውና ላኪና ተቀባይ መሥሪያ ቤቶች እንዲሁም ሠራተኛው ሲስማሙ በመመሪያው መሰረት አወዳድሮ አንድን የመንግሥት ሠራተኛ እኩል በሆነ ደረጃና ደመወዝ አዛውሮ ለማሠራት ቢሮውን ማላወቅ ይኖርበታል።
- ፪) የኦሮሚያ የመንግሥት መሥሪያ ቤቶች፤ የሌላ አልል የመንግሥት መሥሪያ ቤቶችና የፌዴራል መንግሥት መሥሪያ ቤቶች ከተስማሙ እንዲሁም ቢሮው ካረጋገጠ አንድን የመንግሥት ሠራተኛ ከሌሎች አልሎችና ከፌዴራል የመንግሥት መሥሪያ ቤቶች ወደ ኦሮሚያ አልል የመንግስት መሥሪያ ቤቶች እኩል በሆነ ደረጃና ደመወዝ አዛውሮ ማሠራት ይችላል።

**27. Acting Assignment**

- 1) Where circumstances so require a civil servant may be assigned to a higher position in an acting capacity for not more than a year.
- 2) Notwithstanding the provision of sub-article (1) of this Article a civil servant may, following transparent and competitive procedure, be assigned to higher position in acting capacity to replace a civil servant who is on education or training program that lasts more than a year.
- 3) Any civil servant assigned in an acting capacity shall be entitled to acting allowance.
- 4) The Bureau shall issue detailed directives on assigning employees enacting basis and the amount of acting allowances.

**28. External Transfer**

- 1) A government institution may, whenever necessary and the recipient and sender government institutions as well as the civil servant so agree, transferring compliance with the regulation based on competition a civil servant to a similar position of equal grade and salary from another government institution by notifying the Bureau.
- 2) Where Oromia regional government institutions, other regional governments' institutions and federal government institutions so agree and when the Bureau approves it, a civil servant may be transferred from other regional and federal government institutions to Oromia regional government institutions to similar position of equal grade and salary.



- 3) Hojjetaan mootummaa sadarkaa gita hojii walfakkaataa irratti qaxaramuuf iyyate, dorgomiidhaan yoo filatame sirna jijjiirraatiin akka ramadamu ni taasifama.
- 4) Abbaa warraa fi haadha warraa walitti fiduuf jecha, hojjetaa mootummaa tokko sadarkaa fi mindaa walfakkaataa irratti yookiin sadarkaa fi mindaan walfakkaataan yoo hin argamne ammoo waliigaltee hojjetichaan sadarkaa gadi aanaa irratti jijjiiruudhaan hojjechiisuun ni danda'ama.
- 5) Keewwata kana keewwata xiqqaa 4 jalatti kan tumame akkuma eeggametti ta'ee, bu'uura keewwata kanaatiin hojjetaan jijjiiramuu, akkaataa seerri hojjetoota mootummaa naannoo ajajuun sadarkaa gita hojii duraan qabatee fi sabaaba bara tajaajila isaatiin mindaa fi mirgoonni biroo argachaa ture jalaa hin hir'ifamu.
- 6) Keewwata kana keewwata xiqqaa 1 – 5 jalatti kan tumaman akkuma jirutti ta'ee, Mootummaan Naannoo Oromiyaa hojiidhaaf barbaachisaa ta'ee yoo argame hojjetaa mootummaa tokko mana hojii mootummaa tokko irraa gara mana hojii mootummaa biraatti jijjiiree hojjechiisuun ni danda'a.
- 7) Tumaa keewwata kana keewwata xiqqaa 6 ilaalchisee Manni Maree Bulchiinsaa qajeelfama raawwii ni baasa.

## 29. Jijjiirraa Ergisaa

- 1) Manni hojii mootummaa erguu fi hojjetichi yoo waliigalan, hojjetaan mootummaa mana hojii mootummaa biraa yookiin mana hojii mootummaa naannoo yookiin dhaabbilee misoomaa mootummaa yookiin dhaabbilee miti mootummaa yeroo waggaa tokko hin caalleef ergisaan jijjiiramee akka hojjetu taasisuun ni danda'ama.

- ፫) በተመሳሳይ ደረጃ ለመቀጠር ያመለከተ የመንግስት ሠራተኛ በውድድሩ ከተመረጠ በዝውውር ሥርዓት እንዲመደብ ይደረጋል።
- ፬) የትዳር አጋሮችን ለማገናኘት ሲባል አንድን የመንግስት ሠራተኛ በተመሳሳይ ደረጃና ደመወዝ ወይም ተመሳሳይ ደረጃና ደመወዝ ካልተገኘ ደግሞ በሠራተኛው ስምምነት ዝቅ ባለ ደረጃ ላይ አዛውሮ ማሰራት ይቻላል።
- ፭) በዚህ አንቀጽ ንዑስ አንቀጽ (፬) ሥር የተደነገገው እንደተጠበቀ ሆኖ፤ በዚህ አንቀጽ መሠረት የሚሳወር ሠራተኛ የክልል መንግሥት ሠራተኞች ሕግ በሚያዘው መሠረት በያዘው የሥራ ደረጃና በአገልግሎት ዘመኑ ምክንያት ያገኘ የነበረው ደመወዝና መብቶቹ አይቀነሱበትም።
- ፮) በዚህ አንቀጽ ንዑስ አንቀጽ (፩) እስከ (፭) ሥር የተደነገጉት እንደተጠበቁ ሆነው፤ የኦሮሚያ ክልላዊ መንግሥት ለሥራ አስፈላጊ ሆኖ ሲያገኘው አንድን የመንግሥት ሠራተኛ ከአንዱ መሥሪያ ቤት ወደ ሌላ መሥሪያ ቤት አዛውሮ ማሠራት ይቻላል።
- ፯) የዚህ አንቀጽ ንዑስ አንቀጽ 6 ድንጋጌን በተመለከተ የመስተዳድር ምክር ቤት የአፈጻጸም መመሪያ ያወጣል።

## ፳፱. የትውስጥ ዝውውር

- ፩) ላኪው የመንግሥት መሥሪያ ቤትና ሠራተኛው ሲስማሙ አንድን የመንግሥት ሠራተኛ በሌላ የመንግሥት መሥሪያ ቤት ወይም የክልል መንግሥት መሥሪያ ቤት ወይም የመንግሥት የልማት ድርጅት ወይም መንግሥታዊ ወዳልሆኑ ድርጅቶች ከአንድ ዓመት ለማይበልጥ ጊዜ በትውስጥ ተዛውሮ እንዲሠራ ማድረግ ይቻላል።

- 3) A civil servant who competed and selected for appointment to a position of a similar grade shall be assigned through transfer procedure.
- 4) A civil servant may, for the purpose of re-union of spouses, be transferred to a position of equal grade and salary or, where there is no such position and the civil servant so agrees, to a position of lower grade.
- 5) Without prejudice to sub-article (4) of this Article, a civil servant transferred pursuant to this Article shall not lose the salary and benefits acquired by virtue of his grade and service before the transfer in compliance with the regional civil service laws.
- 6) Without prejudice to sub-article (1) to (5) of this Article, the Oromia Regional Government, whenever it is deemed necessary, may transfer a civil servant to work from one Government Institution to another Institution.
- 7) The Administrative Council may issue detailed directives on sub-article (6) of this Article.

## 29. Secondment

- 1) A civil servant may, where it is necessary and the government institution and the civil servant so agree, be seconded to another government institution or regional government institution or public enterprise or non-governmental organizations to perform a specific duty for a period not exceeding one year.

- |  |  |   |
|--|--|---|
| <p>2) Manni hojii mootummaa kamiyyuu hojiidhaaf barbaachisaa ta'ee yoo argame mana hojii mootummaa naannoo yookiin dhaabbilee misoomaa mootummaa yookiin dhaabbilee miti mootummaa irraa hojjetaa tokko yeroo waggaa tokko hin caalleef ergisaan jijjiiree hojjechiisuu ni danda'a.</p> <p>3) Keewwata kana keewwata xiqqaa 1 jalatti kan tumame jiraatus, mootummaan naannichaa balaa naannoo yookiin ummata irra gahu tokko ittisuuf yookiin balaa erga gahee booda miidhaa geessise sirreessuf jecha hojjetaa mootummaa tokko mindaa qabateen mana hojii mootummaa naannichaa tokko irraa gara mana hojii mootummaa biraatti yeroo waggaa tokko hin caalleef ergisaan jijjiiree hojjechiisuu ni danda'a.</p> <p>4) Bu'uura keewwata kana keewwata xiqqaa 1 tiin hojjetaan ergisaan jijjiirame:</p> <p>(a) Mindaa fi faayidaan isaa kamiyyuu sababa jijjiirichaatiin osoo irraa hin hir'ifamiin, mana hojii ergisaan jijjiiree hojjechiisuun ni raawwatamaaf.</p> <p>(b) Bu'aan madaallii raawwii hojii mana hojii jijjiirraa ergisaan fudhatee hojjechiisuun guutamee mana hojii hojjeticha qaxareef ni darba.</p> <p>(c) Badii naamusaa kan raawwate yoo ta'e, manni hojii ergisaan fudhate tarreeffama ragaa waliin mana hojii qaxareef ni beeksisa; manni hojii qaxares dhimmicha qoratee tarkaanfii barbaachisaa ta'e ni fudhata.</p> | <p>፪) ማንኛውም የመንግሥት መስሪያ ቤት ለሥራ አስፈላጊ ሆኖ ሲያገኘው ከክልል መንግሥት መስሪያ ቤት ወይም የመንግስት ልማት ድርጅቶች ወይም መንግሥታዊ ካልሆነ ድርጅት አንድን ሠራተኛ ከአንድ ዓመት ለማይበልጥ ጊዜ በትውስት አዛውሮ ማሠራት ይችላል፡፡</p> <p>፫) በዚህ አንቀጽ ንዑስ አንቀጽ (፩) የተደነገገው ቢኖርም የክልሉ መንግሥት በክልል ወይም በሕዝብ ላይ የሚደርስ አደጋን ለመከላከል ወይም አደጋው ያደረሰውን ጉዳት ለማስተካከል ሲባል አንድን የመንግሥት ሠራተኛ በየዘው ደመወዝ ከአንድ የክልሉ የመንግሥት መስሪያ ቤት ወደ ሌላ የመንግሥት መስሪያ ቤት ከአንድ ዓመት ለማይበልጥ ጊዜ በትውስት አዛውሮ ማሠራት ይችላል፡፡</p> <p>፬) በዚህ አንቀጽ ንዑስ አንቀጽ (፩) መሠረት በትውስት የተዛወረ ሠራተኛ፡-</p> <p>(ሀ) ደመወዝና ማንኛውም ጥቅሙ በዘውውሩ ምክንያት ላይቀነስ በትውስት አዛውሮ በሚያስራው መስሪያ ቤት ይፈጸምለታል፤</p> <p>(ለ) የሥራ አፈጻጸም ምዘና ውጤቱ በትውስት አዛውሮ በሚያስራው መስሪያ ቤት ተሞልቶ ለቀጣሪው መስሪያ ቤት ይተላለፋል፤</p> <p>(ሐ) የዲሲፕሊን ጥፋት የፈጸመ እንደሆነ በትውስት ተቀባዩ መስሪያ ቤት ለቀጣሪ መስሪያ ቤቱ ከዘርዘር ማስረጃ ጋር ያሳውቃል፤ ቀጣሪ መስሪያ ቤቱም ጉዳዩን አጣርቶ ተገቢውን እርምጃ ይወስዳል፡፡</p> | <p>2) Where it is necessary, any government institution may take an employee on secondment from public enterprise, regional government institution or non-governmental organization for a period not exceeding one year.</p> <p>3) Notwithstanding sub-article (1) of this Article, the Regional Government may transfer a civil servant on secondment, without affecting his salary, from the region's one government institution to another government institution or based on the request of a regional state to a government institution of such state, for a period not exceeding one year to prevent the occurrence of danger to the country or the public or to rectify the damages caused by such occurrence.</p> <p>4) Where a civil servant seconded in accordance with sub-article (1) of this Article:</p> <p>(a) His salary and other benefits shall not be affected because of his secondment and shall be settled by the institution to which he is seconded;</p> <p>(b) His performance shall be evaluated by the institution to which he is seconded and be submitted to the employer;</p> <p>(c) Commits a disciplinary offence, the institution to which he is seconded shall inform same to the employer together with detailed evidence; and the employer shall, upon investigating the case, take appropriate measure as necessary.</p> |
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**30. Ramaddii**

- 1) Manni hojii mootummaa gur-maa'iinsa haaraa qoratee hojiirra yoo oolche hojjettoota isaa dorgomsiiisuudhaan ramadee hojjachiisuu qaba.
- 2) Gitni hojii duwwaa mana hojii mootummaa kamiyyuu keessatti argamu, hojjetaa mootummaa mana hojii mootummaa biraa irraa dhufeen ramaddiin akka qabamu kan taasifamu, manni hojii isaa yoo cufame yookiin humni namaa hanga barbaadamuu ol yoo jiraate yookiin gitni hojii yoo haqamee fi Biirichi ramaddicha yammuu murteessu yookiin mootummaadhaan yoo ajajameedha.
- 3) Bu'uura keewwata kanaatiin hojjetaan ramadamu mindaa fi faayidaaleen sababa bara tajajila isaatiin dursee argachaa ture jalaa hin hir'ifamu.
- 4) Hojjetaan mootummaa dhaab-bataa sababa muudamaan gita hojii irratti ramadamee ture irraa yoo ka'e, muudama irraa yeroo ka'u muuxannoo fi barnoota qabuun gita hojii isaaf malu irratti beekamtii Biirichaan ni ramadama.

**Kutaa Xiqqaa Afur  
Haala Raawwii Hojii**

**31. Madaallii Raawwii Hojii**

- 1) Kaayyoon madaallii raawwii hojii karoora hojii irratti kan bu'uureffate ta'ee:
  - (a) Hojjetaan mootummaa kamiyyuu hojii isaa baay'ina, qulqullina, yeroo fi baasii eegamuun haala guutuu ta'een akka raawwatu gochuuf;
  - (b) Madaallii raawwii hojii itti fufiinsa qabu gaggeessuun ciminaa fi hanqina hojjetaa mootummaa adda baasuun raawwiin hojii isaa itti aanu akka fooyyaa'uu fi bu'a qabeessa ta'u gahoomsuuf;

**፬. ድልድል**

- ፩) የመንግሥት መሥሪያ ቤት አዲስ አደረጃጀት አጥንቶ ተግባራዊ ሲያደርግ ሠራተኞቹን በማወዳደር ደልድሎ ማሠራት አለበት፡፡
- ፪) በማንኛውም የመንግሥት መሥሪያ ቤት ውስጥ የሚገኝ ክፍት የሥራ መደብ ከሌላ የመንግሥት መሥሪያ ቤት በሚደለደል የመንግሥት ሠራተኛ እንዲያዝ የሚደረገው መሥሪያ ቤቱ የተዘጋ ወይም ከሚያስፈልገው የሰው ኃይል በላይ ሲኖረው ወይም የሥራ መደቡ የተሰረዘ ከሆነና ድልድሉን ቢሮው ሲወስን ወይም ቢሮው በመንግስት ሲታዘዝ ነው፡፡
- ፫) በዚህ አንቀጽ መሠረት የሚደለደል ሠራተኛ ቀደም ሲል ይዞት በነበረው ደረጃና በአገልግሎት ዘመኑ ምክንያት ያገኘ የነበረው ደመወዝና ጥቅሞቹ አይቀነሱበትም፡፡
- ፬) ቋሚ የመንግሥት ሠራተኛ በሹመት ምክንያት ከተመደበበት የሥራ መደብ ላይ ሲነሳ ባለው የሥራ ልምድ እና የትምህርት ዝግጅት ሊያሟላ በሚችል የሥራ መደብ ላይ በቢሮው እውቅና ይመደባል፡፡

**ገሉስ ክፍል አራት****የሥራ አፈጻጸም****፴፩. የሥራ አፈጻጸም ምዘና**

- ፩) የሥራ አፈጻጸም ምዘና ዓላማ በሥራ እቅድ ላይ የተመሠረተ ሆኖ፡-
  - (ሀ) ማንኛውም የመንግሥት ሠራተኛ ሥራውን በሚጠበቀው መጠን፣ ጥራት፣ ጊዜ እና ወጪ በተሟላ ሁኔታ እንዲያከናውን ለማድረግ፣
  - (ለ) ተከታታይ የሥራ አፈጻጸም ምዘና በማካሄድ የመንግስት ሠራተኛውን ጠንካራና ደካማ ጎኖች በመለየት ቀጣዩ የሥራ አፈጻጸሙ እንዲሻሻልና ውጤታማ እንዲሆን ለማብቃት፣

**30. Redeployment**

- 1) Any government institution shall redeploy its employees on the basis of competition when it implements a new organizational structure.
- 2) The filing of a vacant position in any government institution through redeployment of a permanent civil servant from another government institution shall be made only where the government institution is closed or it has redundant manpower or the position of the civil servant is abolished and the Bureau so decides or instructed by the Government.
- 3) A civil servant redeployed pursuant to this Article shall be entitled to his previous salary and benefits acquired by virtue of his grade and service.
- 4) When a permanent civil servant, who is appointed as government official is relieved from his post, shall be redeployed to a position on the basis of his experience and qualification when the Bureau approves.

**SUB- SECTION FOUR  
PERFORMANCE EVALUATION**

**31. Performance Evaluation**

- 1) The purpose of performance evaluation shall, based on work plans, be to:
  - (a) Enable a civil servant to effectively discharge his duties in accordance with the expected volume, quality, time and cost;
  - (b) Evaluate a civil servant on continuous basis and identify his strength and weakness with a view to improving his future performance;



- (c) Fedhii leenjii fi fooyya'iinsa hojjetaa mootummaa sirriitti adda baasuun beekuuf;
  - (d) Onnachiiftuu bu'aa irratti hundaa'e kennuuf;
  - (e) Manni hojii mootummaa ragaa qabatamaa irratti hundaa'e murtiiwwan bulchiinsaa akka kennuu dandeessisuufidha.
- 2) Sirni madaallii raawwii hojii manneen hojii motummaa keesatti hojiirra oolu:
- (a) Ragaa qabatamaa fi ifa ta'e irratti hundaa'uun bu'aa madaallii raawwachuuf kan dandeessisu;
  - (b) Hojiin raawwatame baajata ramadame, yeroo, baay'inaa fi qulqullina hojii waliin walbira qabuun bu'aa sirrii ta'e madaaluuf kan dandeessisu;
  - (c) Hojimaata garee fi kaka'umsa waliinii kan guddisu;
  - (d) Hojjettoota mootummaa yookiin gareewwan gidduutti miira waldorgommii hojii fayyaaleessa uumuudhaan bu'aa mana hojii fooyyessuuf kan gargaaru;
  - (e) Raawwii hojii walitti fufiinsa qabuu fi hojiiwwan waldeeggaran gidduutti bu'aan hojii isa tokkoo isa biraa irratti dhiibbaa geessisuu danda'u gamaggamuuf kan dandeessisu ta'uu qaba.

### 32. Haala Daballi Mindaa fi Onnachiiftuun Itti Murtaa'u

- 1) Hojjetaan mootummaa dabalaata gulantaa mindaa kan argatu bu'aa madaallii raawwii hojii irratti bu'uureffachuun waggaa lama lamaan ta'a.
- 2) Tumaan keewwata kana keewwata xiqqaa 1 akkuma jirutti ta'ee, bu'aa raawwii hojii bu'uureffachuun hojjetaa mootummaaf onnachiiftuun ni kennama.

- (ሐ) የመንግሥት ሠራተኛውን የሥልጠናና የመሻሻል ፍላጎት በትክክል ለይቶ ለማወቅ፤
  - (መ) በውጤት ላይ የተመሠረተ ማትረያ ለመስጠት፤
  - (ሠ) የመንግስት መሥሪያ ቤቱ በተጨማሪ መረጃ ላይ ተመስርቶ አስተዳደራዊ ውሳኔዎችን እንዲሰጥ ለማስቻል ነው።
- ፪) በመንግስት መስሪያ ቤት ውስጥ ሥራ ላይ የምውል የሥራ አፈጻጸም ምዘና ሥርዓት፡-
- (ሀ) ግልጽና በተጨማሪ መስረጃ ላይ የተመሠረተ የውጤት ምዘና ለማከናወን የሚያስችል፤
  - (ለ) የተከናወነው ሥራ ከተመደበው በጀት፣ ጊዜ፣ መጠንና ጥራት ጋር በማነጻጸር ትክክለኛውን ውጤት ለመመዘን የሚያስችል፤
  - (ሐ) የቡድን አሠራርንና የጋራ ተነሳሽነትን የሚያሳድግ፤
  - (መ) በመንግሥት ሠራተኞች ወይም ቡድኖች መካከል ጤናማ የሥራ ውድድር መንፈስን በመፍጠር የመስራቱን ውጤት ለማሻሻል የሚያግዝ፤
  - (ሠ) በአፈጻጸም ተከታታይነትና ተመጋጋቢነት ባላቸው ሥራዎች መካከል አንዱ በሌላኛው ውጤት ላይ የሚያሳድረውን ተፅዕኖ ለመገምገም የሚያስችል፤ መሆን አለበት።

### ፴፪. የደመወዝ ጭማሪና ማበረታቻ አወሳሰን

- ፩) የመንግሥት ሠራተኛ የደመወዝ እርዕን ጭማሪ የሚያገኘው በሥራ አፈጻጸም ምዘና ውጤት ላይ በመመስረት በየሁለት ዓመቱ ይሆናል።
- ፪) የዚህ አንቀጽ ንዑስ አንቀጽ (፩) ድንጋጌ እንደተጠበቀ ሆኖ የሥራ አፈጻጸም ውጤትን መሰረት በማድረግ ለመንግስት ሠራተኛ ማበረታቻ ይሰጣል።

- (c) Identify the training and improvement needs of a civil servant;
  - (d) Provide incentives based on results;
  - (e) Enable the government institution to make its personnel administration decisions based on facts.
- 2) The performance evaluation system to be implemented by a government institution shall:
- (a) Enable transparent and evidence based objective evaluation of performance results;
  - (b) Enable the verification of actual performance results in comparison with the planned budget, time, volume and quality;
  - (c) Encourage team work and common initiatives;
  - (d) Promote healthy competition among civil servants and teams to improve institutional performance results;
  - (e) Enable impact assessment of performance results among successive and interrelated tasks.

### 32. Determination of Salary Increment and Incentives

- 1) A civil servant shall be entitled to salary step increment every two years based on his performance evaluation result.
- 2) Without prejudice to sub-article (1) of this Article, a civil servant shall be provided with incentive based on performance result.

- 3) Sirna raawwatiinsa madaallii raawwii hojii, dabala gulantaa fi onnachiiftuu haala itti kennamuu danda'u ilaalchisee Biirichi qajeelfama raawwii ni baasa.

**Kutaa Afur**  
**Sa'aatii Hojii fi Hayyama**  
**Kutaa Xiqqaa Tokko**  
**Sa'aatii Hojii**

**33. Sa'aatii Hojii Idilee**

Sa'aatiin hojii idilee hojjettoota mootummaa akkuma haala hojichaa fi qilleensaatiin kan murteeffamu ta'ee, torbanitti sa'aatii 39 caaluu hin qabu.

**34. Sa'aatii Seensaa fi Ba'iinsa Hojii**

Sa'aatiin seensaa fi ba'iinsa hojii hojjettoota mootummaa akkaataa dambii Manni Maree Bulchiinsaa baasuun kan murtaa'u ta'a.

**35. Hojii Sa'aatii Idileen Alaa**

- 1) Hojjetaan mootummaa kamiiyyuu hojii sa'aatii idileen ala hojjeteef boqonnaan bakka bu'u kan kennamuuf ta'ee, haalli dirqisiisaan yoo jiraate kaffaltiini raawwatamaaf.
- 2) Haalota hojiin sa'aatii idileetiin ala itti hayyamamu, kaffaltii fi haala boqonnaan bakka buusuu kennamu Biirichi qajeelfama raawwii ni baasa.

**36. Ayyaana Ummataa fi Guyyoota Boqonnaa Torbanii**

- 1) Hojjetaan mootummaa kamiiyyuu, ayyaana ummataa, guyyoota boqonnaa torbanii yookiin murtii mootummaatiin manneen hojii cufaa ta'anii oolan hojjechuu dhabuu isaatiin mindaan idilee isaaf kaffalamu irraa hin hir'ifamu.

- ፫) ቢሮው የሥራ አፈጻጸም ምዘና ስለሚከናወንበት ሥርዓት፣ የእርከን ጭማሪ እና ማበረታቻ ስለሚሰጥበት ሁኔታ የአፈጻጸም መመሪያ ያወጣል።

**ክፍል አራት**  
**የሥራ ሰዓትና ፍቃድ**  
**ንኡስ ክፍል አንድ**  
**የሥራ ሰዓት**

**፴፫. መደበኛ የሥራ ሰዓት**

የመንግሥት ሠራተኞች መደበኛ የሥራ ሰዓት እንደየሥራው ሁኔታና የአየር ጠባይ የሚወሰን ሆኖ በሳምንት ከ39 ሰዓት መብለጥ የለበትም።

**፴፬. የሥራ መግቢያና መውጫ ሰዓት**

የመንግሥት ሠራተኞች የሥራ መግቢያና መውጫ ሰዓት የመስተዳድር ምክር ቤት በሚያወጣው ደንብ የሚወሰን ይሆናል።

**፴፭. የትርፍ ሰዓት ሥራ**

- ፩) ማንኛውም የመንግሥት ሠራተኛ በትርፍ ሰዓት ለሰራው ሥራ የማካካሻ እረፍት የሚሰጠው ሆኖ አስገዳች ሁኔታ ካለ ክፍያ ይፈጸምለታል።
- ፪) የትርፍ ሰዓት ሥራ ስለሚፈቀዱባቸው ሁኔታዎች፣ ስለክፍያው መጠንና የማካካሻ ዕረፍት ስለሚሰጥበት ሁኔታ ቢሮው የአፈጻጸም መመሪያ ያወጣል።

**፴፮. የሕዝብ በዓላት እና የሳምንት የዕረፍት ቀናት**

- ፩) ማንኛውም የመንግሥት ሠራተኛ በሕዝብ በዓል፣ በሳምንት የዕረፍት ቀናት ወይም በመንግሥት ውሳኔ መሥሪያ ቤቶች ዝግ ሆነው በሚውሉበት ቀን ባለመሥራቱ መደበኛ የደመወዝ ክፍያ አይቀነስበትም።

- 3) The Bureau shall issue detailed directives on performance evaluation system, salary step increment and provision of incentive.

**Section Four**  
**Working Hours and Leaves**  
**Sub- Section One**  
**Working Hours**

**33. Regular Working Hours**

Regular working hours of civil servants shall be determined on the basis of the conditions of work and weather conditions, and shall not exceed 39 hours a week.

**34. Office Hours**

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

**35. Overtime Work**

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

**36. Public Holidays and Weekly Rest Day**

- 1) Any civil servant shall incur no reduction in his regular pay on account of having not worked on public holiday or weekly rest day or on a day offices are closed by the order of the Government.

- 2) Hojjetaa mootummaa haalli hojichaa dirqisiisee guyyoota ayyaana ummataa yookiin murtii mootummaatiin manneen hojii cufaa ta'anii oolan akka hojjetu yoo ajajame boqonnaan bakka bu'u kan kennamuuf ta'ee, haalli dirqisiisaan yoo jiraate kaffaltiini ni raawwatamaaf.
- 3) Tumaan Labsii kana keewwata 35 keewwata xiqqaa 1 jiraatuuyyuu, haalli hojii dirqisiisee guyyoota boqonnaa torbanii akka hojjetu hojjetaan mootummaa ajajame guyyaa hojii torban itti aanu keessatti boqonnaa bakka buufamuun akka kennamuuf ni taa-sifama.

#### Kutaa Xiqqaa Lama Hayyama

#### 37. Kaayyoo Hayyama Boqonnaa Waggaa

- 1) Hayyamni boqonnaa waggaa kan kennamu hojjetaan mootummaa yeroo murtaa'ee boqatee tajaajila hojii isaa miira haaromeen akka itti fufu dandeessisuudha.
- 2) Hojjetaan mootummaa haara-wa qaxarame kamiyyuu tajaajila ji'oota kudha tokko kennuu isaatiin dura mirga hayyama boqonnaa waggaa argachuu hin qabu.
- 3) Hayyamni boqonnaa waggaa maallaqaan hin jijjiiramu.
- 4) Keewwata kana keewwata xiqqaa 3 jalatti kan tumame jiraatuuyyuu, tajaajilli hojjetichaa kan addaan citee fi hayyamni boqonnaa waggaa barbaachisummaa hojiitiin kan hin kennamneef ta'uun isaa yoo mirkanaa'e gara maallaqaatti jijjiiramee ni kaffalamaaf. Haalli raawwii isaa qajeelfama bahuun kan murtaa'u ta'a.

- ፪) የሥራው ሁኔታ አስገድዶ በሕዝብ በዓል ወይም በመንግሥት ውሳኔ መሥረያ ቤቶች ዝግ ሆነው በሚውሉበት ቀን እንዲሠራ የታዘዘ የመንግሥት ሠራተኛ የማካካሻ ዕረፍት የሚሰጠው ሆኖ፣ አስገዳጅ ሁኔታ ካለ ክፍያ ይፈጸምለታል።
- ፫) የዚህ አዋጅ አንቀጽ ፴፭(፩) ድንጋጌ ቢኖርም የሥራው ሁኔታ አስገድዶ በሳምንት የዕረፍት ቀናት እንዲሠራ የታዘዘ የመንግሥት ሠራተኛ በተከታዩ ሳምንት የሥራ ቀናት ውስጥ የማካካሻ ዕረፍት እንዲሰጠው ይደረጋል።

#### ንሑስ ክፍል ሁለት

#### ፈቃድ

#### ፴፯. የዓመት ዕረፍት ፈቃድ ዓላማ

- ፩) የዓመት ዕረፍት ፈቃድ የሚሰጠው የመንግሥት ሠራተኛው ለተወሰነ ጊዜ በማረፍ አገልግሎቱን በታደሰ መንፈስ እንዲቀጥል ለማስቻል ነው።
- ፪) ማንኛውም አዲስ ተቀጣሪ የመንግሥት ሠራተኛ የአስራ አንድ ወራት አገልግሎት ከመስጠቱ በፊት የዓመት ዕረፍት ፈቃድ የማግኘት መብት የለውም።
- ፫) የዓመት ዕረፍት ፈቃድ በገንዘብ አይለወጥም።
- ፬) በዚህ አንቀጽ ንዑስ አንቀጽ (፫) ስር የተደነገገው ቢኖርም የሠራተኛው አገልግሎት የተቋረጠና የዓመት ዕረፍት ፈቃዱ በሥራ አስፈላጊነት የማይሰጠው መሆኑ ከተረጋገጠ ወደ በገንዘብ ተለውጦ ይከፈለዋል። አፈጻጸሙ በሚወጣው መመሪያ የሚወሰን ይሆናል።

- 2) Any civil servant ordered to work on a public holiday or on a day government institutions are closed by the order of the Government, due to compelling circumstances, shall be entitled to overtime pay or compensatory leave based on his preference.
- 3) Notwithstanding the provision of Article 35(1) of this Proclamation a civil servant ordered to work on a weekly rest day, due to compelling circumstances, shall be granted a compensatory leave during working days of the next week.

#### Sub- Section Two Leave

#### 37. Objectives of Annual Leave

- 1) The purpose of annual leave is to enable a civil servant get rest and resume work with renewed strength.
- 2) Any newly appointed civil servant shall not be entitled to annual leave before serving for eleven months.
- 3) There shall be no payment in lieu of annual leave.
- 4) Notwithstanding sub-article (3) of this Article, payment may be made for unused annual leave due to termination of appointment, and when confirmed that annual leave may not be granted as the service is needed. The details of its implementation shall be determined by directives to be issued.



**38. Guyyoota Hayyama Boqonnaa Waggaa**

- 1) Hojjetaan mootummaa waggaa tokkoo tajaajile hayyama boqonnaa waggaa guyyoota hojii 20 ni argata.
- 2) Hojjetaan waggaa tokkoo ol tajaajile tajaajila dabalataa waggaa tokko tokkootiif guyyaan hojii tokko tokko irratti idaa'amee hayyama boqonnaa waggaa ni argata; ta'us hayyamni boqonnaa waggaa tokko keessatti kennamuuf guyyoota hojii 30 caaluu hin qabu.
- 3) Tajaajilli duraan mana hojii mootummaa biraa keessatti kenname raawwii keewwata kana keewwata xiqqaa 2 tiin kan herregamu ta'a.

**39. Kenniinsa Hayyama Boqonnaa Waggaa**

- 1) Hayyamni boqonnaa waggaa karoora mana hojichaa bu'uura taasifachuudhaanii fi hanga danda'ametti akkaataa fedhii hojjetaa madaaleen sagantaa qophaa'uu fi hojjetichiis akka beeku taasisuun bara baajataa chaa keessatti ni kennama.
- 2) Hojjetaan boqonnaa waggaa yeroo fudhatu mindaa ji'a itti boqonnaa irra turu dursee fudhachuu ni danda'a.
- 3) Tumaan Labsii kana keewwata 37 (2) jalatti tumame akkuma jirutti ta'ee, hojjetaan mootummaa tokko ji'oota kudha tokko erga xumuree booda bara baajataa tajaajila kenne keessatti baay'ina bara tajaajila isaatiin boqonnaan waggaa herregamee akka kennamuuf ni taasifama.
- 4) Bu'uura keewwata kana keewwata xiqqaa 1 tiin barri baajataa xumuramuun dura hojjetaan mootummaa hayyama fudhatee tajaajila isaa fedhiidhaan addaan kute yeroon tajaajila ittiin hin kennine herregamee yeroo boqonnaa irra ture mindaan kaffalameef akka deebisu ni taasifama.

**፴፰. የዓመት ዕረፍት ፈቃድ ቀናት**

- ፩) አንድ ዓመት ያገለገለ የመንግሥት ሠራተኛ ፳ የሥራ ቀናት የዓመት ዕረፍት ፈቃድ ያገኛል።
- ፪) ከአንድ ዓመት በላይ ያገለገለ ሠራተኛ ለእያንዳንዱ ተጨማሪ ዓመት አገልግሎት አንድ የሥራ ቀን እየታከለበት የዓመት ዕረፍት ፈቃድ ያገኛል፤ ሆኖም የሚሰጠው የአንድ የዓመት ዕረፍት ፈቃድ ከ30 የሥራ ቀኖች መብለጥ የለበትም።
- ፫) በሌላ የመንግሥት መሥሪያ ቤት ቀደም ሲል የተሰጠ አገልግሎት በዚህ አንቀጽ ንዑስ አንቀጽ (፪) አፈጻጸም የሚታሰብ ይሆናል።

**፴፱. የዓመት ዕረፍት ፈቃድ አሰጣጥ**

- ፩) የዓመት ዕረፍት ፈቃድ የመሥሪያ ቤቱን ዕቅድ መሠረት በማድረግና በተቻለ መጠን የሠራተኛውን ፍላጎት በማመዘዝ በሚዘጋጀውና ሠራተኛውም እንዲያውቀው በሚደረግ ፕሮግራም መሠረት በበጀት ዓመቱ ውስጥ ይሰጣል።
- ፪) ሠራተኛው የዓመት ዕረፍት ፈቃዱን በሚወስድበት ጊዜ በዕረፍት ላይ የሚቆይበትን የወር ደመወዙን በቅድሚያ ሊወስድ ይችላል።
- ፫) የዚህ አዋጅ አንቀጽ ፴፯ (፪) ድንጋጌ እንደተጠበቀ ሆኖ አንድ የመንግሥት ሠራተኛ አስራ አንድ ወሩን ካጠናቀቀ በኋላ ባገለገለበት በጀት ዓመት ለሰጠው አገልግሎት የዓመት ዕረፍት ፈቃዱ በአገልግሎቱ መጠን ተሰልፋ እንዲሰጠው ይደረጋል።
- ፬) በዚህ አንቀጽ ንዑስ አንቀጽ (፩) መሠረት የበጀት ዓመቱ ከመጠናቀቁ በፊት የዕረፍት ፈቃድ ወስዶ አገልግሎቱን በራሱ ፈቃድ ያቋረጠ የመንግስት ሰራተኛ አገልግሎት ያልሰጠበት ጊዜ ታስቦ በፈቃድ ላይ እያለ የተከፈለውን ደመወዝ እንዲመልስ ይደረጋል።

**38. Duration of Annual Leave**

- 1) A civil servant shall be entitled to annual leave of 20 working days for his first year of service.
- 2) A civil servant having a service of more than a year shall be entitled to additional leave of one working day for every additional year of service; provided, however, that the duration of annual leave shall not exceed 30 working days.
- 3) Previous service rendered in any government institution and regional government institution shall be considered for the application of sub article (2) of this Article.

**39. Granting of Annual Leave**

- 1) Annual leave shall be granted within the budget year in accordance with a leave made known to the civil servants and leave plan prepared on the basis of due consideration of the interest of the government office and, as much as possible, the preference of each civil servant.
- 2) A civil servant shall be entitled to advance payment of his monthly salary at the time of taking his annual leave.
- 3) Without prejudice to the provisions of Article 37(2) a civil servant after the completion of 11 months shall be granted annual leave in proportion to the service rendered.
- 4) A civil servant who resigns after taking his annual leave in accordance with sub-article (1) of this Article before the end of the budget year shall be liable to pay back part of the advance salary for which he has not rendered service.

**40. Hayyama Boqonnaa Wagga Dabarsuu**

- 1) Tumaan Labsii kanaa keewwata 39(1) jiraatus, sababa haalli hojichaa dirqisiisuun manni hojichaa hojjetaaf hayyama boqonnaa waggaa isaa bara baajatachaa keessatti kennuufii kan hin dandeenye yoo ta'e, itti gaafatamaa olaanaa mana hojiitiin yeroo bara baajata waggaa lama hin caalleef dabarsuu ni danda'a. Ta'us hayyamni boqonnaa waggaa itti hin fayyadamin bara baajataa sadaffaa irratti hojjetichaaf kennamuu qaba.
- 2) Tumaan Labsii kanaa keewwata 37(3) jiraatus, manni hojii mootummaa kamiyyuu bu'uura keewwata kana keewwata xiqqaa 1 tiin boqonnaa waggaa isaa bara baajataa lamaaf jala darbuuf boqonnaan hayyama waggaa kun maallaqaatti jijjiiramee akka kennamuuf hojjetaa gaafateef, dursa baajata qabsiisuun boqonnaa bara baajata biraatti darbe keessaa kan waggaa tokkoo isa duraa qofti qarshiitti jijjiiramee akka kennamuuf taasifamuu qaba.
- 3) Hayyamni boqonnaa waggaa hojjetaa tokkoo maallaqaatti yammuu jijjiiramu mindaa hojjetichaa guyyaa tokkoo kan herregamu mindaan ji'a tokkoo guutuu guyyaa 30'f hiruudhaan ta'a.

**41. Hayyama Boqonnaa Wagga Hin Fudhatamne**

- 1) Hojjetaa mootummaa tajaajilli isaa addaan cite hayyamni boqonnaa waggaa hin fudhatamne guyyootni hojii qofti herregamee maallaqaatti jijjiiramee ni kennamaaf.

**፵. የዓመት ዕረፍት ፈቃድ ማስተላለፍ**

- ፩) የዚህ አዋጅ አንቀጽ ፴፱(፩) ድንጋጌ ቢኖርም የሥራው ሁኔታ በማስገደዱ ምክንያት መሥሪያ ቤቱ ለሠራተኛው የዓመት ዕረፍት ፈቃዱን በበጀት ዓመቱ ውስጥ ሊሰጠው ያልቻለ እንደሆነ የመሥሪያ ቤቱ የበላይ ኃላፊ ከሁለት የበጀት ዓመት ላልበለጠ ጊዜ ሊያስተላልፈው ይችላል፤ ሆኖም ያልተጠቀመበት የዓመት ዕረፍት ፈቃድ በሦስተኛው በጀት ዓመት ለሠራተኛው መሰጠት አለበት፡፡
- ፪) የዚህ አዋጅ አንቀጽ ፴፯(፫) ድንጋጌ ቢኖርም ማንኛውም የመንግሥት መሥሪያ ቤት በዚህ አንቀጽ ንዑስ አንቀጽ (፩) መሠረት የዓመት ዕረፍት ፈቃዱ ለሁለት የበጀት አመት ለሚተላለፍበትና ፈቃዱ በገንዘብ ተለውጦ እንዲሰጠው ለሚጠይቅ ሠራተኛ በጀት በቅድሚያ በማስያዝ ከተላለፈው የዓመት ዕረፍት ፈቃድ ውስጥ የመጀመሪያውን የአንድ ዓመት ዕረፍት ፈቃድ ብቻ በገንዘብ ተለውጦ እንዲሰጠው ማድረግ አለበት፡፡
- ፫) የአንድ መንግሥት ሠራተኛ የዓመት ዕረፍት ፈቃድ በገንዘብ ሲለወጥ የሠራተኛው የአንድ ቀን ደመወዝ የሚታሰበው የወር ደመወዙን በ፴ ቀናት በማካፈል ነው፡፡

**፵፩. ያልተወሰደ የዓመት ዕረፍት ፈቃድ**

- ፩) የመንግሥት ሠራተኛው አገልግሎት በመቋረጡ ያልተወሰደ የዓመት ዕረፍት ፈቃድ የሥራ ቀናቶች ብቻ ታስበው በገንዘብ ተለውጦ ይሰጠዋል፡፡

**40. Postponement of Annual Leave**

- 1) Notwithstanding the provisions of Article 39(1) of this Proclamation, the head of a government institution may authorize the postponement of annual leave for two budget years, where the government office, due to compelling reasons, is unable to grant a civil servant his annual leave within the same budget year; provided however, that the accumulated leave shall be granted to the civil servant in the third budget year.
- 2) Notwithstanding the provisions of Article 37(3) of this Proclamation, a civil servant whose annual leave is postponed for two years in accordance with sub-article (1) of this Article may claim payment, and the government institution shall make the payment for the first year of the accumulated annual leave from a budget allocated for such purpose.
- 3) Where payment is made to a civil servant in lieu of his accumulated leave, his daily salary shall be calculated by dividing his monthly salary by 30 days.

**41. Unused Annual Leave**

- 1) Where the appointment of a civil servant is terminated, payment shall be made to the civil servant for the number of working days of unused annual leaves.

- 2) Tumaan keewwata kana keewwata xiqqaa 1 bu'uura Labsii kana keewwata 28tiin jijjiirameef yookiin bu'uura keewwata 30'tiin hojjetaa mootummaa ramadameef raawwatiinsa hin qabu. Ta'us hojjetichi mana hojii mootummaa duraan keessa turetti bu'uura Labsii kana keewwata 40 (1)'tiin hayyamni boqonnaa waggaa darbeef gara mana hojii mootummaa itti jijjiirame yookiin ramadametti ni darbaaf.

#### 42. Hayyama Dahumsaa

- 1) Hojjetuun mootummaa ulfa taate:
- Qorannoo fayyaa ulfa isheetiin walqabate taasisuuf akkaataa ogeessi fayyaa ajajuun hayyamni mindaan itti kaffalamu ni kennamaaf.
  - Dahumsaan dura boqonnaa akka taasiftu ogeessi fayyaa yoo ajaje boqonnaan mindaan itti kaffalamu ni kennamaaf.
- 2) Keewwata kana keewwata xiqqaa 1 jalatti hayyamni tumame akka hayyama dhukkubaatti hin lakkaa'amu.
- 3) Hojjetuun mootummaa ulfa taate yeroon dahumsa ishee yoo gahu guyyaa nan daha jettee tilmaamteen dura guyyoota walitti aanan 30 hayyama dahumsaan duraa, akkasumas guyyaa deesse irraa eegalee guyyoota walitti aanan 90, walumaagalatti hayyamni dahumsaa guyyoota walitti aanan 120 mindaan itti kaffalamu ni kennamaaf.
- 4) Hojjetuun mootummaa akkaataa keewwata kana keewwata xiqqaa 3 tiin hayyamni dahumsa duraa kennameef osoo hin xumuramiin dura yoo deesse, hayyamni dahumsaa osoo itti hin fayyadamiin hafe erga deessee booda akka itti fayyadamtu ni taasifama.

- ፪) የዚህ አንቀጽ ንዑስ አንቀጽ (፩) ድንጋጌ በዚህ አዋጅ አንቀጽ ፳፰ መሠረት ለተዛወረ ወይም በአንቀጽ ፴ መሠረት ለተደለደለ የመንግሥት ሠራተኛ ተፈጻሚ አይሆንም፤ ሆኖም ሠራተኛው በነበረበት የመንግሥት መሥሪያ ቤት በዚህ አዋጅ አንቀጽ ፴(፩) መሠረት የተላለፈለት የዓመት ዕረፍት ፈቃድ ወደ ተዛወረበት ወይም ወደ ተደለደለበት የመንግሥት መሥሪያ ቤት ይተላለፋል፡፡

#### ፵፪. የወሊድ ፈቃድ

- ፩) ነፍሰጡር የሆነች የመንግሥት ሠራተኛ፡-
- ከእርግዝናዋ ጋር የተያያዘ የጤና ምርመራ ለማድረግ ሐኪም በሚያዘው መሠረት ደመወዝ የሚከፈልበት ፈቃድ ይሰጣታል፤
  - ከመውለዱ በፊት ዕረፍት እንድትደርግ ሐኪም ካዘዘ ደመወዝ የሚከፈልበት ዕረፍት ይሰጣታል፡፡
- ፪) በዚህ አንቀጽ ንዑስ አንቀጽ (፩) ሥር የተደነገገው ፈቃድ እንደ ህመም ፈቃድ አይቆጠርም፡፡
- ፫) ነፍሰጡር የሆነች የመንግሥት ሠራተኛ የመውለዱ ጊዜዋ ሲደርስ እወልዳለሁ ብላ ከገመተችበት ቀን በፊት ፴ ተከታታይ ቀናት የቅድመ ወሊድ ፈቃድ፣ እንዲሁም ስትወልድ ከወለደችበት ቀን ጀምሮ ፯ ተከታታይ ቀናት፣ በአጠቃላይ ፻፳ ተከታታይ ቀናት ደመወዝ የሚከፈልበት የወሊድ ፈቃድ ይሰጣታል፡፡
- ፬) በዚህ አንቀጽ ንዑስ አንቀጽ (፫) መሠረት የመንግሥት ሠራተኛዋ የተሰጣት የቅድመ ወሊድ ፈቃድ ከማለቁ በፊት ከወለደች ያልተጠቀመችበትን ቀሪ የቅድመ ወሊድ ፈቃድ ከወለደች በኋላ እንድትጠቀምበት ይደረጋል፡፡

- 2) The provision of sub-article (1) of this Article shall not apply to the civil servant transferred under Article 28 of this Proclamation or redeployed under Article 30 of this Proclamation; provided, however, that the unused leave that had been postponed as specified under Article 40(1) of this Proclamation shall be transferred to the government institution to which he is transferred or redeployed.

#### 42. Maternity Leave

- 1) A pregnant civil servant shall be entitled to:
- paid leave for medical examination in accordance with a doctor's recommendation;
  - Paid leave before delivery if recommended by a doctor.
- 2) The leave referred to in sub-article (1) of this Article shall not be considered as sick leave.
- 3) A pregnant civil servant shall be entitled to a period of 30 consecutive days of prenatal leave preceding the presumed date of her confinement and a period of 90 consecutive days after her confinement, in total 120 days of maternity leave with pay.
- 4) If the pregnant civil servant deliver before the completion of the prenatal leave which is granted under sub-article (3) of this Article, the unused prenatal leave shall be granted after her confinement.



- |   |  |   |
|---|--|---|
| <p>5) Hojjettuun mootummaa hayyama dahumsa duraa fudhattee osoo hin dahin yoo jalaa dhume hanga guyyaa deessutti guyyootni hojii isheen boqonnaa irra turtu hayyama boqonnaa waggaa bara baajatchaa irraa yookiin hayyama boqonnaa waggaa kan hin qabne yoo ta'e hayyama boqonnaa waggaa bara itti aanu keessaa bakka bu'aaf.</p> <p>6) Hojjettuun mootummaa akkaataa keewwata kana keewwata xiqqaa 3'tiin hayyama dahumsaa murteeffame erga xumurtee booda yoo dhukkubsattee fi hayyamni dabalataa kan ishee barbaachisu ta'uu isaa ogeessa fayyaatiin yoo mirkanaa'e, bu'uura Labsii kana keewwata 43 xiqqaa 1'tiin hayyama dhukkubaa fudhachuu ni dandeessi.</p> <p>7) Hojjettuun mootummaa ulfa ji'a jahaa guutte kamiyyuu, hayyama dahumsa duraa osoo hin fudhatiin dursee ulfi yoo irraa bahe, ragaa yaalaa kana mirkaneessu yoo dhiyeeffatte hayyamni dahumsa booda guyyaa 60 ni kennamaaf.</p> <p>8) Hayyama dahumsaa duraa erga fudhattee booda ulfi yoo irraa bahe, hayyamni dahumsa duraa fudhatte addaan citee, akkaataa keewwata kana keewwata xiqqaa 3 jalatti tumameen hayyamni dahumsaan boodaa guyyaa 90 ni kennamaaf.</p> <p>9) Hojjettuun mootummaa yeroo ulfaa ji'a 3 hanga 6 keessatti ulfi irraa bahuu muudate hayyamni guyyoota walitti aanan 30 mindaan itti kaffalamu ni kennamaaf.</p> <p>10) Hojjetaan mootummaa kamiyyuu haati manaa isaa yoo deessu hayyamni mindaan itti kaffalamu guyyaan hojii 10 ni kennamaaf.</p> | <p>፩) የመንግሥት ሠራተኛዋ የወሰደችው የቅድመ ወሊድ ፈቃድ ሲያልቅ ያልወለደች እንደሆነ እስከምትወልድበት ቀን ድረስ ባለት የሥራ ቀናት የምትቆይበት ዕረፍት በበጀት ዓመቱ ካላት የዓመት ዕረፍት ፈቃድ ወይም በበጀት ዓመቱ የዓመት ፈቃድ የሌላት እንደሆነ ከሚቀጥለው የበጀት ዓመት የዕረፍት ፈቃድ ይተካል።</p> <p>፪) የመንግሥት ሠራተኛዋ በዚህ አንቀጽ ንዑስ አንቀጽ (፫) የተወሰነውን የወሊድ ፈቃድ ከጨረሰች በኋላ ብትታመምና ተጨማሪ ፈቃድ የሚያስፈልጋት መሆኑ በሀኪም ከተረጋገጠ በዚህ አዋጅ አንቀጽ ፵፫(፩) በተደነገገው መሠረት የሕመም ፈቃድ መውሰድ ትችላለች።</p> <p>፫) ማንኛውም ስድስት ወር የጥላት ነፍሰጡር የሆነች የመንግስት ሠራተኛ የቅድመ ወሊድ ፈቃድ ከመውሰዷ በፊት ጽንሱ የተቋረጠባት ከሆነ ይህንኑ የሚያረጋግጥ የህክምና ማስረጃ ስታቀርብ የ፮ ቀን የድህረ ወሊድ ፈቃድ ይሰጣታል።</p> <p>፬) የቅድመ ወሊድ ፈቃድ ከወሰደች በኋላ የጽንሰ መቋረጥ ካጋጠማት የወሰደችው የቅድመ ወሊድ ፈቃድ ተቋርጦ በዚህ አንቀጽ ንዑስ አንቀጽ (፫) በተደነገገው መሠረት የ፯ ቀን የድህረ ወሊድ ፈቃድ ይሰጣታል።</p> <p>፭) ከሦስት እስከ ስድስት ወር ባለው የእርግዝና ጊዜ ውስጥ የፅንሰ መቋረጥ ያጋጠማት የመንግሥት ሠራተኛ ደመወዝ የሚከፈልበት ፱ ተከታታይ ቀን ፈቃድ ይሰጣታል።</p> <p>፮) ማንኛውም የመንግሥት ሠራተኛ የትዳር ንደኛው ስትወልድ ደመወዝ የሚከፈልበት ፯ የሥራ ቀን ፈቃድ ይሰጠዋል።</p> | <p>5) If the pregnant civil servant does not deliver on the presumed date, the days subsequently taken before her confinement shall be replaced by the annual leave she is entitled to within the budget year or that of the following budget year if no annual leave is left.</p> <p>6) The civil servant shall be entitled to sick leave in accordance with Article 43 (1) of this Proclamation, if she becomes sick after completion of her maternity leave under sub-article (3) of this Article.</p> <p>7) Any civil servant who encounters a miscarriage of not less than six month's pregnancy prior to her prenatal leave shall be entitled to 60 days post confinement maternity leave if the miscarriage is confirmed by medical certificate.</p> <p>8) If a civil servant on prenatal leave encounters a miscarriage of pregnancy, her prenatal leave shall terminate and she shall be entitled to the 90 days post confinement maternity leave referred to in sub-article (3) of this Article.</p> <p>9) Any civil servant who encounters a miscarriage of three to six month's pregnancy shall be granted 30 consecutive days leave with pay if the miscarriage is confirmed by medical certificate.</p> <p>10) Any civil servant shall be entitled a paternity leave with pay for 10 working days at the time of his wife's delivery.</p> |
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**43. Hayyama Dhukkubaa**

- 1) Hojjetaan mootummaa kamiiyyuu sababa dhukkubaatiin hojii hojjechuu kan hin dandeenye yoo ta'e hayyamni dhukkubaa mindaan itti kaffalamu ni kennamaaf.
- 2) Bu'uura keewwata kana keewwata xiqqaa 1 tiin hojjetaan mootummaa yeroo qaxara yaalii isaa xumure hayyamni dhukkubaa kennamuuf walitti aansee yookiin yeroo garagaraa fudhatuus guyyaa jalqaba dhukkubsatee kaasee yeroo ji'a kudha lama keessatti ji'a 8 yookiin waggaa afur keessatti ji'a 12 hin caalu.
- 3) Keewwata kana keewwata xiqqaa 2 tiin hayyamni dhukkubaa kennamu ji'oota jahaan duraatiif mindaa guutuu waliinii fi ji'oota lamaan itti aanaaniif mindaa walakkaa waliin ta'a.
- 4) Hojjetaan mootummaa yeroo yaalii isaa hin xumuriin yoo dhukkubsate, hayyamni dhukkubaa ragaan yaalaa itti dhiyaatu mindaa ji'a 1 waliin ni kennamaaf.
- 5) Hojjetaan mootummaa kamiiyyuu yoo dhukkubsate:
  - (a) Sababni humnaa ol ta'e yoo isa muudate irraa kan hafe, hanga danda'ametti dhukkubsachuu isaa hatattamaan mana hojjiitiif beeksisuu qaba.
  - (b) Guyyoota 3'f walitti aansee yookiin bara baajataa tokko keessatti guyyoota 6 oliif sababa dhukkubaatiin hojiirraa kan hafe yoo ta'e, dhukkubsachuu isaatiif ragaa yaalaa dhiyeeffachuu qaba.
- 6) Hojjetaan mootummaa qaxara yeroo yaalii isaa xumure boqonnaa waggaa irra osoo jiruu yoo dhukkubsate, ragaa yaalaa dhukkubsachuu isaa mirkaneessu yoo dhiyeesse boqonnaan waggaa isaa addaan citee hayyamni dhukkubaa ni kennamaaf.

**፵፫. የሕመም ፈቃድ**

- ፩) ማንኛውም የመንግሥት ሠራተኛ በሕመም ምክንያት ሥራ መሥራት ያልቻለ እንደሆነ ደመወዝ የሚከፈልበት የሕመም ፈቃድ ይሰጠዋል።
- ፪) በዚህ አንቀጽ ንዑስ አንቀጽ (፩) መሠረት የሙከራ ጊዜውን ላጠናቀቀ የመንግሥት ሠራተኛ የሚሰጥ የሕመም ፈቃድ በተከታታይ ወይም በተለያዩ ጊዜ ቢወስድም ሕመሙ ከደረሰበት የመጀመሪያ ቀን አንስቶ ባለው አስራ ሁለት ወር ጊዜ ውስጥ ከስምንት ወር ወይም በአራት ዓመት ውስጥ ከአሥራ ሁለት ወር አይበልጥም።
- ፫) በዚህ አንቀጽ ንዑስ አንቀጽ (፪) መሠረት የሚሰጥ የሕመም ፈቃድ ለመጀመሪያዎቹ ስድስት ወራት ከሙሉ ደመወዝ ጋር እና ለሚቀጥሉት ሁለት ወራት ከማንኛውም ደመወዝ ጋር ይሆናል።
- ፬) የሙከራ ጊዜውን ያጠናቀቀ የመንግሥት ሠራተኛ ከታመመ የህክምና ማስረጃ የሚቀርብበት የአንድ ወር የሕመም ፈቃድ ከደመወዝ ጋር ይሰጠዋል።
- ፭) ማንኛውም የመንግሥት ሠራተኛ ሲታመም፡-
  - (ሀ) ከአቅም በላይ የሆነ ምክንያት ካላጋጠመው በስተቀር በተቻለ ፍጥነት መታመሙን ለመሥሪያ ቤቱ ማሳወቅ አለበት፤
  - (ለ) በተከታታይ ከሦስት ቀናት ወይም በአንድ የበጀት ዓመት ውስጥ ከስድስት ቀናት በላይ በሕመሙ ምክንያት ከሥራ የቀረ እንደሆነ ለመታመሙ የሕክምና ማስረጃ ማቅረብ አለበት።
- ፮) የሙከራ ጊዜውን ያጠናቀቀ የመንግስት ሠራተኛ በዓመት ፈቃድ ላይ እያለ መታመሙን የሚያረጋግጥ የህክምና ማስረጃ ካቀረበ የዓመት ፈቃዱ ተቋርጦ የሕመም ፈቃድ ይሰጠዋል።

**43. Sick Leave**

- 1) Any civil servant shall be entitled to sick leave with pay where he is unable to work due to sickness.
- 2) The duration of sick leave to be granted to a civil servant, who has completed his probation period, in accordance with sub-article (1) of this Article shall not exceed eight months in a year or twelve months in four years, whether counted consecutively or separately starting from the first day of his sickness.
- 3) Sick leave to be granted in accordance with sub-article (2) of this Article shall be with full pay for the first six months and with half pay for the last two months.
- 4) A civil servant on probation shall be entitled to one month sick leave with pay if confirmed by a medical certificate.
- 5) Where any civil servant is absent from work due to sickness:
  - (a) He shall, as soon as possible, notify the government institution unless prevented by force majeure;
  - (b) He shall produce a medical certificate in case of absence for three consecutive days or for more than six days within a budget year.
- 6) Where a civil servant who has completed his probation and who is on annual leave gets sick and presents a medical certificate, his annual leave shall be interrupted and replaced by sick leave.

- 7) Keewwata kana keewwata xiqqaa 6 tiin boqonnaan waggaa addaan citee ture, hayyamni dhukkuba isaa akkuma xumurameen akka itti fufu ni taasifama.

#### 44. Ragaa Yaalaa

- 1) “Ragaa Yaalaa” jechuun waraqaa ragaa biyya keessatti dhaabbata fayyaa mootummaas ta’ee kan dhuunfaa abbaa taayitaa aangoo qabuun hayyamni kennameefiin yookiin biyya alaa irraa kan argame yoo ta’e sirrummaan isaa abbaa taayitaa aangoo qabuun kan mirkanaa’e jechuudha.
- 2) Waraqaan ragaa dhiyaatu haala fayyaa hojjetichaa fi hayyama dhukkubaa kennamu ibsuu qaba.

#### 45. Hayyama Dhimma Dhuunfaatiif Kennamu

Hojjetaa mootummaa kamiifiyyuu:

- 1) Abbaa warraa yookiin haadha warraa, ijoollee, firooma dhiiga yookiin firooma gaa’elaa hanga sadarkaa lamaffaatti lakkaa’amu yoo ta’e gaddaaf hayyamni guyyaa hojii sadii;
- 2) Gaa’elaaf hayyaama guyyaa hojii sadii; fi
- 3) Qorumsaa yookiin gadda hiriyyaa dhiyoof hayyamni guyyaa hojii tokko bara baajataa tokko keessatti hayyamni qorumsaa yookiin gaddaa guyyoota hojii jahaa hin caallee; mindaa waliin ni kennamaaf.

#### 46. Hayyama Addaa Mindaa Waliin Kennamu

Hojjetaan mootummaa kamiyyuu:

- 1) Mana Murtii yookiin qaamota biroo aangoon kennameef irraa waamichi yoo dhiyaateef dhimmi itti waamame yeroo fudhatuuf,
- 2) Filannoo ummataa waliin dhimma walqabateen yoo ta’e, yeroo filannoon fudhatuuf hayyamni addaa mindaa waliin ni kennamaaf.

- ፯) በዚህ አንቀጽ ንዑስ አንቀጽ (፮) መሠረት የተቋረጠው የዓመት ፈቃድ የሕመም ፈቃዱ እንደተጠናቀቀ እንዲቀጥል ይደረጋል።

#### ፵፬. የህክምና ማስረጃ

- ፩) “የሕክምና ማስረጃ” ማለት በሀገር ውስጥ አግባብ ባለው ባለሥልጣን ፈቃድ ከተሰጠው የግልም ሆነ የመንግሥት የሕክምና ተቋም የሚሰጥ ወይም ከሀገር ውጭ የተገኘና ስለትክክለኛነቱ አግባብ ባለው ባለሥልጣን የተረጋገጠ የምስክር ወረቀት ነው።
- ፪) የምስክር ወረቀቱ ስለመንግሥት ሠራተኛ የጤና ሁኔታና ስለሚሰጠው የሕመም ፈቃድ መግለጽ አለበት።

#### ፵፭. ለግል ጉዳይ የሚሰጥ ፈቃድ

ለማንኛውም የመንግሥት ሠራተኛ፡-

- ፩) ለትዳር ጓደኛ፣ ለልጆች፣ ለሥጋ ዘመድ ወይም እስከ ሁለተኛ ደረጃ የሚቆጠር የጋብቻ ዝምድና ከሆነ ለሐዘን ሶስት የሥራ ቀናት ፈቃድ፤
- ፪) ለጋብቻ ሶስት የሥራ ቀናት ፈቃድ፤ እና
- ፫) ለፈተና ወይም ለቅርብ ጓደኛ ሃዘን አንድ የሥራ ቀን ፈቃድ በአንድ የበጀት ዓመት ውስጥ፤ ለፈተና ስድስት የሥራ ቀናት ያልበለጠ ፈቃድ ከደመወዝ ጋር ይሰጠዋል።

#### ፵፮. ከደመወዝ ጋር የሚሰጥ ልዩ ፈቃድ

ለማንኛውም የመንግሥት ሠራተኛ፡-

- ፩) ከፍርድ ቤት ወይም ከሌሎች ሥልጣን ከተሰጣቸው አካላት መጥሪያ ሲደርሰው የተጠራበት ጉዳይ ለሚጠይቀው ጊዜ፤
- ፪) ከሕዝባዊ ምርጫ ጋር በተያያዘ ጉዳይ ሲሆን ምርጫው ለሚወስድበት ጊዜ፤ ከደመወዝ ጋር ልዩ ፈቃድ ይሰጠዋል።

- 7) The annual leave interrupted pursuant to sub-article (6) of this Article shall be resumed upon completion of the sick leave.

#### 44. Medical Certificate

- 1) “Medical certificate” means a certificate issued by a local private or public medical institution licensed by the appropriate authority or where it is acquired from abroad it is verified by an authorized body.
- 2) The certificate shall describe the health condition and the sick leave to be granted to a civil servant.

#### 45. Leave for Personal Matters

Any civil servant shall be entitled to leave with pay:

- 1) Three days of mourning for his spouse, children, blood or marriage relatives up to second degree;
- 2) Three days for wedding, and
- 3) One day for examination or mourning for a close friend, and within a fiscal year a leave not exceeding six days for examination.

#### 46. Special Leave with Pay

Any civil servant shall be entitled to special leave with pay:

- 1) Where he is summoned by a court or any other competent authority, for the time utilized for the same purpose;
- 2) For cases involving popular election, for the duration of the election.



**47. Hayyama Addaa Mindaa Malee Kennamu**

- 1) Hojjetaan mootummaa saba-ba gahaa ta'een hayyama addaa mindaan itti hin kaffalamne yoo gaafatee fi faayidaa mana hojichaa karaa hin miinen hoggansa mana hojichaatiin dhiyaate Biirtoon yoo mirkaneesse yeroo waggaa tokko hin caalleef hayya-mamuufii ni danda'a.
- 2) Hojjetaan mootummaa filanno ummata irratti dorgomaa ta'ee yoo dhiyaate yeroo sochii filannoo itti gaggeeffamuu fi yeroo filannoon itti gaggeeffamu hayyamni mindaa malee akka kennamuuf ni taasifama.
- 3) Keewwata kana keewwatni xiqqaa 1 jalatti tumame jiraatus, hojjetichi hayyamni addaa mindaa malee akka kennamuuf kan gaafate sababa piroojektii mana hojii mootummaa ilaallatu irratti ramadamuu isaatiin yookiin hiriyaan gaa'ila isaa hojii misiyoonii dipiloomaasiitiif biyya alaatti ramadamuu isaatiin yoo ta'e, piroojektiichi yookiin hojii misiyoonii dipiloomaasii hanga xumuramutti hayyamni addaa kennamuufii ni danda'a.

**Kutaa Shan****Haala Hojii Kutaalee Hawaasaa Tarkaanfii Deeggarsa Dabalataa Barbaachisu****48. Haala Hojii Hojjettoota Mootummaa Dubartiif Eeggaman**

- 1) Manni hojii mootummaa kamiiyyuu hojjettoota mootummaa dubartii gahoosuu fi iddoowan hojii murtii kennuu danda'an irratti akka ramadaman gochuuf kan dandeessisu tarkaanfii deeggarsa dabalataa fudhachuu qaba.
- 2) Dubartootni raawwii qaxara, guddina sadarkaa, jijjiirraa, ramaddii, barnootaa fi leenjiitiin tarkaanfii deeggarsa dabalataatti fayyadamoo ni ta'u.

**፵፯. ያለደመወዝ የሚሰጥ ልዩ ፈቃድ**

- ሐ) የመንግሥት ሠራተኛ በበቂ ምክንያት ደመወዝ የማይከፈልበት ልዩ ፈቃድ እንዲሰጠው ሲጠይቅና የመሥሪያ ቤቱን ጥቅም በማይጎዳ መንገድ ሲሆን በመሥሪያ ቤቱ የበላይ ኃላፊ ቀርቦ ቢሮም ካረጋገጠ ከአንድ ዓመት ለማይበልጥ ጊዜ ሊፈቅድለት ይችላል፡፡
- ከ) የመንግሥት ሠራተኛ በሕዝብ ምርጫ ለመወዳደር ተወዳዳሪ ሆኖ ሲቀርብ የምርጫ ቅስቀሳ በሚካሄድበት ወቅት እና ምርጫው በሚከናወንበት ጊዜ ያለ ደመወዝ ፈቃድ እንዲሰጠው ይደረጋል፡፡
- ለ) በዚህ አንቀጽ ንዑስ አንቀጽ (ሐ) ሥር የተደነገገው ቢሮም ሠራተኛው ያለደመወዝ ልዩ ፈቃድ እንዲሰጠው የጠየቀው የመንግሥት መሥሪያ ቤትን በሚመለከት የፕሮጀክት ሥራ ላይ በመመደቡ ወይም የትዳር ጓደኛው ለዲፕሎማቲክ ሚሲዮን ሥራ በውጭ ሀገር መመደብ ምክንያት ከሆነ ልዩ ፈቃዱ የፕሮጀክት ወይም የዲፕሎማቲክ ሚሲዮን ሥራው እስከሚጠናቀቅ ላለው ጊዜ ሊሰጠው ይችላል፡፡

**ክፍል አምስት****ተጨማሪ የድጋፍ እርምጃ የሚከፈልጋቸው የኅብረተሰብ ክፍሎች የሥራ ሁኔታ****፵፰. ለሴት የመንግሥት ሠራተኞች የሚጠበቁ የሥራ ሁኔታ**

- ሐ) ማንኛውም የመንግስት መሥሪያ ቤት ሴት የመንግሥት ሠራተኞችን ለማበቃትና በውሳኔ ሰጪ የሥራ ቦታዎች ላይ እንዲመደቡ ለማድረግ የሚያስችሉ የተጨማሪ ድጋፍ እርምጃዎችን መውሰድ አለበት፡፡
- ከ) ሴቶች በቅጥር፣ በደረጃ እድገት፣ በዝውውር፣ በድልድል፣ በትምህርትና ሥልጠና አፈጻጸም የተጨማሪ ድጋፍ እርምጃ ተጠቃሚ ይሆናሉ፡፡

**47. Special Leave without Pay**

- 1) Where a civil servant applies, on justifiable ground, for a special leave without pay, the head of the government institution may authorize the granting of such leave a period not exceeding one year if it does not adversely affect the interest of the institution.
- 2) Where a civil servant runs for election, he shall be entitled to leave without pay during the election campaign and for the duration of the voting.
- 3) Notwithstanding sub-article (1) of this Article, where a civil servant applies for special leave without pay due to his assignment on a project run by a government institution or due to the assignment of his spouse to a diplomatic mission abroad, he may be granted with such leave for the duration of the project or the completion of the diplomatic mission.

**Section Five****Conditions of Work Applicable To Members****Of The Society Deserving Affirmative Action****48. Conditions of Work Applicable to Female Civil Servants**

- 1) Any government institution shall take affirmative action's that enable female civil servants to improve their competence and to assume decision making positions.
- 2) Women shall be entitled to affirmative actions in recruitment, promotion, transfer, re-deployment, education and training.

- 3) Hojjattuu mootummaa ulfa taate gita hojii qaxarriidhaan yookiin guddina sadarkatiin itti ramadamte irraa gara gita hojii birootti ramaduun hojjachiisuun dhorkadha. Ta'us, fayyummaa isheetiif yookiin ulfa isheetiif balaa ta'uu isaa ragaa yaalatiin yoo mirkanaa'e gara gita hojii yookiin iddoo hojii mija'aa ta'etti ramadamtee akka hojjattu taasifamuu qaba.
- 4) Manni hojii mootummaa kamiyyuu hojjattuu mootummaa yeroo ulfaa fi guyyaa deesse irraa eegalee ji'a afur keessatti akkaataa Labsii kana keewwata 87 tiin hojjetaa hir'isuu taasifamu keessatti hojii irraa gaggeessuun hin danda'amu.
- 5) Hojjattuun mootummaa dubartii kamiyyuu daa'ima waggaa tokko hin guunne yaalchisuuf ragaa yaalaatiin yemmuu mirkanaa'u hayyamni mindaan itti kanfalamu ni kennamaaf.
- 6) Manni hojii mootummaa kamiyyuu hojjattoonni dubartoota mootummaa daa'imman isaanii iddoo itti hoosisanii fi kunuunsan, tursiisa da'immanii hundeesuu qaba. Qajeelfamni raawwii isaa qindoomina mannnen hojii mootummaa dhimmi ilaallatu bahuun kan murtaa'u ta'a.

#### 49. Haala Hojii Hojjettoota Qaama Miidhamtootaaf Eeggaman

- 1) Qaama Miidhamtootni raawwii qaxaraa, guddina sadarkaa, jijjiirraa, ramaddii, carraa barnootaa fi leenjiin tarkaanfii deeggarsa dabalataatiin fayyadamtoota ta'uu qabu.
- 2) Manni hojii mootummaa kamiyyuu naannoon hojii qaama miidhamtootaaf mijataa ta'uu isaa mirkaneessuu, meeshaalee hojiif barbaachisan guutuu fi akkaataa itti fayyadama isaa irratti leenjii barbaachisaa ta'e akka argatan gochuu qaba.

- ፫) ነፍሰጡር የሆነችን የመንግሥት ሠራተኛ በቅጥር ወይም በደረጃ ዕድገት ከተመደበችበት የሥራ መደብ ወደ ሌላ የሥራ መደብ መደብ ማሰራት የተከለከለ ነው፤ ሆኖም ለራሷ ጤንነት ወይም ለፅንሱ አደገኛ መሆኑ በሕክምና ማስረጃ ሲረጋገጥ ተስማሚ ወደ ሆኑ የሥራ መደብ ወይም የሥራ ቦታ ተመድባ እንድትሰራ መደረግ አለበት።
- ፬) ማንኛውም የመንግስት መስሪያ ቤት ሴት የመንግስት ሠራተኛ ነፍሰጡር በሆነችበት ጊዜና ከወለደችበት ቀን ጀምሮ በአራት ወር ጊዜ ውስጥ በዚህ አዋጅ አንቀጽ 87 መሠረት በሚያደርገው የሠራተኛ ቅነሳ ከሥራ ሊያሰናብታት አይችልም።
- ፭) ማንኛውም ሴት የመንግሥት ሠራተኛ አንድ ዓመት ያልሞላውን ሕፃን ልጇን ለማሳከም በህክምና ማስረጃ ለተረጋገጠ ጊዜ ደመወዝ የሚከፈልበት ፈቃድ ይሰጣታል።
- ፮) ማንኛውም የመንግስት መስሪያ ቤት ሴት የመንግስት ሠራተኞች ህጻናት ልጆቻቸውን የሚያጠብቁትና ህጻናቱን የሚንከባከቡት የህጻናት ማቆያ ማቋቋም አለበት። የአፈጻጸሙ መመሪያ የሚመለከተው የመንግስት መስሪያ ቤት በቅንጅት በሚያወጣው መመሪያ የሚወሰን ይሆናል።

#### ፵፱. ለአካል ጉዳተኞች የሚጠበቁ የሥራ ሁኔታ

- ፩) አካል ጉዳተኞች በቅጥር፣ በደረጃ ዕድገት፣ በዝውውር፣ በድልድል፣ በትምህርትና ሥልጠና አፈጻጸም የተጨማሪ ድጋፍ እርምጃ ተጠቃሚ መሆን አለባቸው።
- ፪) ማንኛውም የመንግስት መስሪያ ቤት የሥራ አካባቢው ለአካል ጉዳተኛ ሠራተኞቹ ምቹ መሆኑን ማረጋገጥ፣ ለሥራ የሚያስፈልጉ መሣሪያዎችን ማሟላትና ስለአጠቃቀማቸው አስፈላጊውን ሥልጠና እንዲያገኙ ማድረግ አለበት።

- 3) It is prohibited to assign a pregnant civil servant to a position other than the position she assumed through recruitment or promotion; provided, however, that where so recommended by a medical certificate due to the risk to her health or to the child, she shall be transferred to another position or place of work.
- 4) Any government institution shall not discharge a female civil servant by way of retrenchment pursuant to Article 87 of this Proclamation during her pregnancy or within four months after delivery.
- 5) Any female civil servant shall, when confirmed by medical certificate, be entitled to leave with pay for the time spent in the follow up of medical treatment of her child who has not attained the age of one year.
- 6) Any government institution shall establish a nursery where female civil servants could breast-feed and take care of their babies; the details of its implementation shall be determined by directives to be issued by the appropriate government institution.

#### 49. Conditions of Work Applicable to Persons with Disabilities

- 1) Persons with disabilities shall be entitled to affirmative actions in recruitment, promotion, transfer, redeployment, education and training.
- 2) Any government institution shall ensure that its working environment is conducive to civil servants with disabilities, provide them with the necessary tools and materials and train them how to use such tools and materials.

- 3) Manni hojii mootummaa kamiyyuu hojjettoota mootummaa qaama miidhamtoota gargaaraa isaan barbaachisuuf gargaaraa deeggarsa kennu akka ramadamuuf itti gaafatamummaa qaba.
- 4) Mirgootni qaama miidhamtootaaf seerota biroon kennaman raawwii labsii kanaatiif kan hojiirra oolu ta'a.

## 50. Godinalee fi Aanaalee Haala Addaatiin Ilaalaman

- 1) Godinalee fi Aanaalee haala qilleensaa jireenyaaf rakkisaa ta'e, fageenyaa fi rakkoo bu'uuraalee misoomaa qabaniif raawwii qaxaraa, guddina sadarkaa, jijjiirraa, ramaddii, carraa barnootaa fi leenjii ilaachisee deeggarsa dabalataa akka argatan ni taasifama.
- 2) Hojjettoota mootummaa iddoo hojii jireenyaaf mijaa'a hin taanee keessatti ramadamanii yookiin qaxaramanii hojjachaa jiraniif kaka'umsa hojii uumuudhaaf jecha Biirichi qajeelfama kenniinsa onnachiiftuu (hardship allowance) qoratee hojiirra akka ooluuf Mana Maree Bulchiinsaa murteessisee hojiirra ni oolcha.

## 51. Haala Hojiirra Oolmaa Deeggarsa Dabalataa

Hojiirra oolmaa tarkaanfillee deggarsa addaa kutaa kanaa jalatti tumamaniif Biirichi qajeelfama fi sirna hojimaataa raawwii baasuu ni danda'a.

### Kutaa Jaha

### Nageenyaa fi Fayyummaa

### Naannoo Hojii

## 52. Kaayyoo fi Raawwattiinsa

- 1) Kaayyoo Nageenyaa fi Fayyummaa Naannoo Hojii
- (a) Nageenyaa fi fayyummaa hojjettaa mootummaa eeguun gahumsa hojii isaanii guduusu;

- ፫) ማንኛውም የመንግስት መስሪያ ቤት ረዳት ለሚያስፈልገው የአካል ጉዳተኛ የሆነ የመንግስት ሠራተኛ ተገቢውን ድጋፍ ሊሰጥ የሚችል ረዳት እንዲመደብለት የማድረግ ኃላፊነት አለበት።
- ፬) በሌሎች ሕጎች ለአካል ጉዳተኞች የተሰጡ መብቶች ለዚህ አዋጅ አፈጻጸም ተግባራዊ ይሆናሉ።

## ፯. በልዩ ሁኔታ የሚታዩ ዞኖችና ወረዳዎች

- ፩) ለኑሮ አመቺ ያልሆነ የአየር ጠባይ፣ የርቀትና የመሰረተ ልማት ችግሮች ያሉባቸው ዞኖችና ወረዳዎች በቅጥር፣ በደረጃ ዕድገት፣ በዝውውር፣ በድልድል፣ በትምህርትና ሥልጠና አፈጻጸም ልዩ ድጋፍ እንዲያገኙ ይደረጋሉ።
- ፪) ለኑሮ አመቺ ባልሆኑ ቦታዎች ተደልድለው ወይም ተቀጥረው የሚሰሩ የመንግስት ሠራተኞችን የሥራ ተነሳሽነት ለመፍጠር ሲባል ቢሮው የማበረታቻ አሰጣጥን መመሪያ በማጥናት ሥራ ላይ እንዲውል በመስተዳደሩ ምክር ቤት በማስወሰን ሥራ ላይ ያውላል።

## ፺፩. የልዩ ድጋፍ አፈጻጸም ሁኔታ

በዚህ ክፍል ለተደነገጉት የልዩ ድጋፍ እርምጃዎች አፈጻጸም ቢሮው መመሪያና የአሰራር ሥርዓት ማውጣት ይችላል።

### ክፍል ስድስት

### የሥራ አካባቢ ደህንነትና ጤንነት

## ፺፪. ዓላማና ተፈጻሚነት

- ፩) የሥራ አካባቢ ደህንነትና ጤንነት ዓላማ፡-
- (ሀ) የመንግሥት ሠራተኛ ደህንነትና ጤንነት በመጠበቅ የሥራ ብቃትን ማጥፋት፤

- 3) Any government institution shall have the responsibility to assign an assistant for those civil servants with disability that requires assistance.
- 4) Privileges prescribed by other laws to persons with disabilities shall be applicable for the implementation of this Proclamation.

## 50. Zones and Districts Deserving Special Treatments

- 1) Zones and Districts having extreme weather condition to live in, remoteness, problems of infrastructure shall be given the advantage of special supports in implementing recruitment, promotion, transfer, redeployment, education and training practices
- 2) The Bureau shall undertake studies on the types and the provision of hardship allowances for civil servants recruited and redeployed in areas inconvenient to live to create work motivation and submit same to the Administrative Council and, implement it upon approval.

## 51. Implementations of Special Supports

The Bureau may issue detailed directives and procedure for the implementation of special support actions provided for under this Section.

### Section Six

### Safety and Health of Working Environment

## 52. Objectives and Applicability

- 1) The objectives of occupational environment safety and health shall be:
- (a) To maintain the safety and health of civil servants and enhance their productivity;



- (b) Iddoo hojii haala nageenyaa fi fayyummaa hojjetaa mootummaatiif mijaatu qopheessuu, fooyyeessuu fi eeguu; fi
- (c) Manni hojii mootummaa jireenyaa hawaasummaa gaarii irratti hundaa'ee bu'aa hojii olaanaa akka galmeessisuu gahoomsuu ta'a.
- 2) Tumaaleen kutaa kanaa hojjetaa yerootiifis raawwatainsa ni qabaatu.

### 53. Miidhaa Hojiirratti Dhaqqabu

- 1) "Miidhaa hojiirratti dhaqqabu" jechuun balaa hojii irratti dhaqqabu yookiin dhukkuba sababa hojiitiin dhufuudha.
- 2) "Bala hojii irratti dhaqqabu" jechuun hojjetaan mootummaa hojii idilee isaa raawwachaa osoo jiruu yookiin sababa hojii isaa waliin walqabateen qaama isaa irratti yookiin hojii uumama qaama isaa irratti miidhaa tasa gahu yoo ta'u, kanneen armaan gadii ni dabalata:
- (a) Hojjetaan mootummaa hojii idilee isaa irraa, iddoo hojii isaa yookiin sa'aatiitii hojii idileetiin alatti nama aangoon isaa hayyamuun ajaja kenname raawwachaa osoo jiruu miidhaa dhaqqabe;
- (b) Ajajni nama aangoon isaa hayyamuun kenname jiraachuu baatus, hojjetaan mootummaa balaa tasaa mana hojii isaa keessatti dhaqqabe yeroo hojii yookiin sa'aatiitii hojii idileetiin ala badii ittisuuf sababa hojii raawwateen miidhaa dhaqqabe;
- (c) Hojjetaan mootummaa gara iddoo hojii isaatti yookiin iddoo hojii isaatti tajaajila geejjibaa mootummaan hojjetaa ramadeen osoo deemaa jiruu yookiin tajaajila geejjibaa manni hojii isaa kireeffatee ifaan ramadeen deemaa osoo jiruu miidhaa dhaqqabe;

- (ለ) የሥራ ቦታን ለመንግሥት ሠራተኞች ደህንነትና ጤንነት በሚስማማ መልኩ ማዘጋጀት፣ ማሻሻልና መጠበቅ፣ እና
- (ሐ) የመንግሥት መሥሪያ ቤት በጥበብ ማህበራዊ ሕይወት ላይ ተመሥርቶ አመርቂ የሥራ ውጤት እንዲያስመዘግብ ማብቃት ይሆናል።
- ፪) የዚህ ክፍል ድንጋጌዎች ለጊዜያዊ ሠራተኞችም ተፈጻሚ ይሆናሉ።

### ፶፫. በሥራ ላይ ስለሚደርስ ጉዳት

- ፩) "በሥራ ላይ የሚደርስ ጉዳት" ማለት በሥራ ላይ የሚደርስ አደጋ ወይም በሥራ ምክንያት የሚመጣ በሽታ ነው።
- ፪) "በሥራ ላይ የሚደርስ አደጋ" ማለት የመንግስት ሠራተኛው መደበኛ ሥራውን በማከናወን ላይ እያለ ወይም ከሥራው ጋር በተያያዘ ምክንያት በአካሉ ወይም በአካሉ የተፈጥሮ ተግባር ላይ በድንገት የሚደርስ ጉዳት ሲሆን የሚከተሉትን ይጨምራል፦
- (ሀ) የመንግሥት ሠራተኛው ከመደበኛ ሥራው፣ የሥራ ቦታው ወይም የሥራ ሰዓቱ ውጭ ሥልጣኑ በሚፈቅድለት ሰው የተሰጠውን ትዕዛዝ በመፈጸም ላይ እያለ የደረሰን ጉዳት፤
- (ለ) ሥልጣኑ በሚፈቅድለት ሰው የተሰጠው ትዕዛዝ ባይኖርም የመንግሥት ሠራተኛው በመሥሪያ ቤቱ ውስጥ የደረሰን ድንገተኛ አደጋ በሥራ ሰዓት ወይም ከሥራ ሰዓት ውጭ ጥፋት ለመከላከል በሚፈጽመው ተግባር ምክንያት የደረሰን ጉዳት፤
- (ሐ) የመንግሥት ሠራተኛው ወደ ሥራ ቦታው ወይም ከሥራ ቦታው መሥሪያ ቤቱ ለሠራተኞች አገልግሎት እንዲሰጥ በመደበው የመንግሥት አገልግሎት ወይም መሥሪያ ቤቱ ለዚህ ተግባር በተከራየውና በግልጽ በመደበው የመንግሥት አገልግሎት በመጓዝ ላይ በነበረበት ጊዜ የደረሰን ጉዳት፤

- (b) To arrange, improve and keep suitable work place for the safety and health of civil servants; and
- (c) To guarantee high level performance of a government institution based on social well-being.
- 2) The provisions of this Section shall also be applicable to temporary workers.

### 53. Employment Injury

- 1) "Employment injury" means employment accident or occupational disease.
- 2) "Employment accident" means any organic injury or functional disorder suddenly sustained by a civil servant during or in connection with the performance of his work, and shall include the following:
- (a) Injury sustained by a civil servant outside of his regular work, working place or working hours, while carrying out orders given by a competent authority;
- (b) Injury sustained by a civil servant during or outside of working hours while attempting to save his work place from destruction of imminent danger irrespective of an order given by a competent authority;
- (c) Injury sustained by a civil servant while travelling to or from his place of work by a vehicle provided by the government institution for the common use of its staff or by a vehicle hired and expressly destined by the institution for such purpose;

- (d) Hojjetaan mootummaa mi-idhaa sababa raawwii hojii isaatiin walqabateen yeroo hojii dura yookiin booda yookiin hojiin isaa yeroof addaan citee iddoo hojii isaatti yookiin mooraa mana hojiitti argamee miidhaa irra gahe kamiyyuu;
- (e) Hojjetaan mootummaa hojii isaa raawwachaa yeroo jiru miidhaa sababa gocha mana hojii isaatiin yookiin qaama sadaffaatiin irra gaheef.
- 3) “Dhukkuba Sababa Hojiitiin Dhufu” jechuun hojjetaan mootummaa gosa hojii raawwatuun yookiin naannoo hojii isaatiin kan ka’e haalota dhibee dhaqqab-siisaniif saaxilamee turuu isaatiin rakkoo fayyaa irra gahe yoo ta’u, dhukkuboota duraan turan yookiin daddarboo idilee iddoo hojiitti dhaqabuu danda’an hin dabalatu.
- 4) Keewwata kana keewwata xiqqaa 3 jalatti kan tumame jiraatus, sababa hojii idileetiin dhukkuba daddarbaa yookiin duraan turan balleessuu irratti hojjetaa mootummaa bobba’e dhukkuba kanaan qabame sababa hojiitiin akka qabameetti ni fudhatama.
- 5) Sababa miidhaa hojii irratti dhaqqabuun hanga miidhaa qaamaa ga’u bu’uura tumaalee seera soorama hojjetoota mootummaa seera qabeessa ta’een ni murtaa’a.
- 6) Keewwata kana keewwata xiqqaa 1 jalatti kan tumame jiraatus, hojjetaan ta’e jedhee keessattuu manni hojii dursee qajeelfamoota eegumsa nageenyaa fi fayyum-maa ifaan kennameef darbuun yookiin cabsuun qaama yookiin sammuu isaa haala to’achuu hin dandeenyeen dhugaatiin yookiin baala sammuu adoochuun macha’ee hojii irratti argamuun miidhaa irra gaheef akka mi-idhaa sababa hojiitiin dhaqqabeetti hin lakkaa’amu.
- (መ) የመንግሥት ሠራተኛው ከሥራው ጋር በተያያዘ ተግባሩ ምክንያት ከሥራው በፊት ወይም በኋላ ወይም ሥራው ለጊዜው ተቋርጦ በነበረበት ጊዜ በሥራው ቦታ ወይም በመሥሪያ ቤቱ ግቢ ውስጥ በመገኘት የደረሰበትን ማንኛውንም ጉዳት፤
- (ሠ) የመንግሥት ሠራተኛው ሥራውን በማከናወን ላይ ባለበት ጊዜ በመሥሪያ ቤቱ ወይም በሦስተኛ ወገን ድርጊት ምክንያት የደረሰበትን ጉዳት፡፡
- ፫) “በሥራ ምክንያት የሚመጣ በሽታ” ማለት የመንግሥት ሠራተኛው ከሚሠራው የሥራ ዓይነት ወይም ሥራውን ከሚያከናውንበት አካባቢ የተነሳ በሽታን ለሚያስከትሉ ሁኔታዎች ተጋልጦ በመቆየቱ ምክንያት የደረሰ የጤና መታወክ ሊሆን፣ ነባር በሽታዎችን ወይም በሥራው ቦታ መደበኛ ተላላፊ የሆኑ በሽታዎችን አይጨምርም፡፡
- ፬) በዚህ አንቀጽ ንዑስ አንቀጽ (፫) የተደነገገው ቢኖርም በመደበኛ ሥራው ምክንያት ተላላፊ ወይም ነዋሪ በሽታዎችን በማጥፋት ላይ የተሰማራ የመንግስት ሠራተኛ በዚህ በሽታ ከተያዘ በሥራ ምክንያት የመጣ በሽታ እንደያዘው ይቆጠራል፡፡
- ፭) በሥራ ላይ በሚደርስ ጉዳት ምክንያት የሚከሰት የአካል ጉዳት መጠን አግባብ ባለው የመንግሥት ሠራተኞች ጡረታ ሕግ ድንጋጌዎች መሠረት ይወሰናል፡፡
- ፮) በዚህ አንቀጽ ንዑስ አንቀጽ (፩) የተደነገገው ቢኖርም ሠራተኛው ሆነ ብሎ በተለይም በመሥሪያ ቤቱ አስቀድሞ በግልጽ የተሰጡትን የደህንነት መጠበቂያ መመሪያዎች በመተላለፍ ወይም በመጣስ ወይም ሰውነቱን ወይም አእምሮውን መቆጣጠር በማይችልበት ሁኔታ በመጠጥ ወይም በአደንዛዥ ዕዕ ሰክሮ በሥራ ላይ በመገኘቱ የደረሰበት ጉዳት በሥራ ምክንያት እንደደረሰ ጉዳት አይቆጠርም፡፡
- (d) any injury sustained by a civil servant while present, in connection with his duties, in the work place or premises of the institution before the commencement or after completion of his work or during any interruption of work;
- (e) any injury sustained by a civil servant as a result of an action of the government institution or a third party during the performance of his work.
- 3) "Occupational disease" means any pathological condition of a civil servant which arises as a consequence of the kind of work he performs or because of his exposure to the agent that causes the disease for a certain period prior to the date in which the disease became evident; provided, however, that it does not include endemic or epidemic diseases which are prevalent and contracted in the area where the work is done.
- 4) Notwithstanding sub-article (3) of this Article, if a civil servant engaged in combating epidemic or endemic disease contracted with such disease, it shall be considered as occupational disease.
- 5) The extent of disability caused by an employment injury shall be determined pursuant to the relevant provisions of the public servants pension law.
- 6) Notwithstanding the provisions of sub-article (1) of this Article, any injury sustained by the deliberate act of the civil servant, particularly, by his non-observance of express safety rules or by reporting to work in a state of intoxication caused by drinks or drugs shall not be deemed an employment injury.

**54. Tarkaanfilee Ittisa Balaa**

- 1) Manni hojii mootummaa kamiyyuu:
  - (a) Iddoon hojii isaa nageenyaa fi fayyummaa hojjetaa irratti balaa kan hin geesisne ta'uu isaa mirkaneessuu fi
  - (b) Meeshaalee ittisa balaa hojjetoota isaanii dhiyeessuu fi akkaataa itti fayyadama isaa qajeelfama kennuu itti gaafatamummaa qaba.
- 2) Hojjetaan mootummaa kamiyyuu:
  - (a) Qajeelfamoota nageenyaa fi fayyummaa eeguuf bahan kabajuu;
  - (b) Meeshaalee hojii ittisa balaa isaaf kennaman sirnaan fayyadamuu fi
  - (c) Haalawwan balaa geesisuu danda'an jiraachuu isaanii yoo tilmaamu ittigaafatamaa mana hojii ilaallaatuuf battalummatti beeksisuuf dirqama qaba.
- 3) Biirichi:
  - (a) Maloota nageenyaa fi fayyummaa naannoo hojii eeguu fi ittisu ni qorata;
  - (b) Manneen hojii mootummaa akka hojiirra oolchan haala leenjiin itti kennamu ni mijeessa.
  - (c) Manneen hojii mootummaa keessatti nageenyaa fi fayyummaa naannoo hojiirra oolmaa isaa ni to'ata; tarkaanfilee ittisa balaa ilaalchiisee qajeelfamaan ni murteessa.

**55. Miidhaa Qaamaa**

- 1) "Miidhaa Qaamaa" jechuun miidhaa hojii irratti dhaqqabu ta'ee, miidhaa haala dandeettii hojjachuu hir'isuu yookiin dhabsiisuu hordofsiisuu dha.
- 2) Miidhaan qaamaa hojii irratti dhaqqabu bu'aa miidhaa qaamaa yeroo, miidhaa qaamaa gar-tokkee dhaabbataa, miidhaa qaamaa guutuu dhaabbataa yookiin du'a geessisuu yookiin dhaqqabsisuu ni qabaata.

**፶፬. የአደጋ መከላከያ እርምጃዎች**

- ፩) ማንኛውም የመንግሥት መሥሪያ ቤት፡-
  - (ሀ) የሥራ ቦታው በሠራተኞች ደህንነትና ጤንነት ላይ አደጋ የማያስከትል መሆኑን ማረጋገጥ፤ እና
  - (ለ) የአደጋ መከላከያ መሣሪያዎችን ለሠራተኞች የማቅረብና ስለአጠቃቀማቸው መመሪያ የመስጠት ኃላፊነት አለበት፡፡
- ፪) ማንኛውም የመንግሥት ሠራተኛ፡-
  - (ሀ) ደህንነትና ጤንነትን ለመጠበቅ የወጡ መመሪያዎችን የማክበር፤
  - (ለ) የተሰጡትን የአደጋ መከላከያ መሣሪያዎችን በአግባቡ የመጠቀም፤ እና
  - (ሐ) አደጋ ሊያስከትሉ የሚችሉ ሁኔታዎች መኖራቸውን ሲገምት ለሚመለከተው የመሥሪያ ቤቱ ኃላፊ ወዲያውኑ የማሳወቅ ግዴታ አለበት፡፡
- 3) ቢሮው፡-
  - (ሀ) የሥራ አካባቢ ደህንነትና ጤንነት የመጠበቂያና የመከላከያ ዘዴዎችን ያጠናል፤
  - (ለ) የመንግሥት መሥሪያ ቤቶች ሥራ ላይ እንዲያውሉት ሥልጠና ስለሚሰጥበት ሁኔታ ያመቻቻል፤
  - (ሐ) በመንግሥት መሥሪያ ቤቶች ውስጥ የሥራ አካባቢ ደህንነትና ጤንነት ተግባራዊ መሆኑን ይቆጣጠራል፤ የአደጋ መከላከያ እርምጃዎችን በተመለከተ በመመሪያ ይወሰናል፡፡

**፶፭. የአካል ጉዳት**

- ፩) "የአካል ጉዳት" ማለት የመሥራት ችሎታ መቀነስን ወይም ማጣትን በሚያስከትል ሁኔታ በሥራ ላይ የሚደርስ ጉዳት ነው፡፡
- ፪) በሥራ ላይ የደረሰ የአካል ጉዳት ጊዜያዊ የአካል ጉዳት፣ ዘላቂ ክፍል የአካል ጉዳት፣ ዘላቂ ሙሉ የአካል ጉዳት ወይም ሞትን የሚያስከትል ውጤት ይኖረዋል፡፡

**54. Safety Measures**

- 1) Any government institution shall have the responsibility to:
  - (a) Ensure that the work place does not cause hazard to the health and safety of civil servants;
  - (b) Provide civil servants with protective devices and materials and give them instructions on their utilization.
- 2) Any civil servant shall have the obligation to:
  - (a) observe directives issued in relation to safety and health;
  - (b) properly use safety devices and materials; and
  - (c) Promptly inform the concerned officer of any situation which he may have reason to believe could present a hazard.
- 3) The Bureau shall:
  - (a) undertake studies on methods of maintaining occupational safety and health;
  - (b) facilitate the provision of training for their implementation in government institutions; and
  - (c) Supervise the implementation of occupational safety and health measures in government institutions and shall issue directives regarding safety precaution measures.

**55. Disability**

- 1) "Disability" means an employment injury resulting in a decrease or loss of capacity to work.
- 2) The effect of disability may be temporary disability, permanent partial disability, permanent total disability or death.



**56. Miidhaa Qaamaa Yeroo**

“Miidhaa Qaamaa Yeroo” jechuun miidhaa qaamaa yeroo murtaa’eef hojii isaa guutummaan yookiin gar-tokkoon dandeettii hojjachuu dhabuu dha.

**57. Miidhaa Qaamaa Gar-tokkee Dhaabbataa**

“Miidhaa qaamaa gar-tokkee dhaabbataa” jechuun miidhaa dandeettii hojjachuu hir’isuu fi hin fayyine hojii irratti gahu dha.

**58. Miidhaa Qaamaa Guutuu Dhaabbataa**

“Miidhaa qaamaa guutuu dhaabbataa” jechuun hojjetaa mootummaa miidhaan qaamaa hojii irratti dhaqqabe hojii mindaa argamsiisu kamiyyuu hojjachuuf kan dhorku miidhaa hin fayyine dha.

**59. Yaalaa fi Hayyama Miidhaa Sababa Hojiitiin Dhufuuf Kennamu**

- 1) Hojjetaa mootummaa sababa hojiitiin miidhaan irra gaheef baasii tajaajiloota yaalaaf barbaachisan kan armaan gadii biyya keessatti kennaman mana hojii isaatiin ni uwwifama.
- (a) Baasiwwan yaalaa waliigalaa fi addaa akkasumas yaala baqaqsanii hodhuu;
- (b) Baasiwwan hospitaalaa fi qorichaa;
- (c) Baasiwwan geejjibaa;
- (d) Baasiwwan nam-tolchee qaama namaa bakka bu’uu danda’an yookiin qaamota dabalataa kamiyyuu fi wal’aansa lafee.
- 2) Hojjetaa mootummaa miidhaan qaamaa irra gahe bu’uura keewwata kanaa keewwata xiqqaa ltiin tajaajilli yaalaa dhaabbata dhuunfaatti akka kennamu kan taasifamu tajaajilli dhaabbata fayyaa mootummaatti kennamuu kan hin danda’amne yoo ta’e qofa dha.

**፶፮. ጊዜያዊ የአካል ጉዳት**

“ጊዜያዊ የአካል ጉዳት” ማለት ለተወሰነ ጊዜ በሙሉ ወይም በከፊል የመሥራት ችሎታን ማጣት ነው፡፡

**፶፯. ዘላቂ ከፊል የአካል ጉዳት**

“ዘላቂ ከፊል የአካል ጉዳት” ማለት የመሥራት ችሎታ የሚቀንስና የማይድን በሥራ ላይ የሚደርስ ጉዳት ነው፡፡

**፶፰. ዘላቂ ሙሉ የአካል ጉዳት**

“ዘላቂ ሙሉ የአካል ጉዳት” ማለት ጉዳት የደረሰበትን የመንግሥት ሠራተኛ በማናቸውም ደመወዝ የሚያስገኝ ሥራ ለመሥራት የሚከለክለው የማይድን በሥራ ላይ የሚደርስ ጉዳት ነው፡፡

**፶፱. ከሥራ በመጣ ጉዳት ምክንያት የሚሰጥ ህክምና እና ፈቃድ**

- ፩) በሥራው ምክንያት ጉዳት ለደረሰበት የመንግሥት ሠራተኛ በሀገር ውስጥ ለሚሰጡ ለሚከተሉት የሕክምና አገልግሎቶች የሚያስፈልገው ወጪ በመሥሪያ ቤቱ ይሸፈናል፡-
  - (ሀ) የጠቅላላና የልዩ ሕክምና እንዲሁም የቀዶ ሕክምና ወጪዎች፤
  - (ለ) የሆስፒታልና የመድኃኒት ወጪዎች፤
  - (ሐ) የትራንስፖርት ወጪዎች፤
  - (መ) የማንኛውም አስፈላጊ ሰው ሰራሽ ምትክ ወይም ተጨማሪ አካሎችና የአጥንት ጥገና ወጪዎች፡፡
- ፪) ጉዳት ለደረሰበት የመንግሥት ሠራተኛ በዚህ አንቀጽ ንዑስ አንቀጽ (፩) መሠረት የሚሰጠው የህክምና አገልግሎት በግል የህክምና ተቋም እንዲሰጠው የሚደረገው አገልግሎቱ በመንግሥት የሕክምና ተቋማት ሊሰጠው የማይችል ሲሆን ብቻ ነው፡፡

**56. Temporary Disability**

"Temporary disability" means a partial or total loss of capacity to work for a limited period of time.

**57. Permanent Partial Disability**

"Permanent partial disability" means incurable employment injury reducing the capacity to work.

**58. Permanent Total Disability**

"Permanent total disability" means incurable employment injury, which prevents the injured civil servant from engaging in any kind of remunerated work.

**59. Medical Benefits and Injury Leave**

- 1) The government institution shall cover the expenses for the following locally provided medical treatments to a civil servant who has sustained employment injury:
  - (a) General and special medical treatment and surgical care;
  - (b) Hospital and pharmaceutical care;
  - (c) Transport costs; and
  - (d) Any necessary prosthetic or orthopaedic appliance.
- 2) The medical treatment to which an injured civil servant is entitled pursuant to sub-article (1) of this Article shall be provided by private medical institutions where the treatment in question could not be provided by public medical institutions.

- 3) Hojjetaan mootummaa kamiiyyuu sababa hojiitiin miidhaan irra gahe hanga miidhaa isaa ilaalamee bu'uura ragaan yaalaa ibsuun fayyee hanga gara hojiitti deebi'uutti yookiin sababa miidhaatiin dhaabbataan hojjachuu kan hin dandeenye ta'uu isaa ragaa yaalaatiin hanga mirkanaa'uutti hayyamni dhukkubaa mindaa guutuu waliin ni kennameaaf.
- 4) Hojjetaan mootummaa dhaabbataan hojjachuu kan hin dandeenye ta'uu isaa ragaa yaalaatiin yoo mirkanaa'e, akkaataa Labsii kana keewwata 60'tiin faayidaaleen tumaman ni eegamuuf.
- 5) Hojjatichi yaala isaa sirnaan yoo hordofuu baate yookiin ajaja ogeessa fayyaatiin kennameef hordoofuu dhabuu isaatiin yaalii isaa kan harkise yoo ta'e, bu'uura keewwata kana keewwata xiqqaa (1) fi (2)tiin yaalii fi hayyamni kennamuuf irraa dhaabbata.
- 6) Biirichi baasiwwan yaalaa keewwata kana keewwata xiqqaa 1 tiin ibsaman ilaalchisee qajeelfama raawwii kanfaltii ni baasa.

#### 60. Durgoo Miidhama Sooramaa fi Beenya Miidhaa

- 1) Hojjetaan mootummaa kamiiyyuu sababa hojiitiin miidhaa qaama guutuu dhaabbataa yookiin qaamaa gar-tokkee irra gaheen dandeettii hojjachuu dhabe mirgoonni fi faayidaaleen seera sooramaa hojjetoota mootummaa irratti kennaman ni eegamaaf.
- 2) Miidhaan qaamaa cimaa yookiin miidhaan cimaa bifa balleessuu hordofsise dandeettii hojjachuu dhaqqabsiisuu baatus, kanfaltii beenyaa miidhaa fi kenniinsa faayidaalee biroof jecha akka miidhaa qaamaa gar-tokkee dhaabbataatti lakkaaama.

፫) በሥራ ምክንያት ጉዳት የደረሰበት ማንኛውም የመንግሥት ሠራተኛ የጉዳቱ መጠን ታይቶ በህክምና ማስረጃ በሚገለጸው መሰረት ከጉዳቱ ድኖ ወደ ሥራው እስከሚመለስ ወይም በጉዳቱ ምክንያት ለዘላቂታ መሥራት የማይችል መሆኑ በሕክምና ማስረጃ እስከሚረጋገጥ ድረስ የሕመም ፈቃድ ከሙሉ ደመወዝ ጋር ይሰጠዋል፡፡

፬) የመንግሥት ሠራተኛው ለዘላቂታው መሥራት ያለመቻሉ በሕክምና ማስረጃ ከተረጋገጠ በዚህ አዋጅ አንቀጽ ፳ የተደነገጉት ጥቅሞች ይጠበቁለታል፡፡

፭) ሠራተኛው ሕክምናውን በአግባቡ ባለመከታተሉ ወይም በሐኪምና ባለሙያ የተሰጠውን ትዕዛዝ ባለማክበሩ ሕክምናውን ያንተተ እንደሆነ በዚህ አንቀጽ ንዑስ አንቀጽ (፩) እና (፪) መሠረት የሚሰጠው ሕክምና ፈቃድ ይቋረጥበታል፡፡

፮) ቢሮው በዚህ አንቀጽ ንዑስ አንቀጽ (፩) ስለተመለከተው የህክምና ወጪ እስመልክቶ አከፋፈል አፈጻጸም መመሪያ ያወጣል፡፡

#### ፳. የጉዳት ጡረታ አበል እና የጉዳት ዳረጎች

፩) ከሥራ በመጣ የአካል ጉዳት ምክንያት ዘላቂ ሙሉ ወይም ከፊል የመሥራት ችሎታውን ያጣ ማንኛውም የመንግሥት ሠራተኛ በመንግሥት ሠራተኞች የጡረታ ሕግ የተሰጡት መብቶችና ጥቅሞች ይጠበቁለታል፡፡

፪) ከባድ የአካል ወይም ከባድ የመልክ መበላሸትን ያስከተለ ጉዳት የመሥራት ችሎታ ማጣትን ባያስከትልም ለጉዳት ካሳ አከፋፈልና ለሌሎች ጥቅማጥቅሞች አሰጣጥ ሲባል እንደ ዘላቂ የአካል ጉዳት ይቆጠራል፡፡

- 3) Any civil servant who has sustained an employment injury shall be entitled to injury leave with pay until he recovers and resumes work or until it is medically certified that he is permanently disabled.
- 4) Where it is medically certified that the civil servant is permanently disabled, he shall be entitled to the benefits provided for under Article 60 of this Proclamation.
- 5) Where the civil servant intentionally delays his recovery by not following the medical treatment properly or by his non-observance of doctor's instructions, his entitlement of medical benefits and leave under sub articles (1) and (2) of this Article shall cease.
- 6) The Bureau may issue implementation directives regarding the payment of medical expenses referred to in sub-article (1) of this Article.

#### 60. Disability Pension and Gratuity

- 1) Any civil servant who has sustained permanent total or permanent partial disability due to employment injury shall be entitled to the rights and benefits provided for by the public servants pension law.
- 2) Injuries which, although not resulting in incapacity to work, cause serious mutilation or disfigurement of the injured civil servant, shall be considered permanent partial disability for the purpose of payment of compensation and other benefits.

- 3) Hamma miidhaa qaamaa murteessuuf Seera sooramaa hojjetoota mootummaatiin kan tumamee raawwii keewwata kana keewwata xiqqaa 2 tiif hojiirra kan oolu ta'a.
- 4) Sababa miidhaa irra gaheen hojjetaan mootummaa kan du'e yoo ta'e, bu'uura seeraa sooramaa hojjetoota mootummaatiin durgoon sooramaa bakka bu'oota isaatiif ni kanfalama.

#### 61. Gibira irraa Bilisa Ta'uu

Bu'uura Labsii kana keewwata 60'tiin kanfaltiin raawwatamu gibira irraa bilisa ta'a; akkasumas sababa idaatiin qabamuu yookiin waldandeessisuu taasifamu yookiin abbaan mirgaa dabarsuu hin danda'u.

#### 62. Kanfaltii Beenya Qaama Sadaf-faarraa Gaafatamu

- 1) Miidhaan hojjaticha irra gahe sababa balleessaa qaama sadaafaatiin yoo ta'e, manni hojii mootummaa sababa miidhaatiin hanga baasii hojjatichaaf baase qaama miidhaa gessiseerraa beenyaa gaafachuuf mirga ni qabaata.
- 2) Hojjatichi qaama miidhaa isarra geessise irraa beenyaa kan fudhate yoo ta'e, manni hojiichaa bu'uura Labsii kana keewwata 59 (1) fi (3)tiin baasii baase mindaa hojjatichaa irraa ni hir'isa. Hanga beenyaan hojjatichi fudhate baasii manni hojichaa baase gadi yoo ta'e, garaagarummaa isaa manni hojiichaa qaama sadaf-faarraa gaafachuu ni danda'a.

፫) በመንግሥት ሠራተኞች የጡረታ ሕግ የተደነገገው የአካል ጉዳት መጠን አወሳሰን ለዚህ አንቀጽ ንዑስ አንቀጽ (፪) አፈጻጸም ተግባራዊ ይሆናል።

፬) የመንግሥት ሠራተኛ በደረሰበት ጉዳት ምክንያት የሞተ እንደሆነ፣ በመንግሥት ሠራተኞች የጡረታ ሕግ መሠረት የጡረታ አበል ለተተኪዎቹ ይከፈላል።

#### ፳፩. ከግብር ነፃ ስለመሆን

በዚህ አዋጅ አንቀጽ ፰ መሠረት የሚደረግ ክፍያ ከግብር ነፃ ይሆናል፤ እንዲሁም በዕዳ ምክንያት ሊያዝ ወይም ማቻቻያ ሊደረግ ወይም ባለመብቱ ሊያስተላልፈው አይችልም።

#### ፳፪. ከሦስተኛ ወገን ስለሚጠየቅ የካሣ ክፍያ

፩) በሠራተኛው ላይ የደረሰው ጉዳት በሦስተኛ ወገን ጥፋት ምክንያት የደረሰ እንደሆነ የመንግሥት መሥሪያ ቤቱ በጉዳቱ ምክንያት ለሠራተኛው ባወጣው ወጪ መጠን ጉዳቱን ካደረሰው ወገን ካሣ የመጠየቅ መብት ይኖረዋል።

፪) ሠራተኛው ጉዳቱን ካደረሰበት ወገን ካሣ የተቀበለ እንደሆነ መሥሪያ ቤቱ በዚህ አዋጅ አንቀጽ ፶፱(፩) እና (፫) መሠረት ያወጣውን ወጪ ከሠራተኛው ደመወዝ ላይ ይቀንሳል፤ ሠራተኛው የተቀበለው የካሣ መጠን መሥሪያ ቤቱ ካወጣው ወጪ ያነሰ ከሆነ ልዩነቱን መሥሪያ ቤቱ ከሦስተኛው ወገን መጠየቅ ይችላል።

3) The assessment of the extent of employment injury as provided for by the public servants pension law shall also apply for the implementation of sub-article (2) of this Article.

4) Where an employment injury has resulted in the death of a civil servant, his survivors shall receive gratuity provided for by the public servants pension law.

#### 61. Tax Exemption

Any payment to be made pursuant to Article 60 of this Proclamation shall be exempt from tax and may not be attached or set off, or assigned by the beneficiary.

#### 62. Claims of Compensation from Third Party

- 1) Where the injury sustained by the civil servant is caused by the fault of a third party, the government institution shall be entitled to claim compensation from the third party an amount equal to the expenses which it has incurred due to the injury.
- 2) In the event that the civil servant receives compensation from the third party who caused injury, the government institution may deduct from the salary of the civil servant the expenses incurred pursuant to Article 59(1) and (3) of this Proclamation. Where the amount of compensation received by the civil servant is less than the cost incurred by the government institution, the institution can claim the difference from the third party.



**Kutaa Torba**  
**Qabiinsa Ragaa Hojjettoota**  
**Mootummaa**

**63. Kuusaa Dhuunfaa**

- 1) Manni hojii mootummaa kamiiyyuu fi Biirichi tokkoon tokkoo hojjetaa mootummaatiif yookiin hojjetaa yeroof haala hammayyaatiin ragaalee seera qabeessa ta'e gurmeessani ni qabatu.
- 2) Biirichi bu'uura keewwata kana keewwata xiqqaa 1tiin ragaaleen qabeenya namaa ergamaniif Labsii kanaa fi qajeelfamoota Labsii kana raawwachiisuuf bahan kan hordofan ta'uu isaanii mirkaneessuun ni galmeessa.
- 3) Hojjetaan mootummaa kamiiyyuu ragaalee kuusaa dhuunfaa isaa keessatti argaman ilaaluu yookiin koppii isaa fudhachuuf mirga ni qaba.
- 4) Hojjettoota bulchiinsaa dhimmi ilaallatuun alatti, walii-galtee hojjetaan ala, ajaja mana murtiitiin yookiin bu'uura seeraan tumameen yoo ta'e malee namni kamiyyuu kuusaa dhuunfaa hojjetaa mootummaa ilaaluu hin danda'u.
- 5) Ragaaleen barreeffamaa hojjetaan mootummaa akka beekuu hin taasifamne yookiin hin ibsamneef kuusaa dhuunfaa isaa keessa galchuun dhorkaa dha.

**64. Itti Gaafatamummaa Ragaa Hojjettoota Mootummaa Gurmeessuu**

- 1) Biirichi:
  - (a) Sadarkaa naannooti sirni ragaa hooggansa qabeenya namaa haala walfakkaatuun akka raawwatamu taasisuuf;
  - (b) Daataa beezii ragaa qabeenya namaa naannichaa gurmeessuuf;
  - (c) Ragaalee istaastiksii hojjettoota mootummaa ilaallatu sassaabuu, qindeessuu fi tamsaasuuf itti gaafatamummaa ni qaba.

**ክፍል ሰባት**  
**የመንግሥት ሠራተኞች የመረጃ አያያዝ**

**፳፫. የግል ማህደር**

- ፩) ማንኛውም የመንግሥት መሥሪያ ቤት እና ቢሮው ስለአያንዳንዱ የመንግሥት ሠራተኛ ወይም ጊዜያዊ ሠራተኛ ህጋዊነት ያላቸውን መረጃዎች በዘመናዊ ሁኔታ አደራጅተው ይይዛሉ፡፡
- ፪) ቢሮው በዚህ አንቀጽ ንዑስ አንቀጽ (፩) መሠረት የሚላኩለት የሰው ሀብት መረጃዎች ይህን አዋጅና አዋጁን ለማስፈጸም የወጡ መመሪያዎችን የተከተሉ መሆናቸውን በማረጋገጥ ይመዘግባል፡፡
- ፫) ማንኛውም የመንግሥት ሠራተኛ በግል ማህደሩ ውስጥ የሚገኙትን ማስረጃዎች የመመልከት ወይም ቅጂውን የመውሰድ መብት አለው፡፡
- ፬) ከሚመለከታቸው የአስተዳደር ሠራተኞች በስተቀር፣ ያለሠራተኛው ስምምነት፣ የፍርድ ቤት ትዕዛዝ ወይም በሕግ በተደነገገው መሠረት ካልሆነ በስተቀር ማንኛውም ሰው የመንግሥት ሠራተኛውን የግል ማህደር ማየት አይችልም፡፡
- ፭) የመንግሥት ሠራተኛው እንዲያውቀው ያልተደረገ ወይም ያልተገለጸለትን የጽሁፍ ማስረጃ በግል ማህደሩ ውስጥ ማስቀመጥ ክልክል ነው፡፡

**፳፱. የመንግሥት ሠራተኞችን መረጃ የማደራጀት ኃላፊነት**

- ፩) ቢሮው፦
  - (ሀ) በክልል ደረጃ የሰው ሀብት ሥራ አመራር መረጃ ሥርዓት በወጥነት እንዲተገበር የማድረግ፣
  - (ለ) ክልላዊ የመንግሥት ሠራተኞችን መረጃ ቋት የማደራጀት፣
  - (ሐ) የመንግሥት ሠራተኞችን የሚመለከቱ ስታቲስቲካዊ መረጃዎችን የመሰብሰብ፣ የማጠናቀር እና የማስረጃው ኃላፊነት አለበት፡፡

**Section Seven**  
**Managing Information Profiles of**  
**Civil Servants**

**63. Personnel Records**

- 1) Any government institution and the Bureau shall keep relevant personnel data organized in a modern way regarding each civil servant or temporary employee.
- 2) The Bureau shall register the human resource information sent to it pursuant to sub-article (1) of this Article upon ascertaining their compliance with the provisions of this Proclamation and directives issued for the implementation of this Proclamation.
- 3) Any civil servant shall have right to access to all information contained in his personnel records or to have a copy thereof.
- 4) Any person other than the concerned administrative staff shall not have access to personnel records of a civil servant without his consent unless authorized by a court order or by the provision of the law.
- 5) It is prohibited to deposit any document in the personnel records of a civil servant which is not made known or informed to him.

**64. The Responsibility of Organizing Profile of Civil Servants**

- 1) The Bureau shall have the duty to:
  - (a) Implement uniform human resource management information system at a regional level;
  - (b) Organize civil servants data base at Regional level;
  - (c) Collect, compile and disseminate statistical data relating to civil servants.

- 2) Manni hojii mootummaa kamiyyuu, daataa beezii qabeenya namaa Biirichaan gurmaa'uuf ragaalee yeroo isaa eegee erguuf dirqama ni qaba.
- 3) Manni hojii mootummaa kamiyyuu ragaa tokkoon tokkoon hojjetaa isaa Biirichaaf erguu qaba.

### Kutaa Saddeet

#### Mirgootaa fi Dirqamoota

#### 65. Itti Gaafatamummaa Manneen Hojii Mootummaa

Labsii kanaan tumaaleen itti gaafatamummaawwan biroo ibsaman akkuma eegamanitti ta'ee, manni hojii mootummaa kamiyyuu itti gaafatamummaa armaan gadii ni qabaatu:

- 1) Hojjattoonni mootummaa imammatoota, tarsiimoowwanii fi seerota irratti hubannoo gahaa akka argatan taasisuu;
- 2) Naannoon mana hojii mootummaa gochaalee amantii kamiyyuu irraa bilisa ta'uu isaa mirkaneessuu;
- 3) Tokkoon tokkoon hojjetaa mootummaaf ibsa akaakuu hojii kennuu, karoora hojii irratti hunda'uun bu'aa raawwii hojii isaa madaaluu;
- 4) Hojjettoota mootummaatiif meeshaalee hojiif barbaachisan dhiyeessuu fi itti fayyadama isaa beeksisuu fi
- 5) Hojjettoota mootummaatiif Naannoo hojii fayyummaa fi naageenyaaf mijataa taasiisuu.

#### 66. Dirqamoota Hojjettoota Mootummaa

Hojjetaan mootummaa kamiyyuu, dirqamoota armaan gadii ni qabaata:

- 1) Ummataa fi heera mootummaaf amanamaa ta'uu fi ol'aantummaa seeraa kabajuu;
- 2) Seerota fi imaammatoota mootummaan baasuu gahumsaan raawwachuu;

፪) ማንኛውም የክልሉ መንግሥት መሥሪያ ቤት በቢሮው ለሚደራጀው የሰው ሀብት መረጃ ቋት መረጃዎችን ወቅቱን ጠብቆ የመላክ ግዴታ አለበት፡፡

፫) ማንኛውም የመንግሥት መሥሪያ ቤት የእያንዳንዱን ሠራተኛ መረጃ ለቢሮው መላክ አለበት፡፡

### ክፍል ስምንት

#### መብቶችና ግዴታዎች

#### ፳፭. የመንግስት መሥሪያ ቤቶች ኃላፊነት

በቢህ አዋጅ በሌሎች ድንጋጌዎች የተመለከቱት ኃላፊነቶች እንደተጠበቁ ሆነው ማንኛውም የመንግሥት መሥሪያ

ቤት የሚከተሉት ኃላፊነቶች ይኖሩታል፡-

፩) የመንግስት ሠራተኞች በመንግስት ፖሊሲዎች፣ ስትራቴጂዎችና ሕጎች ላይ በቂ ግንዛቤ እንዲኖራቸው የማድረግ፤

፪) የመሥሪያ ቤቱ የሥራ አካባቢ ለማንኛውም ዓይነት ኃይማኖታዊ ተግባራት ነጻ መሆኑን የማረጋገጥ፤

፫) ለእያንዳንዱ የመንግሥት ሠራተኛ የሥራ ዝርዝር መግለጫ የመስጠትና በሥራ ዕቅድ ላይ ተመሥርቶ የሠራተኛውን የሥራ አፈጻጸም ውጤት የመለካት፤

፬) ለመንግሥት ሠራተኞች ለሥራ የሚያስፈልጓቸውን መሳሪያዎች የማቅረብና አጠቃቀማቸውን የማሳወቅ፤ እና

፭) የሥራ አካባቢውን ለመንግሥት ሠራተኞች ጤንነትና ደህንነት አመቺ ማድረግ፡፡

#### ፳፮. የመንግሥት ሠራተኞች ግዴታዎች

ማንኛውም የመንግስት ሠራተኛ የሚከተሉት ግዴታዎች ይኖሩታል፡-

፩) ለሕዝብና ለሕገ መንግሥቱ ታማኝ መሆንና የሕግ የበላይነትን የማክበር፤

፪) መንግሥት የሚያወጣቸውን ሕጎችና ፖሊሲዎችን በብቃት የመፈጸም፤

2) Any government institution shall have duty to send information on timely basis to the Bureau's human resource data base.

3) Any government institution shall send to the Bureau personnel data of every employee.

### Section Eight

#### Rights and Obligations

#### 65. Responsibilities of Government Institutions

Without prejudice to other provisions of this Proclamation, any government institution shall have responsibilities to:

- 1) make civil servants fully aware of government policies, strategies and laws;
- 2) ensure that its working environment is free from any form of religious practices or activities;
- 3) provide job description to each civil servant and evaluate his performance based on work plans;
- 4) provide necessary work appliances to civil servants and orient them about their usages;
- 5) Create conducive working environment to the health and safety of civil servants.

#### 66. Obligations of Civil Servants

Any civil servant shall have the following obligations:

- 1) be loyal to the public and the Constitution and respect the law;
- 2) effectively execute the laws and policies issued by the Government;

- |  |   |  |
|--|---|--|
| 3) Haala kaminiyyuu uummataa fi biyya isaa loogii malee tajaajiluu;  | ፫) በማናቸውም ሁኔታ ሕዝብንና ሀገርን ያለአድልዎ የማገልገል፤   | 3) serve the public and the country without having any form of bias;   |
| 4) Beekumsaa fi dandeettii qabu hunda tajaajila uummataaf oolchuu;   | ፬) መላ ዕውቀቱንና ችሎታውን ለሕዝብ አገልግሎት የማዋል፤  | 4) devote his whole energy and ability to the service of the public;   |
| 5) Gahee hojii akaakuu hojiitiin ibsamanii fi ajaja seera qabeessa biroo itti gaafatamaa hojii dhiyoo irraa kennamu raawwachuu;  | ፭) በሥራው አይነት ዝርዝር የተመለከቱትንና በቅርብ ኃላፊው የሚሰጠውን ሕጋዊ ትዕዛዝ የመፈጸም፤  | 5) discharge the functions specified in his job description and the lawful orders of his immediate supervisor;   |
| 6) Iddoo hojiitti haala kaminiyyuu amantii isaa yookiin gocha amantii isaa calaqisiisan raawwachuu dhiisuu;  | ፮) በማናቸውም ሁኔታ በሥራ ቦታ ላይ የግል እምነቱን ወይም ኃይማኖቱን የሚያንጸባርቅ ተግባር አለመፈጸም፤  | 6) be reserved from exercising any activity or practice reflecting his own faith or religion at the place of work;   |
| 7) Iccitiidha jedhamanii kan adda bahanii fi carraa hojiitiin iccitiwwan mana hojii beeke eeguu;   | ፯) ሚስጢር ተብለው የተለዩና በሥራው አጋጣሚ ያወቃቸውን የመሥሪያ ቤቱን ምስጢሮች የመጠበቅ፤  | 7) not disclose confidential matters of the government institution classified as such;   |
| 8) Tajaajilamtoota jidduutti koor-nayaan, afaaniin, sanyiin, amantaan, ilaalchaa siyaasaan, miidhaa qaamaan yookiin haalawwan biroo garagarummaa uumaniin loogii raawwachuu dhiisuu;   | ፰) በተገልጋዮች መካከል በፆታ፣ በቋንቋ፣ በዘር፣ በሃይማኖት፣ በፖለቲካ አመለካከት፣ በክላስ ጉዳት ወይም በሌሎች ልዩነት በሚፈጥሩ ሁኔታዎች መድሎ ያለመፈጸም፤                  | 8) avoid discriminatory treatment of clients on the basis of gender, language, ethnicity, religion, political stand, physical disability or other forms of differentiations;               |
| 9) Tajaajila mana hojii isaatiif kennu kan hir'isu yookiin haala kaminiyyuu hojii irratti ramadamee hojjatu waliin wal falleessu yookiin hojjetaa mootummaa ta'uu isaatiin kan waliin hin deemne hojii kamiyyuu hojjachuu dhiisuu; | ፱) ለመሥሪያ ቤቱ የሚሰጠውን አገልግሎት የሚያንድል ወይም በማናቸውም አካሄድ ከተመደበበት ሥራ ጋር የሚቃረን ወይም ከመንግስት ሠራተኝነቱ ጋር የማይጣጣም ማናቸውንም ሌላ ሥራ ያለመስራት፤ | 9) not engage in any other activity that compromise his service to the government institution or otherwise conflict with his duties or is incompatible with his status as a civil servant; |
| 10) Hojii isaa dantaa siyaasaaf oolchuu fi sababa kanaan loogii raawwachuu dhiisuu,  | ፲) ሥራውን ለፖለቲካ ጥቅሙ ያለማዋልና በዚህም ምክንያት አድሎ ያለመፈጸም፤   | 10) not use his position to advance his political interest and thereby exercise discriminatory practice;   |
| 11) Hojjetaa mootummaa ta'uu isaatiin tajaajila kenneef yookiin akka kennu irraa eegamuuf kennaa gosa kamiyyuu yookiin wantoota gatii qaban gaafachuu yookiin fudhachuu dhiisuu;   | ፲፩) በመንግስት ሠራተኝነቱ ለሰጠው ወይም እንዲሰጥ ለሚጠበቀው አገልግሎት ማንኛውንም ዓይነት ስጦታ ወይም ዋጋ ያላቸው ነገሮች ያለመጠየቅ ወይም ያለመቀበል፤                    | 11) not solicit or accept any gift or a present having a value in consideration of the service he renders or expected to render as a civil servant;  |
| 12) Meeshaalee raawwii hojiif kenmananii fi hojiif tajaajilan haalaan itti fayyadamuu fi eeguu;  | ፲፪) ለሥራ ማከናወኛ የተሰጡትን መሣሪያዎችና መገልገያዎች በአግባቡ የመጠቀምና የመጠበቅ፤  | 12) properly use and handle equipment and implements supplied to him for the purpose of doing his job;   |
| 13) Qorannoo "HIV/AIDS" irraa kan hafe sababa gahaa ta'ee fi hojicha waliin haala walqabateen qorannoo yaalaa akka taasisu mana hojii isaatiin yeroo gaafatame qorannoof dhiyaachuu;   | ፲፫) ከኤች አይ ቪ/ኤድስ በስተቀር ከሥራው ጋራ በተያያዘ በበቂ ምክንያት የህክምና ምርመራ እንዲያደርግ በመንግስት መሥሪያ ቤቱ ሲጠየቅ ለምርመራ የመቅረብ፤                    | 13) Appear in person for medical examination, other than examination for HIV/AIDS, when required by the government institution on sufficient grounds related to his service;               |



14) Qajeelfamoota waa'ee fayyum-maa fi nageenya naannoo hojii eeguuf bahan kabajuu.

**67. Idaadhaan Itti Gaafatamaa Ta'uu**  
Hojjetaan mootummaa kamiyyuu meeshaalee raawwii hojii fi tajaajilaaf kennamaniif irratti miidhaa gahuu yookiin badii ga-huuf idaadhaan itti gaafatamaa kan ta'u, miidhaan yookiin badiin gahe sababa hojjatichaatiin dagannoo yookiin ta'ee jedhee kan raawwatamee yoo ta'ee dha.

### Kutaa Sagal

**Tarkaanfiiwwan Naamusaa fi Haala**

**Komiin Itti Hiikamu**

**Kutaa Xiqqaa Tokko**

**Tarkaanfiiwwan Naamusaa**

**68. Kaayyoo Adabbii Naamusaa**

Kaayyoon adabbii naamusaa hojjetaan mootummaa hir'ina naamusaa raawwateef balleessaa isaarraa gaabbee of-sirreessuu fi ilaalchaa fi amala gaarii akka qabaatuu fi hojjetaa gahooma akka ta'u dandeessisuuf yookiin kan of hin sirreessine yoo ta'ee hojii irraa gaggeessuufii dha.

**69. Gosoota Adabbii Naamusaa fi Ramaddii Isaanii**

1) Hojjetaan mootummaa hir'ina naamusaa raawwate akkaataa ulfaatina balleessaa raawwatameen adabbiiwwan kanatti aanaan keessaa tokko irratti murtaa'uu ni danda'a:

- Akeekkachiisa afaanii;
- Akeekkachiisa barreeffamaa;
- Adabbii mindaa hanga guyyaa kudha shan (15) gahu;
- Adabbii mindaa hanga ji'a sadii gahu;
- Yeroo waggaa lama hin caalleef sadarkaa hojii fi mindaa irraa gadi buusuu;
- Hojii irraa gaggeessuu.

፲፬) ስለሥራ አካባቢ ደህንነትና ጤንነት ጥበቃ የወጡ መመሪያዎችን የማክበር፡፡

**፳፯. በዕዳ የመጠየቅ ኃላፊነት**

ማንኛውም የመንግስት ሠራተኛ ለሥራው ማከናወኛ በተሰጡት መሣሪያዎችና መገልገያዎች ላይ በሚደርስ ጉዳት ወይም ጥፋት በዕዳ ተጠያቂ የሚሆነው ጉዳቱ ወይም ጥፋቱ በሠራተኛው ቸልተኝነት ወይም ሆነ ተብሎ በተፈፀመ ድርጊት ምክንያት የደረሰ እንደሆነ ነው፡፡

### ክፍል ዘጠኝ

**የዲስፕሊን እርምጃዎች እና የቅሬታ አፈታት**

**ንሑስ ክፍል አንድ**

**የዲስፕሊን እርምጃዎች**

**፳፰. የዲስፕሊን ቅጣት ዓላማ**

የዲስፕሊን ቅጣት ዓላማ የመንግሥት ሠራተኛው በፈጸመው የዲስፕሊን ጉድለት ተፀዕቶ በአመለካከቱና በሥነ-ምግባሩ እንዲታረምና ብቁ ሠራተኛ እንዲሆን ለማስቻል ወይም የማይታረም ሆኖ ሲገኝ ለማሰናበት ነው፡፡

**፳፱. የዲስፕሊን ቅጣት ዓይነቶችና አመዳደባቸው**

፩) የዲስፕሊን ጉድለት የፈጸመ የመንግሥት ሠራተኛ እንደጥፋቱ ክብደት ከሚከተሉት ቅጣቶች አንዱ ሊወሰንበት ይችላል፡-

(ሀ) የቃል ማስጠንቀቂያ፤

(ለ) የጽሑፍ ማስጠንቀቂያ፤

(ሐ) እስከ አሥራ አምስት ቀን የሚደርስ የደመወዝ ቅጣት፤

(መ) እስከ ሦስት ወር የሚደርስ የደመወዝ ቅጣት፤

(ሠ) ከሁለት ዓመት ለማይበልጥ ጊዜ ከሥራ ደረጃ እና ደመወዝ ዝቅ ማድረግ፤

(ረ) ከሥራ ማሰናበት፡፡

14) Observe occupational health and safety rules.

**67. To Be Liable For Damage**

Any civil servant shall be liable for the damage or loss of equipment and implements supplied to him for the purpose of doing his job, where such damage or loss is caused by his negligence or intentional act.

### Section Nine

**Disciplinary Measures and Grievance Handling**

**Sub-Section One**

**Disciplinary Measures**

**68. Objective of Disciplinary Penalty**

The objective of a disciplinary penalty shall be to cause delinquent civil servant to regret and learn from his mistakes and to rehabilitate him so as to become ethically sound civil servant or to discharge him when he becomes recalcitrant.

**69. Types and Classification of Disciplinary Penalties**

1) Depending on the gravity of the offence, any one of the following penalties may be imposed on a civil servant for breach of discipline:

- oral warning;
- written warning;
- fine up to 15 day's salary;
- fine up to three month's salary;
- down grading for the period of up to two years;
- Dismissal.

- 2) Keewwata kana keewwata xiqqaa 1 jalatti (a) hanga (c)tti kan tarreeffaman adabbiiwwan naamusaa salphaa jedhamanii ramadamu.
- 3) Keewwata kana keewwata xiqqaa 1 jalatti (d) hanga (f)tti kan tarreeffaman adabbiiwwan naamusaa cimaa jedhamanii ramadamu.
- 4) Bu'uura keewwata kana keewwata xiqqaa (1) (e)tiin hojjetaan mootummaa mindaa fi sadarkaa irraa gadi bu'uun adabame, yeroo adabbii isaa xumuru:
- (a) Adabbii naamusaatiin dura gita hojii qabatee ture waliin kan walfakkaatu gitni hojii duwwaan yoo jiraate sirna dabalata guddina sadarkaa tokko malee;
- (b) Adabbii naamusaatiin dura gita hojii qabatee ture waliin kan walfakkaatu gitni hojii duwwaan yoo jiraachuu baate, gita hojii duwwaan yeroo argametti sirna dabalata guddina sadarkaa tokko malee gita hojiichaa irratti akka ramadamu ni taasifama.
- 5) Hojjetaan mootummaa tokko naamusaan erga adabamee booda adabbichi rikoordii ta'ee turuu fi irratti caqasamuu kan danda'u:
- (a) Adabbii naamusaa salphaa yoo ta'e, guyyaa adabbichi murtaa'ee irraa kaasee hanga waggaa lamatti;
- (b) Adabbii naamusaa cimaa yoo ta'e, guyyaa adabbichi murtaa'ee irraa kaasee hanga waggaa shani ni ta'a.

#### 70. Balleessaawwan Adabbii Naamusaa Cimaa Hordofsiisan

Balleessaawwan armaan gadii adabbii naamusaa cimaa kan hordofsiisanii dha:

- 1) Ajaja seera qabeessaan kennamu kabajuu dhiisuu, maal na dhib-deedhaan, dhibaa'uummaadhaan yookiin ta'e jedhee sirna hojimaataa yookiin imaammata mootummaa hordofuu dhabuudhaan hojii irratti miidhaa geessisuu;

- ፪) በዚህ አንቀጽ ንዑስ አንቀጽ (1)(ሀ) እስከ (ሐ) የተዘረዘሩት ቅጣቶች ቀላል የዲስፕሊን ቅጣቶች ተብለው ይመደባሉ።
- ፫) በዚህ አንቀጽ ንዑስ አንቀጽ (፩)(መ) እስከ (ረ) የተዘረዘሩት ቅጣቶች ከባድ የዲስፕሊን ቅጣቶች ተብለው ይመደባሉ።
- ፬) በዚህ አንቀጽ ንዑስ አንቀጽ (፩)(ሠ) መሠረት ከሥራ ደረጃና ደመወዝ ዝቅ በማድረግ የተቀጣ የመንግሥት ሠራተኛ የቅጣት ጊዜውን ሲያጠናቅቅ፤
- (ሀ) ከመቀጣቱ በፊት ይዞት ከነበረው የሥራ መደብ ጋር ተመሳሳይ ክፍት የሥራ መደብ ካለ ያለምንም ተጨማሪ የደረጃ ዕድገት ሥነ-ሥርዓት፤
- (ለ) ከመቀጣቱ በፊት ይዞት ከነበረው የሥራ መደብ ጋር ተመሳሳይ የሆነ ክፍት የሥራ መደብ ካልተገኘ ክፍት የሥራ መደቡ በተገኘ ጊዜ ያለምንም ተጨማሪ የደረጃ ዕድገት ሥነ-ሥርዓት በሥራ መደቡ ላይ እንዲመደብ ይደረጋል።
- ፭) አንድ የመንግሥት ሠራተኛ በዲስፕሊን ከተቀጣ በኋላ ቅጣቱ በሪከርድነት ሊቆይና ሊጠቀስበት የሚችለው፤
- (ሀ) ቀላል የዲስፕሊን ቅጣት ከሆነ ቅጣቱ ከተወሰነበት ቀን ጀምሮ ለሁለት ዓመት፤
- (ለ) ከባድ የዲስፕሊን ቅጣት ከሆነ ቅጣቱ ከተወሰነበት ቀን ጀምሮ ለአምስት ዓመት ይሆናል።

#### ፩. ከባድ የዲስፕሊን ቅጣት የሚያስከትሉ ጥፋቶች

የሚከተሉት ጥፋቶች ከባድ የዲስፕሊን ቅጣት የሚያስከትሉ ናቸው፡-

- ፩) ሕጋዊ ትእዛዝን ባለማክበር፤ በቸልተኝነት፤ በመለገም፤ ወይም ሆነ ብሎ የአሠራር ሥነ-ሥርዓት ወይም የመንግስትን ፖሊሲ ባለመከተል በሥራ ላይ በደል ማድረስ፤

- 2) The penalties specified under sub-article 1(a) to (c) of this Article shall be classified as simple disciplinary penalties.
- 3) The penalties specified under sub-article 1(d) - (f) of this Article shall be classified as rigorous penalties.
- 4) A civil servant who has been demoted in accordance with paragraph (e) of sub-article (1) of this Article shall be reinstated, upon the lapse of his period of punishment:
- (a) When a similar vacant post is available, without any promotion procedures;
- (b) In the absence of a vacant post, he shall be reinstated to a similar post without any promotion procedures when it becomes available at a later time.
- 5) After a disciplinary measure has been taken on a civil servant, such measure shall be refer to and remain as a record:
- (a) For two years, where the penalty is simple;
- (b) For five years, where the penalty is rigorous.

#### 70. Offences Entailing Rigorous Disciplinary Penalties

Rigorous disciplinary penalties may be imposed for the following offences:

- 1) Neglect of duty by being disobedient to lawful orders, negligent or tardy or by intentional non observance of working procedures and government policies;

2) Tæ jedhee dhimmoota tursiisuu yookiin abbootii dhimmaa ded-deebisuu;	፪) ጉዳዮችን ሆን ብሎ ማዘግየት ወይም ባለጉዳዮችን ማመላለስ፤	2) Deliberate procrastination of cases or mistreatment of clients;
3) Hojiin akka hin hojjatamne tæ jedhee jeequu yookiin warra je-eqan waliin wal ta'uu;	፫) ሥራ እንዳይሠራ ሆን ብሎ ማወክ ወይም ከሚያውኩት ጋር መተባበር፤	3) To deliberately obstruct work or to collaborate with others in committing such offence;
4) Tarkaanfiiwwan adabbii naamusaa salphaadhaan of-sir-reessuu dhabuudhaan sababa gahaa malee deddeebi'anii hojii irraa hafuu yookiin sa'aatii hojii kabajuu dhabuu;	፬) በቀላል የዲስፕሊን ቅጣት እርምጃዎች ባለመታረም ያለበቁ ምክንያት በተደጋጋሚ ከሥራ መቅረት ወይም የሥራ ሰዓት አለማክበር፤	4) Unjustifiable repeated absenteeism or non-observance of office hours in short of getting lesson in spite of being penalized by simple disciplinary penalties;
5) Iddoo hojiitti dubbii kakaasuudhaan wal-reebuu;	፭) በሥራ ቦታ በጠብ አጫሪነት መደባደብ፤	5) To initiate and commit physical violence at the work place;
6) Machii barsiifataan yookiin araada baala sammuu adoochuun summaa'uun hojii miidhuu;	፮) በልማዳዊ ስካር ወይም በአደገዝነት ዕዕ ሱስ በመመረዝ ሥራን መበደል፤	6) neglect of duty by being alcoholic or drug addict;
7) Matta'aa fudhachuu yookiin akka kennamuuf gaafachuu;	፯) ጉቦ መቀበል ወይም እንዲሰጠው መጠየቅ፤	7) To accept or solicit bribes;
8) Iddoo hojiitti gocha faallaa hamilee uummataa tæ raawwachuu;	፰) በሥራ ቦታ ለሕዝብ ሞራል ተቃራኒ የሆነ ድርጊት መፈጸም፤	8) To commit an immoral act at work place;
9) Hanna yookiin gocha amantaa hir'isuu raawwachuu;	፱) የሌብነት ወይም የእምነት ማጉደል ድርጊት መፈጸም፤	9) To commit an act of theft or breach of trust;
10) Gocha gowwoomsuu yookiin dogongorsuu raawwachuu;	፲) የማታለል ወይም የማጭበርበር ድርጊት መፈጸም፤	10) To commit an act of misrepresentation or fraudulent act;
11) Qabeenya mana hojichaa irratti tæ jedhee yookiin dagan-noodhaan miidhaa geessisuu;	፲፩) በመሥሪያ ቤቱ ንብረት ላይ ሆን ብሎ ወይም በቸልተኝነት ጉዳት ማድረስ፤	11) To inflict damages to the property of the government institution due to an intentional act or negligence;
12) Seeraan ala aangootti fayyadamuu;	፲፪) በሥልጣን አለአግባብ መጠቀም፤	12) Abuse of power;
13) Iddoo hojiitti miidhaa koor-nayaa raawwachuu;	፲፫) በሥራ ቦታ ላይ የታዊ ትንኮሳ ወይም ጥቃት መፈፀም፤	13) To commit sexual harassment or abuse at the work place;
14) Keewwata kanaan kan tarreeffaman waliin ulfaatina walfakkaatu hir'ina naamusaa kan qabu biroo raawwachuu.	፲፬) በዚህ አንቀጽ ከተዘረዘሩት ጋር ተመሳሳይ ክብደት ያለው ሌላ የዲስፕሊን ጉድለት መፈጸም፡፡	14) to commit any breach of discipline offence of equal gravity with the offences specified under this Article
<b>፳፩. የዲስፕሊን እርምጃ አወሳሰድ</b>		
<b>71. Haala Fudhannaa Tarkaanfii Naamusaa</b>	፩) ማንኛውም የመንግሥት መሥሪያ ቤት መደበኛ የዲስፕሊን ምርመራ የሚያካሂድና የውሳኔ ሀሳብ ለመሥሪያ ቤቱ የበላይ ኃላፊ የሚያቀርብ የዲስፕሊን ኮሚቴ ማቋቋም አለበት፡፡	<b>71. Taking Disciplinary Measures</b>
1) Manni hojii mootummaa kamiyyuu koree naamusaa qorannoo idilee naamusaa gageessuu fi yaada murtii itti gaafatamaa ol'aanaa mana hojiif dhiyeessu hundeessuu qaba.	፪) የዲስፕሊን ቅጣት የማንኛውንም ፍርድ ቤት ውሳኔ ሳይጠብቅ ወይም ሳይከተል መወሰን ይችላል፡፡	1) Any government institution shall establish a disciplinary committee which shall conduct formal disciplinary investigation and thereby submit recommendations to the head of the government institution.
2) Adabbiin naamusaa murtii Mana Murtii kamiyyuu osoo hin eegin yookiin hin hordofiin murteessuun ni danda'ama.		2) Disciplinary measures may be taken irrespective of any court proceeding or decision.



**72. Hojjetaa Hojii irraa Dhorkuun Tursiisuu**

- 1) Hojjetaa mootummaa kamiyyuu hojii irraa dhorkuun tursiisuun kan danda'amu:
  - (a) Ragaalee dhimma itti shakame waliin qunnamtii qaban balleessuu, dhoksuu yookiin dhabamsiisuun qorannicha ni gufachiisa;
  - (b) Qabeenya mootummaa irratti miidhaa dabalataa ni geessisa;
  - (c) Haala ulfaatina badii ittiin himatame waliin walqabatee hamilee hojjettoota biroo kan tuqu yookiin ummanni mana hojii itti tajaajilamu irratti amantaa qabaachuu qabu ni faalleessa yookiin
  - (d) Balleessaan raawwatame jedhamu hojii irraa ni gaggeessisa jedhamee yoo tilmaamamee dha.
- 2) Bu'uura keewwata kana keewwata xiqqaa 1 tiin hojjetaan mootummaa tokko hojii fi mindaa irraa dhorkamee turuu kana danda'u yeroo ji'a lama hin caalleef ta'a.
- 3) Bu'uura keewwata kana keewwata xiqqaa 2 tiin hojjetaan mootummaa hojii fi mindaa irraa akka dhorkamee turu kan taasifamu, yeroon hojii irraa dhorkame turuu fi sababa hojii irraa dhorkameef hoogganaa ol'aanaa mana hojichaa yookiin bakka bu'aa isaatiin barreeffamaan akka ibsamuuf Biirichis garagalchaan akka beeku ni taasifama.
- 4) Hojjetaan mootummaa sababa balleessaa naamusaa ittiin himatameen hojii irraa akka gaggeeffamu yoo itti murtaa'een alatti, mindaan yeroo dhorkaa keessatti hin kanfalaminiiif hafe dhala malee ni kanfalamaaf.
- 5) Hojjetaan mootummaa sababa hojii isaarraa dhorkamuu isaatiin raawwatiinsa mirgootaa fi dirqamootaa biroo dhorkamuu isaatiin wal hin qabanne hin hambisu.

**፫፻. ሠራተኛን ከሥራ አግዶ ማቆየት**

- ፩) ማንኛውንም የመንግሥት ሠራተኛ ከሥራ አግዶ ማቆየት የሚችለው፦
  - (ሀ) ከተጠረጠረበት ጉዳይ ጋር አግባብነት ያላቸውን ማስረጃዎች በማበላሸት፤
  - በመደበኛ ወይም በማጥፋት ምርመራውን ያስናክላል፤
  - (ለ) በመንግሥት ንብረት ላይ ተጨማሪ ጉዳት ያደርሳል፤
  - (ሐ) ከተከሰሰበት ጥፋት ክብደት አንጻር የሌሎችን ሠራተኞች ሞራል የሚነካ ወይም ተገልጋዩ ሕዝብ በመሥሪያ ቤቱ ላይ ሊኖረው የሚገባውን እምነት ያዛባል፤ ወይም
  - (መ) ተፈጻሚ የሚባለው ጥፋት ከሥራ ያስናብታል ተብሎ ሲገመት ነው፡፡
- ፪) በዚህ አንቀጽ ንዑስ አንቀጽ (፩) መሠረት አንድ የመንግሥት ሠራተኛ ከሥራና ከደመወዝ ታግዶ ሊቆይ የሚችለው ከሁለት ወር ለማይበልጥ ጊዜ ይሆናል፡፡
- ፫) በዚህ አንቀጽ ንዑስ አንቀጽ (፪) መሠረት የመንግሥት ሠራተኛ ከሥራና ከደመወዝ ታግዶ እንዲቆይ የሚደረገው ከሥራው ታግዶ የሚቆይበት ጊዜና ከሥራ የታገደበት ምክንያት በመሥሪያ ቤቱ የበላይ ኃላፊ ወይም በተወካዩ በጽሑፍ እንዲገለጽለት ቢሮውም በግልባጭ እንዲያውቀው ይደረጋል፡፡
- ፬) የመንግሥት ሠራተኛው በተከሰሰበት የዲስፕሊን ጥፋት ምክንያት ከሥራ እንዲሰናበት ካልተወሰነበት በስተቀር በእግዱ ወቅት ሳይከፈለው የቀረው ደመወዝ ያለወለድ ይከፈለዋል፡፡
- ፭) የመንግሥት ሠራተኛው ከሥራው መታገዱ ምክንያት ከዕግዱ ጋር ያልተያያዙ ሌሎች መብቶችንና ግዴታዎችን ተፈጻሚነት አያስቀርም፡፡

**72. Suspension Of Civil Servant from Duty**

- 1) Any civil servant may be suspended from duty if it is presumed that:
  - (a) He may obstruct the investigation by concealing, damaging or destroying evidence related to the alleged offence;
  - (b) He may commit additional offence on the property of the government institution;
  - (c) The alleged offence is so grave as to demoralize other civil servants or negatively affect the public trust towards civil servants; or
  - (d) The disciplinary offence may lead to dismissal.
- 2) A civil servant may be suspended from duty and payment of salary in accordance with sub-article (1) of this Article only for a maximum period of two months.
- 3) The decision given in accordance with sub-article (2) of this Article shall be communicated to the civil servant in writing, stating the grounds and duration of his suspension and signed by the head of the government institution or his representative and copied to the Bureau.
- 4) Unless a decision of dismissal is rendered against a suspended civil servant, the salary withheld during the suspension shall be paid to him without interest.
- 5) The suspension of a civil servant shall not deprive him of other rights and duties that are not affected by the suspension.

- 6) Keewwata kana keewwata xiqqaa 2 jalatti kan tumame jiraatus, hojjetaan hojii fi mindaa irraa dhorkamee ture hojii irraa akka gaggeeffamu yookiin bu'uura keewwata kana keewwata xiqqaa 4 tiin mindaan isaa akka kanfalamuu fi gara hojiitti akka deebi'u osoo hin taasifamiin yeroon turtii dhorkaa yoo xumurame:
- (a) Sababa turtii himannaa naamusaatiin himanni isaa adeemsi qulqulleessuu wal xaxaa yoo ta'e, mindaan walakkaa hojjaticha mootummaa kafalamaafi; yookiin
- (b) Sababni turtii hojjetichuma mootummaa yoo ta'e, kafaltii mindaan ala; dhorkiin hanga ji'a tokkootti akka dheeratu Biirichi murteessuu ni danda'a.
- 7) Hojjetaan mootummaa hojii fi mindaa irraa dhorkamee ture hojiiirraa akka gaggeeffamu yookiin bu'uura keewwata kana keewwata xiqqaa 4 tiin mindaan akka kafalamuu fi gara hojii isaatti akka deebi'u osoo hin taasifamin idileedhaanis ta'ee yeroo dhorkaa dheereffame keessatti yoo xumurame, dhorkiin hojii fi mindaa ka'ee himanni naamusaa ilaalamu itti fufa; ta'us sababa turtii kan ta'an miseensonni koree fi hoggantoonni hojii balleessaa naamusaatiin kan gaafatamaan ta'u.

### 73. Darbiinsa Yeroo

- 1) Hojjetaan mootummaa balleessaa adabbii naamusaa salphaa geessisu kan raawwate guyyaa balleessaan isaa beekamee irraa eegalee hanga ji'a jahaatti yoo tarkaanfiin itti fudhatamuu baate naamusaan gaafatamaa hin ta'u.
- 2) Hojjetaan mootummaa balleessaa adabbii naamusaa cimaa geessisu raawwate guyyaa balleessaan isaa beekamee irraa eegalee hanga waggaa tokkootti yoo tarkaanfiin itti fudhatamuu baate naamusaan gaafatamaa hin ta'u.

- ፮) የዚህ አንቀጽ ንዑስ አንቀጽ (፪) ሥር የተደነገገው ቢኖርም ከሥራና ደመወዝ ታግዶ የቆየ ሠራተኛ ከሥራ እንዲሰናበት ወይም በዚህ አንቀጽ በንዑስ አንቀጽ (፬) መሠረት ደመወዙ እንዲከፈለውና ወደ ሥራው እንዲመለስ ሳይደረግ የዕግዱ ጊዜ ካበቃ፡-
- (ሀ) የመዘግየቱ ምክንያት የዲስፕሊን ክስን የማጣራቱ ሂደት ውስብስብነት ከሆነ የመንግሥት ሠራተኛው ግማሽ ደመወዙ እየተከፈለው፣ ወይም
- (ለ) ለመዘግየቱ ምክንያት የሆነው የመንግሥት ሠራተኛው ራሱ ከሆነ ያለደመወዝ ክፍያ እግዱ እስከ አንድ ወር ድረስ እንዲራዘም የመሥሪያ ቤቱ የበላይ ኃላፊ ሊወስን ይችላል፡፡
- ፯) ከሥራና ደመወዝ ታግዶ የቆየ የመንግሥት ሠራተኛ ከሥራ እንዲሰናበት ወይም በዚህ አንቀጽ በንዑስ አንቀጽ (፬) መሠረት ደመወዙ እንዲከፈለውና ወደ ሥራው እንዲመለስ ሳይደረግ መደበኛውም ሆነ የተራዘመው የዕግድ ጊዜ ከተጠናቀቀ የሥራና የደመወዝ እግዱ ተነስቶ የዲስፕሊን ክስ መታየት ይቀጥላል፤ ሆኖም ለመዘግየቱ ምክንያት የሆኑ የኮሚቴ አባላትና የሥራ ኃላፊዎች በዲስፕሊን ጥፋት የሚጠየቁ ይሆናሉ፡፡

### ፳፫. የይርጋ ጊዜ

- ፩) ቀላል የዲስፕሊን ቅጣት የሚያስከትል ጥፋት የፈፀመ የመንግሥት ሠራተኛ የፈጸመው ጥፋት ከታወቀበት ቀን ጀምሮ እስከ ስድስት ወር እርምጃ ካልተወሰደበት በዲስፕሊን ተጠያቂ አይሆንም፡፡
- ፪) ከባድ የዲስፕሊን ቅጣት የሚያስከትል ጥፋት የፈፀመ የመንግሥት ሠራተኛ የፈጸመው ጥፋት ከታወቀበት ቀን ጀምሮ እስከ አንድ አመት እርምጃ ካልተወሰደበት በዲስፕሊን ተጠያቂ አይሆንም፡፡

- 6) Notwithstanding the provisions of sub-article (2) of this Article, if the suspension period of a civil servant from duty and payment of salary expires before his dismissal or reinstatement with payment of salary in accordance with sub-article (4) of this Article, the head of the government institution may extend the suspension for a period of up to one month:
- (a) With payment of half salary if the delay is caused by the complexity of investigation of the disciplinary charge; or
- (b) Without payment of salary if the cause of delay is attributable to the civil servant himself.
- 7) If the initial or extended period of suspension of a civil servant from duty and payment of salary expires either before the dismissal of the civil servant or his reinstatement with payment of his salary in accordance with sub-article (4) of this Article, the suspension from duty and payment of salary shall be lifted and the investigation of the disciplinary charge shall continue; provided, however, that committee members and officers responsible for the delay shall be liable for disciplinary offence.

### 73. Period of Limitation

- 1) Disciplinary measure shall not be taken against a civil servant who has committed an offence entailing simple disciplinary penalty unless such measure is taken within six months, from the time the commission of the offence is known.
- 2) No disciplinary charge shall be brought against a civil servant who has committed an offense entailing rigorous disciplinary penalty such measure is taken within one year, from the time the commission of the offence is known.

- 3) Keewwata kana keewwata xiqqaa 1 fi 2 jalatti kan tumamee yeroo himannaa naamusaa dhiyeessuuf darbiinsi yeroo jiraatus, daangaa darbiinsa yeroo keessatti hoogganaan hojii tarkaanfii hin fudhanne itti gaafatamaa ta'a.
- 4) Hojjetaan mootummaa kamiyyuu mirgoota maallaqaan walqabatan bara baajataa mirga itti argatee keessatti qaama ilaallatuuf dhiyeessuu yoo baate darbiinsa yeroottiin ni hafa.

**Kutaa Xiqqaa Lama**  
**Haala Dhiyeeffannaa Komii fi**  
**Hiikkaa Isaa**

**74. Komii**

Raawwatiinsa kutaa xiqqaa kanaaf “komii” jechuun hojjetaan mootummaa itti gaafatamaa dhiyoo yookiin itti gaafatamaa hojii ilaallatu waliin marii taasifamuun hiikamuu kan hin dandeenye fi adeemsa qulqulleessuu idileettiin iyyata deebii argachuu qabuu dha.

**75. Kaayyoo Dhiyeeffannaa Komii fi Hiikkaa Isaa**

Dhiyeeffannaa komii hojjetoota mootummaa fi hiikkaan isaa kaayyoowwan armaan gadii ni qabaata:

- 1) Komiiwaniif furmaata hatattamaa kennuu;
- 2) Dogoggorawwanii fi hanqinaalee komiiwaniif ka'umsa ta'uu danda'an sirreessuu fi
- 3) Hojjetoota mootummaa hunda walqixummaan keessumeessuu kan dandeessisuu fi hojimaata haqa qabeessa ta'e mirkaneessuun walitti dhufeenya hojii mi jaawaa gabbisuu.

፫) በዚህ አንቀጽ ንኡስ አንቀጽ (፩) እና (፪) ስር የተደነገጉት የዲስፕሊን ክስ ማቅረቢያ የይርጋ ጊዜ ቢኖርም በይርጋ ጊዜው ገደብ ውስጥ እርምጃ ያልወሰደ የሥራ ኃላፊ ተጠያቂ ይሆናል።

፬) ማንኛውም የመንግሥት ሠራተኛ ከገንዘብ ጋር የተያያዙ መብቶችን ለሚመለከተው አካል መብቱን ባገኘበት በጀት ዓመት ውስጥ ካላቀረበ በይርጋ ይታገዳል።

**ንኡስ ክፍል ሁለት**

**የቅሬታ አቀራረብና አፈታት**

**፸፱. ቅሬታ**

በዚህ ንኡስ ክፍል አፈጻጸም “ቅሬታ” ማለት የመንግስት ሠራተኛ ከቅርብ ኃላፊው ወይም ከሚመለከተው የሥራ ኃላፊ ጋር በሚደረገው ውይይት ሊፈታ ያልቻለና በመደበኛ የማጣራት ሂደት ምላሽ ሊያገኝ የሚገባው አቤቱታ ነው።

**፹፩. የቅሬታ አቀራረብና አፈታት ዓላማ**

የመንግሥት ሠራተኞች ቅሬታ አቀራረብና አፈታት የሚከተሉት ዓላማዎች ይኖሩታል፡-

- ፩) ለቅሬታዎች አፋጣኝ መፍትሔ የመስጠት፤
- ፪) ለቅሬታዎች መንስዔ ሊሆኑ የሚችሉ ስህተቶችንና ድክመቶችን የማረም፤ እና
- ፫) ሁሉንም የመንግሥት ሠራተኞች በእኩልነት ለማስተናገድ የሚያስችል እና ፍትሐዊ የሆነ አሠራር በማስፈን የሰመረ የሥራ ግንኙነት የማዳበር።

3) Notwithstanding the provisions of sub-articles (2) and (3) of this Article, the official who has failed to take the measures, within a period of one year from the date he became aware of the offence, shall be liable for disciplinary offence.

4) Any claim by a civil servant for payment of money shall be barred by limitation unless submitted to the concerned body within the fiscal year of the decision.

**Sub Section Two**  
**Grievance Submission and**  
**Handling Procedures**

**74. Grievance**

For the purpose of application of this Sub-Section, “grievance” means a complaint of a civil servant that could not be resolved through discussion conducted with the civil servant’s immediate supervisor or with the concerned officer and should be addressed through a formal review procedure.

**75. Objectives of Grievance Submission and Handling**

Civil servants’ grievance handling procedure shall have the following objectives:

- 1) to provide expeditious remedy for grievances;
- 2) to rectify mistakes and weaknesses that are causes for grievances;
- 3) to provide equitable and fair treatment to all civil servants and thereby promote smooth work relationship



**76. Koree Komii Qulqulleessaa Hundeessuu**

Manni hojii mootummaa kamiyyuu komii hojjetoota mootummaa irraa dhiyaatu simachuun qulqulleessee yaada murtii hoogganaa olaanaa mana hojichaatiif dhiyeessu koree komii qulqulleessaa hundeessuu qaba.

**77. Gahee Hojii Koree Komii Qulqulleessaa**

Koreen Komii Qulqulleessaa komiiwwan itti aanaan waliin walqabatee hojjetaan mootummaa dhiyeessu qulqulleessee yaada murtee dhiyeessuuf itti gaafatamummaa qaba:

- 1) Hiikkaa seeroota fi qajeelfamoota yookiin raawwii;
- 2) Haala eegumsa mirgoota fi faayidaalee;
- 3) Haalawwan fayyummaa fi naa'eenya naannoo hojii;
- 4) Kenniinsa sadarkaa fi ramaddii hojii;
- 5) Madaallii raawwii hojii;
- 6) Dhiibbaawwan seeraan ala itti gaafatamaa hojiitiin raawwatamu;
- 7) Bu'uura Labsii kana keewwata 69 (1)(a - c)tiin ilaallamaniin tarkaanfiiwwan naamusaa fudhataman;
- 8) Dhimmoota biroo haalawwan hojii ilaallatan.

**78. Murtee Bulchiinsaa**

- 1) "Murtee bulchiinsaa" jechuun hoogganaan olaanaa mana hojii mootummaa dhimmoota kutaa kana keessatti tumaman ilaalchisee, koree komii qulqulleessaan yookiin koree naamusaan qullullaa'anii dhimmoota dhiyaatan yookiin kallattiidhaan dhimmoota biroo seeraan kennaman irratti murtee barreeffamaan kennamuudha.

**፪፯. የቅሬታ አጣሪ ኮሚቴ ማቋቋም**

ማንኛውም የመንግሥት መሥሪያ ቤት ከመንግሥት ሠራተኞች የሚያቀርቡትን ቅሬታ እየተቀበለ በማጣራት የውሳኔ ሀሳብ ለመሥሪያ ቤቱ የበላይ ኃላፊ የሚያቀርብ የቅሬታ አጣሪ ኮሚቴ ማቋቋም አለበት፡፡

**፪፰. የቅሬታ አጣሪ ኮሚቴው ተግባር**

የቅሬታ አጣሪ ኮሚቴ ከሚከተሉት ጋር በተያያዘ የመንግሥት ሠራተኛው የሚያቀርባቸውን ቅሬታዎች እያጣራ የውጣኔ ሀሳብ የማቅረብ ኃላፊነት አለበት፡-

- ሀ) ከሕጎችና መመሪያዎች አተረጓጎም ወይም አፈጻጸም፤
- ለ) ከመብቶችና ጥቅሞች አጠባበቅ፤
- ሐ) ከሥራ አካባቢ ጤንነትና ደህንነት ሁኔታዎች፤
- ፬) ከሥራ ምደባና ደረጃ አሰጣጥ፤
- ፭) ከሥራ አፈጻጸም ምዘና፤
- ፮) በሥራ ኃላፊ ከሚፈጸሙ ህገ ወጥ ተፅዕኖዎች፤
- ፯) በዚህ አዋጅ አንቀጽ ፳፱ ንዑስ አንቀጽ (፩)(ሀ) እስከ (ሐ) በተመለከቱት መሠረት ከሚወሰዱ የዲስፕሊን እርምጃዎች፤
- ፰) የሥራ ሁኔታዎችን ከሚመለከቱ ሌሎች ጉዳዮች፡፡

**፪፱. አስተዳደራዊ ውሳኔ**

- ሀ) "አስተዳደራዊ ውሳኔ" ማለት የመንግሥት መሥሪያ ቤት የበላይ ኃላፊ በዚህ ክፍል የተደነገጉትን ጉዳዮች በሚመለከት በቅሬታ ሰሚ ኮሚቴ ወይም በዲስፕሊን ኮሚቴ ተጣርተው በቀረቡ ጉዳዮች ወይም በቀጥታ በሕግ በተሰጡት ሌሎች ጉዳዮች ላይ በጽሁፍ የሚሰጠው ውሳኔ ነው፡፡

**76. Establishment of Grievance Handling Committee**

Any government institution shall establish a grievance handling committee that conducts grievance inquiry, and submits recommendation to the head of the government institution.

**77. Duties of Grievance Handling Committee**

A grievance handling committee shall have the duty to investigate complaints lodged by civil servants and submit recommendations relating to:

- 1) interpretation and implementation of laws and directives;
- 2) protection of rights and benefits;
- 3) occupational safety and health;
- 4) placement and promotion;
- 5) performance appraisal;
- 6) undue influence exerted by supervisors;
- 7) disciplinary measures taken pursuant to sub-article (1)(a) to (c) of Article 69 of this Proclamation;
- 8) Other issues related to conditions of work.

**78. Administrative Decision**

- 1) "Administrative decision" means a decision given in writing by the head of a government institution in the case of matters referred to in this Section on the recommendation of disciplinary or grievance committee or on other matters directly falling under his authority in accordance with the law.

- 2) Keewwata kana keewwata xiqqaa 1 jalatti tumame jiraatuus, hoog-ganaan olaanaa mana hojii mootummaa hojimaata osoo hin eeginis ta'ee murtee jechaan kennamu murtee haqaa mirga hojjetaan argachu qabu eegsi-suuf jecha hojjetaan kakuudhaan yoo mirkaneesse akka murtee bulchiinsaatti lakkaa'ama.

### Kutaa Kudhan

### Mana Murtii Bulchiinsaa Hojjettoota Mootummaa

#### 79. Hundeeffama

- 1) Falmii hojjettoota mootummaa akkaataa Labsii kana keewwata 81tiin dhiyeessan ilaalee kan murteessu kanaan booda “Mana Murtii Bulchiinsaa” jedhamee kan waamamu Labsii kanaan hundeeffameera.
- 2) Manni murtichaa dhaddachoota iyyata, komii fi ol'iyyannoo dhiyaatu qoratee murtii kennuu ni qabaata.
- 3) Tokkoon tokkoo dhaddachaa Hoogganaa Biirichaan kan moggafaman walitti qabaa tokkoo fi miseensota Abbootii seeraa lama ni qabaata.
- 4) Abbootiin Seeraa Mana Murtii Bulchiinsaa haala hojii isaanii itti hojjatan, naamusaa eeguu qabanii, faayidaalee argachuu qabanii fi haalawwan biroo qajeelfama Biirichi baasuun kan murtaa'u ta'a.
- 5) Manni Murtii Bulchiinsaa barbaachiisaa ta'ee yemmuu argamuu dhaddachoota dhaabbii yookiin naannawaa qabaachuu ni danda'a.

#### 80. Hojimaataa fi Aangoo Mana Murtii Bulchiinsaa

- 1) Manni Murtichaa:
  - (a) Dhimmoota dhiyataniif ilaaluun ajajaa fi murtii kennuu;

- ፪) በዚህ አንቀጽ ንኡስ አንቀጽ (፩) ሥር የተደነገገው ቢኖርም የመንግስት መስሪያ ቤቱ የበላይ ኃላፊ ሥነ-ሥርዓቱን ሳይጠብቅም ሆነ በቃል የሚሰጠው ውሳኔ ለሰራተኛው ፍትህ የማግኘት መብት ለማረጋገጥ ሲባል ሰራተኛው በቃል መሃላ ካረጋገጠ እንደ አስተዳደር ውሳኔ ይቆጠራል፡፡

### ክፍል አስር

#### የመንግሥት ሠራተኞች አስተዳደር ፍርድ ቤት ፩፻. መቋቋም

- ፩) የመንግሥት ሠራተኞች በዚህ አዋጅ አንቀጽ ፹፩ መሰረት የሚያቀርቡትን የስራ ክርክር አይቶ የሚወስን ከዚህ በኋላ “የአስተዳደር ፍርድ ቤት” ተብሎ የሚጠራ በዚህ አዋጅ ተቋቁሟል፡፡
- ፪) ፍርድ ቤቱ የሚቀርቡለትን አቤቱታ፣ ቅሬታና ይግባኞች መርምረው ውሳኔ የሚሰጡ ችሎቶች ይኖሩታል፡፡
- ፫) እያንዳንዱ ችሎት በቢሮው ሃላፊ የሚሰየሙ አንድ ሰብሳቢና ሁለት አባላት ያሉት ዳኞች ይኖሩታል፡፡
- ፬) የአስተዳደር ፍርድ ቤት ዳኞች ሥራቸውን ስለሚሠሩበት ሁኔታ፣ መጠበቅ ስለሚገባቸው ሥነ-ምግባር፣ ማግኘት የሚገባቸው ጥቅማጥቅሞች እና ሌሎች ሁኔታዎች ቢሮው በሚያወጣው መመሪያ የሚወሰን ይሆናል፡፡
- ፭) የአስተዳደር ፍርድ ቤቱ አስፈላጊ ሆኖ ሲያገኘው ቋሚ ወይም ተዘዋዋሪ ችሎት ሊኖሩት ይችላል፡፡

#### ፹. የአስተዳደር ፍርድ ቤት አሠራርና ሥልጣን

- ፩) ፍርድ ቤቱ፡-
  - (ሀ) የሚቀርቡለትን ጉዳዮች በማየት ትዕዛዝና ውሳኔ የመስጠት፤

- 2) Notwithstanding sub-article (1) of this Article, a decision given by the head of a government institution either without following the formal procedure or verbally shall be construed as an administrative decision.

### Section Ten

### Civil Servants Administrative Tribunal

#### 79. Establishment

- 1) The Civil Servants Administrative Tribunal which tries and decides on the litigations of civil servants submitted in accordance with article 81 of this proclamation, hereinafter called “Administrative Tribunal” is hereby established.
- 2) The Administrative Tribunal shall have chambers which examine and decide on complaints, grievances and appeal cases.
- 3) Each court chamber shall have a chairperson and two members designated by Head of the Bureau.
- 4) The Bureau shall issue directives relating to the manner of execution of function of judges of the Administrative Tribunal, the code of ethics they shall observe and other related matters.
- 5) The Administrative Tribunal, where it deems necessary, shall have permanent or mobile court chambers.

#### 80. Powers and Procedures of the Administrative Tribunal

- 1) The Administrative Tribunal shall have powers to:
  - (a) Hear cases brought to it and render orders and decisions;

- (b) Hojjetaan mootummaa murtiin kennameera jedhee kakuun deeggaree ol'iyyannoo yoo dhiyeessee, Manni Murtii Bulchiinsaa fuudhee ilaaluuf aangoo abbaa seerummaa ni qabaata.
- 2) Ajajinii fi murtiiwwan Manni Murtii Bulchiinsaa kennuu akkuma ajajootaa fi murtiiwwan Dhaddacha Hariiroo Hawaasaa Manni Murtii Idilee kaminiyyuu kennamuutti lakkaawama.

### 81. Dhimmoota Mana Murtii Bulchiinsaana Ilaalaman

- Manni Murtii Bulchiinsaa dhimmoota armaan gadii ilaalee murteessuuf aangoo ni qabaata.
- 1) Ol'iyyannoo hojjettoota mootummaatiin walqabatee dhimmoota armaan gadiitti dhiyaatan:
- (a) Seeraan ala hojii irraa dhorkamuu yookiin tajaajilli addaan cituu;
- (b) Murtii adabbii naamusaa ci-maa;
- (c) Mindaan yookiin kanfaltiiwwan biroo seeraa ala kan jalaa qabame yookiin cite;
- (d) Miidhaa yookiin dhibee saba-ba hojiitiin irra gaheen haala walqabateen mirgi hir'achuu;
- (e) Akkaataa Labsii kana keewwata 77 (7) ibsameen ala, Koree Komii Qulqulleessaatiin dhimmoota ilaalamanii murtiin itti kenname;
- (f) Dhimmoota gaaffii hojii gadi lakkisuu fi ragaa muuxannoo hojii irratti ka'u;
- 2) Hojjettoota yeroo fi kaayyoo bu'uura seera hojjettoota mootummaa hordofuun qajeelfama keessaatiin akka bulchan manneen hojii hayyameef keessatti hojjettoota qaxaramanii hojjetaan irraa ol'iyyannoo dhiyaate;

- (ለ) የመንግሥት ሠራተኛ ውሳኔ ተሰጥቷል ብሎ በቃለ መሃላ አስደግፎ የሚያቀርበውን ይግባኝ ተቀብሎ የማየት የዳኝነት ስልጣን ይኖረዋል።
- ፪) አስተዳደር ፍርድ ቤቱ የሚሰጣቸው ትዕዛዞችና ውሳኔዎች እንደ ማናቸውም የፍትሐብሔር ፍርድ ቤት ትዕዛዞችና ውሳኔዎች ይቆጠራል።

### ፹፩. በአስተዳደር ፍርድ ቤት የሚታዩ ጉዳዮች

- የአስተዳደር ፍርድ ቤት የሚከተሉትን ጉዳዮች አይቶ የመወሰን ሥልጣን ይኖረዋል፡-
- ፩) ከሚከተሉት ጋር በተያያዘ በመንግሥት ሠራተኞች የሚቀርቡለትን ይግባኞች፡-
- (ሀ) ከሕግ ውጪ ከሥራ መታገድ ወይም አገልግሎት መቋረጥ፤
- (ለ) ከከባድ የዲስፕሊን ቅጣት ውሳኔ፤
- (ሐ) ከሕግ ውጪ የደመወዝ ወይም ሌሎች ክፍያዎች መያዝ ወይም መቆረጥ፤
- (መ) በሥራ ምክንያት በደረሰ ጉዳት ጋር በተያያዘ የመብት መጓደል፤
- (ሠ) በዚህ አዋጅ አንቀጽ ፸፯ ንዑስ አንቀጽ (፯) ከተመለከተው በስተቀር በቅሬታ አጣሪ ኮሚቴ ታይተው ውሳኔ ከተሰጠባቸው ጉዳዮች፤
- ረ) የሥራ መልቀቂያና የአገልግሎት ማስረጃ ለማግኘት ከቀረበ ጥያቄ፤
- ፪) ጊዜያዊ ሠራተኞችና በማቋቋሚያ ሕጋቸው የመንግስት ሠራተኞች ሕግ መሠረታዊ ዓላማዎችን በመከተል በራሳቸው የውስጥ መመሪያ ሠራተኞቻቸውን እንዲያስተዳድሩ የተፈቀደላቸው መሥሪያ ቤቶች ውስጥ ተቀጥረው የሚሰሩ ሠራተኞች የሚያቀርቧቸውን ይግባኞች።

- (b) Hear an appeal brought by a civil servant against an alleged decision and supported by an affidavit.
- 2) Orders and decisions of the Administrative Tribunal shall be considered as orders and decisions of any civil court.

### 81. Jurisdiction of the Administrative Tribunal

The Administrative Tribunal shall have the power to hear and decide on:

- 1) appeals lodged by civil servants relating to:
- (a) Unlawful suspension or termination of service;
- (b) Rigorous disciplinary penalty;
- (c) unlawful attachment or deduction of salary or other payments;
- (d) Infringement of rights arising from employment injury;
- (e) Except provided under Article 77(7) of this Proclamation, cases decided upon investigation by grievance handling committee;
- (f) Request for termination letters and certificate of service;
- 2) appeals lodged by temporary employees and employees of government institutions authorized by their establishment legislations to administer their employees in accordance with directives issued following the basic principles of the civil service laws.



- 3) Manni Murtii Bulchiinsaa dhimma ol'iyyannoon itti dhiyaate erga qoratee booda murticha mirkaneessuu, haquu yookiin foyyeessuu ni danda'a.
- 4) Manni Murtii Bulchiinsaa murtee kenne guyyoota hojii kudhan keessatti garagalcha murtichaa qaama ol'iyyateef yookiin bakka bu'aa mana hojichaaf akka dh-aqqabu taasisuu qaba,
- 5) Biirichi hooggansa qabeenya namaa ilaalchisee eeruu dhiyaatuun yookiin kaka'umsa mataa isaatiin seerri cabuu yookiin loogiin raawwatamuu mirkanneessuun tarkaanfiin sirreeffamaa kennee hojiirraa ooluu yoo dhabee dhimmoota dhiyataniif qoratee murtii kennuu aangoo ni qabaata.
- 6) Manni Murtii Bulchiinsaa falmii ijoo dubbii irratti murtiin kennu kan dhumaa ta'a, ta'us murtiin Mana Murtii Bulchiinsaa dogoggora seeraa qaba jedhee qaamni falmu murtiin mana murtichaa isa dhaqqabee guyyoota 60 keessatti ol'iyyannoo isaa Mana Murtii Waliigala Oromiyaatiif dhiyeffachuu ni danda'a.

## 82. Raawwii Murtii

- 1) Manni hojii mootummaa kamiyyuu murtii Mana Murtii bulchiinsaatiin kenname guyyaa isa gahe irraa eegalee guyyoota hojii kudhan keessatti hojii irra oolchuu qaba.
- 2) Akkaataa Labsii kana keewwata 81(3) fi (4)tiin murtiin Mana Murtichaa guyyaa 30 keessatti naaf hin raawwatamne jechuun fayyadamaan murtichaa yammuu iyyatu Manni Murtii Bulchiinsaa murtichaa akka raawwachiisuuf Mana Murtii Aanaa dhimmi ilaalutti ni qajeelfamaaf.

- ፫) የአስተዳደር ፍርድ ቤቱ ይግባኝ የተባለበትን ጉዳይ ከመረመረ በኋላ ውሳኔውን ማጽናት፣ መሻር ወይም ማሻሻል ይችላል።
- ፬) የአስተዳደር ፍርድ ቤቱ ውሳኔ በሰጠ በአስር የሥራ ቀናት ውስጥ የውሳኔን ግልባጭ ለይግባኝ ባዩ ወይም ለመስሪያ ቤቱ ተወካይ እንዲደርሰው ማድረግ አለበት።
- ፭) ቢሮው የሰው ሀብት አስተዳደርን በተመለከተ የሚቀርብ ጥቆማ ወይም በራሱ ተነሳሽነት ሕግ መጣሱን ወይም አድልኦ መፈጸሙን አረጋግጦ የሰጠው የማስተካከያ እርምጃ ሥራ ላይ መዋል ካልቻለ የቀረቡለትን ጉዳዮች መርምሮ ውሳኔ የመስጠት ሥልጣን ይኖረዋል።
- ፮) የአስተዳደር ፍርድ ቤቱ በፍሬ ነገር ክርክር የሚሰጠው ውሳኔ የመጨረሻ ይሆናል፤ ሆኖም የአስተዳደር ፍርድ ቤቱ ውሳኔ የሕግ ስህተት አለበት ብሎ የሚከራከር ወገን የፍርድ ቤቱ ውሳኔ በደረሰው በ60 ቀናት ውስጥ ይግባኙን ለአሮሚያ ጠቅላይ ፍርድ ቤት ማቅረብ ይችላል።

## ፹፪. የውሳኔ አፈጻጸም

- ፩) ማንኛውም የመንግስት መስሪያ ቤት የአስተዳደር ፍርድ ቤቱ የሰጠውን ውሳኔ በደረሰው በአስር የሰራ ቀናት ውስጥ ሥራ ላይ ማዋል አለበት።
- ፪) በዚህ አዋጅ አንቀጽ ፹፩(፫) እና (፬) መሠረት ፍርድ ቤቱ የሰጠው ውሳኔ እስከ ፴ ቀን ድረስ አልተፈጸመልኝም በማለት የውሳኔው ተጠቃሚ ሲያመለክት የአስተዳደር ፍርድ ቤቱ ጉዳዩ ለሚመለከተው የወረዳ ፍርድ ቤት ውሳኔውን እንዲያስፈጽምለት ይመራለታል።

- 3) The Administrative Tribunal may, after hearing an appeal, confirm, reverse or vary an administrative decision.
- 4) The Administrative Tribunal shall give a copy of the decision within 10 days after rendering the decision to the appellant or the representative of government institution.
- 5) The Bureau shall have power to hear and decide on human resource management cases when the Bureau's corrective decisions made, having confirmed that the law is infringed or discriminatory treatment committed and based on information provided or its own initiative, failed to be executed.
- 6) The decision of the Administrative Tribunal on question of facts shall be final; provided, however, that any party who claims that the decision of the Administrative Tribunal has error of law, may appeal to the Oromia Regional State Supreme Court within 60 days from the date of decision of the Administrative Tribunal.

## 82. Execution of Decision

- 1) Any government institution shall have the obligation to immediately execute the decision given by the Administrative Tribunal.
- 2) Where the beneficiary of a decision pleaded that the decision of the Administrative Tribunal given in accordance with Article 81(3) and (4) of this Proclamation is not executed within 30 days, the Administrative Tribunal shall refer the case to the concerned District Court to enforce the execution of the decision.

- 3) Hoogganaan ol'aanaa mana hojichaa murtii Mana Murtichaa hin raawwachiifne miidhaa hojjatichaa fi mana hojichaa irra ga'uuf itti gaafatamaa ta'a.

### Kutaa Kudha Tokko

#### Waliigaltee Hojii Addaan Kutuu fi Dheeressuu

#### 83. Fedhii Ofitiin Waliigaltee Hojii Addaan Kutuu

- 1) Hojjetaan mootummaa kamiyyuu yeroo kamiyyuu dursee akeekkachisa ji'a tokko kennuudhaan fedhii mataa isaatiin hojii gad lakkisuu ni danda'a. Haa ta'u malee, manni hojichaa salphaatti hojjatichaa bakka buusuu kan danda'u yoo ta'e yeroon ji'a tokkoo osoo hin eegiin hojjatichaaf gaaffii gadi lakkisa hojii hayyamuufii ni danda'a.
- 2) Hojjetaan akkaataa keewwata kana keewwata xiqqaa 1 jalatti tumameen akeekkachiisa ji'a tokkoo dursee osoo hin kenniin tajaajila isaa yoo addaan kute dirqama isaa bahuu dhabuu isaatiin miidhaa gahuuf seeraa hariiroo hawaasaa fi yakkaan kan itti gaafatamu ta'a.
- 3) Hojjatichi mootummaa hojiif baay'ee barbaachisaa fi salphaatti iddoo isaa buusuun kan hin danda'amne ta'ee yoo argame, mana hojii fuuladuratti hojjatichi itti qaxaramu yookiin hojjaticha wajjin waliigaluudhaan gaaffii gadi lakkisaa hojii guyyaa hojjetaan iyyatee irraa eegalee yeroo ji'a sadii hin caalleef dheeressuun ni danda'a.

#### 84. Sababa Dhukkubaatiin Tajaajila Addaan Kutuu

- 1) Hojjetaan mootummaa kamiyyuu Labsii kana keewwata 43 (2) fi (4)n yeroo ibsame keessatti gara hojiitti deebi'uu yoo dadhabee sababa dhukkubaatiin tajaajilli isaa addaan cita.

- ፫) የአስተዳደር ፍርድ ቤቱን ውሳኔ ያላስፈጸመው የመስሪያ ቤቱ የበላይ ኃላፊ በሠራተኛውና በመስሪያ ቤቱ ላይ ለሚደርሰው ጉዳት ተጠያቂ ይሆናል፡፡

### ክፍል አስራ አንድ

#### የሥራ ውል ማቋረጥና ማራዘም

#### ፳፫. በራስ ፍላጎት የሥራ ውል ማቋረጥ

- ፩) ማንኛውም የመንግሥት ሠራተኛ በማንኛውም ጊዜ የአንድ ወር ቅድሚያ ማስጠንቀቂያ በመስጠት ሥራውን በፍላጎቱ ሊለቅ ይችላል፤ ሆኖም መስሪያ ቤቱ ሠራተኛውን በቀላሉ ሊተካው የሚችል ከሆነ የአንድ ወር ጊዜ ሳይጠብቅ ስንብቱን ሊፈቅድለት ይችላል፡፡
- ፪) በዚህ አንቀጽ ንዑስ አንቀጽ (፩) ስር የተደነገገው የአንድ ወር ቅድሚያ ማስጠንቀቂያ ሳይሰጥ አገልግሎቱን ያቋረጠ የመንግሥት ሠራተኛ ግዴታውን ባለመወጣቱ ለሚደርሰው ጉዳት በፍትሐ ብሔር እና በወንጀል ሕግ መሠረት የሚጠየቅ ይሆናል፡፡
- ፫) የመንግሥት ሠራተኛው ለሥራው እጅግ አስፈላጊና በቀላሉ ለመተካት የማይቻል ሆኖ ሲገኝ ወደ ፊት ሠራተኛው ከሚቀጠርበት መስሪያ ቤት ወይም ከሠራተኛው ጋር በመስማማት የመልቀቂያውን ጥያቄ ሠራተኛው ካመለከተበት ቀን ጀምሮ ከሦስት ወር ለማይበልጥ ጊዜ ሊራዘም ይችላል፡፡

#### ፳፬. በሕመም ምክንያት አገልግሎት ማቋረጥ

- ፩) ማንኛውም የመንግሥት ሠራተኛ በዚህ አዋጅ አንቀጽ ፵፫(፪) ወይም (፬) በተመለከተው ጊዜ ውስጥ ወደ ሥራ ለመመለስ ካልቻለ በሕመም ምክንያት አገልግሎቱ ይቋረጣል፡፡

- 3) The head of the government institution who failed to execute the decision of the Administrative Tribunal shall be liable for the damage sustained by the institution and the civil servant.

### Section Eleven

#### Termination and Extension of Service

#### 83. Resignation

- 1) Any civil servant may, by giving a one month prior notice, resign at any time; provided, however, that the government institution may release him prior to the end of the notice period if it can easily replace him.
- 2) Any civil servant, who has terminated his service without giving a one month prior notice referred to in sub-article (1) of this Article, shall have civil and criminal liability for any damages caused by such failure.
- 3) Where the service of the civil servant is indispensable and he could not be replaced easily, his release may, in agreement with his future employer, be delayed for a period not exceeding three months counted from the date of application.

#### 84. Termination Due to Illness

- 1) Where a civil servant is unable to resume work within the time specified under Article 43(2) or (4) of this Proclamation, he shall be deemed unfit for service and his service shall be terminated.

- 2) Labsii kana keewwata 59 (3)n kan tumame akkuma eegametti ta'ee, hojjetaan mootummaa sababa hojii isaatiin miidhaan irra gahe ragaa mana yaalaatiin hojicha sababa miidhamaan itti fufiinsa hojjachuu akka hin dandeenye yoo mirkanaa'e tajaajilli isaa addaan cita.
- 3) Hojjetaan mootummaa jijjiirraan akkaataa Labsii kana keewwata 26 (3) (b)tiin raawwatamu irratti yoo waliigaluu baate tajaajilli isaa addaan cita.

#### 85. Sababa Hanqina Dandeettiitiin Hojii Irraa Gaggeeffamuu

- 1) Hojjetaa mootummaa yeroo yaalii isaa xumuure bu'aa raawwii hojii isaatiin hanqinni dandeettii yoo irratti mul'ate, leenjiiwwan barbaachisoo gahumsaa isaa cimsuu kennameefii yoo fooyya'uu baate tajaajilli isaa addaan cita.
- 2) Hojjetaan mootummaa hojii itti ramadame dandeettii fi beekumsa qabuun gargamee bu'aan raawwii hojii isaa yeroo sadiif walitti aanee yoo bu'aa eeggamu gadii ta'e, hanqina dandeettiitiin tajaajilli isaa addaan cita.
- 3) Tumaan keewwata kanaa keewwata xiqqaa 2 jiraatus, hojjetaan mootummaa walitti aansee waggoota 5'f bu'aa madaallii raawwii hojii ol'aanaa argachaa ture bu'aan madaallii raawwii hojii yeroo afur walitti aanee bu'aa eeggamu gadi yoo ta'e malee, hojii irraa hin gaggeeffamu.
- 4) Akkaataa keewwata kana keewwata xiqqaa (2) fi (3) tiin hojjetaan mootummaa tokko hojii irraa gaggeessuun kan danda'amu, akka barbaachisummaa isaatti kaayyoo madaallii raawwii hojii bu'uura Labsii kana keewwata 31 irratti kaawwamee hordofuun ta'a.

- ፪) የዚህ አዋጅ አንቀጽ ፶፱(፫) ስር የተደነገገው እንደተጠበቀ ሆኖ በሥራው ምክንያት ጉዳት የደረሰበት የመንግሥት ሠራተኛ ለዘለቂታው መሥራት አለመቻሉ በሕክምና ማስረጃ ሲረጋገጥ አገልግሎቱ ይቋረጣል።
- ፫) በዚህ አዋጅ አንቀጽ ፳፮ ንዑስ አንቀጽ (፫)(ለ) መሠረት በሚፈጸመው ዝውውር ተስማምቶ ለመስራት ፈቃደኛ ያልሆነ የመንግሥት ሠራተኛ አገልግሎቱ ይቋረጣል።

#### ፳፮. በችሎታ ማነስ ምክንያት ከሥራ ማሰናበት

- ፩) የመ-ከራ ጊዜውን ያጠናቀቀ የመንግስት ሠራተኛ በሥራ አፈጻጸም ውጤቱ የችሎታ ማነስ ከታየበት ተገቢው የአቅም ማሳልበት ሥልጠናዎች ተሰጥተውት ካልተሻሻለ አገልግሎቱ ይቋረጣል።
- ፪) የመንግሥት ሠራተኛ ያለውን ዕውቀትና ችሎታ እየተጠቀመ በተመደበበት ሥራ ላይ የሥራ አፈጻጸም ውጤቱ በተከታታይ ለሶስት ጊዜ ከሚጠበቀው ውጤት በታች ከሆነ በችሎታ ማነስ አገልግሎቱ ይቋረጣል።
- ፫) የዚህ አንቀጽ ንዑስ አንቀጽ (፪) ድንጋጌ ቢኖርም ለተከታታይ አምስት ዓመታት ከፍተኛ የሥራ አፈጻጸም ምዘና ውጤት ሲያገኝ የነበረ የመንግሥት ሠራተኛ የሥራ አፈጻጸም ምዘና ውጤቱ በተከታታይ ለአራት ጊዜ ከሚጠበቀው ውጤት በታች ካልሆነ በስተቀር ከሥራ አይሰናበትም።
- ፬) በዚህ አንቀጽ ንዑስ አንቀጽ (፪) እና (፫) መሠረት አንድ የመንግሥት ሠራተኛ ከሥራ ማሰናበት የሚቻለው እንደአስፈላጊነቱ በዚህ አዋጅ አንቀጽ ፴፩ ላይ የተቀመጠውን የሥራ አፈጻጸም ምዘና ዓላማ በመከተል ይሆናል።

- 2) Without prejudice to the provisions of Article 59(3) of this Proclamation, where a civil servant who has sustained employment injury is medically determined to be permanently disabled, his service shall forthwith be terminated.
- 3) If a civil servant does not agree on a transfer that could be made in accordance with sub-article 3(b) of Article 26 of this Proclamation, his service shall be terminated.

#### 85. Termination on Grounds of Inefficiency

- 1) The service of a civil servant who has completed his probation period may be terminated due to inefficiency where his performance evaluation result indicate his inefficiency and has shown no improvement after being given appropriate capacity building training.
- 2) The service of a civil servant may be terminated due to inefficiency where his performance evaluation result is below satisfactory for three successive evaluation periods despite exerting all his knowledge and ability to accomplish his work.
- 3) Notwithstanding the provisions of sub-article (2) of this Article, a civil servant whose performance evaluation result is above satisfactory for five successive years may not be dismissed on grounds of inefficiency unless his performance evaluation result becomes below satisfactory for the following four successive evaluation periods.
- 4) The termination of service of a civil servant under sub-article (2) and (3) of this Article shall, as may be necessary, be effected for the achievement of the purposes of performance evaluation under Article 31 of this proclamation.



**86. Sababa Humnaa Ol Ta'een Hojii Irraa Gaggeeffamuu**

- 1) Hojjetaan mootummaa yeroo yaalii isaa xumure, sababa humnaa ol ta'een hojii idilee isaa irratti argamu kan hin dandeenyee yoo ta'e, sababa isaa ji'a tokko keessatti mana hojii isaa beeksisu qaba.
- 2) Akkaataa keewwata kana keewwata xiqqaa 1 tiin manni hojii mootummaa sababni hojii irraa hafu hojjatichaan gabaafameef, dhimmicha hooganaa ol'aanaa yookiin bakka bu'aa isaaatiif dhiyeessuudhaan sababni dhiyaate humnaa ol ta'uun isaa yoo mirkanaa'e gita hoji hojjatichi qabatee jiru ji'a jahaatiif duwwaa ta'ee turuu qaba. Ta'us hojjatichi ji'a jahaa keessatti hojiitti deebi'uu kan hin dandeenye yoo ta'ee hojii irraa gaggeessuun ni danda'ama.
- 3) Tumaan keewwata kana keewwata xiqqaa 2 jiraatus, sababni hojjetaan mootummaa ji'a jahaa oliif hojii isaa irratti argamuu dadhabeeffid hidhamuu isaatiin yoo ta'ee fi yakka itti shakkame irraa bilisaan gad lakkifamuu isaa ragaa yoo dhiyeeffate manni hojii isaa gita hojii duwwaa qabu irratti mindaa kanaan dura argachaa ture guyyaa hojiitti deebi'e irraa eegalee kaffaalaafii gara hojiitti akka deebi'u taasisuu qaba.
- 4) Tumaan keewwata kana keewwata xiqqaa 1 akkuma eeggametti ta'ee, hojjetaan mootummaa yeroo yaalii isaa xumure sababa manni hojii isaa hin beekneen walitti aansee guyyoota hojii 10 hojii idilee isaa irraa yoo dhabame, guyyaa hojii irraa dhabamee eegalee guyyaa hojii 10 booda garagaarummaa guyyoota hojii 10'n beeksisaa yeroo lama baasuun hojjatichi kan hin gabaasne yoo ta'ee hojii irraa ni gaggeeffama.

**፳፮. ከአቅም በላይ በሆነ ምክንያት ከሥራ ማሰናበት**

- ፩) የሙከራ ጊዜውን ያጠናቀቀ የመንግሥት ሠራተኛ ከአቅም በላይ በሆነ ምክንያት መደበኛ ሥራው ላይ መገኘት የማይችል ከሆነ ምክንያቱን በአንድ ወር ውስጥ ለመሥሪያ ቤቱ ማሳወቅ አለበት፡፡
- ፪) በዚህ አንቀጽ ንዑስ አንቀጽ (፩) መሠረት ሠራተኛው ከሥራ ላይ የቀረበውን ምክንያት ሪፖርት የተደረገለት የመንግሥት መሥሪያ ቤት ጉዳዩን ለበላይ ኃላፊ ወይም ለተወካዩ በማቅረብ የቀረበው ምክንያት ከአቅም በላይ መሆኑን ከተረጋገጠ ሠራተኛው ይዞት የነበረውን የሥራ መደብ ለስድስት ወር ክፍት አድርጎ መጠበቅ አለበት፡፡ ሆኖም ሠራተኛው በስድስት ወር ውስጥ ወደ ሥራው መመለስ የማይችል ከሆነ ከሥራ ማሰናበት ይቻላል፡፡
- ፫) የዚህ አንቀጽ ንዑስ አንቀጽ (፪) ድንጋጌ ቢኖርም የመንግስት ሰራተኛው ከስድስት ወር በላይ በሥራ ላይ ያልተገኘበት ምክንያት በመታሰሩ ከሆነና ከተጠረጠረበት የወንጀል ድርጊት በነፃ ስለመለቀቁ ማስረጃ ካቀረበ መስሪያ ቤቱ ባለው ክፍት የሥራ መደብ ላይ ቀደም ሲል ይከፈለው የነበረውን ደመወዝ ወደ ሥራ ከተመለሰበት ቀን ጀምሮ እየከፈለ ወደ ሥራ እንዲመለስ ማድረግ አለበት፡፡
- ፬) የዚህ አንቀጽ ንዑስ አንቀጽ (፩) ድንጋጌ እንደተጠበቀ ሆኖ የሙከራ ጊዜውን ያጠናቀቀ የመንግሥት ሠራተኛ መሥራቤቱ በማያውቀው ምክንያት ለተከታታይ አሥር ቀናት ከመደበኛ የሥራ ቦታው ላይ ከጠፋ በየአስር ቀናት ልዩነት በተከታታይ ለሁለት ጊዜ በማስታወቂያ ተጠርቶ ለመንግስት መሥሪያ ቤቱ ሪፖርት ካላደረገ ከሥራ ይሰናበታል፡፡

**86. Termination due to Force Majeure Situations**

- 1) A civil servant who has completed his probation period if absent from work due to force majeure shall inform the situation within one month to the government institution.
- 2) The government institution that has received the reasons of absence of a civil servant in accordance with sub-article (1) of this Article shall, after verifying the validity of the reason by the head of the institution or his representative, keep the post of the civil servant vacant for six months; provided, however, that the service of a civil servant may be terminated if he is unable to resume work within the six months.
- 3) Notwithstanding to sub-article (2) of this Article, if a civil servant who is absent from work due to detention for more than six months produces an evidence of his acquittal, the government institution shall reinstate him on any vacant position by maintaining his previous salary.
- 4) Without prejudice to the provisions of sub-article (1) of this Article, when a civil servant who has completed his probation is absent from his work for ten consecutive workings days due to unknown reasons, the government institution may terminate his service after calling him to report by posting two consecutive notices within ten days intervals.

- 5) Akkaataa keewwata kana keewwata xiqqaa 4 tiin hojjetaan mootummaa beeksifni waamichaa taasifameef guyyaa hojii irraa hafe irraa eegalee ji'a tokko osoo hin guutiin dura gara hojiiitti deebi'uuf mana hojichaaf yoo gabaase hoogganaan mana hojichaa sababa hojii irraa hafeef ragaa isaa qorachuun tarkaanfii bulchiinsa fudhachuun akkuma eegametti ta'ee, hojjatichi gara hojiiitti akka deebi'u ni taasifama.
- 6) Keewwata kana keewwata xiqqaa 4 jalatti kan tumame jiraatus, hojjatichi beeksisaa waamichaa baheen hojii irraa erga gaggeefamee booda guyyaa hojii irraa hafee eegalee ji'a jahaa keessatti sababni hojii irraa hafeef humnaa ol ta'uu isaa ragaa quubsaa yoo dhiyessee fi mana hojichaa keessatti gitni hojii duwwaan walfakkaatu yoo argame, akkasumas hoogganaan mana hojichaa yookiin bakka bu'aan isaa yoo hayyamee hojiiitti deebisuun ni danda'ama.
- 7) Hojjetaan mootummaa yeroo yaalii isaa hin xumurree sababa hin beekamneen ji'a tokkoo oliif hojii idilee isaa irratti argamuu yoo baate, haalduree tokkoo malee hojii irraa akka gaggeeffamuu ni taasifama.

## 87. Hojjetaa Hir'isuu

- 1) Hojjetaan mootummaa kamiyyuu:
- Gitni hojii isaa yammuu haqamu; yookiin
  - Manni hojichaa yammuu cu-famu; yookiin
  - Humni namaa hanga barbaadamuu ol yoo jiraate; Akkaataa Labsii kanaa keewwata 30 (1) ramaduun yoo hin danda'amne yookiin hojjatichi gita hojii gadi aanaa irratti ramadamee hojjachuuf fedhii yoo hin qabu ta'e hojii irraa ni gaggeeffama.

፭) በዚህ አንቀጽ ንዑስ አንቀጽ (፬) መሠረት የማስታወቂያ ጥሪ የተደረገለት የመንግሥት ሠራተኛ ከሥራ ከቀረበት ቀን ጀምሮ አንድ ወር ከመመለሱ በፊት ወደ ሥራው ለመመለስ ለመሥሪያ ቤቱ ሪፖርት ካደረገ የመሥሪያ ቤቱ የበላይ ኃላፊ ሠራተኛው ከሥራ የቀረበትን ምክንያት በመመርመር የሚወስደው አስተዳደራዊ እርምጃ እንደተጠበቀ ሆኖ ሠራተኛው ወደ ሥራው እንዲመለስ ይደረጋል።

፮) በዚህ አንቀጽ ንዑስ አንቀጽ (፬) ስር የተደነገገ ቢኖርም ሠራተኛው በወጣው የጥሪ ማስታወቂያ ከሥራ ከተሰናበተ በኋላ ከሥራ ከቀረበት ቀን ጀምሮ በስድስት ወር ጊዜ ውስጥ ከሥራ የቀረበትን ምክንያት ከአቅም በላይ መሆኑን በቂ ማስረጃ ካቀረበና በመሥሪያ ቤቱ ውስጥ ተመሳሳይ የሆነ ክፍት የሥራ መደብ ከተገኘ እንዲሁም የመሥሪያ ቤቱ የበላይ ኃላፊ ወይም ተወካዩ ከፈቀደ ወደ ሥራ መመለስ ይቻላል።

፯) የሙከራ ጊዜውን ያላጠናቀቀ የመንግሥት ሠራተኛ ባልታወቀ ምክንያት ከአንድ ወር በላይ በመደበኛ ሥራው ላይ ያልተገኘ እንደሆነ ካለምንም ቅድመ ሁኔታ ከሥራ ላይ እንዲሰናበት ይደረጋል።

### ፳፯. የሠራተኛ ቅነሳ

፩) ማንኛውንም የመንግሥት ሠራተኛ፡-

- የሥራ መደቡ ሲሰረዝ፣ ወይም
- ለመሥሪያ ቤቱ ሲዘጋ፣ ወይም
- ከሚፈለገው በላይ የሰው ኃይል ካለ በዚህ አዋጅ አንቀጽ ፴(፩) መሠረት ለመደልደል ካልተቻለ ወይም የመንግሥት ሠራተኛው ዝቅ ባለ የሥራ ደረጃ ላይ ተደልድሎ ለመሥራት ፍላጎት የሌለው ከሆነ ከሥራ ይሰናበታል።

5) A civil servant who has reported to work pursuant to the notices made in accordance with sub-article (4) of this Article if reports to work within a month from the first day of his absence shall, without prejudice to the administrative measure that may be taken by the head of the government institution upon examining the reasons of his absence, be reinstated to his position.

6) Notwithstanding to the provision of sub-article (4) of this Article, a government institution may, upon authorization by the head of the institution or his representative, reinstate a civil servant to a similar vacant position if he reports to work within six months from the date of his absence by producing sufficient evidence to prove that his absence was caused by force majeure.

7) The service of a civil servant who has not completed his probation shall be terminated without any precondition where he is absent from work due to unknown reasons.

## 87. Retrenchment

- 1) Any civil servant shall be retrenched where:
- his position is cancelled;
  - the government institution is closed; or
  - excess man power is created; and where it is not possible to reassign him in accordance with Article 30(1) of this proclamation or where he is reluctant to accept assignment on a position of a lower grade;

- 2) Akkaataa keewwata kana keewwata xiqqaa 1(c) tiin hir'isuun kan taasifamu hojjatichi hojjetoota mootummaa mana hojjichaa keessatti gita hojii wal-fakkaatu irra jiran wajjin yeroo dorgomu bu'aan raawwii hojii isaa fi dandeettiin isaa gadi aanaa ta'uun isaa yoo mirkanaa'ee dha.

#### 88. Sababa Naamuusaatiin Hojii Irraa Gaggeeffamuu

Hojjetaan mootummaa akkaataa Labsii kana keewwata 69 (1) (f)'n adabbiin naamusaa kan itti murteeffamee fi ol'iyannoo bulchiinsaatiin kan irraa hin kaane tajaajilli isaa addaan ni cita.

#### 89. Sababa Umriitiin Tajaajila Addaan Kutuu

- 1) Hojjetaa mootummaa akkaataa Labsii kana keewwata 93tiin barri tajaajila isaa yoo dheerateef malee, dhuma guyyaa ji'a dhuma umriin sooramaa seeraan murtaa'e yeroo dhaqqabe irraa eegalee adeemsa dabalataa addaa malee tajaajilli isaa akka addaan citu ni taasifama.
- 2) Akkaataa keewwata kana keewwata xiqqaa 1tiin hojjetaan mootummaa sooramaan gaggeeffamu sooramaan bahuu isaa ji'a sadiin dura barreeffamaan akka beeku taasifama.

#### 90. Sababa Du'aatiin Tajaajila Addaan Kutuu

- 1) Hojjetaan mootummaa kamiyyuu guyyaa du'ee irraa eegalee tajaajilli isaa addaan cita.
- 2) Hojjetaan mootummaa kamiyyuu sababa du'aatiin tajaajilli isaa yoo addaan cite mindaan ji'aa hojjatichi itti du'ee guutummaan guutuutti akkasumas bu'uura Labsii kana keewwata 41 (1)tiin hayyama boqonnaa waggaa hin fuudhatamiiniif kanfaltiin raawwatamu haadha warraa yookiin abbaa warraa yookiin dhaltoota seeraatiif ni kanfalama.

፪) በዚህ አንቀጽ ንዑስ አንቀጽ (፩)(ሐ) መሠረት ቅነሳ የሚደረገው ሠራተኛው በመስሪያ ቤቱ ውስጥ በተመሳሳይ የሥራ መደብ ላይ ካሉ ሌሎች የመንግሥት ሠራተኞች ጋር ሲወዳደር በሥራ ውጤቱና ባለው ችሎታ ዝቅተኛ መሆኑ ሲረጋገጥ ነው።

#### ፳፰. በዲስፕሊን ምክንያት ከሥራ መሰናበት

በዚህ አዋጅ አንቀጽ ፷፱ ንዑስ አንቀጽ (፩) (ሠ) መሠረት የዲስፕሊን ቅጣት የተወሰነበትና በአስተዳደራዊ ይግባኝ ያልተነሳለት የመንግሥት ሠራተኛ አገልግሎቱ ይቋረጣል።

#### ፳፱. በዕድሜ ምክንያት አገልግሎት ማቋረጥ

፩) ማንኛውም የመንግሥት ሠራተኛ በዚህ አዋጅ አንቀጽ ፹ መሠረት አገልግሎቱ ካልተራዘመ በስተቀር በሕግ ከተወሰነው የመጠሪያ ዕድሜ ከደረሰበት የመጨረሻ ወር የመጨረሻ ቀን ጀምሮ ከለተጨማሪ ልዩ ሥነ ስርዓት አገልግሎቱ እንዲቋረጥ ይደረጋል።

፪) በዚህ አንቀጽ ንዑስ አንቀጽ (፩) መሠረት በጡረታ ለሚሰናበት የመንግሥት ሠራተኛ ጡረታ ከመውጣቱ ከሶስት ወር በፊት በጽሑፍ እንዲያውቀው ይደረጋል።

#### ፺. በሞት ምክንያት አገልግሎት ስለማቋረጥ

፩) ማንኛውም የመንግሥት ሠራተኛ ከሞተበት ቀን ጀምሮ አገልግሎቱ ይቋረጣል።

፪) አገልግሎቱ በሞት ምክንያት የተቋረጠ የመንግሥት ሠራተኛ የሞተበት ወር ሙሉ ደመወዙ እንዲሁም በዚህ አዋጅ አንቀጽ ፵፩(፩) መሠረት ላልተወሰደ የዓመት ዕረፍት ፈቃድ የሚፈጸም ክፍያ ለትዳር ጓደኛው ወይም ለሕጋዊ ወራሾች ይከፈላል።

- 2) Retrenchment of a civil servant in accordance with sub-article (1) (c) of this Article shall be made when it is proved that his performance and ability is lower when compared with other civil servants holding the same position.

#### 88. Termination of Service on Disciplinary Grounds

The service of a civil servant shall be terminated where a disciplinary penalty under sub-article (1) (f) of Article 69 of this proclamation is imposed on him and the penalty is not reversed by the Administrative Tribunal on appeal.

#### 89. Retirement Due to Age

- 1) The service of a civil servant whose service is not extended beyond retirement age pursuant to Article 93 of this proclamation shall be terminated without additional condition on the last day of the last month in which he attained the retirement age determined by law.
- 2) A civil servant who retires in accordance with sub-article (1) of this Article shall be notified of his retirement in writing three months prior to his retirement.

#### 90. Termination on the Ground of Death

- 1) The service of a civil servant shall be terminated on the day of his death.
- 2) The full salary for the month in which a civil servant has passed away as well as the payment referred to in Article 41(1) of this proclamation for unused annual leaves shall be paid to his spouse or in the absence of spouse to his legal heirs.



- 3) Seera sooramaan kan tumamee akkuma eegametti ta'ee, hojjetaan mootummaa kamiyyuu sababa du'aatiin tajaajilli isaa yoo addaan citu haadha warraa yookiin abbaa warraa yookiin maatii gargaarsa isaatiin bulaa turan kan barreeffamaan mana hojichaa beeksiseef mindaan ji'oota sadii yeroo tokkotti ni kanfalamaaf. Ta'us haadha warraa yookiin abbaa warraa yookiin maatii gargaarsa isaatiin bulaa turan osoo hin galmeessisiin kan du'ee yoo ta'e qaama aangoo qabuun yookiin bu'uura ragaa Manni Murtii kennuun kanfaltiin ni raawwatamaaf.
- 4) Akkaataa keewwata kana keewwata xiqqaa 3tiin kanfaltiin kennamuu gibiraa fi buusii sooramaa irraa bilisa ta'a. Akkasumas, idaadhaan qabamuu yookiin waldandeessisuun hin danda'amu.

### 91. Waraqaa Ragaa Tajaajilaa

- 1) Hojjetaa Mootummaa kamiiffyyuu, waraqaan ragaa muuxannoo hojii kennamuuf gosa hojii raawwataa turee, bara tajaajilaa fi mindaa kaffalamaafii turee kan ibsu ta'uu qaba.
- 2) Hojjetaan mootummaa dirqama waliigaltee leenjii yookiin barnootaa kan qabu yookiin idaa kamiyyuu manni hojii mootummaa irraa jiru sababa kaminuu tajaajila waliigaltee yoo addaan kutu dirqama waliigalticha raawwachuu yookiin ragaan idaa irraa bilisa ta'uu ibsu osoo hin argatiin duraa waraqaan ragaa muuxannoo hojii hin kennamuuf.
- 3) Hojjetaa mootummaa hojiirra osoo jiru waraqaa ragaa muuxannoo hojii gaafatuuf tumaan keewwata kana keewwata xiqqaa 2 raawwatiinsa hin qabaatu.

- ፫) በጡረታ ሕግ የተደነገገው እንደተጠበቀ ሆኖ ማንኛውም የመንግሥት ሠራተኛ በሞት ምክንያት አገልግሎቱ ሲቋረጥ ለመሥራቱ በጽሑፍ ላሳወቃቸው የትዳር ጓደኛው ወይም በስሩ ይተዳደሩ ለነበሩ ቤተሰቦች የሦስት ወር ደመወዝ በአንድ ጊዜ ይከፈላል፤ ሆኖም የትዳር ጓደኛውን ወይም በሥሩ የሚተዳደሩ ቤተሰቦቹን ሳያስመዘግብ የሞተ እንደሆነ ሥልጣን ካለው አካል ወይም ፍርድ ቤት በሚሰጥ ማስረጃ መሠረት ክፍያው ይፈጸማል።
- ፬) በዚህ አንቀጽ ንዑስ አንቀጽ (፫) መሠረት የሚሰጠው ክፍያ ከግብርና ከጡረታ መዋጮ ነጻ ይሆናል፤ እንዲሁም በዕዳ ሊያዝ ወይም ማቻቻል አይችልም።

### ፯፩. የአገልግሎት ምስክር ወረቀት

- 1) ለማንኛውም የመንግሥት ሠራተኛ የሚሰጥ የምስክር ወረቀት ሠራተኛው ሲያከናውን የነበረውን የሥራ ዓይነት፣ የአገልግሎት ዘመኑና ሲከፈለው የነበረውን ደመወዝ የሚገልጽ መሆኑን አለበት።
- ፪) የሥልጠና ወይም የትምህርት ውል ግዴታ ወይም በመንግሥት መሥሪያ ቤቱ የሚፈለግበት ማንኛውም ዕዳ ያለበት የመንግስት ሠራተኛ በማንኛውም ምክንያት አገልግሎቱን ሲያቋርጥ የውል ግዴታውን ስለመፈጸሙ ወይም ከዕዳ ነጻ መሆኑን የሚገልጽ ማስረጃ ከማግኘቱ በፊት የሥራ ልምድ የምስክር ወረቀት አይሰጠውም።
- ፫) የዚህ አንቀጽ ንዑስ አንቀጽ (፪) በሥራ ላይ እያለ የሥራ ልምድ የምስክር ወረቀት ለሚጠይቅ የመንግስት ሠራተኛ ተፈጻሚ አይሆንም።

- 3) Without prejudice to the provisions of the relevant pension law, where a civil servant dies, a lump sum of payment equivalent to his three months' salary shall be paid to his spouse or members of his family who were dependent on him, and were communicated, in writing by him to the government institution; provided, however, that in the absence of such communication of the spouse or family members, the payment shall be effected upon the production of evidence given by a competent body or court.
- 4) The payment under sub-article (3) of this Article shall be exempted from tax and pension contribution; and shall not be subject to attachment or setoff.

### 91. Certificate of Service

- 1) A certificate of service to be issued to any civil servant shall indicate the type and length of his service as well as his salary.
- 2) If a civil servant who is bound by an obligation of a training contract or is indebted towards the government institution terminates his service for any reason, he shall not be entitled to a certificate of service before obtaining a clearance certificate for discharging his obligations.
- 3) The provisions of sub-article (2) of this Article shall not be applicable to a civil servant whose service is not terminated.

**92. Tajaajilli Yammuu Addaan Citu Kanfaltii Raawwatamu**

- 1) Hojjetaa Mootummaa yeroo yaalii isaa xumure akkaataa Labsii kanaa keewwata 87tti sababa hir'isaatiin hojii irraa yoo gaggeeffamee fi waliigalteen hojii guyyaa addaan cite durgoon sooramaa kan hin kanfalamneef yoo ta'e:
  - (a) Wagga tokkicha duraatiif mindaan isaa ji'a sadii;
  - (b) Dabalataanis tokkoon tokkoo waggoota tajaajila itti kenneef mindaa ji'aa harki 1/3 itti dabalamee, ni kanfalamaaf. Ta'us kanfaltiin kennamu mindaa hojjatichaa kan ji'a 12 caaluu hin qabu.
- 2) Hojjetaa Mootummaa yeroo yaalii xumuree fi waggaa tokkoo gadi tajaajileef kanfaltiin raawwatamu tajaajila isaa waliin kan walmadaale ta'a.

**93. Yeroo Tajaajilaa Dheeressuu**

- 1) Hojjetaan mootummaa tokko umuriin isaa yeroo sooramaa erga gahee booda yeroo tokkotti hanga waggaa shanii walumagalatti yeroo waggaa kudhan hin caalleef tajaajila isaa dheereessuun ni danda'ama.
- 2) Akkaataa keewwata kana keewwata xiqqaa 1 tiin hojjetaa mootummaa tajaajila isaa dheeressuun kan danda'amu:
  - (a) Barnoonni, beekumsaa fi dandeettiin addaa hojjatichaa, hojii mana hojichaaf kan fayyadu ta'ee yoo argame;
  - (b) Guddina sadarkaatiin, jijjiir-raadhaan yookiin qaxaraan hojjetaa bakka bu'uu argachuun kan hin danda'amne ta'uun isaa yoo mirkanaa'e;
  - (c) Hojjatichi hojichaaf gahaa ta'uun isaa ragaa mana yallaan yoo mirkanaa'e;
  - (d) Hojjatichi tajaajila isaa itti fuufuuf yoo waliigalee fi
  - (e) Gaaffiin yeroo tajaajila dheeressuuji'a sadiin duraa Biirichaaf dhiyaatee yoo hayyamamee dha.

**፯፻. አገልግሎት ሲቋረጥ የሚፈጸም ክፍያ**

- ፩) የመ-ከራ ጊዜውን ያጠናቀቀ የመንግሥት ሠራተኛ በዚህ አዋጅ አንቀጽ ፹፯ መሠረት በቅነሳ ምክንያት ከሥራ ከተሰናበተና የሥራ ውሉ በተቋረጠበት ዕለት የጡረታ አበል የማይከፈለው ከሆነ:-
  - (ሀ) ለመጀመሪያ አንድ ዓመት የሦስት ወር ደመወዝ፤
  - (ለ) በተጨማሪ ለአገልግሎት ለእያንዳንዱ ዓመት የወር ደመወዝ አንድ ሦስተኛ እየታከለ ይከፈለዋል፤ ሆኖም የሚሰጠው ክፍያ ከሠራተኛው የአሥራ ሁለት ወር ደመወዝ መብለጥ የለበትም፡፡
- ፪) የመ-ከራ ጊዜውን ለጨረሰና ከአንድ ዓመት በታች ላገልገለ የመንግሥት ሠራተኛ የሚፈጸመው ክፍያ ከአገልግሎቱ ጋር ተመጣጣኝ ይሆናል፡፡

**፷፻. የአገልግሎት ጊዜን ማራዘም**

- ፩) አንድ የመንግሥት ሠራተኛ ዕድሜው የመጠሪያ ጊዜ ከደረሰ በኋላ በአንድ ጊዜ እስከ አምስት ዓመት በጠቅላላው ከአሥር ዓመት ለማይበልጥ ጊዜ አገልግሎቱን ማራዘም ይቻላል፡፡
- ፪) በዚህ አንቀጽ ንዑስ አንቀጽ (፩) መሠረት የአንድን የመንግሥት ሠራተኛ አገልግሎት ማራዘም የሚቻለው:-
  - (ሀ) የሠራተኛው ትምህርት፣ ልዩ ዕውቀትና ችሎታ ለመሥሪያ ቤቱ ሥራ ጠቃሚ ሆኖ ሲገኝ፤
  - (ለ) በደረጃ ዕድገት፣ በዘውውር ወይም በቅጥር ተተኪ ሠራተኛ ለማግኘት አለመቻሉ ሲረጋገጥ፤
  - (ሐ) ሠራተኛው ለሥራው ብቁ መሆኑ በሕክምና ማስረጃ ሲረጋገጥ፤
  - (መ) ሠራተኛው አገልግሎቱን ለመቀጠል ሲስማማ፤ እና
  - (ሠ) የአገልግሎቱ መራዘም ጥያቄው ከሦስት ወር በፊት ለቢሮው ቀርቦ ሲፈቀድ ነው፡፡

**92. Severance Pay**

- 1) Any civil servant who has been retrenched under Article 87 of this proclamation and is not entitled to pension allowance on the date of the termination of his service shall be paid:
  - (a) his three months' salary for the first year of his service; and
  - (b) One-third of his monthly salary for each additional year of his service; provided, however, that such payment shall not exceed his 12 months' salary.
- 2) A civil servant who has completed his probation and served for less than one year shall be entitled to severance pay in proportion to his service.

**93. Extension of Service**

- 1) The service of a civil servant may be extended beyond his retirement age for a period up to five years at a time and for a period not exceeding ten years in total.
- 2) The service of a civil servant may be extended under sub-article (1) of this Article where:
  - (a) his qualification, special skill and ability is found to be essential to the government institution;
  - (b) it is not possible to replace him by another civil servant through promotion, transfer or recruitment;
  - (c) he is proved fit for service by medical certificate;
  - (d) he has agreed to the extension of his service; and
  - (e) The extension is approved by the Bureau upon a request submitted three months prior to the date of his retirement.

**Kutaa Kudha Lama****Tumaalee Adda Addaa****94. Qaxara, Guddina Sadarkaa, Dabala Mindaa fi Faayidaa Biroo Haquu**

- 1) Ragaa barnootaa yookiin muux-annoo hojii sobaa dhiyeessuun yookiin nama aangoo hin qabneen yookiin Labsii kana yookiin dambii fi qajeelfama Labsii kana hojii irra oolchuuf bahan yookiin seera biraa kamiyyuu darbuudhaan qaxara, guddina sadarkaa, dabala mindaa yookiin faayidaalee biroo raawwatame itti gaafatamummaan sirna naamusaa fi yakkaan dhaqqabsiisu akkuma eegametti ta'ee, hoogganaa ol'aanaa mana hojitiin yookiin Biirichaan yeroo kamiyyuu ni haqama.
- 2) Hojjetaan mootummaa qaxara, guddina sadarkaa, dabala mindaa yookiin faayidaan biroo jalaa haqame naamusaanii fi yakkaan gaafatamuun akkuma jirutti ta'ee, mindaa fi faayidaaleen biroo seeraan ala kanfalameef akka deebisu ni taasifama.
- 3) Itti gaafatamaan yookiin miseensi koree qaxara, guddina sadarkaa, dabala mindaa yookiin faayidaa biraa akka kennamu beekaa yookiin dagannoo cimaadhaan hayyame akkaataa tuma sirna naamusaa, seera yakkaa fi hariiroo hawaasaatiin ni gaafatama.
- 4) Balleessaan keewwata kanaa keewwata xiqqaa 3 jalatti ibsame raawwatamuu isaa hoogganaa ol'aanaa mana hojii yookiin Biirichi irra yoo gahe; balleessaa raawwatame sirreessuuf tarkaanfiilee fudhachuu fi itti gaafatamicha yookiin miseensa koree seera yakkaa yookiin hariiroo hawaasaatiin akka gaafatamu taasisuuf balleessaa raawwatame ragaalee barbaaachisaadhaan deeggaree qaama mootummaa dhimmi ilaallatuuf dhiyeessuu qaba.

**ክፍል አሥራ ሁለት****ልዩ ልዩ ድንጋጌዎች****፳፬. ቅጥር፣ ደረጃ ዕድገት፣ ደመወዝ ጭማሪና ሌላ ጥቅም መሰረዝ**

- ፩) የሐሰት የትምህርት ወይም የሥራ ልምድ ማስረጃ በማቅረብ ወይም ሥልጣን በሌለው ሰው ወይም ይህን አዋጅ ወይም አዋጁን ለማስፈጸም የወጣውን ደንብና መመሪያ ወይም ሌላ ማናቸውንም ሕግ በመተላለፍ የተፈፀመ ቅጥር፣ የደረጃ ዕድገት፣ የደመወዝ ጭማሪ ወይም ሌላ ጥቅም በዲስፕሊንና በወንጀል የሚያስከትለው ተጠያቂነት እንደተጠበቀ ሆኖ በመሥሪያ ቤቱ የበላይ ኃላፊ ወይም በቢሮው በማናቸውም ጊዜ ይሰረዛል፡፡
- ፪) የቅጥር፣ የደረጃ ዕድገት፣ የደመወዝ ጭማሪ ወይም ሌላ ጥቅም የተሰረዘበት የመንግሥት ሠራተኛ በዲስፕሊንና በወንጀል መጠየቁ እንደተጠበቀ ሆኖ ከህግ ውጭ የተከፈለው ደመወዝና ሌሎች ጥቅሞች እንዲመልስ ይደረጋል፡፡
- ፫) ከሕግ ውጭ ቅጥር፣ የደረጃ ዕድገት፣ የደመወዝ ጭማሪ ወይም ሌላ ጥቅም እንዲሰጥ ሆኖ ብሎ ወይም በከባድ ቸልተኝነት የፈቀደ የሥራ ኃላፊ ወይም የኮሚቴ አባል አግባብ ባለው የዲስፕሊን፣ የወንጀል ሕግ እና የፍትሐብሔር ሕግ ድንጋጌዎች መሠረት ይጠየቃል፡፡
- ፬) በዚህ አንቀጽ ንዑስ አንቀጽ (፫) መሠረት የተጠቀሰው ጥፋት መፈጸሙን የመሥሪያ ቤቱ የበላይ ኃላፊ ወይም ቢሮው ከደረሰበት ጥፋቱን ለማረም የሚያስችል እርምጃ መውሰድ እና ኃላፊውን ወይም የኮሚቴ አባሉን በወንጀልና በፍትሐብሔር ሕግ ተጠያቂ እንዲሆን ለማድረግ የተፈጸመውን ጥፋት አስፈላጊ በሆኑ ማስረጃዎች በማስደገፍ ጉዳዩ ለሚመለከተው የመንግሥት አካል ማቅረብ አለበት፡፡

**Section Twelve****Miscellaneous Provisions****94. Cancellation of Appointment, Promotion, Salary Increment and Other Benefits**

- 1) If any appointment, promotion, salary increment or other benefits is effected upon presentation of false evidence of education or experience or effected by unauthorized person or contravenes this proclamation, regulations and directives issued for the implementation of this proclamation or any other law, it shall, without prejudice to disciplinary and criminal liabilities, be nullified by the head of the government institution or the Bureau.
- 2) Without prejudice to his disciplinary and criminal liability, a civil servant whose appointment, promotion, salary increment or other benefits has been nullified may not be requested to pay back the salary and other benefits he has received up to the date of the cancellation.
- 3) An official or member of a committee who intentionally or with gross negligence authorizes unlawful appointment, promotion, salary increment or other benefits shall be liable under the relevant disciplinary, criminal and civil law provisions.
- 4) Where the head of the government institution or the Bureau finds out that a fault specified under sub-article (3) of this Article has been committed, it shall take corrective measure and submit the case with pertinent evidence to the relevant government body that has the power to initiate criminal or civil proceedings against the persons responsible for the violation.



- 5) Murtii fi ajaja Biiroon kenname qaama hin raawwanne Biirichi qaama qoratee himachuuf aangoon kennameeffitti dhiyeessuudhaan tarkaanfiin seeraa akka irratti fudhatamu taasisuu ni danda'a.

#### 95. Aangoo Bakka Bu'iinsaa Kennuu

- 1) Qaamoleen mootummaa kamiyyuu, qajeeltoowwan hoggansa qabeenya namaa Labsii kana keessatti tumameen hojjettoota isaanii bulchuu qabu.
- 2) Biirichi hooggansa qabeenya namaa si'ataa fi bu'a qabeessa taasisuudhaaf barbaachisaa ta'ee yoo argame aangoo fi itti gaafatamummaa Labsii kanaan kennameef manneen hojii mootummaatiif bakka bu'iinsaan kennuu ni danda'a.

#### 96. Raawwii Labsichaa To'achuu

- 1) Biirichi Labsii kana, dambootaa fi qajeelfamoota bu'uura Labsii kanaatiin bahan sirnaan hojiirra ooluu isaanii to'achuuf aangoo fi itti gaafatamummaa ni qabaata.
- 2) Biirichi akkaataa keewwata kanaa keewwata xiqqaa 1'tiin aangoo fi itti gaafatamummaa kennameef hojii irra oolchuuf yeroo kamiyyuu:
- (a) Manneen hojii mootummaatti argamuudhaan yookiin kuusaalee fi ragaaleen biroon akka ergamaniif ajajuudhaan qorachuu fi;
- (b) Ittigaafatamaa yookiin hojjattoonni mootummaa dhimmi ilaalu jechaan yookiin barreeffamaan akka ibsan gaafachuu ni danda'a.
- 3) Biirichi akkaataa keewwata kana keewwata xiqqaa 2'tiin qorannoo taasisuun yookiin karaa gara biraa kamiinuu seerri cabuu yookiin loogiin raawwatamuu yoo irra gahe:

- ፭) በቢሮው የሰጠውን ውሳኔና ትዕዛዝ ያልፈፀመ አካልን ቢሮው ጉዳዩን መርምሮ ለመክሰስ በሕግ ሥልጣን ለተሰጠው አካል በማቅረብ ሕጋዊ እርምጃ እንዲወሰድበት ማድረግ ይችላል።

#### ፲፭. ሥልጣንን በውክልና መስጠት

- ፩) ማንኛውም የመንግስት አካላት በቢህ አዋጅ ውስጥ በተደነገገው የሰው ኃይል አስተዳዳሪ መርሆዎች ሠራተኞቻቸውን ማስተዳደር አለባቸው።
- ፪) ቢሮው የፕብሊክ ሰርቪሱን የሰው ሀብት ሥራ አመራር ቀልጣፋና ውጤታማ ለማድረግ አስፈላጊ ሆኖ ሲያገኘው በቢህ አዋጅ የተሰጠውን ሥልጣንና ኃላፊነት ለመሥሪያ ቤቶች በውክልና መስጠት ይችላል።

#### ፲፮. የአዋጁን አፈጻጸም መቆጣጠር

- ፩) ቢሮው ይህን አዋጅና በአዋጁ መሠረት የሚወጡትን ደንቦችና መመሪያዎች በአግባቡ በሥራ ላይ መዋላቸውን የመቆጣጠር ሥልጣንና ኃላፊነት ይኖረዋል።
- ፪) ቢሮው በቢህ አንቀጽ ንዑስ አንቀጽ (፩) የተሰጠውን ሥልጣንና ኃላፊነት ተግባራዊ ለማድረግ በማናቸውም ጊዜ፦
- (ሀ) በመንግስት መሥሪያ ቤቶች በመገኘት ወይም ማህደሮችንና ሌሎች መረጃዎችን እንዲላኩለት በማዘዝ መመርመር፤ እና
- (ለ) ጉዳዩ የሚመለከተውን የሥራ ኃላፊ ወይም ሌሎች የመንግስት ሠራተኞች በቃል ወይም በጽሁፍ እንዲያስረዱ መጠየቅ ይችላል።
- ፫) ቢሮው በቢህ አንቀጽ ንዑስ አንቀጽ (፪) መሠረት በሚያደርገው ምርመራ ወይም በሌላ በማናቸውም መንገድ ሕግ መጣሱን ወይም አድሎ መፈጸሙን ከደረሰበት፦

- 5) The Bureau may make legal measure be taken against a person who fails to execute an order or a decision made by the Bureau by investigating and submitting the case to the relevant body that has the power to initiate legal proceedings.

#### 95. Delegation of Power

- 1) Any government organ which has a mandate to administer the public servants shall respect the principles of human resource management of this proclamation.
- 2) The Bureau may delegate its powers and duties under this proclamation to government institutions where it deems it necessary for the efficient and effective human resource management of the public service.

#### 96. Supervision of Implementation of the Proclamation

- 1) The Bureau shall have the powers and duties to supervise the proper implementation of this Proclamation and regulations and directives issued hereunder.
- 2) The Bureau, in exercising its powers and duties under sub-article (1) of this Article, may at any time:
- (a) examine files and other records by sending inspectors to government institution or by ordering them to submit such files and records; and
- (b) Require the concerned official or other civil servants to give oral or written explanation.
- 3) Where the Bureau, through its investigation under sub-article (2) of this Article or otherwise, discovers that the law is infringed or a discriminatory act is committed, it shall have the power:

- (a) Hojimaatni sirrii hin ta'iin akka sirreeffamu ajajuu;
- (b) Dhimmichi hanga murtii argatutti raawwii isaa dhorkuu;
- (c) Ittigaafatamaa hojii yookiin hojjetaa mootummaa goch-ichaaf ittigaafatamuu qabu irratti tarkaanfiin bulchiinsaa akka irratti fudhatamu taasisuu fi
- (d) Akkaataa Labsii kana keewwata (94)(4) jalatti tumameen raawwachuuf aangoo ni qaabaata.

### 97. Aangoo Dambii fi Qajeelfama Baasuu

- 1) Manni Maree Bulchiinsa Mootummaa Naannichaa Labsii kanaa raawwachiisuuf dambii baasuu ni danda'a.
- 2) Biirichi Labsii kanaa fi dambii bu'uura Labsii kanaatiin bahu raawwachiisuuf qajeelfama baasuu ni danda'a.

### 98. Tumaalee Ce'umsaa

- 1) Biirichi ulaagaalee fi safartuwwan sirna seensaa fi mirkaneessa ga'umsaa gitoota hojii duwwaa irratti iyyattoonni qorumsaan dorgomanii filatamuu itti danda'an hanga diriirsutti qaxara, guddina sadrakaa, jijjiirraa fi ramaddii hojjetoota mootummaa safartuulee kanneen biroo Labsii kanaan tumaman qofaan raawwii isaanii itti fufa.
- 2) Dambii Sirna Raawwannaa Naamusaa fi Dhiyeeffanna Komii Hojjetoota Mootumama Naannoo Oromiyaa Lak. 36/1996 fi qajeelfamoonni Biirichi baase hojiirra jiran tumaa Labsii kanaatiin yoo walfaalleeseen alatti, dambiileen yookiin qajeelfamoonni bu'uura Labsii kanaatiin bahanii hanga bakka buufamanitti raawwatamummaan isaanii itti fufa.

- (ሀ) ትክክል ያልሆነ አሠራር እንዲስተካከል የማዘዝ፤
- (ለ) ጉዳዩ ውሳኔ እስኪያገኝ ድረስ አፈጻጸሙን የማገድ፤
- (ሐ) ለድርጊቱ ተጠያቂ በሆነው የሥራ ኃላፊ ወይም የመንግሥት ሠራተኛ ላይ ተገቢው አስተዳደራዊ እርምጃ እንዲወሰድበት የማድረግ፤ እና
- (መ) በዚህ አዋጅ አንቀጽ ፺፬(፬) ስር በተደነገገው መሠረት የመፈጸም ሥልጣን ይኖረዋል፡፡

### ፺፮. ደንብና መመሪያ የማውጣት ሥልጣን

- ፩) የክልሉ መስተዳድር ምክር ቤት ይህን አዋጅ ለማስፈጸም ደንብ ማውጣት ይችላል፡፡
- ፪) ቢሮው ይህን አዋጅና በአዋጁ መሰረት የሚወጣውን ደንብ ለማስፈጸም መመሪያ ማውጣት ይችላል፡፡

### ፺፰. የመሸጋገሪያ ድንጋጌዎች

- ፩) ቢሮው ለክፍት የሥራ መደቦች አመልካቾች በፈተና ተወዳድረው የሚመረጡበትን የመግቢያና የብቃት ማረጋገጫ ሥርዓት መዘርጋት የሚያስችሉ መስፈርቶችንና መስፈርቶች በክልል ደረጃ እስኪዘረጋ ድረስ የመንግሥት ሠራተኞች ቅጥርን፣ የደረጃ እድገትን፣ ዝውውርና ድልድልን በተመለከተ በዚህ አዋጅ በተደነገጉት ሌሎች መስፈርቶች ብቻ አፈጻጸማቸው ይቀጥላል፡፡
- ፪) የኦሮሚያ ክልላዊ መንግስት ሠራተኞች የዲስፕሊን እና አፈጻጸምና የቅራታ አቀራረብ ሥነ-ሥርዓት ደንብ ቁጥር ፴፯/፴፱፻፳፮ እና በቢሮው ወጥተው ሥራ ላይ ያሉ መመሪያዎች የዚህን አዋጅ ድንጋጌዎች እስከላይተቃረኑ ድረስ በዚህ አዋጅ መሠረት በሚወጡ ደንቦች እና መመሪያዎች እስከሚተኩ ድረስ ተፈጻሚነታቸው ይቀጥላል፡፡

- (a) to order the rectification of the irregularities;
- (b) to suspend the execution of the matter until decision is made thereon;
- (c) to cause the taking of appropriate administrative measures against the official or the civil servant responsible for the act; and
- (d) To act in accordance with Article 94 (4) of this proclamation.

### 97. Power to Issue Regulation and Directive

- 1) For the implementation of this proclamation, the Regional Administrative Council may issue regulation.
- 2) For the implementation of this proclamation and regulation to be issued in accordance with this proclamation, the Bureau may issue directive.

### 98. Transitory Provisions

- 1) Until the Bureau adopts Regional criteria and parameters that enable the establishment of eligibility and competence certification for examining and selecting applicants for vacant posts, the other selection criteria provided for by this proclamation alone shall continue to apply to the recruitment, promotion, transfer and redeployment of civil servants.
- 2) The Regional Civil Servants Disciplinary and Grievance Procedure Council of the Administration Regulation No. 36/2003 and existing directives shall, in so far as they are consistent with this Proclamation, remain in force until replaced by regulations or directives issued in accordance with this proclamation.

- 3) Falmiiwwan Labsiin kun osoo hin ragga'in dura jalqabaman akkaataa Labsii duraatiin ilaalamanii xumura kan argatan ta'a.
- 4) Hojjetaan mootummaa kamiyyuu mirgi akkaataa seera duraanitiin argate sababa labsamu Labsii kanaatin jalaa hin dhaabatu.

#### 99. Seerota Haqaman

- 1) Labsii Hojjettoota Mootummaa Naannoo Oromiyaa Lak. 61/1994, Lak. 79/1996, Lak. 104/1997 fi Lak. 123/1999 Labsii kanaan haqamaniiru.
- 2) Labsiin, Dambiin, Qajeelfamoonni yookiin barmaatiileen hojii Labsii kanaan walfaalleessan kamiyyuu dhimmoota Labsii kana keessatti hammataman irratti raawwattiinsa hin qabaatan.

**100. Yeroo Labsichi Hojiirra Itti Oolu**  
Labsiin kun guyyaa Caffeen ragga'e irraa eegalee hojiirra kan oolu ta'a.

**Finfinnee**  
**Guyyaa Fulbaana 28 Bara 2011**  
**Lammaa Magarsaa**  
**Pirezidaantii Mootummaa Naannoo Oromiyaa**

- ፫) ይህ አዋጅ ከመጽደቁ በፊት የተጀመሩ ክርክሮች በፊት በነበረው አዋጅ መሠረት ታይቶ ፍጻሜ የሚያገኙ ይሆናል።
- ፬) ማንኛውም የመንግስት ሠራተኛ በፊት ባለው አዋጅ ያገኘውን መብት በዚህ አዋጅ መታወጅ ምክንያት አይከለክልም።

#### ፴. የተሻሩ ሕጎች

- ፩) የኦሮሚያ ክልል መንግሥት ሠራተኞች አዋጅ ቁጥር ፪፱/፲፱፻፹፩፣ ፳፩/፲፱፻፹፩፣ ፻፬/፲፱፻፹፯ እና ፻፳፫/፲፱፻፹፱ በዚህ አዋጅ ተሽሯል።
- ፪) ይህን አዋጅ የሚቃረን ማንኛውም አዋጅ፣ ደንብ፣ መመሪያዎች ወይም የአሠራር ልምድ በዚህ አዋጅ ውስጥ በታቀፉት ጉዳዮች ላይ ተፈጻሚነት አይኖራቸውም።

#### ፫. አዋጁ ሥራ ላይ የሚውልበት ጊዜ

ይህ አዋጅ በጨፌ ከፀደቀበት ቀን ጀምሮ ሥራ ላይ የሚውል ይሆናል።

**ፊንፊኔ**

**መስከረም ፳፰ ቀን ፪ሺ፲፩ ዓ.ም**

**ለማ መገርሳ**

**የኦሮሚያ ክልላዊ መንግሥት ፕሬዚዳንት**

- 3) Cases filed before coming in to force of this proclamation shall be treated until final decision in accordance with the existing proclamation.
- 4) Any civil servant shall not be denied of his rights entitled under the existing proclamation due to the promulgation of this proclamation.

#### 99. Repealed Laws

- 1) The Oromia Regional State Civil Servants Proclamation No.61/2002, No.79/2004, No.104/2005 and No. 123/2006 are here by repealed.
- 2) No proclamation, directive or work practices shall, in so far as it is inconsistent with this proclamation has an effect in respect of matters provided for by this proclamation.

#### 100. Effective Date

This proclamation shall come in to force as of the date of its approval by the Caffee.

**Finfine**  
**October 8, 2018**  
**Lema Megersa**  
**President of Oromia Regional State**

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