

Waggaa 27 ^{ffaa} Lak.13/2011
እንዲያ የመት.....ቍጥር.....13/2011
27th year No.13/2019



Finfinnee,..... Fulbaana 28 Bara 2011
ፈንፈና,.....ውሉክለም ቀን ቀን ከጊዜ ዓ.ም
Finfine,.....October 8, 2018

MAGALATA OROMIYAA L µ E p %o Z Më ; MEGELETA OROMIA

Gatiin Tokkoo Qarshii 27.90 የትኩረት በብር 27.90 Unit Price Birr 27.90	To'anno Caffee Mootummaa Naannoo Oromiyaatiin Kan Bahe ለመጀመሪያ ከተማ-ዋጭ ወጪ ደንብ በመጀመሪያ ከመማሪው ወጪ ፈቃድ	Lak. S. Poostaa 21383-1000 ኤ.ፌ.ዲ.የን 21383-1000 P.O.Box 21383-1000
QABIYYEE <u>Labsii Lakk. 215/2011</u> Labsii Lak. 215/2011 Labsii Hojjettoota Mootummaa Naannoo Oromiyaa Lak. 61/1994 (Akka Fooyya'etti) Irra Deebiidaan Fooyyessuuf BaheFuula 1	ማግዴል አዋጅ ቁጥር ፲፻፱/፯፻፲፭ አዋጅ ቁጥር ፲፻፱/፯፻፲፭ የኢትዮጵያ ካልተው መንግሥት መ&ትታቸው እዋጅ ቁጥር ፳፬/፭፻፲፭ (አንቀጽ ከ፩) እንደገና ለማስኬል ወወጥ እዋጅ፩፩ ዓ.	CONTENT Proclamation No. 215/2018 Proclamation No 215/2018 A Proclamation to Re-Amend Oromia Regional State Civil Servants Proclamation No.61/2002 (As Amended)Page 1
Labsii Lak. 215/2011 Labsii Hojjettoota Mootummaa Naannoo Oromiyaa Lak. 61/1994 (Akka Fooyya'etti) Irra Deebiidaan Fooyyessuuf Bahe	አዋጅ ቁጥር ፲፻፱/፯፻፲፭ የኢትዮጵያ ካልተው መንግሥት መ&ትታቸው እዋጅ ቁጥር ፳፬/፭፻፲፭(አንቀጽ ከ፩) እንደገና ለማስኬል የወጪ እዋጅ በመንግሥት መስራው በተቋማ ወሰጥ የሚከነወውን የሚፈጸማል መረጃ ሥርዓትን በመስራት የሚገኘው በመለወጥና እንደ ካላል የመሆና የሥራ በቋት ማረጋገጫ ሥርዓትን በመዘርፍ እንዲሁም እንዲሁም የመንግስት መ&ትታቸው በዚህ ሥርዓት ወሰጥ እንዲያሳይ በማድረግ የአገልግሎት አመልካክና አገልግሎት ወጪ የተተካኝነውን ከፈለጊ እያስመዘገቡ ያለውን ዕድገት ለማስቀመል የሚያስቀል ተብልኩ ስርዓት ለመንግስትና የሰነድ እና ለመ&ት ለማስኬል ለማስቀመል የሚያስቀል እና ለማስኬል ለማስቀመል የሚያስቀል እና ለማስኬል በማድረግ፤	Proclamation No 215/2018 Proclamation to Re-Amend Oromia Regional State Civil Servants Proclamation No.61/2002 (As Amended) WHEREAS, it has become necessary to enact a law that help to fundamentally change the recruitment and selection system undertaken in the government institutions and establish the regional professional and occupational competence certification system and subject the civil servants to undergo through such process and thereby build a public servant that develop service oriented 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 sustainability of achievements of the civil service reform program with respect to human resource management;

Hojimaata hojjettoota mootummaa manneen hojii mootummaa keessa jiran bifa walfakkaatuun hogganuu beekumsaa fi dandeettii isaanii haala sirii ta'een sirna fayyadamuu dandeesisuu diriirsuun waan barbaachiseef;

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

Labsiwwan hojiirra turan keessatti 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 Naanno Oromiyaa Fooyyaee 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 Naanno 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 Biiroolee, Itti Aantootaa Komishinarootaa fi kanneen sadarkaa walfakkaatuu fi isaa ol ta'an;

በመንግስት መከራይ በታች ያለ ስራተኞችን
ወጥነት የለው መልካ ለመምራትና
እውቀታውንና ቅለታችውን በተገዢው ሆኖታ
ለመጠቀም የሚያስችል የኢትዮጵያ ሥርዓት
መዘርጋት በማስረጃ::

የመንግስት መከራይ በታች ያገኘውን
ሸራተኞች በማቅያትና አቅራቢ ስራተኞችን
በመሳሪ ተመዳሪስ ለመሆን እንዲችሉ የተሰጠ
የሥራ ሆኖታችን መመሪያት አስፈላጊ ሆኖ
በመገኘ::

በሥራ ልዩ የለት አዋጅ ልዩ የሚታየ
ክፍተቶችን በመዘርጋት በለንሳ ለርስል ወሰጥ
የሚታየትና የከራይ ለበለጠኑና የመልካም
አስተዳደር ቅጂዎች ለማስወገድ የሚያስችል
አሁን እንዲያር በማስረጃ::

ተሽከለው በመግያ የኢትዮጵያ ከልላዊ መንግሥት
አገልግሎት መንግሥት አዋጅ ቁጥር ፲፻ጀ/፭፻፲፯ እንቀ
፩፪(፩)(ሀ) መመራት የሚከተለው ተወቃድ::

ክፍል አንድ

መተዳደሪያዎች

፩. አዋጅ ሰነድ

ይህ አዋጅ "የኢትዮጵያ ከልላዊ መንግሥት
ሸራተኞች አዋጅ ቁጥር ፲፻ጀ/፭፻፲፯"
ተዘለ ለመቀበ ይችላል::

፪. ትርጓሜ

የቆል አገባብ የተለያ ትርጓሜ የሚያስጠው
ከልማኑ በስተቀር በዚህ አዋጅ ወሰጥ::
(ሀ) "የመንግሥት ሸራተኞች" ማስለት በከልል
መንግሥት መሆኑን በታች ወሰጥ
በቆሚነት ተቀጥሮ የሚሰራ ሰው ነው::
ሆኖም የሚከተለትኑን አይጠቀምርም::

(ሀ) የመከራይ የበለጠኑን የመከራይ
ከሚሰነውንና እንዲሁም በተመማሩ
ይረዳኝ ከዚያ በላይ የሚተካት::

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 current 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;

(b) Miseensota Caffee, Manneen Maree Aanaa, Magaalaa fi Gandaas;	(አ) የጠቅም እርማማ እናስተኞች የወረዳ; የከተማ አስተዳደርና የቀበሌ ጥናዬ በት እናስተኞች;	(b) Members of the ‘Caffee’, members of the District, City and Kebele Councils;
(c) Miseensota Mana Maree Bulchiinsaa Mootummaa Naannichaa fi manneen marioo bulchiinsaa sadarkaa adda addaa irratti argaman;	(ብ) የከለል መስተዳደር ጥናዬ በት እናስተኞች በተለያየ ድረሰዋቸ የሚገኘ የመስተዳደር ጥናዬ በት እናስተኞች;	(c) Members of the Regional Administrative Council and Administrative Councils at different levels;
(d) Abbootii Seeraa fi Abbootii Alangaa Naannichaa;	(ሮ) የከለል ደቻቻና ቃቻቦዎን አካባቢ;	(d) The Regional State Judges and Prosecutors;
(e) Miseensota Poolisii Naannichaa;	(ሙ) የከለል ጽ’ለስ እናስተኞች;	(e) Members of the Regional State Police;
(f) Hojjettoota seera biraatiin Labsii kanaan akka hin hammatamne taasifaman.	(ጀ) በለሎች አቶች በተሸጠ አዋጅ አንጻርናዚ የተደረገ መሠታቶችን፡፡	(f) Employees excluded from the coverage of this proclamation by other appropriate laws;
2) “Hojjettaa Yeroo” jechuun nama mana hojii mootummaa keessatti gita hojii amala itti fufinsa hin qabne yookiin haalli yoo dirqisiisu gita hojii dhaabbataa irratti yeroof qaxaramee hojjetuudha. Ta’us kanneen armaan gadii hin dabalatu:	(፩) “ገነዘኛው መሠታቱ ማለት በመንግሥት መሥራይ በት ወሰኖ የዘረዘሩት ባክርድ በለለው ወይም ሆነታዎች ሌላቅነድ በቁጥር የሥራ መኖሪ ላይ በጊዜ የወጣ ተቀጥሮ የሚሆኑ ስው ነው፤ ሆኖም የሚከተሉትን አይጨመሱም፡-	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:
(a) Hojjettoota kaffaltiin guyyaan kaffalamaafii hojjetan;	(ሀ) በቀን አየተከፈለቶው የሚሆኑ መሠታቶችን፤	(a) Persons employed as daily labourers and paid on daily basis;
(b) Namoota manneen hojii mootummaa keessatti shaakala ogummaaf yookiin leenjii gochaaf ramadaman;	(ለ) በመንግሥት መሥራይ በት ወሰኖ ለመሆኑ ለምምነድ ወይም ለተማበር ሥልጣና የተመደበ ለወች፤	(b) Persons assigned in a government institution for apprenticeship or internship;
(c) Namoota hojii daldala dhunfaa yookiin itti gaafat-amummaa ogummaa isaantiin mana hojii mootummaa waliin waliigaltee taasisuun kaffaltiin raawwatamaafii hojjetan;	(ሐ) ከመንግሥት መሥራይ በት ጋር በሚገበት ውል መመራት ክፍያ አየተፈጸመለቶው በራሳቶው የንግድ ሥራ ወይም የመሆኑ የሚሆኑ የሚሆኑ ለወች፤	(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;
(d) Ogeessota sababa beekumsa addaa fi dandeettii qabaniin yeroo hojii idilee isaantiin ala mana hojii mootummaa waliin waliigaltee taasisuun kaffalamaafii hojjetan.	(መ) በላቶው ለየ እውቀትና ቅለታ ጥናዬ ከመደበና የሥራ ምነሻው ውጭ ከመንግሥት መሥራይ በት ጋር ውል በመሆኑ አየተከፈለቶው የሚሆኑ ለወች፤	(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;
3) “Mana Hojii Mootummaa” jechuun Labsiidhaan yookiin Dambiidhaan of dandae’ee kan hundeffamee fi baajata mootummaan ramadamuuun kan bulu Mana Hojii Mootummaa Naannoo Oromiyaati.	(፪) “የመንግሥት መሥራይ በት” ማለት ልሳን ቍለው በአዋጅ ወይም በይንብ የተቋሙና በመንግሥት በት የሚተዳደር የእርማማ ከልለዋ መንግሥት መሥራይ በት ነው፡፡	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;
4) “Biiroo” jechuun Biiroo Pabliik Sarviisii fi Misooma Qabeenyaa Namaa Mootummaa Naannoo Oromiyaati.	(ጀ) “በርሃ” ማለት የእርማማ ከልለዋ መንግሥት የተዘረዘሩ ለርሃናና የሰው ሁኔታ ልማት በርሃ ነው፡፡	4) “Bureau” means the Public Service and Human Resource Development Bureau of Oromia Regional State;

- 5) "Hoogganaa Ol'aanaa" jechuun mana hojii mootummaa naan-nichaa sadarkaa sadarkaan jiran ol'aantummaan kan gaggeessu yookiin itti aantootaa isaati.
- 6) "Gita Hojii" jechuun hojjetaa mootummaa tokkoof yeroo hojii guutuutti akka raawwatamuuf hojii fi itti gaafatatummaa qaama aangoo qabuun kennamuudha.
- 7) "Guddina Sadarkaa" jechuun hojjetaa mootummaa sadarkaa hojii inni qabatee jiru irraa gara sadarkaa hojii ol'aanuttu gud-disuudha.
- 8) "Sirna Mirkaneessaa Gahumsaa" jechuun hojjetaan mootummaa tokko yookiin namni haaraa qaxaramu gita hojii irratti rama-dame yookiin qaxarame irratti gahumsa qabaachuu isaa sirna ittiin mirkanaa'uudha.
- 9) "Mindaa" jechuun kaffaltii ka'umsa gita hojii tokkoof murtaae, dabala yeroo yerootti kennamuu fi iddo hojiitti argamuun hojii hojjetameef kaf-faltii dhuma ji'aatti raawwatamu jechuudha.
- 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 ir-raa itti gaggeeffamuu fi kaffaltii, raawwii naamusaa fi sirna dhiy-eeffanna komii fi kan kana fak-kaatan ni dabalata.
- 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.

- ፩) "የበላይ ገልፎ" ማለት የመንግሥት
መሥራያ ቤትና በበላይነት የሚመሱ
ውይም የስትነትዎች ዓይነ::
- ፪) "የሥራ መደቡም" ማለት በእኔና የመንግስት
መራተኞች መለያ የሥራ ገዢ እንዲከናወን
ሥልጣን ባለው አካል የተሰጠ ተማሪዎችና
ሻለፈነቶች ዓይነ::
- ፫) "የደረጃ ዕድገት" ማለት የመንግሥት
መራተኞች ከዚህው የሥራ ደረጃ ከፍ ወይለ
የሥራ ደረጃ ማሳደግ ነው::
- ፬) "የብቃት ማረጋገጫ ሥርዓት" ማለት እና
የመንግስት ለራተኞች ወይም አዲስ ተቀባዩ
ለተመደቦበት ወይም ለተቀበበበት የስራ
መደብ ላይ በቁ ስለመሆኑ የሚረጋገጥበት
ሥርዓት ነው::
- ፭) "ፊመወጥ" ማለት በእኔና የሥራ ደረጃ
ለተመደብ ሥራውና የተወስኑ መካከ
ከፍያ ወይም የኢትዮጵን ከፍያ ነው::
- ፮) "የሥራ ሆነታ" ማለት በመንግሥት
መሥራያ ቤት እና በመንግሥት መራተኞች
መከከል ያለውቸለ የሥራ ቅጽናትና ሰምን
ይህም የሥራ ለቀትና ፊመወጥና ልዩ
ለዩ ፊቃድቶችና የሥራ አካባቢ ይህንና
ጠንናትና የመራተኞች የሥራ ለንበትና
ከፍያ ሆነታ የኢትዮጵን እና የፈጸምና
የቅልታ አቅራቢዎች ሥነ-ሥርዓቶችን እና
የመሰሰለትና ይመጣል::
- ፯) "ፊልድል" ማለት እናናን የመንግሥት
መራተኞች በተመሳሳይ ደረጃና ፊመወጥ
ውይም ከፍ ባለ ደረጃና ፊመወጥ ወይም
በመራተኞች ስምምነት ገዢ ባለ ደረጃ
መደብ ማመራት ነው::

- 5) "Head of Regional Government Institution" means a Regional Government Official who directs an Institution at different levels and include his Deputies;
- 6) "Position" means a set of duties and responsibilities assigned by a competent authority to be performed full time by an individual civil servant;
- 7) "Promotion" means assigning a civil servant to a higher grade;
- 8) "Competency Certification System" means a system to certify the eligibility of the civil servant or new candidate in his respective position;
- 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.
- 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;
- 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;

- 12) "Tarkaanfii Naamusaa" jechuun hojjetaan mootummaa kamyuu Labsii kana yookiin dambilee fi qajeelfamoota Labsii kana raawwachisuuf bahan yookiin dambii naamusaa darbuun badii raawwatuuf adabbii itti murtaa'uudha.
- 13) "Miidhaa Koornayaa" jechuun iddo hojiitti kan raawwatummu taee, hayyama qaama biraaj malee yaada yookiin gaaffii yookiin jecha yookiin gochaa tuttuqaa qaamaa amala qunnamtii saalaa qabu taee, kanneen kanatti aanan ni dabalata:
- (a) Fedhii qaama biraaj malee dhungachuu, qaama namaa tuttuquu, qirqirsuu yookiin gocha tuttuqaawwan kana fakkaatan raawwachuu;
 - (b) Haala fedhii saalaa of keessaan qabuun miidhamaa hordofuu yookiin sochii daangeessuu;
 - (c) Raawwii qaxaraa, guddina sadarkaa, jijiirraa, ramaddii, leenjii, barnoota, faayidaalee yookiin dhimmoota hoggsa qabeenya namaa kamyuu raawwachuuuf yookiin hayyamuuf saalqunnamtii akka haaldureetti kaa'uu.
- 14) "Mana Maree Bulchiinsaa" jechuun qaama raawwachiiftuu ol'aanaa Bulchiinsa Mootummaa Naannoo Oromiyaati.
- 15) "Durgoo" jechuun hojji mootummaatiif akkaataa barbaachi summaa isaatiin mindaa idileen alatti kaffaltii adda addaa raawwatamuudha.
- 16) "Onnachiiftuu" jechuun kaaka'umsa hojji hojjetaa dabaluudhaaf mindaa idileen alatti maallaqaan yookiin maallaqaan alatti kaffaltii yookiin kennaa raawwatamuudha.

- ፩፪) "የዲ.ጥ.ን አርምጃ" ማለት ማንኛውም የመንግስት መሬታዊ ይህንን አዋጅ ወይም አዋጅን ለማሳሌዎም የሚውጠ ድንብቸና መመራያዎችን ወይም የሥነ-ጥቅምር ደንብን በመተላለፈ ለማሳሌሙ ጥሩት የሚውልጻለት ቅጣት ነው፡፡
- ፩፫) "እታዊ ታንክሳ" ማለት በሥራ በታ የሚፈጸም ሆኖ ካለው መገኘ ፊቃድ ወጪ, የሚቀርብ የወሰን ሁኔታ ወይም ጥያቄ ወይም ለለ ወሰንም በኋላ ያለው የቃል ወይም የአካል ጥናት ተግባር ሌሎንግር የሚከተሉትን ይጨምራል፡-
- (ሀ) ካለው መገኘ ፊቃድ ወጪ, የመሰን፡ የሰውነት አካልን የመስጠት፡ የመጀንተል ወይም የመሰሰለውን የሰውነት ጥናት የሚፈጸም ድርጋት፡፡
- (ለ) ወሰን አካል በሥነ ሁኔታ ተመውቷ መከታተል ወይም እንቅስቻለውን መግቢት፡፡
- (ሐ) ለዋጥር፣ ለደረጃ እናገኘ፣ ለዘዴውር፣ ለደረዳሪ፣ ለሥራውና፣ ለትምህር፣ ለጥቅም ተቁጥቶች ወይም ማንኛውንም የሰው ሁኔት ሥራ አመራር ተግባር ለመፈጸም ወይም ለመፍቻድ ወሰንን እንደ ቅድመ ሁኔታ ማስቀመጥ፡፡
- ፩፫) "የመስተዳደር ምክር ቤት" ማለት የአጠቃላይ ካለለው መንግሥት መስተዳደር ክፍተኛ አስፈላጊዊ አካል ማለት ነው፡፡
- ፩፬) "አበል" ማለት ካመደበኛ ደሞክሪ ወጪ, ለመንግሥት ሥራ እንደከበላገኑቱ የሚፈጸመ, የተለያዩ አገልግሎቶች ዓይነ፡፡
- ፩፭) "ማብረታታች" ማለት የወራታዊውን የሥራ ተካናሽነት ለመጨመር ካመደበኛ ደሞክሪ ወጪ ወጪ, በገንዘብ ወይም ከገንዘብ ወጪ, ወይም በስጠታ መልካ 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 xiqaat 1 jiraatus, Labsiin kun dhimmoota kutaa sadaf-faa Labsii kanaa jalatti ilaalam-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 akaakkuu gitoota hojii qopheessee Biirichaaf dhiyees-suudhaan sadarkaa isaanii ni murteessisa.

፩. የቃቃ አገልግሎት
በዚህ አዋጅ ወሰኑ በዚህ ዓንቀጽ የተጠለው ቅል ስትንም ደመኝሶል::

፪. የተፈጻሚነት መሰን

፫) ይህ አዋጅ “የመንግሥት መሥራያ ቤት” እና “የመንግሥት መራተኞች” ተዘረዘሩ
በዚህ አዋጅ ቤትንም በተስተካክው ላይ
ተፈጻሚነት ደሞላዋል::

፬) በዚህ አንቀጽ ጉዢ አንቀጽ (፫)
የተደረገው ቤታዊም ይህ አዋጅ በዚህ
አዋጅ ክፍል ለሰነድ ስር በተመሳሳይት
በመንግሥት ልማት ደረጃዎች ወሰኑ
በለ የሰው ሁሉት ልማት ጉዳቶች ላይ
ተፈጻሚነት ደሞላዋል::

ከፍል ሁለት

**የመንግስት መሥራያ ቤት አይደረግም፡ የሥራ
ምክንያት ስርዓት ስለፈ እና አሳ**

፪. የመንግስት መሥራያ ቤት አይደረግም

፫) ማንኛውም የመንግሥት መሥራያ ቤት
የተቋቋሙትን ዓለማ ከግብ ለማድረሰ
የሚያስፈልገውን አይደረግምና የሰው
ቋይል ዓለምና አጥንቃ ለበርሃው አቅርቦ
የሰውነድ::

፬) በርሃው የክልሉን መንግሥት አስፈላጊ
መስራያ ቤቶችን አይደረግም እንዲከተሉ
ውጭታማነት እያጠና ማቅረያ
በሚያስፈልገበት ቤቱ ለመስተካድ
ምክር ቤት ለመፈጸም ያቀርባል::

፫. የሥራ ምክንያት

፫) በርሃው አንድ እገር የተመረጋገጫ የሥራ ምክንያት
ዕስ በክልሉ መንግሥት መሥራያውን
ተማሪው እንዲሁም ያደርጋል::

፬) ማንኛውም የክልሉ መንግሥት መሥራያ
ዕት ደረጃው ያልተውስነዋው እና
የሥራ መኖሪያን የሥራ ቤትም አገልግሎት
ለበርሃው ማቅረብ ደረጃውን ያስቀርባል::

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 baasuu un kan murtaa'u ta'a.

7. Iskeelii Mindaa

- 1) Iskeeliin mindaa hojjettoota mootummaa humna faayinaansii mootummaa, haala waliigala jirenya ummataa, sadarkaalee gatii, haalawwan biroo tilmaama keessa galcheen yeroo yeroon qoratamee kan murtaa'u ta'a.
- 2) Biirichi yeroo barbaachisa ta'ee argametti, manneen hojii mootummaa ilaallatu walin 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 bareeffamaan 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.

፩) የሥራ ምዕራፍ ደረጃ የሚመስጠት ሁኔታ
የመስተዳደር ምክር ቤት በማያወጫው
ይንብ የሚመስጠት ይሆናል::

፪. የድመወዝ ስነወ

፫) የመንግሥት መራተኞች የድመወዝ
ስነወ የመንግስት የፋይናን አቅም;
የህዝቦና አጠቃላይ የተርጉም ሁኔታ፣ የዋጋ
ደረጃዎች እና ለለም ሁኔታዎችን ባጋገት
ውሰጥ ባለባ ሁኔታ በየዘዴው አያተጠና
የሚመስጠት ይሆናል::

፬) በጋዢ አስፈላጊ ሆኖ በተገኘ ገዢ
ከሚመለከታቸው የመንግስት መስራው
በታች ጋር በመሆኑ የድመወዝ ስነወ
አጥንቶ ለመስተዳደር ምክር ቤት ለመሳኔ
የቀርባል፣ ለረዳቸው አረጋግጣት
ይቆጣጣሪል::

፭) የድመወዝ ስነወ ለእያንዳንዱ ደረጃ
መካናና መፊርማ ደመወዝ፣ አንቀጽው
በየዘዴው የሚደረገውን የድመወዝ ቅጂና
የሚደመለከቱ እርከም ይኖሩታል::

፮. አካል የጋ ለተቋ መራዎች አካል
ድመወዝ መከናወ

አካል የጋ ለተቋ መራዎች ሁሉ
አካል መካና ደመወዝ ይኖሩታዋል::

፯. የድመወዝ ክፍያ

፩) ማግኘቶች የመንግሥት መሆኑዎ ቤት
በዚህ መጠናሪ ለመራተኞች ወይም ለአካሄወ
ወከለዋቸው የድመወዝ ክፍያ ይረዳግማል::

፪) ማግኘቶች የመንግሥት መራተኞች
ድመወዝ፣

(ሀ) መራተኞች ለምዕራፍ ቤት በፊት ለገንዘብ
ወይም በፊርማው ለረዳቸው፣

(ለ) በኋርድ ቤት ተብቃዎ፣

(ሐ) በአካል በተደንገገው መመራት፡ኋልሙኑ
በዚህው ለረዳቸው ወይም ለተቋ
የደረጃል::

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 xiqqa 1 (b) yookiin (c) tiin, mindaan hojjetichaa ji'aan kan citu mindaa isaa ji'aan keessa harka sadii keessa harka tokko caalu hin qabu.

10. Durgo

- 1) Durgoon kamiyyuu kan kaffalamu hojii mootummaa raawwachuuuf barbaachisaa ta'ee yoo ar-game qofadha.
- 2) Biirichi gosa durgoo adda addaa fi onnachiiftuuwwanii qorachuudhaan murteef Mana Ma-reer Bulchiinsaatiif ni dhiyeessa; yoo hayyamame raawwii isaa ni to'ata.

Kutaa Sadii

Karoora Qabeenya Namaa, Bobba'iin-saa fi Madaallii Raawwii Hojii

Kutaa Xiqqa Tokko
Fo'annoo fi Filannoo

11. Karoora Qabeenya Namaa

- 1) Manni hojii mootummaa kamiyyuu, karoora qabeenya namaa kaayyoowwan karoora tarsiimoo isaa irratti tarreeffaman galmaan gahuuf, fedhii qabeenya namaa tilmaamuuf, humna namaa barbaachisu baay'inaa fi gosaan guuttachuuf, misoomsuuf, sironaan itti fayyadamuuuf tarkaan-fiiwan garagaraa fudhachuu fi bu'aa isaa yeroo yeroon madaalun fooyya'iinsa taasisuudha.
- 2) Manni hojii mootummaa kamiyyuu, karoora tarsiimoo isaa bu'uureffachuuun karoora qabeen-ya namaa kan yeroo gabaabaa, giddugaleessaa fi dheeraa qorachuun hojiirra oolchuu qaba.
- 3) Gitoota hojii duwwaa hojjettootaan qabsiisuun kan dandaamu, karoora qabeenya namaa bu'uureffachuuun guddina sadarkatiin yookiin qaxaraan yookiin jijiirraan yookiin ramaddiin ta'a. Karoora qabeenya namaa ilaachisee Biirichi Qajeelfama raawwii ni baasa.

፩) በዚህ አንቀጽ ፩-ሰ አንቀጽ ፬(ለ) ወይም
(ሐ) መሠራት ከመራተኞች በየውሃ
የሚችለው ደመወገዣ ከድመወገዣ አንድ
ማስተካት መብት የለበትም::

I. አበል

፪) ማግኘቶች አበል የሚከራከለው
የመንግሥትን ሥራ ለማከናወን አስፈላጊ
ሁም ለገኘ በቋ ነው::

፫) በርዕው የአበል ዓይነቶችን እና
ማሳረታቸውችን እያጠና ለመስተዳደር
የዝርዝር ቤት ለውሃና ያቀርባል፣ ለፈቃድ
እኔጊዜነት ያቀጣል::

ክፍል ወሰት

የሰው ሁበት ዕቅድ፣ ለምራት እና የሥራ

እኔጊዜነው የዝርዝር

ንትና ክፍል አንድ

የልመስላና መረጃ

II. የሰው ሁበት ዕቅድ

፩) ማግኘቶች የመንግሥት መሠራሪያ ቤት
የሰው ሁበት ዕቅድ ዓላማ ስትራቴጂያዊ
ዕቅድ ገዢ የተቀመጠትን ዓላማዎች
ለማሳከት የሰው ሁበት ዓላት
ለመተንበያ፣ የሚያስፈልገውን የሰው
ሁበት በበዛትና በቀረቡት ለማማቅት፣
ለማልማት፣ በአጠቃላይ ለመጠቀም
የሚያስቀዘው እርምጃዎችን ለመስፈርቶ
መጠቃጀም በየገዢው አያመለን ማሻሻያ
ለማድረግ ነው::

፪) ማግኘቶች የመንግሥት መሠራሪያ ቤት
ስትራቴጂያዊ ዕቅድን መሠራት በማድረግ
የእውጭ፣ የመከላከልና የረዳም ቤቱ የሰው
ሁበት ዕቅድን በማጥፊት ሥራ ለይ
ማቅል አለበት::

፫) ክፍት የሥራ መቆጠቶችን በመራተኞች
ማስያዙ የሚታሰው የሰው ሁበት ዕቅድን
መሠራት በማድረግ በረዳም ዕድገት ወይም
በጥጥር ወይም በዘመወውር ወይም በድልድል
ይሆናል:: በርዕው የሰው ሁበት ዕቅድን
አስመልከተ የእኔጊዜነው መሙራያ 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 Gahumsaa Manneen Hojii Mootummaa**
- 1) Biirichi gitoota hojii duwwaa irratti hojjettoonni dorgommiin haala itti qaxaramaniifi guddatan sirna seensaa fi mirkaneessa gahumsaa diriirsuu dandeessisu madaalliiwanii fi safartuulee akka biyyaatti qophaa'an k'uma sa godhachuun haala qabatamaa naannichaatiin ni qopheessa.
 - 2) Keewwata kana keewwata xiqqaa 1 jalatti kan ibsame sirna seensaa fi mirkaneessa gahumsaa dhaabbatni raawwachiisuu hundaa'uu yookiin qaama hundaa'ee jiruuf aangoon kennamuu ni danda'a.
 - 3) Haalli hojiirra oolmaa madaalliiwanii fi safartuulee Dambii Manni Maree Bulchiinsaa baas-uun kan murtaa'u ta'a.

13. Fo'anno fi Filannoo

- 1) Qaxarriin hojjettoota mootummaa kan raawwatamu, bu'aa qormaataa, ulaagaalee madaallii akka naannootti bahuun kennamuun yookiin ogummaa fi mirkaneessa gahumsaa qabatamaa ta'e gosa kamiinuu mirkanaa'u qofa irratti hundaa'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 tarkaanfi deeggarsaa barbaachisu ilaalchisee tumaman akkuma jiranitti ta'anii, gita hojii duwwaa irratti hojjetaan kan ramadamu dandeettiawan barbaachisaa hojichi gaafatu kan guutu yoo ta'ee fi dorgomtoota biroo wajjin dorgomee qabxii caalmaa yoo argateedha.

<p>፪. ወደ መንግስት መሰራ汝 በት የመግቢያና የበቃቄ ማረጋገጫ ሥርዓት</p> <p>፩) በርሃው በሁገር ደረጃ የተዘጋጀ መመዘኛዎችን መለከታዎችን መነሻ በማድረግ እንደ ካልሆነ ተጨማሪዎች ሁሉ አመልካች ተወዳደሪዎች ስለሚቀበሩትን ስለሚያደርግበት የመግቢያና የበቃቄ ማረጋገጫ ሥርዓት መዘርፍት የሚያስቀድሸ መመዘኛዎችን መለከታዎችን የዘመድል::</p> <p>፪) በዚህ አንቀጽ ጥናና አንቀጽ (፩) የተመለከተውን የመግቢያና የበቃቄ ማረጋገጫ ሥርዓት ለማስፈጸም ለማቅረቷው ተቁም ወይም ተቁቀም ለለ አካል ስላምን ለሰጥ ይችላል::</p> <p>፪) መመዘኛዎችን መለከታዎችና ሥራ ለይ ስለሚመለበት ሁኔታ የመስተዳደር ምክር ቤት በሚያወጣው ይጋብ የሚመለን ይሆናል::</p> <p>፫. የሚልመና መረጃ</p> <p>፩) የመግግሥት ማረተኞች ቁጥር የሚፈጸመው በከልል ደረጃ በሚወጣው መመዘኛ በሚሰጠው የፈተኑ ወጪት ወይም በፊላ ማኅተውም ዓይነት ተጨማሪ የመግቢያና ሥራ በቃቄ ማረጋገጫ ሥርዓት ይህንናል::</p> <p>፪) በተንርድ በቃቄ በየግምገኘት፣ በአካል ገኩት፣ በኢትዮጵያዊ/ኢትዮጵያ በሽቶ የሚከናወት፣ በፖ.ሳት፣ አመልካከት እና በማኅተውም ለለ ሁኔታ በሥራ ልላትዎችም ሆነ በመግግሥት ማረተኞች መከተል ለየነት ማድረግ የተከለከለ ነው::</p> <p>፪) በዚህ አዋጅ ከእንቀጽ ችል እስከ ችል የድርጅቱ እርምጃ የሚሰራልታቸው የተከለከለበት ተናስቦችን የሥራ ሁኔታ አስመልክቶ የተደረገበት ይጋብዎች እንደተጠበቀ ሆነው በከፍተት የሥራ መደብ ለይ ማረተኞች የሚመለበው የሥራ መደቡ የሚጠየቀውን ተፈላጊ ችሎታ የሚያጠና ከለመስት ተወዳደሪዎች የሥራ ተወዳደር በፈጸመ ነጥበት ካገኘ ነው::</p>	<p>12. Eligibility to Join Government Institution and Competence Certification System</p> <ol style="list-style-type: none"> 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. <p>13. Recruitment and Selection</p> <ol style="list-style-type: none"> 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.
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- 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 gahum-saa hin qabne;
 - (d) Akkaataa Labsii kana keew-wata 17 tiin kakuu raawwachuuuf hayyamamaa kan hin taane yoo taeedha.
 - 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 qaxaramuuuf iyyate kamiyyuu gahumsa isaa mirkaneessuuf dhibee HIV/ADIS irraa kan hafe ragaa yaalaa fayyummaa isaa mirkaneessuu fi akkaataa keew-wata kana keewwata xiqqaa 1(b) jalatti ibsameen yakkota irraa bilisa ta'uu mirkaneessuuf Poolissii irraa ragaa kennameef dhiye effachuuf dirqama qaba.
 - 4) Keewwata kana keewwata xiqqaa 1(a) jalatti kan ibsame jiraatus, dargaggoota umriin isaanii waggaa 14 ol ta'effi 18 hin guutne haalawwan itti qaxaramanii fi haala hojii isaanii Biirichi Qajelfama raawwii ni baasa.

- ፩. የመንግሥት ሰራተኞች ሆኖ ለመቀበር
የሚያስተካክለ ሁኔታዎች**
- ፪) የመንግሥት ሰራተኞች ሆኖ ለመቀበር
የሚያስተካክለ ለው::
- (ሀ) ዕድሜው ካሳስራ ስምንት ዘመንት
በታች የሆነ::
- (ለ) የመስናና:: የእምነት ማግኘድ::
የሰርቃት:: የማታላል ወይም
የእስገዳለ መጽሑፍ መጋዢል
ፈጸም ስልጣን ባለው ፍርድ በት
የተፈረደበትና ያልተከተሙ::
- (ሐ) የብቃት ማረጋገጫው ማስረጃ የለለው::
- (መ) የዘመና አንቀጽ ፩፭ መሠረት ቅል
መሠላ ለመፈጸም ልቃቃቃ ያልሆነ
ነው::
- (፩) የዘመና አንቀጽ ፩፮ አንቀጽ (፩)(ለ)
ሥር የተፈነገው እንዲተጠበቀ ሆኖ
ከማናወቃው የመንግሥት መሠረም በት
በፊልተኛ ጥናለት ምዝሪያት ከሥራ
የተስኖበት የመንግሥት ሰራተኞች ከሥራ
ከተሰናበት ቅን ድምር እምነት ዘመንት
ከመመሳቅ በፊት ለመቀበር እያሻልም::
- (፪) የዘመና አንቀጽ ፩፯ አንቀጽ (፩)(ሐ) ሥር
የተፈነገው እንዲተጠበቀ ሆኖ ማንኛውም
የመንግሥት ሰራተኞች ሆኖ ለመቀበር
የመለከት ለው ብቁ መሆኑን ለማረጋገጥ
ከኤት.ኤሌ.ቢ./ከኤስ ምርመራ በስተቀር
የጠንካት ማረጋገጫው የኢትዮጵያ ምርመራ
ኋና የዘመና አንቀጽ ፩፯ አንቀጽ (፩)
(ለ) ከተጠቀሰት መጋዢለዋ ነገር መሆኑን
የሚያረጋግጥ ከፖ.ስ የተሰበ ማስረጃ
የማቅረብ ባዶታ አለበት::
- (፫) የዘመና አንቀጽ ፩፯ አንቀጽ (፩)(ሀ) ሌር
የተጠቀሰው በጥርጋም ዕድሜያቻው ከዚ
ዓመት ባለይ የሚቀጥውን ዘመንት
የልጥላቶው ወጥቶች ስለሚቀሩበትና
ስለምራ ሁኔታዎች በርሃው መመራ
ያመላ::

- 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 Lammilee Biyyaa Alaa**
Dhalattoota Itoophiyaa lammummaa biyya alaa qaban ilaachisee mirgootni seera biraatiin kennameef akkuma ee-gametti ta'ee, namni lammummaa Itoophiyaa hin qabne tokko hojjetaa mootummaa ta'ee qaxaramuu hin danda'u.
- 16. Beeksisa Baasuu fi Haala Raawwii Qaxaraa**
- 1) Manni hojii mootummaa kamiyyuu, gita hojii duwcaa yoo qabaate beeksisa baasuuudhaan iyyatoonni akka galma'aan afferuu qaba.
 - 2) Tumaan keewwata kana keewwata xiqqaa 1 jiraatus, manni hojii mootummaa kamiyyuu ogummaalee gabaa irratti han-qina qaban yookiin gabaa irraa akka salphaatti hin argamne Dhaabbiilee Barnoota Olaanaa waliin qunnamtii uumuudhaan eebbfamtoota affeeruu dorgomsisee qaxarrii raawwachuu ni danda'a.
 - 3) Bu'uura keewwata kana keewwata xiqqaa 2 tiin eebbfamtootni qaxaraman akkaataa Labsii kana keewwata 14(1)(c) irratti ibsamien ragaa mirkaneessa gahum-saa dhiyeessuu qabu.
 - 4) Haala raawwii qaxara hojjettoota mootummaa ilaachisee Biirichi qajeelfama raawwii ni baasa.
- 17. Kakuu**
Kaadhimamaan filame osoo hojii hin jalqabiin dura kakuu kanatti aanee jiru ni raawwata: "Ani _____ hojjetaa mootummaa ta'uun kootiin waan hundaa ol taasisee dhugaadhaan, amanamummaa fi naamusaa gaariin ummata tajaajiluuf, imaanmatoota mootummaa raawwachuuuf yeroo kamiyyuu Heeraa fi seerota biyyaatti kabajuu fi iccitii sababa hojii kiyyaatiin beekee fi seeraan yookiin murtii qaama dhimmi ilaallatuun iccitummaan adda bahan qaama biraa kamiifiyyuu kan hin ibsine ta'uun koo waadaa nan gala."

- ፯፻. የወጪ አገር ካንች ቁጥር**
የወጪ እንዲታረም የለም የኢትዮጵያ
ተወለደኛን አስመልክቶ በለላ አገ
የተሰጣቸው መብቶች እንደተጠበቀ
ሆነው እንዲከተል እንዳያጽዋቅ የልማት
ለው በመንግሥት መራተኞች ለቀጣር
አይቻለም::
- ፯፻. ማሳተወቂያ ሰላምዎችና ሰላምዎች**
፩) ማሳተወቂያ የመንግሥት መሆኑዎች በት
ክፍት ሥር በታ ካለው ማሳተወቂያ
ቦግዎችና አመልካች እንዲመዘገብ
መጋቢት አለበት::
- ፪) የዚህ አንቀጽ ፩-ዚ አንቀጽ (፩) ደንብ
በጽርጓዢ ማንኛውም የመንግሥት መሆኑዎች
በት በጠበቀ ላይ እጥረት ባለቤትው ወይም
ከጠበቀ ላይ በቀላሉ የሚደግኝ መያዥዎችን
ከከፍተኛ የትምህርት ተቋማት ጋር
ግንኙነት በመጋጌር ምሩቅችን በመጋቢት
አመልካች ቁጥር መፈጸም ይቻላል::
- ፫) የዚህ አንቀጽ ፪-ዚ አንቀጽ (፪) መሰረት
የሚቀጥሩ ምሩቅችን የዚህ አዋጅ አንቀጽ
14 ፩-ዚ አንቀጽ (፩)(ሐ) ላይ የተገለጹውን
የጠቃት ማረጋገጫ ማቅረብ አለበትው::
- ፬) የመንግስት ሰራተኞች ቁጥር አፈጻጸም
ሁኔታ አስመልክቶ በርዕም መመሪያ
ያመለል::
- ፯፻. ቅሌ መስከላ**
የተመረጋገጫ እናው ሥር ከመጀመሩ በፊት
የሚከተለውን ቅሌ መስከላ ይፈጸማል::
“እኔ _____ በመንግሥት መራተኞች
ከሁለም በለይ እድርጉ በአውነት::
በታማኝነትና በመልካም ሥነ-ጥምባር
አገልግሎት ለማግላገል:: የመንግሥትን
ፖ.ስ.ለ.ዎች ለመፈጸም:: በማንኛውም
ገዢ እኔ መንግሥቱንና የአገልግሎት
አገልግሎት በማከበር እና በሥራው ምክንያት
ያወቅሁትንና በአገልግሎት በማመልከተው
አገልግሎት በምስጠርነት የተመደብነት
ለለ ለማንኛውም ወገን ለለመግለጫ ቅሌ
አገልግሎት::”

- 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 Murtaau**
Hojjetaan mootummaa haaraa qaxaramu kamyuu, akkaataa iskeelii mindaa hojjettoota mootummaatiin gita hojii irratti ramadamuuf mindaan ka'umsaa sadarkaa gita hojichaaf murtaae ni kaffalamaaf.
- 19. Yeroo Yaalii**
- 1) Kaayyoon yeroo yaalii hojjetaan mootummaa haarawa qaxarame tokko haala raawwii hojii isaa hordoffi 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 kennameefin mallatteef-famee xalayaan qaxara yaalii ibsa akaakuu hojii gita hojichaaf wali-in 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 dheeres-suun ni danda'ama.
 - 4) Yeroo yaalii dheerate keessatti hojjetichi qabxii madaallii raawwii hojii waliigalaatiin gid-dugaleessa yookiin sanaa ol gal-meessisuu yoo baate, hojiirra ni gaggeeffama.
 - 5) Tumaaleen Labsii kanaa keew-wata 59 keewwata xiqqa 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 dhukkubaan yookiin miidhama isaa irraa fooyya'u irraa eegalee akka xumu-ru ni taasifama.

- I. የመቀበያ ደመወዝ አውሳኔ**
- ማንኛውም አዲስ ቅዱስ የመግባርና ማረተኞች በመግባርና ማረተኞች የድመወነ ስከል መሠራት ለተቀበለት የሥራ መደብ የተወሰነው ይረዳ መገኑ ደመወነ ይከፈላዋል::
- II. የመከራ ገዢ**
- (፩) የመከራ ገዢ ዓለማ አዲስ የተቀበለ የመግባርና ማረተኞች ሲሆም አልጋሽመኝነት እየተደረገ በቃቁን ለማረጋገጥ ይሁናል::
- (፪) የተመረጋዥ አመሌካች የሥራ መቆቢቻ መጠሪያ፣ የተመረጋበትን ይረዳ፣ ደመወዝና ለመተኞች የሚችምርበትን ቀን የሚገልጹ በአስተው መሥራው ቤት የበለ ቤቱ ወይም ማረተኞች ለመቅበር ወከልና በተሰጠው የሥራ ቤቱ የተረረሙ የመከራ ቅጥር ይጠየው በሥራ መቆቢዎ ከሚያከናወነው የሥራ ቦርሳር መግለጫ የሂድ ይከፈላዋል::
- (፫) የመረተኞች የመከራ ገዢ በተቀበለበት የሥራ መደብ ላይ ለሰጠኝነት ወርሃም የሥራ አልጋሽም የሚነው የመከራ ከመከከለኛ ቤታች ሆኖም የመከራ ገዢውን ለተጨማሪ ማስተት ወርሃም ላይ ለመከራ ይከፈላዋል::
- (፬) በተሸዘዣው የመከራ ገዢ ወሰጥ ማረተኞች መከከለኛ ወይም ከዚያ በለይ የተጠቀለለ የሥራ አልጋሽም የሚነው ወጪት ከለጥና ከሥራ ይከፈለዋል::
- (፭) የዚህ አዋጅ አንቀጽ ሙሉ 30-ን አንቀጽ (፩) እና (፪) ዓንጻውች እንደተጠበቀ ሆኖም የመከራ ላይ ይለ የመግባርና ማረተኞች በበሽቶ ወይም ከሥራው የሂድ በተደረሱ ጉዳት ምክንያት ከሥራ ላይ የቀረ ከሆነ የልቀረሰውን የመከራ ገዢ ከከመመው ወይም ከተጣሩ ከከነበት ገዢ አንስቶ እንዲመርሱ ይፈጸማል::

- 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 madaallin raawwii hojii isaa ni guutamaaf.

7) Keewwata kana keewwata xiqqaa 5 jalatti kan tumame jiraatus, hojjettuu qaxara yeroo yaalii sababa dahumsatiin yeroo ji'a tokkoo ol ta'eeft 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 madaallin 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 mirkanees-su ni kennamaaf.

2) Hojjetaa mootummaa yeroo yaalii irra jiruuf bu'aan madaallii raawwii hojii yeroo isaa eeggatee yoo/osoo hin guutamiin hafe Labsii kana keewwata 19 (3) fi (4) tiin tumaawwan jiran akku ma jirutti ta'e, ji'a tokko keessatti madaallin raawwii hojii isaa akka guutamuuf ta'e guyyaa yaaliif qaxarame irraa eegalee hojjetaa mootummaa dhaabbataa ta'a.

- ፩) በመ-ከሬ ላይ የሚገኘ የመንግሥት
መራተኞች ካለቷው በላይ በሆነ ምክንያት
ካለንድ ወር በታች በሥራው ላይ ካልተገኘ
በሥራው ላይ የተገኘበት ጊዜ በታች ተስቦ
የሥራ እራዳለም ይሞላለቸል::

፪) የዘጋጀ አንቀጽ 30-ን አንቀጽ (፩) ድንጋጌ¹
በጥርጋም በወለድ ምክንያት ካለንድ ወር
በላይ በሥራው ላይ ያልተገኘች የመ-ከሬ
መራተኞች የወለድ ፈቃድ እንዲተጠናቀቀ
የመ-ከሬ ጊዜ እንዲትጨርብ ይደረጋል፤
ሁኔም ሥራው ላይ ያልተገኘችበት ጊዜ
ካለንድ ወር በታች ካሆነ የሥራ እራዳለም
ምዕስ በሥራ ላይ በቆየቻበት ጊዜ ተስቦ
የሞላለቸል::

፫) በዘጋጀ አዋጅ በተለያ ሁኔታ ካልተደንገገ
በሰተተውር በመ-ከሬ ጊዜ ላይ ያለ መራተኞች
የመ-ከሬ ጊዜውን የጨረሪ የመንግሥት
መራተኞች ያለው መብትና ጥሩታ ሁሉ
ይኖረዋል::

፬) በመ-ከሬ ላይ ያለን የመንግሰት መሠረት
የሥራ እራዳለም ወቅቱን መብቻ ያልዋል
የሥራ ወላኩ በእሳተለን ተመክቻ
ይሆናል::

፭. ቅማ የመንግሥት መሠረት መሆኑ

፮) በመ-ከሬ ጊዜው መከከለኛ ወይም ካለፈ
በላይ የሥራ እራዳለም ምዕስ ወጪዎት
ይነመዘገበ የመንግሥት መሠረት
በቋሚነት መቀመሩን የሚያረጋግጣ
ይበኩቡ ይሰጣዋል::

፯) በመ-ከሬ ላይ የሚገኘ የመንግሥት
መሠረት የሥራ እራዳለም ምዕስ ወጪዎት
�ዜውን መብቻ ያልተሞላለት እንደሆነ
በዘጋጀ አንቀጽ 30 (፩) እና (፪)
የተመለከተት ድንጋጌዎች እንዲተጠበቀ
ሙናው በአንድ ወር ጊዜ ወሰኑ የሥራ
እራዳለም ምዕስ እንዲሞላ ተደርሱ
ለመ-ከሬ ካተቀጠረበት ቅን ይምር ቅማ
የመንግሰት መሠረት 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	፲፻. የዘመድ ማራተኞች መቅጫር	21. Temporary Employment
1) Tumaan keewwata kanaa keewwata xiqqaa 2 tiin ibsame akkuma eegametti ta'ee, manni hojji mootummaa kamiyyuu hojjetaa yeroo qaxaruu kan danda'u gita hojji amala itti fufinsaa hin qabne irratti ta'a. Ta'uus haalootni yoo dirqisiisan gita hojji dhaabbataa irratti hojjetaa yeroo qaxaruun ni danda'ama.	፩) የዕለሱ አንቀጽ ፳-ስ አንቀጽ (፭) ደንብ አንደተጠበቀ ሆኖ ማገኘውም የመግባሮች መሥራያ በት የዘመድ ማራተኞች ለፈጥር የሚችለው የዘላቻነት ባከርድ በሌሎች የሥራ መኖሪያ ገዢ ይሁዳል፤ ሆኖም ህናታዥች ለደሰነድዎች በቁጥሩ የሥራ መኖሪያ ገዢ የዘመድ ማራተኞች መቅጫር ይችላል፡፡	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) Manni hojji mootummaa tokko gita hojji duwwaa ogeessa olaanaa gaafatu kamiyyuu irratti guddina sadarkaa, jijiirraa yookiin qaxaraan ogeessa lammii Itoophiyaa ta'e argachuu kan hin dandeenye ta'u yoo mirkan-eeffate lammii biyya alaa yeroof qaxaruu ni danda'a.	፪) አንድ የመግባሮች መሥራያ በት ከፍተኛ በለመሆኑ ለማጠረቃቸ ማገኘውም ክፍት የሥራ መኖሪያ በደረጃ ዝግጁ፤ በዝወውር ወይም በፈጥር አት-የአድራሻው የወነዢ በለመሆኑ ማማገኘት የሚይችል መሆኑን ካረጋገጫ የወጪ አገር እኔ እውቅ በዘመድዎች ለፈጥር ይችላል፡፡	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) Hojjettoota yeroo lammummaa Itoophiyaa yookiin biyya alaa qaban ilaachisee haala qaxara, mirgaa fi dirqama qaban akka-sumas haalawwan hojji Dambii Manni Maree Bulchiinsaa baas-un kan murtaa'u ta'a.	፫) አት-የአድራሻው መይም የወጪ አገር እኔ የዘመድ ማራተኞች አስመልክቶ የኢትዮጵያ ሆናቸ፣ የለም መብትና ግዢ አንዳሸውም የሥራ ሆናቸ የመስተዳደር የወነዢ በት በሚያውጥው ይጠብ የሚመለን ይሁዳል፡፡	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. Hojji Qaama Sadaffaaf Walii-galteen Dabarsanii Hojjechisuu	፲፲. መውል ለያዘተኞች ወገን አስተሳፋል ማዋራት	22. Outsourcing
1) Manni hojji mootummaa kamiyyuu barbaachisaa ta'ee yoo argamu Biiricha hayyamsisuun gitoota hojji faayidaa ummataa hin miine muraasa yookiin hojjiwan dhaabbilee dhuunfaaf yookiin dhaabbilee biroof walii-galteen dabarsuun akka hojjetan gochuu ni danda'a.	፩) ማገኘውም የመግባሮች መሥራያ በት አስፈላጊ ሆኖ ለገኘ በርሃውን በማስረጃዎች የአካባቢን ተቆሙ በሚይችል የተወስኑ የሥራ መኖሪያን መይም ለሥራዎችን ለገል ድርጅቶች መይም ለሌሎች ድርጅቶች በውል በማስተሳፋል አንዳሸው ማድረግ ይችላል፡፡	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) Biirichi hojjiwan dhaabbilee dhuunfaa fi dhaabbilee biroof walii-galteen dabarfamuu danda'an irratti qajeelfama raawwii ni baasa.	፪) በርሃው ለገል ድርጅቶችና ለሌሎች ድርጅቶች በውል ለተተለኝ የሚችሉ ሥራዎች ገዢ የአራዳያዥም መመራያ የወጣል፡፡	2) The Bureau shall issue detailed directives regarding positions and tasks that may be outsourced to private enterprises or other institutions.

23. Hoijjetaa Mootummaa Waliin Qaxaruu

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

Kutaa Xiqqaa Lama Guddina Sadarkaa

24. Kaayyoo Guddina Sadarkaa Kaayyoon kenniinsa Guddina

Sadarkaa; hojiin hoijjetaa gahumsa qabuun akka raawwatumu dandeesisuu, bu'aa raawwii hojji mana hojichaa fooyyeessuu fi hoijjetaa jajjabeessuufiidha.

25. Haala Kenniinsa Guddina Sadarkaa

- 1) Hoijjetaan mootummaa kamyuu guddina sadarkaaaf dorgomuudhaaf bu'uura Labsii kana keewwata 12 (1) tiin ragaa mirkanoeffannaah gahumsa kennname dhiyeeffachuu qaba.
- 2) Hoijjetaan mootummaa yeroo yaalii qaxara isaa xumure, raawwii qajeelfama guddina sadarkaa keessatti haalawwan dorgomuu ifisa dhorkan yoo jiraataniin ala guddina sadarkaa gita hojji duwwaa manni hojiichaa baasuun irratti iyyachuudhaan dorgomuu ni danda'a.
- 3) Tareeffamni haalawwan raawwii Kenniinsa Guddina Sadarkaa biroo qajeelfama Biirichi baasuun kan murtaa'u ta'a.

፩. የመንግስት ለራተኞች በታሪ ስለመቅጫ

- ፩) የመንግሥት መመራያ በተቶ ለሚሸጥው በጣም አስፈላጊ ሆኖ ከተገኘ ለየ እውቀትና መ-ያዊ አቶም ያለውን ማረተኛ በታሪ ለቀጥሩት ይቻልል::
- ፪) የቀጥሩ ሁኔታ፣ ቅጥሩ የሚያይበት ገዢ፣ የደመዣ ከፍያና ለለመት የሰራ ሁኔታዎችን አስመልክቶ በርወ በማያወጣው መመራያ የሚመለን ይህናል::

ንእነ ከፍል ሁለት

የደረጃ ዕድገት

፪. የደረጃ ዕድገት ውስጥ

- የደረጃ ዕድገት አስጥጥ ውስጥ ለሚው በቃት የለው ማረተኛ እንዲከናወን ለማስታድ፣ የመመራያ በተኑ የሚው ወጪት ለማሻሻል እና ማረተኛውን ለማበረታታት ነው::

፫. የደረጃ ዕድገት አስጥጥ ሁኔታ

- ፩) ማግኘውም የመንግስት ማረተኛ ለደረጃ አድጋት ለመወዳደር በዚህ አዋጅ እንዲቀጥረው(፩) መመራት የተሰጠ የበቃት ማረጋገጫ ማስረጃ ማቅረብ አስቦት::
- ፪) የመ-ከራ ቤተውን ያጠናቀቀ የመንግሥት ማረተኛ ለደረጃ አድጋግግም መመራያ ወሰጥ ለመወዳደር የሚያበቅት ሁኔታዎች ከለሉ በስተቀር በመንግሥት መመራያ በተኑ ወሰጥ ለመተካት የሚሸጠውን ለመወዳደር ይቻልል::
- ፫) የደረጃ ዕድገት አስጥጥ ለለመት አገርና የአፈጻጸም ሁኔታዎች በርወ በማያወጣው መመራያ የሚመለን ይህናል::

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.

<p>Kutaa Xiqqaa Sadii Jijiirraa fi Ramaddii</p> <p>26. Jijiirraa Keessaa</p> <p>1) Manni hojii mootummaa tokko hojii isaaf barbaachisaa ta'ee yoo argame, hojimaata ifa ta'e hordo-fuudhaan hojjetaa mootummaa tokko mana hojichaa keessatti sadarkaa gita hojii fi mindaa walfakkaatu irratti yookiin bakka hojii tokko irraa gara bakka hojii kan biraatti jijiirruudhaan hojjechiisuu ni danda'a.</p> <p>2) Keewwata kana keewwata xiqqaa 1 jalatti kan tumame jiraatus, mana hojichaa irratti balaan akka hin qaqqabne ittisuuf yookiin miidhaa balaan kun qaqqabiise sirreessuuf hojjetaa mootummaa tokko mindaan isaa osoo hin hir'ifamin yeroo wagga tokko hin caalleef jijiiruu hojjechisun ni danda'ama.</p> <p>3) Hojjetaan mootummaa sababa rakkoo fayyummaatiin gita hojii qabate irratti yookiin bakka hojjetaa jiru irratti hojjechuu kan hin dandeenye ta'uun isaa ragaa mana yaalaatiin yoo mirkanaa'ee:</p> <p>(a) Gitni hojii duwwaa sadarkaa walfakkaatu itti ramadamuu danda'u yoo jiraate sadarkaa qabateen; yookiin</p> <p>(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 jijiirama.</p> <p>4) Gitni hojii hojjetaa mootummaa tokkoo kan haqame yoo ta'e, mana hojii isaa keessatti gara gita hojii sadarkaa walfakkaataa qabuutti ni jijiirama.</p>
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<p>ንኩስ ከፍል ሥነት ዘመዣና ድልድል</p> <p>፳፻. የወስጥ ዘመኑ</p> <p>፪) አንድ የመንግሥት መሆኑም በት ለመራው አስፈላጊ ሆኖ ስያጭው ግልጽ የሆነ አማካርን በመከተል አንድ የመንግሥት መሆኑን በመሰረታዊ ቤቱ ወስጥ ተመሳሳይ በሆነ የሆኑ ደረጃና የመዣ ላይ ወይም ካክንድ ዓመት ሌያዣ</p> <p>፫) በዚህ አንቀጽ ጽዜና አንቀጽ (1) የተደረገው በኋርጭ በመሆኑም ቤቱ ላይ እና እንዲያደርጉ ለመከተል ወይም እናው ደረጃዎችን ጉዳት ለማስተካከል ለባል አንድን የመንግሥት መሆኑን የመዣ ላይቀነስ ካክንድ ዓመት ለሰበሰብ ቤቱ አማካር ማሆኑት ይችላል::</p> <p>፬) የመንግሥት መሆኑን በበኋና መቋሙና ምክንያት ቤቶዎች የሆኑ መሆኑ ወይም ባለበት የሆኑ መሆኑ ወይም ባለበት የሆኑ ላይ ለሆኑ አለመቋሉ በአከላም ማስረጃ ሲረጋገጥ::</p> <p>(ሀ) በተመሳሳይ ደረጃ ለመደብበት የሚችል ካክንድ የሆኑ መሆኑ ካለ በየዘዴው ደረጃ፤ ወይም</p> <p>(ለ) በተመሳሳይ ደረጃ ለመደብበት ካክንድ የሆኑ መሆኑ አለበኋና መሆኑው ቤቱ በሆኑ ደረጃ ለመሆኑት ሁኔታዊ ከሆነ ደረጃው ተቀኑበት ወጪዎች የሆኑ መሆኑ ወይም የሆኑ ቤቱ ይዘውል::</p> <p>፭) የእናድ የመንግሥት መሆኑን የሆኑ መሆኑ የተሰረዘ እንደሆነ በመሆኑም ቤቱ ወስጥ ተመሳሳይ ደረጃ ወይቀነስ የሆኑ መሆኑ ይዘውል::</p>
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<p>Sub- Section Three Transfer and Redployment</p> <p>26. Internal Transfer</p> <p>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.</p> <p>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.</p> <p>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:</p> <p>(a) The same grade where such vacant position is available; or</p> <p>(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.</p> <p>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.</p>

- 27. Eggatummaadhaan Hojjechiisuu**
- 1) Hojjetaa mootummaa tokko haalli dirqisiisaan yoo jiraate yeroo waggaa tokkoo hin caaleef gita hojii sadarkaa olaanaa tae irratti eggatummaan akka hojjetu taasisuun ni danda'ama.
 - 2) Tumaan keewwata kana keewwata xiqqaa 1 jiraatus, hojjetaa mootummaa barnoota yookiin leenjii waggaa tokko ol tae fudhachuuf deeme bakka buusuuf yookiin hanga yeroo barumsichi yookiin leenjichi fudhatutti gita hojichaa irratti hojjetaa biroo ulaaga ifa taeen dorgomsiisuun eggatummaadhaan hojjechisuu ni danda'ama.
 - 3) Hojjetaan mootummaa kamyuu eggatummaadhaan akka hojjetu yammuu taasifamu durgoon eggatummaa iddi-chaaf ramadame ni kaffalamaaaf.
 - 4) Haala hojjetaan mootummaa eggatummaan ramadamu, durgoon eggatummaa itti kaffalamuu fi hanga isaa Biirichi qajelfama raawwii ni baasa.

28. Jijiirraa Alaa

- 1) Manni hojii mootummaa tokko hojiidhaaf barbaachisaa tae yoo argamee fi manni hojii fudhatuu fi kennu, akkasumas hojjetaan yoo waliigale hojjetaa mootummaa tokko sadarkaa gita hojii fi mindaa walqixa tae irratti qajelfama hordofuu dorgomsiisee jijiirruun Biiricha beeksisuu qaba.
- 2) Manneen hojii mootummaa Naannoo Oromiyaa, manneen hojii naannoolee biroo fi manneen hojii mootummaa Federalaala 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 tae irratti jijiiree hojjechiisuu ni danda'a.

- ፲፭. በተጠበቀነት ማዣራት**
- ፩) ሆነታዎች ስ.ምስክር. እንደን የመግገሁት መሬታ ካለንድ ዓመት ለሰበሰበ ገዢ ያለ ደረጃ ብለው የሥራ መደብ ስ.ምስክር. ስ.ምስክር. ደረጃ ያዋል::
 - ፪) የዘመኑ ንዑስ እንደን የመግገሁት መሬታ በተጠበቀነት እንዲሸው ሲ.ዳረጃ ለበታቸው ተመርጓል::
 - ፫) የመግገሁት መሬታ በተጠበቀነት ለሰበሰበ የመግገሁት እስከ የአዲስአበባ መጠት በ.ርወ. የእ.፻ወመ መመሪያ ያውጥል::
 - ፬) ከለላ መሥራ ቤት የሚደረግ አውጭ
 - ፭) እንደ የመግገሁት መሥራ ቤት ለሥራው እስራለን ሆኖ ስ.ምስክር. ለተ.ና ተቀባይ መሥራ ቤቶች እንደ.ሀ.ም መሬታው ስ.ሰማሙ. በመመራያው መሰረት አውቆድር እንደን የመግገሁት መሬታ እከ.ሳ በሆነ ደረጃና ድመዣ አማው.ር ለማዣራት በ.ርወ.ን ማሳወቅ ይኖርበታል::
 - ፮) የእርማያዊ የመግገሁት መሥራ ቤቶች የለላ ከለላ የመግገሁት መሥራ ቤቶች የኤሌክትሮኒክ መግገሁት መሥራ ቤቶች ከተሰማሙ. እንደ.ሀ.ም በ.ርወ. ከረጋግጣ እንደን የመግገሁት መሬታ ከለመቻ ከለመቻ ከኤሌክትሮኒክ የመግገሁት መሥራ ቤቶች ከለላ የመግገሁት መሥራ ቤቶች እከ.ሳ በሆነ ደረጃና ድመዣ አማው.ር ማዣራት ደዋል::

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 iyayte, dorgomiihdaan yoo filatame sirna jijiirraatiin akka ramadamu ni taasifama.
- 4) Abbaa warraa fi haadha warraa walitti fiduuf jecha, hojjetaan mootummaa tokko sadarkaa fi mindaa walfakkaataa irratti yookiin sadarkaa fi mindaan walfakkaataan yoo hin argamne ammoo waliigaltee hojjetichaan sadarkaa gadi aanaa irratti jijiiruudhaan hojjechiisuun ni danda'ama.
- 5) Keewwaata kana keewwata xiqqaa 4 jalatti kan tumame akkuma eeggametti ta'ee, bu'uura keewwata kanaatiin hojjetaan jijiiramu, akkaataa seerri hojjettoota mootummaa naannoo ajajuun sadarkaa gita hojii duraan qabatee fi saba-ba 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 jijiiree hojjechiisuun ni danda'a.
- 7) Tumaa keewwata kana keewwata xiqqaa 6 ilaalchisee Manni Marie Bulchiinsaa qajeelfamaa raaw-wii ni baasa.
- 29. Jijiirraa Ergisaa**
- 1) Manni hojii mootummaa erguu fi hojjetichi yoo waliigalan, hojjetaan mootummaa mana hojii mootummaa biraayookiin mana hojii mootummaa naannoo yookiin dhaabbilee misoomaa mootummaa yookiin dhaabbilee miti mootummaa yeroo wagga tokko hin caalleef ergisaan jijiiramee akka hojjetu taasisuun ni danda'ama.

- (፩) በተመሳሳይ ደረጃ ለመቀበር የመለከት የመንግስት ማረጋገጫ በዚህ የመንግስት ማረጋገጫ በተመሳሳይ ደረጃ ደመዱን ወይም ተመሳሳይ ደረጃ ደመዱን ካልተገኘ ደግሞ በመራተኞች ስምምነት ብቁ ባለ ደረጃ ላይ ደረጃ ላይ አማውር ማስረጃ ይችላል::
- (፪) የተባሪ አዋጅ ቤት ላማትና ላሳ አንድን የመንግስት ማረጋገጫ በተመሳሳይ ደረጃ ደመዱን ወይም ተመሳሳይ ደረጃ ደመዱን ካልተገኘ ደግሞ በመራተኞች ስምምነት ብቁ ባለ ደረጃ ላይ ደረጃ ላይ አማውር ማስረጃ ይችላል::
- (፫) በዚህ አንቀጽ የዚህ አንቀጽ (፩) ሲሆን የተፈነገዣ አንድተጠበቅ ሆኖ፣ በዚህ አንቀጽ መመራት የሚዘውር ማረጋገጫ የከልል መንግሥት ማረጋገጫ አካል በሚያዘው መመራት በዚህ የሚፈልጉ ደረጃ በአገልግሎት በመነ ምክንያት የገኘ የነበረው ደመዱን መብቶች አይቀኑ አይቀኑበትም::
- (፬) በዚህ አንቀጽ የዚህ አንቀጽ (፫) እስከ (፪) ሲሆን የተፈነገዣ አንድተጠበቅ ሆኖ፣ የኢትዮጵያ ክልል መንግሥት ለሚፈልጉ አገልግሎት ሆኖ ለሚያዘው አንድን የመንግሥት ማረጋገጫ ክልል መመራ በት ወደ ለለ መመራ በት አማውር ማመራት ይችላል::
- (፭) በዚህ አንቀጽ የዚህ አንቀጽ 6 ደንብና በተመለከት የመስተዳድር ምክር በት የከልል መመራ ይችላል::
- ፩. የተወስኑት አውጭ**
- (፪) ለክ.ወ. የመንግሥት መመራ በትና ማረጋገጫው ለሰማማው አንድን የመንግሥት ማረጋገጫ በለለ የመንግሥት መመራ በት ወይም የከልል መንግሥት መመራ በት ወይም የመንግሥት የሰማግኘት ደረጃ ደረጃ ወይም መንግሥታዊ ወቆልምኑ ደረጃ ክልድ ዓመት ለማይበልጥ ገዢ በትወስኑት ተዘመር አንድመራ ማድረግ ይችላል::

- 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 incompliance 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.

- 2) Manni hojii mootummaa kamyuu 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 jijiiree hojjechiisuu ni danda'a.
- 3) Keewwata kana keewwata xiqqaa 1 jalatti kan tumame jiraatus, mootummaan naannichaa balaa naannoo yookiin ummata irra gahu tokko ittsuuf yookiin balaan 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 jijiiree hojjechiisuu ni danda'a.
- 4) Bu'uura keewwata kana keewwata xiqqaa 1 tiin hojjetaan ergisaan jijiirame:
- (a) Mindaa fi faayidaan isaa kamyuu sababa jijiirichaatiin osoo irraa hin hir'ifamiin, mana hojii ergisaan jijiiree hojjechiisuu ni raawwatamaaf.
 - (b) Bu'aan madaallii raawwii hojii mana hojii jijiiraa ergisaan fudhatee hojjechiisuu guutamee mana hojii hojjetcha qaxareef ni darba.
 - (c) Badii naamusaa kan raawwate yoo ta'e, manni hojii ergisaan fudhate tarreeffama ragaa waliin mana hojii qaxareef ni beksisa; manni hojii qaxares dhimmicha qoratee tarkaanfii barbaachisaa ta'e ni fudhata.

፩) ማንኛውም የመንግሥት መሥራያ ቤት ለሥራ አስፈላጊ ሆኖ ስምምው ካከል መንግሥት መሥራያ ቤት ወይም የመንግስት ልማት ድርጅቶች ወይም መንግሥታዊ ካልሆነ ድርጅት አንድን ሪፖርቶች ካከናደ ዓመት ለማይበልጥ ጥወል በትውስት አማካር ማዋራት ይቻላል::

፪) በዚህ አንቀጽ ዘዴስ አንቀጽ (፩) የተደንገገው በጥርሃው የከልለ መንግሥት በከልለ ወይም በአሁን ላይ የሚደርሱ አዲጋን ለመከላከል ወይም አዲጋው የደረሰዎች ጉዳት ለማስተካከል ሰባል አንድን የመንግሥት ሪፖርቶች በየዘወል ድመዎዎ ካከናደ የከልለ የመንግሥት መሥራያ ቤት ወደ ለለ የመንግሥት መሥራያ ቤት ካከናደ ዓመት ለማይበልጥ ጥወል በትውስት አማካር ማዋራት ይቻላል::

፫) በዚህ አንቀጽ ዘዴስ አንቀጽ (፩) መሠረት በትውስት የተዘጋጀ ሪፖርቶች::

(ሀ) ድመዎዎ ማንኛውም ተቋሙ በዘወልው ምክንያት ላይቀነስ በትውስት አማካር በማቅረብው መስራያ ቤት ይፈጸምለታል::

(ለ) የሥራ አፈጻጸም ምዘኑ ወጪቱ በትውስት አማካር በማቅረብው መስራያ ቤት ተጥልቶ ለቀጣዎ መሥራያ ቤት ይተለሳል::

(ሐ) የፋይታልን ተፋት የፈጸመ አንድሆነ በትውስት ተቀባዩ መስራያ ቤት ለቀጣዎ መሥራያ ቤቱ ካዘጋጀር ማስረጃ ደርሻውቸል፣ ቅጂ መሥራያ ቤቱ ተቆጥሩ አማካር ተጠውን እርምጃ ይወስኗል::

- 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.
- 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.
- 4) Where a civil servant seconded in accordance with sub-article (1) of this Article:
- (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;
 - (b) His performance shall be evaluated by the institution to which he is seconded and be submitted to the employer;
 - (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.

30. Ramaddii

- 1) Manni hojii mootummaa gurmaa'iinsa haaraa qoratee hojiirra yoo oolche hojjettoota isaa dorgomsisuudhaan ramadee hojja-chiisuu qaba.
- 2) Gitni hojii duwwaa mana hojii mootummaa kamiiyyuu keessatti argamu, hojjetaa mootummaa mana hojii mootummaa biraa irraa dhufeen ramaddiin akka qabamu kan taasifamu, manni hojii isaa yoo cufame yookiin humni namaa hanga barbaadamu 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 tajaa-jila 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 kamiiyyuu 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 fooyya'uun fi bu'a qabeessa ta'u gahoomsuuf;

፩. ደንብ

- ፪) የመንግሥት መሥሪያ ቤት አዲስ
አደጋች አጥገቶ ተግባራዊ ስ.ቻርግ
ማረተኞችን በማዕቀድር ደልድሉ
ማሃራት አለበት::
- ፫) በማንኛውም የመንግሥት መሥሪያ ቤት
ወሰን የሚገኘ ክፍት የሥራ መደብ ከላላ
የመንግሥት መሥሪያ ቤት በማረዳለል
የመንግሥት ማረተኞች እንዲያዘ
የሚደረገው መሥሪያ ቤቱ የተዘረግ ወይም
ከሚያስፈልጉ የለው ዓይነ በላይ
ለጥረው ወይም የሥራ መደብ የተስረዘ
ከሁኔታ ደልድሎን በርሃው ለመስጠት ወይም
በርሃው በመንግስት ለታዘዘነ ነው::
- ፬) በዚህ እንቅስ መሠረት የማረዳለል
ማረተኞች ቅደም ሌላ ይዘሩት በነበረው
ደረጃና በአገልግሎት በመተኗበ
ያገኘ የነበረው ደመወገኑን ተቀምች
እያቀነስበትም::
- ፭) ቅሬ የመንግሥት ማረተኞች በሽመት
የሚከተሉት ከተመደበበት የሥራ መደብ ሌይ
ለሳሳ ባለው የሥራ ልማድ እና የትምህርት
በግዢ ለመሆን በማቻል የሥራ መደብ
ለይ በቦርሃው እውቅና ደመደበል::

ንኩስ ከፍል እኩት**የሥራ እኩያዎች****፪. የሥራ እኩያዎች የሚከተሉት ሆኖ::**

- ፪) የሥራ እኩያዎች የሚከተሉት ሆኖ::
- (ሀ) ማንኛውም የመንግሥት ማረተኞች
ማረወጥን በሚጠበቀው መጠን::
ጥራት:: ቤቱ እና መጠሪ በተማሪ
ሁኔታ እንዲያከናወን ለማድረግ::
- (ለ) ተከታታይ የሥራ እኩያዎች የሚከተሉት
በማካሂድ የመንግስት ማረተኞች
በዝነኛ ደንብ ክፍት በመለያት
ቀጣም የሥራ እኩያዎች እንዲያሳይ
ውጠታዊ እንዲሁም ለማስታት::

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 murtiwwan bulchiinsaa akka kennuu dandeessi-suufidha.
- 2) Sirni madaallii raawwii hojii manneen hojii motummaa keessatti hojiirra oolu:
- (a) Ragaa qabatamaa fi ifa ta'e irratti hundaa'uun bu'aa madaallii raawwachuuuf kan dandeessisu;
- (b) Hojin 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 waliini kan guddis;
- (d) Hojjettoota mootummaa yookiin gareewwan gidduutti miira waldorgommii hojii fayyalessa uumuudhaan bu'aa mana hojii fooyyessuuf kan gargaaru;
- (e) Raawwii hojii walitti fufiinsa qabuu fi hojiwwan waldeeggaran gidduutti bu'aan hojii isa tokkoo isa bira irratti dhiibbaa geessisuu danda'u gamaggamuuf kan dandeessisu ta'u qaba.

32. Haala Daballi Mindaa fi Onnachiiftuu Itti Murtaa'u

- 1) Hojjetaan mootummaa dabalata gulantaa mindaa kan argatu bu'aa madaallii raawwii hojii irratti bu'uureffachuun waggaalama lamaan ta'a.
- 2) Tumaan keewwata kana keewwata xiqqa 1 akkuma jirutti ta'ee, bu'aa raawwii hojii bu'ur-effachuun hojjetaa mootummaaf onnachiiftuu ni kennama.

- (d) የመንግሥት ማረተኞችን የሥራለጠናና
የመጀሳል ፍላጊት በትክክል ለያደ
ለማውቅ፣
(ወ) በውጭነት ለይ የተመሠረተ ማገኘው
ለመስከረም ለማስረጃ በተጨማሪው
መሠረት ለመስከረም እንዲያደርግ
ውሳኔዎችን እንዳለጥ ለማስረጃ ነው፡፡
(g) በመንግስት መሰረም በት ወሰኑ ሥራ
ለይ የምዕስ የሥራ እኩያያዣ ምዕስ
ሥርዓት፡-
(h) ቃልና በተጨማሪው መሰረጃ ለይ
የተመሠረተ የውጭነት ምዕስ
ለማካናውን ለማስረጃል፡
(i) የተከናወነው ሥራ ከተመደበው
በደንት ቤት መጠናና ተሸት የሆ
በማንኛውር ክትከለኞችን ወጪት
ለመመዘን ለማስረጃል፡
(j) የሀድን አሁራርናን የራሮ ተነስስነትን
የማስረጃዎች፡
(k) በመንግሥት ማረተኞች ወይም
ብድኖች መከከል መናጣ የሥራ
ውድድር መገልሰን በመፍጠር የመስራ
በተን ወጪት ለማስረጃ ለማስግባር፡
(l) በአፈጻጸም ተከታታይነትና
ተመርጋቢነት ባለጥ ሥራዎች
መከከል እንዲ በለላናው ወጪት ለይ
የማስረጃዎችን ተስኩ ለመግምገም
የማስረጃል፡ መሆኑ አለበት፡፡
- ፩፩. የድመወነ ቅጂወና ማጠረታች አዎስነት**
- (a) የመንግሥት ማረተኞች የድመወነ እርከን
ቁጥር የማስረጃው በሥራ እኩያያዣ
ምዕስ ወጪት ለይ በመመዘንት በየሁለት
ዓመቱ ይሞናል፡፡
- (b) የዘመ እንቀጽ ፩፩ እንቀጽ (፩) ይንጋጌ
እንደተጠበቀ ሆኖ የሥራ እኩያያዣ
ውጪት መሰረት ለማድረግ ለመንግስት
ማረተኞች ማጠረታች 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 ilaachisee Biirichi qajeelfama raawwii ni baasa.

Kutaa Afur
S'aatii Hojii fi Hayyama
Kutaa Xiqqaa Tokko
S'aatii Hojii

33. S'aatii Hojii Idilee

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

34. S'aatii Seensaa fi Ba'iinsa Hojii

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

35. Hojii S'aatii Idileen Alaa

- 1) Hojjetaan mootummaa kamiiyyuu hojii s'aatii idileen ala hojjeteef boqonnaan bakka bu'u kan kennamuuf ta'ee, haalli dirqisiisaan yoo jiraate kaffaltiin ni raawwatamaaf.
- 2) Haalota hojiin s'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.

፩) በርሃው የሥራ አፈጻጸም ምዕባ
 ስለሚከናወንበት ሥርዓት፣ የእርክን
 ቅመኑ እና ማስረጃዎች ስለሚሰጥበት
 ሁኔታ የአፈጻጸም መመሪያ ያወጣል::

ከፍል አራት
የሥራ ሰዓትና ፍቃድ
ንዝነ ከፍል አንድ
የሥራ ሰዓት

፪. መደበኛ የሥራ ሰዓት

የመግባሮች ሁራተታች መደበኛ የሥራ
 ሰዓት እንደሆነው ሁኔታና የእርክን
 መብት የሚወስን ሆኖ በላምንት ከ39
 ሰዓት መብላጥ የለበትም::

፫. የሥራ መግቢያና መወጪ ሰዓት

የመግባሮች ሁራተታች የሥራ መግቢያና
 መወጪ ሰዓት የመስተዳድር ምክር በት
 በሚያወጣው ድንብ የሚወስን ይሆናል::

፬. የትርፍ ሰዓት ሥራ

፩) ማንኛውም የመግባሮች ሁራተታ በትርፍ
 ሰዓት ለሰራው ሥራ የሚከናወንበት አረፍተት
 የሚሰጥው ሆኖ አስተዋጅ ሁኔታ ካለ
 ከፍያ ይፈጸምበታል::

፪) የትርፍ ሰዓት ሥራ ለለማረፊዎች
 ሁኔታዎች፣ ለሰነድያው መጠንና
 የሚከናወንበት ሌሎች ስለሚሰጥበት ሁኔታ
 በርሃው የአፈጻጸም መመሪያ ያወጣል::

**፭. የእነዚህ ሰዓት እና የአምንት የዕረፍት
 ቅድት**

፩) ማንኛውም የመግባሮች ሁራተታ በእነዚህ
 ሰዓት፣ በአምንት የዕረፍት ቅድት ወይም
 በመግባሮች ውሳኔ መመሪያ በቶች ነገ
 ሆኖም የሚወስኑት ቅድ በለመሥራቱ
 መደበኛ የድጋጌዎን ከፍያ 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 ayyanaa 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 kaffaltiin ni raawwatamaaf.
- 3) Tumaan Labsii kana keewwata 35 keewwata xiqqaa 1 jiraatuyyuu, 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 Wagga**
- 1) Hayyamni boqonnaa wagga kan kennamu hojjetaan mootummaa yeroo murtaa'eef boqatee tajaajila hojii isaa miira haaromeen akka itti fufu dandeessisuudha.
 - 2) Hojjetaan mootummaa haara-wa qaxarame kamiyyuu tajaajila ji'ota kudha tokko kennuu isaatiin dura mirga hayyama boqonnaa wagga argachuu hin qabu.
 - 3) Hayyamni boqonnaa wagga maallaqaan hin jijiiramu.
 - 4) Keewwata kana keewwata xiqqaa 3 jalatti kan tumame jiraatuyyuu, tajaajilli hojjetichaan kan addaan citee fi hayyamni boqonnaa wag-gaa barbaachisummaa hojiitiin kan hin kennamneef ta'uun isaa yoo mirkanaa'e gara maallaqaatti jijiiramee ni kaffalamaaf. Haalli raawwii isaa qajeelfama bahuun kan murtaa'u ta'a.

<p>፩) የሥራው ሁኔታ አስተዳደር በኢትዮ በግል ወይም በመንግሥት ወሰኑ መሆኑያ በቃቄ ነገር ሆነው በሚውለበት ቅን እንዲሸጋ የታዘዴ የመንግሥት መሆኑያ የማካከል ደረሰኑት የሚሰጠው ሆኖ፣ አስተዳደር ሁኔታ ካለ ክፍል ይፈጸምበታል::</p> <p>፪) የተሠራ አዋጅ እንቀጽ ምክ(፩) ድንጋጌ በጽርም የሥራው ሁኔታ አስተዳደር በሳምንት የደረሰኑት ቅናት እንዲሸጋ የታዘዴ የመንግሥት መሆኑያ በተከተሮ አመንት የሥራ ቅናት ወሰኑ የማካከል ደረሰኑት እንዲሰጠው ይፈጸጋል::</p>	<p>ንኩስ ክፍል ሁለት</p> <p>፪.ቁጥር</p> <p>፩፻. የዓመት ደረሰኑት ሁ.ቁጥር ፩፻፷</p> <p>፩) የዓመት ደረሰኑት ሁ.ቁጥር ፩፻፷ የሚሰጠው የመንግሥት መሆኑያው ለተወስኑ ገዢ በማረጋገጫ አገልግሎቱን በታደሰ መንፈሰ እንዲቀጥል ለማስታዣል ነው::</p> <p>፪) ማግኘውም አዲስ ተቀባዩ የመንግሥት መሆኑያ የአዲስ እንድ መሬት አገልግሎት ከመሰጣች በፊት የዓመት ደረሰኑት ሁ.ቁጥር የማማሪት መብት የለውም::</p> <p>፪) የዓመት ደረሰኑት ሁ.ቁጥር በገንዘብ አይለውም::</p> <p>፪) የተሠራ እንቀጽ ፩፻ እንቀጽ (፩) ስር የተደንገገው በጽርም የሥራው አገልግሎት የተቋረጋሙ የዓመት ደረሰኑት ሁ.ቁጥር በሥራ አስፈላጊነት የሚሰጠው መሆኑ ከተረጋገጫ ወደ በገንዘብ ተለውም ይከፈለዋል:: እኩልያው በሚመው መመራያ የሚውሉን ይሞናል::</p>
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- 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 Wagga

- 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 idaaamee 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 bira keessatti kenname raawwii keewwata kana keewwata xiqqaa 2 tiin kan herregamu ta'a.

39. Kenniinsa Hayyama Boqonnaa Wagga

- 1) Hayyamni boqonnaa waggaa koroora mana hojichaa bu'uura taasifa-chuudhaanii fi hanga dandaametti akkaataa fedhii hojjetaa madaaleen sagantaa qophaa'uu fi hojjetichiis akka beeku taasisuun bara baajati-chaa keessatti ni kennama.
- 2) Hojjetaan boqonnaa waggaa yeroo fudhatu mindaa ji'a itti boqonnaa irra turu dursee fudha-chuu ni danda'a.
- 3) Tumaan Labsii kana keewwata 37 (2) jalatti tumame akkuma jirutti ta'e, hojjetaan mootummaa tokko ji'ota 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 kaffal-ameef akka deebisu ni taasifama.

፩፻. የግዢት ዕረፍት ፊቃድ ቁጥር

- ፩) አንድ ዓመት ያገለገለ የመንግሥት መሬታዊ ዓይነት ቁጥር የግዢት ዕረፍት ፊቃድ ያገኘል::
- ፪) ከአንድ ዓመት በላይ ያገለገለ መሬታዊ ለኢትዮጵያ ተጨማሪ ዓመት አገልግሎት አንድ የሥራ ቀን እየተከለበት የግዢት ዕረፍት ፊቃድ ያገኘል:: ሆኖም የሚሰጠው የአንድ የግዢት ዕረፍት ፊቃድ ከ30 የሥራ ቀናቶች መብለጥ የለበትም::
- ፫) በላይ የመንግሥት መሥራይ ቤት ቁጥሮች ሌሎች የተሰጠ አገልግሎት በዘመኑ አንቀጽ 30-ን አንቀጽ (፩) እሌጀግዙ የሚታሰብ ይገባል::
- ፪፻. የግዢት ዕረፍት ፊቃድ አስጥጥ**
- ፩) የግዢት ዕረፍት ፊቃድ የመሥራይ ቤቱን ዕቅድ መሠረት በማድረግና በተቋሙ መጠን የመሬታዊውን ትንተት በማመዘዣ በሚዘዋዣውና መሬታዊውም አንዳያዥው በማድረግ ተመሳሪም መሠረት በዚሁ ዓመቱ ወሰጥ ይሰጣል::
- ፪) መሬታዊው የግዢት ዕረፍት ፊቃድ በሚመለከት ቤት በፈረፍት ላይ የሚቻለበትን የወር ድመዣነት በቅድማይ ለመስፈርቶ ይችላል::
- ፫) የዘመኑ አንቀጽ 30-ን አንቀጽ (፩) ድንጋጌ አንደተመበው ሆኖ አንድ የመንግሥት መሬታዊ አስራ አንድ ውጤት ከመኖች በጀት ባለቤትበት በቋት ዓመት ለሰጠው አገልግሎት የግዢት ዕረፍት ፊቃድ በአገልግሎቱ መጠን ተስፊ አንዳስተው ይደረጋል::
- ፬) የዘመኑ አንቀጽ 30-ን አንቀጽ (፩) መሠረት የበቋት ዓመቱ ከመኖናቸው በጀት የፈረፍት ፊቃድ ወሰዶ አገልግሎቱን በራሳ ፊቃድ ያቻለው የመንግስት መሬታዊ አገልግሎት ያልሰጠበት ቤት ተስቦ በፈቋድ ላይ እያለ የተከለበውን ድመዣነ አንዳመልስ 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	፩. የዓመት ዕረፍት ፈቃድ ማስተላለፍ ፪) የዘመናው አንቀጽ መሸሪያ ደንብ(፩) ደንብ, የሰነድ በፌርማው በኋላ በማግኘት የሚገኘው በቁጥር ስራው የሚከተሉት የዓመት ዕረፍት ፈቃድን በዚህ ዓመት ወሰጥ ለሰጠው ያልቻል እንደሆነ የመሆኑ በቁጥር የሰነድ ይሰጣል እና የሰነድ የሚከተሉት የዓመት ዕረፍት ፈቃድ በማስተካወ በቁጥር ዓመት ለመሆኑው መሰጠት አለበት::	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)	Tumaan Labsii kanaa keewwata 39(1) jiraatus, sababa haallli hojichaa dirqisiisuun manni hojichaa hojjetaaf hayyama boqonnaa wagga isaa bara baajatichaa keessatti kennuufi kan hin dandeenye yoo ta'e, itti gaafatamaa olaanaa mana hojiitiin yeroo bara baajata wagga lama hin caalleef dabarsuu ni danda'a. Ta'us hayyamni boqonnaa wagga itti hin fayyadamin bara baajataa sadaffaa irratti hojjetichaaf kennamuu qaba.	የዘመናው አንቀጽ አንቀጽ መሸሪያ(፩) ደንብ, የሰነድ ማስተካወውም የመሆኑው በቁጥር በኋላ የሰነድ የሚከተሉት የዓመት ዕረፍት ፈቃድ ለመሆኑው መሰጠት የሰነድ የሚከተሉት የዓመት ዕረፍት ፈቃድ በማስተካወ በቁጥር ዓመት ለመሆኑው መሰጠት አለበት::	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)	Tumaan Labsii kanaa keewwata 37(3) jiraatus, manni hojii mootummaa kamiiyyuu bu'uura keewwata kana keewwata xiqqaa 1 tiin boqonnaa wagga isaa bara baajataa lamaaf jala darbuuf boqonnaan hayyama wagga kun maallaqaatti jijiiramee akka kennamuuf hojjetaa gaafateef, dursa baajata qabsiisuun boqonnaa bara baajata biraatti darbe keessaa kan wagga tokkoo isa duraa qofti qarshiitti jijiiramee akka kennamuuf taasifamuu qaba.	የሰነድ አንቀጽ አንቀጽ መሸሪያ(፩) ደንብ, የሰነድ ማስተካወውም የመሆኑው በቁጥር በኋላ የሰነድ የሚከተሉት የዓመት ዕረፍት ፈቃድ ለመሆኑው መሰጠት የሰነድ የሚከተሉት የዓመት ዕረፍት ፈቃድ በማስተካወ በቁጥር ዓመት ለመሆኑው መሰጠት አለበት::	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.	Hayyama Boqonnaa Wagga Hin Fudhatamne	፪. ያልተውል የዓመት ዕረፍት ፈቃድ ፪) የመሆኑው መሆኑው አንጻርያው በመቆረጂ ያልተውል የዓመት ዕረፍት ፈቃድ የሥራ ቀናቶች በቁጥር ተሰጠው በግንዘብ ተለው ይሰጣል::	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.
1)	Hojjetaa mootummaa tajaajilli isaa addaan cite hayyamni boqonnaa wagga hin fudhatamne guyootni hojii qofti herregamee maallaqaatti jijiiramee ni ken-namaaf.		

2) Tumaan keewwata kana keewwata xiqqa 1 bu'uura Labsii kana keewwata 28tiin jijiirameef yookin bu'uura keewwata 30'tiin hojjetaa mootummaa ramada-meef 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 jijiirame yookin ramadametti ni darbaaf.

42. Hayyama Dahumsaa

- 1) Hojjettuun mootummaa ulfa tate:
 - (a) Qorannoo fayyaa ulfa isheettiin walqabate taasisuuf akkaataa ogeessi fayyaa ajajuun hayyamni mindaan itti kaffalamu ni kennamaaf.
 - (b) Dahumsaan dura boqonnaa akka taasiftu ogeessi fayyaa yoo ajaje boqonnaan mindaan itti kaffalamu ni kennamaaf.
- 2) Keewwata kana keewwata xiqqa 1 jalatti hayyamni tumame akka hayyama dhukkubaatti hin lakkaaamu.
- 3) Hojjettuun mootummaa ulfa tate 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) Hojjettuun mootummaa akkaataa keewwata kana keewwata xiqqa 3 tiin hayyamni dahumsa duraa kennameef osoo hin xumuramiin dura yoo deesse, hayyamni dahumsaa osoo itti hin fayyadamiin hafe erga deesse booda akka itti fayyadamtu ni taasifama.

፩) የዚህ አንቀጽ 30-ሰ አንቀጽ (፩) ደንጋጌ
በዚህ አዋጅ አንቀጽ ይችል መሠረት
ለተማውራ ወይም በአንቀጽ ይችል መሠረት
ለተደረሰለ የመንግሥት መሠተኛ ተፈጥሯ
አይሁዳም፤ ሆኖም መሠተኛው በነበረበት
የመንግሥት መሠረታዊ ቤት የዚህ አዋጅ
አንቀጽ ይችል(፩) መሠረት የተዘለሱበት
የመንግሥት ሰራተኞች ፍቃድ ወደ ተዘመዴበት
ውይም ወደ ተደረሰለበት የመንግሥት
መሠረታዊ ቤት ይተዘለዋል፡፡

፪. የወለድ ፍቃድ

- ፩) ንብረቱ የሚከተሉ የመንግሥት መሠተኛ፡-
 - (ሀ) ከእጋዝነዋጥ ወር የተያያዘው የጠና
ጥርመራ ለማድረግ አካም በማቅረብው
መሠረት ድመወበ የሚከኋልበት
ፍቃድ ይሰጣቸል፤
 - (ለ) ከመውለድ በፊት ሰራተኞች እንዲታረጋግ
አካም ካወዟ ደመወበ የሚከኋልበት
ሰራተኞች ይሰጣቸል፡፡
- ፪) የዚህ አንቀጽ 30-ሰ አንቀጽ (፩) ሆኖ
የተደንገገው ፍቃድ አንድ ሁመም ፍቃድ
አይቀበጥም፡፡
- ጀ) ንብረቱ የሚከተሉ የመንግሥት መሠተኛ
የመውለድ ቤተው ለደረሰ እውልደለሁ በላ
ከተመተቻበት ቀን በፊት ይችል ተከታታይ
ቀኑ የቃድመ መለያ ፍቃድ፤ እንዲሁም
ስተመልሮ እውልደቻበት ቀን ይሞር
፤ ተከታታይ ቀኑ፤ በስጠቀሰ ይችል
ተከታታይ ቀኑ ደመወበ የሚከኋልበት
የወለድ ፍቃድ ይሰጣቸል፡፡
- ጀ) የዚህ አንቀጽ 30-ሰ አንቀጽ (፪) መሠረት
የመንግሥት መሠተኛው የተሰጣት የቃድመ
መለያ ፍቃድ ከማለቅ በፊት እውልደቻ
የልተጠቀሙበትን ቀኑ የቃድመ መለያ
ፍቃድ እውልደቻ በንጂ እንዲታቀሙበት
ይረዳቸል፡፡

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:
 - (a) paid leave for medical examination in accordance with a doctor's recommendation;
 - (b) 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.

- 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 baajatichaa irraa yooki-in hayyama boqonnaa waggaa kan hin qabne yoo ta'e hayyama boqonnaa waggaa bara itti aanu keessaan bakka bu'aaf.
- 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.
- 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.
- 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.
- 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.
- 10) Hojjetaan mootummaa kамиyyuu haati manaa isaa yoo deessu hayyamni mindaan itti kaffalamu guyyaan hojii 10 ni kennamaaf.

፩) የመንግሥት መራተኞች የውልድቸው የቅድመ ወለድ ፊ.ቁድ ስ.ቁድ የስልቀ ያልወልደቸ እንደሆነ አስከምትውልድበት ቅን ደረሰኝ ባለት የሥራ ቅናት የምት-ቆይበት ስራይት በበቃት ዓመቱ ካለት የዓመቱ ስራይት ፊ.ቁድ ወይም በበቃት ዓመቱ የዓመቱ ፊ.ቁድ የለለት እንደሆነ ከሚቀጥለው የበቃት ዓመት የስራይት ፊ.ቁድ ይተካል::

፪) የመንግሥት መራተኞች በዚህ እንቀጽ ጋዜ እንቀጽ (፩) የተወስኑውን የውልድ ፊ.ቁድ ከመረሰበት በጀት በትታሙና ተጨማሪ ፊ.ቁድ የሚያስፈልጋት መሆኑ በዚህም ከተረጋገጧ በዚህ እዋጅ እንቀጽ ቅና(፩) በተደንገገው መሠረት የሰጠው ፊ.ቁድ መውሰድ ተቃላቢ::

፫) ማንኛውም ስጋስት ወር የምሳት ነፍሰው የሁንት የመንግስት መራተኞች የቅድመ ወለድ ፊ.ቁድ ከመውሰድ በፊት ድንብ የተፈረመበት ከሆነ ይህንን የሚያረጋግጥ የሀክምና ማስረጃ ስታዊርባ የቃ ቅን የድህን ወለድ ፊ.ቁድ ይሰጣቸል::

፬) የቅድመ ወለድ ፊ.ቁድ ከመደቸ በጀት የሽንስ መቆረጥ ከጋጌማት የውልድቸው የቅድመ ወለድ ፊ.ቁድ ተቁርጓ በዚህ እንቀጽ ጋዜ እንቀጽ (፩) በተደንገገው መሠረት የቃ ቅን የድህን ወለድ ፊ.ቁድ ይሰጣቸል::

፭) ከሆነ አስከ ስጋስት ወር በለው የእርግዝር ገዢ ወሰጥ የሽንስ መቆረጥ የጋጌማት የመንግሥት መራተኞች ደመወዘን የሚከፈልበት ሙተከታታይ ቅን ፊ.ቁድ ይሰጣቸል::

፮) ማንኛውም የመንግሥት መራተኞች የተዘርጉ ዘይቶ ስትመልድ ደመወዘን የሚከፈልበት ጉዳት የሥራ ቅን ፊ.ቁድ ይሰጣቸል::

- 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.
- 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.
- 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.
- 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.
- 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.
- 10) Any civil servant shall be entitled a paternity leave with pay for 10 working days at the time of his wife's delivery.

43. Hayyama Dhukkubaa

- 1) Hojjetaan mootummaa kamiiyyuu sababa dhukkubaatiin hojji 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 hojiitiif 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 isaaatiif ragaa yaalaa dhiyeefachuu 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.

፩. የሰጠው ፈቃድ

- ፩) ማንኛውም የመንግሥት መራተኞች
በከተማው የወክንያት መሬ መሥራት
የልጃለ እንደሆነ ድመወዘን የሚከራልበት
የሰጠው ፈቃድ ይሰጣል::
- ፪) በዚህ አንቀጽ ፩-ስ አንቀጽ (፩)
መሠረት የመ-ከራ ሂዕወጊ ለጠናቀቀ
የመንግሥት መራተኞች የሚሰጥ የሰጠው
ፈቃድ በተከታታይ ወይም በተለያየ
ገዢ በመፈጸም ከመሙ ከደረሰበት
የመጀመሪያ ቅን አንስቶ ባለው አስራ
ህሳት ወር ገዢ ወ-ሰጥ ከከምንት ወር
ወይም በአራት ዓመት ወ-ሰጥ ከለሁኔ
ህሳት ወር አይበልጥም::
- ፫) በዚህ አንቀጽ ፩-ስ አንቀጽ (፪) መሠረት
የሚሰጥ የሰጠው ፈቃድ ለመጀመሪያዎች
ከደስት ወራት ከመ-ሰ ድመወዘን ወር
እና ለማቅተላት ሁሳት ወራት ከማማሽ
ድመወዘን ወር ይሆናል::
- ፬) የመ-ከራ ሂዕወጊ የአጠናቀቀ የመንግሥት
መራተኞች ከተመሙ የህክምና ማስረጃ
የሚቀርብበት የአንድ ወር የሰጠው
ፈቃድ ከደመወዘን ወር ይሰጣል::
- ፭) ማንኛውም የመንግሥት መራተኞች
ስተጠው::
- (ሀ) ከእቅም በላይ የሆነ የወክንያት
ካለጋጠመው በስተቀር በተታለ ቅጥነት
መታመሙን ለመሥራቶ በቱ ማስወቅ
እለበት::
- (ሐ) በተከታታይ ከሆነት ቅናት ወይም
በአንድ የበደት ዓመት ወ-ሰጥ ከደስት
ቀናት በላይ በአጠናሙ የወክንያት
ከሥራ የቀረ እንደሆነ ለመታመሙ
የኢትዮምና ማስረጃ ማቅረብ እለበት::
- (ሻ) የመ-ከራ ሂዕወጊ የአጠናቀቀ የመንግሥት
መራተኞች በዓመት ፈቃድ ለይ እየል
መታመሙን የሚያረጋግጥ የህክምና
ማስረጃ ከቀረበ የዓመት ፈቃድ ተቀርብ
የሰጠው ፈቃድ ይሰጣል::

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 waggaan addaan
citee ture, hayyamni dhukkuba
isaa akkuma xumurameen akka
itti fufu ni taasifama.

44. Ragaa Yaalaa

- 1) "Ragaa Yaalaa" jechuun waraqaan ragaa biyya keessatti dhaabbata fayyaa mootummaas ta'ee kan dhuunfaa abbaa taayitaa aangoo qabuun hayyamni kennameefin yookiin biyya alaa irraa kan ar-game yoo ta'e sirrummaan isaa abbaa taayitaa aangoo qabuun kan mirkanaa'e jechuudha.
 - 2) Waraqaan ragaa dhiyaatu haa-la fayyaa hojjetichaa fi hayyamaa dhukkubaa kennamu ibsuu qaba.

**45. Hayyama Dhimma Dhuunfaatiif
Kennamu**

- 1) Hojjetaa mootummaa kamiifiyyuu:
Abbaa warraa yookiin haadha
warraa, ijoolle, firooma dhiiga
yookiin firooma gaaelaa hanga
sadarkaa lamaffaatti lakkaa'amu
yoo ta'e gaddaaf hayyamni
guyya hojii sadii;
 - 2) Gaa'elaaf hayyaama guyya hojii
sadii; fi
 - 3) Qorumsaa yookiin gadda hiri-
yyaa dhiyoof hayyamni guyya
hojii tokko bara baajataa tokko
keessatti hayyamni qorumsaa
yookiin gaddaa guyyoota hojii
jahaa hin caallee;mindaan waliin
ni kennamaaf.

46. Hayyama Addaa Mindaa Waliin Kennamu

- 1) Hojjetaan mootummaa kamiyyuu:
Mana Murtii yookiin qaamota
biroo aangoon kennameef irraa
waamichi yoo dhiyaateef dhimmi
itti waamame yeroo fudhatuuf,
 - 2) Filannoo ummataa waliin dhimma
walqabateen yoo ta , yeroo filan-
noon fudhatuuf hayyamni addaa
mindaa waliin ni kennamaaf.

፩) በዚህ አንቀጽ የዚህ አንቀጽ (፩) መሠረት
የተቋረጋጠው የቀመጥ ላይ የቅድ የአመጣኝ
ለቋር እንደተጠናቀው እንዲቀጥል
ይኖር::

፭፻. የህናምና ማስረጃ

- ፩) “የኢትዮጵያ ማስረጃ” ማለት በሁን
ወሰኑ አግባብ የለው የልሆነዎን ፈቃድ
ከተሰበው የግልም ሆነ የመንግሥት
የኢትዮጵያ ተቁዱ የሚሰጥ ወይም ካህን
ወጪ የተገኘኝ ስለተከለፍነቱ አግባብ
የለው የልሆነዎን የተፈጻሚ የምስክር
ወረቀት ነው::

፪) የምስክር መረቀቱ ስለመንግሥት መሸጥታ
የጠና ሆኬችና ስለሚሰጠው የኢትዮጵያ
እቅድ መግለጫ እለበት::

፭፻ ሌማል ነገሮ የመሰረት / ቁጥር

- ለማኑናውም የመንግሥት ሥራተኞች፡፡

፩) ለትኩር ዓይቶ፣ ለሌደቶ፣ ለሥር ኪመድ
ወያም አስከ ሁሉተኛ ይረዳ የሚችበር
የጋብቻ ጉምጃና ካሆነ ለካዕዝ ለሰነት
የሥራ ቅኑት ፈቃድ፤

፪) ለጋብቻ ለሰነት የሥራ ቅኑት ፈቃድ፤ እና

፫) ለእተኞ መያም ለቀርብ ዓይቶ ዓይቶ
አንድ የሥራ ቅኑ ፈቃድ በአንድ የበዕለ
ዓመት መሰጥ፤ ለእተኞ ለይሰነት የሥራ
ቅኑት ዝልበለው ፈቃድ ክድመውን ጋር
ይሰጣዋል፡፡

፩፪. ከድመዎን ወር የሚሰጥ ስሜ ፊቃድ

- ማንኛውም የመንግሥት ለራተኞ፡-

፩) ከፍርድ በት ወይም ከለለቸ ለልማን
ከተሰጣቸው እኩለት መጥሪያ ለደጋስዎ
የተጠረበት ጉዳይ ለማጠፊው ጊዜ፣

፪) ከእዝዋዎ ምርመራ ወር በተያያዘ ጉዳይ
ለሆነ ምርመራው ለማወሰድበት ጊዜ፣
ከደመዎን ወር ልዩ ፖወቲ ይሰጣል፡-

- 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	<p>፩፻. የለደመዎን የሚሰጥ ላይ ፊቃድ</p> <p>(፪) የመንግሥት መሬታና በበቃ ጥናትያት ደመዎን የሚያስፈልጊት ላይ ፊቃድ እንዲሰጣው ለተጨማሪ የመሆኑን በተገኘ ጥቅም በማግኘቱ መጋቢት ለሚገኘ በመሆኑን በተ የበለ ይለው ተለዋዋዣ በርሃን ካረጋግጣ ከእነዚ ዓመት ለማይበላጥ ገዢ ለፈቻለት ይችላል::</p> <p>(፫) የመንግሥት መሬታና በአካባቢ ጥናሙ ሰመወዳድር ተወካይ ሆኖ ለተፈጻሚ የጥናሙ ቅስቀሳ በማግኘድበት ወቅት እና ጥናሙው በማክናውን ገዢ ያለ ደመዎን ፊቃድ እንዲሰጣው ይችላል::</p> <p>(፬) በዚህ አንቀጽ ዘዴስ አንቀጽ (፪) ሆኖ የተደንገገው በጥርም መሬታናው የለደመዎን ላይ ፊቃድ እንዲሰጣው የጠየቀው የመንግሥት መሆኑን በተገኘ በማመሌከት የጥርቃኒት ሥራ ለገዢ በመመሪያ ወይም የትራፍር ዝግቶው ለፋጥለማግኘቱ ማሳያን ሥራ በወጪ ማገኘ መመሪያ ጥናትያት ከዚነ ላይ ፊቃድ የጥርቃኒት ወይም የፋጥለማግኘቱ ማሳያን ሥራው እስከማጠናቀቅ ለለው ገዢ ለሰጣው ይችላል::</p> <p style="text-align: center;">ከፍል አዋጅ</p> <p>ተጨማሪ የድንብ እርምጃ የሚሰጠልቸው</p> <p>የጠበረተሰቦ ክፍለቸው የሥራ ሆነታ</p> <p>፪፻. ለነት የመንግሥት መሬታናት የሚጠበቅ የሥራ ሆነታ</p> <p>(፪) ማግኘውም የመንግስት መሆኑን በት ለት የመንግሥት መሬታናትን ለማጠቀሻና በወሰኑ ለጠራ የሥራ በታወቂ ለገዢ እንዲመሪያ ለማድረግ የሚያስቀስ የተጨማሪ ድንብ እርምጃዎችን መውሰድ አለበት::</p> <p>(፫) ለተቻቸው በቅጥር፣ በደረጃ እድገት፣ በዘወውውር፣ በደረጃዎች፣ በትጥሃትና ሥልጠና እሌክትሪክ የተጨማሪ ድንብ እርምጃ ተጠቀሙ ይሆናል::</p>	<p>47. Special Leave without Pay</p> <p>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.</p> <p>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.</p> <p>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.</p>
Kutaa Shan		<h3 style="text-align: center;">Section Five</h3> <p>Conditions of Work Applicable To Members Of The Society Deserving Affirmative Action</p>
Haala Hojii Kutaalee Hawaasaa Tarkaanfii Deeggarsa Dabalataa Barbaachisu		<p>48. Conditions of Work Applicable to Female Civil Servants</p> <p>1) Any government institution shall take affirmative action's that enable female civil servants to improve their competence and to assume decision making positions.</p> <p>2) Women shall be entitled to affirmative actions in recruitment, promotion, transfer, redeployment, education and training.</p>
48. Haala Hojii Hojettoota Mootummaa Dubartiif Eggaman		
1) Manni hojii mootummaa kamiiyyuu hojettoota mootummaa dubartii gahoomsuu fi iddoowan hojii murtii kennuu danda'an irratti akka ramadaman gochuuf kan dandeessisu tarkaanfii deeggarsa dabalataa fudhachuu qaba.		
2) Dubartootni raawwii qaxara, guddina sadarkaa, jijiirraa, ramaddii, barnootaa fi leenjiitiin tarkaanfii deeggarsa dabalataatti fayyadamoo ni ta'u.		

- 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'u isaa ragaa yaalatiin yoo mirkanae gara gita hojii yookiin iddo hojii mijaa'a taetti ramadamtee akka hojjattu taasifamu qaba.
- 4) Manni hojii mootummaa kamiiyyuu 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'amuu.
- 5) Hojjattun mootummaa dubartii kamiiyyuu daa'ima wagga tokko hin guunne yaalchisuuf ragaa yaalaatiin yemmuu mirkanaa'u hayyamni mindaan itti kanfalu mu ni kennamaaf.
- 6) Manni hojii mootummaa kamiiyyuu hojjattoonni dubartoota mootummaa daa'imman isaanii iddo itti hoosisanii fi kunuun san, tursiisa da'immanii hun-deessuu qaba. Qajeelfamni raawwii isaa qindoomina mannen hojii mootummaa dhimmi ila-latu bahuun kan murtaa'u ta'a.
- 49. Haala Hojii Hojjettoota Qaama Miidhamtootaaf Eggaman**
- 1) Qaama Miidhamtootni raawwii qaxaraa, guddina sadarkaa, jiji-irraa, ramaddii, carraa barnootaa fi leenjiin tarkaanfi deeggar-sa dabalataatiin fayyadamoottaa'u qabu.
 - 2) Manni hojii mootummaa kamiiyyuu naannoon hojii qaama miidhamtootaaf mijataa ta'u isaa mirkaneessuu, meeshaalee hojiif barbaachisan guutuu fi akkaataa itti fayyadama isaa irratti leenji barbaachisa ta'e akka argatan gochuu qaba.

- ፩) ካናስጠር የሆነዚን የመንግሥት መሬታቸው በቅጥር ወይም በደረጃ ዕድገት ከተመደበቻለት የሥራ መደብ ወደ ለላ የሥራ መደብ መደብ ማስረጃ የተከሰከለ ነው፡፡ ሆኖም ለራዲ ተጊኑት ወይም ለወጪ አደጋቸው መሆኑ በስከምና ማስረጃ ለረጋገጥ ተስማማቅ ወደ ሆነ የሥራ መደብ ወይም የሥራ በታ ተመድባ እንደትሰራ መደረግ አለበት፡፡
- ፪) ማንኛውም የመንግስት መሰራቶ ቤት ለት የመንግስት መሬታቸው ካናስጠር በሆነዚን ትወስኗል፡፡ ቤቱ ከወደቻለት ቅን ፍምር በእራት ወር ቤቱ ወሰኑ በዚህ አዋጅ እንቀጽ 87 መዋረት በሚያደርጉው የሬታቸው ቅነስ ከሥራ ለመስጠት አይችልም፡፡
- ፫) ማንኛውም ለት የመንግሥት መሬታቸው እንደ ዓመት ያልተጣውን ስያን ለቃድ ለማሳከም በስከምና ማስረጃ ለተረጋገጠ ቤቱ ይመወለ የሚከፈልበት ዓቋድ ይሰጣቸል፡፡
- ፬) ማንኛውም የመንግስት መሰራቶ ቤት ለት የመንግስት መሬታቸው ሆኖ ለቃድ ተቃዋዋን የሚያጠበብና ሆኖ ለቃድ የሚከከለበት የሀኔሻ ማቅረብ ማቋቋም አለበት፡፡ የኤሌክትሪክ መመራዎች የሚመለከተው የመንግስት መሰራቶ ቤት በቅንቃት በሚያወጣው መመራዎች የሚመለን ይሞናል፡፡
- ፭) ለአካል ጉዳታቸው የሚጠበቅ የሥራ ሆናቸው
- ፮) አካል ጉዳታቸው በቅጥር፣ በደረጃ ዕድገት፣ በተወቃውር፣ በደረጃ፣ በትምህርና ሥልጠና እሌክትሪክ የተጨማሪ ድጋፍ እርምጃ ተተወቃማ መሆኑ አለባቸው፡፡
- ፯) ማንኛውም የመንግስት መሰራቶ ቤት የሥራ አካባቢው ለአካል ጉዳታቸው መቃቃቸው መሆኑን ማረጋገጥ፣ ለሥራ የሚያስፈልገ መማረጋገጥና ማማረጋገጥ ለስልጠና እንዲያገኘ ማረጋገጥ 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 byway 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 entitle 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 kamyuu hojjettoota mootummaa qaama miidhamtoota gargaaraa isaan barbaachisuuf gargaaraa deeggarsa kennu akka ramadamuuf itti gaafatamummaa qaba.
- 4) Mirgoonti qaama miidhamtootaaaf seerota biroon kennaman raawwii labsii kanaatiif kan hojiirra oolu ta'a.

50. Godinalee fi Aanaalee Haala Addaatiin Ilaalaman

- 1) Godinalee fi Aanaalee haala qilleensaa jireenyaaaf rakkisaa ta'e, fageenyaaf rakkoo bu'uuraalee misoomaa qabaniif raawwii qaxaraa, guddina sadarkaa, jijiirraa, ramaddii, carraa barnootaa fi leenjii ilaachisee deeggarsa dabalataa akka argatan ni taasifama.
- 2) Hojjettoota mootummaa id-doo hojii jirenyaaaf mijaa'aa hin taanee keessatti ramadamanii yookiin qaxaramanii hojjachaa jiraniif kaka'umsa hojii uumuudhaaf jecha Biirichi qajeelfama kenninsa onnachiiftuu (hardship allowance) qoratee hojiirra akka ooluuuf Mana Maree Bulchinsaa murteessisee hojiirra ni oolcha.

51. Haala Hojiirra Oolmaa Deeggarsa Dabalataa

Hojiirra oolmaa tarkaanfilee deeggarsa 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 Raawwatiinsa

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

አዋጅ ቅጽ ይታደራል ጥሩ ማረጋገጫ	የአዋጅ ቅጽ ይታደራል ጥሩ ማረጋገጫ
	፩) የማንኛውም የመንግስት መሰራም በት ፈቃድ ለሚያስፈልጊው የአካል ጉዳቶች የሆነ የመንግስት መሆኑ ተብዬኝ ድርሻ ለሰተ የሚችል ላይት እንዲመደብበት የሚደረግ ተለፈነት አለበት::
	፪) በሌሎች አካላት ለአካል ጉዳቶች የተሰጠ መብቶች ሰነድ አይሁድ እዋቅና ተግባራዊ ይሆናል::
	፫. በሌላ ሁኔታ የሚታየ ንጥና መረዳዎች
	፬) ለነፃ አመቱ የልማት የአየር መግቢት የርቀትና የመሰረተ ለማት ታሳቢዎች የለባቸው ንጥና መረዳዎች በቃጥር:: በደረጃ ሁኔታ በግዢውውር:: በደልድል:: በትምህርና ለመጠና እራዳለም ለየ እርሻ እንዲያገኙ ይደረጋል::
	፭) ለነፃ አመቱ የልማት በታምቀ ተደልድለው መደም ተቀጥረው የሚሰሩ የመንግስት መሆኑችን የሥራ ተካሳነት ለመኖር ስ.ባል በ.ሮው የሚሰራታቸው አስተኛ መመሪያ በማጥናት ሥራ ለይ እንዲውል በመስተዳደሩ ምክር በት በማስወሻን ሥራ ላይ የመላል::
	፮. የሌላ ድርሻ እራዳለም ሁኔታ
	በዚህ ክፍል ለተደነገነት የሌላ ድርሻ እርምጃዎች እራዳለም በ.ሮው መመሪያ የእስራር ለርሱት ማውጣት ይችላል::
	ክፍል ስፍሰት
	የሥራ አካባቢ ይህንነትና ጥንት
	፯. የአማካና ተፈጻሚነት
	፩) የሥራ አካባቢ ይህንነትና ጥንት የአማካና:: (ሀ) የመንግሥት መሆኑ ይህንነት ጥንት በመጠበቅ የሥራ በቃትን ማገልበት::

- 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 nageenya fi fayyummaa hojjetaa mootummaatiif mijaatu qopheesuu, fooyyeessuu fi eeguu; fi
- (c) Manni hojii mootummaa jirenyaa hawaasummaa gaarii irratti hundaaee bu'aa hojii olaanaa akka galmeessisu gahoomsuu ta'a.
- 2) Tumaaleen kutaa kanaa hojjetaa yerootiifis raawwataiinsa ni qabaatu.

53. Miidhaa Hojiirratti Dhaqqabu

- 1) "Miidhaa hojiirratti dhaqqabu" jechuun balaa hojii irratti dhaqqabu yookiin dhukkuba sababa hojiitiin dhufuudha.
- 2) "Balaa 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, iddo hojii isaa yookiin sa'aatiitii hojii idileetiin alatti nama aangoon isaa hayyamuun ajaja kennname raawwachaa osoo jiruu miidhaa dhaqqabe;
- (b) Ajajni nama aangoon isaa hayyamuun kennname 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 iddo hojii isaatti yookiin iddo hojii isaatti tajaajila geejjibaa mootummaan hojjeetaaf ramadeen osoo deemaa jiruu yookiin tajaajila geejjibaa manni hojii isaa kireeffatee ifaan ramadeen deemaa osoo jiruu miidhaa dhaqqabe;

- (አ) የሥራ በታን ለመንግሥት መሬተኞች
ደህንነትና ጥናትና በሚሰማማ መልከ-
ማዘጋጀት፣ ማሻሻልና መጠበቅ፣ እና
(ብ) የመንግሥት መሥራያ በት በገ-
በምኑ ማህበራዊ አይወት ላይ
ተመሥርቶ አመርቷ የሥራ ውጤት
እንዲያስመዝግበ ማጠቃት ይሆናል::
- (ቅ) የዘመ ከፍል ድንጋጌዎች ለጊዜያዊ
መሬተኞችም ተፈጽማቸ ይሆናል::

፩. በሥራ ላይ ስለሚደርሱ ጥናት

- (እ) "በሥራ ላይ የሚደርሱ ጥናት" ማስት-
በሥራ ላይ የሚደርሱ አይደረግ ወይም
በሥራ ምክንያት የሚመጣ በሽታ ነው::
- (ቅ) "በሥራ ላይ የሚደርሱ አይደረግ" ማስት-
የመንግስት መሬተኞች መቆጠና ለራውን
በማከናዣ ላይ እያለ ወይም ከሥራው-
ዋር በተደያወጫ ምክንያት በአካል ወይም
በአካል የተፈጥሮ ተግባር ላይ በደንብት
የሚደርሱ ጥናት ሲሆን የሚከተሉትን
ይጨምሶል:-
- (ሀ) የመንግሥት መሬተኞች ከመቆጠና
ሥራው፣ የሥራ በታው ወይም የሥራ
ስጥቶ ወጪ ለልማት በሚፈጸጋለት
ስው የተሰጠውን ትልሬ በመፈጸም
ለይ እያለ የደረሰን ጥናት፣
- (ለ) ለልማት በሚፈጸጋለት ለው የተሰጠው
ትልሬ በይኖርም የመንግሥት
መሬተኞች በመሥራያ በቱ ወሰጥ
የደረሰን ድንጋጌዎች እና የሥራ ላጥቶ
ውይም ከሥራ ላጥቶ ወጪ ጥናት
ለመከላከል በሚፈጸጋመው ተግባር
ሙክንያት የደረሰን ጥናት፣
- (ሐ) የመንግሥት መሬተኞች ወደ ለራ
በታው ወይም ከሥራ በታው መሥራያ
በቱ ለመሬተኞች አገልግሎት እንዲሰጥ
በመቆጠው የመንግሥት አገልግሎት
ውይም መሥራያ በቱ ለዘመ ተግባር
በተከራየውና በግልጽ በመቆጠው
የመንግሥት አገልግሎት በመንግሥት ላይ
በነበረበት ዘዴ የደረሰን ጥናት፣

- (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 miidhaa sababa raawwii hojii isaatiin walqabateen yeroo hojii dura yookiin booda yookiin hojiin isaa yeroof addaan citee iddo 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 sadafkaatiin irra gaheef.
- 3) "Dhukkuba Sababa Hojiitiin Dhufu" jechuun hojjetaan mootummaa gosa hojii raawwatuun yookiin naannoo hojii isaatiin kan ka'e haalota dhibee dhaqqabiisaniif saaxilamee turuu isaatiin rakkoo fayyaa irra gahe yoo ta'u, dhukkuboota duraan turan yookiin daddarboo idilee iddo hojiitti dhaqabuu danda'an hin dabalatu.
- 4) Keewwata kana keewwata xiqqa 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 qamaa ga'u bu'uura tumaalee seera soorama hojjettoota mootummaa seera qabeessa ta'een ni murta'a.
- 6) Keewwata kana keewwata xiqqa 1 jalatti kan tumame jiraatus, hojjetaan tae jedhee keessattuu manni hojii dursee qajeelfamoota eegumsa nageenyaa fi fayyummamaa ifaan kennameef darbuun yookiin cabsuun qaama yookiin sammuu isaa haala to'achuu hin dandeenyeen dhugaatiin yookiin baala sammuu adoochuun machaa'ee hojii irratti argamuun miidhaa irra gaheef akka miidhaa sababa hojiitiin dhaqqabeetti hin lakka'aamu.

(መ) የመንግሥት ማራተኞች ከሥራው ጥር በተደሃሽ ተግባሩ የሚከናወት ከሥራው በረት ወይም በረት ወይም ለማውች ለጠዘዎች ተቀርቦ በነበረት ገዢ በሥራው በታ ወይም በመሥራያ ተብ የስጥ በመጥናት የድረሰበትን ማንኛውም ጉዳት፡፡

(ወ) የመንግሥት ማራተኞች ለሥራውን በማካናወን ልይ ባለት ገዢ በሥራውን ተብ ወይም በሥራውን ወገን የሚከናወትን አካባቢ የተነሳ በሽታን ለማይደከትል ሆኖታምች ተጠሪ በመቆየቱ የሚከናወት የድረሰ የጠና መታወሻ ስሜን፣ ካር በሽታምችን ወይም በሥራው በታ መደብቅ ተለለ የሁኔን በሽታምችን አይፈጸምርም፡፡

(ጉ) በዚህ አንቀጽ ጉዢ አንቀጽ (፳) የተደንገገው በጽርጓዢ በመሸቦኝ ለሥራው የሚከናወት ተለለው ወይም ነዋሪ በሽታምችን በማጥፊት ልይ የተስማሬ የመንግስት ማራተኞች በዚህ በሽታ ከተያዘ በሥራው የሚከናወት የመጣ በሽታ አንድሮዴው ይቆጠራል፡፡

(፫) በሥራ ልይ በማይርጫ ጉዳት የሚከናወት የአካል ጉዳት መጠን አግባብ ባለው የመንግሥት ማራተኞች ተረጋግጧት አካል ድንጋጌምች መሠራት ይመሰናል፡፡

(፬) በዚህ አንቀጽ ጉዢ አንቀጽ (፬) የተደንገገው በጽርጓዢ ማራተኞች ሆነ በለ በተለያዩ በመሥራያ ተብ አስቀድሞ በግልጽ የተስጠትን የድህንን መጠበቅ መመረምች በመተለለኝ ወይም በመጣለ ወይም ለወካይን ወይም አእምሮችን መቆጣጠር በማይቻልበት ሆኖታ በመጥና ወይም በአድጋዋኑ ዕዱ ለክር በሥራ ልይ በመጥናቱ የድረሰበት ጉዳት በሥራ የሚከናወት አንድሮዴስ 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 geesine ta'uu isaa mirkaneessuu fi
 - (b) Meeshaalee ittisa balaa hojjettoota isaaniif 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 eeguuf itisu 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.

፩፪. የእራዳ መከላከል እርምጃዎች

- (፩) ማግኘውም የመንግሥት መሥራያ በታ::-
 - (ሀ) የሥራ በታው ስጠራተቻቸቸ ይህንነትና ተንተት ላይ የእራዳ የማይሰከተለ መሆኑን ማረጋገጥና፡ እና
 - (ለ) የእራዳ መከላከል መማረዳዎችን ለጠራተቻቸቸ የማቅረብና ለለሳጣቸውም መመራያ የመስጠት ይለፈናት እለበት::
 - (ሐ) ማግኘውም የመንግሥት ለራተኞች፡-
 - (ሀ) ይህንነትና ተንተትና ለመጠበቅ የወጪ መመራዎችን የማክበር፡
 - (ለ) የተስጠትና የእራዳ መከላከል መማረዳዎችን በአገባበት የመስጠቀም፡ እና
 - (ሐ) የእራዳ ለይሰከተለ የሚቻለ ሁኔታዎች መኖራቸውን ለገምት ለማመለከተው የመሥራያ በታ ይለፈ ወጪዎች የማሳወቅ ቅደም እለበት::
 - (መ) በጠቃቄ፡-
 - (ሀ) የሥራ አካባቢ ይህንነትና ተንተት የመጠበቅና የመከላከል በጽሑፍዎች ያጠናል፤
 - (ለ) የመንግሥት መሥራያ በታው ለራ እንዲያውለት ለመጠበቅ ለለማስተጥበት ሁኔታ የመቻቸል፤
 - (ሐ) በመንግሥት መሥራያ በታው ወሰጥ የሥራ አካባቢ ይህንነትና ተንተት ተግባራዊ መሆኑን ይቆማጠናል፤ የእራዳ መከላከል እርምጃዎችን በተመለከተ በመመራያ ይወሰናል፡፡

፩፫. የእከል ጉዳት

- (፩) "የእከል ጉዳት" ማለት የመሥራት ተስፋዎች መቀነስ ወይም ማጠኑን በሚይሰከተለ ሁኔታ በሥራ ላይ የሚፈርስ ጉዳት ነው፡፡
- (ዘ) በሥራ ላይ የደረሰ የእከል ጉዳት ተዘዋዋዎች የእከል ጉዳት፡፡ ዘላቂ አለበት የእከል ጉዳት፡፡ ዘላቂ መለያ የእከል ጉዳት ወይም ጉዳት የሚይሰከተለ ወጪት ይኖሩዋል፡፡

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.

<p>56. Miidhaa Qaamaa Yeroo "Miidhaa Qaamaa Yeroo" jechuun miidhaa qaamaa yeroo murtaa'eef hojii isaa guutummaan yookiin gar-tokkoon dandeettii hojjachuu dhabuu dha.</p> <p>57. Miidhaa Qaamaa Gar-tokkee Dhaabbataa "Miidhaa qaamaa gar-tokkee dhaabbataa" jechuun miidhaa dandeettii hojjachuu hir'isuu fi hin fayyine hojii irratti gahu dha.</p> <p>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.</p> <p>59. Yaalaa fi Hayyama Miidhaa Sababa Hojiitiin Dhufuuf Kennamu</p> <p>(1) Hojjetaa mootummaa sababa hojiitiin miidhaan irra gaheef baasii tajaajiloota yaalaaf barbaachisan kan armaan gadii binya keessatti kennaman mana hojii isaatiin ni uwifama.</p> <p>(a) Baasiwwan yaalaa waliigala fi addaa akkasumas yaala baqaqsanii hodhuu;</p> <p>(b) Baasiwwan hospitaalaa fi qorichaa;</p> <p>(c) Baasiwwan geejjibaa;</p> <p>(d) Baasiwwaan nam-tolchee qaama namaabakka bu'uu danda'an yookiin qaamota dabalataa kamiyyuu fi wal'aansa lafee.</p> <p>(2) Hojjetaa mootummaa miidhaan qaamaa irra gahe bu'uura keewwata kanaa keewwata xiqqaatii tajaajilli yaalaa dhaabbata dhuunfaatti akka kennamu kan taasifamu tajaajilli dhaabbata fayyaa mootummaatti kennamu kan hin danda'amne yoo ta'e qofa dha.</p>	<p>፩. የዘመድ የአካል ጥናት "የዘመድ የአካል ጥናት" ማለት ለተወሰን ቤት በሙሉ ወይም በከናል የሙሥራት ቅጂዎች ማጣት ነው::</p> <p>፪. የዘመድ የአካል ጥናት "የዘመድ የአካል ጥናት" ማለት የሙሥራት ቅጂዎች የሚቀንስና የማይደገኘ ቤቱ ላይ የሙጀርሱ ጥናት ነው::</p> <p>፫. የዘመድ መ-ለ የአካል ጥናት "የዘመድ መ-ለ የአካል ጥናት" ማለት ጥናት የደረሰበትን የሙግግሥት ማረተኛ በማኅተውም ደመዣኑ የሚያስተኞች ማረ ለሙሥራት የሚከለከለው የማይደገኘ ቤቱ ላይ የሙጀርሱ ጥናት ነው::</p> <p>፬. ከሥራ በሙጣ ጥናት ምክንያት የሚሰጥ ሁኔታ እና ፈቃድ:</p> <p>(፩) ቤቱው ምክንያት ጥናት ለደረሰበት የሙግግሥት ማረተኛ በሁርር ወሰኑ ለማስጠቅ ለማስከተለት የአካባቢ አገልግሎቶች የሚያስፈልጊው ወጪ በሙሥራም ቤቱ ይሰራናል::</p> <p>(፪) የጠቅላላና የልቦ አካባቢ አንቀጽ አንቀጽ የቀረ አካባቢ ወጪዎች::</p> <p>(፫) የሚተቻልና የሙድቻነት ወጪዎች::</p> <p>(፬) የትራንስፖርት ወጪዎች::</p> <p>(፭) የማኅተውም አስፈላጊ ለው ለራሽ ምትና ወይም ተጨማሪ አካለዎች የአጥጋት ጥና ወጪዎች::</p> <p>(፮) ጥናት ለደረሰበት የሙግግሥት ማረተኛ ቤቱ አንቀጽ ኢዱ አንቀጽ (፩) መሠረት የሚሰጠው የሀኔጻ አገልግሎት በግል የሀኔጻ ተቋሞ አንቀሰጠው የሙጀርሱ አገልግሎቱ በሙግግሥት የአካባቢ ተቋማት ለሰጠው የማይደገኘ ለሆን ቤቱ ነው::</p>	<p>56. Temporary Disability "Temporary disability" means a partial or total loss of capacity to work for a limited period of time.</p> <p>57. Permanent Partial Disability "Permanent partial disability" means incurable employment injury reducing the capacity to work.</p> <p>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.</p> <p>59. Medical Benefits and Injury Leave</p> <p>1) The government institution shall cover the expenses for the following locally provided medical treatments to a civil servant who has sustained employment injury:</p> <p>(a) General and special medical treatment and surgical care;</p> <p>(b) Hospital and pharmaceutical care;</p> <p>(c) Transport costs; and</p> <p>(d) Any necessary prosthetic or orthopaedic appliance.</p> <p>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.</p>
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- 3) Hojjetaan mootummaa kamiiyyuu sababa hojiitiin miidhaan irra gahe hangi 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 mirkana'uutti hayyamni dhukkubaa mindaan guutuu waliin ni kennamaaf.
- 4) Hojjetaan mootummaa dhaabbataan hojjachuu kan hin dandeenye ta'uu isaa ragaa yaalaatiin yoo mirkana'a'e, akkaataa Labsii kana keewwata 60'tiin faayidaaleen tumaman ni eegamuuf.
- 5) Hojjatichi yaala isaa sirnaan yoo hordofuu baate yookiin ajaja ogeessa fayyaatiin kennameef hordofuu 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 baasiiwan yaalaa keewwata kana keewwata xiqqaa 1 tiin ibsam anilaachisee qajeelfama raawwii kanfaltii ni baasa.
- 60. Durgoo Miidhama Sooramaa fi Beenyaa 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 hojjettoota mootummaa irratti kennaman ni ee-gamaaf.
- 2) Miidhaan qaamaa cimaa yookiin miidhaan cimaa bifa balleessuu hordofsise dandeettii hojjachuu dhaqqabiisuu baatus, kanfaltii beenyaa miidhaa fi kenniinsa faayidaalee biroof jecha akka miidhaa qaamaa gar-tokkee dhaabbataatti lakkaa'ama.

- (፩) በሥራ ምክንያት ጥናት የደረሰበት ማንኛውም የመንግሥት መሬታዊ የተዳደሪነት መጠን ተደርቶ በሀክምና ማስረጃ በሚገለሰው መሰረት ከተዳደሪነት ድን ወደ ለሬታዊ እስከሚመለስ ወይም በተዳደሪነት ምክንያት ለዘላቅታ መሥራት የማይችል የሚይችል መሆኑ በአከኂምና ማስረጃ እስከሚረጋገጥ ያለበት የሚይችል የሚይችል::
- (፪) የመንግሥት መሬታዊው ለዘላቅታው መሥራት ያለመችሉ በአከኂምና ማስረጃ ከተረጋገጠ በዚህ አዋጅ እንቀጽ ተኋላ የተፈነገገት ተቀባዩ ይጠበቃቸል::
- (፫) መሬታዊው እስከምናውን በአካባቢ ባለሙከታቸለ ወይም በአከኂምና ባለሙያ የተሰጠውን ትብዛዎ ባለማከበድ እስከምናውን ያጋጌት እንዲሆነ በዚህ እንቀጽ ጉዢ እንቀጽ (፩) እና (፪) መሆኑት የሚሰጠው እስከምና ሲታይ ይችላጥበቸል::
- (፬) በሥራ በዚህ እንቀጽ ጉዢ እንቀጽ (፩) ስለተመስከተው የሀክምና ወጪ እስመልከተ አከራረል አፈጻጸም መመሪያ ይወጣል::
- (፭) የተሞት መረጃ እስል እና የተሞት ዘረሰት
- (፮) ከሥራ በመጣ የእናሳ ጥናት ምክንያት ለዘላቅ መሬታዊ ወይም ከራሳ የመሥራት ተስማቸውን ይጠብቀውን የሚ ማንኛውም የመንግሥት መሬታዊ በመንግሥት መሬታዊው የጠረቃት ክሳ የተሰጠት መብቶችና ተቀባዩ ይጠበቃቸል::
- (፯) ከባድ የእናሳ ወይም ከባድ የመልክ መብለሻናን ያስከተለ ጥናት የመሥራት ተስማቸ ማጣትን የይሰከትልም ለተዳደሪነት ክሳ አከራረልና ለለለም ተቀማጥቃዋቸ እስጠጥ ለባድ እና ለዘላቅ እና ወጪ ከራሳ የእናሳ ጥናት ይችላል::

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

61. Gibira irraa Bilisa Ta'u

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

62. Kanfaltii Beenyaa Qaama Sadaf-faarrraa Gaafatamu

- 1) Miidhaan hojjaticha irra gahe sababa balleessa qaama sadaaf-faatiin yoo ta'e, manni hojii mootummaa sababa miidhaatiin hanga baasii hojjatichaaf baase qaama miidhaa gessiseerra 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. Hangi beenyaan hojjatichi fudhate baasii manni hojichaa baase gadi yoo ta'e, garaagarummaa isaa manni hojiichaa qaama sadaf-faarrraa gaafachuu ni danda'a.

አዋጅ ቁጥር ፲፻፱/፭፻፲፭ ነው ሙሉ

(፩) በመንግሥት ማረተቻቸ የጠረቻ ስነ
የተደንገገው የእናስ ጥቅት መጠን አዎሰበኝ
ብዚህ አንቀጽ ፳፦ና አንቀጽ (፩) እራዳለም
ተግባራዊ ደህንናል::

(፪) የመንግሥት ማረተቻ በረሱበበት ጥቅት
የሚከታት የሞተ አንድሆኑ፣ በመንግሥት
ማረተቻቸ የጠረቻ ስነ መሠረት
የጠረቻ አበል ለተተከመች ይከራላል::

፩፪. ከግብር ነው ስለመሆኑ

ብዚህ አዋጅ አንቀጽ ፫ መሠረት የሚደረግ
ከፍይ ከግብር ነው ደህንናል፣ አንዳሆኝ
በዚህ የሚከታት ለያዘዣ ወይም ማሽታቸ
ለፈረግ ወይም ባለሙያቱ ለያስተላልው
ከይቻልም::

፩፫. ከሚከተሉ ወገን ስለሚጠየቅ የሚ ከፍ

(፩) በሚተናው ላይ የደረሰው ጥቅት
በሚከተሉ ወገን ጥሩት የሚከታት የደረሰ
አንድሆኑ የመንግሥት መሥራም ቤቱ
በተቻቸ የሚከታት ለመተናው ባለሙያ
መጨመሪ ጥሩቱን ከደረሰው ወገን ከሚ
የመጠየቅ መብት ይኖረዋል::

(፪) ማረተቻው ጥሩቱን ከደረሰበት ወገን ከሚ
የተቀበሉ አንድሆኑ መሥራም ቤቱ በዚህ
አዋጅ አንቀጽ ፩፩(፩) እና (፩) መሠረት
የወጣውን መጨመሪ ከሚተናው ይመሙ
ለይ ይቀንሳል፣ ማረተቻው የተቀበሉው
የካሃ መጠን መሥራም ቤቱ ከወጣው
መጨመሪ የካሃ ከሚ ለያተናን መሥራም ቤቱ
የሚከተሉ ወገን መጠየቅ ይችላል::

3) The assessment of the extent of employment injure 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	ክፍል ሠነት የመንግሥት ማረተም የመረጃ አያያዝ	Section Seven Managing Information Profiles of Civil Servants
63. Kuusaa Dhuunfaa		63. Personnel Records
1) Manni hojji mootummaa kamiyyuu fi Biirichi tokkoon tokkoo hojjetaa mootummaatiif yookiin hojjetaa yeroof haala hammayyaatiin ragaalee seera qabeessa ta'e gurmeessani ni qabatu.	፩. የግል ማገኘር ፪) ማግኘውም የመንግሥት መሥራያ ቤት እና በርሃው ስለከምናይንዳ የመንግሥት ማረተም ወይም ቤቱዋዊ ማረተም ሁጻዊነት ያላቸውን መረጃዎች በበመናወቂያ ሆኖታል አድራሻው ይደለል::	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) 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.	፫) በርሃው በዘመኑ አንቀጽ ၃၀-ን አንቀጽ መሠረት የሚለከለት የሰው ሁበት መረጃዎች ይህን አዋጅና አዋጅና ለማስረጃዎች የወጪ መመሪያዎችን የተከተሉ መሆናቸውን በማረጋገጫ ይመዘግበል::	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) Hojjetaan mootummaa kamiiyyuu ragaalee kuusaa dhuunfaa isaa keessatti argaman ilaaluu yookiin koppii isaa fudhachuuf mirga ni qaba.	፬) ማግኘውም የመንግሥት ማረተም ቤት ማህደሩ ወሰኑ የሚገኘውን ማስረጃዎች የመመልከት ወይም ቅጽዎን የመውሰድ መብት አለው::	3) Any civil servant shall have right to access to all information contained in his personnel records or to have a copy thereof.
4) Hojjettoota bulchiinsaa dhimi- mi 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.	፭) ከሚመልከታቸው የእሳተካኝር ማረተም ቤት በስተቀር፣ የሰው ሁበት ወይም ቤት የቅርቡ ወይም ቤት በተኋገገው መሠረት ክልዴነት በስተቀር ማግኘውም ስው የመንግሥት ማረተም ወገኖች የግል ማህደር ማያዝ አይችልም::	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) Ragaaleen barreeffamaa hojjetaan mootummaa akka beekuu hin taasifamne yookiin hin ibsamneef kuusaa dhuunfaa isaa keessa galchuun dhorkaa dha.	፮) የመንግሥት ማረተም እንዲያውቁው ያልተረፈን ወይም ያልተገለጠነን የጋሁፍ ማስረጃ ቤት ማህደሩ ወሰኑ ማስቀመጥ ክልከል ነው::	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. Itti Gaafatamummaa Ragaa Hojjettoota Mootummaa Gurmeessuu	፯. የመንግሥት ማረተም መረጃ የሚያደርግት ተለፈነት	64. The Responsibility of Organizing Profile of Civil Servants
1) Biirichi:	፩) በርሃው::	1) The Bureau shall have the duty to:
(a) Sadarkaa naannooti sirni raga hooggansa qabeenya namaa haala walfakkaatuun akka raawwatamu taasisuuf;	(ሀ) በከልል ደረጃ የሰው ሁበት ማረተም ከሚራር መረጃ ለመቀት በወጥነት እንዲተገበር የሚደረግ::	(a) Implement uniform human resource management information system at a regional level;
(b) Daataa beezi ragaa qabeenya namaa naannichaa gurmeessuuf;	(ለ) ከልለዋ የመንግሥት ማረተም መረጃ ቅጽ የሚያደርግ::	(b) Organize civil servants data base at Regional level;
(c) Ragaalee istaatistiksi hojjettoota mootummaa ilaallatu sassaabuu, qindeessuu fi tam-saasuuf itti gaafatamummaa ni qaba.	(ሐ) የመንግሥት ማረተም መረጃ የሚመልከቱ ስታትከተካዊ መረጃዎች የመሰብሰብ፣ የሚጠናቀር እና የማስረጃዎች ተለፈነት አለበት::	(c) Collect, compile and disseminate statistical data relating to civil servants.

- 2) Manni hojii mootummaa kamiyyuu, daataa beezi 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 Sadheet**Mirgoottaa fi Dirqamoota****65. Itti Gaafatatumummaa Manneen Hojii Mootummaa**

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

- 1) Hojjattooni mootummaa imammatoota, tarsiimoowwani fi seerota irratti hubannoo gahaa akka argatan taasisuu;
- 2) Naannoona mana hojii mootummaa gochaalee amantii kamiyyuu irraa bilisa ta'uun isaa mirkaneessuu;
- 3) Tokkoon tokkoon hojjetaa mootummaaf ibsa akaakuu hojii kenuu, karoora hojii irratti hunda'un bu'aa raawwii hojii isaa madaaluu;
- 4) Hojjettoota mootummaatiif meeshaalee hojiif barbaachisan dhiyeessuu fi itti fayyadama isaa beeksisuu fi
- 5) Hojjettoota mootummaatiif Naanno hojii fayyummaa fi na-geenyaaaf mijataa taasiisuu.

66. Dirqamoota Hojjettoota Mootummaa

Hojjetaan mootummaa kamiiyyuu, dirqamoota armaan gadii ni qabaata:

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

- ፩) ማንኛውም የከልል መንግሥት መሥራያ
በት ለቦ.ሮው ለማቅረብ የሰው ህጻት
መረጃ ቅት መረጃዎችን ወቅቱን በብቻ
የመለከት ቃልታ አለበት::
- ፪) ማንኛውም የመንግሥት መሥራያ በት
የእናዳንዳሪን መሬታና መረጃ ለቦ.ሮው
መለከት አለበት::

ክፍል ስምንት**መብቶችና ግዢታዎች**

- ፩፩. የመንግስት መሥራያ በተቻ ዘላፊነት**
- በዚህ አዋጅ በረሰቡ ድንጋጌዎች
የተመለከተት ዘላፊነቶች እንዲተመለከ
ሚው ማንኛውም የመንግሥት መሥራያ
በት የሚከተሉት ዘላፊነቶች ይኖሩታል:-
- ፩) የመንግስት መሬታች በመንግስት
ፖ.ስ.ዎች፣ ስትራቴጂዎችና ስትት ላይ
በቸው እንዲያደርግ የሚፈጸማ፣
- ፪) የመሥራያ ቤቱ የሥራ አካባቢ
ከማንኛውም ዓይነት ይኖሩታል፡
ተጠሪው ነገ መሆኑን የሚረጋገጥ፤
- ፫) ለእናዳንዳሪ የመንግሥት መሬታና የሥራ
ዘርዝር መግለጫ የመስጠትና በሥራ
ዶቃድ ላይ ተመርሱ የመሬታዎች
የሥራ አፈጻጸም ውጤት የመለከት፤
- ፬) ለመንግሥት መሬታች ለሥራ
የሚያሳይልንቸውን መሆኑዎች የሚከራከሩ
እጣቁቀጥውን የሚሰው፤ኋና
- ፭) የሥራ አካባቢዎን ለመንግሥት
መሬታች መግለጫ ይህንት አመታ
ማድረግ፡፡
- ፪፪. የመንግሥት መሬታች ግዢታዎች**
- ማንኛውም የመንግስት መሬታ
የሚከተሉት ግዢታዎች ይኖሩታል:-
- ፩) ለእናባቢ ለእነ መንግሥቱ ተማኝ
መሆና የእነ የበለቤትነት የሚከበር፤
- ፪) መንግሥት የሚያመጥውን ስትትና
ፖ.ስ.ዎችን በብቻ 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) proved 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;
- 4) Beekumsaa fi dandeettii qabu hunda tajaajila uummataaf ool-chuu;
- 5) Gahee hojii akaakuu hojitiin ib-samanii fi ajaja seera qabeessa biroo itti gaafatamaa hojii dhiyoo irraa kennamu raawwachuu;
- 6) Iddoo hojiitti haala kaminiyyuu amantii isaa yookiin gocha amantii isaa calaqisiisan raawwachuu dhiisuu;
- 7) Iccitiidha jedhamanii kan adda bahanii fi carraa hojitiin iccitiiwwan mana hojii beeke eeguu;
- 8) Tajaajilamtoota jidduutti koor-nayaan, afaniin, sanyiin, amantaan, ilaachaa siyaasaan, miidhaa qaamaan yookiin haalwan biroo garagarummaa uumaniin loogii raawwachuu dhiisuu;
- 9) Tajaajila mana hojii isaatiif kenu kan hir'isu yookiin haala kaminiyyuu hojii irratti ramadamee hojjatu waliin wal falleessu yookiin hojjetaa mootummaa ta'uunisaatiin kan waliin hin deemne hojii kamiyyuu hojachuu dhiisuu;
- 10) Hojii isaa dantaa siyaasaaf ool-chuu fi sababa kanaan loogii raawwachuu dhiisuu;
- 11) Hojjetaa mootummaa ta'uunisaatiin tajaajila kenneef yookiin akka kennu irraa eegamuuf kennaa gosa kamiyyuu yookiin wantoota gatii qaban gaafachuu yookiin fudhachuu dhiisuu;
- 12) Meeshaalee raawwii hojiif kennamanii fi hojiif tajaajilan haalan itti fayyadamuu fi eeguu;
- 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;

- (i) በማኅናውም ሆነታ አገልግሎት ማረጋገጫ፣ የለከድልው የሚገልጻል፤
- (ii) መለ ፕውቅናን ተሰጠውን ለስተቀበ አገልግሎት የሚዋል፤
- (iii) በሥራው አይነት ገዢዎች የተመለከተኑን በቅርቡ የለፈው የሚሰጠውን ስርዓት የሚፈጸም፤
- (iv) በማኅናውም ሆነታ በሥራ በታ ሌይ የገልግሎት ወይም የደምናቸውን የሚያጠናበቸው ተማሪ አለመልክም፤
- (v) ማስጠበር ተብሎው የተለያና በሥራው አጋጣሚ የወቃቻውን የመሆኔያ በቱን የሚከተሉት የመጠበቅ፤
- (vi) በተገልጻዋቸው መከከል በዋታ በቅንቸ፡ በዚህ በሂሳማቸት በሂሳማቸ፡ አመልካከለ፡ በአካል ገዳት ወይም በሌሎች ልዩነት በሚፈጸም ሆነታዎች መድለው የለመልክም፤
- (vii) ለመሆኔያ በቱ የሚሰጠውን አገልግሎት የሚያጠናው ወይም በማኅናውም አነጋገጫ ከተመረጋገጫ ሥራ ሥር የሚፈጸም ወይም ከመግባት ሥራተኞች ሥር የሚያጠናው ማኅናውንም ለለ ሥራ የለመስራት፤
- (viii) ሥራውን ለፖ.ስተተካ ጥቅም የለማዋልና በዚህም ምክንያት አድለው የለመልክም፤
- (ix) በመግባት ሥራተኞች ለሰው ወይም እንዲሰጥ ለማጠበቅው አገልግሎት ማኅናውንም ዓይነት ለጠቃ ወይም ወር የላቸው ነገሮች የለመጠየቅ ወይም የለመቀበል፤
- (x) ለሥራ ማካናዎች የተለመትና መማረጥዎች መገልጻዎች በእግዚአብሔር የመጠቀምና የመጠበቅ፤
- (xi) ከነቻ እና ስ/እድስ በስተቀር ከሥራው ወር በተያያዘ በበቃ ምክንያት የህክምና የመመራ እንዲያደርግ በመግባት መሆኔያ በቱ ለመዋቅ ለምርመራ የመቆረብ፤

- 3) serve the public and the country without having any form of bias;
- 4) devote his whole energy and ability to the service of the public;
- 5) discharge the functions specified in his job description and the lawful orders of his immediate supervisor;
- 6) be reserved from exercising any activity or practice reflecting his own faith or religion at the place of work;
- 7) not disclose confidential matters of the government institution classified as such;
- 8) avoid discriminatory treatment of clients on the basis of gender, language, ethnicity, religion, political stand, physical disability or other forms of differentiations;
- 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) not use his position to advance his political interest and thereby exercise discriminatory practice;
- 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) properly use and handle equipment and implements supplied to him for the purpose of doing his job;
- 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'u
Hojjetaan mootummaa kamyuu meeshaalee raawwii hojii fi tajaajilaaf kennamaniif irratti miidhaa gahuu yookiin badii ga-huuf idaadhaan itti gaafatamaa kan ta'u, miidhaan yookiin badiin gahe sababa hojjaticaatiin 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 ilaachaa fi amala gaarii akka qabaatuu fi hojjetaa gahoomo akka ta'u dandeessisuuf yookiin kan of hin sirreessine yoo ta'ee hojii irraa gaggeessuufi dha.

69. Gosoota Adabbii Naamusaa fi Ramaddii Isaanii

- 1) Hojjetaan mootummaa hir'ina naamusaa raawwate akkaataa ul-faatina balleessaa raawwatameen adabbiwwan kanatti aanaan keessaa tokko irratti murtaa'u ni danda'a:
 - (a) Akekkachiisa afaanii;
 - (b) Akekkachiisa barreeffamaa;
 - (c) Adabbii mindaa hanga guyyaa kudha shan (15) gahu;
 - (d) Adabbii mindaa hanga ji'a sa-dii gahu;
 - (e) Yeroo wagga lama hin caal-leef sadarkaa hojii fi mindaa irraa gadi buusuu;
 - (f) Hojii irraa gaggeessuu.

ይዙ ስለሥራ አካባቢ ይህንና መንገት ጥብቃ
የወጪ መመሪያዎችን የሚከበር::

ክፍል የመጠቅ ታላፊነት

ማግኘውም የመንግስት መሆኑን ለሥራው
ማከናወች በተሰጠት መማሪያዎችና
መሳሪያዎች ላይ በሚደርሱ ጉዳት ወይም
ጥሩት በፊት ተጠዋቁ የሚሆነው ጉዳቱ
ውይም ጉዳቱ በመሆኑን ተፈተኝነት
ውይም ሆኖ ተብሎ በተረዥሙ ይረዳት
የዝንጀት ያደረሰ እንዲሆነ ነው::

ክፍል አጠቃ

የፍልጥልን እርምጃዎች እና የቅርቡ እኩታት

ንእስ ክፍል እንደ

የፍልጥልን እርምጃዎች

ክፍል የፍልጥልን ቅጣት ዓለማ

የፍልጥልን ቅጣት ዓለማ የመንግሥት
መሆኑው በፊልምዎ የፍልጥልን
ንድስት ተወስቶ በአመለካከቱና በሥነ-
ምግባር እንዲታረምና በቀ መሆኑን
እንዲሆን ለማሳያል ወይም የማይታረም
ሁም ለገኘ ለማስናበት ነው::

ክፍል የፍልጥልን ቅጣት ዓይነቶችና አመራሪወች

እ) የፍልጥልን ጉዳለት የፈጸመ የመንግሥት
መሆኑን እንደጥሩቱ ክብደት ከሚከተሉት
ቅጣቶች እንደ ለመስጠት ይችላል:-

(ሀ) የቋል ማስጠንቀቂያ፤

(ለ) የጽሕና ማስጠንቀቂያ፤

(ሐ) እስከ አሥራ እምበት ቅን የሚደርሱ የፈጸመዎን
ቅጣት፤

(መ) እስከ ሁስት ወር የሚደርሱ የፈጸመዎን
ቅጣት፤

(ወ) ከሁለት ዓመት ለማይበልጥ ገዢ
አሥራ ደረጃ እና ውጤዎን ብቻ
ማይረዳ፤

(ዘ) አሥራ ማስናበት፡፡

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:
 - (a) oral warning;
 - (b) written warning;
 - (c) fine up to 15 day's salary;
 - (d) fine up to three month's salary;
 - (e) down grading for the period of up to two years;
 - (f) Dismissal.

- 2) Keewwata kana keewwata xiqqaa 1 jalatti (a) hanga (c)tti kan tarreeffaman adabbiwwan naamusaa salphaa jedhamanii ramadamu.
- 3) Keewwata kana keewwata xiqqaa 1 jalatti (d) hanga (f)tti kan tarreeffaman adabbiwwan 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 naamusaaatiin dura gita hojii qabatee ture waliin kan walfakkaatu gitni hojii duwwaan yoo jiraate sirna dabalata guddina sadarkaa tokko malee;
- (b) Adabbii naamusaaatiin 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 naamusaaan erga adabamee booda adabbichi rikoordii taee turuu fi irratti caqasamuu kan danda'u:
- (a) Adabbii naamusaa salphaa yoo ta'e, guyyaa adabbichi murtaaee irraa kaasee hanga waggaalammatti;
- (b) Adabbii naamusaa cimaa yoo ta'e, guyyaa adabbichi murtaaee irraa kaasee hanga waggaalammatti;
- 70. Balleessaawwan Adabbii Naamusaa Cimaa Hordofsiisan**
Balleessaawwan armaan gadii adabbii naamusaa cimaa kan hordofsiisanii dha:
- 1) Ajaja seera qabeessaan kennamu kabajuu dhiisuu, maal na dhibeedhaan, dhibaauummaadhaan yookiin ta'e jedhee sirna hojimaataa yookiin imaammatia mootummaa hordofuu dhabuudhaan hojii irratti midhaa geessisuu;

- (g) በዚህ አንቀጽ ፩-፪ አንቀጽ (1)(ሀ) እስከ (ሐ) የተዘረዘሩት ቅጂዎች ቀለል የዳሰተላጊ ቅጂዎች ተብሎው ይመደባለ::
- (h) በዚህ አንቀጽ ፩-፪ አንቀጽ (ሸ)(ሙ) እስከ (ሸ) የተዘረዘሩት ቅጂዎች ካይደረግ የዳሰተላጊ ቅጂዎች ተብሎው ይመደባለ::
- (i) በዚህ አንቀጽ ፩-፪ አንቀጽ (ሸ)(ሆ) መሠረት ካይሆና ይረዳና ይመወበ ገዢ በማድረግ የተቀባ የመንግሥት ማረጋገጫ የቅጣት ገዢውን ለመናቅ::
- (j) ካመቀጣቱ በፊት ይዘት ካነበረው የሥራ መኖሪ ወር ተመሳሳይ ክፍት የሥራ መኖሪ ካለ የለምንም ተጨማሪ የደረጃ ላይ ስራ ለማስፈጸም ይደረጋል::
- (k) ካመቀጣቱ በፊት ይዘት ካነበረው የሥራ መኖሪ ወር ተመሳሳይ የሥነ ክፍት የሥራ መኖሪ ካልተገኘ ክፍት የሥራ መኖሪ በተገኘ ገዢ የለምንም ተጨማሪ የደረጃ ላይ ለማስፈጸም በሥራ መኖሪ ላይ እንዲመኖሪ ይደረጋል::
- (l) አንድ የመንግሥት ማረጋገጫ በዳሰተላጊ ካተቀባ በረጋግጣት ለቃይና ለጠቀሰበት የሚችሉው::
- (m) ቀለል የዳሰተላጊ ቅጂት ካሁን ቅጂቱ ካተወሰነበት ቅን ይሞር ለሁለት ዓመት::
- (n) ካወል የዳሰተላጊ ቅጂት ካሁን ቅጂቱ ካተወሰነበት ቅን ይሞር ለአምስት ዓመት ይሁናል::
- (o) ከዚህ የዳሰተላጊ ቅጂት ካሁን ቅጂቱ ከተወሰነበት ቅን ይሞር ለአምስት ዓመት ይሁናል::

- 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 referred 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) Ta'e jedhee dhimmoota tursiisu yookiin abbootii dhimmaa ded-deebisuu;
- 3) Hojiin akka hin hojjatamne ta'e jedhee jeequu yookiin warra je-eqan waliin wal ta'u;
- 4) Tarkaanfiwwan adabbii naamusaa salphaadhaan of-sir-reessuu dhabuudhaan sababa gahaa malee deddeebi'anii hojii irraa hafuu yookiin sa'atii hojii kabajuu dhabuu;
- 5) Iddoo hojiitti dubbii kakaasuud-haan wal-reebuu;
- 6) Machii barsiifataan yookiin araada baala sammuu adoochuun summaa'uun hojii miidhhuu;
- 7) Matta'a fudhachuu yookiin akka kennamuuf gaafachuu;
- 8) Iddoo hojiitti gocha faallaa hamilee uummataa ta'e raawwachuu;
- 9) Hanna yookiin gocha amantaa hir'isuu raawwachuu;
- 10) Gocha gowwoomsuu yookiin dogongorsuu raawwachuu;
- 11) Qabeenya mana hojichaa irratti ta'e jedhee yookiin dagan-noodhaan miidhaa geessisuu;
- 12) Seeraan ala aangootti fayyadamuu;
- 13) Iddoo hojiitti miidhaa koornayaa raawwachuu;
- 14) Keewwata kanaan kan tarreeffaman waliin ulfaatina wal-fakkaatu hir'ina naamusaa kan qabu biroo raawwachuu.

71. Haala Fudhannaa Tarkaanfii Naamusaa

- 1) Manni hojii mootummaa kamiyyuu koree naamusaa qoran-noo idilee naamusaa gageessuu fi yaada murtii itti gaafatamaa olaanaa mana hojiif dhiyeessu hundeessuu qaba.
- 2) Adabbiin naamusaa murtii Mana Murtii kamiyyuu osoo hin eegin yookiin hin hordofin murtees-suun ni danda'ama.

- ፩) ተ-የያ-ችን ሆን በለመ ማዘገበት ወይም
ባለተ-የያ-ችን ማመላለስ፡
- ፪) ሥራ እንዳይሸጋ ሆን በለመ ማዘገበ ወይም
ከሚያው-ት-ት ስር መተኞበር፡
- ፫) በቀል የፋስተኛን ቅጂት እርምጃዎች
ባለመታረም የሰበቂ ምክንያት በተደራጋጭ
ከሥራ መቅረብ ወይም የሥራ ስነት
አለማካበር፡
- ፬) ሥራ-ሪ በጠብ አጠቃላት መደበኛ፡
- ፭) በልማማዊ ስነር ወይም በእድጋዊነት ዕዚ
ስ-ሪ በመመረሪ ሥራ-ሪ መበደል፡
- ፮) ገብ መቀበል ወይም እንዲሰጣው
መበያች፡
- ፯) ሥራ-ሪ ስ-ሪ ለአገልግሎት ጥ-ሪ ተቋርኑ
የሁን ድርጋት መፈረም፡
- ፩) የለበትት ወይም የእምነት-ማት-ዳል
ድርጋት መፈረም፡
- ፪) የማታላል ወይም የማሞበርበር ድርጋት
መፈረም፡
- ፫) በመሥራይ ቤቱ ገበረት ሌይ ሆን በለመ
ውይም በተፈልተነት-ት-ችት ማደረሰ፡
- ፬) በሥልጣን አለአግባብ መጠቀም፡
- ፭) ሥራ-ሪ ሌይ የታች ተ-ዝብኑ ወይም
ጥቃት መፈረም፡
- ፮) በተሠራ እንቀፅ ከተዘረዘሩት ስር ተመሳሳይ
ከበረት ያለው ለለ የፋስተኛን ቅጂት
መፈረም፡፡
- ፯፭. የፋስተኛ እርምጃ አውሰድ**
- ፩) ማግኘው-ም የሙንጂሮት መሥራይ
በት-መፈጸም የፋስተኛን የሚመራ
የሚያሳይና የው-ሳኔ ሁሉ-ብ ለመሥራይ
በቱ የቦሌይ ቤሌይ የማለቀርብ የፋስተኛ
ከሚተው ማቋቋም አለበት፡፡
- ፪) የፋስተኛ ቅጂት የማግኘው-ም ፍርድ
በት-ው-ሳኔ ለይመለቅ ወይም ለይከተል
መውሉን ይችላል፡፡

- 2) Deliberate procrastination of cases or mistreatment of clients;
- 3) To deliberately obstruct work or to collaborate with others in committing such offence;
- 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) To initiate and commit physical violence at the work place;
- 6) neglect of duty by being alcoholic or drug addict;
- 7) To accept or solicit bribes;
- 8) To commit an immoral act at work place;
- 9) To commit an act of theft or breach of trust;
- 10) To commit an act of misrepresentation or fraudulent act;
- 11) To inflict damages to the property of the government institution due to an intentional act or negligence;
- 12) Abuse of power;
- 13) To commit sexual harassment or abuse at the work place;
- 14) to commit any breach of discipline offence of equal gravity with the offences specified under this Article

71. Taking Disciplinary Measures

- 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) 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 shakkame waliin qunnamtii qaban balleessuu, dhoksuu yookiin dhabamsiisuun qorannicha ni gufachiisa;
 - (b) Qabeenya mootummaa irratti miidhaa dabalataa ni geessisa;
 - (c) Haala ulfaatina badii itti 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 gaggeesissa 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 caaleef 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 dhorkamee turu 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 balleessaan naamusaa ittiin himatameen hojii irraa akka gaggeeffamu yoo itti murtaa'een alatti, mindaan yeroo dhorkaa keessatti hin kanfalaminifi hafe dhala malee ni kanfalamaaf.
 - 5) Hojjetaan mootummaa sababa hojii isaarraa dhorkamuu isaatiin raawwatiinsa mirgootaa fi dirqa-mootaa biroo dhorkamuu isaatiin wal hin qabanne hin hambisu.

- ፭፷. ወራተኞች ከሠራ አገልግሎት**
- (፩) ማንኛውም የመንግሥት ማረተኞች ከሠራ አገልግሎት ማቅረብ የሚያስፈልጉት የሚደረሰውን ያሳይከልል::
 - (፪) ከተጠረጋገጧት ጥሩት ከበደት አንድር የለላቸውን ማረተኞች ጥሩል የሚነው ወይም ተገልጻዋል እነዚህ በመሥራያ በቱ ላይ ለተረጋው የሚገባውን አምጣት የሚሰል፤ ወይም
 - (፫) ተፈጻሚ የሚባለው ጥሩት ከሠራ ያሰናበታል ተብሎ ለገመት ነው::
 - (፬) በዚህ አንቀጽ ፩-ዚ አንቀጽ (፩) መሠረት አንድ የመንግሥት ማረተኞች ከሠራና ከድመዎን ተማሪ ለቋይ የሚችሉው ከሁሉት ወር ለማረጋገጥ ገዢ ይሞናል::
 - (፭) በዚህ አንቀጽ ፩-ዚ አንቀጽ (፬) መሠረት የመንግሥት ማረተኞች ከሠራና ከድመዎን ተማሪ እንዲቆይ የሚፈጸማው ከሠራው ተማሪ የሚችሏል፤ ገዢ ከሠራ የተገዢበት ምክንያት በመሥራያ በቱ የበለይ ሂሳብ ወይም በተወካይ በቃድኔ እንዲገኘበት በርሃዣ በግልጽ እንዲያውቁው ይደረገል::
 - (፮) የመንግሥት ማረተኞች በተከሰሰበት የፊስተኛን ጥሩት ምክንያት ከሠራ እንዲሰናበት ከልተወሰነበት በስተቀር በእግዚ ወቅት ለይከራለው የቀረው ድመዎን ያለውለድ ይከራለዋል::
 - (፯) የመንግሥት ማረተኞች ከሠራው መታገቢ ምክንያት ከዚያ የር ያልተያየዘ ለለም መብቶች የሚፈጸማውን ተፈጻሚነት አያስቀርቡ::

- 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 tuttii dhorkaa yoo xumurame:
- (a) Sababa tuttii himanna naamusatiin himanni isaa adeemsi qulqulleessuu wal xaxaa yoo ta'e, mindaan walakkaa hojjaticha mootummaa kafalamaafi; yookiin
 - (b) Sababni tuttii hojjetichuma mootummaa yoo ta'e, kafaltii mindaan ala; dhorkiin hanga ji'a tokkootti akka dheeratu Biirichi mурteessuu ni danda'a.
- 7) Hojjetaan mootummaa hojii fi mindaa irraa dhorkamee ture hojjeraa 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'e yeroo dhorkaa dheereffame keessatti yoo xumurame, dhorkiin hojii fi mindaa ka'ee himanni naamusaa ilaalamu itti fufa; ta'u sababa tuttii kan ta'an miseensonni koree fi hoggantoonni hojii balleessaan naamusatiin kan gaafatamaan ta'u.

73. Darbiinsa Yeroo

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

አዋጅ ቁጥር ፲፻፱/፭/፳፭ ከፌ.ዴስ	ክፍል ዓንቀጽ ፳፦፪/፭/፳፭ ከፌ.ዴስ
፩) የዚህ አንቀጽ ፳፦፪ እንቀጽ (፩) ለሆነ የተደንገገው በጥርሃዊ ከሥራና ደመወዝ ታማሪ የቆየ ማረተኞች ከሥራ እንዲሰናበት ወይም በዚህ አንቀጽ ፳፦፪ እንቀጽ (፩) መሠረት ደመወዝ እንዲከፈልጎና ወይ ሥራው እንዲመለስ ስያጋግጧ የቆጣጧሪ ኩብቸ፡-	6) Notwithstanding the provi- sions of sub-article (2) of this Article, if the suspension peri- od of a civil servant form duty and payment of salary expires before his dismissal or rein- statement with payment of sal- ary in accordance with sub-ar- ticle (4) of this Article, the head of the government institution may extend the suspension for a period of up to one month: <ul style="list-style-type: none">(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 attribut- able to the civil servant him- self.
(ሀ) የመዘገበው የሚከተሉት የፋይነት ከሰነድ የመግባር ማረተኞች ከሥራ እንዲሰናበት ወይም በዚህ አንቀጽ ፳፦፪ እንቀጽ (፩) መሠረት ደመወዝ እንዲከፈልጎና ወይ ሥራው እንዲመለስ ስያጋግጧ መረጃውም ሆነ የተረዘዘመው የቆጣጧሪ ኩቡ ከተመናቀቀ የሥራና የደመወዝ እንዲ ተነስቶ የፋይነት ከሰነድ መታየት ይቀጥል፤ ሆኖም ለመዘገበው የሚከተሉት የሁኔታ አበልትና የሥራ ምለወች በፋይነት የፋይነት የመግባር ይሆናል፡፡	7) If the initial or extended peri- od of suspension of a civil ser- vant form 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 dis- ciplinary charge shall continue; provided, however, that com- mittee members and officers re- sponsible for the delay shall be liable for disciplinary offence.
(ፇ) የፋይነት ከሰነድ ፩) ቅል የፋይነት ቁጥር የመግባር እና ጥቅም የፋይነት የመግባር ማረተኞች የፈጸመው የጥቅም ከተመቀበት ቁጥር ይሞር እስከ ለፍቅር ወር እርምጃ ካላተውበደበት በፋይነት ቁጥር እናይምግም፡፡	73. Period of Limitation
(ፇ) የፋይነት ከሰነድ ፩) ቅል የፋይነት ቁጥር የመግባር እና ጥቅም የፋይነት የመግባር ማረተኞች የፈጸመው የጥቅም ከተመቀበት ቁጥር ይሞር እስከ እንዲ አመት እርምጃ ካላተውበደበት በፋይነት ቁጥር እናይምግም፡፡	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 dhiyeessuuuf darbiinsi yeroo jiraatus, daangaa darbiinsa yeroo keessatti hoogganaan hojii tarkaanfii hin fudhanne itti gaafatamaa ta'a.
- 4) Hojjetaan mootummaa kamiyuu mirgoota maallaqaan walqabatan bara baajataa mirga itti argatee keessatti qaama ilaallatuuf dhiyeessuu yoo baate darbiinsa yerootiin ni hafa.

**Kutaa Xiqqaa Lama
Haala Dhiyeeffanna 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 dandeeneeye fi adeemsa qulqulleessuu idileetiin iyyata deebii argachuu qabuu dha.

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

Dhiyeeffanna komii hojjettoota mootummaa fi hiikkaan isaa kaayyoowwan armaan gadii ni qabaata:

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

(፩) ስነሱ አንቀጽ ፳፻፱ አንቀጽ (፩) እና (፪)
ስር የተደገገበት የፋይታለን ክስ ማቅረብ የፋይ
የፋይ ቤት ቤት የሚያው ቤይ የፋይ ቤት የፋይ
መስተኛ የሚያው የፋይ ቤት የፋይ ቤት
ተጠቃቀ ይሆናል::

(፪) ማግኘውም የመንግሥት መሬታዊ ከገዢነ
ዚር የተያያዘ መብቶችን ለማመልከተው
አካል መብቱን ባንሰባት በቻት ዓመት
መስተኛ ካሳቸው ቤይ የፋይ ቤት
ተጠቃቀ ይሆናል::

ንእስ ክፍል ሁለት

የቁልታ አቀራረብና አፈጻጸም

(፩) **ቁልታ**
ስነሱ ነገሱ ክፍል አሌጀግም "ቁልታ"
ማለት የመንግሥት መሬታዊ ከፋይ
ሂሳሙ ወይም ከማመልከተው የሚሆ
ቻል የፋይ ቤት የሚያደረገው ወይም ቤት
የፊቻልና በመቆጣሪ የሚባሩት ምድት
ምሳሽ ሌሎች የሚገባው አበቱታ ነው::

(፪) **የቁልታ አቀራረብና አፈጻጸም ቀለማ**
የመንግሥት መሬታዊ ቀልታ አቀራረብና
አፈጻጸም የሚከተሉት ዓላማዎች
ይኖሩታል:-

(፫) **ለቁልታውች አገጣኝ መፍትሬ**
የመሰጣት፤

(፬) **ለቁልታውች መንሰሪ ለሚገኘ የሚቻል**
በሀተተቻና ድክመቶችን የሚገው፤ እና

(፭) **ሁለንም የመንግሥት መሬታዊ**
በኢትልነት ለማስተኞገድ የሚያስችል እና
ፍትሐዊ የሚና አመራር በማስኋገጃ የሰው
የሚሆናት የሚያስር::

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	፩፬. የቃልታ አጠር ከሚት ማቋቋም ማግኘውም የመንግሥት መሆኑን በት ከመንግሥት ሥራተኞች የሚያቀርብበትን ቅልታ እየተቀበለ በማግኘት የወሰኑ ህሳብ ለመሆኑን በቱ የቦሌይ ቤሌስ የሚያቀርብ የቃልታ አጠር ከሚት ማቋቋም አለበት::
77. Gahee Hojii Koree Komii Qulqulleessaa	፩፭. የቃልታ አጠር ከሚትው ተግባር የቃልታ አጠር ከሚት ከሚከተሉት ዚህ በተያያዘ የመንግሥት ሥራተኞች የሚያቀርቡትዎን ቅልታዎች እየጣረ የወጪዎች ህንጻ የሚቀረብ ዝላፊነት አለበት:: ፩፮. ከትክክል መመሪያዎች አገልግሎት ወይም አፈጋጌ:: ፩፯. ከመብቶችና ጥቅምች አጠባበች:: ፩፱. ከሥራ አካባቢ ተንተና ድህንነት ሁኔታዎች:: ፩፲. ከሥራ የሚደረግ ደረጃ አስተባጥ:: ፩፳. ከሥራ አፈጋጌ ወጪ:: ፩፴. በሥራ ዕረሰ ከሚፈጸሙ ህን ወጥ ተስወሻዎች:: ፩፵. በዚህ አዋጅ ኢንቀጽ ይሸፍ ጽዜ ኢንቀጽ (፩)(ሀ) አስከ (ሐ) በተመለከተት መሠረት ከሚመለከ የዳስተኛ እርምጃዎች:: ፩፶. የሥራ ሁኔታዎችን ከሚመለከቱ ለለም ገዳታ::
1) Hiikcaa seerotaa fi qajeelfamoo-ta yookiin raawwii;	1) interpretation and implementation of laws and directives;
2) Haala eegumsa mirgootaa fi faayidaalee;	2) protection of rights and benefits;
3) Haalawwan fayyummaa fi na-geenya naannoo hojii;	3) occupational safety and health;
4) Kenniinsa sadarkaa fi ramaddii hojii;	4) placement and promotion;
5) Madaallii raawwii hojii;	5) performance appraisal;
6) Dhiibbaawwan seeraan ala itti gaafatamaa hojiitiin raawwatu-mu;	6) undue influence exerted by supervisors;
7) Bu'uura Labsii kana keewwa-ta 69 (1)(a - c)tiin ilaallamaniin tarkaanfiwwan naamusaa fud-hataman;	7) disciplinary measures taken pursuant to sub-article (1)(a) to (c) of Article 69 of this Proclamation;
8) Dhimmoota biroo haalawwan hojii ilaallatan.	8) Other issues related to conditions of work.
78. Murtee Bulchiinsaa	፩፭. አስተዳደርዎ ወሰኑ ፩፻. “አስተዳደርዎ ወሰኑ” ማለት የመንግሥት መሆኑን በት የቦሌይ ቤሌስ በዚህ ክፍል የተደንገገትን ጉዳዮች በሚመለከት በቅልታ ስሜ ከሚት ወይም በዳስተኛ ከሚት ተጣርተው በቅረብ ጉዳዮች ወይም በቅጥታ በስወ በተሰጠት ለለም ጉዳዮች ለይ በጽሁፍ የሚሰጠው ወሰኑ 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 jechaa 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'iyyanno dhiyaatu qoratee murtii kennuu ni qabaata.
- 3) Tokkoon tokkoo dhaddachaa Hoogganaa Biirichaan kan mog-gafaman 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 qa-jeelfama Biirichi baasuun kan murtaa'u ta'a.
- 5) Manni Murtii Bulchiinsaa bar-bachiisaa ta'ee yemmuu argamuu dhaddachoota dhaabbii yookiin naannawaa qabaachuu ni danda'a.

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

- 1) Manni Murtichaa:
 - (a) Dhimmoota dhiyataniifilaalu-un ajajaa fi murtii kennuu;

፩) በዚህ አንቀጽ የሰው አንቀጽ (፩) ሆኖ
የተደንገገው በጥርጋው የመንግስት መስራው
በቱ የበለይ ስለሆነ ማኔ-ሥርዓቱን
ሳይመስቃው ሆነ በቅል የሚሰጠው ውሳኔ
ለሰራተኞች ተትሮ የማማኝነት መብት
ለማረጋገጥ ሌላ ሰራተኞች በቅል
መሆኑ ካረጋገጫ እንደ አስተዳደር ውሳኔ
ይችሁለል::

ከፍል አስር**የመንግሥት መራተኞች አስተዳደር ቅርጫ በት****፪. መቁቁም**

፩) የመንግሥት መራተኞች በዚህ አዋጅ
አንቀጽ ቀድ መስራት የሚያቀርቡትን
የሰው ካርክር አይቶ የሚመለን ዘዴዎች
በኋላ "የአስተዳደር ቅርጫ በት" ተብሎ
የሚጠሩ በዚህ አዋጅ ተቁቁሙል::

፪) ቅርጫ በቱ የሚያቀርቡትን አስተዳደር
ቁልታና ይግባኝች መርጋምለው ውሳኔ
የሚሰጠው ትለዎች ይሞሩታል::

፫) እያንዳንዱ ትለዎት በበርው ማለፈ
የሚሰጥው እንደ ስጠስቦና ሁሉት አባት
ያለት ደምና ይሞሩታል::

፬) የአስተዳደር ቅርጫ በት ደምና መራተኞች
ስለሚሸፍበት ሁኔታ፣ መጠበቅ
ስለማግኘችው ሥነ-መማጣር፣ ማግኘት
የሚገባው ጥቅምጥቅምዎች እና ለሰው
ሁኔታዎች በርው በሚያውጥው መመራያ
የሚመለን ይሞናል::

፭) የአስተዳደር ቅርጫ በቱ አስፈላጊ ሆኖ
አይገኙው ቅጂ ወይም ተዘዋዋሪ ትለዎት
ለጥሩት ይችላል::

**፮. የአስተዳደር ቅርጫ በት አውራርና
ሥልጣን**

፩) ቅርጫ በቱ::

(ሀ) የሚያቀርቡትን ጉዳዮች በማየት
ት-ፊጥነና ውሳኔ የሚሰጠው::

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 complains, 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;

<p>(b) Hojjetaan mootummaa murtiin kennameera jedhee kakuun deeggaree ol'iyyanno yoo dhiyeessee, Manni Murtii Bulchiinsaa fuudhee ilaaluuf aangoo abbaa seerummaa ni qabaata.</p> <p>2) Ajajnii fi murtiiwan Manni Murtii Bulchiinsaa kennuu ak-kuma ajajootaa fi murtiiwan Dhaddacha Hariiroo Hawaasaa Manni Murtii Idilee kaminiyyuu kennamuutti lakkaawama.</p> <p>81. Dhimmoota Mana Murtii Bulchiinsaan Ilaalaman</p> <p>Manni Murtii Bulchiinsaa dhimmoota armaan gadii ilaalee mur-teessuuuf aangoo ni qabaata.</p> <p>1) Ol'iyyanno hojjettoota mootummaatiin walqabatee dhimmoota armaan gadiitti dhiyaatan:</p> <p>(a) Seeraan ala hojii irraa dhorkamuu yookiin tajaajilli addaan cituu;</p> <p>(b) Murtii adabbii naamusaa ci-maa;</p> <p>(c) Mindaan yookiin kanfaltiiwan biroo seeraa ala kan jalaa qabame yookiin cite;</p> <p>(d) Miidhaa yookiin dhibee sababa hojiitiin irra gaheen haala walqabateen mirgi hir'achuu;</p> <p>(e) Akkaataa Labsii kana keewwata 77 (7) ibsameen ala, Koree Komii Qulqulleessaati-in dhimmoota ilaalamani murtiin itti kenname;</p> <p>(f) Dhimmoota gaaffii hojii gadi lakkisuu fi ragaa muuxannoo hojii irratti ka'u;</p> <p>2) Hojjettoota yeroo fi kaayyoo bu'uura seera hojjettoota mootummaa hordofuun qajeelfama keessaatiin akka bulchan man-neen hojii hayyamameef keessat-ti hojjettoota qaxaramanii hojj-etaan irraa ol'iyyanno dhiyaate;</p>	<p>(ለ) የመንግሥት መራተኞች ወሰኑ ተስተካክል በለው በቃሉ መሆኑ አስደግኝነው የሚያቀርቡዎችን ይጋባኝ ተቀብሎ የመያዝ የይታኑት ስልጣን ይጋረዋል፡፡</p> <p>(ቁ) አስተዳደር ፍርድ በቱ የሚሰጣቸው ትብዕዛቸና ወሰኑዎች እንደ ማናቶቸውም የፍትሬበዱር ፍርድ በት ተብዕዛቸና ውሰኑዎች ይቆጠራል፡፡</p> <p>፩፭. በኢትዮጵር ፍርድ በት የሚታየ ጉዳዮች</p> <p>የኢትዮጵር ፍርድ በት የሚከተሉትን ገዳዮች አይቶ የመወሰን ለማሳደግ ይጋረዋል፡-</p> <p>(ፁ) ከሚከተሉት ዓር በተያያዘ በመንግሥት መራተኞች የሚያቀርቡትን ይጋባኝ፡-</p> <p>(ፂ) ከእው ወጪ ከሥራ መታገሪዎች ወይም አገልግሎት መቆረጥ፤</p> <p>(ፃ) ከከኖድ የፊልጥለን ቅጣት ወሰኑ፤</p> <p>(ፄ) ከእው ወጪ የፊልጥዎን ወይም ለለም ከፍይዎች መያዝ ወይም መቆረጥ፤</p> <p>(ፅ) በሥራ የወንጀት በደረሰ ጉዳት ዓር በተያያዘ የመብት መጋዜል፤</p> <p>(ፆ) በዚህ አዋጅ እንቅጽ ይች ጽዜ እንቅጽ (ፇ) ከተመለከተው በስተቀር በቅረቡ አጠቃላይ ተያተው ወሰኑ ከተሰጠው ጉዳዮች፤</p> <p>(ፈ) የሥራ መልቀቃያና የአገልግሎት መሰረት ለማግኘት ከቀረበ ጥያቄ፤</p> <p>(ፉ) ጥወቂው መራተኞችና በማቅረብና ስርዓትው የመንግስት መራተኞች እና መመራታዊ ቍለማዕችን በመከተል በረሰናቸው የውሰጥ መመራያ መራተኞችውን እንዲያስተዳደር የተፈቀደለቸው መሥራያ በታች ወሰኑ ተቀኙዎ የሚሰሩ መራተኞች የሚያቀርቡቸውን ይጋባኝ፡፡</p>	<p>(b) Hear an appeal brought by a civil servant against an alleged decision and supported by an affidavit.</p> <p>2) Orders and decisions of the Administrative Tribunal shall be considered as orders and decisions of any civil court.</p> <p>81. Jurisdiction of the Administrative Tribunal</p> <p>The Administrative Tribunal shall have the power to hear and decide on:</p> <p>1) appeals lodged by civil servants relating to:</p> <p>(a) Unlawful suspension or termination of service;</p> <p>(b) Rigorous disciplinary penalty;</p> <p>(c) unlawful attachment or deduction of salary or other payments;</p> <p>(d) Infringement of rights arising from employment injury;</p> <p>(e) Except provided under Article 77(7) of this Proclamation, cases decided upon investigation by grievance handling committee;</p> <p>(f) Request for termination letters and certificate of service;</p> <p>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.</p>
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- 3) Manni Murtii Bulchiinsaa dhimma ol'iyannoон itti dhiyaate erga qoratee booda murticha mirkaneessuu, haquu yookiin foyyeessuu ni danda'a.
- 4) Manni Murtii Bulchiinsaa murtii kenne guyyoota hojii kudhan keessatti garagalcha murtichaa qaama ol'iyateef yookiin bakka bu'aa mana hojichaaf akka dhaaqabu taasisuu qaba,
- 5) Biirichi hooggansa qabeenya namaa ilaachissee eeruu dhiyaatuun yookiin kaka'umsa mataa isaatiin seerri cabuu yookiin loogiin raawwatamuun mirkannees-suun tarkaanfiin sirreffamaa kennee hojiirraa ooluu yoo dhabee dhimmoota dhiyataniif qoratee murtii kennuu aangoo ni qabaata.
- 6) Manni Murtii Bulchiinsaa falmii ijoo dubbi irratti murtiin kennu kan dhumaa ta'a, ta'uus murtiin Mana Murtii Bulchiinsaa doggora seeraa qaba jedhee qaamni falmu murtiin mana murtichaa isa dhaqqabee guyyoota 60 keessatti ol'iyannoон isaa Mana Murtii Waliigala Oromiyaatiif dhiyeeffachuu ni danda'a.

82. Raawwii Murtii

- 1) Manni hojii mootummaa kamyuu murtii Mana Murtii bulchiinsatiin kennname 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 jechu-un fayyadamaan murtichaa yammuu iyyatu Manni Murtii Bulchiinsaa murtichaa akka raawwachiisuuf Mana Murtii Aanaa dhimmi ilaalutti ni qa jeelfamaaf.

፩)	የኢትዮጵርያ ፌዴራል በቱ ይግባኝ የተሳለበትን ገዢ ከመረመራ በጀት ወሰኑውን ማሻሻል መሸጋድ::
፪)	የኢትዮጵርያ ፌዴራል በቱ ወሰኑ በስዕስ በእነ የሥራ ቁጥር ወሰኑ ተመሳሳይ በቅርቡ ወሰኑ ተስማሚ ለይም በራሱ ተነስሸነት ስሜ መመሰን ወይም አድልና መፈጸሙን አረጋግጣ የሰጠው የሚከተከሮ እርምጃ ሥራ ላይ መዋል ካልቻል የቀረበበትን ገዢ መርምር ወሰኑ የመሰጠት ሥልጣን ይኖረዋል::
፫)	የኢትዮጵርያ ፌዴራል በቱ በኋላ ነገር ከርክር የሚሰጠው ወሰኑ የመጨረሻ ይሁዳል፤ ሆኖም የኢትዮጵርያ ፌዴራል በቱ ወሰኑ የኤሌክትሪክ ሰነድ ለሆተት አለበት በለው የሚከራከር መንግሥት የፍርድ በቱ ወሰኑ በደረሰው በ፬ዕ ቁጥር ወሰኑ ወሰኑ ይግባኝ የሚከተለው ወሰኑ ተስማሚ ወይም በኋላ ማቅረብ ይችላል::
፬)	፩፭. የወሰኑ አፈጻጸም ፩) ማሻሻውም የመንግስት መሰራም በት የኢትዮጵርያ ፌዴራል በቱ የሰጠውን ወሰኑ በደረሰው በእነ የሥራ ቁጥር ቁጥር ወሰኑ ሥራ መዋል አለበት::
፪)	በዚህ አዋጅ አንቀጽ ቅዱ(፩) እና (፪) መሠረት ፌዴራል በቱ የሰጠው ወሰኑ አስከ ሙሉ ቀን ይረዳ አላተፈጸመልኝም በማስተካት የወሰኑው ተመዋሚ ለመመለከት የኢትዮጵርያ ፌዴራል በቱ ገዢ ለማመለከተው የወሰኑ ፌዴራል በት ወሰኑውን አንቀጽናፈምስት ይመረጋገጠል::

- 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 olaanaa mana hojichaa murtii Mana Murtichaa hin raawwachiiifne miidhaa hojjatichaa fi mana hojichaa irra ga'uuf itti gaafatamaa ta'a.

**Kutaa Kudha Tokko
Waliigaltee Hojii Addaan Kutuu fi
Dheeressuu**

**83. Fedhii Ofiitiin Waliigaltee Hojii
Addaan Kutuu**

- 1) Hojjetaan mootummaa kamiyyuu yeroo kamiyyuu dурsee akekkachisa ji'a tokko kennudhaan 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 hojjaticaaf gaaffii gadi lakkisa hojii hayyamuufii ni danda'a.
- 2) Hojjetaan akkaataa keewwata kana keewwata xiqqaa 1 jalatti tumameen akekkachiisa ji'a tokkoo dурsee osoo hin kennin 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 baayee barbaachisaa fi salphaatti iddo isaa buusuun kan hin dandaamne ta'ee yoo argame, mana hojii fuladuratti hojjatichi itti qaxaramu yookiin hojjatica wajjin waliigaluudhaan gaaffii gadi lakkisa 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'u yoo dadha-bee sababa dhukkubaatiin tajaajilli isaa addaan cita.

፩) የእስተዳደር ፍርድ በተገኘ መሳኔ
ያለፈችመዎች የመሰረም በተ የበለ
ሸላ በመራተኞች በመሰረም በተ ገዢ
ለማቅረብ ጥቃት ተጠሪዎች ይሆናል::

ከፍል አስፈላጊዎች

፪. በረሰ ባለቤት የሥራ ወል ማቋረጥ

- ፩) ማግኘቶች የመንግሥት መሬታ
በማግኘቶች ገዢ የእንደዚ ወር ቅድሚያ
ማስጠናቁች በመሰጣት መሬታ
በቀረቡት ለለም ይቻላል፤ ሆኖም መሰራም
በተ መሬታች በቀለለ ለተካው
የሚቻል ካዥነ የእንደዚ ወርን ገዢ
ልይሁባቁ ስንጋጌን ለፈቻቁዎት ይቻላል::
- ፪) በዘመኑ እንቀጽ የእንደዚ ወር ቅድሚያ
ማስጠናቁች ለይሰጣል እንደግለጹ
የቻል የመንግሥት መሬታ ቅድመውን
ባለመወጣቱ ለማቅረብ ጥቃት በቀረቡ
በከር እና በወንጀል እና መሠረት
የሚጠሩ ይሆናል::
- ፪) የመንግሥት መሬታው ለሥራው
እና አስፈላጊ በቀለለ ለመተካት
የሚቻል ሆኖ ለገኘ ወደ ሂት
መሬታው ከሚቻልበት መሰራም ቤት
ወይም ከመሬታው ወር በመስማማት
የመልቀቁዎች ተያቀ መሬታው
ከመለከተበት ቀን ይምር ከዚስት ወር
ለማይሰጣል ገዢ ለፈቻቁዎት ይቻላል::

፫. በአመጣ ምክንያት እንደግለጹ ማቋረጥ

- ፩) ማግኘቶች የመንግሥት መሬታ
በዘመኑ እንቀጽ እንቀጽ የ(፩) ወይም የ(፪)
በተመለከተው ገዢ ወሰኑ ወደ ሥራ
ለመመለስ ካልቻሉ በአመጣ ምክንያት
እንደግለጹ ይቻል::

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 taee, hojjetaan mootummaa sababa hojii isaatiin miidhaan irra gahe ragaa mana yaalaatiin hojicha sababa miidhamaan itti fufinsaan hojjachuu akka hin dandeenyne yoo mirkanaae tajaajilli isaa addaan cita.
- 3) Hojjetaan mootummaa jijiirraan akkaataa Labsii kana keewwata 26 (3) (b)tiin raawwatamu irratti yoo waliigaluu baate tajaajilli isaa addaan cita.

85. Sababa Hanqina Dandeettiiniin Hojii Irraa Gaggeeffamuu

- 1) Hojjetaa mootummaa yeroo yaalii isaa xumuure bu'aa raawwii hojii isaatiin hanqinni dandeettii yoo irratti mul'ate, leenjiawan barbaachisoo gahumsaa isaa cimsuu kennameefii yoo fooyya'uu baate tajaajilli isaa addaan cita.
- 2) Hojjetaan mootummaa hojii itti ramadame dandeettii fi beekumsa qabuun gargaramee bu'aan raawwii hojii isaa yeroo sadiif walitti aanee yoo bu'aa eeggamu gadii ta'e, hanqina dandeettiiniin tajaajilli isaa addaan cita.
- 3) Tumaan keewwata kanaa keewwata xiqqaa 2 jiraatus, hojjetaan mootummaa walitti aansee waggoota 5'f bu'aa madaallii raawwii hojii o'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 kanaa 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 hordofuuun ta'a.

(፩) የዚህ አዋጅ አንቀጽ ምክ(፩) ስር የተደረገው እንደተጠበቀ ሆኖም በሥራው የሚከናወት ጥሩትና የደረሰበት የመግባዸት መሬታና ለዘላቂዸው መሥራት አለመቻል በእከወና ማስረጃ ለረጋገጥ አገልግሎቱ ይችሉባል::

(፪) የዚህ አዋጅ አንቀጽ ይችል የዚህ አንቀጽ (፩)(ለ) መመራት በሚፈጸመው ነው፡፡ ተስማምና ለመስራት ልቃድና ያልሆነ የመግባዸት መሬታና አገልግሎቱ ይችሉባል::

፪፭. በጀት ማነስ የሚከናወት ካሱኑ ማስናበት

(፩) የመከራ ቤትውን ያጠናቀቀ የመንግስት መሬታና በሥራ አራጀያም ወጪቱ የጀት ማነስ ከተየበት ተገቢው የአቅም ማሳሌበት ለመጠናዸት ተስተቶውት ከልተሽሰለ አገልግሎቱ ይችሉባል::

(፪) የመንግስት መሬታና ያለውን ውዴቅና የጀት ማስናበት ሰተመድቦበት ሥራ ላይ የሥራ አራጀያም ወጪቱ በተከታታይ ለሰነት ቤት ቤት ከሆነ የጀት ማነስ አገልግሎቱ ይችሉባል::

(፫) የዚህ አንቀጽ የዚህ አንቀጽ (፩) ይችል በሥራ ለተከታታይ አምስት ቁጥጥት ከፍተኛ የሥራ አራጀያም የሚከናወት ወጪት ለማንኛውም የነበረ የመንግባዸት መሬታና የሥራ አራጀያም የሚከናወት ወጪቱ በተከታታይ ለሰነት ቤት ከሆነ ማስናበው ወጪት በታች ከልሆነ በስተቀር ማስናበት ሥራ አይደናበትም::

(፬) የዚህ አንቀጽ የዚህ አንቀጽ (፩) እና (፪) መመራት አንድ የመንግባዸት መሬታና ካሱኑ ማስናበት የሚችሉው እንደአስፈላጊው የዚህ አዋጅ አንቀጽ ምክ ላይ የተቀመጠውን የሥራ አራጀያም የሚከናወት ቁጥጥር::

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 beeksi-suu qaba.
- 2) Akkaataa keewwata kana keewwata xiqqaa 1 tiin manni hojii mootummaa sababni hojii irraa hafu hojjatichaan gabaafameef, dhimmicha hoogganaa olaanaa yookiin bakka bu'aa isaaatiif dhiyeessuudhaan sababni dhiyaate humnaa ol ta'uun isaa yoo mirkanaae gita hoji hojjatichi qabatee jiru ji'a jahaatiif duwwaa ta'ee turuu qaba. Ta'us hojjatichi ji'a jahaa keessatti hojiitti deebi'uun 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 olii hojii isaa irratti argamuu dadha-beef hidhamuu isaaatiin 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 kaffalaafii gara hojiitti akka deebi'u tasisuu 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 beeksasaa yeroo lamaa baasuun hojjatichi kan hin gabaasne yoo ta'ee hojii irraa ni gaggeeffama.

፩፷. ከእቅም በላይ በሆነ የወከታዊት ከሥራ ማስናበት

- ፩) የሙከራ ገዢዎን ያጠናቀቂ የሙንግሥት ማረተኞች ከእቅም በላይ በሆነ የወከታዊት መደብ ለገመድ ማግኘት የማይችል ከሆነ የወከታዊት በእኔና ወር ወሰኑ ለመሆኑን የሚሸጠው ማረተኞች ከእቅም በላይ መሆኑን ከተረጋገጧ ማረተኞች ይዘት የነበረውን የሥራ መቆጣሪ ለሰዳስት ወር ከፍት እድርት መጠበቅ አለበት:: ሆኖም ማረተኞች ለሰዳስት ወር ወሰኑ መመሰን የማይችል ከሆነ ከሥራ ማስናበት ይችላል::
- ፪) የዘመና የጥርጋ የሙንግስት ለረተኞች ከስፈድስት ወር በላይ በሥራ ለገመድ የልተተገበት የወከታዊት በመቻስና ከሆነ ከተጠረጋጧበት የወንጀል ድርጋት በነፃ ለለመለቀቂ ማስረጃ ክዋል መሰራም በቱ ባለው ከፍት የሥራ መቆጣሪ ለገመድ የወንጀል ለከፈል የመወገዣ የሥራ እንዲመለሰ ማድረግ አለበት::
- ፫) የዘመና የጥርጋ የሙንግስት ይችላል እንደተጠበቅ ሆኖ የሙከራ ገዢዎን ያጠናቀቂ የሙንግሥት ማረተኞች መመራብ፣ በማያወቂው የወከታዊት ለተከታታይ ከሥራ ቅናት ከመደበኛ የሥራ በታወቂ ለገመድ ከመደበኛ ቅናት ለየአሳር ቅናት ልዩነት በተከታታይ ለሁሉት ቤት በማስታወሻ ተጠርቶ ለመሆኑን መመራም በቱ ለፖርት ከለደረግ ከሥራ ይስናቸል::

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 working 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 hojiitti deebi'uuf mana hojichaaf yoo gabaase hoogganaan mana hojichaa sababa hojii irraa hafeef ragaa isaa qorachuun tarkaanfi bulchiinsa fudhachuu akkuma eegametti ta'ee, hojjatichi gara hojiitti akka deebi'u ni taasifama.

6) Keewwata kana keewwata xiqqaa 4 jalatti kan tumame jiraatus, hojjatichi beeksisaa waamichaa baheen hojii irraa erga gaggeef-famee booda guyyaa hojii irraa hafee eegalee ji'a jahaa keessatti sababni hojii irraa hafeef humnaa ol ta'uu isaa ragaa quubsaa yoo dhiyeessee fi mana hojichaa keessatti gitni hojii duwwaan walfakkaatu yoo argame, akka-sumas hoogganaan mana hojichaa yookiin bakka bu'aan isaa yoo hayyamee hojiitti 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 gaggeef-famuu ni taasifama.

87. Hojjetaa Hir'isuu

- 1) Hojjetaan mootummaa kamiiyuu:

 - (a) Gitni hojii isaa yammuu haqamu; yookiin
 - (b) Manni hojichaa yammuu cu-famu; yookiin
 - (c) Humni namaa hanga bar-baadamuu ol yoo jiraate; Akkaataa Labsii kanaa kee-wwata 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.

፩) በዚህ አንቀጽ ይዕለ አንቀጽ (፩) መሠረት የማስታወሻ ጥሩ የተደረገበት የመንግሥት ማረተኞች ካሁን ከቅረቡት ቁን ፌምር አንድ ወር ከመመለቱ በቆተት ወደ ለምራው ለመመለከ ለመሥራይ በቁ ስጋርት ክፍልን የመሥራይ በቱ የበለይ ተሳፋ ማረተኞው ካሁን የቀረበትን የመንግሥት በመመርመር የማረሰነዎች አነተዳደሪዎች እርምጃ አንዲተጠበቀ ሆኖ ማረተኞው ወደ ለምራው አንዳመለከ ይደረጋል::

፪) በዚህ አንቀጽ ይዕለ አንቀጽ (፪) ስር የተደረገበት በጥርም ማረተኞው በወጣው የጥሩ ማስታወሻ ካሁን ከተሰናበት በጀት ካሁን ከቅረበት ቁን ፌምር በእድሰት ወር ገዢ ወሰጥ ካሁን የቀረበትን የመንግሥት ከአቅም በለይ መሆኑን በቁ ማስረጃ ከቅረበኝ በመሥራይ በቱ ወሰጥ ተመሳሳይ የሆነ ከፍት የሥራ መዶብ ከተገኘ አንዳሸጥም የመሥራይ በቁ የበለይ ተሳፋ ወይም ተዋካው ከፈቅደ ወደ ለምራ መመለከ ይችላል::

፫) የመከራ ገዢውን ያለጠናቀቀ የመንግሥት ማረተኞች በልደበው ማረተኞች አነጻድ ወር በለይ በመደቦታ ለምራው ላይ ያልተገኘ አንድሆነ ከሰምንግም ቅድመ ሆኔታ ካሁን ላይ አንዳሰናበት ይደረጋል::

፪፪. የወራተኞች ቅኑ

(፪) ማንኛውንም የመንግሥት ማረተኞች::

(፫) የሥራ መዶብ ሌላረዘዘ፣ ወይም

(፬) መሥራይ በቱ ሌላረዘ፣ ወይም

(፭) ከሚፈለገው በለይ የሰው ዘይል ካለ
በዚህ አዋጅ አንቀጽ ሙ(፪) መሠረት
ለመደረጃል ከልተኞለ ወይም
የመንግሥት ማረተኞው ገዢ
በለ የሥራ ይረዳ ላይ ተደልደሎ
ለመሥራት ፍለትት የለለው ከሆነ
ካሁን 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:
 - (a) his position is cancelled;
 - (b) the government institution is closed; or
 - (c) 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 xiqqa 1(c) tiin hir'isuun kan taasifamu hojjatichi hojjettoota mootummaa mana hojichaa keessatti gita hojii walfakkaatu irra jiran wajjin yeroo dorgomu bu'aan raawwii hojii isaa fi dandeettiin isaa gadi aanaa ta'uun isaa yoo mirkanaaee dha.

88. Sababa Naamuusaatiin Hojii Irraa Gaggeeffamuu

Hojjetaan mootummaa akkaataa Labsii kana keewwata 69 (1) (f)'n adabbiin naamusaa kan itti murtteeffamee fi oliyyanno bulchi-insaatiin kan irraa hin kaane tajaajilli isaa addaan ni cita.

89. Sababa Umriitiin Tajaajila Addaan Kutuu

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

90. Sababa Du'aatiin Tajaajila Addaan Kutuu

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

፩) በዚህ አንቀጽ ፳-ሰ አንቀጽ (፳)(ሐ) መሠረት ቅነስ የሚደረገው መራተኞች በመሆኑ በ-፪ ውስጥ በተመሳሳይ የሥራ መደብ ላይ ካለ ለለም የመንግሥት መራተኞች ጥር ለመኖር በሥራ ውስጥና የመንግሥት መራተኞች የሚከተሉበት ቅነስ ተስተካክል::

፪. በፊልተለን ምክንያት ከሥራ መሰናበት
በዚህ አዋጅ አንቀጽ ፩-ሰ ፳-ሰ አንቀጽ (፳) (ሁ) መሠረት የፊልተለን ቅባት የተወስነበትና በአስተዳደርዋ ይሞኑ የልተነበረት የመንግሥት መራተኞች አገልግሎቱ ይችላማ::

፫. በፊድማ ምክንያት አገልግሎት ማቆረጥ
፩) ማቆናውም የመንግሥት መራተኞች በዚህ አዋጅ አንቀጽ ፩ ተ መሠረት አገልግሎት ከልተሸዘዣ በፊልተው በአካው ከተወስነው የመሆኑ ዕድሜ ከደረሰበት የመጨረሻ ወር የመጨረሻ ቅን ይሞር ከለተመማሪ ሌቦ ሥነ ስርዓት አገልግሎት አንዳቃረጥ ይደረጋል::

፬) በዚህ አንቀጽ ፳-ሰ አንቀጽ (፩) መሠረት በጋራት ለሚሰናበት የመንግሥት መራተኞች መሠረት በጋራት ከመውጣቱ ከሰነት ወር በፋት በጽሕሩና አንዳቃውም ይደረጋል::

፭. በሞት ምክንያት አገልግሎት ስለማቆረጥ
፩) ማቆናውም የመንግሥት መራተኞች ከሞተበት ቅን ይሞር አገልግሎት ይቆረማል::

፮) አገልግሎቱ በሞት ምክንያት የተቆረጠ የመንግሥት መራተኞች የሞተበት ወር መለ ደመወቻ አንዳቃውም በዚህ አዋጅ አንቀጽ ሙስ(፩) መሠረት ለሌተወስደ የቅመት ዕረፍት ል.ቁድ የሚፈጸም ከፍድ ለተወጪ ወደኛው ወይም ለከታዊ መራተኞች 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 barreffamaan mana hojichaa beeksiseef mindaan jioota sadii yeroo tokkotti ni kanfalamaaf. Ta'uus 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 kenuun 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 dandaamu.

91. Waraqa Ragaa Tajaajilaa

- 1) Hojjetaa Mootummaa kamiifyuu, waraqaan ragaa muuxanno 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 muuxanno hojii hin kennamuuf.
- 3) Hojjetaa mootummaa hojiirra osoo jiru waraqaan ragaa muuxanno hojii gaafatuuf tumaan keewwata kana keewwata xiqqaa 2 raawwatiinsa hin qabaatu.

(i)	በጠረቃ እና የተደነገው እንዳተጠቀቃ ሁም ማንኛውም የመግባሮች ማረተኞ በጥት ጥዣናያት አገልግሎቶች ስቂረጥ ለመሥራዎች በጽሕሩና ለሰውችው የትክር ዓይነቶች ወይም በእኔ ይተዳደሩ ለነፃ በተሰበዎች የሚስት ወር ደመወዝ በእና ቡድ ይከፈላል፤ ሆኖም የትክር ዓይነቶች ወይም በሥራና የሚተዳደሩ በተሰበዎች ስያስመዘገብ የምት እንደሆነ መልጣን ካለው አካል ወይም ፍርድ በት በሚሰጥ ማስረጃ መሠረት ክፍያው ይፈጸማል፡፡
(ii)	በዚህ እንቅጽ ጋዜጣ እንቅጽ (i) መሠረት የሚሰጥው ክፍያ ከግብርና ከጠረቃ መዋሪ ነገ ይህናል፤ እንዲሆም በእኔ ለሥነ ወይም ማታቸል አይችልም፡፡
፩. የአገልግሎት የሚከናወል ወረቀት	
1)	ለማንኛውም የመግባሮች ማረተኞ የሚሰጥ የምስክር ወረቀት ማረተኞው ለሥናውን የገበዎችን የሥራ ቅድሞ፤ የአገልግሎት በመተና ስሳሌው የገበዎች ዶመወዝ የሚገልጻ መሆን አለበት፡፡
(i)	የሥሌጣና ወይም የትምህርና ወል ግዢታ ወይም በመግባሮች መሠራያ በተ የሚፈለጊት ማናቸውም ዕቅ የለበት የመግባሮች ማረተኞ በማንኛውም ጥናያት አገልግሎቱን ስራቂርጥ የውል ግዢታውን ስለመፈጸመ ወይም ካል ነገ መሆኑን የሚገልጻ ማስረጃ ከማግኘት በፊት የሥራ ለምድ የምስክር ወረቀት አይሰጠውም፡፡
(ii)	በዚህ እንቅጽ ጋዜጣ እንቅጽ(i) በሥራ ላይ አያለ የሥራ ለምድ የምስክር ወረቀት ለማጠቃቅ የመግባሮች ማረተኞ ተፈጻሚ አይሆም፡፡

- 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'isaati-in hojii irraa yoo gaggeeffamee fi waliigalteen hojii guyaa addaan cite durgoon sooramaa kan hin kanfalamanneef yoo ta :

(a) Waggaan tokkicha duraatiif mindaan isaa ji'a sadii;

(b) Dabalataanis tokkoon tokkoo waggoota tajaajila itti ken-neef mindaa ji'aa harki 1/3 itti dabalambee, ni kanfalamaaf. Ta'us kanfaltiin kennamu mindaa hojjatichaa kan ji'a 12 caaluu hin qabu.

2) Hojjetaa Mootummaa yeroo yaalii xumuree fi waggaan tokkoo gadi tajaajileef kanfaltiin raawwatamu tajaajila isaa waliin kan walmadaale ta .

93. Yeroo Tajaajilaa Dheeressuu

- 1) Hojjetaan mootummaa tokko umuriin isaa yeroo sooramaa erga gahee booda yeroo tokkotti hanga waggaa shanii walumaga-latti yeroo waggaa kudhan hin caalleef tajaajila isaa dheereessu-un ni danda'ama.
 - 2) Akkaataa keewwata kana keew-wata xiqqaa 1 tiin hojjetaa mootummaa tajaajila isaa dheeressu-un kan danda'amu:
 - (a) Barnoonni, beekumsaa fi dandeettiin addaa hojjati-chaa, hojii mana hojichaaf kan fayyadu ta'ee yoo argame;
 - (b) Guddina sadarkaatiin, jijiir-raadhaan yookiin qaxaraan hojjetaa bakka bu'uu arga-chuun kan hin danda'amne ta'uun isaa yoo mirkanaa'e;
 - (c) Hojjatichi hojichaaf gahaa ta'uun isaa ragaa mana yaa-laan yoo mirkanaa'e;
 - (d) Hojjatichi tajaajila isaa itti fu-fuuf yoo waliigalee fi
 - (e) Gaaffiin yeroo tajaajila dheer-essuuj'i'a sadiiin duraa Biir-ichaaf dhiyaatee yoo hayya-mamee dha.

፩. አገልግሎት ለቃረጥ የሚፈለም ክፍያ
 ክ) የሙከራ ገዢዎን ያጠናቀው የሙንግሥት
 መሸጥና በዘጋጀ አዋጅ አንቀጽ ተክ መሆኑን
 በቅኑና የአገልግሎት ክኔሮ ከተሰናበትና
 የሥራ ውስጥ በተቋረጠበት ዕለት የጠረታ
 አበል የማይከራልው ክሆነ፡-

(ሀ) ለመጀመሪያ አንድ ዓመት የሚሰት
 ወር ድመወገ፡-

(ለ) በተጨማሪ ለአገልግሎት ለእያንዳንዱ
 ዓመት የወር ድመወገት አንድ ዘዴትና
 እየታከለ ይከራልዋል፤ ሆኖም
 የሚሰጠው ክፍያ ክመራጥናው
 የአሁኑ ሁሉት ወር ድመወገት
 መብለጥ የለበትም፡፡

ሕ) የሙከራ ገዢዎን ለጨረሰና ክእንድ
 ዓመት በታች ለገልጻ የሙንግስት ማረጋገጫ
 የማይፈለሙ ክፍያ ከአገልግሎቱ ዝርዝር
 ተመጥጥና ይሞላል፡፡

፩. የአገልግሎት ገዢን ማረጋገጫ

- (፩) አንድ የመንግሥት ማርተኝ ዕድሜው
የመጥረም ገዢ ክፍል በእነ በኢትዮ ገዢ
እስከ አያዝነት ዓመት በጠቅላላው ካለሁ
ዓመት ለማይጠበጥ ገዢ አገልግሎቱን
ማራዘዣ ይችላል::

(፪) በዚህ አንቀጽ ገዢ አንቀጽ (፩)
መሆኑን የአንድን የመንግሥት ማርተኝ
አገልግሎት ማራዘዣ የሚታደው::

(፫) የመሆኑው ትምህርኑ፣ ልዩ
ዕውቀዱና ቅሉታዊ ለመሆኑ በቁ^፩
ሙራ በቁጥሩ ሆኖ ለገኘ::

(፬) በፊረሻ ዕድገት፣ በዚውውር ወደም
በቅርቡ ተተክ ማርተኝ ለማግኘት
እሰጣቸለ ሲረጋገጥ::

(፭) ማርተኝው ለሥራው በቀ መሆኑ
በአካላምና ማሳረሻ ሲረጋገጥ::

(፮) ማርተኝው አገልግሎቱን ለመቀበል
እሰጣቸለ እና ማማማ::

(፯) የአገልግሎቱ መራዘዣ ጥያቄው
ከዚህነት ወርቅ::

(፪) የአገልግሎቱ መራዘዣ ጥያቄው
ከዚህነት ወርቅ::

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.

5) Murtii fi ajaja Biiroon kenname qaama hin raawwanne Biirichi qaama qoratee himachuuuf aangoon kennameefitti dhiyeessuudhaan tarkaanfiin seeraa akka irratti fudhatamu taasisuu ni danda'a.	<p>፩) በበጀው የሰጠውን መሳኔና ትዕዛዝ ያልፈቻው እናልን በጀው ገዳድን መርምጃ ለመከሰድ በእነዚ ሥልጣን ለተሰጠው እናል በማቅረብ ስርዓት እርምጃ እንዲመለድበት ማደረግ ይችላል::</p> <p>፪. ሥልጣን በወካልና መሰጠት</p>	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. Aango Bakka Bu'iinsaa Kennuu <ol style="list-style-type: none"> 1) Qaamoleen mootummaa kamyuu, 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 gaafatatummaa Labsii kanaan kennameef manneen hojii mootummaatiif bakka bu'iinsaan kennuu ni danda'a. 	<p>፩) ማገኘውም የመንግስት እናለት በዚህ አዋጅ ወሰኑ በተደረገው የሰው ቤታል አስተዳደር መርሆምና ለራተምናቸውን ማስተዳደር አለበትው::</p> <p>፪) በጀው የጥበስና ሰርሽልናን የሰው ሁነት ሥራው አመራር ቅልጣና ወጪታማ ለማደረግ አስፈላጊ ሆኖ ስያጻው በዚህ አዋጅ የተሰጠውን ሥልጣናን የለፈነት ለመሥራይ ቤታቸው በወካልና መሰጠት ይችላል::</p> <p>፫. የአዋጅ አፈጻጸም መቆጣሚ</p>	<p>95. Delegation of Power</p> <ol style="list-style-type: none"> 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. Raawwii Labsichaa To'achuu <ol style="list-style-type: none"> 1) Biirichi Labsii kana, dambootaa fi qajeelfamoota bu'uura Labsii kanaatiin bahan sirnaan hojiirra ooluu isaanii to'achuuf aangoo fi itti gaafatatummaa ni qabaata. 2) Biirichi akkaataa keewwata kanaa keewwata xiqqaa 1'tiin aangoo fi itti gaafatatummaa kennameef hojii irra oolchuuf yeroo kamiyyuu: <ul style="list-style-type: none"> (a) Manneen hojii mootummaati argamuudhaan yookiin kuusaalee fi ragaaleen biroon akka ergamaniif ajajuudhaan qorachuu fi; (b) Ittigaafatamaa yookiin hojjattooni mootummaa dhimmi ilalu jechaan yookiin barreefamaan akka ibsan gaafachuu ni danda'a. 3) Biirichi akkaataa keewwata kana keewwata xiqqaa 2'tiin qoran-noo taasisuun yookiin karaa gara biraa kamiinuu seerri cabuu yookiin loogiin raawwatamuu yoo irra gahe: 	<p>፩) በጀው ይህን አዋጅና በአዋጅ መሠረት የሚመለከት ድንጋጌና መመሪያዎች በአዋጅ በሥራ ሌሎች መዋጥቶች የመቆጣሚ ሥልጣናን የለፈነት ይኖረዋል::</p> <p>፪) በጀው በዚህ አንቀጽ ፩-፪ አንቀጽ (፩) የተሰጠውን ሥልጣናን የለፈነት ተማሪው ለማደረግ በማናቸውም ገዢ:-</p> <p>(ሀ) በመንግስት መሥራይ ቤታቸው በመግኘት ወይም ማህደርቸናና ለለም መረጃዎችን እንዲለከለት በማዘገበ መመርመር፣ እና</p> <p>(ለ) ገዳድ የሚመለከተውን የሥራ ስለሆነ ወይም ለለም የመንግስት ለራተምናቸው ቤታቸው ወይም በጽሁፍ እንዲያስረዳ መጠየቁ ይችላል::</p> <p>(ሐ) በጀው በዚህ አንቀጽ ፩-፪ አንቀጽ (፩) መሠረት በማናቸው የሚመራ ወይም በለላ በማናቸውም መንገድ እና መባለት ወይም አድለ መፈጸመን ከደረሰበት::</p>	<p>96. Supervision of Implementation of the Proclamation</p> <ol style="list-style-type: none"> 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: <ul style="list-style-type: none"> (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:

<p>(a) Hojimaatni sirrii hin ta'iin akka sirreeffamu ajaju;</p> <p>(b) Dhimmichi hanga murtii argatutti raawwii isaa dhorkuu;</p> <p>(c) Ittigaafatamaa hojii yookiin hojjetaa mootummaa gochichaaf ittigaafatamuu qabu irratti tarkaanfin bulchiinsaa akka irratti fudhatamu taasisu fi</p> <p>(d) Akkaataa Labsii kana keewwata (94)(4) jalatti tumameen raawwachuuuf aangoo ni qabaata.</p>	<p>(v) ትክክል የልማት አመራር እንዲከተተኝነት የሚዘገበ::</p> <p>(ለ) ገዢ ወሰን አስተዳደር ደረሰ እናደጋመኑ የሚገኘ::</p> <p>(ሐ) ልድርነቱ ተጠቃቀ በሆነው የሥራ ጃላፊ ወይም የመንግሥት መሬታች አይ ተጠው አስተዳደሩ እርምጃ እንዲውሉበት የሚፈጸማ እና</p> <p>(መ) በዚህ አዋጅ እንቀጽ ፩(ሀ) ስር በተደንገገው መሠረት የሚፈጸም ሥልጣን ይኖረዋል::</p>	<p>(a) to order the rectification of the irregularities;</p> <p>(b) to suspend the execution of the matter until decision is made thereon;</p> <p>(c) to cause the taking of appropriate administrative measures against the official or the civil servant responsible for the act; and</p> <p>(d) To act in accordance with Article 94 (4) of this proclamation.</p>
<p>97. Aangoo Dambii fi Qajeelfama Baasuu</p> <ol style="list-style-type: none"> 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. 	<p>፯. ደንብ መመሪያ የሚውጥት ሥልጣን</p> <p>(፪) የከልለ መስተካከል ምክር ቤት ይህን አዋጅ ለማስፈጸም ደንብ ማውጣት ይችላል::</p> <p>(፫) በርዕም ይህን አዋጅና በአዋጅ መሰረት የሚውጣት ደንብ ለማስፈጸም መመሪያ ማውጣት ይችላል::</p>	<p>97. Power to Issue Regulation and Directive</p> <ol style="list-style-type: none"> 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.
<p>98. Tumaalee Ce'umsaa</p> <ol style="list-style-type: none"> 1) Biirichi ulaagaalee fi safartuuwan sirna seensaa fi mirkaneessa ga'umsaa gitoota hojii duwwaa irratti iyyattoonni qorumsaan dorgomanii filatamuu itti danda'an hanga diriirsutti qaxara, guddina sadrakaa, jijiirraa fi ramaddii hojjettoota mootummaa safartuulee kanneen biroo Labsii kanaan tumaman qofaan raawwii isaanii itti fufa. 2) Dambii Sirna Raawwanna Naamusaa fi Dhiyeffanna Komii Hojjettoota Mootumama Naanno Oromiyaa Lak. 36/1996 fi qajeelfamoonni Biirichi baase hojiirra jiran tumaa Labsii kanaatiin yoo walfaalleesseen alatti, dambiileen yookiin qajeelfamoonni bu'uura Labsii kanaatiin bahanii hanga bakka buufamanniti raawwatatumummaan isaanii itti fufa. 	<p>፯. የመስጠረዥ ደንጋጌ</p> <p>(፪) በርዕም ለከፍት የሥራ መኖሪያ አመልካቸት በፋተና ተወካይረው የሚመረጋበትን የመግቢያና የበታች ማረጋገጫ ሥርዓት መዘርጋት የሚያስችሉ መሰራርቸትና መከላቸዎች በከልለ ደረሰ አስከላይ ደረሰ የመንግሥት መሬታች ተጥርጉ የደረሰ አይገኙን፣ በውጭና ድልድልን በተመለከተ በዚህ አዋጅ በተደንገገት ለሎች መሰራርቸት በቋ እናደጋማቸው ይችላል::</p> <p>(፫) የኢኮኖሚ ክልለው መንግባት መሬታች የእነተኛ እናደጋምና የቅረቡ አቅራቢዎች ሥርዓት ደንብ ቁጥር መግቢያ እና በርዕም ወጥቶ ሥራ ላይ ያለ መመሪያዎች የዚህ አዋጅ ደንጋጌ አስከላተች ደረሰ በዚህ አዋጅ መሠረት በሚመስ ይዞች እና መመሪያዎች አስከሚተና ደረሰ ተፈማነዋቸው ይችላል::</p>	<p>98. Transitory Provisions</p> <ol style="list-style-type: none"> 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) Falmiwwan Labsiin kun osoo hin ragga'in dura jalqabaman akkaataa Labsii duraatiin ilaalamii xumura kan argatan ta'a.
- 4) Hojjetaan mootummaa kamyuu 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 walfaallessan kamyuu dhimmoota Labsii kana keessatti hammataman irratti raawwatiinsa hin qabaatan.

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

Finfinnee**Guyyaa Fulbaana 28 Bara 2011****Lammaa Magarsaa**

**Pirezidaantii Mootummaa Naannoo
Oromiyaa**

- ጀ) ይህ አዋጅ ከመጀመሪያ በፊት የተቻመኝ ከርከርች በፊት በንብረዱ አዋጅ መሠረት ታይቶ ፍቃድ የሚያገኘ ይሆናል::
- ፏ) ማንኛውም የመንግስት ሲሆን የነበረ አዋጅ ያገኘውን መብት በዚህ አዋጅ መታወቂ ጥሩት ይችላል::

፩. የተሻሻ ስነዎች

- ጀ) የአጭማሪ ከሰላ መንግሥት ሲሆን የነበረ አዋጅ የሚያገኘ ይሆናል::
- ፏ) ይህን አዋጅ የሚችለን ማኅቻውም አዋጅ፣ ደንብ፣ መመሪያዎች ወደም የአመራር ልምድ በዚህ አዋጅ ወሰጥ በታቀኑት ገያቶች ላይ ተፈጻሚነት አይኖርም::

፪. አዋጅ ሲሆ የሚመለከት ጊዜ

- የህ አዋጅ በመሸጋ ከዚያቀበት ቀን ይሞር ሲሆ ላይ የሚመለ ይሆናል::

፩፻፬፯
መስከረም ድጋፍ ቀን ይሰነድና የሚመለከት ጊዜ
ለማ መገቢዎች
የአጭማሪ ከሰላው መንግሥት ተፈዘገብ

- 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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በመሸጋ አጭማሪ ዓ/ቤት የታተሙ
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