

JAMHUURIYADDA SOMALILAND
HAY'ADDA SHAQAALAHA DAWLADDA

SHARCIGA SHAQAALAHA
DAWLADDA

SHARCI LAM.7/96
(SOMALI/ENGLISH)

CIVIL SERVICE LAW

LAW NO. 7/96

REPUBLIC OF SOMALILAND
THE PRESIDENT OF THE
REPUBLIC OF SOMALILAND

JAMHUURIYADDA SOMALILAND
MADAXWEYNAHA JSL

HAVING SEEN: The National Charter

MARKUU ARKAY: Axdiga Qaranka

CONSIDERING : That it is necessary to amend or replace some articles of the original Law of Civil Service, law No.7 of 15^h, March 1962.

MARKUU TIXGELIYEY: Inay lagama maarmaan tahay in Sharciga wax laga bedelo laguna kordhiyo qodobada sharciga shaqaalaha No.7 ee 15 March 1962 ee Asalka ah.

HAVING HEARD: The Civil Service Commission

MARKUU DHEGAYSTAY: Guddiga Hay'adda Shaqaalaha Dawladda

APPROVED BY: The Council of Ministers

WAXA ANSAXIYAY: Golaha Wasiiradda

Hereby promulgates the following law:

Wuxuu soo saaray Sharcigan soo socda:

CHAPTER I**GENERAL PROVISIONS****Article 1
Definition**

In this law, unless the context otherwise requires:

"Division" Means any of the classes of posts specified in Article 3;

"Family" Means wife and minor children of an official;

"Grade" Means one of the segments into which a Division is divided;

"Head of Unit" Means;

- a) The minister in the case of Ministry concerned;
- b) In other cases, the official in executive control of the concerned; unit.

"Pay" Means the remuneration due to an official at one of the monthly rates set out in the schedule hereto. It does not include any other emoluments.

"Public Service" Means service in a civil capacity under the public service"

- c) **"Service"** Means a unit that performs a certain work for the benefit of the operating Department.
- d) **"Section"** Means a unit in service that performs auxiliary activities for the benefit of the service.
- e) **"Official"** Is an employee in the public service.

CUTUBKAI**QODOBADA GUUD****Qodobka 1
Qeexid**

Sharcigan gudihiisa haddii macne kale aan looga baahan ama aanu nuxurka diidayn qeexida erayadani waa sidan:

"Qayb" Waxa loola jeedaa qaybaha derejooyinka ee ku cad Qodobka 3;

"Qoys" Waxa loola jeedaa Xaaska iyo Caruurta yar-yar ee qofka shaqaalaha ah;

"Derejo" Waxa loola jeedaa mid ka mid ah faracyadda qaybaha derejooyinka;

"Madaxa Wasaarad ama Hay'ad" Waxa loola jeedaa;

- b) Wasiir;
- t) Heer Wasiir wixii ka baxsan waa Guddoomiye ama Maareeye ama madaxa masuulka ka ah Jago-fulineed;

"Mushahar" Waxa loola jeedaa lacagta qofka shaqaalaha ah la siiyo bil kasta dhammaadkeeda ee ku qorsheysan shaxda lifaaqa. Kuma jiraan lacagyowga kale ee qofka shaqalaha la siiyo..

"Adeeg Bulsho" Waxa loola jeedaa adeeg bulsho oo ka mid ah adeegyada loo qabto bulshada.

j) "Kaalin Shaqo" Waxa loola jeedaa kaalin shaqo oo kaabta hawlgalka waxqabad waaxeed.

x) "Farac" Waxa loola jeedaa farac shaqo oo kaaba hawlgalka kaalin shaqo.

kh) "Shaqale" Waxa loola jeedaa qofka shaqaalaha ah ee ka shaqeeya Wasaaraddaha iyo Hay'addaha Dawladda;

Article 2
Application

- 1) This law shall apply to permanent officials in the public service.
- 2) This law shall not apply to employee of local Governments, to member of the Armed Forces and Para Military Organizations.

CHAPTER II
ESTABLISHMENT

Article 3
Divisions, Grades & Titles of the Posts

1. The titles of posts shall be divided into Divisions A, B, C, & D. and shall be subdivided in to fifteen grades. Division A shall include grades 9 to 1, Division B grades 10 to 6, Division c grades 11 to 7 and Division D grades 15 to 12.

2. The four divisions will be classified as follows:

Division A - Administrative and professional.

Division B - Executive Officer and Senior Technical

Division C - Clerical and Technical

Division D - Unskilled and Unclassified

Article 4
Categories and Number of posts

1. The total number of posts of a unit, for which financial provision is made in the Budget, shall constitute the establishment of that unit.
2. An official in the Civil Service may be appointed, assigned or promoted only to a vacant post in the establishment.

Qodobka 2
Ku-dhaqida

- 1) Sharcigan waxa lagu dhaqayaa shaqaalaha joogtada ah ee Dawladda.
- 2) Sharcigan laguma dhaqayo (khuseeyo) shaqaalaha Dawladdaha Hoose iyo Hay'addaha hoos yimaada, Ciidamada Qaranka sida (Milateriga, Booliska, Asluubta) iyo wixii dabeecad ciidan leh.

CUTUBKA II
QAANDHISMEEDKA

Qodobka 3
Qaybaha, Derejooyinka, Xilalka Jagooyinka

1. Xilalka jagooyinka waxa loo qaybinayaa qaybaha A, B, C, & D. oo u sii kala-baxaysaa Shan iyo tobon derejo. Qaybta A waxay u sii kala-baxaysaa Derejooyinka 9 ilaa 1, Qaybta B waxay u sii kala-baxaysaa 10 ilaa 6, Qaybta C waxay u sii kala-baxaysaa 11 ilaa 7 iyo qaybta D oo u sii kala-baxaysaa 15 ilaa 12.

2. Qaybaha afarta ah waxa lagu kala tilmaamayaa sidan soo socota:

Qaybta A -Maamulka Sare iyo Aqoonyahanada

Qaybta B -Sarkaal-fuliye iyo farsamo-yaqaano Sare.

Qaybta C - Karaani iyo Xirfadle

Qaybta D - Shaqaale hoosaad aan xirfad lahayn.

Qodobka 4
Noocyada iyo Tirada Jagooyinka

1. Isugeynta tirada jagooyinka ee Wasaarad ama Hay'ad ee ku qorshaysan miisaaniyadda ayaa noqonaya Qaabdhismeedka Wasaarad ama Hay'ad.
2. Qofka Shaqaalaha ah waxa loo magacaabi karaa, hawl loo xil-saari karaa ama loo dallacsiin karaa oo keliya jago banaan oo ku jirta qaabdhismeedka.

CHAPTER III**DUTIES, PROHIBITION AND LIABILITY****Article 5****Duties and Responsibilities of the Civil Service**

1. Officials shall carry out their duties in accordance with the law and in the public interest.
2. They shall exercise with diligence the normal duties pertaining to the office.
3. They may not refuse to serve in any place to which they may be assigned, nor refuse to carryout temporarily, within the same Division, duties of grade different from those of their grade, to which they may be assigned in the exigencies of service.
4. In the case of secondment, the Official shall perform the duties of the new post as may be required by the head of that unit.
5. Obey the rules and regulations governing this work.
6. Regard the information he obtains in the course of his/her duties as being secret.
7. Attend to his work punctually and in proper time.

CUTUBKA III**WAAJIBAADKA, KA REEBANAANTA IYO KHASAARE BIXINTA (U-QOOLANAAN)****Qodobka 5****Xilalka & Waajibaadka Shaqaalaha**

1. Shaqaalaha waxa waajib ku ah in ay xilalkooda shaqo u gutaan si sharciya waafaqsan iyo danta bulshada.
2. Shaqaaluhu waa inay waajibaadkooda shaqo u fuliyaan sida ugu haboon ee looga baahan yahay.
3. Shaqaaluhu waa in aanay ka hor iman inay ka shaqeeyaan goob kasta oo shaqo loogu diro ama aanu diidin shaqo ku meelgaadh ahaan loogu xilsaaray shaqadaas oo la mid ah qaybta uu ka shaqaynayo ama ka duwan waajibaadka shaqo ee derejadiisa baahi shaqo fulineed awgeed.
4. Marka qofka shaqaalaha ah loo ergisto shaqo kale, waa inuu shaqada u fuliyo sida uu ku amro madaxa goobtaa shaqo.
5. Qofka shaqaalaha ahi waa muu u hogaansamo shuruucda iyo xeerarka lagu maamulayo shaqadan.
6. Qofka shaqaalaha waa in sirta shaqada iyo xafiiskiisa ee uu helo uu dhowro.
7. Qofka shaqaalaha ahi waa inuu dhowro saacadaha shaqada una yimaado shaqada si xidhiidh ah.

**Article 6
Prohibitions**

1. Officials shall not exercise any activity incompatible with their duties.
2. They shall not;
 - a) Be leader of any political party, or be actively engaged in any political activity.
 - b) Engage in any outside employment, provided that technical personnel having the required qualification to practice a profession may, in exceptional cases be authorized by the minister concerned to practice their profession.
 - c) Be associated with the management of any business concern.
 - d) Publish or cause to be published anything concerning the activities of the administration, or make any public statement on the policy of the Government on matters concerning National Defense, except in normal course of their official duties or with the prior approval of the Minister concerned.
 - e) Engage in speculation nor make any investment likely to embrace or influence him discharging his official duties.

**Article 7
Liability**

1. An official shall be liable to pay compensation to the state for any damage arising out of any violation of his official duties.
2. Where any right of third parties has been violated as a result of acts or omissions of an official or through gross negligence in the performance of his/her official duties, the official and the unit, shall be jointly and severally liable to compensate such third parties for any damage arising thereof, it shall have the right to claim re-

**Qodobka 6
Ka-reebanaanta**

1. Qofka shaqaalaha waa in aanu ku kicin fal kasta oo lid ku ah waajibaadkiisa shaqo.
2. Shaqaaluhu waa in aanay;
 - b) Hogaamiye ama xubin firfircoon ka noqon Xisbi siyaasadeed ama dhaqdhaqaaq siyaasadeed;
 - t) Gelin heshiis shaqaalayn kale, haddii mararka qaar aanu ahayn qof farsamadiisa/aqoontiisa loo baahday oo ogolaansho uga haysta Wasiirka Wasaaradda ama Madaxda Hay'adda ee qabashada hawshu khuseyso.
 - j) Ka mid noqon maamul Ganacsi gaar ah ama la shuraakoobin.
 - x) Daabicin ama aanu suurta-gelin in la daabaco hawlaha maamulka dawladda ama bixin waraysi khuseeya siyaasada Dawladda ama khuseeya difaaca Qaranka, haddii bixinta waraysigiisu aanay ahayn hawlaha caadiga ee waajibaadkiisa shaqo ka mid ah ama aanu ogolaansho ka helin Wasiirka ay khuseyso wareysiga ka hor.
 - kh) Inaanu lug ku yeelan been-abuur dhaqaale ama aanu ku milmin maal-gelin sababi karta in shaqada lagaga eryo.

**Qodobka 7
Khasaare Bixin**

1. Qofka shaqaalaha waxa lagu yeelanayaa inuu dawladda u magdhabo wixii khasaare ah ee uu gaysto ee ay sababto shaqo xumadiisu.
2. Marka lagu xad-gudbo arrin qof saddexaad kana timid fal ama wax qabad la'aanta qof shaqaale ah ama baylihinta guud ee shaqadiisa, qofka shaqaalaha ah iyo ha'ada ayaa u wada qoolan si wada jir ah iyo keli keli bixinta magdhowga. Haddii hay'adu ay bixiso magdhowga waxa waajib ah in qofka shaqaalaha ah ee gefkan galay laga soo celiyo magdhowgii la bixiyay.

imbursement from the official concerned. Where the unit has paid compensation to third parties, it shall have the right to claim reimbursement from the official concerned.

3. Where an official has received from his/her superior an order deemed to be manifestly, unlawful, he shall draw the matter to the attention of the superior stating the grounds thereof. If the order is confirmed in writing, the official shall have the duty to comply with it. In such a case, the official who has given the order shall be liable for any consequences arising from the said order.

CHAPTER IV PERSONNEL OF THE CIVIL SERVICE

Article 8 Requirement for Admission to the Civil Service

1. Appointment to the Civil Service shall be open only to citizen who are at least eighteen years of age, mentally fit for appointment to the office, of good moral conduct and who possess the following educational qualifications:
 - a) A university degree or its equivalent for Division "A"
 - b) A higher secondary school Diploma or its equivalent for Division "B"
 - c) A lower secondary school Diploma or its equivalent for Division "C"
 - d) Elementary school Diploma or its equivalent for Division "D"
2. An applicant for admission to the Civil Service must possess the prescribed qualifications on the Date of application.

3. Marka qofka shaqaalaha ah la siiyo amar ka horjeeda sharciga, qofka shaqaalaha ah wuxuu dareensiinayaa madaxa amarka siiyay in amarkani sharciga ka soo horjeedo. Haddii uu qofka madaxda ahi ku adkeysto, qofka shaqaalaha waxa ku waajib ah inuu fuliyo amarka marka qoraal lagu siiyo. Wixii uu amarkani cawaaqib xumo keeno, waxa masuul ka noqonaya madaxa amarka bixiyay.

CUTUBKA IV SHAQAALAHA DAWLADDA

Qodobka 8 Shuruudaha Shaqo-qorista

1. Shaqaalaynta waxay u furan tahay oo keliya muwaadiniinta da'doodu ay tahay ugu yaraan 18 sanno, miyir-qaba, dhaqan wanaagsana leh haystana shahaadooyinka waxbarasho ee soo socda:
 - a) Qaybta "A" shahaado jaamacadood ama wax u dhigma.
 - b) Qaybta "B" Shahaado dugsi sare ama wax u dhigma.
 - c) Qaybta "C" Shahaado dugsi dhexe ama wax u dhigma.
 - d) Qaybta "D" Shahaado dugsi hoose ama wax u dhigma.
2. Qofka soo doonanaya shaqada dawladda waa inuu haystaa aqoonsiyadda waxbarasho ee kor ku xusan isla taariikhda shaqaaleynta.

Article 9**Entrance examination and Appointment of Examination Committee**

1. Officials shall be appointed on probation at the initial grade of the respective Division on the basis of open competitive examination and on the basis of genuine qualifications except as otherwise provided in this law.
2. Where two or more candidates obtain equal marks in an examination, the older one will be selected.
3. The terms and conditions of open competition examination, shall be established by the commission, in conformity with the advice of the council of ministers. the examiners will be appointed by the commission.
4. Except as otherwise provided by this law, any appointment not in compliance with the provisions of paragraph 1 of this article shall be null and void and shall not give rise to any obligation on the part of administration.

Article 10**Probation & Confirmation**

1. An official shall be on probation for a period not less than three months and not more than six months with the duties of the initial grade and with the salary and allowances relating to that grade.
2. After the period of probation has expired. The official who having regard to the work performed or the results obtained in any training course, he/she may have attended, is found to be suitable. Shall be appointed in the initial grade.

Qodobka 9**Imtixaanka Shaqo-qorista iyo Magacaabista Guddiga Imtixaanka**

1. Qofka shaqaalaha waxa lagu magacaabi karaa derejada bilowga ah ee qaybta derejadani tahay iyadoo lagu salaynayo tartan imtixaan furan iyo haysashada shahaadooyin asal ah isagoo mari doona xilliga tijaabada shaqo, haddii aan sharcigani wax kale jidayn.
2. Marka laba ama in ka badan oo tartamayaasha ahi keenaan natiyo imtixaan oo isku mid ah waxa shaqada loo xulayaa tartamaha ugu da'da weyn.
3. Shuruudaha 1yo nidaamka tartanka imtixaanka furan waxa dejinayo Guddiga Hay'adda Shaqaalaha Dawladda markay helaan talada Golaha Wasiiradda. Imtixaan-qaadayaasha waxa magacaabaya Guddiga Hay'adda Shaqaalaha.
4. Haddii aan sharcigan si kale jidayn, magacaabis kasta oo aan waafaqsanayn tilmaamaha Faqrada 1aad, ee qodobkan waxay noqonayaan waxba-kama-jiraan loomana arkayo waajib maamul.

Qodobka 10**Tijaabada Shaqada iyo Rasmiyaynta Shaqaalenimo**

1. Qofka shaqaalaha ahi waa inuu maraa muddada tijaabadda shaqadan oo aan ka yarayn saddex billood kana badnayn lix billood ee waajibaadka shaqo ee derejada bilowga ah iyo mushaharka iyo gunnooyinka derejadaas.
2. Ka dib markay dhammaato muddada tijaabada; ee qofka shaqaalaha la qiimeeyo shaqadii uu qabtay ama natiijooyinka uu ka heley tababar uu ka qaybgalay loo arko inuu ku haboon yahay shaqadan waxa lagu qaadanayaa derejada bilowga ah.

<p>3. At the end of probationary period, a certificate shall be issued by the head of Unit that this official is suitable in every respect for confirmation accompanied by the relevant document and facts.</p>	<p>3. Dhammadka muddada tijaabada shaqo, madaxa Wasaaradda ama Hay'adda ayaa siinaya qofka shaqalaha ah shahaado (caddeyn) ah inuu si walba u qalmo rasmiyaynta shaqaalenimo waa in lagu lifaaqo dhokumentiyada iyo caddeymaha dhabta ah.</p>
<p style="text-align: center;">Article 11 Direct Appointment</p> <p>1. In the event of exceptional circumstances, citizens who have the requirements for admission to the Civil Service under Article 8 paragraph 1, and who have distinguished themselves for their outstanding ability, competence and experience, may be appointed by the commission in a grade not lower than grade "A4", without competitive examination or probation.</p>	<p style="text-align: center;">Qodobka 11 Shaqo-qoris Toos ah</p> <p>1. Marka ay jiraan duruufo gaar ahi muwaadiniinta buuxiya shuruudaha lagu geli karo shaqada dawladda, ee ku xusan qodobka 8aad, farqadiisa 1aad, ee muujiyay hawl-karnimo iyo waaya-arragnima, Guddiga shaqaaluhu waxay awood u leeyihiin inay ku qaataan derejka aan ka haaseyn A4, iyagaa aan marin tartan imtixaan iya tijaaba shaqa taana.</p>
<p style="text-align: center;">Article 12 Oath</p> <p>A senior official at the Director General level and above shall, on entering the Civil Service, take the following Oath:</p> <p><i>"/ DO SWEAR IN THE NAME OF GOD THAT I WILL ABIDE LOYALLY BY THE LAWS OF THE REPUBLIC, WILL FULFILL ALL THE DUTIES OF MY OFFICE WITH DILIGENCE AND ZEAL, WILL SCRUPULOUSLY KEEP OFFICIAL SECRETS AND WILL CONDUCT MYSELF IN A MANNER BEFITTING THE DIGNITY OF THE OFFICE"</i></p>	<p style="text-align: center;">Qodobka 12 Dhaarta</p> <p>Qofka shaqaalaha ah heer Agaasime Guud ee shaqada dawladda gelayaa wuxuu marayaa dhaartan:</p> <p><i>"WAXAAN KU DHAARANAYAA MAGACA ILLAAHAY, INAAN XILKA /YO MASUULIYADA LA I SAARAY GUDANAYO, SHURUUCDA DALKA JSL DAACAD U AHAANAYO /YO INAAN SIRTA SHAQADA ILLAALINAYO OO AAN U DHAQMAYO S/ DHAWRSOON OO U QALANTA HAYBADDA XAFIISKA"</i></p>
<p style="text-align: center;">Article 13 Reports</p> <p>1. At the end of each year, a report shall be prepared for each official below A4 on the prescribed form.</p> <p>2. The report shall contain an assessment of the efficiency of the official in relation to his work during the year, and shall indicate his merits and shortcomings.</p>	<p style="text-align: center;">Qodobka 13 Warbixinaha</p> <p>1. Sannad kasta dhammaadkiisa, warbixin waa in laga diyaariyaa qaf walba <i>aa</i> shaqaale ah oo ka hooseeya derejada A4, laguna diyaariyaa shaxda loagu tala galay.</p> <p>2. Warbixintu waa inay ka koobnaataa qiimayn lagu sameeya hawl-karnimada qafka shaqaalaha ah marka la o eega hawl-fulintiisa sannadka ah waxaana lagu xusayaa waxyaabaha uu ku fiican yahay iya kuwa uu ka gaabiyay.</p>

<p>3. The report shall also contain an overall performance of the official's work expressed by terms "Excellent" "Good" "Mediocre" or "Poor".</p> <p>4. The report shall be prepared and signed by the official in charge of the office or service to which the official concerned is assigned and shall be reviewed and countersigned by the immediate superior of such reporting official.</p> <p>5. The report shall be notified to and signed by the official reported on and shall be kept in his personnel file.</p> <p>6. An official whose work has been adjudged as less than "Good" for two consecutive years shall not be entitled to periodic increment and promotion for one year.</p> <p>7. Where the work of an official has been adjudged as "Poor" for three consecutive years his service shall be terminated.</p>	<p>3. Warbixintu waa inay koobtaa hawl-gudashada qofka shaqaalaha ah oo lagu cabiro ereyadan; "Aad u fiican", "Fiican", "Ma-fiicna" ama "Liita".</p> <p>4. Warbixinta waa in uu soo diyaariyaa soona saxeexaa madaxa xafiiska ama shaqada ee qofka shaqaalaha ahi ka shaqeeyo, waxana dib ula hubinaya lana saxeexaya madaxa ka sareeya sarkaalka warbixinta soo diyaariyay.</p> <p>5. Waxbixinta waa in lagu wargeliyaa lagana saxeexaa qofka shaqaalaha ah ee laga qoray warbixinta, laguna kaydiyaa galka qofka shaqaalaha.</p> <p>6. Qofka shaqaalaha ah ee shaqadiisa lagu qiimeeyo heer ka hooseeya "Fiican" laba sannadood oo isku xiga, xaq uma yeelanayo mushahar kordhinta sannadlaha ah iyo dalacaad muddo sannad ah.</p> <p>7. Qofka shaqaalaha ah ee shaqadiisa lagu qiimeeyo "Liita" saddex sannadood oo isku xiga, shaqada ayaa laga eryayaa.</p>
<p>Article 14 Temporary Assignment to Public Agencies</p>	<p>Qodobka 14 Magacaabista ku-meel gaadhka ah ee Hay'addaha Dawladda</p>
<p>1. An official may be temporarily assigned to a public agency having a legal entity, with the prior agreement of the agency concerned.</p> <p>2. During such assignment, the official shall receive emoluments not lower than those provided by for his/her division and grade, and such emoluments shall be paid by the agency concerned.</p> <p>3. The service of the official shall during the assignment to public agency, for all purposes be deemed to be service in the Administration.</p>	<p>1. Qofka shaqaalaha ah waxa si ku meel gaadh ah shaqo loogu diri karaa Hay'ad dawladeed, oo leh jiritaan sharci, marka oggolaansho laga helo Hay'adda ay khusayso.</p> <p>2. Muddada uu shaqadan ku maqan yahay, qofka shaqaalaha ah waxa la siinayaa mushahar iyo gunno aan ka yarayn qaybta iyo derejada uu yahay sida sharcigu dhigayo, mushaharka iyo gunnada waxa bixinaya hay'adda ay khusayso.</p> <p>3. Shaqada qofka shaqaalaha ah, muddada uu ku jiro shaqada ku meel gaadhka ah waxa loo aqoonsanayaa qofka shaqaalaha ah in xidhiidhkiisa shaqo sidiisii u socdo.</p>

CHAPTER V**PROMOTION, DEMOTION,
TRANSFER, SECONDMENT &
SENIORITY****Article 15
Promotion**

1. The suitability of an official for promotion to the higher grade shall be considered
 - (a) In the order of the seniority;
 - (b) On the basis of examination;
 - (c) On the basis of special merit,
 In accordance with the terms and conditions laid down in the schedules annexed to this law.

**Article 16
Demotion**

1. No official shall be demoted except as A Result of Disciplinary Proceedings.

**Article 17
Secondment**

1. Secondment is the movement of an official from a post to serve:
 - a) In another unit; or
 - b) In a public body; or
 - c) In a local administration; or
 - d) In a government body; or
 - e) Under a government of another country; or
 - f) Under an international organization, on terms which contemplate his return to service in the Unit from which he moves.

CUTUBKA V**DALLACAADDA, DEREJO-
DHIMISTA, BEDELKA, ERGISKA
IYO KALA-SARAYNTA****Qodobka 15
Dallacaadda**

1. Ku haboonaanta qofka shaqaalaha ah inuu u dallaco derejo kale/sare waxay ku salaysnaanaysaa:
 - (a) Sida loo kala horeeyo muddada shaqada;
 - (b) Imtixaan uu mara;
 - (c) La imaanshaha hawlgudasho dheer ah oo hufan oo ku salaysan shuuradaha ku cad jadwalka ku lifaaqan xeerkan.

**Qodobka 16
Derejo-dhimis**

1. Qofka shaqaalaha ah derejo lagama dhimi karo iyadoon la marin habka anshax-marinta shaqaalaha mooyee.

**Qodobka 17
Ergis-Shaqaale**

1. Ergis-shaqaale waa u Gaadiid-qaadka qofka shaqaalaha ah si uu uga shaqeeyo:
 - a) Wasaarad; ama
 - b) Hay'ad Dawladeed; ama
 - c) Dawlad Hoose; ama
 - d) Hay'ad Xukuumadeed; ama
 - e) Xukuumad wadan kale; ama
 - f) Hay'ad caalami ah, iyada oo lagu tala gelayo in uu ku sao laabto si uu uga hawlgalo Wasaaraddii ama Hay'addii hare.

2. The service of an official during secondment shall be deemed to be public service.
3. The terms and procedure for secondment shall be prescribed by regulations made hereunder.

**Article 18
Transfer**

1. Transfer is the movement of an official from one post to another post other than by way of promotion, demotion or secondment.
2. The transfer of an official shall not alter his pay or incremental date.
3. The procedure for transfer shall be prescribed by regulations made hereunder.

**Article 19
Seniority**

1. Contrary to any disciplinary proceedings, the seniority of an official in his grade shall be determined by the date on which he/she entered that grade.
2. Where officials with previous recognized service enter a grade on the same date, the official who was senior at the time of entry into that grade shall continue to be the senior as long as both continue to serve therein.
3. Where an official's increase of pay is withheld, his/her seniority within his/her grade shall be reduced by one year for each increment withheld.

2. Muddada qofka shaqaalaha ahi ku maqan yahay Ergiska waxa la aqoonsanayaa in uu shaqadiisii xidhiidh u socoto.
3. Ku-talagalka iyo habka ergiska shaqaalaha waxa lagu qeexayaa xeer nidaamiyaha sharcigan.

**Qodobka 18
Beddelka**

1. Beddelku waa ka wareejinta qofka shaqaalaha ah kaalin shaqo ilaa kaalin kale oo shaqo, iyadoo aan ahayn tallaabo dalacsiin ama derejo dhimis, ama ergis.
2. Beddelku qofka shaqaalaha ah waa in aanu waxba ka bedelin mushaharka ama muddada mushahar kordhinta.
3. Hab-raaca bedelka waa in lagu qeexaa xeer nidaamiyaha sharcigan.

**Qodobka 19
Kala-Sareynta**

1. Haddii aanay jirin tallaabooyin anshax-marineed oo ka hor imanaya, kala-sareynta shaqaalaha waxaa lagu asteynayaa (sugayaa) taariikhda uu derejadaas galay.
2. Marka laba qof oo shaqaale ah, oo hare uga sao shaqeeyey shaqo la aqoonsan yahay isku derejo noqdaan waxa kala-sareyntooda kala xadeynaya sida ay shaqada hare gelisteeda ugu sao kala horeeyeen.
3. Marka qof shaqaale ah, mushahar kordhintiisa la hakiyo, kala-sareyntiisiina sannad ayaa la dhimayaa mar kasta oo mushahar-kordhintiisa sannadlaha ah laga hakiyo.

**Article 20
Procedure**

1. Appointments, Promotions and Terminations for other than "Disciplinary reasons relating to unclassified officials in Division D, shall be effected by the Minister on the proposal of the official concerned. The same procedure shall govern the assignment, to ministries or public agencies, and the transfer from one ministry to another, of officials belonging to the above mentioned division.
2. Appointments and promotions, relating to officials in the other divisions shall be effected by the Commission on the proposal of the competent Minister. The same procedure shall govern the assignment, transfer and termination, for other than disciplinary reasons of officials belonging to the above mentioned divisions.

**CHAPTER VI SALARIES AND
CONDITIONS
OF SERVICE**

**Article 21
Uniform Rates of Salary**

1. The rate of salary and the conditions of service for officials in the Civil Service shall be uniform in the whole territory of the Republic.

**Qodobka 20
Hab-raaca**

1. Magacaabida, dallacaadaha iyo shaqo ka-saarida wixii aan ahayn sababo anshax-marineed ee shaqaale-hoosaadka aan xirfada lahayn ee qaybta "D", waxa awood u leh Wasiirka ama Guddoomiyaha ama Maareeyaha ama madaxa kaalin shaqo marka uu sao jeediyo sarkaalka ku shaqada lihi. Habkaas oo kale ayaa lagu maamulayaa xil u-saarista shaqo ee Wasaaradaha ama Hay'addaha dawladda, ama bedelaada Wasaarad ilaa Wasaarad ee shaqaalaha qaybta aynu hare u sao sheegnay.
2. Magacaabida iyo dalaahadaha khuseeya shaqaalaha qaybaha kale waxa awood u leh Guddiga Hay'adda Shaqaalaha Dawladda marka uu sao jeediyo Wasiirka ama Guddoomiyaha ama Maareeyaha ama madax kaalin shaqo. Habkaas oo kale ayaa lagu maamulayaa xil u-saarista shaqo, bedelaada iyo shaqo ka eriga wixii ka baxsan sababo anshax-marineed ee shaqaalaha qaybaha aynu kor ku sao sheegnay.

CUTUBKA VI

**MUSHAHAAROYINKA IYO
SHURUUDAHASHAQADA**

**Qodobka 21aad
Sinaanta Xaddiga Mushahaaroyinka**

1. Xaddiga Mushahaaroyinka iyo shuruudaha shaqo ee shaqaalaha dawladda waa in ay sinaadaan dalka JSL oo dhan.

<p style="text-align: center;">Article 22 Salaries and Periodic Increments</p> <ol style="list-style-type: none"> 1. The salaries and periodic increments relating to the divisions and grades of the Civil Service are laid down in the schedules annexed to this law. 2. On the occasion of the celebration of Ramadan and Arata, officials shall be granted a bonus in the amount of % of their salaries. 	<p style="text-align: center;">Qodobka 22aad Mushahaarooyinka iyo Korodhsiimooyinka Muddaysan</p> <ol style="list-style-type: none"> 1. Mushahaarooyinka 1yo korodhsiimooyinka muddeysan ee khuseeya qaybaha 1yo derejooyinka shaqaalaha dawladda waxay ku qeexan yihiin jadwalka ku lifaaqan sharcigan. 2. Munaasibadaha Ciidai-Fidriga 1yo Ciida Carrafa waxa la siinayaa shaqaalaha dawladda xaqal- Ciid xadigiisu dhan yahay afar doloolow dalool (1/4) mushaharkooda.
<p style="text-align: center;">Article 23 Social Security, Pension and Special Allowance</p> <ol style="list-style-type: none"> 1. Social Security, compensation for service-incurred death, illness or injury, pensions and other related benefits, subsistence allowance for special services shall be established by separate laws. 2. Until otherwise provided by law, the benefits referred to the proceeding paragraph, shall continue to be governed by the existing laws and the time of entry into force of this law. 	<p style="text-align: center;">Qodobka 23aad Badbaadada Bulsho, Hawlgabnimo iyo Gunno Gaar ah</p> <ol style="list-style-type: none"> 1. Badbaadada bulsho iyo magdhowga, qofka shaqaalaha ahi isagoo shaqo ku jira ku dhinto, ku-bukoodo ama ku-dhaawacmo, xuquuqda hawlgabka iyo abaal-marinta kale iyo gunnada ku noolaanshaha ee loogu talo-galay shaqooyin gaar ah waxa loo dejinayaa xeerar u gaar ah. 2. Haddii aan lagu qeexin xeer kale gunnooyinkaiyo abaal-marinnada ku xusan faqrada hare, waxa lagu sii dhaqayaa sharciyada jira iyo wakhtiga uu sharcigani dhaqan-galo.
<p style="text-align: center;">Article 24 Debts due by an Official to the Administration</p> <ol style="list-style-type: none"> 1. Where a sum is due by an official in the public administration, such sum may be deducted from the salary payable to the official, in installments not exceeding one third of one month's salary. 	<p style="text-align: center;">Qodobka 24aad Daynka Qof Shaqaale ah Maamulku ku yeesho</p> <ol style="list-style-type: none"> 1. Marka qadar dayn lacageed ah maamulku qof shaqaale ah ku yeesho, waxa laga jarayaa mushaharkiisa si hafto ah (instalments) qadar aan ka badnayn 1/3 mushaharka uu bishii qaato.

CHAPTER VII**DISCIPLINARY ACTIONS****Article 25
Discipline**

1. No official shall be subject to disciplinary proceedings except in accordance with the provisions of this chapter.
2. Without prejudice to any civil or criminal proceedings to which he/she may have rendered himself/herself liable, an official who ceases to fulfil or violates any of the provisions of this law or regulations made hereunder shall be dealt with:
 - a) By a ministerial Disciplinary Board, or
 - b) By a National Disciplinary Board.

**Article 26
Ministerial Disciplinary Board**

1. As and when required, a Ministerial Disciplinary Board may be established and convened by:
 - a) Director General or other official in executive control of a Unit.
 - b) Head of Somaliland Mission abroad.
 - c) Regional Governor/mayor.

For trial of officials subordinate to them for offences.

2. The Board shall consist of three members including the Chairman who shall be the director General or other official in executive control of a Unit, Head of Somaliland, Diplomatic mission abroad or the regional Governor/Mayor, as the case may be, or an official holding a post in Division A, Grade A5, or above delegated by any of them. The other two members

CUTUBKA VII**TALLAABOYINKA ANSHAX-MARINEED****Qodobka 25aad
Anshax-Marinta**

1. Qofka shaqaalaha laguma qaadi karo habka anshax-marinta haddii aanay waafaqsanayn sida ku qeexan cutubkan.
2. Wixii aan ahayn dembi medani ah ama mid ciqaabeed qof shaqaalaha ee diida inuu fuliyo ama meel-ka-dhac ku sameeya qodobada sharcigan ama xeer nidaamiyayaasha hoos yimaada waxa la horgeynayaa;
 - a) Guddiga Anshax-marinta Wasaarada;
 - b) Guddiga Anshax-marinta Qaranka.

**Qodobka 26aad
Guddiga Anshax-Marinta Wasaarada**

1. Marka iyo sida loogu baahdo, Guddiga anshax-marinta Wasaarad ama Hay'ad, waxa aasaasaya isuguna yeedhaya:
 - a) Agaasimaha Guud ama Madaxa-fulineed ee Hay'adeed,
 - b) Madaxa Ergada diblomaasiyadeed ee Somaliland
 - c) Gudoomiyaha Goboi/Duqa Golaha Deegaanka (Mayor).
- Iyadoo dhegaysanaya dembiyada shaqaalahooda lagu soo eedeeyo.
2. Guddiga anshax-marintu waxay ka koobnaan-doontaa saddex xubnood oo uu ku jiro gudoomiyuhu oo ah Agaasimaha Guud, ama Madax-fulineed, madaxa ergada diblomaasiyadeed ee Somaliland ama guddoomiye gobol/duq gale deegaan (mayor) marba heerka ay tahay ama waxa dhegeysanaya sarkaal haya jago ah qaybta A, darajada A5 ama cidda madaxda aan

shall be official in a grade not lower than that of the offending official and in no case lower than Division C grade C7.

3. The board shall have the power to try offences committed by official other than the officials triable by the National Disciplinary Board.

**Article 27
National Disciplinary Board**

1. The National Disciplinary Board for the Civil Service shall consist of a President and nine members appointed for a period of two years by the President on the proposal of the commission, approved by the Council of Ministers.
2. Five members shall constitute the quorum for meetings of the Board, where there is an even number of votes, the president shall have the casting vote.
3. Where a member of the Board has brought the charge in his capacity as superior official, he shall not participate in the proceeding as a member of the Board.
4. The board shall have the power to impose penalties as set out in paragraph 1 of Article 28.
5. All decisions of the board relating to (g and h) in paragraph 1, of article 28, shall be subject to the confirmation of council of Ministers.

hore u soo sheegnay ay igmadaan. Labada xubnood ee kale waxay noqonayaan laba sarkaal oo darajadoodu aanay ka hoosayn qofka shaqaalaha ah ee la eedaynayo, waana inaanay sinaba uga hoosayn qaybta C, darajada C7.

3. Guddiga anshax-marintu waxay yeelanaysaa awooda ay ku dhegaysan karaan dembiyada ka baxsan kuwa ay dhegeysan karaan guddiga anshax-marinta qaranku.

**Qodobka 27aad
Guddiga Anshax-marinta Qaranka**

1. Guddiga anshax-marinta qaranku waxay ka koobnaanaysaa guddoomiye, iyo sagaal xubnood oo la magacaabo muddo laba sanadood ah, waxaana magacaabaya Madaxweynaha JSL, marka ay soo jeediyaan guddiga hay'adda shaqaalaha dawladdu, waxaana ansixinaya Golaha Wasiirada.
2. Fadhiyada guddiga anshax-marintu waxay ku qabsoomayaan marka shan xubnood oo guddiga ka mid ahi joogaan, haddii tirada codadka guddigu ay sinaadaan waxa kala saaraya codka guddoomiyaha
3. Haddii xubin guddiga ka mid ahi qof shaqaale ah ay ku soo eedeeyso dembi, xubintaasi fadhiga dhegeysiga kama qayb gelayo.
4. Guddigu waxay awood u leedahay go'aan ciqaabeedka ku xusan faqrada 1aad, ee qodobka 28aad.
5. Go'aamada Guddiga ee la xidhiidha xarfaha (g iyo h), ee faqrada 1aad, qodobka 28aad, waxa ay dhaqan gelayaan marka Golaha Wasiiraddu ansaxiyaan.

<p style="text-align: center;">Article 28 Penalties and Offences</p>	<p style="text-align: center;">Qodobka 28 Dembiyada iyo Ciqaabaha</p>
<p>1. The following penalties may be imposed by a ministerial or National Disciplinary Board.</p> <ol style="list-style-type: none"> a) Censure in writing b) Fine not exceeding the amount of seven days pay c) Stoppage of pay for a period not exceeding thirty days, which period shall not be counted towards pension. d) Suspension from duty with loss of pay for a period not exceeding three months, this period shall not be counted toward pension e) Retardation of promotion or increment f) Reduction of pay not exceeding one third and for a period not exceeding six months. g) Demotion h) Dismissal <p>2. The penalties referred to in sub-paragraph (a) to (e) of the proceeding paragraph may be imposed, depending in the seriousness of the offence for:</p> <ol style="list-style-type: none"> a) Gross negligence or unsatisfactory service b) Willful disobedience c) Failure to comply with provisions of Article 5 & 6. d) Conduct causing interruption or disturbance of the work of the office e) Absence from duty without justification f) Tolerating abuses committed by subordinate officials <p>3. The penalties referred to in sub-paragraph 1 (f. g. h.) may be imposed, depending on the seriousness of the offences for:</p> <ol style="list-style-type: none"> a) Gross abuse of authority 	<p>1. Ciqaabahan soo socda waxa awood u leh inay go'aamiyaan Guddiga Anshax-marinta Wasaaradda ama Guddiga Anshax-marinta Qaranka:</p> <ol style="list-style-type: none"> a) Digniin qoraal ah. b) Ganaax aan ka badnayn mushaharkiisa 7 cisho oo laga jaro. c) Mushahar ka joojin muddo aan ka badnayn 30 maalmood, iyadoo aan muddadaa loogu tirinayn lacagta xaqa hawl-gabka; d) Shaqo ka hakin aan mushaharkana lahayn muddo aan ka badnayn saddex bilood, iyadoo muddadaa lacagta xaqa hawl-gabka aan loogu tirinayn; e) Ka hakin dalacaad 1yo Ka Hakin Mushahar kordhinta muddeysan. f) Hoos u dhigid Mushahar aan ka badnayn saddex daloolow-dalool (1/3) muddo aan ka badnayn lix bilood. g) Derejo dhimis. h) Shaqo ka Eri. <p>2. Ciqaabaha lagu sheegay xarfaha (a) ilaa (e) ee Faqrada hare, iyadoo la eegayo hadba sida culayska dembigu yahay waxa lagu mutaysan karaa:-</p> <ol style="list-style-type: none"> a) Shaqo dayacid weyn ama hawlgudasho liidata. b) Amar-diido badheedh ah. c) Ku xadgudubka qodobada 5aad, iyo 6aad ee Sharcigan; d) Dhaqan-xumo keenta shaqo joogsata/hakata ama qas gala shaqada. e) Shaqo ka maqnaansho cudurdaar la'aan ah. f) Fudaydsi ama u fiirsasho la'aan xadgudubyada ay gaystaan Shaqaalaha ka hooseeya. <p>3. Ciqaabaha lagu sheegay xarfaha (f, g, iyo h) ee Faqrada 1aad ee qodobkan, waxaa lagu mutaysan karaa danbiyada kala ah:-</p> <ol style="list-style-type: none"> a) Ku xadgudub weyn oo awooda xafiiska ah.

<p>b) Violating of official duties causing damage to the state, to public or local administration or to private person.</p> <p>c) Wrongful use or misappropriation of funds administered by, or entrusted to an official.</p> <p>d) Demanding or accepting any gratification in return for acts performed or to be performed in the course of official duty.</p> <p>e) Acts of gross insubordination</p> <p>f) Violation of official secrets</p> <p>g) Abuse of official position for personal gain</p> <p>4. Where there are aggravating circumstance or in case of repetition of offences, or where there are extenuating circumstances, the penalties which may be imposed may be greater or lesser than those provided for the particular offences.</p> <p>5. Periodic increment and promotions for a period of two years shall not be grant to an official in respect of whom any of the disciplinary measure referred to in letters (b), (c) and (d) of paragraph 1 of the preceding article have been taken.</p>	<p>b) Ku xadgudub culus oo khasaare ku keeni kara Qaranka, Dawladda Dhexe, Dawladda hoose ama shakhsi gaar ah.</p> <p>c) Lunsasho ama ku-takrifal hanti uu maamulo ama lagu aaminay qof shaqaale ah.</p> <p>d) In qofka shaqaalaha ahi waajibaadkiisii shaqo ku doono ama aqbalo danaysi gaar ah;</p> <p>e) Amar diido badheedh ah;</p> <p>f) ku xadgudubka sirta xafiiska;</p> <p>g) Ka faa'iidaysi awooda shaqada si dan-gaar ahaaneed.</p> <p>4. Marka ay jiraan arimo cuslaynayan dembiga ama qofku caadaysto falal-dembiyeedyada ama ay jiraan arimo fududaynaya dembiyada, Ciqaabaha la marinayaa way kordhi-karaan waanay yaraan karaan dembiyada ku xusan xeerka ciqaabta.</p> <p>5. Mushahar kordhinta mudaysan iyo dallacaadaha rna yeelanayo qofka shaqaalaha ah ee la mariyay anshax-marinta ku xusan xarfaha b,c iyo dee faqrada 1. ee qodobka hare mudo laba sana ah.</p>
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Article 29
Summary Power

1. The head of Unit, in respect of official of his/her Unit, a Head of Somaliland Diplomatic Mission abroad in respect of all officials of the mission and a regional Governor/mayor in respect of officials whose duty station are within his/her Region, shall have the power to deal in a summary manner with offences under Article 26 and may impose the following penalties:
- a) Censure in writing
 - b) Fine not exceeding the amount of seven days pay

Qodobka 29
Koobid Awoodeed

1. Wasiirka ama Agaasimaha Fulinta, ergada dublamaasiyadeed ama Guddoomiye Goboi/Maayar ayaa awood u leh inay shaqaalahooda mariyaan habka iyo dembiyada ku qeexan qodobka 26, waxaanay ku fulin karaan ciqaabaha sao socda;
- a) Digniin Qoraal ah;
 - b) Ganaax aan ka badnayn toddoba maalmood oo mushaharkiisa ah.

2. The head of Unit, a Head of Somaliland Diplomatic Mission Abroad, or Regional Governor/Mayor may subject to such limitation as he thinks fit, delegate in writing his/her power under this article to any official under him/her in division A, grade 5 and above.
- Provided That:
- a) Officials holding in Division A, grade 6 to 8, Division B grade 6 & 7, and Division C, grade 7, shall not be dealt with summarily by any person other than a Head of Unit, Head of Somaliland Diplomatic Mission Abroad, or Regional Governor/Mayor, as the case may be.
 - b) Officials holding posts in Division A, grade 4 or above shall not be dealt with summarily. Except with a National Disciplinary Board.
2. Wasiirka ama Agaasimaha Fulinta, ergada dublamaasiyadeed ama Guddoomiye Goboi/Maayar, markay u-arkan lagama maarmaan, waxay igman karaan sarkaal darajadiisu tahay A5 ama ka sareeya oo shaqaalahooda ka mid ah.
- Hase yeeshee:
- a) Shaqalaha Qaybta A, derejada 6 – 8, qaybta B, derejada 6 iyo 7, Qaybta C, derejada 7, awood uma laha cid aan ahayn Wasiirka ama Agaasimaha Fulinta, ergada dublamaasiyadeed ama Guddoomiye Goboi/Maayar hadba sida xaaladu tahay;
 - b) Shaqaalaha Qaybta A, derejada A4 ama wixii ka sareeya waxa awood u leh dhegeysiga dacwadooda guddiga Anshax-marinta Qaranka;

Article 30 Suspension

1. If the Head of the Unit, Head of Somaliland Diplomatic Mission Abroad or Regional Governor/Mayor considers that it is in the interest of the public service required an official, who is charged with an offence under this Chapter or against whom criminal proceedings have been initiated in respect of acts which would constitute an offence under this chapter, shall cease to exercise the duties of his office instantly, he/she may at once be suspend him/her from performing his/her duties.

Provided that an official in Division A, grade 1 to 4, shall not be suspended without written approval of the commission of the republic.

2. An order for suspension may direct that the

Qodobka 30 Shaqo ka-Joojinta

1. Haddii ay u arkaan Wasiirka ama Agaasimaha Fulinta, ergada dublamaasiyadeed ama Guddoomiye Goboi/Maayar danta shaqada dawladdu inay ku jirto in qof shaqaale ah oo lagu soo oogay dembi ku xusan cutubkan ama baadhitaankiisii socdo waa in laga hakiyaa shaqadii xafiiska. Hase yeeshee qofka shaqaalaha Qaybta A, ee derejada A1 ilaa A4, lagama joojin karo ilaa laga helo ogolaansho qoraal ah Guddiga Shaqaalaha Dawladda.

official's pay be provisionally suspended either in whole or in part until the decision of a Disciplinary Board. The Board shall, in the event of an acquittal, cancel the order for suspension, and in the event of a conviction confirm such order.

Article 31 Procedure

1. The procedure to be followed in respect of the disciplinary proceedings should be provided by regulations made hereunder.

Article 32 Reprimand

An official may be reprimanded either orally or in writing by his superior official, but such reprimand shall not be regarded as disciplinary proceeding.

Article 33 Effect of Criminal Proceedings

1. If criminal proceeding are instituted against an official, he/she shall not be brought before a disciplinary Board on any ground involved in the criminal charge while the criminal proceedings are still pending.
2. If an official who has been convicted on a criminal charge is brought before a disciplinary board on account of his/her conduct in the matter which was the subject of the criminal charge, the proceedings of the criminal court shall, where possible, be laid before the disciplinary board and the findings of the criminal court shall be accepted by the disciplinary board and it shall not be open with the official to bring any evidence to disprove the charge upon which he/she was convicted.

3. An official acquitted of criminal charge may

2. Amarka shaqo ka joojinta waxa la socda in mushaharka qofka shaqaalaha ah oo dhan ama qayb ka mid ah loo joojiyo si ku meel gaadh ah ilaa la helo go'aan Guddi Anshax-marineed. Haddii lagu waayo dembigii Guddigu waxay dib uga noqonayaan amarkii shaqo ka joojinta, haddii dembigu ku caddaadano waa lagu fulinayaa.

Qodobka 31 Habrac

1. Habrac loo marayo habka anshax-marinta waa in lagu soo saara Xeer-nidaamiyaha sharcigan.

Qodobka 32 Canaan

Qofka shaqaalaha waxa madaxdu ku canaan karaan af iyo qoraalba, hase yeeshee canaantan looma aqoonsan karo tallaabo anshax-marineed.

Qodobka 33 Joojinta Dacwad Anshaxeed

1. Haddii dacwad ciqaabeed qof shaqaale ah Maxkamadda kaga socoto, isla markaana dambigaas dacwad anshaxeed laguma qaadi karo ilaa inta dacwadda maxkamadu laalan tahay.
2. Haddii qof shaqaalaha ah maxkamaddu dacwad ciqaabeed ku xukunay, isla dacwadaa lagu hor keeno guddi anshax-marineed haddii ay suurtagal tahay waxa la horkeenayaa guddiga anshax-marinta go'aamaddii hore ee maxkamada, guddiguna waa inay aqoonsadaan go'aanka maxkamada, qofka shaqaalaha ah uma banaana inuu keeno caddaymo uu isku difaaco.

nevertheless be proceeded against any other charge arising out of his/her conduct in the matter, which was the subject of criminal proceedings. Provided that the charge under this Chapter does not raise substantially the same issue or issues on which he/she has been acquitted.

4. When an official is acquitted of a criminal charge he/she shall be entitled to his/her salaries withheld and shall be reconfirmed to his duty.

CHAPTER VIII

LEAVE

Article 34 Annual Leave

1. An official shall be entitled to annual leave of thirty days with pay, which should normally be taken consecutively.
2. Annual leave may not be accumulated over a period of more than two years of service. Provided that if an official does not take leave for exigencies of service, such official may accumulate it over a period not exceeding four years.
3. Ordinary leave may be granted by the head of office.
4. Teachers shall take their ordinary leave during the school vacations.
5. Copies of order granting or cancelling ordinary leave shall be forwarded by the head of the office to the commission through the Director General.

Article 35

3. Qofka shaqaalaha ah marka lagu waayo dembi ciqaabeed waxa lagu eedayn karaa dembiyo kale oo ka yimid hab-dhaqankiisa, hase yeeshee, dembigii lagu waayay laguma eedayn karo mar labaad.

4. Qofka shaqaalaha marka lagu waayo dacwad ciqaabeed waxa la siinayaa mushaharooyinkii laga joojiyey shaqadiisana waa lagu celinayaa.

CUTUBKA VIII

FASAXYADA

Qodobka 34 Fasax Sannadeed

1. Qofka shaqaalaha ahi wuxuu xaq u leeyahay fasax sannadeed dhan 30 (soddon) maalmood oo mushaharkana uu qaadanayo, caadi ahaan fasaxa waa inuu u qaataa si isku xigta.
2. Fasax sannadeedka lama kaydin karo muddo ka badan laba sannadood. Haddii aan qofka shaqaalaha fasaxa lagaga joojin baahi shaqo awgeed, waxa fasax sannadeedka la kaydin karaa muddo aan ka badnayn afar sannadood.
3. Fasax sannadeedka waxa awood u leh inuu bixiyo madaxa xafiiska, (Wasaaradda/Hay'adda)
4. Macallimiinta waxay fasax sannadeedka qaadanayaan xilliyadda dugsiyaddu fasaxa yihiin.
5. Nuquladda qoraalka lagu bixiyo laguna joojiyo fasax sannadeedka waxa soo gudbinaya madaxa xafiiska una soo gudbinayaa Guddiga Hay'adda Shaqaalaha Dawladda isagoo soo marinaya Agaasimaha Guud.

Extra-ordinary Leave

1. In addition to annual leave, an official may be granted extraordinary leave without pay for not more than three months within any period of three years.
2. In addition, a women in the Civil Service shall be entitled to maternity leave with pay for a period of four months, provided that at least one month of such leave shall be taken after the date of delivery. Maternity leave shall be granted on a certificate of a medical officer or a medical committee designated by the administration.

Article 36
Sick Leave & Study Leave

1. An official shall be granted sick leave or study leave.
2. Sick leave may be granted to an official for not more than twelve months in any period of three years. Sick leave shall be granted on certificate of a medical officer or a medical committee designated by the administration. Sick leave shall be granted on full pay for the first six months, and on half pay for the following three months. However, in the case of service incurred illness or injury, the official shall be entitled to full pay for the entire period of leave.
3. An official shall be entitled to free medical treatment in government medical establishment, in respect to service incurred illness or injury, unless provisions otherwise made under a scheme of social security.
4. Study leave may be granted to an official

Qodobka 35
Fasax aan Caadi aheyn

1. Fasax sannadeedka ka sakow, qofka shaqaalaha waxa la siin karaa fasax aan caadi ahayn, oo aan mushahar lahayn oo aan ka badnayn 3 (saddex) bilood muddo saddex sannadood gudahood ah.
2. Dumarka shaqaalaha ah fasax sannadeedka ka sakow, waxay xaq u leeyihiin fasax dhalmo oo mushahar leh oo dhan afar (4) bilood, hase yeeshee, ugu yaraan hal bil waxay qaadanaayaan dhalmada ka dib, fasaxa dhalmada waxa lagu bixinayaa caddeyn qoraal caafimaad oo uu qoray madaxa caafimaadka ama Guddi Caafimaad oo maamulku igmaday.

Qodobka 36
Fasaxa Caafimaad Darro iyo Fasax Waxbarasho

1. Qofka shaqaalaha ah waxa la siin karaa fasax caafimaad darro iyo fasax waxbarasho.
2. Fasaxa caafimaad darro waxa la siin karaa qofka shaqaalaha muddo aan ka badnayn laba iyo toban (12) bilood, muddo saddex (3) sannadood gudahood. Fasaxa caafimaad darro waxa lagu bixin karaa caddeyn qoraal madax caafimaad/dhakhtar ama Guddi caafimaad oo maamulku igmaday. Muddada fasaxa caafimaad darrada uu ku jiro qofka shaqaalaha waxa la siinayaa lixda bilood ee hore mushahar dhan iyo mushahar badhkii saddexda bilood ee ku xiga. Hase yeeshee haddii caafimaad darrada ay keentay shaqada uu hayay ama ku dhaawacmo shaqada qofka shaqaalaha wuxuu xaq u leeyahay mushahar dhan muddada uu ku jiro fasaxa caafimaad darro.
3. Qofka shaqaalaha wuxuu xaq u leeyahay daawayn lacag la'aan ah lagana s11yo goobaha caafimaadka dawladda marka uu shaqada awgeed ku bukoodo ama ku dhaawacmo. Haddii aan loo abuurin mashruuca badbaadda dadweynaha.

who has been awarded scholarship abroad, for the duration of such scholarship. Such leave shall be without pay, provided that, in exceptional circumstance, the dependant of an official may be granted a subsistence allowance not exceeding one half of the official's salary.

**Article 37
Recall From Leave**

1. The head of Unit concerned may, for exigencies of service recall an official from annual leave or extraordinary leave or from study leave provided for under articles 34, 35, & 36.
2. Such official shall, unless unable to do so for serious and sufficient reasons, report to duty at the prescribed time.

**CHAPTER IX RETIREMENT &
TERMINATION**

**Article 38
Age of Retirement**

1. An official shall retire from the service on attaining the age of sixty years for male and 55 years for female.
2. However, for exceptional exigencies of service, the President, with the consent of the official concerned, may extend his/her service beyond the age of sixty, provided that the official's service shall not be extended beyond sixty five years of age.

Article 39

4. Qofka shaqaalaha waxa la siin karaa fasax waxbarasho oo ah deeq-waxbarasho dibadeed, oo aan mushahar lahayn, hase yeeshee, mararka qaarkood dadkii ama qoyskii ku tiirsanaa waxay xaq u leeyihiin gunno daryeel oo aan ka badnayn mushaharka qofka shaqaalaha badhkii.

**Qodobka 37
Ka-Soo Celin Fasax**

1. Madaxa Wasaaradda ama Hay'adda ay khusayso, baahi shaqo awgeed wuxuu qofka shaqaalaha ah dib uga soo celin karaa fasax sannadeedka ama fasax aan caadi ahayn ama fasax waxbarashada ee ku xusan qodobada 34, 35, 36, ee sharcigan.
2. Qofka shaqaalaha ahi isagoo awood u waaya dhibaato haysata ama cudur-daaro sababaysan awgeed mooyee, waa inuu shaqada ku yimaadaa wakhtiga loo cayimay.

**CUTUBKA IX HAWLGABKA IYO
SHAQO KA ERI**

**Qodobka 38
Da'da Hawlgabka**

1. Qofka shaqaalaha ahi wuxuu hawlgab shaqada ka noqonayaa marka uu gaadho da'da lixdan (60) sanno Qofka Labka ah iyo shan iyo kontan (55) sanno qofka Dhediga ah.
2. Baahi gaar ah oo shaqada ah awgeed, Madaxweynaha JSL ayaa qofka shaqaalaha ee ay khusayso u kordhin kara muddada uu shaqaynayo/shaqaynayso da'da lixdan jirka iyo shan iyo kontan jirka ka dib, hase yeeshee qofka shaqaalaha looma kordhin karo muddada uu shaqaynayo marka da'diisu gaadho shan iyo lixdan sanno.

Termination	Qodobka 39 Shaqo Ka-Eri
<p>1. The appointment of an official may be terminated for any of the following reasons:</p> <ol style="list-style-type: none"> a) Incapacity, on the expiry of the maximum period of sick leave provided for in paragraph 2 of Article 36 or earlier where such incapacity is determined to be permanent. b) Unsatisfactory service, in accordance with paragraph 7 of Article 13. c) As a result of disciplinary action, in accordance with paragraph 1 (h) of Article 28. d) As a result of conviction, which has become final, on a criminal charge for abuse of official position for unlawful gain, peculation, fraud, theft, cheating, misappropriation of any offence which would debar an official from holding public service, notwithstanding any amnesty that may have been granted. e) Acceptance of an official's resignation. f) Retirement on reaching the age limit prescribed in Article 39. 	<p>1. Qofka shaqaalaha waxa shaqada lagaga Eryi karaa sababaha soo socda midkood:</p> <ol style="list-style-type: none"> a) Awood darro marka muddada fasax caafimaad dhammaato sida ku cad Faqrada 2aad ee qodobka 34, ama ka hor muddada heerka ugu dambeeya ee loo aqoonsado caafimaad darro aan laga bogsan karin. b) Hawlfulin shaqo liidata, sida ku cad Faqrada 3aad ee qodobka 13aad. c) Natiijo anshax-marin sida ku cad Faqrada 1aad (h) ee qodobka 28. d) Go'aan xukun maxkamadeed oo kama dambays ah oo la xidhiidha ku-takrifalka awooda xafiiska oo si sharci-darro ah qofka shaqaalaha ahi uga faa'iidaysto, xatooyo hanti qaran, musuqmaasuq, tuugo, khiyaamo, wax is-dhaaf-dhaafin iyo dembi kasta oo qofka shaqaalaha ahi uu shaqadiisa ku waayi karo, xataa haddii uu cafis guud helo. e) Marka laga oggolaado codsi shaqo ka tegis. f) Marka uu gaadho da'da hawlgabka ee ku cad qodobka 39aad.
<p style="text-align: center;">CHAPTER X</p> <p style="text-align: center;">ADMINISTRATIVE AND JUDICIAL GUARANTEE</p> <p style="text-align: center;">Article 40</p> <p>1. An official may file a petition before the competent Minister through the proper channel against any Administrative Decision concerning him which has not become final.</p> <p>2. The petition shall be in writing and shall</p>	<p style="text-align: center;">CUTUBKAX DAMAANADA</p> <p style="text-align: center;">MAAMULKA IYO GARSOORKA</p> <p style="text-align: center;">Qodobka 40</p> <p>1. Qofka shaqaalaha wuxuu Arji cabasho u qoranayaa Wasiirka, Guddoomiyaha, Maareeyaha, Madax kaalin-shaqo ee ay khusayso isagoo maraya jarjarada saxa ah go'aanka maamulku ka gaadhay intaanu noqon kama dambays.</p>

state the grounds, it shall be final within thirty days from date of communication of the decision to the officer concerned.

3. The decision of the competent minister on the petition shall be final.
4. Where, within sixty days from the date of filing of the petition, no decision thereon has been communicated to the official concerned, such petition shall be deemed to have been finally accepted.

**Article 41
Recourse to the Supreme Court**

1. An official may file an appeal before the supreme court according to law against any final administrative decision concerning him, or against any unfavoured decision, as provided in paragraph 3 & 4 of the proceeding Article, such appeal shall be filled within sixty days from the date of expiry of the period of sixty days provided for in paragraph 4 of the proceeding Article.

**CHAPTER XI FINAL
PROVISIONS**

**Article 42
Entry into Force**

1. This law shall enter into force on the date approved by the Council of Ministers.

Article 43

2. Arjiga cabashadu waa inuu ahaadaa qoraal isla markaana qeexayaa asbaabta cabashada, arjiga waa in lagu gudbiyaa muddo sodden (30) maalmood gudahood ah oo ka bilaabmaysa maalinta go'aanka la gaadhsiiyo madaxda ay khusayso.
3. Go'aanka Wasiirka, Guddoomiyaha, Maareeyaha, Madax kaalin-shaqo ee arjiga cababshadu waaa go'aan kama dambeys ah.
4. Marka, qofka shaqalaha ah ee Arjiga cabashada qortey aanu helin wax go'aan ah muddo lixdan maalmood gudahood ah oo ka billaabmaysa maalintii uu gudbiyey Arjiga cabashada waxa loo aqoonsanayaa cabashadan mid la aqbalay.

**Qodobka 41
U-Cabasho Maxkamada Sare**

1. Qofka shaqaalaha ahi wuxuu cabasho (Racfaan) u qaadan karaa maxkamada sare sida ku cad sharciga, isagoo cabashada ka qaadan kara go'aan kasta oo maamul oo isaga khuseysa, sida ku cad Faqrada 3 iyo 4 ee qodobka hore, cabashada (Racfaanka) waa in lagu xareeyaa lixdan maalmood gudahood oo laga bilaabo maalinta lixdanka maalmood dhammaado sida ku xusan Faqrada 4aad ee tallaabo ka qaadida.

**CUTUBKA XI
GABAGABO**

**Qodobka 42
Dhaqan-galka**

1. Sharcigan wuxuu dhaqangalayaa taariikhda ay Golaha Wasiiradu Ansixiyaan.

<p>Formation of Permanent Establishment</p> <p>1. Government shall, within a period of one year from the date of entry into force of this law, fix the permanent categories and posts of the Civil Service, in accordance with Article 4, and place officials in such categories and posts.</p> <p style="text-align: center;">Article 44 Regulations</p> <p>1. The President of the Republic may, by decree, on the proposal of the Civil Service Commission and having heard the Council of Ministers make regulations for the implementation of this Law.</p> <p style="text-align: center;">Article 45 Abrogation</p> <p>1. Any provision contrary to or inconsistent with this law is hereby abrogated.</p> <p style="text-align: center;">Article 46 English Text to Prevail</p> <p>1. If there is a conflict between the English Text and any Language of this Law the former shall prevail.</p> <p style="text-align: center;">Mohamed Ibrahim Egal The President.</p>	<p style="text-align: center;">Qodobka 43 Sameynta Qaabdhismeed Joogto ah</p> <p>1. Dawladdu waa in sannad gudihiis laga bilaabo wakhtiga dhaqan-galka sharcigan ay dejiso qaybo joogto ah iyo jagooyinka shaqaalaha dawladda, iyadoo la raacayo qodobka 4, laguna meeleeeyaa shaqaalaha qaybo iyo jagooyin isu dhigma.</p> <p style="text-align: center;">Qodobka 44 Xeer Nidaamiyayaal</p> <p>1. Madaxweynaha Jamhuuriyaddu wuxuu sameyn karaa digreeto kadib sao jeedinta Guddiga Hay'adda shaqalaha dawladda iyo dhegeysiga Golaha Wasiiradda si loo sameeyo xeer nidaamiyayaal lagu hirgeliyo xeerkan.</p> <p style="text-align: center;">Qodobka 45 Laalid</p> <p>1. Qodob kasta oo dhan ka ah ama aan la socon karin xeerkan waa la laalay.</p> <p style="text-align: center;">Qodobka 46 Luqada Aasaaska Xeerkan</p> <p>1. Hadduu yimaado khilaaf dhinaca luqada ee xeerkan waxa la raacayaa Luqada Aasaaska xeerkan oo ah Luqada Ingiriisiga.</p> <p style="text-align: center;">Mohamed Ibrahim Egal Madaxweynaha</p>
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Annex I	Annex I																																																																																																
<p>1. <u>MINDEYNTA MUSHAHAARKA SHAQAALAHA:</u></p> <p>a) Grade "A" Administrative/Professional b) Grade "B" Executive/Senior Technical c) Grade "C" Clerical/Technical d) Grade "D" Semi-skilled/Unclassified</p> <p>2. <u>SHURUUDAHA (GELISTA DEREFAHA, DALACAADDA TALAABOYINKA KAATOGRIYADA & KORODHSIIMADA) WAA KUWAN HOOS KU QEEXAN:</u></p> <p><u>GRADE "A"</u></p> <table border="1"> <thead> <tr> <th>Grade</th> <th>Salary Scale & Steps</th> <th>Increments</th> </tr> </thead> <tbody> <tr> <td>A1</td> <td>22,180 Fixed</td> <td></td> </tr> <tr> <td>A2</td> <td>20,180 20,680 21,180</td> <td></td> </tr> <tr> <td>A3</td> <td>18,700 19,000 19,300 19,900</td> <td>500</td> </tr> <tr> <td>A4</td> <td>17,500 Fixed</td> <td></td> </tr> <tr> <td>AS</td> <td>16,100 16,400 16,700 17,000 17,300</td> <td></td> </tr> <tr> <td>A6</td> <td>14,640 14,940 15,240 15,540 15,840</td> <td>300</td> </tr> <tr> <td>A7</td> <td>13,500 13,750 14,000 14,250 14,500</td> <td></td> </tr> <tr> <td>A8</td> <td>12,500 12,750 13,000 13,250</td> <td>250</td> </tr> <tr> <td>A9</td> <td>11,000 11,250 11,500 11,750 12,000</td> <td></td> </tr> </tbody> </table> <p>F.G: Waxaa geli kara oo keliya (Administrative and Professional) Jaaminci ama wax la mid ah (University Degree/Equivalent)</p> <p>Shuruudaha Dalacaadda (Conditions of Promotion Virtically) waa kuwan:</p> <p>a) Waayo-arragnimo ama Abaalgud (Experience & Merit) b) Shahaado ka Sareysa tiisii hore (Qualification higher than his/her original one)</p> <p><u>Korodsiimada Gudban (Horizontal Increments)</u> Labadi snnoba waa mar (Every two years one step of increment)</p> <p><u>Grade "B"</u></p> <table border="1"> <thead> <tr> <th>Grade</th> <th>Salary Scale & Steps</th> <th>Increments</th> </tr> </thead> <tbody> <tr> <td>B6</td> <td>14,640 Fixed</td> <td></td> </tr> <tr> <td>B7</td> <td>13,500 13,700 13,900 14,100</td> <td>200</td> </tr> <tr> <td>B8</td> <td>12,500 12,700 12,900 13,100</td> <td></td> </tr> <tr> <td>B9</td> <td>11,000 11,150 11,300 11,450 11,600</td> <td>150</td> </tr> <tr> <td>B10</td> <td>9,900 10,050 10,200 10,350 10,500</td> <td></td> </tr> </tbody> </table> <p>F.G. 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Dalacaadda Kor (Vertical Promotion)

- Waayo-arragnimo & Abaal marin (Experience & Merit)
- Shahaado tiisii hore ka sareysa layimaada.
- Imtixaan uu ku gudbo oo saddexdii sannoba mar laga qaado (Every three years once)

Korodhsiimaha Gudban (Horizontal)

Qofka shaqaalaha ah marka uu shaqeeyo laba sannoba mar ayaa la siinayaa hal Tallaabo oo korodhsiimo ah markuu buuxiyu shuruuddaha sharcigu qorayo.

Grade "C"

Grade	Salary	Scale	& Steps	Increments		
C7	13,500	13,650	13,800	13,950	150	
C8	12,500	12,650	12,800	12,950		
C9	11,000	11,150	11,300	11,450	11,600	
C10	9,900	10,000	10,100	10,200	10,300	100
C11	8,900	9,000	9,100	9,200	9,300	

F.G. Waxaa geli kara oo ke/iya (Clerical/Teclutical) Karaani & Xirfadle waana dadka sita shahaadada Dugsiga Dhexe & Tababaro ugu yaraan laba sanno d/um oo la xidhiidha shaqadiisa.

Shuruudaha Dalacaada:

- Waayo-arragnimo & Abaal mann (Experience & Merit)
- Shahaado tiisii hore ka sareysa layimaada
- Imtixaan uu ku gudbo oo saddexdii sannoba mar laga qaado (Every three years once)

Shuruudaha Korodhsiimada Gudban (Horizontal Increments)

Labadii sannoba waa mar (Every Two years one step of increment)

3. Grade "D"

Grade	Salary	Scale	& Steps	Increments		
O11	8,900		Fixed			
O12	7,800	7,900	8,000	8,100	8,200	100
O13	7,200	7,300	7,400	7,500	7,600	
O14	6,600	6,700	6,800	6,900	7,000	
O15	6,000	6,100	6,200	6,300	6,400	

F.G. Waxaa geli kara oo keliya shaqaalaha hoose (Subordinates or unskilled/unclassified staff.

2.4) Dalacaadda Kor (Vertical Promotion)

- Waayo-arragnimo & Abaal marin (Experience & Merit)
- Shahaado tiisii hore ka sareysa layimaada.
- Imtixaan uu ku gudbo oo saddexdii sannoba mar laga qaado (Every three years once)

2.6) Korodhsiimaha Gudban (Horizontal)

Qofka shaqaalaha ah marka uu shaqeeyo laba sannoba mar ayaa la siinayaa hal Tallaabo oo korodhsiimo ah markuu buuxiyu shuruuddaha sharcigu qorayo.

2.7) Grade "C"

Grade	Salary	Scale	& Steps	Increments		
C7	13,500	13,650	13,800	13,950	150	
C8	12,500	12,650	12,800	12,950		
C9	11,000	11,150	11,300	11,450	11,600	
C10	9,900	10,000	10,100	10,200	10,300	100
C11	8,900	9,000	9,100	9,200	9,300	

F.G. Waxaa geli kara oo keliya (Clerical/Technical) Karaani & Xirfadle waana dadka sita slla'taadada Dugsiga Dhexe & Tababaro ugu yaraan laba sanno d/tan oo la xidhiidha shaqadiisa.

2.8) Shuruudaha Dalacaada:

- Waayo-arragnimo & Abaal mann (Experience & Merit)
- Shahaado tiisii hore ka sareysa layimaada
- Imtixaan uu ku gudbo oo saddexdii sannoba mar laga qaado (Every three years once)

2.9) Shuruudaha Korodhsiimada Gudban (Horizontal Increments)

Labadii sannoba waa mar (Every Two years one step of increment)

3. Grade "D"

Grade	Salary	Scale	& Steps	Increments		
O11	8,900		Fixed			
O12	7,800	7,900	8,000	8,100	8,200	100
O13	7,200	7,300	7,400	7,500	7,600	
O14	6,600	6,700	6,800	6,900	7,000	
O15	6,000	6,100	6,200	6,300	6,400	

F.G. Waxaa geli kara oo keliya shaqaalaha hoose (Subordinates or unskilled/unclassified staff.