

Translation of

the Civil Service Law
No. 81 of 2016

ترجمة قانون الخدمة المدنية
رقم ٨١ لسنة ٢٠١٦

13 July 2026

Law No. 81 of 2016, Promulgating the Civil Service Law

In the name of the people: President of the republic

The House of Representatives has enacted the following law, which we hereby promulgate:

Preamble

The House of Representatives has resolved the following law, and we have promulgated it:

Promulgation Article (1):

The provisions of the attached law concerning civil service shall apply. Its provisions shall apply to positions in ministries, their departments, governmental agencies, local administration units, and public authorities, unless their establishing laws or decrees provide otherwise.

Promulgation Article (2):

The State Civilian Employees System Law promulgated by Law No. 47 of 1978 shall be repealed, and any provision contrary to the provisions of the attached law shall also be repealed.

Promulgation Article (3):

The Prime Minister shall, after obtaining the opinion of the Civil Service Council, issue the Executive Regulations of the attached law within three months from the date of its entry into force. Until such Regulations are issued, the currently applicable regulations and decisions shall continue to apply insofar as they do not conflict with the provisions of the attached law.



Promulgation Article (4):

The appointed employees who are in service prior to the entry into force of this Law shall be transferred to positions equivalent to their current positions, as indicated in Tables Nos. (1, 2, 3) attached to the accompanying law, including functional level one (A). Seniority among those transferred to one position shall be arranged according to their previous status.

Each of them shall retain the legally prescribed wage that he/she was receiving if it exceeds the functional wage prescribed for his/her functional level in the tables attached to the accompanying law. However, if the retained wage is less than the functional wage prescribed for his/her functional level, he/she shall be paid the functional wage prescribed in the aforementioned tables.

All of the foregoing shall be without prejudice to the laws and decisions regulating the minimum and maximum income limits.

Promulgation Article (5):

This Law shall be published in the Official Gazette and shall come into force on the day following the date of its publication.

This Law shall be stamped with the Seal of the State and shall be enforced as one of its laws.

Part One: General Provisions

Article (1):

Civil positions are a right of citizens on the basis of competence and merit. They are a duty entrusted to those occupying them for the service of the people. The State shall guarantee their rights and protection, and their performance of their duties in safeguarding the interests of the people.

Discrimination among employees in the application of the provisions of this Law on the grounds of religion, gender, or any other reason shall be prohibited.



Article (2):

For the purposes of applying the provisions of this Law, the following words and expressions shall have the meanings assigned to each of them below:

Competent Authority: The Minister, Governor, or Chairman of the Board of Directors of the Authority, as the case may be.

Unit: The Ministry, department, governmental agency, governorate, or public authority.

Leadership Positions: The positions of the three levels following the Competent Authority, the occupants of which head organizational divisions within the Unit at the level of a general administration, central administration, sectors, or equivalent divisions.

Supervisory Management Positions: The positions at the level following the leadership positions, the occupants of which head departments within the Unit.

Employee: Any person occupying one of the positions included in the budget of the Unit.

Functional Wage: The wage provided for in the tables attached to this Law, plus all increments prescribed pursuant to this Law.

Supplementary Wage: Everything received by the employee in return for his/her work other than the functional wage.

Full Wage: Everything received by the employee in return for his/her work, including the functional wage and the supplementary wage.

Year: The State fiscal year.

Competent Minister: The Minister concerned with civil service.

Agency: The Central Agency for Organization and Administration.



Part One: General Provisions

Civil Service Council

Article (3):

A Civil Service Council shall be established for the purpose of submitting proposals relating to the development of civil service and the improvement of public services in the country. In particular, it shall undertake the following:

- Provide advice on civil service matters referred to it, whether by the Prime Minister, the Competent Minister, or the Head of the Agency.
- Give its opinion on draft laws and regulations relating to civil service.
- Give its opinion on the method and criteria for evaluating governmental entities and civil service employees.
- Give its opinion on training programs provided to civil service employees.
- Give its opinion on matters relating to the professional ethics of civil service employees.
- Submit proposals concerning the budget allocated to civil service.
- Submit proposals for improving civil service performance.

The Civil Service Council shall be formed under the chairmanship of the Head of the Agency and with the membership of each of the following:

- The President of the General Assembly of the Fatwa and Legislation Departments at the State Council.
- The Head of the Civil Service Sector at the Agency.
- The Head of the State General Budget Sector at the Ministry of Finance.
- A member of the elected trade union organizations, selected by the General Federation of Egyptian Trade Unions.



- Four experts in administration, human resources, and law, selected by the Competent Minister for a term of three years, renewable once only.

The Council shall have a technical secretariat, the formation of which shall be issued by a decision of the Chairman of the Council.

The Council shall establish internal regulations including the rules and procedures relating to the conduct of its work and its technical secretariat.

The recommendations of the Council shall be approved by the Competent Minister.

Part One: General Provisions

Human Resources Committee

Article (4):

In each Unit, one or more Human Resources Committees shall be formed by a decision of the Competent Authority. Each Committee shall be chaired by one of the Unit's employees occupying leadership positions and shall include four members, among whom shall be one legal specialist and one human resources specialist from within or outside the Unit, and one member of the trade union committee, if any, selected by the board of directors of the trade union committee.

The Committee shall be competent to consider appointments to positions from level one (B) and below, the granting of increments to the occupants thereof, their transfer outside the Unit, the approval of their performance appraisal reports, the proposal of training programs and courses necessary for human resources development, changing the concepts and culture of the position, developing working methods, raising performance rates, and any other matters referred to it by the Competent Authority.

The Committee shall send its proposals to the Competent Authority within one week for approval. If the Competent Authority does not approve them and does not object to them within thirty days from the date of their receipt, they shall be deemed effective.



However, if the Competent Authority objects to all or some of the Committee's proposals, it must state the reasons justifying such objection in writing and return the matters objected to the Committee for reconsideration in light of such reasons, and shall set a time limit for deciding thereon. If such time limit expires without the Committee giving its opinion, the opinion of the Competent Authority shall be deemed effective. However, if the Committee adheres to its opinion within the specified time limit, its proposals shall be sent to the Competent Authority to take whatever action it deems appropriate in respect thereof, and its decision in this case shall be final.

The Executive Regulations shall determine the manner of selecting the Committee members and its working system.

Article (5):

Decisions issued in relation to civil service shall be announced in an official bulletin issued by the Unit, whether in paper or electronic form.

The Executive Regulations shall determine the manner and procedures for publication or availability in a manner that ensures that the persons concerned are informed thereof.

Article (6):

The State Council, exclusively, shall be competent to give a reasoned opinion on matters relating to the application of the provisions of this Law and its Executive Regulations, upon the request of the Competent Authority.



Development of Civil Service Culture and Human Resources

Article (7):

The Unit shall work on training, qualifying, and preparing employees to carry out its duties and responsibilities in a manner that ensures the development of the culture of civil service, its role in society, and the achievement of its objectives.

Each Unit may establish a human resources development center, after obtaining the approval of the Agency, for the training, qualification, and preparation of its employees and the employees of its affiliated departments, units, or branches. Training, qualification, and preparation operations may be assigned to training centers and entities accredited by a decision of the Head of the Agency.

The Executive Regulations shall determine the procedures and controls for establishing human resources development centers, the system of training, qualification, and preparation, the controls for enrollment therein, and the certificates granted thereby.

Article (8):

The Unit may train young persons in its specialized activities and work upon their request, without being obligated to appoint them, in the manner regulated by the Executive Regulations.



Part Two: Positions and the Employment Relationship Positions

Article (9):

Each Unit shall establish an organizational structure, to be approved by the Competent Authority after obtaining the opinion of the Agency, including its division into sub-divisions proportionate to its activities and the size and fields of work therein.

Each Unit shall prepare a table of positions, accompanied by job description cards for each position, specifying its functional level, the method of occupying it, the functional group to which it belongs, the conditions required to be met by its occupant, the duties, responsibilities, and tasks assigned thereto, and its performance measurement indicators.

The Head of the Agency shall be competent to approve the table of positions of each Unit and the volume of human resources required therefor in light of its actual needs.

Article (10):

The positions subject to the provisions of this Law shall be divided into the following main functional groups:

- The specialized positions group.
- The technical positions group.
- The clerical positions group.
- The craft and auxiliary service positions group.

Each functional group shall be deemed a distinct unit in the field of appointment, promotion, transfer, secondment, and assignment on loan.

Each functional group shall consist of qualitative groups, and the Executive Regulations shall regulate the criteria for establishing such qualitative groups and transfer between similar groups.



Article (11):

Positions shall be occupied by way of appointment, promotion, transfer, secondment, or assignment on loan, subject to fulfilling the conditions for occupying them, as the case may be, in accordance with the provisions set out in this Law.

Part Two: Positions and the Employment Relationship Appointment to Positions

Article (12):

Appointment shall be made by virtue of a decision issued by the President of the Republic or his delegate, on the basis of competence and merit, without favoritism or mediation, through a centralized announcement on the Egyptian Government Portal website, including the data relating to the position and the conditions for occupying it, in a manner that ensures equal opportunities and equality among citizens.

In all cases, in order to occupy positions, such positions must be vacant and funded.

Appointment to such positions shall be by an examination conducted by the Agency through a selection committee, and supervised by the Competent Minister, provided that appointment shall be according to the priority stated in the final ranking of the examination result. In the event of equality, preference shall be given to the person with the higher rank in obtaining the qualification required for occupying the position, then the higher grade within the same rank, then the higher qualification, then the earlier graduation date, then the older age.

The Executive Regulations shall determine the rules and manner of announcing vacant positions, the formation of the selection committee, the procedures and manner of holding the examination, and the rules of preference, provided that the announcement shall be made during the months of January and June of each year when needed, and that the period for announcement and application shall not be less than one month. The result shall be announced on the website referred to in the first paragraph of this Article.



Article (13):

Each Unit shall be committed to allocating five percent of its total positions to persons with disabilities.

The positions reserved for persons injured in military operations, persons injured in the Revolution, veterans, and persons injured in security operations shall be determined by a decision of the Prime Minister, whenever their condition allows them to perform the duties thereof, in accordance with the rules determined by such decision, provided that the Unit shall be committed to appointing this percentage according to its needs.

The spouses of the categories provided for in the preceding paragraph, or one of their children, one of their parents, or one of their siblings who are responsible for supporting them, may also be appointed to such positions in the event of their total disability or death, if they meet the conditions for occupying such positions. The same shall apply to the families of martyrs and missing persons in military operations and the families of martyrs of security operations.

Article (14):

A person appointed to one of the positions must satisfy the following conditions:

- He/she must hold Egyptian nationality or the nationality of one of the Arab states that grants Egyptians reciprocal treatment in occupying civil positions.
- He/she must be of good conduct and good reputation.
- He/she must not have previously been convicted of a felony penalty or a custodial penalty for an offence involving dishonor or breach of trust, unless he/she has been rehabilitated.
- He/she must not have previously been dismissed from service by a final disciplinary judgment or decision, unless at least four years have elapsed since its issuance.
- His/her medical fitness to occupy the position must be established by a certificate issued by the competent medical council.
- He/she must fulfill the requirements for occupying the position.
- He/she must pass the examination prescribed for occupying the position.



- He/she must not be less than eighteen Gregorian years of age.

Article (15):

A person appointed for the first time shall be placed under probation for a period of six months from the date on which he/she assumes work, during which his/her suitability for work shall be determined. If his/her unsuitability is established, his/her service shall be terminated. The Executive Regulations shall determine the cases and procedures of unsuitability.

The person appointed may not be transferred, seconded, or assigned on loan during the probation period.

The provisions of this Article shall not apply to occupants of leadership positions and supervisory management positions.

Article (16):

In cases of necessity, contracting may be made with persons of expertise in rare specializations, in accordance with the following conditions and controls:

- There must be no person in the Unit or its affiliated agencies who has similar expertise in the required specialization and whose assistance may be sought.
- The experience of the contracted person in the required specialization must not be less than ten years.
- The maximum income limit must not be breached.
- The contract must be for a period or periods not exceeding three years.
- The contract must be approved by the Prime Minister, based on a submission by the Competent Minister.



Appointment to Leadership Positions and Supervisory Management Positions

Article (17):

Appointment to leadership positions and supervisory management positions shall be made through a competition announced on the Egyptian Government Portal website or published in two widely circulated newspapers, including the data relating to the position. Appointment shall be made through a selection committee for a maximum period of three years, which may be renewed for a maximum of three years, based on performance appraisal reports, without prejudice to the remaining conditions required for occupying such positions.

For appointment to these positions, it shall be required to verify the availability of integrity qualities through the competent authorities, provided that any opinion as to their non-availability shall be based on sufficient presumptions and serious reasons, and that the required training is passed. The Agency shall determine the level of the required training programs and the entities accredited to provide such programs.

The Executive Regulations shall determine the procedures and rules for selecting the occupants of these positions, the formation of the selection committee, the preparation and qualification required for occupying them, and the procedures for appraising the results of the work of their occupants.

As an exception to the provisions of this Law, ministers may select assistants and aides for a fixed term in accordance with a system to be issued by a decision of the Prime Minister, based on a submission by the Competent Minister and a proposal by the Agency, provided that such system shall include, in particular, the rules for selecting and appraising the performance of such persons and the financial treatment prescribed for them.



Article (18):

One position of Permanent Undersecretary of the Ministry at the excellent level shall be created in each ministry to assist the Minister in exercising his/her competencies.

As an exception to the provisions of Article (17) of this Law, the Minister shall select the Permanent Undersecretary through a selection committee for a maximum period of four years, which may be renewed for a maximum of another four years. During such period, the Permanent Undersecretary shall be entrusted with ensuring the organizational and institutional stability of the ministry and its affiliated authorities and agencies, raising the efficiency level of implementing its policies, and ensuring the continuity of programs, projects, and plans, and following them up under the supervision of the Minister.

The Executive Regulations shall determine the rules and controls for selecting the Permanent Undersecretary.

Article (19):

Every employee appointed to a leadership position shall, before the Competent Authority and before commencing his/her work, take the following oath:

"I swear by Almighty God to respect the Constitution and the Law, to serve the State, to preserve public funds, and to perform my functional duties with integrity, transparency, and team spirit, and in the most complete manner, in service of the people."

Article (20):

The period of occupying leadership positions and supervisory management positions shall end upon the expiry of the period specified in the decision of occupying such positions, unless a decision is issued renewing it. Upon expiry of such period, the employee shall occupy another position whose level shall not be lower than the level of the position he/she was occupying, if he/she was among State employees before occupying one of such positions.



The employee may, within the thirty days following the end of the period of occupying one of the aforementioned positions, request the termination of his/her service. In such case, his/her insurance entitlements shall be settled on the basis of his/her period of subscription in social insurance, plus a period of five years or the remaining period until reaching the legally prescribed age for leaving service, whichever is less. With respect to the pension to which he/she is entitled in his/her previous position, he/she shall be treated in the same manner as a person whose service ends upon reaching such age.

The State Public Treasury shall bear the increase in insurance entitlements resulting from the application of this Article.

The necessary procedures for renewing the period of occupying leadership positions and supervisory management positions, or for transfer therefrom in accordance with the preceding provisions, must be taken at least sixty days before the expiry of the period specified for occupying the position.

Article (21):

The provisions of Articles (17) and (20) of this Law shall not apply to entities and positions of a special nature, which shall be determined by a decision of the President of the Republic. Appointment to leadership positions and supervisory management positions in such entities and positions shall be by a decision of the President of the Republic or his delegate.

Such positions shall be occupied by promotion by selection, on the basis of performance appraisal data and the elements of distinction contained in the service file.



Employment Relationship

Article (22):

Seniority in a position shall be deemed from the date of occupying it. If the date of occupying the position is the same for more than one employee, seniority shall be determined as follows:

- If the position is occupied for the first time, seniority shall be deemed according to priority in appointment in accordance with Article (12) of this Law.
 - If the position is occupied by way of promotion, seniority shall be deemed on the basis of seniority in the previous position.
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Article (23):

Without prejudice to the provisions of Article (76) of this Law, employees who have obtained higher qualifications before or during service may apply for vacant positions in the Units in which they work, or in other Units, whenever such qualifications are required for occupying such positions, and provided that they satisfy the conditions necessary for occupying such positions.

Article (24):

Under no circumstances may an employee work under the direct supervision of one of his/her first-degree relatives in the same Unit. The Executive Regulations shall determine the procedures required to be taken when such case exists.



Article (25):

The Competent Authority shall establish a system that ensures the appraisal of the employee's performance in the Unit in a manner consistent with the nature of its activity, objectives, and types of positions.

The employee's performance shall be appraised for a fiscal year on at least two occasions before the final report is prepared. Performance appraisal shall be limited to those actually performing work in the Unit for a period of at least six months.

Ordinary performance shall be the basis relied upon in appraising the performance of employees, in a manner that achieves the objectives, activity, and types of positions of the Unit.

Performance appraisal shall be graded as Excellent, Competent, Above Average, Average, or Poor.

The Executive Regulations shall determine the controls and procedures for appraisal in a manner that ensures neutrality and accuracy in measurement, reaching the normal performance curve, as well as the date for preparing appraisal reports, the manner of approving them, filing grievances against them, and equating these grades with the grades applicable on the date of entry into force of this Law.

The performance appraisal of an employee who has not actually performed work in the Unit for at least six months due to conscription, call-up for reserve service or retention, illness, childcare leave, membership of one of the trade union councils, or membership of the House of Representatives shall be deemed Competent by operation of law. If his/her performance appraisal in the previous year was graded Excellent, it shall be deemed Excellent by operation of law.

Article (26):

The Human Resources Department shall notify the employee of a copy of his/her performance appraisal report immediately upon its approval by the Competent Authority.

The employee may file a grievance against it within fifteen days from the date of notification.



The grievances of employees occupying leadership positions and supervisory management positions against the reports submitted on their performance shall be submitted to the Competent Authority.

The grievances of other employees shall be submitted to a Grievance Committee established for this purpose and formed by a decision of the Competent Authority from three occupants of leadership positions and one member selected by the trade union committee in the Unit, if any.

The grievance shall be decided upon within sixty days from the date of its submission. The Human Resources Department must notify the employee of the result of his/her grievance and the reasons on which it was based. The decision of the Competent Authority or the Committee shall be final, without prejudice to the employee's right to litigation.

The performance appraisal report shall not be deemed final until the time limit for filing a grievance against it has expired or the grievance has been decided upon.

The Executive Regulations shall determine the manner of notifying the employee of the performance appraisal report and the result of the grievance filed against it.

Article (27):

The matter of an employee for whom two consecutive annual reports graded Poor are submitted shall be referred to the Human Resources Committee, for his/her transfer to another suitable position at the same functional level for a period of one year.

If, after the expiry of the period referred to in the preceding paragraph, the Committee finds that he/she is not fit to work therein in a satisfactory manner, it shall propose deducting fifty percent (50%) of the supplementary wage for a period of six months.

If it is subsequently found that he/she is unfit for work, the Committee shall propose terminating his/her service due to unsuitability for the position, while preserving his/her insurance rights.

In all cases, the Committee shall submit its report to the Competent Authority for approval.



Article (28):

The service of occupants of leadership positions for whom two consecutive reports graded less than Above Average are submitted shall be terminated due to unsuitability for the position, as of the day following the date of issuance of the last final report, while preserving their right to pension.

Part Four: Promotion, Transfer, Secondment, Substitution, and Assignment on Loan Promotion

Article (29):

Subject to the employee satisfying the conditions for occupying the position to which he/she is promoted, promotion shall be made by virtue of a decision issued by the Competent Authority from the position immediately preceding it in level and in the functional group to which it belongs.

Promotion to specialized positions from level one (B) shall be by selection on the basis of performance appraisal data and the elements of distinction contained in the service file. Promotion to other specialized positions shall be by selection within the percentages set out in Table No. (1) attached to this Law.

Promotion to the remaining positions shall be by seniority.

For promotion, the employee must have obtained a performance appraisal report graded Competent in the two years immediately preceding the promotion. As for promotion by selection in specialized positions, a performance appraisal report graded Excellent must be obtained. If the number of those satisfying the conditions for promotion by selection among those graded Excellent is less than the number allocated for promotion by selection, promotion in the remaining part shall be from those graded at least Competent for the same preceding period.

If the number of those satisfying the conditions for promotion by selection is less than the number allocated therefor, promotion shall be postponed and the positions in the remaining part shall be reserved for the first following promotion.

Except for the penalties of warning and deduction from wage for a period not exceeding ten days, the employee may not be promoted before the penalty imposed on him/her is erased.



The Executive Regulations shall determine the controls and procedures for promotion.

Article (30):

In promotion by selection, preference shall be given to the person with the highest total performance appraisal scores for the two years immediately preceding the promotion. In the event of equality, preference shall be given to the person with the highest total performance appraisal scores for the year preceding those two years, then to the person holding a higher academic degree whenever it is connected to the nature of the work, as determined by the Competent Authority based on the proposal of the Human Resources Committee. In the event of equality, preference shall be given to the person with the higher general grade for such degree, then to the person with greater seniority in the functional level from which promotion is made.

Article (31):

The promotion decision shall be issued by the Competent Authority, and the promotion shall be deemed effective from the date of issuance of the decision thereof.

As of such date, the employee shall be entitled to the functional wage prescribed for the position to which he/she is promoted, or his/her previous wage plus a promotion increment of five percent (5%) of such functional wage, whichever is greater.

Part Four: Promotion, Transfer, Secondment, Substitution, and Assignment on Loan Transfer

Article (32):

By a decision of the Competent Authority, an employee may be transferred from one Unit to another, provided that such transfer does not cause him/her to miss his/her turn in promotion, or where it is based on his/her request.

The transfer of occupants of leadership positions outside the Unit shall be by a decision of the Prime Minister.



An employee may not be transferred from one position to another that is lower in level than his/her original position.

The Executive Regulations shall determine the rules relating to transfer.

Part Four: Promotion, Transfer, Secondment, Substitution, and Assignment on Loan Secondment

Article (33):

By a decision of the Competent Authority, an employee may be seconded to temporarily perform the duties of another position at the same functional level as his/her position, or at the level immediately above it, in the same Unit in which he/she works or in another Unit, if the needs of work in the original position permit.

An employee may not be seconded outside the Unit except upon his/her request.

The Executive Regulations shall determine the rules relating to secondment, provided that its duration shall not exceed four years. The Unit to which the employee is seconded may take the procedures for transferring him/her from the Unit from which he/she is seconded after such period, if the employee so wishes, and in accordance with the needs of work.

As an exception to the foregoing, by a decision of the Competent Authority, an employee may, after his/her approval, be seconded to civil associations and institutions of public benefit. The Unit shall bear all or part of the full wage, in the manner determined by the Executive Regulations.



Part Four: Promotion, Transfer, Secondment, Substitution, and Assignment on Loan Substitution

Article (34):

In the event of the absence from work of an occupant of a leadership position or supervisory management position, the person immediately following him/her in seniority shall substitute for him/her in exercising the duties and responsibilities of his/her position, unless the Competent Authority determines who shall substitute for him/her, provided that such person is at the same level or at the immediately lower level.

Part Four: Promotion, Transfer, Secondment, Substitution, and Assignment on Loan

Article (35):

By a decision of the Competent Authority, an employee may be assigned on loan to work inside or outside the country after obtaining his/her written approval. The decision issued for assignment on loan shall determine its duration.

The assignment on loan of an occupant of a leadership position or supervisory management position shall result in the termination of the period of his/her occupation thereof.

The full wage of the employee assigned on loan shall be borne by the borrowing entity. The period of assignment on loan shall be included within his/her service period. The employee assigned on loan may not be promoted except after returning from the assignment on loan and completing the required interval period necessary for occupying the immediately higher position. The period of assignment on loan shall not be included within the required interval period necessary for promotion.

The period of assignment on loan shall be included within the employee's subscription period in the social insurance system and in the entitlement to increments, taking into account the provisions of the Social Insurance Law promulgated by Law No. 79 of 1975. The Executive Regulations shall determine the rules relating to assignment on loan.



Part Five – Wages and Increments

Functional Wage

Article (36):

The functional wage for positions shall be determined in accordance with Tables Nos. (1, 2, 3) attached to this Law.

The employee shall be entitled to his/her wage from the date of assuming work, unless he/she is retained in the Armed Forces, in which case he/she shall be entitled to his/her wage from the date of appointment.

Part Five: Wages and Increments

Article (37):

The employee shall be entitled to an annual periodic increment on the first of July following the lapse of one year from the date of occupying the position or from the date of entitlement to the previous periodic increment, at the rate of seven percent (7%) of the functional wage, provided that this percentage shall be reviewed periodically and regularly.

Article (38):

The Competent Authority may grant the employee an incentive increment at the rate of five percent (5%) of his/her functional wage, in accordance with the following conditions:

- The employee's efficiency must have been determined as at least Competent for the last two years.
- The employee may not be granted this increment more than once every three years.



- The number of employees granted this increment in one year may not exceed ten percent (10%) of the number of employees in the positions of each level of each qualitative group separately. If the number of employees in such positions is less than ten, the increment shall be granted to one of them.

Article (39):

An employee who obtains a higher qualification during service shall be entitled to a scientific excellence incentive.

The employee shall be granted this incentive if he/she obtains a diploma of at least two academic years, or a master's degree or its equivalent, or two postgraduate diplomas, each of which has a duration of at least one academic year. The employee shall also be granted another excellence incentive if he/she obtains a doctorate degree or its equivalent.

The scientific excellence incentive referred to shall be at the rate of seven percent (7%) of the functional wage, or the following financial categories, whichever is greater:

- EGP 25 monthly for obtaining an intermediate or above-intermediate qualification.
- EGP 50 monthly for obtaining a higher qualification.
- EGP 75 monthly for obtaining a diploma of at least two academic years.
- EGP 100 monthly for obtaining a master's degree or its equivalent, or two postgraduate diplomas, each of which has a duration of at least one academic year.
- EGP 200 monthly for obtaining a doctorate degree or its equivalent.

The Executive Regulations shall determine the conditions and controls for granting the excellence incentive, provided that this incentive may not be granted more than once for the same academic level.



Article (40):

The increments prescribed pursuant to this Law shall be added to the employee's functional wage.

Part Five: Wages and Increments

Supplementary Wage

Article (41):

The system of supplementary wage shall be issued by a decision of the Prime Minister, taking into account the nature of the work of each Unit, the types of positions therein, the nature of its competencies, and the performance rates of its employees, as the case may be, based on a submission by the Competent Minister, after the approval of the Minister of Finance and the study of the Agency.

Article (42):

The Competent Authority may grant incentive rewards to an employee who provides excellent services, works, research, or proposals that help improve working methods, raise performance efficiency, or achieve savings in expenses, provided that the item allocated for this purpose in the State General Budget permits.

Article (43):

The President of the Republic may, in cases he deems appropriate, preserve for any person appointed to another position all or part of the wage that he/she was receiving prior to appointment thereto.



Article (44):

The State shall encourage the increase of employees' awareness of science and technology, work to disseminate knowledge among them, and develop innovative capabilities. Inventions and works created by an employee during the performance of his/her position or by reason thereof shall be owned by the State if the invention is the result of official experiments, or is connected with military affairs, or if the invention or work falls within the scope of the duties of the position. In all cases, the employee shall have the right to fair compensation, in the assessment of which encouragement of research and invention shall be taken into consideration.

A special fund may be established in the Unit, the resources of which shall consist of the proceeds of exploiting the rights to such inventions and works. Disbursement from the proceeds of this fund shall be made in accordance with the financial regulations established by the Competent Authority.

Article (45):

The Competent Authority, in cooperation with the trade union committee of the Unit, shall establish a system for social, cultural, and sports welfare for its employees, taking into account the provisions of the relevant legislation.

Part Six: Leaves

Article (46):

The Competent Authority shall determine the working days of the week, working times, and the distribution of working hours in accordance with the requirements of the public interest, provided that the number of weekly working hours shall not be less than thirty-five hours and shall not exceed forty-two hours.

The number of daily working hours shall be reduced by one hour for an employee with a disability, for a female employee who breastfeeds her child until the child reaches the age of two years, and for other cases specified by the Executive Regulations.



The employee may not be absent from work except pursuant to leave authorized for him/her within the limits of the leaves prescribed in this Law and in accordance with the controls and procedures determined by the Executive Regulations; otherwise, he/she shall be deprived of his/her wage for the period of absence, without prejudice to his/her disciplinary liability.

Part Six: Leaves

Leave with Full Pay

Article (47):

The employee shall be entitled to leave with full pay on the days of official holidays and occasions determined by a decision of the Prime Minister. The employee may be required to work during such holidays if necessity so requires, with the granting of equivalent wage in addition to his/her entitled wage or compensatory leave in lieu thereof.

With respect to religious holidays of non-Muslims, the provisions of the decision of the Prime Minister issued in this regard shall apply.

Article (48):

The employee may be absent from work for an incidental reason for a period not exceeding seven days during the year, with a maximum of two days on each occasion.

Article (49):

The employee shall be entitled to annual regular leave with full pay, excluding official holidays and occasions from its calculation, except for weekly holidays, as follows:

- Fifteen days in the first year, after the lapse of six months from the date of assuming work.
- Twenty-one days for those who have completed one full year in service.



- Thirty days for those who have completed ten years in service.
- Forty-five days for those who have exceeded the age of fifty.

An employee with a disability shall be entitled to annual regular leave of forty-five days, without being restricted by the number of years of service.

The Competent Authority may decide to increase the duration of regular leave by no more than fifteen days for those working in remote areas, or if the work is in one of the Unit's branches outside the Republic.

Regular leave may not be shortened, postponed, or terminated except for national reasons required by the interest of work.

Article (50):

The employee must submit a request to obtain all of his/her annual regular leaves. The Unit may not carry them forward except for reasons relating to the interest of work, within a maximum limit of one-third thereof, and for a period not exceeding three years.

If the employee does not submit a request to obtain his/her leaves in the manner referred to, his/her right thereto and to receiving compensation therefor shall lapse. However, if he/she submits a request to obtain them and the Competent Authority rejects it, he/she shall be entitled to monetary compensation therefor, to be paid after the lapse of three years from the end of the year in respect of which the leave became due, on the basis of his/her functional wage in that year.

The Executive Regulations shall set out the procedures for obtaining leave and the manner of carrying it forward.

Article (51):

The employee shall be entitled to sick leave for every three years spent in service, granted by a decision of the competent medical council within the following limits:

- The first three months with full pay.
- The following three months with pay equivalent to seventy-five percent (75%) of the functional wage.



- The following six months with pay equivalent to fifty percent (50%) of his/her functional wage, and seventy-five percent (75%) of the functional wage for those over the age of fifty.

The employee shall have the right to request an extension of sick leave without pay for the period determined by the competent medical council if it decides that his/her recovery is probable.

The employee shall have the right to request that sick leave be converted into regular leave if he/she has a balance thereof. The sick employee must notify his/her work entity of his/her illness within twenty-four hours from his/her absence from work due to illness, unless this is impossible for compelling reasons.

The Competent Authority shall establish the procedures regulating the employee's obtainment of sick leave. Feigning illness shall be deemed a breach of the duties of the position.

An employee suffering from one of the chronic diseases determined by a decision of the Minister of Health, based on the approval of the competent medical council, shall be granted exceptional leave with full pay until he/she recovers, or until his/her condition stabilizes in a manner that enables him/her to return to work, or until it becomes established that he/she is totally incapacitated. In the latter case, the employee shall remain on sick leave with the same pay until reaching the age of referral to retirement.

If the sick employee wishes to end his/her leave and return to work, he/she must submit a written request to that effect, and the competent medical council must approve his/her return.

Article (52):

The cases in which special leave with full pay may be authorized shall be as follows:

- The employee shall be entitled to leave for a period of thirty days, once only throughout his/her period of work in the civil service, to perform the Hajj pilgrimage.
- The female employee shall be entitled to maternity leave for a period of four months, up to a maximum of three times throughout her period of work in the civil service, provided that such leave shall commence from the day following childbirth. Such leave may commence one month before the expected date of childbirth, based on a request submitted by the female employee and a report from the competent medical council.



- The employee who has been in contact with a patient suffering from an infectious disease shall be entitled to leave for the period determined by the competent medical council.
- The employee who sustains a work injury shall be entitled to leave for the period determined by the competent medical council, taking into account the provisions of the aforementioned Social Insurance Law.
- The employee enrolled in one of the faculties, institutes, or schools shall be entitled to leave for the actual examination days.

Part Six: Leaves

Leave Without Pay

Article (53):

The cases in which leave without pay may be authorized shall be as follows:

- The husband or wife shall be granted leave without pay if either of them travels abroad for work or study for a period of at least six months, for the duration of the stay of the husband or wife abroad. In all cases, the Unit must respond to the request of the husband or wife.
- The Competent Authority may grant the employee leave without pay for the reasons he/she states and which the Competent Authority assesses, in accordance with the needs of work.

In the two preceding items, the employee may not be promoted except after returning from leave and completing the interval period necessary for occupying the immediately higher position. The periods of leave provided for in the two preceding items shall not be included within the interval periods necessary for promotion.

Taking into account the provisions of the Child Law promulgated by Law No. 12 of 1996, the female employee shall be entitled to leave without pay to care for her child for a maximum period of two years each time, and up to a maximum of six years throughout her period of work in the civil service.



As an exception to the provisions of the aforementioned Social Insurance Law, the Unit shall bear the insurance contributions due from it and from the female employee.

Article (54):

The Competent Authority may, in accordance with the rules it establishes, authorize the employee to work part-time upon his/her request, in return for a percentage of the wage.

In this case, the employee shall be entitled to the regular, incidental, and sick leaves prescribed for him/her in a manner consistent with the part of time allocated to his/her work.

The Executive Regulations shall determine the rules for calculating the wage referred to.

As an exception to the provisions of the aforementioned Social Insurance Law, the contributions due in accordance with the provisions of this Law shall be paid from the reduced wage on the basis of the full wage, and the entire period shall be included within his/her subscription period.

Article (55):

A conscript, retained person, or person called up for reserve service shall not be entitled to any leave provided for in this Law throughout the period of his/her presence in the Armed Forces.

Article (56):

The employee shall be prohibited from performing work for others, whether with or without pay, during the period of leave without authorization from the Competent Authority. Otherwise, he/she shall be deprived of his/her wage for the period of leave, and the Unit may recover any wage paid to him/her for such period, without prejudice to disciplinary liability.



Article (57):

The employee must comply with the provisions of this Law, its Executive Regulations, and other laws, regulations, decisions, and instructions issued in implementation thereof, as well as the regulatory decisions, instructions, circulars, or periodical books issued by the Agency in this regard, and the codes of conduct and ethics of civil service issued by the Competent Minister.

The employee shall be specifically prohibited from directly engaging in acts that are inconsistent with impartiality, objectivity, and functional commitment during official working hours, or from carrying out any partisan or political activity inside his/her workplace, or on the occasion of performing such work, or from collecting donations or contributions for political parties, or publishing propaganda for them or promoting them.

Article (58):

Any employee who breaches the requirements of duty in the performance of his/her position, or appears in a manner that would prejudice the dignity of the position, shall be subject to disciplinary sanction.

The employee shall not be exempted from sanction on the basis of an order issued to him/her by his/her superior, unless it is established that the commission of the violation was in execution of a written order to that effect issued to him/her by such superior, despite the employee having warned him/her in writing of the violation. In such case, liability shall rest solely with the issuer of the order.

The employee shall not be civilly liable except for his/her personal fault.

Article (59):

No sanction may be imposed on the employee except after he/she has been investigated in writing, his/her statements have been heard, and his/her defence has been examined. The decision issued imposing the sanction must be reasoned.



Nevertheless, with respect to the sanctions of warning and deduction from wage for a period not exceeding three days, the investigation may be oral, provided that its substance is recorded in the decision issued imposing the sanction.

Article (60):

The Administrative Prosecution Authority shall have exclusive competence to investigate occupants of leadership positions, and shall also have exclusive competence to investigate financial violations that result in the loss of, or prejudice to, any of the State's financial rights.

It shall also conduct investigations into other violations referred to it, and shall have, with respect to such violations, the powers prescribed for the Competent Authority in imposing sanctions or ordering filing.

With respect to all other violations, the competent administrative entity must suspend any investigation it is conducting into a particular incident or incidents and matters connected therewith if the Administrative Prosecution Authority has commenced an investigation therein. Any procedure or act carried out in violation of this shall be void.

Article (61):

The sanctions that may be imposed on an employee are:

- Warning.
- Deduction from wage for a period or periods not exceeding sixty days per year.
- Suspension from work for a period not exceeding six months, with payment of half of the full wage.
- Postponement of promotion when due for a period not exceeding two years.
- Reduction to a position at the immediately lower level.
- Reduction to a position at the immediately lower level, with reduction of the wage to the amount it was before promotion.



- Referral to retirement.
- Dismissal from service.

The sanctions that may be imposed on occupants of leadership positions are:

- Notice.
- Reprimand.
- Referral to retirement.
- Dismissal from service.

After imposing a disciplinary sanction on an occupant of a leadership position or supervisory management position, the Competent Authority may determine the extent to which he/she shall continue occupying such position.

Each Unit shall keep, in a special account, the proceeds of deduction sanctions imposed on employees. Disbursement from such proceeds shall be made for the social, cultural, or sports purposes of employees, in accordance with the conditions and procedures determined by the Competent Authority.

Article (62):

Competence to dispose of the investigation shall be as follows:

- Direct superiors determined by the Competent Authority, each within the limits of his/her competence, may file the investigation or impose the sanction of warning or deduction from wage, not exceeding twenty days per year and not exceeding three days on each occasion.
- Occupants of leadership positions and supervisory management positions, each within the limits of his/her competence, may file the investigation or impose the sanction of warning or deduction from wage, not exceeding forty days per year and not exceeding fifteen days on each occasion.
- The Competent Authority may file the investigation or impose any of the sanctions provided for in items (1) to (5) of the first paragraph of Article (61) of this Law, and items (1) and (2) of the second paragraph of the same Article.



- The competent disciplinary court may impose any of the sanctions provided for in this Law.

The entity to which the employee is seconded or assigned on loan shall be competent to investigate and discipline him/her in accordance with the provisions of this Law for violations committed during the period of secondment or assignment on loan.

Article (63):

The Competent Authority or the Head of the Administrative Prosecution Authority, as the case may be, may suspend the employee from work as a precautionary measure if the interest of the investigation with him/her so requires, for a period not exceeding three months. This period may not be extended except by a decision of the competent disciplinary court for the period it determines. The suspension of the employee from work shall result in the suspension of payment of half of his/her wage as of the date of suspension.

The matter must be immediately referred to the competent disciplinary court to decide whether or not the remaining part of his/her wage shall be paid. If the matter is not referred to it within ten days from the date of suspension, his/her full wage must be paid until the court decides what action shall be taken in respect thereof.

The disciplinary court shall issue its decision within twenty days from the date the matter is referred to it. If the court does not issue its decision within such period, the wage shall be paid in full. If the employee is acquitted, the investigation with him/her is filed, or he/she is sanctioned by warning or deduction from wage for a period not exceeding five days, the amount of wage whose payment had been suspended shall be paid to him/her. If he/she is sanctioned by a more severe sanction, the authority that imposed the sanction shall decide what action shall be taken with respect to the wage whose payment had been suspended. If he/she is sanctioned by dismissal, his/her service shall end from the date of his/her suspension, and in such case, no wage previously paid to him/her may be recovered from him/her.



Article (64):

Every employee who is remanded in custody or imprisoned in execution of a criminal judgment shall be suspended from work by operation of law for the duration of his/her imprisonment. He/she shall be deprived of half of his/her wage if the imprisonment is remand detention or in execution of a non-final criminal judgment, and shall be deprived of his/her full wage if the imprisonment is in execution of a final criminal judgment.

If the criminal judgment does not entail termination of the employee's service, his/her matter shall, upon his/her return to work, be referred to the Competent Authority to decide what action shall be taken with respect to his/her disciplinary liability.¹

Article (65):

An employee referred to disciplinary or criminal trial, or suspended from work, may not be promoted during the period of referral or suspension. In such case, a position shall be reserved for the employee.

If the referred employee is acquitted, or if a final judgment is rendered sanctioning him/her by warning or deduction from wage for a period not exceeding ten days, he/she must be promoted as of the date on which the promotion would have taken place had he/she not been referred to trial, and he/she shall be granted the wage of the position to which he/she is promoted as of such date.

In all cases, the employee's promotion may not be delayed for more than two years.

¹ The Supreme Constitutional Court ruled, by its judgment issued on 04/11/2023 in Case No. 100 of Judicial Year 43 Constitutional, that the first paragraph of Article (64) of the Civil Service Law promulgated by Law No. 81 of 2016 is unconstitutional insofar as it provides for depriving an employee who is remanded in custody of half of his/her wage for the period of his/her detention, within the scope of its application to cases where criminal liability is negated by a final judgment or by a judicial decision that may not be appealed.



Article (66):

The termination of the employee's service for any reason, other than death, shall not preclude his/her disciplinary trial if the investigation had commenced before the end of his/her service period.

In violations that result in the loss of any right of the State Public Treasury, the disciplinary action may be instituted even if the investigation had not commenced before the end of service, for a period of five years from the date of such end.

A fine not exceeding ten times the functional wage he/she was receiving in the month of termination of service may be imposed on a person whose service has ended, without prejudice to criminal penalties and his/her obligation to return the value of the right. As an exception to the provisions of the aforementioned Social Insurance Law, the fine referred to in the preceding paragraph shall be collected from the pension, not exceeding one quarter thereof, or by administrative attachment.

Article (67):

Disciplinary sanctions imposed on the employee shall be erased upon the expiry of the following periods:

- One year in the case of warning, notice, and deduction from wage for a period not exceeding five days.
- Two years in the case of reprimand and deduction from wage for a period exceeding five days and up to fifteen days.
- Three years in the case of deduction from wage for a period exceeding fifteen days and up to thirty days.
- Four years with respect to other sanctions, except for the sanctions of dismissal and referral to retirement.

The erasure periods shall be calculated from the date of imposing the sanction.

The erasure of the sanction shall result in it being deemed as if it had never existed with respect to the future, and shall not affect the rights and compensation that resulted therefrom.



The Executive Regulations shall determine the erasure procedures.

Article (68):

The disciplinary action against an employee in service shall lapse upon the expiry of three years from the date of committing the violation.

This period shall be interrupted by any investigation, accusation, or trial procedure, and the period shall run anew from the last procedure.

If there are multiple accused persons, interruption of the period with respect to one of them shall result in its interruption with respect to the others, even if no period-interrupting procedures have been taken against them.

However, if the act constitutes a criminal offence, the disciplinary action shall not lapse except upon the lapse of the criminal action.

Part Eight: Termination of Service

Article (69):

The service of the employee shall end for any of the following reasons:

- Reaching the age of sixty, taking into account the provisions of the aforementioned Social Insurance Law. By a decision of the President of the Republic, for considerations he deems appropriate, service may be extended for occupants of leadership positions for a period not exceeding three years.
- Resignation.
- Referral to retirement or dismissal from service.
- Loss of nationality, or absence of the condition of reciprocal treatment with respect to nationals of other states.
- Absence from work without permission for fifteen consecutive days, unless he/she submits, during the following fifteen days, evidence that the absence was for an acceptable excuse.



- Absence from work without permission for thirty non-consecutive days in the year.²
 - Medical unfitness for service, by a decision of the competent medical council.
 - Joining the service of a foreign entity without authorization from the Government of the Arab Republic of Egypt.
 - Being sentenced to a felony penalty or a custodial penalty for an offence involving dishonor or breach of trust, or one that causes him/her to lose confidence and consideration.
 - Death; in such case, an amount equivalent to the full wage for two months shall be paid to cover funeral expenses, to the widower/widow, the eldest adult child, or whoever proves that he/she bore such expenses.
 - The Executive Regulations shall set out the rules and procedures for termination of service for these reasons.
 - Dismissal by a non-disciplinary route, in accordance with the provisions of the laws regulating the same.
-

² The Court ruled that item (6) of Article (69) of the Civil Service Law promulgated by Law No. 81 of 2016 is unconstitutional insofar as it does not include allowing an employee whose service ends due to absence from work without permission for thirty non-consecutive days in the year to submit an excuse for the periods of absence for which he/she had not submitted an excuse, pursuant to Judgment No. 99 of Judicial Year 43, published in the Official Gazette on 10/03/2025.



Article (70):

An employee who has exceeded the age of fifty may request referral to early retirement, provided that no disciplinary procedures have been taken against him/her. The Unit must respond to such request in accordance with what is determined by the Executive Regulations. In such case, his/her insurance entitlements shall be settled as follows:

- If he/she has not exceeded the age of fifty-five, his/her subscription period in the social insurance system exceeds twenty years, and more than one year has elapsed since occupying the position, he/she shall be deemed promoted to the position following his/her position as of the day preceding the date of referral to retirement, and his/her insurance entitlements shall be settled after promotion on the basis of his/her subscription period in the social insurance system plus five years.
- If he/she has exceeded the age of fifty-five and his/her subscription period in social insurance exceeds twenty years, his/her insurance entitlements shall be settled on the basis of his/her subscription period in social insurance plus the remaining period until reaching the prescribed age for termination of service, or five years, whichever is less.

A person referred to early retirement in accordance with the provisions of this Article may not be appointed in any of the Units subject to the provisions of this Law.

Part Nine: General and Transitional Provisions

Article (71):

Upon termination of service, the employee shall be entitled to compensation for the balance of his/her regular leaves that accrued before the entry into force of this Law and which he/she did not use before the termination of his/her service.

The monetary compensation shall be calculated on the basis of the basic wage plus the special increments that he/she was receiving up to the date of entry into force of this Law.



Article (72):

Occupants of the position of Senior shall retain their positions personally until the end of their period of occupying such positions, or until reaching retirement age, whichever is earlier.

Article (73):

Any person who has been transferred to the item of "Seasonal Wages" under Chapter One for at least three years shall be appointed at the lowest grades under the fixed wages item in Chapter One "Wages", to positions included in the Unit's budget, provided that the conditions for occupying such positions are satisfied, and provided that his/her contract was concluded before 30/06/2016.

The provision of the first paragraph shall apply to all temporary workers and contracted workers in the entities subject to the provisions of the Civil Service Law who were assigned to occupy public positions until 30/06/2016, all in the manner set out by the Executive Regulations.

A system shall be established for contracting with temporary or seasonal labor under Chapter One, to be issued by a decision of the Competent Minister based on a proposal by the Agency.

Article (74):

The provisions and rules relating to the determination of the financial allocations of employees in positions and entities whose allocations are regulated by special laws and regulations shall continue to apply in accordance with the wage table prescribed therein.

The remaining incentives, rewards, extraordinary efforts, overtime work, allowances, and all monetary, in-kind and other benefits, other than insurance benefits, received by the employee shall continue to be paid according to the same rules and conditions prescribed prior to the entry into force of this Law, after being converted from percentage rates linked to the basic wage into fixed financial categories as at 30/06/2015.



Article (75):

The Units addressed by the provisions of this Law shall be committed to updating their organizational structures, job description cards, work cycles, and to inventorying the services they provide, their procedures, and conditions, within a period not exceeding one year from the date of entry into force of this Law.

Such entities shall also be committed to establishing performance indicators and standards, methods for providing public services, whether directly or through a non-governmental entity, and means of achieving citizens' satisfaction.

The Agency shall be committed to following up on the implementation of these tasks in light of the organizing standards and mechanisms issued by the Competent Minister, after presentation to the Civil Service Council.

Article (76):

The Competent Authority may, for a period of three years from the date of entry into force of this Law, reappoint employees appointed before the entry into force of its provisions who obtained higher qualifications during service, to vacant positions in the Units in which they work, whenever they satisfy the conditions necessary for occupying such positions in accordance with the applicable classification and description tables, while exempting them from the requirements of announcement and examination necessary for occupying such positions.

All of the foregoing shall be in accordance with the rules and conditions set out by the Executive Regulations, provided that the appointment shall be made at the beginning of the group of positions to which they are appointed.

Article (77):

The system of complaints relating to persons addressed by the provisions of this Law, and the rules and duties governing the dealings of the Unit's employees with the public, shall be issued by a decision of the Head of the Agency.

The Agency may collect a fee of ten Egyptian pounds from any person applying to take the examinations referred to in Article (12) of this Law or to file a grievance against their results, provided that such fee shall be increased by two Egyptian pounds each Gregorian year.



The aforementioned amount, together with the other amounts collected by the Agency in consideration for the services it provides to others inside or outside the country, shall be deposited in a special account in the name of the Agency at the Central Bank under the Treasury Single Account. Disbursement from the said account shall be made for the development of the Agency, pursuant to a decision issued by the Head of the Agency, provided that the surplus of such account shall be carried forward from one year to another.



Table No. (1): Specialized Positions

Functional Level	Equivalent Financial Grade	Interval Periods Required for Promotion to the Level	Percentage of Promotion by Selection to the Level	Monthly Functional Wage
Excellent	Excellent	Determined by the conditions for occupying the position	Competition	2065
High	High	Determined by the conditions for occupying the position	Competition	1415
General Manager	General Manager	Determined by the conditions for occupying the position	Competition	1335
First (A)	First, seniority of more than one year	One year	100%	1195
First (B)	First, seniority of up to one year	Three years	75%	1175
Second (A)	Second, seniority of more than 3 years	Three years	50%	1035
Second (B)	Second, seniority of up to 3 years	Three years	40%	1020
Third (A)	Third, seniority of more than 6 years	Three years	30%	910
Third (B)	Third, seniority of more than 3 years and up to 6 years	Three years	25%	895
Third (C)	Third, seniority of up to 3 years	—	—	880



Table No. (2) – Clerical and Technical Positions

Functional Level	Equivalent Financial Grade	Interval Periods Required for Promotion to the Level	Monthly Functional Wage
First (A) Technical / Clerical	First, seniority of one year or more	3 years	1195
First (B) Technical / Clerical	First, seniority of up to one year	3 years	1175
Second (A) Technical / Clerical	Second, seniority of more than 3 years	3 years	1035
Second (B) Technical / Clerical	Second, seniority of up to 3 years	3 years	1020
Third (A) Technical / Clerical	Third, seniority of more than 6 years	3 years	910
Third (B) Technical / Clerical	Third, seniority of more than 3 years and up to 6 years	3 years	895
Third (C) Technical / Clerical	Third, seniority of up to 3 years	3 years	880
Fourth (A) Technical / Clerical	Fourth, seniority of more than two years	3 years	850
Fourth (B) Technical / Clerical	Fourth, seniority of up to two years	—	845



Table No. (3): Craft and Auxiliary Service Positions

Functional Level	Equivalent Financial Grade	Interval Period Required for Promotion to the Level	Monthly Functional Wage
Second (A) Craft	Second, seniority of more than 3 years	3 years	1035
Second (B) Craft	Second, seniority of up to 3 years	3 years	1020
Third (A) Auxiliary Service / Craft	Third, seniority of more than 6 years	3 years	910
Third (B) Auxiliary Service / Craft	Third, seniority of more than 3 years and up to 6 years	3 years	895
Third (C) Auxiliary Service / Craft	Third, seniority of up to 3 years	3 years	880
Fourth (A) Auxiliary Service / Craft	Fourth, seniority of more than two years	3 years	850
Fourth (B) Auxiliary Service / Craft	Fourth, seniority of up to two years	3 years	845
Fifth (A) Auxiliary Service / Craft	Fifth, seniority of more than two years	3 years	843
Fifth (B) Auxiliary Service / Craft	Fifth, seniority of up to two years	3 years	840
Sixth (A) Auxiliary Service / Craft	Sixth, seniority of more than two years	3 years	837
Sixth (B) Auxiliary Service / Craft	Sixth, seniority of up to two years	—	835



Translation of

the Executive Regulation
of the Civil Service Law
No. 81 of 2016

ترجمة اللائحة التنفيذية لقانون
الخدمة المدنية رقم ٨١ لسنة ٢٠١٦

13 July 2026

Prime Ministerial Decree No. 1216 of 2017 Issuing the Executive Regulations of the Civil Service Law promulgated by Law No. 81 of 2016

Preamble

After perusal of the Constitution;

And the Civil Service Law promulgated by Law No. 81 of 2016;

And the Executive Regulations of the Law on Civilian Leadership Positions in the State Administrative Apparatus and the Public Sector, issued by Prime Ministerial Decree No. 1596 of 1991;

And the Executive Regulations of the State Civilian Employees System Law, issued by Resolution of the Civil Service Affairs Committee No. 2 of 1978;

And after obtaining the opinion of the Civil Service Council;

And after the approval of the Council of Ministers;

And based on what was deemed appropriate by the State Council;

It was decreed as follows:

Promulgation Article (1):

The provisions of the accompanying Executive Regulations concerning the aforementioned Civil Service Law shall apply.



Promulgation Article (2):

The Executive Regulations of the State Civilian Employees System Law, issued by Resolution of the Civil Service Affairs Committee No. 2 of 1978, shall be repealed, and any provision contrary to the provisions of the accompanying Regulations shall also be repealed.

Promulgation Article (3):

This Decree shall be published in the Official Gazette and shall come into force on the day following the date of its publication.

Part One: General Provisions

Article (1):

Each Unit shall take the following procedures to ensure the effectiveness of the role of civil service positions:

- Apply the provisions of the Law, these Regulations, and the decisions issued in implementation thereof to all employees with fairness, integrity, and transparency, without discrimination or favoritism.
- Inform employees of their rights and duties, and of the objectives of the Unit in which they work, through initial training organized by the Human Resources Department or by other means upon their first joining the service.
- Update its organizational structure periodically in a manner consistent with its objectives, competencies, and needs in light of the State's strategic plan.
- Survey the opinions of the public dealing with the Unit regarding the quality level of the public services provided and their satisfaction therewith, in accordance with mechanisms to be issued by a decision of the Competent Authority.



- Remedy deficiencies in the performance of services through continuous training of employees, in order to develop and enhance their functional abilities and skills.

Article (2):

For the purposes of applying the provisions of these Regulations, the following words and expressions shall have the meanings assigned to each of them below:

Competent Authority: The Minister, Governor, or Chairman of the Board of Directors of the Authority, as the case may be.

Unit: The Ministry, department, governmental agency, governorate, or public authority.

Leadership Positions: The positions of the three levels following the Competent Authority, the occupants of which head organizational divisions within the Unit at the level of a general administration, central administration, sectors, or equivalent divisions.

Supervisory Management Positions: The positions at the level following the leadership positions, the occupants of which head departments within the Unit.

Employee: Any person occupying one of the positions included in the budget of the Unit.

Functional Wage: The wage provided for in the tables attached to the Law, plus all increments prescribed pursuant to this Law.

Supplementary Wage: Everything received by the employee in return for his/her work other than the functional wage.

Full Wage: Everything received by the employee in return for his/her work, including the functional wage and the supplementary wage.

Year: The State fiscal year.

Competent Minister: The Minister concerned with civil service.

Agency: The Central Agency for Organization and Administration.

Law: The Civil Service Law promulgated by Law No. 81 of 2016.



Direct Superior: The Department Manager, General Manager, Head of Central Administration, or Head of Sector, according to each of their supervisory functional hierarchy.

Article (3):

An electronic file, paper file, or both, as the case may be, shall be created for each employee in the Unit, in which documents, data, and information relating to him/her and connected to his/her position, observations relating to his/her work, and his/her performance appraisal reports shall be deposited.

The aforementioned file shall also include evidence of the seriousness of complaints and reports submitted against the employee, after they have been investigated and his/her statements have been heard in relation thereto.

In the case of an electronic file, it must be secured. In the case of a paper file, the papers of the file must be numbered, and the number and content of each paper must be recorded on its cover. No paper may be removed therefrom after being deposited therein.

Article (4):

In each Unit, one or more Human Resources Committees shall be formed by a decision of the Competent Authority, chaired by one of the Unit's employees occupying leadership positions, and with the membership of each of the following:

- A human resources specialist from within or outside the Unit, selected by the Competent Authority.
- The first official responsible for legal affairs in the Unit, or his/her delegate.
- A member of the trade union committee, if any, selected by the board of directors of the trade union committee, or a member nominated by the general trade union from among the Unit's employees in the absence of a trade union committee.
- The first official responsible for human resources in the Unit, or his/her delegate.

The secretariat of the Committee shall be undertaken by one of the employees of the Human Resources Department in the Unit, selected by the first official responsible for human resources, without having a counted vote.



The Committee shall meet at least once every month at the Unit's headquarters, upon invitation by the Chairperson of the Committee or the Competent Authority. The meeting of the Committee shall not be valid unless attended by at least three of its members, including the Chairperson.

The Committee may seek the assistance of whomever it deems appropriate to accomplish its work, without such person having a counted vote.

Article (5):

An electronic register, paper register, or both, as the case may be, shall be created with serial numbers, in which the minutes of meetings of the Human Resources Committee shall be recorded.

Such minutes must include, in particular, the date of the Committee's meeting, the names of attendees, the matters presented, the discussions that took place, the decisions taken by the Committee, and the reasons on which they were based. The Chairperson, attending members, and Secretary of the Committee shall sign the minutes of the sessions.

The Committee's proposals shall not be deemed valid unless issued based on the approval of the absolute majority of the attending members of the Committee. In the event of a tie, the side with which the Chairperson voted shall prevail.

Article (6):

Copies of the minutes of meetings of Human Resources Committees may not be extracted except based on a decision issued by the Competent Authority, or by a judicial entity or authority, or an administrative committee with judicial competence, or based on a request by the Agency.

Article (7):

All decisions issued in relation to civil service shall be announced by making them available on the Unit's website, or by publishing them on at least one notice board placed in fixed, prominent, and secured locations at each of the Unit's main headquarters and branches, for a period of not less than ten days from the date of availability or publication.



Availability or publication and removal shall be evidenced by two official records prepared by the competent Human Resources Department, with such being recorded in a register prepared for this purpose. The employee shall be obliged to follow up on the decisions that have been made available or published.

Article (8):

A database shall be established at the Agency for fatwas issued by the State Council on matters relating to the application of the provisions of the Law and these Regulations. The legal principles contained in such fatwas shall be summarized and made available on the Agency's website.

Article (9):

The Competent Authority, or whoever legally represents it, may request the opinion of the State Council on any matter relating to the application of the provisions of the Law and these Regulations, provided that such request includes a comprehensive and detailed statement of the facts, supported by an actual case, and accompanied by the documents relating to the subject matter.

In all cases, the Agency must be notified with a copy of the opinion request when it is sent to the State Council, in order to verify that no previous fatwa exists in a similar case, and also with a copy of the fatwa issued before its implementation, so that it may be added to the database provided for in the preceding Article and considered for circulation in similar cases.

Article (10):

Each Unit shall establish an annual plan for training its employees at all functional levels, particularly upon entering service and upon promotion, in support of the career path, after identifying and analyzing training needs and performance appraisal reports, with the aim of developing and enhancing their abilities, skills, and functional competence, and raising performance rates, in a manner that ensures the development of civil service culture, its role in society, and the achievement of its objectives.



The Human Resources Committee shall propose the training programs and courses, have them approved by the Competent Authority, and send a copy thereof to the Agency.

Article (11):

Each Unit shall include in its draft budget the financial appropriations necessary to implement the training plan, provided that they are accompanied by the plan intended to be implemented.

Article (12):

The Human Resources Department shall be responsible for implementing the training plan after its approval by the Competent Authority, and for evaluating training for the purpose of:

- Identifying administrative and organizational problems that affect training.
 - Verifying that the objectives prescribed for the training plan meet the needs of the Unit.
 - Determining the suitability of the training methods and approaches used in achieving the objectives.
 - Verifying the efficiency of trainers, whether in terms of their specializations, experience, or training abilities.
 - Measuring the effectiveness and impact of training on the trainee.
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Article (13):

Training shall be evaluated through:

- Reports of the supervisors of training programs in terms of the regular attendance of trainees, their interest in the training program, and its relevance to their positions.
- Reports of the trainees in terms of their evaluation of the training they received and the extent to which they benefited from it.



- Reports of direct superiors in terms of the impact of training on the performance of the trained employees.

Such evaluation shall be conducted through report forms prepared by the Human Resources Department for this purpose.

Article (14):

The Human Resources Department shall prepare an annual report on the implementation of the training plan, accompanied by the statistics and results achieved during that year compared with previous years, and attached thereto the following training plan, for presentation to the Human Resources Committee in preparation for approval by the Competent Authority.

Article (15):

The period spent by the employee in training shall be deemed a period of work, and his/her absence from training without an acceptable excuse shall be deemed absence from work.

The employee's failure to attend training shall be deemed a breach of the duties of his/her position, and the Competent Authority shall refer him/her to investigation to determine the extent of his/her disciplinary liability.

Article (16):

The employee shall be entitled to his/her full wage during the training period.

The employee must maintain discipline during training and achieve the prescribed passing percentage. If he/she fails to achieve such percentage, the expenses of the training program shall be recovered from him/her if his/her enrollment in the training was based on his/her request and the Unit bore the cost of the training.



Article (17):

An employee who has been trained outside Egypt shall be obligated to remain in service for at least six months from the date of commencing work after training, or for twice the duration of the training, whichever is longer. An employee who has been trained inside Egypt shall be obligated to remain in service for twice the duration of the training. In the event that the employee breaches this obligation, the Unit must recover the training expenses.

The employee shall be obligated to transfer the knowledge and skills acquired from the training to his/her colleagues, in accordance with the mechanisms and controls established by the Competent Authority.

Article (18):

By a decision of the Competent Authority, a Human Resources Development Center may be established as an organizational division within the Unit, after the approval of the Agency, and in accordance with the system issued by a decision of the Head of the Agency, taking into account the following controls:

- The number of employees of the Unit must not be less than 500 employees.
- There must be feasibility in establishing the Center.
- A place equipped for training must be provided.
- A qualified training body must be provided, whether from within or outside the Unit, to ensure the provision of high-quality training.
- Locally or internationally accredited training programs must be provided.
- A technological infrastructure must be provided that allows training materials to be made available electronically.
- Evidence must be provided that the necessary financial appropriation is available.

The Agency must conduct an on-site inspection to verify the availability of the aforementioned controls.



Article (19):

The Human Resources Development Center shall establish the system of training, qualification, and preparation, taking into account the following:

- Identifying and analyzing the training needs of the Unit during the last quarter of each year, in cooperation with the Human Resources Department.
- Planning and designing training programs in a manner that meets the needs of the Unit annually, based on the proposal of the Human Resources Committee.
- Making all information relating to the Center's training plan available at the beginning of each year on the Unit's website.
- Focusing on practical and applied aspects when implementing training programs, and ensuring that the training system follows interactive and participatory methods in a manner that enhances the skill capacities of employees and the institutional capacities of the Unit, in coordination with the Human Resources Department, provided that the training and qualification programs shall be presented to the Competent Authority for approval, and that the evaluation of such programs shall be carried out in coordination with the Human Resources Department.

Article (20):

Nomination for the training programs organized by the Center shall be made by the Human Resources Department. The Unit may accept the employee's request to enroll in one of the programs in accordance with his/her functional needs.

Article (21):

Human Resources Development Centers shall grant general specialized training certificates in the fields of work of the Unit to its employees, provided that such certificates shall include the grades of passing the training.



Article (22):

The Unit may train young persons, including students, in its specialized activities and work, upon their request, in cooperation with the relevant governmental entities, civil society institutions, and employers wishing to employ trained and qualified labor, with the aim of providing them with the skills required in the labor market.

In all cases, the training system must include the following:

- The training application form.
- The rules and conditions of training.
- The rights and obligations of the trainee.
- The sanctions that may be imposed on the trainee.
- The certificate granted by the Unit at the end of the training.

Such training shall not give rise to any obligation on the Unit to appoint the trainee.

This shall be in accordance with the system issued by a decision of the Competent Minister based on a proposal by the Agency.

Part Two: Positions and the Employment Relationship

Article (23):

The Unit may amend its organizational structure and table of positions after presentation to the Agency, so that the Agency may perform its role in accordance with the provisions of the Law. The Unit shall provide the Agency with all data requested by it.



Article (24):

When dividing the positions of each main functional group into qualitative groups, the following criteria must be followed:

- The qualitative group must be a functional category comprising positions that are identical or similar in the nature of duties and responsibilities, even if they differ in their financial progression levels.
- The appropriate qualitative group for the positions and the requirements for occupying them shall be determined according to the nature of the activities and fields of work, taking into account the criteria for evaluating and describing positions issued by a decision of the Head of the Agency after presentation to the Civil Service Council.
- A higher educational qualification shall be the minimum level of theoretical knowledge required to occupy any position within the qualitative groups of the specialized positions group.
- An above-intermediate or intermediate educational qualification shall be the minimum level of knowledge required to occupy any position within the qualitative groups of the technical and clerical positions groups.
- The qualitative group must include the progressive positions necessary for promotion from one position to another higher position.

Article (25):

Transfer may take place within each main functional group, while retaining seniority, between:

- Qualitative groups that may be occupied by holders of more than one educational qualification suitable for occupying them according to the requirements for occupying the position set out in the job description card.
- Qualitative groups whose positions are similar in duties and responsibilities, in accordance with the criteria for evaluating and describing positions issued by a decision of the Head of the Agency.

All of the foregoing shall be in accordance with work needs connected to shortages and surpluses in human resources.



Article (26):

Appointment shall be made through a centralized announcement in accordance with the provisions of the Law and these Regulations.

Article (27):

The Human Resources Department in each Unit must prepare, periodically every six months and whenever the Competent Authority deems appropriate, an inventory of the funded positions in each functional group separately, distributed among the qualitative groups to which they belong. It shall identify the occupied positions and vacant positions according to the actual status at the time of the inventory, and shall prepare a succession plan for the positions expected to become vacant in light of the work needs and functional allocations of the Unit, and the method of occupying them.

The statement provided for in the preceding paragraph shall be sent to the Agency after being approved by the Competent Authority.

Article (28):

Upon each appointment, the prescribed percentage for persons with disabilities holding rehabilitation certificates must be fulfilled, in accordance with the provisions of the law issued in this regard, provided that no more than one year has elapsed since the issuance of the certificate submitted.

The Unit must inventory the titles of the positions to which persons with disabilities are intended to be appointed, their functional levels, and the functional and qualitative groups to which they belong.

The statement provided for in the preceding paragraph shall be sent to the Agency after being approved by the Competent Authority.



Article (29):

The Agency shall review the data provided for in the two preceding Articles in light of the Unit's organizational structure, table of positions, and job description cards, and in accordance with the functional allocations, work needs, individual performance rates, and overall achievement, in order to assess the extent of its need to occupy the required positions. The Unit shall be notified of the decision issued by the Agency in this regard.

Article (30):

An electronic question bank shall be established at the Agency for each specialization according to the requirements for occupying each position. The Agency shall manage this bank and update its data continuously and regularly in light of the proposals issued by the Civil Service Council, all under the supervision of the Competent Minister.

Article (31):

When needed, the Agency shall centrally announce the occupation of new positions on the first of January and the first of June of each year. Functional needs shall be compiled sectorally at the level of each Ministry and its affiliated entities, and locally at the level of each Governorate and its affiliated service directorates, with the titles of the positions and the conditions for occupying them being specified, all at least fifteen days before the date of the announcement.

Article (32):

The Agency shall announce vacant and funded positions according to the needs of each Unit on the Egyptian Government Portal website for a period of at least fifteen days. The application form for occupying the position shall be attached to the announcement.

The announcement must include all data ensuring equal opportunities and equality among citizens, including:

- The title of the announced position, its level, its qualitative group, and its functional group.
- A summary of the job description card.



- The place of work.
- The required documents, the place of their submission, and the final deadline for registering applicants' data.
- The criteria for preference among applicants.

Article (33):

Applicants for the announced positions shall register their data through the electronic form attached to the announcement, within the period specified in the announcement. The examination schedule and seat numbers of applicants shall be published within one week from the expiry of the registration deadline on the Egyptian Government Portal website, provided that the schedule shall include the holding of the examination and the date and time for attendance at the headquarters of the Examination Committee.

Article (34):

A Selection Committee shall be formed at the Agency by a decision of the Competent Minister, chaired by the Head of the Agency, and with the membership of three employees of the Agency nominated by the Head of the Agency, and five experts in the fields of examinations and evaluation, statistics, administration, law, and various professional and functional specializations.

The Committee may seek the assistance of representatives of the concerned Unit or whomever it deems appropriate to accomplish its work, without such person having a counted vote.

The Committee shall have a technical secretariat, the formation of which shall be issued by a decision of the Chairperson of the Committee. The Committee shall establish the rules and procedures relating to the conduct of its work and the work of its technical secretariat.



Article (35):

The Selection Committee shall be competent to undertake the following:

- Establishing the general principles of examinations, specifying the manner of taking them — electronic, written, oral, practical, or by more than one method — and determining the questions appropriate for each position from the question bank.
 - Determining the place designated for conducting the examinations.
 - Determining the means of supervision and security required for the premises of the committees in order to ensure impartiality and transparency.
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Article (36):

The applicant for the position shall enter the premises of the Examination Committee using his/her national ID number registered in the application form submitted for the position and his/her seat number.

Article (37):

The Selection Committee shall prepare the final ranking of the examination result according to the scores obtained by each applicant. In the event of equality in scores, preference shall be given to the person with the higher rank in obtaining the qualification required for occupying the position, then the higher grade within the same rank, then the higher qualification, then the earlier graduation date, then the older age, then the person more proficient in sign language or behavioral skills or who has passed training courses, according to the nature of each Unit.

Article (38):

The Agency shall announce the preliminary result of the applicants on the Egyptian Government Portal website, after the work of the Selection Committee has been approved by the Competent Minister, within a maximum of one month from the date of holding the examination specified in the announcement.



Article (39):

The applicant for occupying the position may submit a grievance to the Competent Minister or the Agency against the non-inclusion of his/her name among the lists of successful applicants, or against his/her ranking in such preliminary lists. The grievance shall be submitted within two weeks from the date of announcement of the lists or the applicant's knowledge thereof, after payment of the prescribed fee. The grievance shall be examined through the examination database and the documents submitted by the grievant.

The Agency shall announce the result of the examination of the grievance on the Egyptian Government Portal website, whether by rejecting the grievance with a statement of the reasons for rejection, or by accepting it and confirming the grievant's right to be included among the list of successful applicants or to amend his/her ranking therein. All of the foregoing shall take place within a period not exceeding thirty days from the day following the expiry of the period provided for in the first paragraph of this Article.

Article (40):

The Agency shall send to the concerned Unit a statement approved by the Competent Minister containing the final ranking of the applicants for occupying its positions, accompanied by all necessary documents.

The Human Resources Department of the Unit may request the candidate for appointment to complete any necessary documents or data, through his/her email address stated in the application form submitted for appointment and by a registered letter with acknowledgment of receipt sent to his/her place of residence stated in such form. The nomination shall be deemed cancelled if the required documents are not completed within fifteen days from the date on which the candidate is notified of the request therefor.

Article (41):

The nomination shall be presented to the Human Resources Committee at its first following meeting to consider the appointment of the candidates to the announced positions after verifying that they satisfy the conditions for occupying such positions.

The Committee shall present its proposals to the Competent Authority within one week for approval.



The appointment decision shall be issued by the President of the Republic or his delegate.

Article (42):

Without prejudice to the provisions of the Penal Code, the result of any person who is proven to have registered data or submitted documents on the website that are contrary to the official documents submitted upon completion of the appointment requirements shall be cancelled.

Article (43):

The Agency shall prepare a waiting list for candidates for appointment according to the same rules and procedures provided for in this Part in the event that the full announced number is not appointed. Such list shall be valid only within the limits of the remaining number, and shall lapse upon completion of the appointment of such number or upon the expiry of one year from the date of announcement of the result.

Article (44):

The decision issued on appointment shall be announced on the Unit's website or on the notice board of the Unit for a period of ten days, in accordance with the controls and procedures provided for in Article (7) of these Regulations.

The Director of the Human Resources Department, or whoever acts in his/her place, shall notify the appointed person immediately upon issuance of the appointment decision, in order for him/her to report to assume work, through his/her email address stated in the application form submitted for appointment, and by a registered letter with acknowledgment of receipt sent to his/her address stated in such form.

If he/she does not report to assume work within one month from the date of the last notification, the appointment decision shall be deemed as if it had never existed, without the need for notice or warning, unless he/she submits an excuse accepted by the Competent Authority within sixty days from the date of issuance of the appointment decision.



Article (45):

The candidate for appointment to any position shall be obligated to submit the following documents:

- National ID card or passport.
- Criminal status record.
- A declaration signed by him/her before the Director of the Human Resources Department at the Unit, and with his/her signature certified thereby, stating that he/she has not previously been dismissed from service by a final disciplinary decision or judgment during the preceding four years.
- The decision of the competent medical council establishing medical fitness to occupy the position for which he/she is nominated, including the candidate's passing of the medical examination and drug test.
- Computerized birth certificate.
- The original qualification obtained by him/her.
- Certificate of performance of military service or exemption therefrom, for males.
- Certificate of performance of public service or exemption therefrom, for females.
- Declaration of social status.
- Financial disclosure declaration.
- Any other documents requested by the Competent Authority.

Article (46):

The Human Resources Department in each Unit shall prepare an electronic register, paper register, or both, as the case may be, for recording employees under probation, indicating the beginning and end of the probation period.



Article (47):

The suitability of the employee under probation shall be determined based on monthly reports prepared by the direct superior and approved by the higher superior. At the end of each month, the employee shall be handed a copy of the monthly report indicating the deficiencies in his/her performance, the manner of addressing them, and whether he/she has avoided the deficiencies stated in the previous report in full, in part, or has not avoided them at all. The employee shall sign in acknowledgment of knowledge and receipt, and the original shall be deposited in the service file. If he/she refuses to sign and receive it, such refusal shall be noted on the original and it shall be deposited in his/her service file.

At the end of the probation period, a final report shall be prepared in light of the previous reports, indicating whether or not the employee is suitable for the position to which he/she has been appointed.

The final report shall be presented to the Human Resources Committee.

Article (48):

The service of the employee shall be terminated due to unsuitability during the probation period in the following cases:

- If, at the end of such period, he/she receives a performance appraisal report graded less than Above Average.
- If he/she was given an opportunity for training and did not successfully pass it without an acceptable excuse.
- If he/she is absent from work without permission or acceptable excuse for five consecutive days or ten intermittent days during the probation period.

The decision terminating service shall be issued by the Competent Authority.

Article (49):

In cases of necessity, contracting may be made with persons of expertise in rare specializations after verifying that the legally prescribed conditions are satisfied and after obtaining the approval of the Prime Minister based on a submission by the Competent Minister.



Article (50):

The model contract referred to in the preceding Article shall be issued by a decision of the Competent Minister after the Agency's study.

Article (51):

The Human Resources Department in each Unit shall prepare a monthly statement of vacant leadership positions and supervisory management positions, or positions expected to become vacant within six months, provided that such statement shall include the titles of such positions, their functional levels, and the conditions for occupying them.

The statement provided for in the preceding paragraph shall be presented to the Competent Authority to take the procedures for announcing the occupation of such positions.

Article (51 bis):

The Agency, in cooperation with the Administrative Control Authority and the National Training Academy, shall undertake the following:

- Determine the level of training programs required for occupying leadership positions, and verify their suitability to the requirements of the position.
- Review the procedures and rules of preparation and qualification required for occupying leadership positions, to ensure that they meet the objectives of occupying such positions.
- Review the conditions for occupying leadership positions and propose the necessary development in respect thereof.
- Approve the training axes required for occupying leadership positions.

The National Training Academy shall prepare the qualification programs in accordance with the approved axes.



Article (51 bis 1):

A system shall be established at the Agency for preparing and qualifying persons wishing to apply for occupying leadership positions in the Units of the State Administrative Apparatus. State employees and others may apply to this system. Their preparation and qualification to apply for occupying such positions shall be verified through obtaining a certificate to that effect.

The Agency shall manage and supervise such system in accordance with the organization and controls prepared by the Head of the Agency and issued by a decision of the Prime Minister.

Article (52):

Each Unit shall announce vacant leadership positions and supervisory management positions, or positions expected to become vacant within six months, provided that the announcement shall include the titles of such positions, their functional levels, a brief description thereof, the conditions and capabilities required for occupying them, the specified period for receiving applications, and the entity to which applications are to be submitted.

The period of announcement and receipt of applications shall not be less than fifteen days. Employees of the Unit and others may apply pursuant to such announcement, provided that the Unit shall be obligated to complete the announcement procedures and select the candidates within a maximum period of three months from the date of the Agency's approval of the announcement. The announcement procedures shall be repeated if such period expires without candidates being selected.

Article (52 bis):

Graduates of the Presidential Program for Leadership Talent Development implemented by the National Training Academy may apply for occupying any of the announced leadership positions in the Units of the State Administrative Apparatus at the level of General Manager.

A decision shall be issued by the Prime Minister regulating this program, the rules and conditions for enrollment therein, and the targeted categories.

The remaining selection rules for occupying leadership positions provided for in these Regulations shall apply to the applicant pursuant to the provision of this Article.



Article (53):

In each Unit, by a decision of the Competent Authority, a committee for leadership positions and another committee for supervisory management positions shall be formed, chaired by the Competent Authority or whoever it determines, and with the membership of six employees from within or outside the Unit who have experience in the fields of the announced positions. Among them shall be a legal specialist and a human resources specialist, provided that their functional level shall not be lower than the High level as a minimum for the Leadership Positions Committee, and General Manager as a minimum for the Supervisory Management Positions Committee, with respect to committee members who are employees of the State Administrative Apparatus.

The Leadership Positions Committee shall be competent to examine the applications of applicants for occupying such positions, verify that the conditions for occupying the position are satisfied in accordance with its approved job description card, verify that applicants have obtained the preparation and qualification required for occupying it, evaluate applicants technically in the field of the announced position, and select from among them in light of their employment history and the development proposal submitted by them. Fifty marks shall be allocated to each of these two criteria, provided that the candidate's score in each criterion shall not be less than seventy percent (70%) of the total marks allocated to such criterion. In the event of equality, the younger candidate shall prevail. Appointment to such positions shall require passing the necessary training implemented by the National Training Academy. The Committee shall also be competent to consider renewal for occupants of such positions in light of performance appraisal.

The Supervisory Management Positions Committee shall also be competent to evaluate applicants for occupying such positions, select from among them, and consider renewal for occupants of such positions in light of performance appraisal.

Each of the two aforementioned committees may seek the assistance of whomever it deems appropriate to accomplish its work, without such person having a counted vote.

Article (54):

The two committees provided for in the preceding Article shall have a technical secretariat, the formation of which shall be issued by a decision of the Competent Authority. It shall receive the applications of applicants for occupying the announced leadership positions and supervisory management positions, and prepare comparative lists of their relevant data for presentation to the two committees.



Article (55):

An applicant for occupying leadership positions and supervisory management positions must satisfy the following:

- He/she must satisfy the conditions for occupying the announced position according to the job description card.
- He/she must attach to his/her application the documents evidencing the level of skills and capabilities required for occupying the position and his/her previous achievements.
- He/she must submit a development proposal for improving performance, developing the systems governing work, and simplifying its procedures in a manner that achieves citizens' satisfaction. The development proposal shall include specific objectives that are time-bound, measurable, and applicable, and shall include the means of achievement within the available financial and human resources, in accordance with the model prepared by the Agency and issued by a decision of the Competent Minister.

In addition to the foregoing, occupying leadership positions shall require that the applicant has obtained the necessary preparation and qualification required for occupying such positions, or has obtained a certificate of passing the Presidential Program for Leadership Talent Development implemented by the National Training Academy, as the case may be.

The technical secretariat shall provide all data and information to all applicants for occupying leadership positions and supervisory management positions, in a manner that enables them to prepare their development proposals with high quality.

Article (56):

Applicants who satisfy the conditions for occupying supervisory management positions shall be evaluated on the basis of four main criteria:

- **Scientific capabilities:** indicators of which include obtaining an academic degree, proficiency in one or more foreign languages, and familiarity with information technology. Twenty-five marks shall be allocated to this criterion.



- **Employment history:** including, in particular, the applicant's performance appraisal reports, the achievements accomplished during his/her career, and previous experience in duties similar or close to the position applied for. Twenty-five marks shall be allocated to this criterion.
- **Development proposal:** submitted by the applicant to the announcing Unit. Twenty-five marks shall be allocated to this criterion.
- **Personal traits:** including, in particular, leadership skills, decision-making, creativity, problem-solving, crisis management, communication, persuasion, and presentation skills. Twenty-five marks shall be allocated to this criterion.

When evaluating applicants on the basis of these criteria, the Supervisory Positions Committee shall take into account the nature of the Unit's duties and the burdens of the announced position according to its job description card, provided that the candidate's score in each criterion shall not be less than seventy percent (70%) of the total marks allocated to such criterion. In the event of equality, the younger candidate shall prevail.

Article (57):

The Leadership Positions Committee shall prepare a list of candidates for occupying leadership positions according to the highest evaluation, not exceeding three candidates if their number exceeds that. The list shall be sent to the Agency for onward transmission to the National Training Academy to conduct the necessary training, provided that the Unit announcing the position shall verify that they possess the qualities of integrity and good reputation through the concerned authorities simultaneously with the training period.

The Supervisory Management Positions Committee shall also prepare a final list of candidates for occupying supervisory positions after verifying that they possess the qualities of integrity and good reputation through the concerned authorities. After approval by the Competent Authority, such list shall be sent to the President of the Republic or his delegate for issuance of the appointment decision.



Article (57 bis):

The National Training Academy shall conduct the necessary training, which shall be a condition for occupying leadership positions.

The Academy shall send a final list of the candidates who passed the training, according to the highest total scores, and who have been proven to possess the qualities of integrity, to the President of the Republic for consideration of its approval. The final result shall then be returned to the Agency after approval, so that the necessary action may be taken to send it to the Competent Authority for appointment to leadership positions.

Article (58):

The occupant of a leadership position or supervisory management position shall submit an annual report on his/her achievements, accompanied by a copy of the proposals he/she submitted upon occupying the position, to the technical secretariat of the competent committee, as the case may be. The technical secretariat shall distribute the report to the members of the two committees for study and for providing their observations in light of the achievements accomplished, the proposals previously submitted by him/her, and what has actually been implemented thereof.

The committee shall submit the report and its observations thereon to the Competent Authority for appointment, so that it may be taken into consideration upon the expiry of the period of occupying the leadership position or supervisory management position, in order to decide whether to renew the period of the position occupant or transfer him/her to another position.

Article (59):

The Agency shall establish integrated programs for developing the capabilities and skills of occupants of all positions, except occupants of leadership positions.



Article (60):

The Permanent Undersecretary shall assist the Minister in exercising his/her competencies, ensure the organizational and institutional stability of the Ministry and its affiliated authorities and agencies, raise the efficiency level of implementing its policy, and ensure the continuity of programs, projects, and plans and their follow-up under the supervision of the Minister. For this purpose, he/she shall, in particular:

- Supervise the preparation of the Ministry's work plans and programs, and prepare work plans aimed at increasing work efficiency and rationalizing expenditure.
- Supervise the development of the services provided by the Ministry and the improvement of their quality.
- Supervise the organizational divisions issued by a decision of the Minister.

Article (61):

The Ministry shall announce the vacant position of Permanent Undersecretary, or the position expected to become vacant within six months, provided that the announcement shall include a brief description of the position, the conditions and capabilities required for occupying it, the specified period for receiving applications, and the entity to which applications are to be submitted. The period of announcement and receipt of applications shall not be less than one month.

Article (62):

The Leadership Positions Committee shall evaluate those who satisfy the conditions for occupying the position of Permanent Undersecretary of the Ministry, as specified in its job description card, in accordance with the criteria, controls, and procedures provided for in Article (56) of these Regulations.

The Committee shall nominate those who obtain the highest scores in such criteria according to the final ranking, not exceeding three candidates if their number exceeds that, provided that the candidate's score in each criterion shall not be less than seventy percent (70%) of the total marks allocated to such criterion. The matter shall be presented to the Minister to choose from among them, and the appointment decision shall be issued by the President of the Republic or his delegate for a maximum period of four years, renewable for one term.



Article (63):

The provisions of Articles (55), (58), (64), and (65) of these Regulations shall apply to occupants of the position of Permanent Undersecretary of the Ministry.

Article (64):

If it is decided to renew the term of occupying leadership positions and supervisory management positions, the competent authority for appointment shall issue the renewal decision at least fifteen days before the expiry of the prescribed term for occupying the position.

If the occupant of the position is a State employee and his term expires without being renewed, he shall be transferred to another vacant and funded position, the level of which shall not be lower than the level of the leadership position or supervisory management position he was occupying. If no vacant position of the same level exists, the procedures for creating and funding such position shall be taken, as the case may be, and such funding shall be cancelled once the position becomes vacant.

If the occupant of the position was not a State employee before occupying it, his service shall be terminated.

Article (65):

The occupant of a leadership position or supervisory management position shall be notified, at the end of the term of occupying such position, of the non-renewal thereof. Within thirty days following the expiry of such term, he may request the termination of his service. In such case, the Human Resources Department shall record the date of submission on the request and immediately submit it to the competent authority. His request shall be granted unless there is a legal impediment preventing the same.

The Human Resources Department shall prepare a detailed statement of his status, indicating his wage, period of service, and the date on which he reaches the statutory age, in preparation for the settlement of his insurance entitlements in accordance with Article (20) of the Law.



Article (66):

Every employee to whom the prohibition provided for in Article (24) of the Law applies shall notify the competent authority thereof within fifteen days; otherwise, he may be subject to disciplinary action.

An employee who is proven to be working under the direct supervision of one of his first-degree relatives shall be given the option to transfer to another position within or outside the unit. If he does not respond within one month from the date on which he is given such option, he shall be transferred to another position, the level of which shall not be lower than the level of his original position, without requiring a request from him.

Chapter Three: Performance Evaluation

Article (67):

The competent authority shall establish a system for evaluating employee performance, which shall include one or more evaluation components, such as self-evaluation by the employee, evaluation of the employee by his subordinates, evaluation by his direct supervisor, evaluation by his colleagues in the same department, evaluation of the employee by the public dealing with the unit, and evaluation of the general performance of the unit in which he works, according to the nature of the work and activity of each unit. All of the foregoing shall be based on objective criteria, including conduct, commitment, quality, excellence, creativity, achievement, and the ability to assume responsibility.

With respect to occupants of leadership positions and supervisory management positions, in addition to the criteria set out in the preceding paragraph, a set of criteria shall be added, including the ability to plan and organize, the ability to supervise, monitor and direct, crisis management, the ability to make decisions, and the results achieved.

All of the foregoing shall be in accordance with the guiding manual issued by a decision of the competent minister after obtaining the opinion of the Agency.



Article (68):

The competent authority may determine the relative weight of the indicators relating to each evaluation criterion in a manner consistent with the nature of the unit's activity, in light of the limits set out in the guiding manual referred to in the preceding Article.

Article (69):

The Human Resources Department shall prepare the performance evaluation form, which shall not become effective unless approved by the competent authority. It may not be amended except after the lapse of at least three years or with the approval of the Agency. Upon approval, it shall be immediately announced on the unit's website and on its notice board.

Article (70):

The Human Resources Department at the unit shall prepare an electronic or paper-based job performance record for each employee, in which the direct supervisor shall record, every three months, the observations reflecting the positives and negatives relating to the employee's performance in accordance with the duties of his position, as well as any violations he may have committed and the measures taken in relation thereto.

The direct supervisor shall refer to such record when preparing performance evaluation reports, and it shall serve as a basis for deciding on grievances submitted by employees regarding the results of their performance evaluation reports.

Article (71):

The direct supervisor shall notify the employee, electronically or in paper form, on an ongoing basis, of any negligence, shortcomings, or weaknesses attributed to him, so that he may work on eliminating the causes thereof. Such notifications shall be placed in the job performance record.



Article (72):

During the last quarter of the year, the direct supervisor shall invite all his subordinates to set the objectives and performance rates for each of them for the following year.

A copy of such objectives and performance rates shall be sent to the Human Resources Department.

Article (73):

During the last week of October and April of each year, the Human Resources Department shall distribute the performance evaluation report forms to all divisions of the unit. Such divisions shall return the reports after completing them no later than the end of November and May.

The employee's performance shall be evaluated twice during the first half of November and May of each year, provided that these two reports shall be approved by the higher-ranking supervisor during the second half of the same two months.

The annual performance evaluation report shall be issued during June of each year and shall be calculated according to the average total scores obtained by the employee in the two performance evaluation reports referred to in the preceding two paragraphs.

Article (74):

In estimating the employee's performance evaluation, the following controls shall be observed:

- The realism and objectivity of the evaluation, such that it is based on complete accuracy in measuring the employee's performance and conduct.
 - The neutrality of the evaluation and fairness of treatment, such that the evaluation is based on impartiality from personal relationships and their effects.
 - Reaching the normal performance curve.
 - The performance rate determined for each position.
-



Article (75):

The employee's performance evaluation shall be assessed according to one of the rankings specified in Article (25) of the Law. The scores for each ranking shall be as follows:

Excellent: from 90 marks to 100 marks.

Competent: from 80 marks to less than 90 marks.

Above Average: from 65 marks to less than 80 marks.

Average: from 50 marks to less than 65 marks.

Poor: less than 50 marks.

Article (76):

The rankings of the performance evaluation reports provided for in the preceding Article shall be equivalent to the rankings of the efficiency reports provided for in the State Civil Servants System Law promulgated by Law No. 47 of 1978, as set out in the following table:

Ranking of the Efficiency Report under the State Civil Servants System Law	Ranking of the Performance Evaluation Report under the Civil Service Law
Excellent	Excellent
Very Good	Competent
Good	Above Average
Average	Average
Poor	Poor

Article (77):

Employees in each organizational division within the unit shall be ranked in descending order according to the scores of their performance evaluation reports, in order to determine the performance evaluation rankings and reach the normal performance curve.



Article (78):

The employee's performance may not be evaluated with the ranking of Excellent in the following cases:

- If a penalty of deduction from wage for a period or periods exceeding three days, or a more severe penalty, has been imposed on him during the year for which the report is prepared.
- If he occupies a leadership position or a supervisory management position and any penalty has been imposed on him during the year for which the report is prepared.
- If he has been offered a training opportunity and failed to attend without an acceptable excuse, or failed to pass it successfully.

Article (79):

In the event that an employee is transferred from one entity to another, the entity from which he is transferred shall prepare a report on the evaluation of his performance during the period of his work therewith, and shall send it to the entity to which he is transferred for guidance when evaluating his performance.

In the event that an employee is seconded, the unit in which he has spent the longer period of the year for which the report is prepared shall be competent to prepare the final report on him. In the event that the two periods are equal, the seconding entity shall send the employee's performance report to the entity to which he is seconded, for it to be taken into consideration when preparing the final report.

Article (80):

The Human Resources Department shall notify the employee, electronically or in paper form, of a copy of his performance evaluation report within fifteen days from the date of its approval by the competent authority.

In the event that the employee is notified in paper form and refuses to receive a copy of his performance report and to sign as evidence thereof, such refusal shall be noted on the original report.



Article (81):

The employee may file a grievance against his performance report within fifteen days from the date on which he is notified thereof, using the form prepared for this purpose.

The grievance of an employee occupying a leadership position or supervisory management position shall be submitted to the competent authority. The grievance of all other employees shall be submitted to the Grievances Committee provided for in Article (26) of the Law.

The Human Resources Department shall maintain a register for recording grievances submitted against performance evaluation reports, and shall deliver to the grieving employee a copy of his grievance after marking it to evidence receipt of the original.

Article (82):

The Grievances Committee shall have a secretary selected by the competent authority from among the employees of the Human Resources Department, who shall receive grievances and record them in the register provided for in the preceding Article according to the order of their receipt.

Article (83):

The deliberations of the Grievances Committee shall be confidential. The Committee may complete any data and information it deems necessary from the employee, his direct supervisor, his higher-ranking supervisor, or the Human Resources Department, in addition to reviewing the employee's job performance record for the year preceding the grievance.

The Committee's decision shall be reasoned and issued by majority vote. In the event of a tie, the side on which the Chairman votes shall prevail.

Article (84):

The Human Resources Department shall notify the employee, electronically or in paper form, of the result of his grievance against his performance evaluation report and the reasons on which it is based, within fifteen days from the date of deciding on his grievance.

In the event that the employee is notified in paper form and refuses to receive a copy of the report on the result of his grievance and to sign as evidence thereof, such refusal shall be noted on the original report.



Article (85):

The final performance evaluation reports of employees shall be deposited in their service files, for reference when necessary.

Article (86):

The names of employees who have obtained the ranking of Excellent in the performance evaluation reports shall be announced on the unit's website, on the notice board prepared for such purpose, and in a prominent place in each department to which the employees who obtained such ranking belong. The announcement shall not be removed until after the lapse of fifteen days.

Article (87):

If the employee's performance evaluation is assessed with the ranking of Poor, the Human Resources Department shall, as soon as possible and in coordination with his direct supervisor, enroll him in a qualifying program to improve his performance.

Chapter Four: Promotion, Transfer, Assignment, Substitution and Secondment

Article (88):

Occupants of specialist positions shall be promoted by selection within the limits of the percentages indicated opposite each level to which promotion is made, as set out in Table No. (1) attached to the Law, provided that the part allocated for promotion by selection shall be applied first.

Promotion for the remaining positions shall be by seniority.



Article (89):

For promotion by selection, in addition to the conditions provided for in Article (91) of these Regulations, the employee must obtain a performance evaluation report with the ranking of Excellent in the two years immediately preceding the promotion, must successfully pass the training made available to him by the unit, and the promotion to specialist positions must be within the limits of the percentages set out in Table No. (1) attached to the Law. Any fraction shall be rounded in favor of the positions allocated for promotion by selection.

If the number of those who meet the conditions for promotion by selection among those who obtained the ranking of Excellent is less than the number allocated for promotion by selection, promotion for the remaining part shall be made from among those who obtained at least the ranking of Competent for the same preceding period.

If the number of those who meet the conditions for promotion by selection is less than the number allocated therefor in accordance with the percentages set out in Table No. (1) attached to the Law, promotion shall be deferred and the positions in the remaining part shall be reserved until the first subsequent promotion.

Article (90):

For promotion by seniority, in addition to the conditions provided for in Article (91) of these Regulations, the employee must obtain a performance evaluation report with at least the ranking of Competent in the two years immediately preceding the promotion.

Article (91):

For the promotion of an employee, the following conditions must be met:

- The promotion must be to a vacant and funded position that immediately follows the position occupied by the employee in level and within the same functional group to which it belongs.
- The employee must satisfy the conditions for occupying the position to which he is promoted.
- The inter-grade periods provided for in Tables Nos. (1), (2), and (3) attached to the Law must have been completed.



- The promotion must be issued by a decision of the competent authority, or whomever it delegates, based on the proposal of the Human Resources Committee.

Article (92):

The promotion of an employee may not be considered if any of the following cases applies to him:

- If he is seconded, except after his return from secondment.
- If he is on unpaid leave, except after his return from leave, with the exception of sick leave and childcare leave.
- If a penalty of deduction from wage for a period exceeding ten days, or a more severe penalty, has been imposed on him, before such penalty is expunged.
- If he is referred to disciplinary or criminal trial, or is suspended from work, throughout the period of referral or suspension. In such case, the promotion of the employee may not be delayed for more than two years.

Article (93):

The promoted employee shall retain the date of entitlement to the periodic increment and his balances of regular leave.

Article (94):

At the end of each year, the Human Resources Department shall prepare lists including the following:

- A statement of the total vacant and funded positions to which promotion may be made in each functional group separately, and the number allocated for promotion by selection in each position separately, in accordance with the percentages set out in Table No. (1) attached to the Law.



- A statement of the names of employees nominated for promotion to each position separately, including employees referred to disciplinary or criminal trial or suspended from work, and the positions reserved for them, provided that the date of referral of each of them shall be specified in accordance with Article (166) of these Regulations.
- The date on which the employee nominated for promotion occupied the level of his current position, and the qualitative group and functional group to which such position belongs, based on the seniority register prepared for this purpose.
- The performance evaluation reports of the employee nominated for promotion for the last three years.
- The periods of secondment of the employee nominated for promotion and the date of each thereof.
- The periods of unpaid leave, except for sick leave and childcare leave, obtained by the employee, and the date on which he obtained each thereof.
- The penalties imposed on the employee and the date of their imposition.
- The training courses which the employee was offered to attend and the extent to which he successfully passed them.
- The academic degrees obtained by the employee and the grade with which he obtained them.
- Any other necessary data.

Article (95):

The lists provided for in the preceding Article shall be presented to the Human Resources Committee when considering the promotion of the employee, and the recommendations issued by the Committee in this regard shall be presented to the competent authority for the issuance of promotion decisions.



Article (96):

In promotion by selection, preference shall be given to the employee with the higher total scores in the performance evaluations for the two years immediately preceding the promotion. In the event of equality, preference shall be given to the employee with the higher total scores in the performance evaluation for the year preceding those two years; then to the employee who holds a higher academic degree, provided that it is connected to the nature of the work, as determined by the competent authority based on the proposal of the Human Resources Committee. In the event of equality, preference shall be given to the employee with the higher overall grade in such degree, then to the employee who is senior in the functional level from which promotion is made.

Article (97):

Seniority among employees who are promoted on the same date shall be arranged according to their seniority in their previous functional level.

Article (98):

By decision of the competent authority, an employee may be transferred from one position to another within the same unit or outside it.

The transfer of occupants of leadership positions from one unit to another shall be by decision of the Prime Minister.

Article (99):

The following shall be required for the transfer of an employee:

- The position to which the employee is transferred must be vacant and funded in the unit's budget, or the employee must be transferred with his functional level, or transferred to one of the positions provided by the Agency in coordination with the Ministry of Finance.
- The employee must satisfy the requirements for occupying the position to which he is transferred.



- The transfer must be based on the employee's request, or based on the request of the unit from which he is transferred or the unit to which he is transferred, in order to achieve the public interest.
- The work needs of the unit from which transfer is requested must allow such transfer.
- The approval of the unit to which the employee is transferred must be obtained.
- The transfer must not cause the employee to miss his turn for promotion, unless the transfer is made at his request.
- The level of the position to which the employee is transferred must not be lower than the level of his original position.

Article (100):

An employee who does not occupy a leadership position or a supervisory management position may not be transferred from one unit to another except after presentation to the Human Resources Committees in both the unit from which he is transferred and the unit to which he is transferred, in accordance with the provisions of the Law.

The transfer shall be effective from the date of issuance of the transfer decision by the unit from which the employee is transferred, provided that such decision specifies the entity and the position to which he is transferred.

Article (101):

If an employee who does not occupy a leadership position or a supervisory management position submits a request to be transferred to another unit, the Human Resources Department shall record the date of receipt on the request and present it to the Human Resources Committee at its first following meeting, accompanied by a detailed memorandum on the employee's status based on his service file, provided that such memorandum indicates the extent to which the transfer conditions are satisfied in his case.



Article (102):

The Human Resources Department in the unit from which the employee is transferred shall send the transfer decision, his service file, and evidence of his release from liability to the unit to which he is transferred within a period not exceeding thirty days from the date of issuance of the transfer decision.

The lapse of such period shall be deemed an acknowledgment by the entity from which the employee is transferred that he has been released from liability, unless the delay is attributable to the employee.

Article (103):

The transferred employee shall be entitled to his full wage from the entity from which he is transferred until the date of his release from liability, unless he is assigned to the entity to which he is transferred.

The employee shall be entitled to his full wage from the entity to which he is transferred from the date on which he assumes work therewith.

Article (104):

The transferred employee shall retain the date of entitlement to the periodic increment, as well as the balances of his regular leave accrued in respect of his previous position, and his service shall be deemed continuous.

Article (105):

The unit may not use transfer as a means of penalizing the employee.

Article (106):

The unit shall transfer an employee with a disability within the unit, based on his request, to the workplace nearest to his place of residence, so long as there is a position in such workplace suitable to his condition.



Article (107):

The levels or grades of employees in positions and entities whose financial allocations are regulated by special laws or regulations shall be equated with the levels of the general cadre provided for in the tables attached to the Law, pursuant to a decision issued by the Prime Minister based on the presentation of the competent minister and the study of the Agency.

Article (108):

An employee may be fully assigned to temporarily perform the work of another position at the same functional level as his position, or at the level immediately above it, within the same unit in which he works or in another unit, for a period not exceeding four years in each unit, based on his request. In such case, the employee shall receive his full wage from the entity to which he is assigned.

Article (109):

An employee may be partially assigned during official working hours to temporarily perform the work of another position at the same functional level as his position, or at the level immediately above it, in another unit, based on his request.

In such case, the assigned employee shall receive from his original workplace his functional wage and a portion of his complementary wage proportionate to the amount of time and work performed in his original position during the month.

He shall also receive from the entity to which he is assigned a remuneration determined by the competent authority, proportionate to the amount of time and work performed in the position to which he is assigned.

Article (110):

An employee may be assigned outside official working hours to temporarily perform work in another unit, based on his request, in consideration of an assignment remuneration determined by the competent authority at the entity to which he is assigned, based on the presentation of the Human Resources Department.



Article (111):

By decision of the competent authority, an employee may, after his approval, be assigned to civil associations and institutions of public benefit, provided that the unit shall bear the employee's functional wage. The remaining provisions relating to assignment set out in this Chapter shall apply to him.

By way of exception thereto, the unit may, after the approval of the competent authority, bear the full wage of the assigned employee in the following two cases:

- If the nature of the works to which the employee is assigned does not allow him to receive any financial amounts from the association or civil institution to which he is assigned.
- If the association or civil institution is unable to bear the value of the full wage of the assigned employee.

Article (112):

In the event that an employee is assigned to another unit, the entity from which he is assigned shall prepare the assignment decision after obtaining the approval of the competent authority of both the assigning entity and the entity to which he is assigned, provided that such decision shall specify the entity and position to which he is assigned, the assignment period, and its commencement date.

Article (113):

The assigned employee shall be administratively subject to the entity to which he is assigned with respect to supervision, direction, and discipline.

Article (114):

The assignment shall terminate upon the expiry of its term. The entity from which the employee is assigned or the entity to which he is assigned may terminate the assignment at any time, provided that the employee, as well as the other entity, is notified at least one month prior to the termination.



In all cases, the entity from which the employee is assigned shall be obligated to pay the social insurance contributions due in accordance with the Social Insurance Law.

Article (115):

An employee may not be assigned to more than one unit throughout the assignment period.

Article (116):

The secondment of an employee shall be made by decision of the competent authority, based on the presentation of the Human Resources Department, the request of the entity to which he is seconded, and the employee's written approval to accept the secondment, for a period of one year renewable.

Article (117):

The entity from which the employee is seconded shall prepare the secondment decision and shall specify therein the entity and position to which he is seconded, the secondment period, and its commencement date.

Article (118):

The seconded employee shall be administratively subject to the entity to which he is seconded with respect to supervision, direction, and discipline.

Article (119):

The entity to which the employee is seconded shall bear the wage allocated to the position to which he is seconded, as well as all its other allocations and benefits.



Article (120):

The secondment period shall be included within the employee's period of subscription in the social insurance system and entitlement to the increment, subject to the provisions of the Social Insurance Law.

The secondment period shall not be included in calculating the inter-grade period required for promotion.

Article (121):

The secondment shall terminate upon the expiry of its term or the term of its renewal.

The employee may terminate his secondment before the expiry of the period authorized for him. In such case, he must return to the entity from which he is seconded within fifteen days from the date of expiry of the internal secondment, and within three months from the date of expiry of the external secondment, provided that the employee shall bear his subscription in the social insurance system for such period, and his wage shall be paid to him from the date on which he assumes work.

Article (122):

Upon the secondment of an employee, his position shall remain vacant, and it may be filled if the secondment period is one year or more. Upon the employee's return, he shall occupy his original position if it is vacant, or any vacant position at the level of his position, or he shall remain in his original position in a personal capacity, provided that his status shall be settled upon the first position becoming vacant at the same level as his position.

In all cases, the seconded employee shall regain all benefits of the position he occupied before the secondment, as of the date of his return from secondment and assumption of work.



Chapter Five: Wages and Increments: Incentive Increment

Article (123):

The Human Resources Department shall present to the Human Resources Committee or to the competent authority, as the case may be, a statement of the employees who may be granted the incentive increment from among those who satisfy the conditions provided for in the Law and within the limits set out therein.

In the event of competition when granting the incentive increment, preference shall be given to the employee with the higher ranking in the performance evaluation for the last two years, then to the employee with the higher total scores, then to the employee who is senior in the same functional level.

Chapter Five: Wages and Increments: Scientific Excellence Incentive

Article (124):

The scientific excellence incentive shall be granted in accordance with the following conditions and controls:

- The employee must obtain, during service, the higher academic qualification, diplomas, or academic degrees referred to in Article (39) of the Law, or their equivalent.
 - The diplomas, master's degree, or doctorate obtained by the employee must be connected to the nature of the position he occupies.
 - The incentive shall be due from the date of approval by the competent authority with respect to occupants of leadership positions and supervisory management positions, and from the date of approval of the minutes of the Human Resources Committee with respect to occupants of all other positions.
-



Article (125):

The Human Resources Department shall, as the case may be, present to the competent authority within one month, or to the Human Resources Committee at the first following meeting after submission of the request to obtain the incentive, a statement of the employees who satisfy the conditions for obtaining the scientific excellence incentive provided for in the Law and these Regulations.

Chapter Five: Wages and Increments: Inventions and Works

Article (126):

The employee shall notify the unit to which he belongs in writing of any invention or work he creates during or by reason of the performance of his job, if such invention or work results from official experiments, research, or studies, or is connected to military affairs, or falls within the scope of the duties of the position.

Article (127):

A committee shall be formed by decision of the competent authority, consisting of persons with expertise in the field of work of the unit and specialists in the subject matter of the invention or innovation, whether from inside or outside the unit.

The said committee shall be competent to assess the value of the compensation due to the employee who is the owner of the invention or innovation, provided that such compensation shall be fair. This shall be without prejudice to any invention or innovation connected to military affairs, which shall be referred by the committee to the competent entity to take the necessary action in respect thereof.

In all cases, the invention or innovation shall be owned by the State.



Article (128):

The resources of the special fund derived from the proceeds of exploiting the inventions and works created by the employee shall be included in the State's general budget, provided that the financial regulations of the fund, prepared by the competent authority, shall be approved by the Ministry of Finance.

Chapter Five: Wages and Increments: Draft Budget

Article (129):

Each unit shall include in its draft budget the appropriations necessary for granting its employees the functional wage and the complementary wage, in accordance with the Law.

Article (130):

The Human Resources Department of each unit shall notify other units when any amounts are paid, under any title whatsoever, to any of the employees of such units.

The employee shall notify his original workplace of any amounts he receives, under any title whatsoever, from any entity other than his unit, within a maximum period of five working days from the date of receiving such amounts.

Chapter Six: Leaves

Article (131):

Daily working hours shall be reduced by one hour for each of the following:

- An employee with a disability.
- An employee who has a child with a disability, pursuant to a decision issued by the competent medical council determining the disability.



- A female employee who breastfeeds her child, until the child reaches the age of two years.
 - A pregnant female employee, starting from the sixth month of pregnancy.
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Article (132):

If the employee is absent from work, the direct supervisor must notify the Human Resources Department, using the form prepared for such purpose, of such absence on the day it occurs, and of the return of the absent employee on the day of his return.

With the exception of casual leaves, every employee who is authorized to take leave shall, on the last day of his official working days, prepare a declaration of commencement of leave using the form prepared by the entity, indicating the start and end dates of the authorized leave and his address during the leave period. He shall also prepare a declaration of return from leave on the first day of his return from leave, and both declarations shall be submitted on the same day to the direct supervisor for approval and referral to the Human Resources Department.

Article (133):

An employee who requests an extension of his leave must notify the supervisor who authorized the leave, by any means that may be evidenced and by which the administration's knowledge is established, sufficiently before the expiry of his leave. If he does not receive a reply approving the extension, he must return to work, except in cases of mandatory leaves.

Article (134):

The Human Resources Department shall create an electronic or paper-based register for the regular leaves due to each employee, in which it shall record the remaining balance of leaves accrued before the Law came into force, the balance of leaves carried forward from each year separately from the three preceding years, and the balance of leaves due for the current year which is carried forward to the following year.



All of the foregoing shall be after deducting the periods of regular leave taken by the employee based on the declarations of commencement of leave and return therefrom, provided that such periods shall first be deducted from the regular leaves due for the current year, then from the leaves carried forward from the three preceding years, from the oldest to the most recent, and then from the leaves due before the Law came into force.

The Human Resources Department shall update the register referred to in the preceding paragraph periodically at the end of each year.

Article (135):

At the end of each year, the Human Resources Department shall prepare, based on the register provided for in the preceding Article, a statement of the remaining balance of regular leaves accrued under the Law and carried forward to the third year. The statement shall specify the cash consideration due to each employee for such leaves, based on his functional wage at the end of the year from which such leaves were carried forward.

The statement shall be approved by the competent authority or by whomever it delegates within fifteen days from the date of its preparation, and shall be sent to the concerned departments for implementation. A copy thereof shall be delivered to the employee within a further fifteen days.

Article (136):

Within a period not exceeding thirty days from the beginning of each year, the Human Resources Department shall notify each employee, using the form prepared for such purpose, of the remaining balance of his regular leave accrued before the Law came into force, the balance of his leave carried forward from each year separately from the three preceding years, and the balance of his regular leave due for the current year.

The employee may take his regular leave due for the current year, in addition to sixty days from the previous balance, without prejudice, in all cases, to the full wage due to him, whether such leave is taken continuously or over intervals throughout the year.



Article (137):

The Human Resources Department shall record the date of receipt on the request submitted by the employee to obtain his regular leave, and shall deliver to him an approved copy of such request, while keeping another copy in the service file after marking it to indicate that the employee has received a copy of the request or has refused to receive it.

The request shall be presented, no later than the following day, to the supervisor authorized by the competent authority to approve regular leave, in order for him to decide to grant the leave and determine its start and end dates, or to refuse to grant it, within two working days from the date on which it is presented to him.

In the event of refusal, the request shall be presented on the day following the date of refusal to the competent authority or whomever it delegates, in order for it to decide whether to grant or refuse the leave by a reasoned decision within two working days from the date on which it is presented thereto. If the aforementioned time limits lapse without a decision being made on the leave request, this shall be deemed a refusal thereof.

In all cases, a leave request may not be refused except within the limits of one third of the leaves due for the year.

The leave request, the decision of the supervisor authorized to approve the leave, or the decision of the competent authority, as the case may be, shall be deposited in the employee's service file, and a copy thereof shall be delivered to the employee.

Article (138):

Regular leaves due after the Law came into force may not be carried forward from one year to the following years except where the following conditions are satisfied:

- The employee must submit a request to obtain such leaves.
- The competent authority must decide to refuse the request for reasons related to the interest of work.
- The carry-forward must be within the limits of one third of the leaves due for the year and for a period not exceeding three years.



Article (139):

The violation by the competent employee of the provisions of Articles (134), (135), (136), (137), and (138) of these Regulations shall be deemed a breach of the duties of his position, requiring disciplinary accountability.

Chapter Six: Leaves: Sick Leave

Article (140):

If an employee is absent from work due to illness while he is inside the Republic, he must notify, within twenty-four hours from the time of his absence, his direct supervisor in the unit in which he works, stating his place of residence, so that the supervisor may refer him, through the Human Resources Department on the same day, to the competent medical council in preparation for granting him the necessary leave.

If the leave expires without his recovery, he must renew the notification no later than the day following the expiry of the leave, so that he may be medically examined again. The notification and examination shall be repeated until the employee returns to his work.

Article (141):

If an employee is absent from work due to illness while he is outside the Republic, he must notify his unit within twenty-four hours through the diplomatic mission, if any, and must obtain a medical report on his medical condition, certified by the mission. The employee shall submit the report to his workplace after his return from abroad, for referral to the competent medical council.

Article (142):

In cases where the competent medical council does not establish the employee's illness, the unit to which he belongs must refer him to investigation.



If it is proven that the employee feigned illness, he shall be subject to disciplinary action in accordance with the Law.

Article (143):

For the purposes of applying Article (52) of the Law, pilgrimage shall mean visiting the Holy Lands or Jerusalem.

Article (144):

The female employee shall be entitled to the maternity leave provided for in Article (52) of the Law, even if her newborn dies.

Article (145):

The employee referred to in item Fifth of Article (52) of the Law shall submit evidence proving that he has sat for the examination; otherwise, he shall be subject to disciplinary accountability.

Article (146):

A female employee shall be entitled to unpaid leave to care for her child for a maximum period of two years at one time.

Article (147):

Part-Time Work System in Consideration of a Percentage of Wage:

The competent authority may authorize the employee to work three working days, regardless of the number of working days at the unit. In such case, the employee shall receive sixty-five percent (65%) of his functional and complementary wage, and of the prescribed regular, sick, and casual leaves.



Article (148):

An employee appointed for the first time shall not be entitled, during the probationary period, to any leaves other than casual leave, sick leave, and maternity leave, provided that such leaves shall be deducted from the probationary period.

Chapter Seven: Job Conduct and Discipline: Job Conduct

Article (149):

The employee shall comply with the provisions of the applicable laws, regulations, decisions, and systems, and shall work to apply them. In particular, he shall be required to do the following:

- Perform the work assigned to him personally, accurately, and honestly, and complete it within the appropriate deadlines in accordance with the prescribed performance rates.
- Comply with official working hours and dedicate working time to the performance of his job duties.
- Preserve the dignity and good reputation of the position, appear in a manner appropriate to the position, and observe proper etiquette in his dealings with the public, his superiors, colleagues, and subordinates.
- Cooperate with his superiors and colleagues at work.
- Perform any job duties assigned to him, even outside official working hours, whenever the interest of work so requires.
- Preserve the properties and funds of the unit in which he works and observe their maintenance.
- Notify the unit in which he works of his place of residence, marital status, and any change thereto within no more than one month from the date of such change.
- Execute the orders issued to him accurately and honestly, within the limits of the applicable laws, regulations, and systems.



- Comply with the Code of Conduct and Ethics of the Civil Service.

Article (150):

The employee shall be prohibited from violating the applicable laws, regulations, decisions, and systems. In particular, he shall be prohibited from the following:

- Performing acts that are inconsistent with neutrality, impartiality, and job commitment during official working hours.
- Disclosing any information of which he becomes aware by virtue of his position, if such information is confidential by nature or pursuant to instructions to that effect, without written permission from the competent superior. This obligation shall remain in force after leaving service.
- Failing to respond to the observations or correspondence of the Central Auditing Organization in general, or delaying the response thereto. A response intended to procrastinate or delay shall be deemed equivalent to non-response.
- Failing, without acceptable excuse, to provide the Central Auditing Organization with accounts and supporting documents within the prescribed deadlines, or with any papers, documents, or other materials which it has the right to examine, review, or access pursuant to the law establishing it.
- Failing to provide the Central Agency for Organization and Administration with data and documents, or with any papers, documents, or other materials which it has the right to examine, review, or access pursuant to the law establishing it.
- Failing to respond to the correspondence of the Central Agency for Organization and Administration, or delaying the response thereto. A response intended to procrastinate or delay shall be deemed equivalent to non-response.
- Keeping for himself the original of any official paper, or removing such original from the files designated for its preservation, even if it relates to work assigned to him, or keeping a copy of any official or confidential document.
- Making any statement or declaration regarding the work of his position through media or communication means, unless he is authorized to do so in writing by the competent superior.



- Combining his position with any other work performed by him personally or through an intermediary, if such work would prejudice the performance of the duties of the position or would be inconsistent with its requirements.
- Performing work for others for a wage or remuneration, even outside official working hours, except with permission from the competent authority. Nevertheless, the employee may, for a wage or remuneration, undertake guardianship, custodianship, agency for absentees, or judicial assistance work if the person under guardianship or custodianship, the absentee, or the person for whom a judicial assistant is appointed is related to him by kinship or affinity up to the fourth degree.
- Practicing any partisan or political activity, collecting donations or contributions for the benefit of parties or groups, or publishing or promoting propaganda for them, if this takes place inside the workplace or on the occasion of performing his work.
- Participating in organizing meetings inside the workplace without permission from the competent authority or whomever it delegates, without prejudice to the provisions of the laws regulating trade union organizations.
- Exploiting his job influence.
- Mistreating the public receiving the service, deliberately slowing down the performance of the service or delaying it, or abusing authority.
- Misusing work tools or equipment, tampering with the assets and properties of the workplace, or committing negligence that results in the loss of any financial rights of the State, employees, or persons dealing with the entity.
- Accepting any gifts, commission, service, or loan on the occasion of performing his job duties.
- Carrying out any activity or committing any conduct that would disturb public security, affect social peace, or constitute any act that causes him to lose the good reputation and good conduct required for occupying public positions or continuing to occupy them.



Chapter Seven: Job Conduct and Discipline: Referral to Investigation and Its Procedures

Article (151):

The employee shall be referred to investigation regarding the violations attributed to him, with the approval of one of his administrative superiors whose functional level is not lower than General Manager.

Article (152):

Before commencing the investigation with the employee, he must be notified in writing in a manner that establishes his knowledge of the decision referring him to investigation, through a summons order that includes the following data:

- His full name.
 - National ID number.
 - The title of the position he occupies.
 - The subject matter of the violation attributed to him.
 - The authority that decided to refer him to investigation and the date of the decision.
 - The date and place of commencement of the investigation, provided that the period for commencing the investigation shall not exceed ten days from the date of receipt of the decision referring him to investigation.
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Article (153):

If the employee referred to investigation refuses to attend despite being notified in writing, he shall be notified again within three working days of the new date. If he fails to attend, the investigating authority shall proceed with completing the investigation.



The same provision shall apply if the employee refuses to receive the summons order, and such refusal shall be noted on the summons order and deposited among the investigation papers.

Article (154):

For the purpose of performing his duty, the investigator may take the necessary measures to ensure the integrity of the investigation. In particular, he may do the following:

- Review records and papers, record this in the minutes, mark each paper reviewed by him, and record the date of review. The investigator may seal papers, records, and any other documents which the investigation requires to be preserved.
 - Request copies of any papers where the investigation does not require preservation of their originals, or where the public interest requires that they not be attached.
 - Request the opinion or testimony of any occupant of leadership positions, provided that the request for opinion or testimony and the response thereto shall be in writing.
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Article (155):

Without prejudice to the provision of the second paragraph of Article (59) of the Law, the investigation with the employee referred to investigation shall be conducted in writing and recorded in minutes numbered with serial numbers.

The minutes shall state the date, hour, and place of opening the minutes; the name of the investigator; the referral decision; the authority that issued it; the name of the employee referred to investigation, his age, place of residence, the department to which he belongs, his position and its functional level; a summary of the incident subject of the investigation; the statements of prosecution and defense witnesses; the documents reviewed; and the hour and date of closing the minutes.

Each page of the minutes shall be appended with the signature of the investigator and the person who gave his statements on such page.



Article (156):

The employee referred to investigation shall have the right to review all investigation papers and submit any documents he wishes in support of his defense.

Article (157):

Every employee who is summoned to give his testimony in the investigation and refrains from attending or from providing the information he has, without an acceptable excuse, shall be subject to disciplinary accountability.

Article (158):

If it appears during the investigation that there is suspicion of the commission of a criminal offense, the matter shall be presented to the competent authority to notify the Public Prosecution.

Notification of the Public Prosecution shall not prejudice the unit's right to impose the disciplinary penalty for what is proven against the violator, unless establishing disciplinary liability depends on the determination of the criminal case.

Article (159):

If there are several employees referred to investigation, and the investigation with one of them falls within the jurisdiction of the Administrative Prosecution, the matter must be presented to the competent authority for referral to the Administrative Prosecution.



Chapter Seven: Job Conduct and Discipline: Completion of Investigation and Disposal Thereof

Article (160):

Completion of Investigation and Disposal Thereof:

The investigation period shall commence from the date on which the employee is referred to investigation and shall end upon the preparation of the final report on the results of the investigation.

The investigation period may not exceed three months, and it may be extended for another period with the approval of the competent authority.

Article (161):

Upon completion of the investigation, the investigating authority shall prepare a memorandum on the result of the investigation concerning what is attributed to the employee, and shall present it to the competent authority for disposal, either by filing it away or by imposing the appropriate penalty.

Article (162):

The employee may not be disciplined more than once for the same act.

Article (163):

The employee shall be notified in writing of the penalty decision imposed on him and the reasons therefor, within seven working days from the date of its issuance.

If the employee refuses to receive the notification and sign a copy thereof, such refusal shall be noted thereon. In such case, publication of the penalty decision on the notice board shall be sufficient.



The penalty of deduction from the functional wage due to the employee shall be enforced as of the wage of the month following his notification of the penalty decision imposed on him or its publication, within the limits legally permissible.

Article (164):

The investigation and penalty papers shall be deposited in a sub-file attached to the employee's service file. A special disciplinary penalties sheet shall be prepared and deposited in the said sub-file, in which the violations and penalties imposed on him, as well as the dates and numbers of the decisions issued imposing them, shall be recorded.

If the investigation results in more than one violator, it shall be sufficient to keep the investigation papers in the file of the first violator, and a true copy thereof shall be kept in the files of the remaining violators.

Chapter Seven: Job Conduct and Discipline: Suspension

Article (165):

If the interest of the investigation requires the employee to be precautionarily suspended from work, the matter shall be presented to the competent authority by a memorandum including the subject matter of the investigation, the justifications for suspension, and its period, which shall not exceed three months.

If the competent authority decides to suspend him from work, he must be notified of the suspension decision, and a copy thereof shall be sent to each of his direct supervisor and the Human Resources Department.



Chapter Seven: Job Conduct and Discipline: Referral to Disciplinary and Criminal Trial

Article (166):

Referral to Disciplinary and Criminal Trial:

The employee shall be deemed referred to disciplinary trial from the date on which the referral decision is deposited with the Registry of the Disciplinary Court.

The employee shall be deemed referred to criminal trial from the date of issuance of the referral order by the investigating judge, or from the date on which the accused is summoned to appear before the competent court by the Public Prosecution or the civil claimant.

Article (167):

The disciplinary penalties imposed on the employee shall be expunged upon the lapse of the periods provided for in Article (67) of the Law, by a decision of the competent authority based on the presentation of the Human Resources Department, without the need for the employee to submit a request.

Chapter Eight: Termination of Service: Reaching the Age of Sixty

Article (168):

Reaching the Age of Sixty:

At the beginning of each year, the Human Resources Department shall prepare a statement of the names of employees who will reach the prescribed age for leaving service during the year, in preparation for taking the procedures for issuing service termination decisions by the competent authority or whomever it delegates, as of the day following the date on which such age is reached.



The Human Resources Department shall notify the employee of the date on which he reaches the prescribed age for leaving service at least two months before reaching such age. A copy of the service termination decision shall be delivered to each of the employee, his direct supervisor, and the concerned departments, while another copy shall be kept in the service file after being marked to indicate that the employee has received a copy of the decision or has refused to receive it.

Chapter Eight: Termination of Service: Resignation

Article (169):

The employee may submit his resignation from his position in writing, and his service shall not terminate except from the date of issuance of the decision of the competent authority, or whomever it delegates, accepting the resignation.

Article (170):

If the employee submits his resignation, the Human Resources Department at the unit shall record the date of receipt thereon and shall immediately present it to the competent authority, or whomever it delegates, accompanied by a detailed memorandum on the employee's status based on his service file.

Article (171):

The resignation request must be decided upon within thirty days from the date of its submission; otherwise, the resignation shall be deemed accepted by operation of law, unless the request is conditional or coupled with a restriction. In such case, the employee's service shall not terminate unless the decision accepting the resignation includes granting him his request.

During such period, acceptance of the resignation may be deferred for reasons related to the interest of work, provided that the deferral period shall not exceed thirty days in addition to the thirty-day period provided for in the preceding paragraph.



Article (172):

If the competent authority, or whomever it delegates, decides to approve the acceptance of the resignation, or to defer its acceptance for reasons related to the interest of work or due to the taking of disciplinary procedures against the employee, the Human Resources Department must immediately notify the employee thereof.

In all cases, the resignation shall be deposited in the employee's service file after being marked with the decision of the competent authority or whomever it delegates.

Article (173):

The employee must continue performing his work until he is notified of the decision accepting the resignation, or until the time limit provided for in Article (171) of these Regulations has expired.

Chapter Eight: Termination of Service: Referral to Retirement or Dismissal from Service

Article (174):

Referral to Retirement or Dismissal from Service:

If a judgment is rendered against the employee referring him to retirement or dismissing him from service, the Human Resources Department must present the matter to the competent authority, or whomever it delegates, to issue a decision terminating his service as of the date of issuance of the judgment.

However, if the employee was suspended from work before the issuance of the judgment, his service shall be deemed terminated from the date of his suspension, and no amounts previously paid to him as wage may be recovered from him.



Chapter Eight: Termination of Service: Loss of Nationality or Absence of the Reciprocity Requirement

Article (175):

Loss of Nationality or Absence of the Reciprocity Requirement:

If the employee loses his Egyptian nationality, or if the reciprocity requirement ceases to apply to him in respect of nationals of other States, the Human Resources Department must present the matter to the competent authority, or whomever it delegates, to issue a decision terminating his service as of the date of loss of nationality or absence of the reciprocity requirement.

Any amounts received by the employee from the date of loss of nationality or absence of the reciprocity requirement until the date of his release from liability shall be deemed wage in consideration of work.

Chapter Eight: Termination of Service: Absence from Work without Permission

Article (176):

Absence from Work without Permission:

If the employee is absent from work without permission for fifteen consecutive days and fails, during the following fifteen days, to submit proof that his absence was due to an acceptable excuse, or if the employee is absent from work without permission for thirty non-consecutive days in one year, even if he has been disciplined for the periods of non-consecutive absence, the competent authority, or whomever it delegates, must terminate his service from the date of his consecutive absence from work, or from the day following the completion of his non-consecutive absence.



Chapter Eight: Termination of Service: Medical Unfitness for Service

Article (177):

Medical Unfitness for Service:

If the employee's medical unfitness for service is established by a decision of the competent medical council, the Human Resources Department must present the matter to the competent authority, or whomever it delegates, to issue a decision terminating his service.

The competent authority may not terminate the employee's service due to medical unfitness before the exhaustion of his sick and regular leaves, unless he requests the termination of his service without waiting for the expiry of his leaves.

In all cases, the employee's service shall terminate if his medical unfitness is established due to drug addiction.

Chapter Eight: Termination of Service: Joining the Service of a Foreign Entity without Authorization

Article (178):

Joining the Service of a Foreign Entity without Authorization:

If the employee joins the service of a foreign entity without authorization from the Government of the Arab Republic of Egypt, the Human Resources Department must present the matter to the competent authority, or whomever it delegates, to issue a decision terminating his service as of the date of his joining the service of such entity.



Article (179):

Judgment against the Employee:

If a final judgment is rendered against the employee imposing a felony penalty or a custodial penalty in a crime involving moral turpitude or breach of trust, or one that causes him to lose confidence and esteem, the Human Resources Department must present the matter to the competent authority, or whomever it delegates, to issue a decision terminating his service.

Chapter Eight: Termination of Service: Death

Article (180):

Death:

If the employee dies, the Human Resources Department must present the matter to the competent authority, or whomever it delegates, to issue a decision terminating his service as of the date of his death.

Article (181):

If the employee submits a written request expressing his desire to be referred to early retirement in accordance with the provisions of Article (70) of the Law, the Human Resources Department at the unit shall record the date of receipt thereon and shall immediately present it to the competent authority, accompanied by a detailed memorandum on the employee's status based on his service file.

Article (182):

The request for referral to early retirement must be decided upon within thirty days from the date of submission of the request; otherwise, the request for referral to retirement shall be deemed accepted by operation of law.



Article (183):

During the period provided for in the preceding Article, the competent authority, or whomever it delegates, may notify the employee of the deferral of consideration of the request for referral to early retirement for a period not exceeding three months, commencing from the day following the date of his notification, pending the preparation of a plan to ensure business continuity, provided that such plan shall be sent to the Human Resources Department.

Article (184):

The employee must continue performing his work until he is notified of the decision accepting the request for referral to early retirement, or until the two periods provided for in Articles (182) and (183) of these Regulations have expired.

Article (185):

For the application of the provisions of Article (70) of the Law, the period of subscription in social insurance must be twenty actual years, in accordance with the Social Insurance Law.

Chapter Nine: General and Transitional Provisions

Article (186):

Upon termination of his service, the employee shall be entitled to compensation for the balance of his regular leaves accrued before the provisions of the Law came into force and which he did not exhaust before the termination of his service. The cash compensation shall be calculated on the basis of the basic wage, in addition to the special increments he was receiving up to the date on which the Law came into force.



The Human Resources Department at the unit shall prepare a detailed statement based on the employee's service file and leave register, specifying the remaining leave balance due to him and the value of the cash compensation therefor, provided that such statement shall be approved by the competent authority within fifteen days from its preparation and sent to the concerned departments for implementation. A copy thereof shall be delivered to the employee, accompanied by a notice of the payment dates.

The cash compensation shall be paid in accordance with the system issued by a decision of the Minister of Finance in this regard.

Article (187):

Without prejudice to the provisions of Law No. 19 of 2012 and its executive rules concerning appointment under the fixed wages item in Chapter One, all temporary workers contracted from 1/5/2012 until 30/6/2016 shall be transferred to the item of "Seasonal Workers' Wages" under Chapter One, following the study of the Agency and the Ministry of Finance, provided that the employee submits a written request for transfer.

Any person who has spent three years after being transferred to the item of "Seasonal Workers' Wages" under Chapter One shall be appointed at the lowest grades under the fixed wages item in Chapter One "Wages", to positions included in the unit's budget, following the study of the Agency and the Ministry of Finance, and subject to the fulfilment of the following conditions:

- The contract must have been concluded before 30/6/2016.
- The conditions for occupying the positions to which appointment will be made must be satisfied.
- The appointment must be to vacant and funded positions in the unit's budget.
- The Agency must be provided with official copies of all contracts concluded from the commencement of contracting.
- The Agency must be provided with payment forms for the entire contracting period, provided that they are signed by the financial controller of the unit.

The provision of this Article shall apply to temporary workers contracted after 30/4/2012 and until 30/6/2016 under the item of "Seasonal Workers' Wages" in Chapter One.



Article (188):

The units subject to the provisions of this Law shall, within one year from the date on which it comes into force, be obligated to do the following:

- Update organizational structures and job description cards.
 - Develop current workflows and remove unnecessary steps.
 - Identify the services provided by each unit in terms of their procedures, conditions, forms, fees for such services, the time required to obtain the service, and the grievance mechanism in the event of delay in obtaining the service.
 - Establish performance evaluation indicators and standards.
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Article (189):

The competent authority may, according to the needs of work and no later than 1/11/2019, reappoint the employee appointed before the provisions of the Law came into force and who obtained a higher qualification during service before the provisions of the Law came into force or before the expiry of the aforementioned deadline, subject to the fulfilment of the following conditions:

- The employee must be in service at the time of submitting the request for settlement of his employment status.
- The employee must satisfy the conditions for occupying the position to which he is reappointed.
- The reappointment must be to vacant and funded positions in the unit's budget.
- No request shall be made to announce the filling of the position that became vacant as a result of the reappointment for a period of three years.
- The reappointment must be at the beginning of the group of positions to which reappointment is made.
- The employee shall receive the full wage prescribed for the position to which he is reappointed, or his full previous wage, whichever is greater.



The wage prescribed for the position to which reappointment is made shall be settled in accordance with the provision of the preceding paragraph for all those who have been reappointed pursuant to Article (76) of the Law.

Article (190):

If the term of occupying a leadership position expires and is not renewed, and the occupant thereof is among those appointed before the Law came into force, he shall be transferred to another vacant and funded position, the level of which shall not be lower than the level of the leadership position he was occupying.

Article (191):

The employee's performance during the period from 1/1/2017 until 30/6/2017 shall be evaluated in accordance with the provisions, rules, and procedures prescribed before the Law came into force.

Article (192):

The employee shall be entitled to half of the balance of regular and casual leaves in accordance with the provisions and rules prescribed before this Law came into force, for the period from 1/1/2017 until 30/6/2017, and any fraction shall be rounded in favor of the employee.

Article (193):

The provisions of these Regulations shall apply to the periods of occupying leadership positions, assignments, secondments, and unpaid leaves authorized after the provisions of the Law came into force.



Article (194):

For those appointed before the Law came into force, periods of academic and practical experience shall be calculated in accordance with the conditions and rules prescribed before its provisions came into force.

Article (195):

The disciplinary penalties imposed on the employee before the provisions of the Law came into force shall be governed by the rules prescribed under the State Civil Servants System Law promulgated by Law No. 47 of 1978.

