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**በኢትዮጵያ ፌዴራላዊ ዲሞክራሲያዊ ሪፑብሊክ
የአማራ ብሔራዊ ክልላዊ መንግስት ምክር ቤት
ዝክረ-ሕግ**

ZIKRE-HIG

**OF THE COUNCIL OF THE AMHARA NATIONAL REGIONAL STATE
IN THE FEDERAL DEMOCRATIC REPUBLIC OF ETHIOPIA**

የአንዱ ዋጋ ብር 7.47 Price	በአማራ ብሔራዊ ክልላዊ መንግስት ምክር ቤት ጠባቂነት የወጣ	ISSUED UNDER THE AUSPICES OF THE COUNCIL OF THE AMHARA NATIONAL REGIONAL STATE	የፖ.ሣ.ቁ 312 P.o. Box
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<u>ማዕጫ</u> <u>ደንብ ቁጥር 62/2000 ዓ/ም</u> ደንብ ቁጥር 62/2000 ዓ/ም በአማራ ብሔራዊ ክልላዊ መንግስት የተሻሻለው መሠረታዊ የሥራ ሂደት ለውጥ ጥናት ማስፈጸሚያ ክልል መስተዳድር ምክር ቤት ደንብ፤	<u>CONTENTS</u> <u>Regulation No. 62/2008</u> The Amhara National Regional State the Revised Business Process Reengineering Study Implementation, Council of Regional Government Regulation.
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ደንብ ቁጥር 62/2000 ዓ/ም

በአማራ ብሔራዊ ክልላዊ መንግስት የተሻሻለውን
መሠረታዊ የሥራ ሂደት ለውጥ ጥናትን ለማስፈጸም
የወጣ ክልል መስተዳድር ም/ቤት ደንብ

REGULATION No. 62/2008

A COUNCIL OF REGIONAL GOVERNMENT
REGULATION ISSUED TO PROVIDE FOR THE
IMPLEMENTATION OF THE REVISED BUSINESS
PROCESS REENGINEERING STUDY IN THE
AMAHARA NATIONAL REGIONAL STATE.

የክልሉ መንግስት ተጠያቂነትን የሚያስከትል፤ ግልፅነትን የተላበሰ፤ ፈጣንና ቀልጣፋ አገልግሎት በየደረጃው በመስጠት ከድህነት የመውጣት ግብን ለማሳካት ይቻላል። ዘንድ ከግንቦት ወር 1999 ዓም ጀምሮ ሲካሄድ የቆየው የመሠረታዊ የሥራ ሂደት ለውጥ ጥናት በአብዛኛዎቹ የመንግስት መስሪያ ቤቶች የተጠናቀቀ በመሆኑ፤

WHEREAS, the Business Process Reengineering Study which has been undertaken since May,2007 that enables the Regional Government to achieve its goal of extricating itself from poverty by rendering, at all level, speedy and efficient service which has accountability and transparency has been completed in many government offices;

የመሠረታዊ የሥራ ሂደት ለውጥ ጥናት ግኝት ማስፈጸሚያ አዋጅ ወጥቶ ሥራ ላይ መዋል የጀመረ በመሆኑ፤

WHEREAS, a proclamation has been enacted and put into effect with regard to the implementation of finding of Business Process Reengineering Study;

በዚህም መሠረት የተጠናቀቁ ጥናቶችን ይዞ ወደ ሙከራ መግባት ይቻላል። ዘንድ በቅድሚያ ለየሥራ ሂደቶች ሁለንተናዊ ብቃት ያላቸውንና የህዝብ አገልጋይነት ስሜት የተላበሱ ሠራተኞችን በፍትህዊነት ለይቶ ለመደልደል የሚያስችል ሥርዓት መዘርጋት በማስፈለጉ፤

WHEREAS, in order to enter into pilot testing, having held those studies completed accordingly, first of all, it has become necessary to put in place a system enabling to fairly identify and place those employees who have overall efficiency for the processes and are dedicated to public service interest thereof;

የሙከራ ትግበራውን ለማስፈፀም ወጥቶ የነበረው ደንብ በተግባር ሲፈተሽ የታዩ ክፍተቶችን በመሙላትና አዳጊ ሃሳቦችን በማካተት ማሻሻል ለመሠረታዊ የሥራ ሂደት ለውጥ ውጤታማነት የላቀ ጠቀሜታ እንዳለው በመታመኑ፤

WHEREAS, it is believed that revising the regulation, which has already been issued to execute the pilot testing implementation by filling the gaps identified where it is practically exercised and by including emerging ideas has a significant benefit for effectiveness of the Business Process Reengineering Study thereof;

የአማራ ብሔራዊ ክልል መስተዳድር ም/ቤት በተሻሻለው የክልሉ ህገ-መንግሥት አንቀጽ 58 ንዑስ አንቀጽ 7 እና በመሠረታዊ የሥራ ሂደት ለውጥ ጥናት ማስፈፀሚያ አዋጅ ቁጥር 152/2000 ዓ/ም አንቀጽ 6 ንዑስ አንቀጽ 1 ድንጋጌዎች ሥር በተሰጠው ሥልጣን መሠረት ይህንን ደንብ አውጥቷል።

NOW, THERFORE, the Council of Amhara National Regional Government, in accordance with the power vested in it, under the provisions of Art.58 Sub.Art.7 of the Revised Regional Constitution and sub. Art. 1 of art 6. of Business Process Reengineering Study Implementation Proclamation No.152/2008, hereby issues this regulation.

ክፍል አንድ

ጠቅላላ

1. አጭር ርዕስ

ይህ ደንብ የተሻሻለው መሠረታዊ የሥራ ሂደት ለውጥ ጥናት ማስፈጸሚያ ደንብ ቁጥር 62/2000 ዓ/ም ተብሎ ሊጠቀስ ይችላል።

2. ትርጓሜ

የቃሉ አገባብ ሌላ ትርጉም የሚያሰጠው ካልሆነ በስተቀር በዚህ ደንብ ውስጥ፦

1. “የመንግስት መ/ቤት” ማለት ራሱን ችሎ በአዋጅ ወይም በደንብ የተቋቋመና ሙሉ በሙሉ ወይም በከፊል በመንግስት በጀት የሚተዳደርና መሠረታዊ የሥራ ሂደት ለውጥ ጥናት ያካሄደ መስሪያ ቤት ሲሆን የከተማ አስተዳደሮችንም የሚያካትት ነው።
2. “የመንግስት ሠራተኛ” ማለት መሠረታዊ የሥራ ሂደት ለውጥ ጥናት አካሄደው ባጠናቀቁ መ/ቤቶች ወይም ወደፊት በተመሳሳይ መልኩ ጥናቱን በሚያጠናቅቁ መስሪያቤቶች ውስጥ በቋሚነት ወይም በጊዜያዊነት ተቀጥሮ በመስራት ላይ የሚገኝ ሠራተኛ ነው።
3. “መሠረታዊ የሥራ ሂደት ለውጥ ጥናት” (BPR) ማለት በአንድ የመንግስት መ/ቤት ውስጥ መሠረታዊ የሥራ ሂደት ለውጥ ለማምጣት ወይም የተገልጋዮችን እርካታ ለማረጋገጥ የሚከናወን ጥናት ነው።
4. “ደልዳይ ኮሚቴ” ማለት መሠረታዊ የሥራ ሂደት ለውጥ ጥናት በተጠናቀቀባቸው መ/ቤቶች ውስጥ ይህን ደንብ መሠረት በማድረግ ሠራተኞችን ለመደልደል የተቋቋመ ኮሚቴ ነው።

PART ONE

GENERAL

1. Short Title

This regulation may be cited as “The Revised Business Process Reengineering Study Implementation, Council of Regional Government Regulation No.62/2008.”

2. Definition

Unless the context otherwise requires, in this regulation:

1. “Government office” shall mean an autonomous government office established by a proclamation or regulation and fully or partially financed by government budget and thereby conducted Business Process Reengineering Study thereof and it includes city administrations.
2. “Civil Servant” shall mean an employee who has been permanently or temporarily recruited and worked in those government offices which have conducted and completed Business Process Reengineering Study or which may do in a similar manner in future.
3. “Business Process Reengineering Study” (BPR) shall mean a study to be conducted so as to bring about basic work process change or to materialize satisfaction of service-seeking persons in a government office.
4. “Placing Committee” shall mean a committee established to place employees in government offices whereabouts Business Process Reengineering Study has been completed thereof.

- 5. “መፍትሄ አፈላላጊ ኮሚቴ” ማለት በመሠረታዊ የሥራ ሂደት ለውጥ ምደባ የማይታቀፉ ሠራተኞችን በተመለከተ የተቀመጡ አማራጮችን ተግባራዊ ለማድረግ የተቋቋመ ኮሚቴ ነው።
- 6. “የሥራ ሂደት ቡድን” (case team) ማለት አንድን የሥራ ሂደት ውጤታማ ለማድረግ በቡድን የሚሠሩ ባለሞያዎች ስብስብ ነው።
- 7. “ሥራ ፈፃሚ ሠራተኛ” (case worker) ማለት አንድን ተግባር ወይም የሥራ ሂደት ከመነሻ እስከ መድረሻ በተናጥል የሚሠራ ባለሞያ ነው።
- 8. “የሥራ ሂደት መሪ ” (process owner) ማለት አንድን የሥራ ሂደት በባለቤትነት የሚመራ ሰው ነው።
- 9. የስራ ሂደት አስተባባሪ (process coordinator) ማለት በአንድ የስራ ሂደት ውስጥ ከተመደቡ ሰራተኞች መካከል ሆኖ የስራ ሂደቱን በባለቤትነት የሚያስተባብርና በሂደቱ ውስጥ የተሰጠውን የፈጻሚነት ድርሻም የሚወጣ ሰው ነው።
- 10. “የሥራ ሂደት (process)” ማለት የተወሰነ ግብዓት በመጠቀም የመስሪያቤቱን ተልዕኮ ማሳካት እና በመጨረሻ የተገልጋይን እርካታ የሚያረጋግጡና ተጨማሪ እሴት የሚፈጥሩ ተመሳሳይ ተግባራት ስብስብ ነው።
- 11. “የመ/ቤት ኃላፊ” ማለት አንድን መ/ቤት በበላይነት እንዲመራ የተመደበ ኃላፊ ሲሆን በከተማ አስተዳደሮች ደግሞ ከንቲባ ነው።

3. የተፈጻሚነት ወሰን

ይህ ደንብ ተፈፃሚ የሚሆነው መሠረታዊ የሥራ ሂደት ለውጥ ጥናት አጠናቀው ጥናቱን ተግባራዊ በሚያደርጉና በሙሉም ሆነ በከፊል በክልሉ መንግሥት በጀት በሚተዳደሩና በየደረጃው ባሉ መስሪያ ቤቶች ላይ ሲሆን በክልል ደረጃ የሚጠናው ጥናት በተዋረድ እስከ ቀበሌ ድረስ የሚተገበር ይሆናል።

- 5. “Solution Seeking Committee” shall mean a committee established to implement the proposed alternatives with respect to those employees who are not embraced in placement of Business Process Reengineering Study.
- 6. “Case Team” shall mean a collection of experts working in a team so as to make a certain process effective.
- 7. “Case Worker” shall mean an expert who individually performs a certain activity or process from its beginning up to its end.
- 8. “Process Owner” shall mean a person who directs over a certain process in a responsible capacity.
- 9. “Process Coordinator” shall mean, being one among from those assigned employees, a person who coordinates the process in a responsible capacity and discharge his share of execution entrusted upon him by the process.
- 10. “Process”, shall mean, by employing certain inputs therein to attain mission of the government office, a sum total of similar activities which may result additional value and finally confirms satisfaction of service seekers.
- 11. “Head of a Government Office” shall mean a head assigned to direct over a government office and the mayor in city administrations.

3. Scope of Application

This regulation shall apply to all levels of government offices which have completed Business Process Reengineering Study and thereby implement same and fully or partially financed by the Regional Government budget and the study to be conducted at regional level shall be heretically implemented upto kebele.

4. ዓላማ

ይህ ደንብ የሚከተሉት መሠረታዊ ዓላማዎች ይኖሩታል፤

1. በመሠረታዊ የሥራ ሒደት ለውጥ ጥናት የተገኘውን ውጤት በየደረጃውና በየመ/ቤቶች ተግባራዊ በማድረግ የመ/ቤቶችን የመፈፀም ብቃት ለማሳደግ፤
2. የለውጥ አደናቃፊ ሁኔታዎችን በቅድሚያ በመለየትና በመቅረፍ መፍትሔ በሚሹ መሠረታዊ ጉዳዮች ላይ ልዩ ትኩረት ለመስጠት፤
3. በለውጡ ተግባራዊነት ሚና ያላቸው አካላትና ሀይሎች ሚናቸውን በውል ተገንዝበው ንቁ ተሳትፎ የሚያደርጉበትን ሁኔታ ለመፍጠር፤
4. ጥናቱ በሚመለከተው አካል ጸድቆ ተግባራዊ ሲሆን የሠራተኞችን ድልድል ግልጽነትና ተጠያቂነት የተላበሰ እንዲሆን ለማስቻል፤

ክፍል ሁለት

መሠረታዊ የሥራ ሂደት ለውጥ ጥናትን ተግባራዊ ስለማድረግ፤

5. መሠረታዊ የሥራ ሂደት ለውጥ ጥናት ተግባራዊ ስለሚሆንበት ሁኔታ፤

1. የመሠረታዊ የሥራ ሂደት ለውጥ ጥናት ሲጠናቀቅ በአዋጁ መሠረት በክልል ካቢኔ እና እሱ በሚወክለው አካል እየፀደቀ ተግባራዊ ይደረጋል

4. Objective

This Regulation shall have the following basic objectives:

1. To promote the implementation competency of government office by putting into effect the findings obtained through the Business Process Reengineering Study at all level of any government office.
2. To give special attention to basic matters seeking remedies by identifying and solving change obstructing condition in advance.
3. To create conditions through which those bodies and forces having a role in the implementation of the change may make active participation by thoroughly realizing their role thereof.
4. To enable placement of employees to be transparent and accountable where the study is approved by the body concerned and thereby be effected thereof.

PART TWO

IMPLEMENTATION OF BUSINESS PROCESS

REENGINEERING STUDY

5. Conditions of Implementation of Business Process Reengineering Study

1. The Business Process Reengineering Study shall, having been approved by the Regional Cabinet and the body to be delegated by it, be implemented in accordance with the proclamation where the study is completed thereof.

2. የመሠረታዊ የሥራ ሂደት ለውጥን አመራሩ በባለቤትነት የሚይዘው ሆኖ የሠራተኛውን ተሳትፎ ያረጋገጠ ይሆናል።

2. The Business Process Reengineering shall, having been under the responsible capacity of the leadership, confirm the involvement of employees thereof.

6. የሠራተኞች ድልድል ስለሚፈጸምበት ሁኔታ

6. Conditions of Implementation of employees' placement

1. ከሁሉም በፊት በመ/ቤቱ ያሉ ሠራተኞች ፕሮፋይል (profile) ጥራት ባለው አግባብ ተመዝግቦ ይያዛል። የትምህርት ዝግጅቱን፣ የስራ ልምዱንና የማህደር ጥራቱን በተመለከተ የተሰበሰበው መረጃ ትክክለኛ ስለመሆኑ እያንዳንዱ ሰራተኛ በፊርማው ያረጋግጣል።

1. First of all, the profile of employees in the government office shall be recorded and kept in a clear proper manner. Every employee shall approve in his signature whether or not the information collected with regard to his educational qualification, work experience and his personal file is veracity.

2. በመሠረታዊ የሥራ ሂደት ለውጥ (BPR) ጥናቱ መሠረት በቡድን ወይም በተናጥል ይከናወናሉ ለተባሉ ስራዎች ተፈላጊ ችሎታዎችና ሌሎች የውድድር መስፈርቶች ተለይተው በደልዳይ ኮሚቴው አማካኝነት በመ/ቤቱ የማስታወቂያ ሠሌዳ ላይ ይለጠፋሉ።

2. Qualification requirements and other competition criteria for the works proposed to be carried out in a group or individual capacity in accordance with the Business Process Reengineering (BPR) Study shall be specified and posted on the notice board of the government office by placing committee thereof.

3. ደልዳይ ኮሚቴው በጥናቱ የተለዩ ተፈላጊ ችሎታዎችንና በዚህ ደንብ ክፍል ሦስት ስር የተዘረዘሩትን የድልድል መስፈርቶች መሠረት በማድረግ ሠራተኞችን አወዳድሮ ይመድባል።

3. The placing committee shall assign employees through competition, pursuant to various qualification requirements in the study and placement criteria specified under PART THREE of this regulation hereof.

4. የሰራተኛ ደልዳይ ኮሚቴው የሰራተኛ ድልድል ሲያካሂድ፦

4. Where the employee placing committee carries out employee's placement; it:

ሀ/ ከፍተኛ የስራ ልምድና የትምህርት ዝግጅት የሚጠይቁ የስራ መደቦችን በማስቀደም በቅደም ተከተል ይሰራል፤

A. Shall orderly accomplish by prioritizing job titles required high work experience and educational qualification;

ለ/ ሰራተኞች ከውድድሩ በፊት የሚወዳደሩበትን የስራ መደብ ለይተው እንዲያሳውቁ አይደረግም።

B. Shall not specifically notify job title for which employees may compete before the competition

ሐ/ በዚህ አንቀጽ ንዑስ አንቀጽ ፊደል ተራ ቁጥር ሀ የተደነገገው እንደተጠበቀ ሆኖ ባልተጠኑ የስራ ሂደቶች ላይ እየሰሩ ያሉ ሰራተኞች በማንኛውም የተጠና የስራ መደብ ላይ ተወዳድረው ከመመደባቸው በፊት በቅድሚያ ፈቃደኛነታቸውን ማረጋገጥ ያስፈልጋል።

C. Without prejudice to the provision of sub. Art. (A) of this art. hereof, shall, in advance, necessarily verify willingness of those employees who are working on the positions which are not studied yet before they compete for studied position and are assigned thereof.

5. በዞንና በወረዳ የግዥ ፋይናንስና ንብረት አስተዳደር ደጋፊ የስራ ሂደት በአንድ ማዕከል ወይም ገንዘብና ኢኮኖሚ ልማት ጽ/ቤት ላይ የተደራጀ በመሆኑ፡-

ሀ/ በአሁኑ ሰዓት በሁሉም ፑል በንብረትና ጠቅላላ አገልግሎት ኃላፊነት፣ በእቃ ግዛ ሰራተኛነትና በንብረት ክፍል ሰራተኛነት እየሰሩ ያሉ ሰራተኞች በገንዘብና ፕላን ጽ/ቤት አማካኝነት በነጠላ ድጋፍ ሰጭ የስራ ሂደቱም ሆነ በሌሎች የስራ ሂደቶች ላይ እንዲመደቡ ይደረጋል፤

ለ/ በዚህ አንቀፅ ንዑስ አንቀፅ 5 ፊደል ተራ ቁጥር ሀ ላይ የተደነገገው እንደተጠበቀ ሆኖ ፍረጃቸውም የሚታየው በዚህ መስሪያ ቤት በተደራጀው ኮሚቴ አማካኝነት ሆኖ ቀደም ሲል ይሰሩበት የነበረው መስሪያ ቤት ኃላፊ ወይም የፑል አስተባባሪ መስሪያቤት ኃላፊ በሰራተኞች ዙሪያ አስተያየቱን መስጠት ይኖርበታል።

6. በዞንና በወረዳ ደረጃ የሰው ሀይል ስራ አመራር ደጋፊ የስራ ሂደት፡-

ሀ/ በአንድ ማዕከል አቅም ግንባታ መምሪያ ወይም ጽ/ቤት ላይ የተደራጀ በመሆኑ በአሁኑ ሰዓት በየፑሉ እየሰሩ ያሉ የአስተዳደርና ጠቅላላ አገልግሎት ኃላፊዎች፣ የሰራተኛ አስተዳደር ኃላፊዎችና ፐርሶኔሎች የሚመደቡት አቅም ግንባታ መምሪያ ወይም ጽ/ቤት ላይ በተደራጀው የሰው ሀይል ስራ አመራር ደጋፊ የስራ ሂደት ላይ ይሆናል።

5. As support process of procurement, finance and property administration at zone and worda is organized in one center or in an Office of Finance and Economy Development:

A. those employees currently working as a head of property and general service, purchaser and store keeper in all pools shall be caused to be assigned in the single support process and in other processes by Finance and Plan Office;

B. Without prejudice to the provision of sub art. 5(A) of this art. hereof, the category shall be considered by the committee organized in this government office and a head of their previous government office or a head of pool coordinating government office shall give his opinion on employees' concern.

6. Support process of human resource management at zonal or worded a level:

A. As it is organized in one center of Capacity Building Department or Office, heads of administration and general service, heads of employee administration and personnel who are currently working in every pool shall be assigned in human resource management support process organized under Capacity Building Department or Office.

ለ/ በዚህ አንቀጽ ንዑስ አንቀጽ ፊደል ተራ ቁጥር ሀ የተመለከተው እንደተጠበቀ ሆኖ ፍረጃቸውም የሚታየው በዚህ መስሪያቤት በተደራጀው ኮሚቴ አማካኝነት ሆኖ ቀደም ሲል ይሰሩበት የነበረው መስሪያ ቤት ኃላፊ ወይም የፑል አስተባባሪ መስሪያ ቤት ኃላፊ በሰራተኞች ዙሪያ አስተያየቱን መስጠት ይኖርበታል።

7. በዞንና በወረዳ ደረጃ ከሰው ሀይልም ሆነ ከፋይናንስ አንጻር በተናጠል የራሳቸው የሆነ አደረጃጀት ሊኖራቸው ይገባል የሚባሉ መስሪያቤቶችን ዝርዝር ሲቪል ሰርቪስ ኮሚሽንና ገንዘብና ኢኮኖሚ ልማት ቢሮ ከየራሳቸው አግባብ ወስነው ያሳውቃሉ።

8. በዚህ አንቀጽ ንዑስ አንቀጽ 5 እና 6 ላይ የደነገገው እንደተጠበቀ ሆኖ፡-

ሀ/ በወረዳ እና በዞን ደረጃ በሚገኙ ሁሉም ፑሎች ውስጥ የሚገኙ የድጋፍ ሰጭ ሰራተኞች በአቅም ግንባታና በገንዘብና ኢኮኖሚ ልማት መስሪያ ቤት ስር በተደራጀው የሰው ሀይል ስራ አመራር ደጋፊ የስራ ሂደትና የግዢ፣ የፋይናንስና ንብረት አስተዳደር ደጋፊ የስራ ሂደት ብቻ የመወዳደር መብት አላቸው።

ለ/ ነገር ግን ይህ ውድድር በዚህ አንቀጽ ንዑስ አንቀጽ 7 መሠረት ገ/አ/ል/ቢሮና ሲ.ሰ.ኤጀንሲ በተናጠል እንዲደራጁ በፈቀዱላቸው መ/ቤቶች ውስጥ የሚገኙ የድጋፍ ሰጭ ሰራተኞችን አይመለከትም።

9. በዚህ አንቀጽ ንዑስ አንቀጽ 8 ላይ የተመለከተው እንደተጠበቀ ሆኖ፡-

ሀ/ የእነዚህ ሰራተኞች ፍረጃ የሁለቱም የነጠላ ድጋፍ ሰጭ ማዕከል በተደራጀበት መስሪያ ቤት ኮሚቴ ይታያል።

B. Without prejudice to the provision of sub. Art 6(A) of this art. hereof, the category shall be considered by the committee organized in this government office and a head of their previous government office or a head of coordinating government office shall give his opinion on employees' concern.

7. Civil Service Commission and Finance and Economy Development Bureau shall determine from their respect and notify list of government offices which are said that they shall duly individually have their own organization with regard to human resource and finance at zonal and woreda level.

8. Without prejudice to the provision of sub. Art 5 and 6 of this Art. hereof:

A. Support employees in all pools found at woreda and zonal level shall have the right to enter in to a competition in human resource management support process organized under Capacity Building and Finance and Economy Development Office and in support process of procurement, finance and property administration only.

B. Provided, however, that this competition shall not refer to those support employees who are in government offices that Finance and Economy Development Bureau and Civil Service Commission have permitted them to be individually organized in accordance with sub.art.7 of this art-hereof.

9. Without prejudice to the provision of sub.art.8 of this art. hereof:

A. Category of these employees shall be considered by a committee of government office in which of the two single support providing center is organized thereof.

- N/ ነገር ግን ቀደም ሲል ይሰሩበት የነበረው መስሪያቤት ኃላፊ ወይም የፑል አስተባባሪ መስሪያቤት ኃላፊ በሰራተኞች ዙሪያ አስተያየቱን መስጠት ይኖርበታል።
- 10. በዚህ አንቀጽ ንዑስ አንቀጽ 8 ላይ የተመለከተው ቢኖርም ነጠላ የሰው ሀይል አስተዳደሩ እና ነጠላ የፋይናንስ ድጋፍ ሰጭ ማዕከሉ የተደራጀበት መስሪያቤት ኮሚቴ ድልድሉን ከማካሄዱ በፊት በየፑሉ ማስታወቂያ በማውጣት ፍላጎት ያላቸውን ሰራተኞች በመመዝገብ በዚህ አንቀጽ ንዑስ አንቀጽ 5 እና 6 ላይ ከተመለከቱት ሰራተኞች ጋር አብረው እንዲወዳደሩ ያደርጋል።
- 11. በዚህ አንቀጽ ንዑስ አንቀጽ 10 ላይ የተመለከተው ቢኖርም በየፑሉ ያሉ የድጋፍ ሰጭ ሰራተኞች መወዳደር የሚችሉት ከሁለቱ የነጠላ የድጋፍ ሰጭ የስራ ሂደቶች ውስጥ በአንዱ ብቻ ይሆናል ።
- 12. በዚህ አንቀጽ ንዑስ አንቀጽ 5፣ 6፣ 8 ድንጋጌዎች ሥር የተመለከተው እንደተጠበቀ ሆኖ በሰው ሀይል ነጠላ ፑል እና በፋይናንስ ነጠላ ፑል ውስጥ ተወዳድረው ምደባ ያላገኙ የድጋፍ ሰጭ ሰራተኞች የጋራ አገልግሎት ይሰጡ በነበሩባቸው መስሪያቤቶች ወይም የጋራ አገልግሎት የማይሰጡ ከሆነ በራሳቸው መስሪያቤት እና ባልታጠፉ የጋራ አገልግሎት ሰጭ የስራ መደቦች ላይ የመወዳደር መብት አላቸው። ሆኖም ቀድሞ በወረደው አደረጃጀት ተወዳድሮ የተመደበ ሰራተኛ ሌላ አደረጃጀት ሲወርድ በድጋሚ ሊወዳደር የማይችል ሲሆን ከአንድ ጊዜ በላይም አይፈረጅም።
- 13. ግልጽ ውድድር ከተካሄደ በኋላ በዚህ አንቀጽ ንዑስ አንቀጽ 15 ላይ የተመለከተውን ዝቅተኛ ነጥብ ያመጡ ሠራተኞች ተለይተው ድልድላቸው በመ/ቤቱ የበላይ ኃላፊ ወይም በምክትል ኃላፊ ወይም በተወካዩ አማካኝነት እንዲፀድቅ ይደረጋል።

- B. Provided, however, that a head of government office in which they previously worked or a head of pool coordinating government office shall give his opinion on employees' concern.
- 10. Notwithstanding the provision specified under sub.art.8 of this art. hereof, a committee of government office in which the administration of single human resource and the center is organized therein, having issued notice at any pool before it has undertaken the placement and registered those employees having a desire cause them to compete against employees specified under sub. art 5 and 6 of this art. hereof.
- 11. Notwithstanding the provision specified under sub.art.10 of this art. hereof, supporting staff who are in the pool may be able to compete only in one of the two single support processes.
- 12. Without prejudice to the provisions stipulated under sub. Art. 5, 6 and 8 of this art. hereof, those supporting employees who have competed in human resource single pool and in finance single pool but are not assigned shall have the right to enter a competition in government offices in which they have previously provided pool service or if they have not provided pool service, in their own government office and in non-reduced pool service providing positions ; provided, however, that an employee who has competed and been assigned in the first-coming structure may not re-compete in another structure and shall not be categorized more than once.
- 13. After a transparent competition has been carried out, those employees who score minimum point specified under sub.art.15 of this art. hereof, having been identified thereof their placement shall be caused to be approved by the head or vice head or by his representative of the government office.

14. በድልድሉ የታቀፉ ሠራተኞች የቀድሞ ደሞዛቸውን እያገኙ ይቀጥላሉ ወይም የሚደረግላቸው የደመወዝ ለውጥ አይኖርም። በተጨማሪም በየሥራሂደቱ የተደለደሉ ሠራተኞች ምደባቸውን እንዲያውቁ ሲደረግ ከስራ መደባቸው መጠሪያና አሁን ከሚከፈላቸው ደመወዝ በስተቀር የሥራ ደረጃና የመደብ መታወቂያ ቁጥር ለጊዜው አይገለጽም።

14. Those employees having been included in the placement shall continue being entitled to their previous salary or there shall be no change on their salary. In addition, where those civil servants who have been assigned to each process are made to know their assignment, their work grade and position ID. No. shall not be publicized for the time being with the exception of their job title and present salary.

15. አንድ ሠራተኛ በድልድሉ መታቀፍ የሚችለው በዚህ ድንብ ውስጥ በተመለከቱ መስፈርቶች መሠረት ያገኘው አማካኝ ነጥብ 50% እና በላይ ሲሆን ብቻ ነው።

15. An employee may be able to be included into the placement only if his average point he has obtained, pursuant to the criteria specified in this regulation hereof, is 50% and above.

16. በዚህ አንቀጽ ንዑስ አንቀፅ 15 ላይ የተደነገገው ቢኖርም በድልድሉ ወቅት በተደረገው ውድድር 50% እና በላይ ያመጡ ሠራተኞች ቁጥር በስራ ሂደቱ ከተመለከቱት የስራ መደቦች በላይ ከሆነ ያመጡትን ውጤት መሠረት በማድረግ ተመዳቢዎች ይለያሉ። ሆኖም በሂደቱ የሚካተቱ ሠራተኞች ነጥብ ምንም ይሁን ምን የሚመጥናቸውን የስራ መደብ ለይቶ የመደልደል ሥልጣን ግን የመ/ቤቱ የበላይ ኃላፊና የደልዳይ ኮሚቴው ይሆናል።

16. Notwithstanding the provision of sub.art.15 of this art. hereof, if the number of employees who score 50% and above in a competition of the placement is more than the number of positions specified in the process, those who are to be assigned shall be identified on the basis of result they have scored thereof; provide, however, that the jurisdiction to identify the position which they meet and to place them is to a head of the government office and to the placing committee, no matter whatever the point of employees to be included in the process.

17. በዚህ አንቀጽ ንዑስ አንቀፅ 16 ላይ የተመለከተው ቢኖርም ሠራተኞች በሌላ የሥራ ሂደት እስከተመደቡና ለመ/ቤቱም ስራ አፈጻጸም ይበጃል ተብሎ እስከታመነበት ድረስ በነበሩበት የስራ ሂደት እንዲቀጥሉ ማድረግ የግድ አይሆንም።

17. Notwithstanding the provision of sub.art.16 of this art. hereof, as long as employees are assigned in another process and it is believed that it benefits for the government performance, it is not mandatory to cause same to proceed in their previous process.

18. መ/ቤቶች መሠረታዊ የሥራ ሂደት ለውጥ ጥናት ሲያካሂዱ በሌላ መ/ቤት እየተሰሩ ያሉ ተግባራትን ስበው ያጠኑ ከሆነ እነዚህን ተግባራት ሲያከናውኑ የነበሩ ሠራተኞች እነሱ ሲፈጽሟቸው የነበሩ ተግባራት ተካተው በተጠናው የስራ ሂደት እና መስሪያቤቱ ባጠናቸው ሌሎች የስራ ሂደቶች ላይ እኩል ተወዳድረው የመመደብ መብት አላቸው። በውድድሩ ተሸንፈው የማይመደቡ ከሆነ በመፍትሄ

18. Where the government offices undertake Business Process Reengineering Study, if they bring and study duties which are performed in another government office, employees who have previously carried out these duties shall have the right to equally compete for and be assigned in the studied-process which duties that have been previously accomplished by same are included and studied

አፈላላጊ ኮሚቴው ካልተመደቡ በስተቀር ቀደም ሲል ወደ ነበሩበት መ/ቤት ተመልሰው ሊወዳደሩ አይችሉም።

thereof and in other processes that the government office has studied thereto. If they are not assigned on account of being beaten in a competition, unless they are assigned by the solution seeking committee, they may not compete in their previous government office.

19. በዚህ አንቀጽ ንዑስ አንቀጽ 18 ላይ የተመለከተው እንደተጠበቀ ሆኖ ተስቦ በተጠናው የሥራ ሂደት ውስጥ የነበሩ ሰራተኞች ፍረጃ ስቦ ባጠናው መስሪያቤት ደልዳይ ኮሚቴ አማካኝነት የሚፈጸም ሆኖ የነበሩበት መስሪያቤት የበላይ ኃላፊ የራሱን አስተያየት እንዲሰጥ ይደረጋል።

19. Without prejudice to the provision of sub.art.18 of this art. Hereof, category of employees who were in the process which is brought and studied shall be carried out by a placing committee of government office which brought and studied it; and a head of their previous government office shall be made to give his opinions.

20. ሂደታቸው ተስቦ የተጠናባቸው ሰራተኞች ቁጥር 5 እና በላይ ከሆነ በደልዳይ ኮሚቴው ውስጥ ከሁለቱ የሰራተኛ ተወካዮች መካከል አንዱ ከእነዚህ ሰራተኞች መካከል ይመረጣል። ቁጥራቸው ከአምስት በታች ከሆነ ግን ስቦ ካጠናው መስሪያቤት ጋር ሆነው የሰራተኛ ተወካዮችን በጋራ ይመርጣሉ።

20. Where the number of employees whose process is brought and studied thereof is five and above, one, from among two representatives of employees shall be selected from among these employees in the placing committee; provided, however, that if their number is under five, they shall select representatives of employee together with employees of government office which has brought and studied the process.

21. በውድድሩ ወቅት ከ50% በታች ያገኙ ሠራተኞች ከማንኛውም ምደባ ውጭ ይሆናሉ። ይሁን እንጂ 50% እና በላይ ያገኙ ሠራተኞች በመስሪያቤቱ ውስጥ ቦታ ባለመኖሩ የማይመደቡ ከሆነ በየደረጃው ባለው መፍትሄ አፈላላጊ ኮሚቴ አማካኝነት በሌላ መስሪያቤት እንዲመደቡ ጥረት ይደረጋል በዚህ መንገድ ሰራተኛ የተመደበላቸው መስሪያ ቤቶችም ተቀብለው የማሰራት ግዴታ አለባቸው።

21. those employees having obtained below 50% during the competition shall be disqualified from any assignment; provided, however, that where those employees who have obtained 50% and above happened not be so assigned on account of no position in the government office, an effort is made that they are to be assigned in another government office by a solution seeking committee at all level. Government offices to which an employee is assigned in this way shall have an obligation to receive same and make same work thereof.

22. ምደባ ከተደረገ በኋላ ተመጣጣኝ የሥራ ቦታ ያልተገኘላቸውም ሆነ ከ50% በታች አምጥተው ከምደባ ውጭ የሆኑ ሠራተኞች ይህንኑ ለማስፈጸም በተዘጋጀው እስትራቴጂክ ፕላን መሠረት የሚስተናገዱ ይሆናል።

22. After an assignment has been conducted, those employees that an appropriate position is not found for them as well as those who have obtained below 50% and thereby disqualified from placement shall be treated in accordance with the strategic plan prepared to implement this.

23. በዚህ አንቀጽ ንዑስ አንቀጽ 22 ላይ የተመለከተው ቢኖርም ከ50% በታች ነጥብ በማግኘታቸው ምክንያት ከምደባ ውጭ የሆኑና 50% እና በላይ አምጥተው በታላቅ ባለመኖሩ ምክንያት ያልተመደቡ ሠራተኞች ወደፊት ከሚመለከተው አካል ተለዋጭ መመሪያ እስከሚተላለፍ ድረስ አሁን የሚከፈላቸውን ደመወዝ እያገኙ ይቀጥላሉ።

23. Notwithstanding the provision of sub.Art.22 of this Art. hereof, employees who are disqualified from placement because they have obtained below 50% and those who have obtained above 50% but not assigned on account of any position is available shall continue receiving the current salary until another alternative directive is forwarded by the body concerned in future.

7. የሠራተኞች ደልዳይ ኮሚቴ ስለማቋቋም

7. Establishment of Placing Committee of Employees

ሙሉ በሙሉም ሆነ በከፊል የመሠረታዊ የሥራ ሂደት ለውጥ (BPR) ጥናት ያካሄደ ማንኛውም የመንግሥት መስሪያ ቤት የሠራተኛ ድልድሉን የሚመራ ቢያንስ አምስት አባላት ያሉት ደልዳይ ኮሚቴ በተናጠልም ሆነ በጥምረት በዚህ ደንብ መሠረት ያቋቁማል። የኮሚቴው ዝርዝር አደረጃጀትና የአባላት ጥንቅርን አስመልክቶ የዚህ ደንብ አባሪ 3 ላይ የተመለከተው ሲሆን የሚከተሉት ተግባርና ኃላፊነቶች ይኖሩታል።

Any government office which has fully or partially conducted Business Process Reengineering (BPR) shall, pursuant to this regulation, individually or in combination, establish a placing committee comprising at least five members entrusted with directing the placing of employees. With regard to its specific organization and composition of members of the committee is specified under annex 3 of this regulation and it shall have the following duties and responsibilities:

8. ስለ ደልዳይ ኮሚቴው ተግባርና ኃላፊነት

8. Duties and Responsibilities of Placing Committee

1. የሥራ መርሀ-ግብር አዘጋጅተው ለመሥሪያ ቤቱ ኃላፊ በማቅረብ እንዲፀድቅ ያደርጋሉ።
2. የሠራተኞች መረጃ በአስተዳደሩ በኩል ተደራጅቶ እንዲደርሳቸው ያደርጋሉ። በትክክል የተያዘ ስለመሆኑም ያረጋግጣሉ። አስፈላጊ ሆኖ ከተገኘም ከመ/ቤቱ የበላይ ኃላፊ ጋር ውይይት ያደርጋሉ።
3. ከድልድል ኮሚቴ ሰብሳቢው ጋር በመሆን የሠራተኞችን መረጃ ያደራጃሉ፤ ለምደባ በሚያመች አግባብም ያዘጋጃሉ።
4. አስፈላጊ ሆኖ በተገኘበት ወቅት የእያንዳንዱን ሠራተኛ ፋይል /ማህደር/ ይመለከታሉ።

1. Prepare and submit to head of the government office work program and cause its approval thereof;
2. Cause information of the civil servants to be organized and communicated them through the administration; and thereby confirm that it is correctly kept thereof. Discuss with senior official of the government office if it is found necessary.
3. Organize information of the employees together with chairperson of a placing committee; and arrange same is a suitable proper for placement.
4. Observe personal file of each employees wherever it is found necessary.

5. የሠራተኛ ድልድሉ ከተጠናቀቀ በኋላ ለመ/ቤቱ የበላይ ኃላፊ አቅርቦ ያፀድቃል።

6. ኮሚቴው በሠራተኛ ድልድል ወቅት ለሚፈጠሩ ስህተቶች ወይም ችግሮች እንደ ቡድንም ሆነ በተናጥል ተጠያቂ ነው።

7. የደልዳይ ኮሚቴ አባላት የራሳቸው ድልድል በሚካሄድበት ጊዜ ከስብሰባው እንዲወጡ ይደረጋል።

8. የደልዳይ ኮሚቴ አባላት በሰራተኛው ፊት ቃለ መሀላ በመፈጸም ሥራቸውን ይጀምራሉ።

9. ስለ ደልዳይ ኮሚቴው ሰብሳቢ ተግባርና ኃላፊነት

1. የሠራተኛ ድልድሉ እስኪጠናቀቅ ድረስ ቡድኑን ይመራል።

2. በወጣው የጊዜ ሰሌዳ መሠረት ተግባሩ እንዲፈፀም ቡድኑን ያስተባብራል።

3. የሠራተኛ ድልድል ኮሚቴውን በመወከል በሠራተኛ ድልድል ነክ ውይይቶች /ስብሰባዎች/ ላይ ይካፈላል፤ ለሚነሱ ጥያቄዎችም/ጉዳዮችም/ አስፈላጊውን ማብራሪያ ይሰጣል።

4. የድልድሉን ሂደት በተመለከተ በየጊዜው ለመ/ቤቱ የበላይ ኃላፊ ሪፖርት ያቀርባል።

10. ስለ ደልዳይ ኮሚቴው ፀሀፊ ተግባርና ኃላፊነት

1. በየቀኑ ለሚካሄዱ የድልድል ኮሚቴ ስብሰባዎች ቃለ-ጉባዔ ይይዛል።

5. Submit to head of the government office and cause the approval of the employees' placement having been completed thereof.

6. The committee shall collectively and individually be accountable to the mistakes or problem may be created during placement of employees.

7. Members of placing committee shall not appear in the meeting when their own placement is being undertaken thereof.

8. The placing committee shall commence their function by taking an oath therein.

9. Duties and Responsibilities of Chairperson of the Placing Committee

1. Direct over the team until the completion of the placement of employee.

2. Coordinate the team for the execution of its duty in accordance with the time table scheduled thereof.

3. Participate in discussions (meetings) related to employee's placement by representing the employee placing committee; give necessary explanation for questions (issues) to be raised thereof.

4. Submit reports concerning process of the placement to head of the government office from time to time.

10. Duties and Responsibilities of Secretary of the Placing Committee

1. Take the minutes of the placing committee meetings to be regularly held thereof;

- 2. ለተለያዩ ጉዳዮች አስፈላጊውን ፋይል ከፍቶ ያደራጃል፤ ሲፈለጉም በቀላሉ ያቀርባል።
- 3. ድልድሉ በመስሪያቤቱ የበላይ ኃላፊ እንደጸደቀ ውጤቱን በመ/ቤቱ የማስታወቂያ ሠሌዳ ላይ ይለጥፋል።

11. በሰራተኛ ድልድል ሂደት ውስጥ የተለያዩ አካላት ሚና

- 1. የመ/ቤት ኃላፊዎች ስልጣንና ኃላፊነት
 - ሀ/ የመስሪያ ቤቱ የበላይ ኃላፊ የሥራ ሂደት መሪዎችን ይመድባል። የሥራ ሂደት መሪዎችን ለመመደብ የክልል መ/ቤት ከሆነ የቢሮ ምክትል ኃላፊዎችን የተጠሪ መ/ቤት ኃላፊዎችንና ም/ኃላፊዎችን እንዲሁም ጠንካራ ባለሙያዎችን ግምት ውስጥ ያስገባ መሆን አለበት።
 - ለ/ የወረዳና የዞን መ/ቤት ከሆነ ምክትሎችንና እና ጠንካራ ባለሙያዎችን ግምት ውስጥ ያስገባ መሆን ይኖርበታል።
- 2. በዚህ አንቀጽ ንዑስ አንቀጽ 1 ፊደል ተራ ቁጥር ሆናለ በተደነገገው መሰረት ምክትል ኃላፊዎች ብቃታቸው ተገምግሞ በቀጥታ የሂደት መሪ ወይም አስተባባሪ ሆነው እንደሚመደቡ ሁሉ በምክትሎች ባልተሸፈኑ ቦታዎች ላይ የሚመደቡ ሂደት መሪዎች ወይም አስተባባሪዎች ደግሞ ብቃታቸው በኃላፊው እየተገመገመ ከውስጥ ሰራተኞች ወይም እንደአስፈላጊነቱ ከሌላ መስሪያቤት ተስበው ያለፍረጃ በቀጥታ ይመደባሉ።
- 3. በዚህ አንቀጽ ንዑስ አንቀጽ 1 ፊደል ተራ ቁጥር ሀ ና ለ ድንጋጌዎች ሥር የተመለከተው እንደተጠበቀ ሆኖ ከክልል እስከ ወረዳ ቀደም ሲል ምክትል ኃላፊ ሆነው ሲያገለግሉ የነበሩ ኃላፊዎች ብቃታቸው

- 2. Open and organize necessary files for various issues; easily submit same wherever they are required therein.
- 3. Post the result of the placement on the notice board of the government office as soon as it has been approved by head of the government office.

11. Roles of Various Bodies in the Process of Employees Placement

- 1. Powers and Responsibilities of Heads of a Government Office
 - A. A senior official of the government office shall assign process owners. To assign process owners, if it is a regional government office, it shall be taken into account of vice Bureau heads, heads and vice heads of representative government office as well as hardworking experts thereof.
 - B. If it is a government office of woreda and zone, it shall take into account of deputies and hardworking experts thereof.
- 2. Process owners or Co-coordinators to be assigned to positions which are not occupied by deputies shall, having their competence been evaluated by the head, be directly assigned without any category from among internal employees or, as deemed necessary, having been brought from another government office, having been as vice heads are directly assigned as a process owner or Co-coordinator, having their competence been evaluated in accordance with sub.art.1 (A) and (B) of this art. hereof.
- 3. Without prejudice to the provision of sub.art.1 (A) and (B) of this art. Hereof, heads who were serving as a vice-head from region up to woreda previously shall, if they continue, having their competence

ተግምግሞ የሚቀጥሉ ከሆነ ጥቅማጥቅማቸውና ምክትልነታቸውም ተጠብቆ።

been evaluated thereof, without prejudice to their benefits and their being vice-heads, they shall:

ሀ/ በመስሪያቤቱ ውስጥ በአንድ የስራ ሂደት ላይ ተመድበው ሂደቱን ይመራሉ።

A. be assigned to a certain process in the government office and direct over the process;

ለ/ በወረዳና ዞን ደረጃ ደግሞ የሂደቱ አስተባባሪና ፈጻሚ ሆነው ይቀጥላሉ።

B. Continue being as a case worker and coordinator of the process in woreda and zonal level;

4. በዚህ አንቀጽ ንዑስ አንቀጽ 1 ፊደል ተራ ቁጥር ሀ ላይ የተመለከተው ቢኖርም 4 እና በታች የሰራተኛ ቁጥር ባላቸው የስራ ሂደቶች ውስጥ የስራ ሂደት መሪም ሆነ አስተባባሪ እራሱን ችሎ አይመደብም። ከፈጻሚዎች መካከል አንዱ የማስተባበሩን ተግባር ደርቦ ይሰራል።

4. Notwithstanding the provision, specified under sub-Art.1 (A) of this art. hereof, in processes having four and less number employees, neither a process owner nor a co-ordinate shall be autonomously assigned. The one, from among case workers, shall perform the duty of the co-ordination in combination.

5. የሠራተኞች የሥራ ልምድ፣ የትምህርት ደረጃና የተሰጡ ልዩ ልዩ ስልጠናዎች ካሉም በአግባቡ ተደራጅተው እንዲያዙ ክትትል ያደርጋል። ሠራተኞችን አስመልክቶ የሚሰጣቸውን መረጃዎችም በአግባቡ ለይቶ ለደልዳይ ኮሚቴው ያስተላልፋል።

5. Follow-up work experience, educational qualification and various trainings provided thereof, if any, of the civil servants to be organized and kept therein. Properly identify and transfer information to be given to them, with regard to employees, to placing committee.

6. ለድልድሉ አስፈላጊ የሆኑ ቁሳቁሶች ለደልዳይ ኮሚቴው እንዲሟሉ ያደርጋል። ችግሮች ሲያጋጥሙም ፈጥኖ ችግሩ የሚፈታበትን አቅጣጫ መቀየስ ይጠበቅበታል።

6. Cause the fulfillment of materials necessary for activities of the placing committee. Wherever problems are encountered, devise a direction through which they are to be promptly solved thereof.

7. ድልድሉ በተያዘለት የጊዜ ሠሌዳ መሠረት እንዲጠናቀቅ አስፈላጊውን ክትትል ያደርጋል፤ ይገመግማል። በአጠቃላይ ድልድሉን በበላይነት ይመራል። ድልድሉንም ያጸድቃል።

7. Make necessary follow-up for the completion of the placement in accordance with the time table scheduled thereto. Supervise over the overall placement and approve same thereof.

8. መሠረታዊ የስራ ሂደት ለውጥ ጥናት ተጠናቆ የሰራተኛ ምደባ እንደተካሄደ፤

8. As soon as the placement of employees is conducted, having been so completed Business Process Reengineering study:

ሀ/ 50 ነጥብ እና በላይ አምጥተው ተመጣጣኝ የሥራ መደብ ባለመኖሩ ያልተመደቡ ሰራተኞችን ዝርዝር ከተሟላ መረጃ ጋር በተቻለ ፍጥነት በየደረጃው ላለ የአቅም ግንባታ መስሪያቤት በወቅቱ እንዲላክ ያደርጋሉ የሚላከው መረጃም በዚህ ደንብ ክፍል ሶስት አንቀጽ 9 ንዑስ አንቀጽ 1 ፊደል ተራ ቁጥር ለ፣ ሐ፣ መ፣ ሠ፣ ረ መሰረት ተፈርጆ ከ 85% ያገኘው ውጤትና የትምህርት ደረጃው ይሆናል።

ለ/ በጥናቱ መሰረት የሰራተኛ ምደባ እንደተጠናቀቀ በሰራተኛ ያልተያዙ በጀት ያላቸውና የሰው ሀይል የሚያስፈልጋቸውን ክፍት የሥራ መደቦች ዝርዝር ሲጠኑ ከተጠየቀው ዝቅተኛ ተፈላጊ ችሎታ ጋር በተቻለ ፍጥነት በየደረጃው ላለ የአቅም ግንባታ መስሪያ ቤት እንዲደርስ ያደርጋሉ።

2. የመሠረታዊ የሥራ ሂደት ለውጥ (BPR) ጥናት ባካሄዱ መ/ቤቶች ውስጥ የሚገኙ ሠራተኞች ተግባርና ኃላፊነት፤

1. ለደልዳይ ኮሚቴው ትክክለኛ መረጃ የማቅረብ ግዴታ አለባቸው። ትክክለኛ ያልሆነ መረጃ አቅርቦ የተገኘ ሠራተኛ በህግ ይጠየቃል። ሌሎች ሠራተኞችም የተሳሳተ መረጃ አቅርበው በማይመጥናቸው ቦታ እንዳይመደቡ መታገልና ማጋለጥ ይኖርባቸዋል።

2. ስለራሳቸውም ሆነ ስለሌሎች ሰራተኞች መረጃ ሲጠየቁ በቅንነት የሚያውቁትን መረጃ መስጠት ይጠበቅባቸዋል። ትክክለኛ ያልሆነ መረጃ ሰጥተው ቢገኙ በህግ ይጠየቃሉ።

A. They shall cause list of employees who have obtained 50% and above but not been assigned on account of no appropriate position, along with complete information therewith, be timely sent to respective government office of capacity building as soon as possible. The information to be sent shall be the result obtained out of 85%, having been categorized pursuant to sub. Art.1 (B-F) of art 12 of this regulation under PART THREE.

B. As soon as the placement of employees has been so completed, pursuant to the study, they shall cause list of vacant positions which are not filled by an employee and have budget and human resource is needed thereof with their minimum qualification requirement requested while they are studied to be communicated as soon as possible to respective Office of Capacity Building.

2. Duties and responsibilities of employees of Government office which have conducted Business Process Reengineering Study (BPR)

1. They shall have an obligation to submit accurate information to the placing committee. Any employee having been found submitting inaccurate information shall be liable for the inaccurate information he has submitted thereof. They shall also fight against and expose other employees not to be assigned to a position inappropriate for them a result of submitting inaccurate information.

2. They shall be duty-bound to honestly provide information they know wherever they are so inquired about their own as well as other employees' information. They shall be liable to law if they are found providing inaccurate information thereto.

3. ከአሉባልታና የምደባውን ተግባር ከሚያደናቅፉ ሌሎች ተግባሮች እራሳቸውን ማራቅ ይጠበቅባቸዋል።

3. They shall be kept themselves away from gossip and other activities which may obstruct the activity of the placement thereof.

ክፍል ሦስት

የሠራተኞች ድልድል

ስለሚካሄድባቸው መስፈርቶች

PART THREE

CRITERIA OF EMPLOYEES'

PLACEMENT

12. ስለ መስፈርቶች

12. Criteria

1. የሠራተኞች ድልድል ከዚህ በታች በተመለከቱት መስፈርቶች ላይ የተመሠረተ ይሆናል።
 - ሀ/ የትምህርት ዝግጅት
 - ለ/ የሥራ ልምድ
 - ሐ/ የማህደር ጥራት
 - መ/ ለለውጥ ያለው ተነሳሽነትና ዲሞክራሲያዊነት
 - ሠ/ መልካም ሥነ-ምግባር ያለው
 - ረ/ አገልግሎት አሰጣጥ።
2. በዚህ አንቀጽ ንዑስ አንቀጽ 1 የተደነገገው እንደተጠበቀ ሆኖ እያንዳንዱ መስፈርት የያዘው ነጥብና ተተንትኖ የሚሰላበት አግባብ በዚህ ደንብ በአባሪ 1 መሠረት ይሆናል።
3. በዚህ አንቀጽ ንዑስ አንቀጽ 1 እና 2 የተመለከተ ቢኖርም በዚህ ደንብ አንቀጽ 12 ፊደል ተራ ቁጥር ሀ.ለና ሐ የተዘረዘሩት መስፈርቶች የሚይዙት ነጥብና የሚሰላበት አግባብ በዚህ ደንብ በአባሪ 1 መሠረት ነው።
4. በዚህ አንቀጽ ንዑስ አንቀጽ 1.2. እና 3 የተደነገገው እንደተጠበቀ ሆኖ በዚህ ደንብ አንቀጽ 12 ፊደል ተራ ቁጥር መ.ሠ እና ረ የተመለከቱት መስፈርቶች የሚይዙት ነጥብና የሚሰላበት አግባብ በዚህ ደንብ አባሪ 2 መሠረት ይሆናል።
5. ለማህደር ጥራት የሚሞላው ውጤት የሚያዘው ከሐምሌ 1 ቀን 1997 ዓ/ም ጀምሮ ምደባ እስከሚካሄድበት ጊዜ ድረስ ብቻ ይሆናል።
6. በዚህ አንቀጽ ንዑስ አንቀጽ 1 ፊደል ሀ - ረ

1. Employees' placement shall be on the bases of the criteria specified herein below.
 - A. Educational qualifications;
 - B. Work Experience
 - C. Personal file condition
 - D. Intention to change initiative and democrat
 - E. Good Ethical conduct
 - F. Service provision
2. Without prejudice to the provision of sub. Art. I of this art. hereof, the point that each criterion has and its mode of calculation shall be as per annex 1 of this regulation hereof.
3. Notwithstanding the provision of sub. Art. 1 and 2 of this art. hereof, points of criteria specified under sub. Art. 1A, B and C of art. of 12 of art. this regulation and its mode of calculation is on the basis of annex 1 of this regulation hereof.
4. Without prejudice to the provision of sub. Art. of 1, 2 and 3 of this art. hereof, the point of criteria specified under sub. Art. 1 D, E and F of art. 12 of this regulation and its mode of calculation shall be on the basis of annex 2 of this regulation.
5. The mark given for personal file condition shall only be referred to from July 8, 2000. upto the period of time of placement.
6. Notwithstanding the provision of sub. Art.1 (A-F)

የተመለከተው ቢኖርም ፖሊስ፣ ፍትህ፣ አስተዳደርና ጸጥታ፣ ሚሊሻያ፣ ፍርድቤትና ማረሚያቤት ከሲቪል ሰርቪስ ህግ ውጭ በሆነ ስርዓት የሚተዳደሩ ሰራተኞቻቸውን ወይም የሥራ ኃላፊዎችን ለመመዘን የሚያስችል መስፈርት ይህንን ደንብ መነሻ በማድረግ በራሳቸው አዘጋጅተው መጠቀም ይችላሉ።

of this art hereof, police, Justice, Administration and security, Militia, court and prison government offices may prepare and apply criterion, on the basis of this regulation, enabling them to measure their civil servants or work heads who are not administered under civil service laws.

ክፍል አራት

PART FOUR

በሠራተኞች ድልድል ላይ ግምት ውስጥ መግባት ስላለባቸው ሌሎች ጉዳዮች፤

OTHER MATTERS TO BE TAKEN INTO ACCOUNT ON THE PLACEMENT OF EMPLOYEES

13. በሠራተኞች ድልድል ላይ ከዚህ በታች የተመለከቱት መሠረታዊ ጉዳዮች ግምት ውስጥ መግባት ይኖርባቸዋል።

13. Basic matters specified herein under shall be taken into account on the placement of employees.

- 1. አንድ ሠራተኛ ለመወዳደር በ BPR ጥናት የተቀመጠውን ዝቅተኛውን (Minimum) የትምህርት ደረጃ ሙያና ቀጥተኛ የሥራ ልምድ አሟልቶ መገኘት ይኖርበታል።
- 2. በዚህ አንቀጽ ንዑስ አንቀጽ 1 ላይ የተመለከተው ቢኖርም የሚፈለገውን የትምህርት ደረጃ እና ቀጥተኛ የሥራ ልምድ እስኪያዙ ድረስ በጥናቱ ላይ ከተመለከተው የትምህርት ዝግጅት ጋር ተቀራራቢ የሆነ የትምህርት ዝግጅት ያላቸው ሠራተኞች ሊወዳደሩ ይችላሉ። ተቀራራቢ የትምህርት ዝግጅትን በተመለከተ ወደፊት በኮሚሽኑ የሚጠና ሆኖ አሁን ለሚካሄደው ድልድል ብቻ ደልዳይ ኮሚቴው እያያየ የሚወስነው ይሆናል።

- 1. An employee shall meet a minimum educational qualification, discipline and direct work experience specified in the BPR study, so as to enter a competition.
- 2. Notwithstanding the provision of sub.art.1 of this art. hereof, those employees having educational qualification close to the educational qualification specified in the study may enter a competition as long as they meet the required educational qualification and direct work experience thereof. As to close educational qualification, it shall be studied by the commission in the future and the placing committee shall consider and determine on it for the placement it may currently carry out thereof.

3. በዚህ አንቀጽ ንዑስ አንቀጽ 1 እና 2 በተደነገገው አግባብ ተሞክሮ ካልተቻለ ወይም ዝቅተኛ ተፈላጊ ችሎታውን የሚያሟሉ ሰራተኞች በማይኖሩበት ጊዜ በቦታው ላይ ቢመደቡ ስራውን በብቃትና በተነሳሽነት ይወጡታል ብሎ የመስሪያቤቱ ኃላፊና ደልዳይ ኮሚቴው ካመኑበት ዝቅተኛ ተፈላጊ ችሎታውን ባለማሟላታቸው ምክንያት ከውድድር ውጭ የሆኑ ሰራተኞች በቀጥታ ተመድበው እንዲሰሩ ይደረጋል።

4. በዚህ አንቀጽ ንዑስ አንቀጽ 3 መሰረት ድልድል ሲካሄድ የሰራተኞች ቁጥር ከስራ መደቡ ብዛት በላይ ከሆነ በአንቀጽ 12 ፊደል ተራ ቁጥር ፊደል መ, ሠ, ረ ድምር ውጤት አብላጫ ነጥብ ያለው ቅድሚያ ይሰጠዋል። አሁንም እኩል የሚሆኑ ከሆነ ከፍተኛ የትምህርት ደረጃ ላለው ቅድሚያ ይሰጣል።

5. በዚህ አንቀጽ ንዑስ አንቀጽ 1 ላይ የተመለከተው ቢኖርም፡-

ሀ/ ዲፕሎማና ከዚያ በላይ ለማጠናቀቅ 6 ወርና ከዚያ በታች የቀራቸው ሠራተኞች እንዳጠናቀቁ ተቆጥሮ ተወዳድረው በታሳቢ ሊመደቡ ይችላሉ።

ለ/ በዚህ የጊዜ ገደብ ውስጥ የሚያጠናቅቁ ስለመሆናቸውም ከሚማሩበት ተቋም ከድልድሉ በፊት ማረጋገጫ ማቅረብ ይጠበቅባቸዋል።

ሐ/ ሆኖም በተጠቀሰው የጊዜ ገደብ ውስጥ ትምህርታቸውን ማጠናቀቃቸውን የሚገልጽ ማስረጃ ማቅረብ ካልቻሉ ከተመደቡበት የስራ መደብ ላይ ተነስተው በሚመጥናቸው የስራ መደብ ላይ እንዲመደቡ ይደረጋል።

6. በዚህ አንቀጽ ንዑስ አንቀጽ 5 ላይ የተመለከተው

3. when tried as per the provisions of sub. Art. 1 and 2 of this Art. hereof; and is impossible or where there are no employees who do meet the minimum qualification requirement, employees who are disqualified from competition on account of that they do not met minimum qualification requirement shall, if a head of the government office and the placing committee believe that they will efficiently and initiatively discharge the work if they are assigned to the position, be directly assigned and made to work thereof.

4. Where placement is carried out pursuant to sub.art.3 of this art. hereof, and if number of employees is over the number of position, priority is given to those employees having greater point of total result in art. 12 (D, E and F). And if they still become equal, a priority is given to the one who has greater educational qualification.

5. Notwithstanding the provision of sub. art. 1 of this art. hereof:

A. Those employees who have left six months and less period of time to be graduated in Diploma and above may, having been considered as they have completed same, compete for and be assigned in assumption thereof.

B. They shall produce a certificate that proves they will have completed a course of study within the specified period of time form an institution they are attending thereof before the placement.

C. provided, however, that they shall, having been removed form the position they have already been assigned, be assigned to the position appropriate for them if they may not be able to produce a certificate stating that they will have completed their education within the specified period of time.

6. Notwithstanding the provision of sub. art. 5 of this

ቢኖርም የጤና ባለሙያዎች ትምህርታቸውን አጠናቀው ማስረጃቸውን እስካላቀረቡ ድረስ ተጠቃሚ አይሆኑም።

7. ዓላማ ፈጻሚ ሰራተኞች የጋራ አገልግሎት በሚሰጡ የስራ ዘርፎች ወይም በሌሎች የድጋፍ ሰጭ የስራ መደቦች ላይ ሊመደቡ የሚችሉት ቦታው ክፍት ሆኖ ሲገኝ ብቻ ነው።

8. ስራዎች ማለቅ ያለባቸው በእያንዳንዱ የስራ ሂደት ውስጥ ብቻ ከመሆኑ አንጻር የመዝገብ ቤት ስራዎችም በየሂደቱ ማለቅ ይጠበቅባቸዋል። ተግባሩም በየሂደቱ ጸሀፊዎች የሚፈጸም ሆኖ እንደ ስራው ስፋት እየታየ ተጨማሪ የሰው ሀይል መመደብ ይቻላል። ወደ መስሪያ ቤቱ የሚመጡ ደብዳቤዎችን ለየስራ ሂደቱ የማከፋፈል ስራ የመረጃ ዴስክ ባለሙያዎች ይሆናል።

9. የመረጃ ዴስኩ በዋናነት በፑል ይደራጃል የመስሪያ ቤቶች አቀማመጥ የማይመች ከሆነ ግን መስሪያቤቶች በተናጠል የመረጃ ዴስክ ይኖራቸዋል። በአሁኑ ሰዓት የመረጃ ዴስክ ባለሙያ የሌላቸው መስሪያቤቶች እስኪያሟሉ ድረስ አንድ ባለሙያ በጊዚያዊነት መድበው ስራውን ማስጀመር ይኖርባቸዋል።

10. በዚህ አንቀጽ ንዑስ አንቀጽ 9 የተመለከተው ቢኖርም ያልተጠኑ የስራ ሂደቶች ተጠንተው ወደ ተግባር እስኪገቡ ድረስ የመጻጻፍ ስራቸውን በነባሩ መዝገብ ቤት እየተጠቀሙ ይቆያሉ። በመስሪያ ቤት ደረጃ ጥናቶች ከተጠናቀቁ በኋላም የነበረው መረጃ በአግባቡ ስርዓት እስከሚይዝ ድረስ በክለል ደረጃ እንደ ስራው ስፋት እየታየ ከ1 እስከ 2 በሆንና በወረዳ ደግሞ አንድ ሰው ከተንገፋፊ ሰራተኞች መካከል በጊዚያዊነት የመዝገብ ቤት ሰራተኛ ሆኖ

art. hereof, health professionals shall not be beneficiaries of this unless they have completed their course of education and produced a certificate.

7. Experts/object implementing employees/ may be assigned to work divisions providing pool service or to other support providing positions only if where the position is found vacant thereof.

8. As activities are to be completed only within each process, activities of registry office shall also be completed in each process. The task is performed by secretaries of each process and additional human-resource may, as the extent of burden of the task, be assigned thereof. The task of distributing letters which may come to the government office shall be to the professionals of Information Desk

9. The Information Desk shall be organized principally in pool. If the site of government offices is not advantageous as such, government offices shall separately have Information Desk. Government offices that do nto have an Informaiton Desk professional at the moment shall temporarily assign a professional and put the work into operation.

10. Notwithstanding the provision of sub. art. 9 of this art. hereof, those unstudied processes shall continue their writing activities using the existing registry office until they have been studied and thereby get into practice. Even after studies are completed at a government office level, one or two persons at the regional level and one person at zonal or woreda level shall, depending on the burden of the work, be temporarily assigned as a registry officer among from floating employees. If

ይመደባል። ተንሳፋሬ ሰራተኛ ከሌለም ከተመደቡ ሰራተኞች መካከል አንድ ሰው ደርቦ እንዲሰራው ይደረጋል።

11. መስሪያ ቤቶች ሙሉ በሙሉም ሆነ በከፊል መሰረታዊ የሥራ ሂደት ለውጥ ጥናት አጠናቀው ወደ ሰራተኛ ድልድል በሚገቡበት ወቅት በሂደቶች ላይ የመወዳደር መብት ያላቸው ሰራተኞች ዝቅተኛ ተፈላጊ ችሎታውን ቢያሟሉም ባያሟሉም በደልዳይ ኮሚቴው ተፈርጂው ውጤታቸው በአግባቡ እንዲያዝ መደረግ አለበት።

12. ወደፊት አግባብ ባለው ህግ መጠየቃቸው እንደተጠበቀ ሆኖ አሁን በስራ ላይ ያሉ ሰራተኞች በአዲተርም ሆነ በህግ የተረጋገጠ ጉድለትም ሆነ ሌላ ማናቸውም ጥፋት ቢኖርባቸውም ተወዳድረው ማሸነፍ እስከቻሉ ድረስ ከውድድር ውጭ አይሆኑም።

13. የተለያዩ ጾታ ያላቸው ሁለት ሠራተኞች ለአንድ የሥራ መደብ ተወዳድረው እኩል ነጥብ ካገኙ ለሴቷ ወይም ለአካል ጉዳተኛ ቅድሚያ ይሰጣል። እኩል ነጥብ ያመጡት ተመሳሳይ ጾታ ያላቸው ሠራተኞች ከሆኑ ደግሞ በዚህ ደንብ አንቀጽ 12 ፊደል መ የተመለከቱት ላይ መስፈርቶች (ለለውጥ ያለው ተነሳሽነትና ዴሞክራሲያዊነት) ብልጫ ባለው ተወዳዳሪ ቅድሚያ ይሰጣል። ይህም ሆኖ እኩል ከመጡ አሸናፊው በእጣ ይለያል። አካል ጉዳተኛውና ሴታ እኩል ከመጡ ግን ለአካል ጉዳተኛው ቅድሚያ ይሰጣል።

there is no a floating employee, one person shall, among form the assigned employees, be made to perform the activity together with his task.

11. Where government offices have fully or partially completed Business Process Reengineering Study and thereby proceeded to activity of placement of employee, those employees having the right to compete for processes, whether they meet the minimum qualification requirement or not, their results shall, having been categorized by the placing committee, be properly kept their of.

12. Without prejudice to their liability for it by relevant law in the future, although those employees who are currently at work have breaches so proved by a law or an auditor or any other offence, they shall not be disqualified form competition as long as they have competed for and won thereof.

13. where two different sex employees have competed for a certain position and thereby obtained equal scores, priorities shall be given to competitors of female or disabilities. If those employees obtaining equal scores are similar sex, priorities shall be given to a competitor having higher scores in criteria specified under sub. art. 1(D) (having change initiative and democratic ness) of art. 12 of this regulation hereof. And if they are still equal in their scores, the winner shall be identified by casting lots. If the disability and female competitors are equal, priorities of placement shall be given to the competitor with disabilities.

14. በዚህ አንቀጽ በተራ ቁጥር 1 የተደነገገው ቢኖርም ዲፕሎማና ከዚያ በላይ የትምህርት ደረጃ ይዘው ከሶስት ዓመት ያልበለጠ የሥራ ልምድ ያላቸው ባለሙያዎች በሥራ ልምድ ማነስ ምክንያት ዝቅተኛ ተፈላጊ ችሎታውን ማሟላት ባይችሉም በየትኛውም የሥራ ደረጃ ላይ እኩል የመወዳደር መብት አላቸው። ሆኖም ዲፕሎማ ያላቸው ባለሙያዎች መወዳደር የሚችሉት ዲፕሎማ በሚጠይቁ የስራ መደቦች ላይ ብቻ ይሆናል።

15. በጥናቱ ላይ የተመለከተውን ዝቅተኛ ተፈላጊ ችሎታ እስካሟሉ ድረስ ጥናት ባልተካሄደባቸው የሥራ ዘርፎች ውስጥ ያሉ ሠራተኞች ጥናቱ በተካሄደባቸው የሥራ ሂደቶች ውስጥ ካሉ ሠራተኞች ጋር እኩል ተወዳድረው እንዲደለደሉ ይደረጋል። በሌላ በኩልም ያልተጠኑ የሥራ ሂደቶች ጥናት ሲጠናቀቅ በሌላ የሥራ ሂደት ምደባ ያላገኙና በዚህ የሥራ ሂደት ውስጥ ያሉ ሠራተኞች ዝቅተኛውን የምደባ መመዘኛ /50%/ እስካሟሉ ድረስ ይወዳደራሉ።

16. በዚህ አንቀጽ በተራ ቁጥር 15 ላይ የተመለከተው ቢኖርም በተጠኑ የስራ ሂደቶች ላይ የነበሩ ሠራተኞች በውድድሩ ወቅት 50% እና በላይ አምጥተው በድልድሉ የማይታቀፉ ከሆነና ባልተጠኑ የስራ ሂደቶች ላይ የሚመጥናቸው የስራ መደብ ከተገኘላቸው አሁን የሚከፈላቸውን ደመወዝ እንደያዙ በጊዜያዊነት ሊመደቡ ይችላሉ።

17. በዚህ ደንብ መሠረት ለድልድሉ እንደዋነኛ መስፈርት ተደርገው ከተወሰዱት ነጥቦች መካከል ብዙዎቹ አስቀድሞ የተደራጀ መረጃ ላይኖራቸው ይችላል። ሆኖም ይህን መረጃ እንዲሰጡ እድሉን ያገኙ ኃላፊዎችም ሆነ ሠራተኞች እንዲሁም ደልዳይ ኮሚቴው የተሳሳተ መረጃ ስለመስጠታቸው

14. Notwithstanding the provision of sub. art. 1 of this art. hereof, those professionals having held Diploma and above educational qualification and having work experience not exceeding three years shall have the right to equally compete in all work grade although they fail to meet minimum qualification requirements due to their less work experience; provided, however, that professionals having held Diploma may be able to compete for only positions which require Diploma educational qualification thereof.

15. Employees who are in unstudied work divisions shall equally compete against those employees who are in studied work divisions and cause their assignment thereof as long as they meet minimum qualification requirement specified in the study. On the other hand, where study of unstudied processes is completed, those employees who are in this process and who are not assigned to another process shall compete for as long as they meet minimum placement criterion /50%/

16. Notwithstanding the provision of sub. art. 15 of this art. hereof, where those employees who were in the studied processes have obtained 50% in the competition but not been involved in the placement and if it is found appropriate position for them, they may, having entitled to their current salary, be temporarily assigned thereof.

17. Among from the points taken as a major criteria for the placement pursuant to this regulation, most of them may not have well organized information in advance; provided, however, that those heads as well as employees and placing committee who happened to provide this information shall not be obliged to submit supporting document or

በተጨማሪም ካልተረጋገጠ በስተቀር ለሰጡት መረጃ ደጋፊ ሰነድ ወይም ማስረጃ እንዲያቀርቡ አይገደዱም።

18. ተሻጋሪ የሥራ ሂደቶች (ግዥና ፋይናንስ፣ የሰው ሃይል አስተዳደር) ጥናት ተጠናቆ ወደሙከራ ትግበራ በገቡ መሥሪያ ቤቶች ተፈጻሚነት የሚኖረው ሕግ፡-

ሀ/ በሲቪል ሰርቪስ ማሻሻያ ፕሮግራም አስተባባሪ ኮሚቴ የጸደቀው የጥናት ሰነድ ይሆናል።

ለ/ በዚህ አንቀፅ ፊደል ተራ ቁጥር ሀ የተደነገገው እንደተጠበቀ ሆኖ ነገር ግን በሌሎች መሥሪያ ቤቶች እነዚህ የሥራ ሂደት ጥናቶች በእያንዳንዱ መሥሪያ ቤት ተጣጥመው በአስተባባሪ ኮሚቴው እስኪጸድቁና በሙከራ እስኪረጋገጡ ድረስ ከዚህ ደንብ የመሸጋገሪያ ድንጋጌ በፊት የነበሩ የፋይናንስ፣ የግዥና የሰው ሃይል አስተዳደር ሕጎች ተግባራዊ ይደረጋሉ።

ሐ/ በዚህ አንቀፅ ፊደል ተራ ቁጥር ሀናለ የተመለከተው እንደተጠበቀ ሆኖ የከተማ አስተዳደሮች የግዥና ፋይናንስ የሥራ ሂደት ጥናት ቢኖርም በሙከራ እስኪረጋገጥ ድረስ ሳይጠብቁ በቀጥታ በጥናት ሰነዱ መሠረት ተግባራዊ ያደርጋሉ።

19. በዞንም ሆነ በወረዳ ደረጃ ተጀሚ ሳይሆኑ ወይም በሜሪት አግባብ ጽ/ቤቶችን እየመሩ ያሉ ባለሙያዎች በኃላፊነት መቀጠል የሚችሉት፡-

ሀ/ ሁለንተናዊ ብቃታቸው በአስተዳዳሪዎች መሪነት በየደረጃው ባለ ካቢኔ ተገምግሞ እንዲቀጥሉ ሲወሰን ብቻ ነው።

evidence for the information they have provided thereof unless and otherwise it is objectively proved that of their provision of inaccurate information.

18. A law to be applicable in government offices which have completed study of the transferable processes and thereby entered into testing shall be:

A. the study-document approved by Civil Service Reform Program Coordinating Committee;

B. Without prejudice to the provision of sub. art. 18(A) of this art. hereof, laws of finance, procurement and human resource management existing before the transitory provision of this regulation shall remain in force until the studies of this process, having been harmonized with each government office, are approved by the coordinating and so confirmed by testing thereof,

C. Without prejudice to the provisions of sub. art. 18 (A and B) of this art. hereof, although there exists City Administrations Procurement and Finance Process Study, they shall directly implement it pursuant to the study-document irrespective of confirmation of the procurement and finance study by testing.

19. Experts who are not appointees at zonal or woreda level or on merit and are directing offices shall proceed their responsibilities where:

A. Their overall competence is evaluated by the cabinet at all level through administrators' initiation and they are determined to do so their career only.

ለ/ በካቢኔ የሚደረገው ግምገማ ለሰራተኞች መደልደያ የተዘጋጀውን መስፈርትና ያላቸውን የመሪነት ብቃት ከግምት ውስጥ ያስገባ ሊሆን ይገባል።

ሐ/ በየደረጃው ባለ ካቢኔ ተገምግመው የማይቀጥሉ የጽ/ቤት ኃላፊዎች ግን ከሌሎች ሰራተኞች ጋር እኩል ተወዳድረው በሚመጥናቸው የስራ ሂደት ላይ እንዲመደቡ ይደረጋል።

20. በዞንና በወረዳ ደረጃ ተጀሚ ሳይሆኑ ወይም በሜሪት አግባብ ጽ/ቤቶችን እየመሩ ያሉ ባለሙያዎች ተገምግመው የማይቀጥሉ ከሆኑ፤

ሀ/ የእነዚህ ጽ/ቤት የሰው ኃይል ምደባ የሚፀድቀው በየደረጃው ባለ ዋና አስተዳዳሪ ይሆናል።

ለ/ በዞን ደረጃ ተጀሚ ያልሆነ የጽህፈት ቤት ኃላፊ የማይቀጥል ከሆነ ድልድሉን ከማጽደቅ ባሻገር ኮሚቴውንም የሚያደራጀው የዞን አስተዳደር ጽ/ቤት ይሆናል።

21. በዚህ አንቀጽ ንዑስ አንቀጽ 19 ላይ የተመለከተው ቢኖርም የዞን-ትራንስፖርት ቅርንጫፍ ጽ/ቤት ኃላፊዎች የመቀጠል ወይም ያለመቀጠል ሁኔታ የሚወሰነው የዞን አስተዳዳሪዎችን ማማከር እንደተጠበቀ ሆኖ በክልሉ ትራንስፖርት ባለስልጣን ኃላፊ ሲሆን የማይቀጥሉት አመዳደብ ግን ለሌሎች ጽ/ቤት ኃላፊዎች በዚህ ደንብ መሠረት በተመለከተው አግባብ ይሆናል።

22. በዚህ አንቀጽ ንዑስ አንቀጽ 19 ላይ በተደነገገው መሰረት በቦታው ላይ የቆዩት የጽ/ቤት ኃላፊዎች የማይቀጥሉ ከሆነ በየደረጃው ያለ ዋና አስተዳዳሪ ከመስሪያቤቱ ሰራተኞችም ሆነ ከሌላ መስሪያ ቤት ሁለንተናዊ ብቃት ያላቸውን ሰራተኞች ይመድባል።

B. The evaluation made by the cabinet shall take into account the criterion prepared for employees placement and their own managing competence.

C. Office heads who have been evaluated by the cabinet at all level and thereby do not proceed their career shall equally compete against other employees and be assigned to the process appropriate for them.

20. where experts who are not appointees at zonal or woreda level or on merit and are directing offices shall, having been evaluated, not proceed:

A. the placement of human resource of this office shall be approved by the respective chief administrator thereof.

B. Where a head of office who is not appointee at zonal level do not proceed, office of zone administration shall organize the committee as well as approve the placement thereof.

21. Notwithstanding the provision of sub. art. 19 of this art. hereof, the condition of proceeding or unproceeding of office heads of zone Transport Branch shall, without prejudice to consulting with zone administrators on same, be determined by the Head of Regional Transport Authority and assignment of those heads who do not proceed shall be in the manner of provision being applied on other office heads pursuant to this regulation hereof.

22. where those heads who are in the position do not proceed with their previous position, pursuant to the provision of sub. art. 19 of this art. hereof, chief administrator at all level shall assign employees as an office head, having overall competence among form employees of the government office or other government office.

- 23. በዚህ አንቀጽ ንዑስ አንቀጽ 22 ላይ የተደነገገው እንደተጠበቀ ሆኖ ከሌላ መስሪያቤት ተሰበውም ሆነ ከውስጥ ሰራተኞች መካከል በጽ/ቤት ኃላፊነት የሚመደቡ ባለሙያዎች ቢያንስ የመጀመሪያ ዲግሪ ያላቸው ለጽ/ቤቱ ዋና የስራ ሂደቶች ከተመለከቱት የትምህርት ዝግጅቶች መካከል የአንዱ ባለቤትና በስራ ልምድ ረገድም ከዋና የስራ ሂደት መሪዎች መካከል ለአንዱ የተጠየቀው ዝቅተኛ የስራ ልምድ ሊኖራቸው ይገባል።
- 24. በጽ/ቤት ኃላፊነት የሚመደቡ ባለሙያዎች ደመወዝ ለጽ/ቤት ኃላፊነት የተወሰነው መነሻ ደመወዝ ሲሆን ነገር ግን እነዚህ ባለሙያዎች ቀደም ሲል በሜሪት አግባብ ያገኙት የነበረው ደመወዝ ከጽ/ቤት ኃላፊው መነሻ ደመወዝ በላይ ከሆነ ይህ ደመወዝ ይከፈላቸዋል።
- 25. በየደረጃው ያለው የዞንና የወረዳ አመራር በሰራተኛ ምደባ ሂደቱ ላይ ያለውን አጠቃላይ አፈጻጸም እየተከታተለና እየገመገመ በወቅቱ የማረምና ችግሮችም ሲያጋጥሙ ከሚመለከታቸው አካላት ጋር ተመካክሮ የመፍታት ኃላፊነት አለበት።
- 26. ያጠኑአቸውን የስራ ሂደቶች ለትግበራ ወደ ዞንና ወረዳ ያወረዱ የክልል መስሪያቤቶች ከሰራተኛ ድልድሉ ጀምሮ ስራውን በቅርበት እየተከታተሉ የመደገፍና ችግሮችም ሲከሰቱ በወቅቱ የማረምና የማስተካከል ኃላፊነት አለባቸው።
- 27. በዞን ደረጃ በሚገኙ የስራ ሂደቶች ላይ የሰራተኛ ምደባ ተካሂዶ ከመጽደቁ በፊት የሚመለከታቸው ቢሮዎች አስቀድመው እንዲያውቁት ማድረግ ያስፈልጋል። በአፈጻጸም ላይ የታዩ ጉድለቶች ካሉም ቢሮዎች የማስተካከል ኃላፊነት አለባቸው።

- 23. without prejudice to the provision of sub. art. 22 of this art. hereof, experts who are to be assigned as an office head, being brought from other government office or from among employees shall have at least First Degree, be a holder of one from among educational qualifications specified as major processes of the office and, with respect to work experience, have minimum work experience which is required to the one from among chief process owners.
- 24. Salary of experts to be assigned as an office head shall be the minimum salary determined for office heads: provided, however, that if their previous salary paid for them on merit is above the minimum salary of the office head, they shall be paid this salary.
- 25. zonal and woreda leaderships at all level shall, having followed up and evaluated the overall implementation during the process of employee's placement, have a responsibility to timely correct and wherever problems encountered to resolve same in consultation with concerned bodies thereof.
- 26. Regional government offices that brought processes they have studied to zone and woreda for testing shall, having closely followed-up the activity starting from the employee's placement, have a responsibility to support and timely correct and rectify wherever problems encountered thereof .
- 27. It is necessary to notify employee's placement conducted on processes at zonal level to concerned Bureaus before it has been approved thereof. And the Bureaus shall have a responsibility to rectify breaches observed, if any during its implementation thereof.

28. መፍትሄ አፈላላጊ ኮሚቴው የሚመድብላቸው ሰራተኛ እንደሌለ ካላረጋገጠላቸው ወይም ያላቸውን ክፍት የስራ መደብ ባህሪ ከግምት ውስጥ በማስገባት በልዩ ሁኔታ ካልፈቀደላቸው በስተቀር መስሪያቤቶች በቅጥርም ሆነ በዝውውር ሰራተኛ መመደብ አይችሉም።

29. ዋናው ኃላፊ ባለመኖሩ ምክንያት በምክትል የሚመሩ መስሪያ ቤቶች ካሉ በቅድሚያ ምክትሉ ወይም ምክትሎች ብቃታቸው ተረጋግጦ የሂደት መሪ ሆነው የሚመደቡ ሲሆን ምደባው የሚሰጠው በዞንና በወረዳ ከሆነ በየደረጃው ባሉ ዋና አስተዳዳሪዎች ሲሆን በክልል ደረጃ ደግሞ መስሪያ ቤቱ ተጠሪ በሆነበት መስሪያ ቤት የበላይ ኃላፊ ይሆናል።

30. በዚህ አንቀጽ ንዑስ አንቀጽ 29 ድንጋጌ ሥር የተመለከተው እንደተጠበቀ ሆኖ ምክትሎችን በስራ ሂደት መሪነት በመደቡት ኃላፊዎች ውሳኔ የሂደት መሪ የሆነው አንዱ ምክትል የመስሪያቤቱን የሰራተኛ ደልዳይ ኮሚቴ የማደራጀትና ድልድሉንም የማጽደቅ ስልጣን የሚኖረው ሲሆን ምክትሎች የማይቀጥሉ ከሆነ ግን ሌላ ጠንካራ ሰራተኛ ተመድቦ ይህን ኃላፊነት እንዲወጣ ይደረጋል።

31. በዚህ አንቀጽ ንዑስ አንቀጽ 29 እና 30 ድንጋጌዎች ሥር የተመለከተው ቢኖርም መስሪያ ቤቱ የሚመራው በተወካይ ከሆነ ግን ኮሚቴ የማደራጀቱም ሆነ ድልድሉን የማጽደቁ ስልጣን በወረዳና በዞን የዋና አስተዳዳሪዎች በክልል ደረጃ ደግሞ መስሪያ ቤቱ ተጠሪ የሆነበት መስሪያ ቤት የበላይ ኃላፊ ይሆናል።

28. Government offices may not assign employees either in recruitment or in transfer unless and otherwise it has been confirmed that there are no employee to be placed by the resolution seeking committee or they are specifically permitted by taking into account the characteristic of their vacant position.

29. If there exist government offices directed by a deputy on the account of no chief head, a deputy or deputies shall, having been confirmed their competence, be assigned as a process owner and if the placement is taken place in zone and woreda, it shall be given by respective chief administrators, and at the regional level, by senior official of government office which the government office is representative thereto.

30. without prejudice to the provision stipulated under sub. art. 29 of this art. hereof, one of the deputies who has become a process owner shall have a jurisdiction to organize a placing committee of employee and to approve the placement as well and if the deputies do not proceed, another hardworking employee shall be assigned and made to discharge this responsibility thereof.

31. Notwithstanding the provisions of sub. art. 29 and 30 of this art. hereof, if the government office is directed by an acting head, the jurisdiction to organize the committee and to approve the placement shall, in zone and woreda, be by chief administrators and at the regional level by the senior head of government office which the government is representative thereto.

ክፍል አምስት

በሥራ ሂደቱ መዋቅር ስለማይታቀፉ ሠራተኞች ሁኔታ፤

14. በሥራ ሐደት መዋቅር ውስጥ ስለማይታቀፉ ሠራተኞች፤

በአንድ መ/ቤት ባሉ የሥራ ሐደቶች ውስጥ ምደባ ያላገኙ ሠራተኞች ማህበራዊ ቀውስ ውስጥ በማይገባበት፣ የክልሉ ሀብት ሊሸከም በሚችለው መጠንና በሀገሪቱ ህግና አሠራር መሠረት ህይወታቸውን የሚመሩበት ስርዓት መመቻቸት አለበት። በዚህም መሠረት ከዚህ የሚከተሉት አማራጮች ተግባራዊ ይሆናሉ።

1. የመንግስት ፖሊሲና ስትራቴጂ ለመተግበርና በለውጡ ውስጥ ለመስራት ብቃቱ ያላቸው ሠራተኞች በሌላ መ/ቤቶች ተመድበው የሚሠሩበትን ሁኔታ ማመቻቸት፤
2. በዕድሜ ወጣት የሆኑትን በመምረጥ የረጅም ጊዜ ስልጠና አግኝተው በተለያዩ የመንግስት መ/ቤቶች ተመድበው እንዲሠሩ ማድረግ
3. በአዲስ ለተቀረፁት የሥራ ሐደቶች ውስጥ ተመድበው ለመስራት ሙሉ ፍላጎት ተቀራራቢ ችሎታና የሙያ ትስስር ያላቸው በተወሰነ ተከታታይ ስልጠና አቅማቸውን በማጎልበት መጠቀም፤
4. ከአገልግሎታቸውና ዕድሜያቸው አኳያና በሌሎች መመዘኛዎች በሥራ ሐደቶቹና በሌላ መ/ቤትም ተመድበው ለማገልገል ብቁና ውጤታማ የማይሆኑትን በጠረታ ማግለል፤

PART FIVE

CONDITIONS OF EMPLOYEES WHO ARE NOT INCLUDED IN THE PROCESS STRUCTURE

14. Employees not Included in a Process Structure

A system by which those civil servants who are not assigned in processes existed in a government office may earn their livelihood shall be facilitated in a manner that they don't enter into social crisis, the extent to which the regional state resource could carry the burden and pursuant to laws and working guidelines of the country. Pursuant to this, the following alternatives shall be implemented thereof:

1. Facilitate conditions by which employees having the competence to implement policies and strategies of the government and to work in the change may be assigned in other government offices and work therein;
2. cause those young ones, having been selected and provided with long-term training, be assigned in various government offices and thereby work therein;
3. Utilize those civil servants being assigned and having full desire to work in newly redesigned processes, close competence and professional linkage by promoting their capacity in a defined continuing training thereof;
4. cause those employees who are not competent and efficient to serve in another government office assigned therein due to their service and age respect and other criteria to retire;

- 5. በአዲሱ የሥራ ሒደት ያልታቀፉና በሌሎች መ/ቤቶችም ለመመደብ በመመዘኛዎች መሠረት ብቁና ውጤታማ ያልሆኑትንና እድሜያቸው በመንግሥት ህግ መሠረት የጡረታ መብት የማያገኙ ከሆነ የሙያ ስልጠና ተሰጥቷቸውና ሁሉአቀፍ ድጋፍ ተደርጎላቸው ኑሮአቸውን በራሳቸው እንዲመሩ ይደረጋል።
- 6. ከ1-5 ባለው የማይስተናገዱ በነባሩ ህግ መሠረት የካሳ ክፍያ ተሰጥቷቸው ይሠናበታሉ።
- 7. በኮንትራት ቅጥር ያሉ ሠራተኞች በገቡት የሥራ ስምምነት መሠረት የሥራ ውሉን ማቋረጥ፤

- 5. Those who are not included in the new process and are ineligible to be assigned, pursuant to the criteria, in other government offices and inefficient and if they are not entitled to retirement pension due to of their ages, having been provided with vocational training and overall support, shall be caused to earn their livelihoods themselves thereof.
- 6. Those who are not treated with the provisions of sub. Art. 1-5 of this art. hereof shall, having been given compensation pursuant to existing law, be dismissed from job.
- 7. Those contract employees shall terminate the job contract pursuant to work agreement they entered into thereof.

15. አማራጮችን የሚተገብር ኮሚቴ ስለማቋቋም

15. Establishment of a Committee to Implement Options

- 1. እያንዳንዱ መሥሪያ ቤት ተገቢውን ጥረት ካደረገ በኋላ በአንድ መ/ቤት የሥራ ሒደቶች ያልታቀፉ ሠራተኞችን ሁኔታ ለማመቻቸት የተቀመጡ ከላይ ከ1-5 ያሉ አማራጮችን ተግባራዊ አድርጎ የኑሮ ዋስትናቸውን ለማረጋገጥ እንዲቻል በክልል በዞንና በወረዳ ደረጃ ሥራውን የሚመራና የሚያስተባብር አንድ አካል ማቋቋም አስፈላጊ በመሆኑ የሚከተሉት መ/ቤቶች የሚሳተፉበት ኮሚቴ ተቋቁሟል።
- 2. የኮሚቴው ስም መፍትሄ አፈላላጊ ኮሚቴ ሊባል ይችላል።

- 1. To enable their livelihood to materialize by implementing the options prescribed from 1-5 herein above to facilitate conditions of employees who are not embraced in a government office processes after each government office has made proper effort, as it is necessary to establish an organ who may direct over and coordinate the task at the regional, zonal and woreda level, there is hereby established a committee in which the following government offices to be involved thereof.
- 2. The name of the committee may be called as solution seeking committee.

16. ኮሚቴው በዚህ ደንብ መሠረት የሚከተሉት አባላት ይኖሩታል፡-

የኮሚቴው አባላት ጥንቅር

ሀ/ የክልል ኮሚቴ የሚከተሉት አባላት ይኖሩታል።

1. አቅም ግንባታ ቢሮ ሰብሳቢ
2. ሲቪል ሰርቪስ ኮሚሽን ፀሐፊ
3. ማህበራዊ ዋስትና አባል
4. ርዕሰ መስተዳድር ጽ/ቤት ”
5. ፍትህ ቢሮ ”
6. የንግድና ኢንዱስትሪ ልማት ቢሮ ”
7. ገንዘብና ኢኮኖሚ ልማት ቢሮ ”

ለ/ በዞን ደረጃ የሚደራጀው ኮሚቴ ከዚህ በታች የተመለከቱት አባላት ይኖሩታል፡-

ሀ/ የአቅም ግንባታ መምሪያ ኃላፊ ሰብሳቢ

ለ/ የሰው ሀይል ስራ አመራር ዋና የስራ ሂደት አስተባባሪ ፀሐፊ

ሐ/ ከአስተዳደር ጽ/ቤት አባል

መ/ ከፍትህ መምሪያ ”

ሠ/ ከንግድና ኢንዱስትሪ መምሪያ ”

ረ/ ከገንዘብና ኢኮኖሚ ልማት መምሪያ ”

ሐ/ በወረዳ ደረጃ በዚህ ደንብ መሠረት የተቋቋመው ኮሚቴ የሚከተሉት አባላት ይኖሩታል።

ሀ/ የአቅም ግንባታ ጽ/ቤት ኃላፊ --- ሰብሳቢ

ለ/ ከአስተዳደር ጽ/ቤት ፀሐፊ

ሐ/ ከፍትህ ጽ/ቤት አባል

ሠ/ ከጥቃቅን ጽ/ቤት ”

ረ/ ከገንዘብና ፕላን ጽ/ቤት ”

16. The Committee shall, pursuant to this regulation, have the following members:

Composition of members of the committee:

A. A Regional Committee shall have the following members:

1. Capacity Building Bureau Chair-person
2. Civil Service Commission Secretary
3. Social Security Authority Member
4. Head of office of the Regional Government Member
5. Justice Bureau Member
6. Trade and Industry Development Bureau Member
7. Finance and Economy Development Bureau Member

B. A committee to be organized at zonal level shall have the following members:

- A. a head of Capacity Building Department chairperson
- B. A chief process coordinator of human resource management secretary
- C. administration office member
- D. Justice Department member
- E. Trade and Industry Department member
- F. finance and economic development department member

C. A committee established at woreda level, pursuant to this regulation, shall have the following members:

- A. A head of capacity building office chair person
- B. Administration Office secretary
- C. Justice Office member
- D. Micro office member
- E. Finance and plan office member

መ/ በዚህ ደንብ አንቀፅ 15 መሠረት በከተሞች የተቋቋመው ኮሚቴ ከዚህ በታች የተመለከቱት አባላት ይኖሩታል።

- ሀ/ የአቅም ግንባታ ጽ/ቤት ኃላፊ ሰብሳቢ
- ለ/ ከከንቲባ ጽ/ቤ አንድ ሰው ፀሀፊ
- ሐ/ ከአስተዳደር ጽ/ቤት አባል
- መ/ ከፍትህ ጽ/ቤት ”
- ሠ/ ከጥቃቅን ጽ/ቤት ”
- ረ/ ከገንዘብና ፕላን ጽ/ቤት ”

17. ስለኮሚቴው ተጠሪነት፣ ተግባርና ኃላፊነት

ሀ/ የክልሉ ኮሚቴ ተግባርና ኃላፊነት

ተጠሪነቱ ለርዕሰ መስተዳድሩ ሆኖ በዚህ ደንብ መሠረት የሚከተሉት ተግባርና ኃላፊነቶች ይኖሩታል፡-

1. ከየመ/ቤቶች በሥራ ሒደቶች ያልታቀፉ ሠራተኞችን ዝርዝርና በመስፈርቱ መሠረት የተገመገሙበትን ማስረጃ ይቀበላል፤
2. በዚህ ደንብ መሠረት ወደ ሌላ መ/ቤቶች የሚመደቡትን፣ በጡረታ የሚገለሉትንና ለረዥም ጊዜ ወደ ስልጠና የሚላኩትን ለይቶ አቅጣጫ ይሠጣል፤
3. በጡረታ የተገለሉት እጅግ ቢበዛ በተቻለ ፍጥነት የጡረታ ዋስትናቸው የሚረጋገጥበትን አሠራር በመዘርጋት ተግባራዊ ያስደርጋል፤
4. ወደ ሌላ መ/ቤት የሚመደቡትን በየመ/ቤቱ ያለውን ክፍት ቦታ ዝርዝር በመሠብሰብ ከየመ/ቤቶቻቸው በተቀመጠው ግምገማና የክልሉ አስተባባሪ ኮሚቴ በሚሠጠው አቅጣጫ መሠረት በየመ/ቤቱ ምደባ ያካሂዳል።

D. A committee established in urban centers, pursuant to art. 15 of this regulation, shall have the following committee:

- A. head of Capacity Building Office ... chairperson
- B. one person form Mayor Office secretary
- C. administration office member
- D. Justice Office member
- E. micro Office member
- F. Finance and plan office member

17. Accountability, Duties and Responsibilities of the Committee

A. Duties and Responsibilities of the Regional Committee,

The committee shall, being accountable to the head of the Regional Government, pursuant to this regulation, have the following duties and responsibilities:

1. Receive list of employees who are not embraced in the processes and the evidence that they have been evaluated in accordance with the criteria thereof.
2. Identify and give direction those employees who may be assigned to another government offices, expelled in retirement and those who may be sent for long-term training;
3. Put in place and implement working procedure by which their retirement pension for the retirees is materialized as soon as possible;
4. Collect list of vacant positions existed in each government office and thereby carry out assignment of those employees to be assigned in another government office pursuant to the evaluation stated in their government office and the direction to be given by the Regional Government Cordinating Committee;

5. የጡረታ ዋስትና የማያገኙና ኑሮአቸውን በግላቸው እንዲመሩ የተለዩት፤

ሀ. በመንግስት ህግ መሠረት የሚገባቸውን ጥቅም ወይም ካሳ እንዲያገኙ ማድረግ፤

ለ. ፍላጎታቸውን መነሻ ያደረገ ስልጠና የሚያገኙበትን ፕሮጀክት አዘጋጅቶና ፈንድ አፈላል በስልጠና የሥራ ሀቅማቸው ዳብሮና በቂ የብድር አገልግሎት አግኝተው ወደ ሥራ እንዲሠማሩ ያደርጋል፤

6. አስፈላጊ ሆኖ ሲያገኘው የቴክኒክ ኮሚቴ ሊያቋቁም ይችላል።

ለ/ በዞን በከተሞችና በወረዳ የተደራጀው ኮሚቴ ተግባርና ኃላፊነት፦

ኮሚቴው ተጠሪነቱ በየደረጃው ላለ ዋና አስተዳዳሪ ወይም ከንቲባ ሆኖ በዚህ ደንብ መሠረት የሚከተሉት ተግባርና ኃላፊነቶች ይኖሩታል፦

1. ከየመ/ቤቶች በሥራ ሒደቶች ያልታቀፉ ሠራተኞችን ዝርዝርና በመስፈርቱ መሠረት የተገመገሙበትን ማስረጃ ይቀበላል
2. በዚህ ደንብ መሰረት በየመስሪያቤቱ ያሉ ክፍት የስራ መደቦችን መረጃ በመያዝ ሰራተኞችን ይመድባል በጡረታ የሚገለሉትንና ለረጅም ጊዜ ወደ ስልጠና የሚላኩትን ለይቶ ለክልሉ አስተባባሪ ኮሚቴ ያሳውቃል።
3. ኑሮአቸውን በግላቸው እንዲመሩ የተለዩትን ሰራተኞች መረጃ ለክልሉ አስተባባሪ ኮሚቴ ያስተላልፋል በሚሰጠው አቅጣጫ መሠረት ተግባራዊ ያደርጋል።

5. To those who are identified not to be entitled to retirement pension and thereby made to earn their personal livelihoods:

A. Make them acquire benefits or compensation appropriate for them, pursuant to the government law;

B. Cause them to engage in an activity, having prepared a project by which they may obtain training on the basis of their interest and sought fund, their working capacity is developed by training and have adequate credit-service.

6. It may establish a technique committee wherever it finds it necessary.

B. Duties and Responsibilities of the Committee Established in Zone, city centers and woreda

The committee shall, being accountable to chief administrator at all level or to a mayor, pursuant to this regulation, have the following duties and responsibilities:

1. Receive list of employees who are not included in the processes and evidence which they are evaluated pursuant to the criteria thereof.
2. Assign employees, pursuant to this regulation, having kept information of vacant positions in each government office; identify those who may retire and may be sent for long-term training and thereby notify same to the regional coordinating committee.
3. Transfer information of employees who are identified to earn their livelihood privately to the regional coordinating committee; put into effect same pursuant to the direction given to it thereof.

- 4. ፍላጎታቸውን መነሻ ያደረገ ስልጠና የሚያገኙበትን ፕሮጀክት አዘጋጅቶና ፈንድ አፈላልጎ በስልጠና የሥራ አቅማቸው ዳብሮና በቂ የብድር አገልግሎት አግኝተው ወደ ሥራ እንዲሠማሩ ያደርጋል።
- 5. አስፈላጊ ሆኖ ሲያገኘው የቴክኒክ ኮሚቴ ሊያቋቁም ይችላል።

- 4. Cause them to engage in an activity, having prepared a project by which they may obtain training on the basis of their interest and sought fund, their working capacity is developed by training and have adequate credit-service.
- 5. It may establish a technique-committee where it finds it necessary.

ክፍል ስድስት

ቅሬታ ስለሚቀርብበት ሥርዓት

PART SIX

PROCEDURE OF GRIEVANCE SUBMITTAL

18. የቅሬታ አቀራረብ ሥርዓት

18. Submittal of Grievance Procedure

- 1. በድልድሉ ያልተስማማ ማንኛውም ሠራተኛ ድልድሉ ግልጽ ከሆነበት ቀን ጀምሮ በአስር ቀናት ውስጥ ቅሬታውን በሲቪል ሰርቪስ ሪፎርም ኤክስፐርቱ አማካይነት ለመሥሪያቤቱ የበላይ ኃላፊ ማቅረብ ይችላል።
- 2. በዚህ አንቀጽ ንዑስ አንቀጽ 1 ላይ የተመለከተው ቢኖርም ሰራተኞች ቅሬታ ማቅረብ የሚችሉት በትምህርት ደረጃና ዝግጅት በስራ ልምድ እንዲሁም በማህደር ጥራት አያያዝ ላይ ችግር አለብን የሚሉ ከሆኑ ነው። ሆኖም በፍረጃው ወቅት አጠቃላይ ነጥባቸው ከ50% በታች የሆነባቸው ሰራተኞች በሁሉም መስፈርቶች ላይ ቅሬታ ካላቸው ማቅረብ ይችላሉ።
- 3. የመሥሪያ ቤቱ የበላይ ኃላፊ የቀረበለትን ቅሬታ መርምሮ በሁለት ቀን ውስጥ ለቅሬታ አቅራቢው ምላሽ ይሰጣል።
- 4. ቅሬታ አቅራቢው በክልል ደረጃ የሚሰራ ከሆነና በመሥሪያቤቱ የበላይ ኃላፊ ውሳኔ የማይስማማ

- 1. Any employee who disagrees over the placement may lodge his grievance to senior official of the government office through agent of the Civil Service Reform Expert within the days of the date of publicizing of the placement.
- 2. Notwithstanding the provision of sub-art.1 of this art. hereof, employees may be able to lodge grievance only if they state that they have a problem on valuing of their educational grade and qualification, work experience as well as personal file condition, provided, however, that those employees whose average results, during the category, is below 50% may lodge a grievance on all criteria if they have a grievance thereof.
- 3. A senior official of the government office shall, having examined a grievance submitted to him, reply to the aggrieved within two days.
- 4. If the aggrieved works at the regional level and does not consent to the decision of the senior official of the government office, he shall lodge his

ከሆነ ቅሬታውን በአቅም ግንባታ ቢሮ ሥር ለተቋቋመ ጊዜያዊ ኮሚቴ ያቀርባል። ቅሬታ አቅራቢው የዞን ወይም የወረዳ ሰራተኛ ከሆነ ደግሞ በየደረጃው ላለው የቅሬታ ሰሚ አካል ቅሬታውን ያቀርባል ።

5. በዚህ አንቀጽ ንዑስ አንቀጽ 4 በተደነገገው አግባብ በተሰጠው ውሳኔ ያልተስማማ የክልል ቅሬታ አቅራቢ ቅሬታውን በክልል ደረጃ ለተሰየመው የህዝብ ቅሬታ ሰሚ አካል የዞንና የወረዳ ቅሬታ አቅራቢ ደግሞ በየደረጃው ላለ ዋና አስተዳዳሪ ቅሬታውን ሊያቀርብ ይችላል።

6. በዚህ አንቀጽ ንዑስ አንቀጽ 5 በተደነገገው አግባብ በተሰጠው ውሳኔ ያልተስማማ የወረዳ ቅሬታ አቅራቢ ለዞን ቅሬታ ሰሚ አካል የዞን ቅሬታ አቅራቢ ደግሞ በክልል ደረጃ ላለው የቅሬታ ሰሚ አካል ያቀርባል።

7. በዚህ አንቀጽ ንዑስ አንቀጽ 6 ድንጋጌ አግባብ በተሰጠው ውሳኔ ያልተስማማ የወረዳ ቅሬታ አቅራቢ በክልል ደረጃ ላለው የቅሬታ ሰሚ አካል ቅሬታውን ማቅረብ ይችላል። በክልል የቅሬታ ሰሚው አካል የሚሰጠው ውሳኔ የመጨረሻ ይሆናል።

8. የወረዳ ቅሬታ ሰሚ አካልና የወረዳው አስተዳዳሪ የቀረበላቸውን ቅሬታ መርምረው ከሶስት ቀን ባልበለጠ ጊዜ ውስጥ ምላሽ መስጠት ይጠበቅባቸዋል።

9. ቅሬታ አቅራቢዎችን ያለ ውጣ ውረድ ከማስተናገድ አንጻር በክልል ደረጃ ያለው የቅሬታ ሰሚ አካል በዞን ደረጃ አማካይ ቦታዎችን በመጠቀም የሚሰራበትን ስርዓት ይዘረጋል።

grievance to interim committee established under the Capacity Building Bureau; provided, however, that if the aggrieved is an employee of zone or woreda, he shall lodge his grievance to the grievance hearing body at all level.

5. The aggrieved party of the region who does not consent to the decision rendered to him as per the provision of sub. art. 4 of this art. hereof, may lodge his grievance to public grievance hearing body designated at the regional level and the aggrieved party of zone and woreda to the respective chief administrator thereof.

6. the aggrieved party of woreda who does not consent to the decision rendered to him as per the provision of sub.art. 5 of this art. hereof, shall lodge his grievance to zone grievance hearing body and that of zonal aggrieved party shall submit same to the grievance hearing body at the regional level thereof.

7. The aggrieved party of woreda who does not consent to the decision rendered to them as per the provision of sub. art. 6 of this art. hereof, may submit his grievance to the grievance hearing body at the regional level. The decision rendered by the regional grievance hearing body shall be final.

8. woreda grievance hearing body and administrator of the woreda shall, having examined the grievance submitted to them, reply to the aggrieved party within not exceeding three days.

9. with respect to entertaining the aggrieved parts smoothly/ without facing difficulties/, grievance heading body at the regional level shall put into effect a procedure it may carry out same using central sites at zonal level.

ክፍል ሰባት

ልዩ ልዩ ድንጋጌዎች

19. ደንቡን ስለማሻሻል

የክልሉ መስተዳድር ምክር ቤት እንደአስፈላጊነቱ ይህን ደንብ ሊከልሰው ይችላል።

20. የመሸጋገሪያ ድንጋጌ

ይህ ደንብ ከመውጣቱ በፊት የሠራተኛ ድልድላቸውን ያጠናቀቁ መስሪያ ቤቶች ማሻሻያው ትርጉም ባለው መንገድ ለውጥ ያመጣል ብለው ካላመኑ በስተቀር የሠሩትን ምደባ ይዘው መቀጠል የሚችሉ ይሆናል።

21. መመሪያ የማውጣት ስልጣን

የአቅም ግንባታ ቢሮ አስፈላጊ ሆኖ ሲያገኘው ይህን ደንብ በተሟላ መንገድ ለማስፈጸም የሚያስችል ዝርዝር የአፈፃፀም መመሪያዎች ሊያወጣ ይችላል።

22. ተፈፃሚነት ስለማይኖራቸውና ስለተሻሩ ህጎች

1. በአማራ ብሔራዊ መንግሥት መሠረታዊ የሥራ ሂደት ለውጥ ማስፈፀሚያ ደንብ ቁጥር 57/2000 ዓ.ም በዚህ ደንብ ተሸሯል።
2. ከዚህ ደንብ ጋር የሚቃረን ማንኛውም ደንብ፣ መመሪያ ወይም የተለመደ አሠራር በዚህ ደንብ ላይ በተመለከቱት ጉዳዮች ተፈፃሚነት አይኖረውም።

23. ደንቡ የሚፀናበት ጊዜ

ይህ ደንብ በክልሉ መስተዳድር ምክር ቤት ታይቶና ተመርምሮ ከፀደቀበት ቀን ጀምሮ የፀና ይሆናል።

ባህርዳር
ሀምሌ 24 ቀን 2000 ዓ/ም
አያሌው ጎበዜ
የአማራ ብሔራዊ ክልል ርዕሰ መስተዳድር

PART SEVEN

MISCELLANEOUS PROVISIONS

19. Revision

The Council of the Regional Government may, as deemed necessary, revise this regulation

20. Transitory Provision

Government offices that has completed their placement prior to the coming into force of this regulation may proceed with the placement they have carried out thereto unless they believe that the revision bring about a change in a definite way thereof.

21. Power to Issue Directive

The Capacity Building Bureau may, where it finds it necessary, issue detailed implementation guide line in order to fully implement this regulation.

22. Inapplicable and Repealed Laws

1. The Amhara National Regional State Business Process Reengineering Study Implementation Regulation No. 57/2008 is hereby repealed by this regulation.
2. Any other regulation, directive or customary proactive coming into conflict with this regulation may not apply to matters provided for therein.

23. Effective Date

This regulation shall come into force as of the date its publication in the Zikre-Hig Gazette of the regional state

Done at Bahir Dar
This 14th Day JULY,2008
Ayalew Gobezie
Head of Government of the
Amhara National Regional state

አባሪ 1.

የሠራተኛ ድልድል ስለሚካሄድባቸው መስፈርቶች

ተ.ቁ	መለኪያ	ነጥብ	የመረጃ ምንጭ
1	<p><u>የትምህርት ዝግጅት</u></p> <ul style="list-style-type: none"> ▪ የትምህርት ዝግጅቱ በጥናቱ ላይ የተመለከተ ከሆነ ▪ የትምህርት ዝግጅቱ በጥናቱ ላይ ያልተመለከተ ሆኖ ነገር ግን በተዘዋዋሪ አግባብ ያለው ወይም ተቀራራቢ ከሆነ ▪ የትምህርት ዝግጅቱ አግባብ የሌለው ከሆነ ከውድድር ውጭ ይደረጋል 	<p>15%</p> <p>15</p> <p>10</p>	<p>የቀረበ የት/ት መረጃ ወይም የግል ማህደር</p>
2	<p><u>የሥራ ልምድ</u></p> <ul style="list-style-type: none"> ▪ ስምንት ዓመትና በላይ የስራ ልምድ ላለው ▪ ከሶስት ዓመት በላይ እና ከስምንት ዓመት በታች የሥራ ልምድ ላለው ▪ እስከ ሦስት ዓመት የሥራ ልምድ ያለው 	<p>5%</p> <p>5</p> <p>4</p> <p>3</p>	<p>የቀረበ የሥራ ልምድ ወይም የግል ማህደር</p>
3	<p><u>የማህደር ጥራት</u></p> <ul style="list-style-type: none"> ▪ ከደረጃና ደመወዝ ዝቅ ማድረግ ▪ ከአንድ ወር በላይ እስከ ሶስት ወር ደመወዝ ቅጣት ▪ እስከ አንድ ወር ደመወዝ ቅጣት ▪ የጽሁፍ ማስጠንቀቂያ ቅጣት ▪ የቃል ማስጠንቀቂያ ቅጣት ▪ ምንም የቅጣት ሪከርድ የሌለበት 	<p>5%</p> <p>0</p> <p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p>	<p>የግል ማህደር</p>
4	<p><u>ለለውጥ ያለው ተነሳሽነትና ዲሞክራሲያዊነት</u></p> <ul style="list-style-type: none"> ▪ አዳዲስ ሀሳቦችን ለማወቅ ጥረት የሚያደርግና መንግሥት ያወጣቸውን ፖሊሲዎችና ስትራቴጂዎች የተቀበለ ▪ በሥራ ላይ የሚያሳየው ተባባሪነት በቡድን ለመሥራት ያለው ፈቃደኝነትና አቅም 	<p>35%</p> <p>10</p> <p>8</p>	<p>ደልዳይ ኮሚቴ</p> <p>ደልዳይ ኮሚቴ</p>

	<ul style="list-style-type: none"> ▪ የሲቪል ሰርቪስ ማሻሻያ ፕሮግራሙን ተቀብሎ ለመተግበር የሚያደርገው እንቅስቃሴ ▪ ከቆዩና ጊዜ ካለፈባቸው አመለካከቶች የጸዳ 	10 7	
5	<p><u>መልካም ሥነምግባር ያለው</u></p> <ul style="list-style-type: none"> ▪ ለተቋሙ ሀብትና ንብረት የሚያሳየው ተቆርቋሪነት ▪ በሥራው ላይ ታታሪ የሆነና በሌሎች ዘንድም በአርያነቱ የሚታወቅ ▪ ከአገል ሱሶች የጸዳ ▪ ከአሉባልታና ከቡድንተኝነት የራቀ 	15% 3 5 3 4	ደልዳይ ኮሚቴ
6	<p><u>አገልግሎት አሰጣጥ</u></p> <ul style="list-style-type: none"> ▪ የውስጥና የውጭ ተገልጋዮችን በጥናቱ በተቀመጡ የአሰራር ሥርዓቶች መሠረት ለማስተናገድ ያለው ብቃትና ፍላጎት ▪ ሥራውን ለመፈጸምና በሥራ ላይ የሚያጋጥሙ ችግሮችን ለመፍታት ያለው ብቃት ▪ ተገልጋዮችን በትህትና ማስተናገድ ▪ ሥራን በጥራት፣ በፍጥነት፣ ወይንም ቆጣቢ በሆነ መንገድ መሥራትና የሥራ ሰዓትን በአግባቡ መጠቀም 	25% 10 5 5 5	ደልዳይ ኮሚቴ
ድምር		100%	

አባሪ 2.

በዚህ ደንብ አንቀጽ 9 በፊደል ተራ ቁጥር መ.ሠ እና ረ የተመለከቱት መስፈርቶች የሚይዙት ነጥብና የሚሰጡት አግባብ ከዚህ በታች በተመለከተው ሰንጠረዥ መሠረት ይሆናል፡፡

ተቁ	የመገምገሚያ መስፈርቶች	የተሰጠ ነጥብ	በጣም ከፍተኛ	ከፍተኛ	መካከለኛ	ዝቅተኛ	በጣም ዝቅተኛ
1	ለለውጥ ያለው ተነሳሽነትና ዲሞክራሲያዊነት	35%					
1.1	አዳዲስ ሀሳቦችን ለማወቅ ጥረት የሚያደርግና መንግሥት ያወጣቸውን ፖሊሲዎችና ስትራቴጂዎች የተቀበለ		<p>ከ 9 እስከ 10</p> <ul style="list-style-type: none"> አዳዲስ ሀሳቦችን አፍልቆ በመ/ቤቱ ውስጥ ተግባራዊ እንዲሆኑ ያደረገ ኢንተርኔትና የመሳሰሉትን የመረጃ ምንጭ መግሪያዎች በመጠቀም እራሱን ለመለወጥ ጥረት ያደረገና በዚህም ተጨባጭ ውጤት ያስመዘገበ የመንግስት ፖሊሲዎችንና ስትራቴጂዎችን የተቀበለና በዚህም ዙሪያ ተጨባጭ ውጤት ያስመዘገበ 	<p>ከ6 እስከ 8</p> <ul style="list-style-type: none"> አዳዲስ ሀሳቦች አፍልቆ ያቀረበና በመ/ቤቱም ተቀባይነት ያገኘ የመንግስትን ፖሊሲዎችና ስትራቴጂዎች ተቀብሎ ተግባራዊ ያደረገና ሌሎችም እንዲያውቁት ከፍተኛ ጥረት ያደረገ 	<p>ከ3 እስከ 5</p> <ul style="list-style-type: none"> በመንግስት ፖሊሲዎችና ስትራቴጂዎች ላይ በቂ ግንዛቤ ያለው አዳዲስ አስተሳሰቦችን ለመቀበል ዝግጁ የሆነ የወጡ ፖሊሲዎችንና ስትራቴጂዎችን አምኖ የተቀበለና ለመፈፀም ቁርጠኛ የሆነ በአጫጭር ሥልጠናዎች በመሳተፍ እራሱን ለመቀየር ፈቃደኛ የሆነ 	<p>ከ1 እስከ 2</p> <ul style="list-style-type: none"> አዳዲስ ሀሳቦችን ለማወቅ ጥረት የማያደርግና ለመቀበልም ዝግጁ ያልሆነ በመንግስት ፖሊሲዎችና ስትራቴጂዎች ላይ በቂ ግንዛቤ የሌለውና ለማወቅም ጥረት የማያደርግ 	<ul style="list-style-type: none"> አዳዲስ ሀሳቦችን የማይቀበል የመንግስት ፖሊሲዎችንና ስትራቴጂዎችን የማይጥላ ላ እንዳይተገበሩም እንቅፋት የማይሆን
1.2	በሥራ ላይ የሚያሳየው	8	ከ 7 — 8	ከ 5 - 6	ከ 2 - 4	ከ 1 - 2	0

ተቁ	የመገምገሚያ መስፈርቶች	የተሰጠ ነጥብ	በጣም ክፍተኛ	ክፍተኛ	መካከለኛ	ዝቅተኛ	በጣም ዝቅተኛ
	ተባባሪነትና በቡድን ለመሥራት ያለው ፈቃደኝነት		<ul style="list-style-type: none"> ▪ የተሰጠውን ተግባር ተቀብሎ የፈፀመና ውጤት ያስመዘገበ ▪ በቡድን ሥራ የሚያምንና ከዚህ በፊትም አርያነት ያለው ሥራ የሰራ 	<ul style="list-style-type: none"> ▪ የቡድን ሥራን የሚጥሉ ሰዎችን የታገለገና ያስተካክላል ▪ መ/ቤቱ ውጤታማ የሚሆነው በግል ታታሪነት ብቻ ሳይሆን በቡድን ውጤታማነት ነው ብሎ የሚያምን መሆኑን በተግባር ያስመሰክረ ▪ በኮሚቴ ሥራዎች ተሳትፎ ተጨባጭ ውጤት ያስመዘገበ 	<ul style="list-style-type: none"> ▪ የተሰጠውን ተልእኮ በፍቃደኝነት የሚቀበል ▪ በቡድን ሥራ የሚያምንና ለመስራት ፍቃደኛ የሆነ ▪ በተለያዩ ኮሚቴዎች ለመሳተፍ ፍቃደኛ የሆነ 	<ul style="list-style-type: none"> ▪ በግልም ሆነ በቡድን ስራ ላይ ቸልተኛ የሆነ ▪ በአጠቃላይ በቡድን ሥራ ላይ እምነት የሌለው ▪ በኮሚቴ ስራዎች ለመሳተፍ ፈቃደኛ ያልሆነ 	<ul style="list-style-type: none"> ▪ የቡድንን ስራ የሚያጥላላና የማይቀበል ▪ ሆን ብሎ የቡድን ሥራ ተግባራዊ እንዳይሆን እንቅፋት የሆነ ▪ በኮሚቴ የተሰጠውን ሀላፊነት ያለአግባብ የተጠቀመ
1.3	የሲቪል ሰርቪስ ማሻሻያ ፕሮግራሙን ተቀብሎ	10	ከ 9 - 10	ከ 6 - 8	ከ 3 - 5	ከ1 - 2	0

ተቁ	የመገምገሚያ መስፈርቶች	የተሰጠ ነጥብ	በጣም ክፍተኛ	ክፍተኛ	መካከለኛ	ዝቅተኛ	በጣም ዝቅተኛ
	ለመተግበር የሚያደርገው እንቅስቃሴ፡፡		<ul style="list-style-type: none"> ▪ የሲቪል ሰርቪስ ሪፎርም ፕሮግራም የለውጥ መሳሪያ መሆኑን ተገንዝቦ አርአያነት ያለው ውጤት ያስመዘገበ 	<ul style="list-style-type: none"> ▪ ሪፎርሙን ራሱም ተቀብሎ ሌሎችም እንዲያምኑና ግንዛቤ እንዲይዙ ያደረገ ▪ አዳዲስ አሰራሮችን በመስሪያቤቱ ውስጥ ለመተግበር ተጨባጭ ጥረት የሚያደርግ 	<ul style="list-style-type: none"> ▪ አዘውትሮ የደረጃ ባጅ የሚጠቀም ▪ የመንግስትን የሥራ ሰዓት የማይሸራርፍ ▪ የዕለት ዕለት ሥራዎችን መዝግቦ የሚይዝ 	<ul style="list-style-type: none"> ▪ የመንግስትን የሥራ ሰዓት አልፎ አልፎ የሚሸራርፍ ▪ አልፎ አልፎ የደረጃ ባጅ የማይጠቀም 	<ul style="list-style-type: none"> ▪ ፎርሙንያ ለመቀበልና ማጥላላት ▪ የደረጃ ባጅ ፈጽሞ የማይጠቀም ▪ በተደጋጋሚ የመንግስትን የስራ ሰዓት የሚሸራርፍ
1.4	ከቆዩና ጊዜ ካለፈባቸው አመለካከቶች የጸዳ፡፡	7	7	ከ5- 6	ከ 3 - 4	ከ1 — 2	0
			<ul style="list-style-type: none"> ▪ ከቆዩና ጊዜ ካለፈባቸው አመለካከቶች ራሱን ያፀዳና ሌሎችንም ታግሎ ያስተካከለና አርአያ የሆነ 	<ul style="list-style-type: none"> ▪ የቆዩና ጊዜ ያለፈባቸውን አመለካከቶች ለመቅረፍ ተደጋጋሚ ጥረት የሚያደርግ 	<ul style="list-style-type: none"> ▪ ከቆዩና ጊዜ ካለፈባቸው አመለካከቶች የፀዳ 	<ul style="list-style-type: none"> ▪ በቆዩና ጊዜ ባለፈባቸው አስተሳሰቦች የተዘፈቀና በስራውም ላይ እነዚህን አመለካከቶች የሚያንፀባርቅ 	<ul style="list-style-type: none"> ▪ አዳዲስ ሀሣቦችን የሚቃወም ▪ የቆዩና ጊዜ ያለፈባቸውን አስተሳሰቦች የሚያራምድ

ተቁ	የመገምገሚያ መስፈርቶች	የተሰጠ ነጥብ	በጣም ከፍተኛ	ከፍተኛ	መካከለኛ	ዝቅተኛ	በጣም ዝቅተኛ
							ዱ ሰዎችን ያስተባባረ
2	መልካም ሥነ ምግባር ያለው	15%					
2.1	ለተቋሙ ሀብትና ንብረት የሚያሳየው ተቆርቋሪነት	3	3 <ul style="list-style-type: none"> ▪ የመንግስት ሀብትና ንብረት እንዳይባክን አዲስ ሥርዓት የዘረጋ እንዲሁም ብልሽት ሲደርስ ታግሎ ያስተካከል ▪ በራሱ መ/ቤትም ሆነ በሌላ የመንግስት መ/ቤት ሀብትና ንብረት ላይ ብክነት ሲደርስ ለሚመለከተው አካል ጥቆማ ያቀረበ 	2 <ul style="list-style-type: none"> ▪ ለሥራ መገልገያ የተሰጡትን ንብረቶች በአግባቡ በመያዝና በመጠቀሙ በአርአያነቱ የሚጠቀስ 	1.5 <ul style="list-style-type: none"> ▪ ለሥራ መገልገያ የተሰጡትን ንብረቶች በአግባቡ በቁጠባ የተጠቀሙ 	1 <ul style="list-style-type: none"> ▪ አልፎ አልፎ የመንግስትን ሀብትና ንብረት በቁጠባ የማይጠቀም 	0 <ul style="list-style-type: none"> ▪ የመ/ቤቱ ንብረት እንዲዘረፍ ሁኔታዎችን ያመቻቸና አብሮ የዘረፈ ▪ የመንግስትን ንብረት አላግባብ ለብልሽት የዳረገ ▪ የተሰጠውን ሀብትና ንብረት ለግሉ የሚጠቀምና ለመንግስት ስራ የማያውል ▪ በስራ

ተቁ	የመገምገሚያ መስፈርቶች	የተሰጠ ነጥብ	በጣም ክፍተኛ	ክፍተኛ	መካከለኛ	ዝቅተኛ	በጣም ዝቅተኛ
							ቦታ ላይ ድብደባ የፈፀመ
2.2	በሥራው ላይ ታታሪ የሆነና በሌሎች ዘንድም በአርአያነቱ የሚታወቅ	5	5	4	ከ2-3	1	0
		<ul style="list-style-type: none"> በሥራው ላይ ታታሪ የሆነና ውጤት ያስመዘገበ ለሌሎችም አርአያ የሆነ ሥራ ያከናወነ 	<ul style="list-style-type: none"> የመ/ቤቱን ሥራ ውጤታማ ለማድረግ ከመንግስት የሥራ ሰዓት ውጭ ሥራዎችን የሚሠራና በዚህም ውጤታማ የሆነ ከጠባቂነት አመለካከት የፀዳና ሥራን ከጎላፊው ሳይጠብቅ የሚሠራ 	<ul style="list-style-type: none"> የተሰጠውን ሥራ በወቅቱ የሚያጠናቅቅ የሚሠራውን ሥራ ጠንቅቆ የሚያውቅ ሥራዎችን በክብደታቸው ቅደም ተከተል የሚያከናውን 	<ul style="list-style-type: none"> የተሰራውን ስራ በወቅቱ የማያጠናቅቅና ተግባራትን የሚያንጠባጥብ ለሚሠራው ሥራ በቂ ግንዛቤ የሌለው 	<ul style="list-style-type: none"> የሥራ ሞራሉ የወደቀ 	
2.3	ከአንገል ሱሶች የፀዳ	3	3	2	1.5	1	0
		<ul style="list-style-type: none"> እራሱ ከማንኛውም ደባል ሱስ ነጻ ሆኖ በደባል ሱስ የተጠመዱ ሠራተኞችን በማስተካከል በአርአያነቱ የሚታወቅ 	<ul style="list-style-type: none"> ደባል ሱስን ለማስወገድ በአገኘው አጋጣሚ ሁሉ የሚታገል 	<ul style="list-style-type: none"> ከደባል ሱሶች የጸዳ 	<ul style="list-style-type: none"> አልፎ አልፎ የደባል ሱሶች ሰለባ የሆነ 	<ul style="list-style-type: none"> በደባል ሱሶች የተመረዘ ና በዚህም ምክንያት በስራ ላይ በደል ያደረሰ 	
2.4	ከአሉ-ባልታና ከቡድንተኝነት የራቀ	4	4	3	2	1	0
		<ul style="list-style-type: none"> በመ/ቤቱ ውስጥ የሚታዩ አሉ-ባልታዎችንና ቡድንተኝነትን ታግሎ በማስቀረት በተጨማሪም ለውጥ ያመጣና ያየውንም ለሚመለከተው አካል የጠቆመ 	<ul style="list-style-type: none"> በመ/ቤቱ ውስጥ የሚታዩ አሉ-ባልታዎችንና ቡድንተኝነትን የታገለ 	<ul style="list-style-type: none"> ከጉጠኝነትና ከቡድንተኝነትና ከአሉ-ባልታ የፀዳ 	<ul style="list-style-type: none"> የጉጠኝነትና የቡድንተኝነት አመለካከት የሚያንፀባር አሉ-ባልተኛ የሆነ 	<ul style="list-style-type: none"> ራሱ ጉጠኛና በቡድንተኛ ና አሉ-ባልተኛ 	

ተቁ	የመገምገሚያ መስፈርቶች	የተሰጠ ነጥብ	በጣም ከፍተኛ	ከፍተኛ	መካከለኛ	ዝቅተኛ	በጣም ዝቅተኛ
							ሆኖ ሌሎችም በዚህ ተግባር እንዲሰማ ሩ የሚያስተባብር
3	አገልግሎት አሰጣጥ	25%					
3.1	የውስጥና የውጭ ተገልጋዮችን በተቀመጡ የአሠራር ሥርዓቶች መሠረት ለማስተናገድ ያለው ብቃትና ፍላጎት	10	ከ9 — 10	ከ6 -8	ከ 3 - 5	ከ1 - 2	0
			<ul style="list-style-type: none"> ባለጉዳዮችን በቅንነት በፍጥነትና በጥራት በማስተናገዱ ተደጋጋሚ ምስጋና የቀረበለትና ለዚህም ተጨባጭ መረጃ ያለው ሌሎች ሠራተኞች ደንበኞችን በብቃትና በጥራት እንዲያገለግሉ የመከረና የለወጠ ለዚህም ተጨባጭ መረጃ ያለው 	<ul style="list-style-type: none"> የሚሰጠውን አገልግሎት ለማሻሻል ከደንበኞች ጋር የምክክር መድረክ ያዘጋጀና የአገልግሎት አሰጣጥ ሥርዓቱን ያስተካከለ ደንበኞችን ከመቀመጫው ብድግ ብሎ የሚያስተናግድ ተገልጋዮችን በሀትህትና ማስተናገድ 	<ul style="list-style-type: none"> በአገልግሎት አሰጣጡ እስካሁን ምንም ቅሬታ ያልቀረበበት የአገልጋይነት ስሜት የተላበሰና ደንበኛ ንጉስ መሆኑን በአግባቡ የተረዳ 	<ul style="list-style-type: none"> በአገልግሎት አሰጣጡ ላይ ተጨባጭ የሆነ ቅሬታ የቀረበበት የአገልጋይነት ላይሆን የተገልጋይነት ስሜት የተላበሰ 	<ul style="list-style-type: none"> ደንበኞችን የሚያንገጥፍ ፣ የሚሳደብ ፣ ዝቅ አድርጎ የሚያይድ የሚደበድብ
3.2	ሥራውን ለመፈፀምና በሥራ ላይ የሚያጋጥሙ ችግሮችን ለመፍታት ያለው ብቃት	10	ከ 9-10	ከ 6-8	ከ 3-5	ከ 1-2	0
			<ul style="list-style-type: none"> በስራ ላይ የሚያጋጥሙ ተጨባጭ ችግሮችን የፈታና ይህም በመ/ቤቱ የተመሰከረለት ያጋጠሙትን ችግሮች ከመፍታት አልፎ በሌሎች አካላት ዘንድ የተከሰቱ ችግሮችን በተጨባጭ የፈታ 	<ul style="list-style-type: none"> ያጋጠሙ ችግሮችን የለየና ለዚህም ተጨባጭ የመፍትሄ ሀሳቦችን ያቀረበ ችግሮችን ውጫዊ ከማድረግ ይልቅ በራሱ ለመፍታት ጥረት ያደረገ 	<ul style="list-style-type: none"> የተሰጠውን ተልእኮ ተገንዝቦ በአግባቡ የሚፈፀም በስራው ላይ የሚያጋጥሙ ችግሮችን ለይቶ ያቀረበና ለመፍታት ጥረት ያደረገ 	<ul style="list-style-type: none"> ችግርን ከመፍታት ይልቅ ሌላ አካል እንዲፈታለት መጠበቅ 	<ul style="list-style-type: none"> በሥራ ላይ የገጠመውን ችግር ከመፍታት ይልቅ ችግሩን ማባባስ

ተቁ	የመገምገሚያ መስፈርቶች	የተሰጠ ነጥብ	በጣም ከፍተኛ	ከፍተኛ	መካከለኛ	ዝቅተኛ	በጣም ዝቅተኛ
3.3	ሥራን በጥራት በፍጥነት ወጭ ቆጣቢ በሆነ መንገድ የማከናወን ችሎታ	5	5 <ul style="list-style-type: none"> ▪ የተሰጠውን እቅድና ክፍያ ውጪ ለመ/ቤቱ የሚጠቅሙ ተግባራትን በጥራት፣ በፍጥነትና ወጪ ቆጣቢ በሆነ መንገድ ያከናውናል ከሆነ 	4 <ul style="list-style-type: none"> ▪ ስራውን በጥራት፣ በፍጥነትና ወጪ ቆጣቢ በሆነ መንገድ የማከናወን ተጨባጭ ውጤት ያስመዘገበ 	ከ2-3 <ul style="list-style-type: none"> ▪ ስራውን በጥራት በፍጥነትና ወጪ ቆጣቢ በሆነ መንገድ ለማከናወን ጥረት የሚያደርግ 	1 <ul style="list-style-type: none"> ▪ መጠነኛ የሆነ የስራ ጥራትና ፍጥነት ችግር የሚታይበት 	0 <ul style="list-style-type: none"> ▪ የተሰጠውን ስራ በጥራት፣ በፍጥነትና ወጪ ቆጣቢ በሆነ መንገድ የማያከናውንና ለመሻሻል ም ጥረት የማያደርግ

አባሪ 3

በደንቡ ክፍል ሁለት አንቀጽ 7 ላይ በተገለጸው መሠረት ሙሉ በሙሉም ሆነ በከፊል መሠረታዊ የሥራ ሂደት ለውጥ (BPR) ጥናት ያካሄደ ማንኛውም የክልል የዞንና የወረዳ የመንግስት መ/ቤት የሠራተኛ ድልድሉን የሚመራለት ደልዳይ ኮሚቴ በሚከተለው መልኩ ያቋቁማል፤

ሀ/ በክልል ደረጃ

1. የክልል መስሪያ ቤቶች የራሳቸውን ኮሚቴ በተናጠል የሚያደራጁ ሲሆን የኮሚቴው አባላት ጥንቅርም የሚከተለው ይሆናል፡፡(ቀደም ሲል በጸደቀው ደንብ ላይ የነበረው አደረጃጀት አልተቀየረም)

1. ጥናቱ የተካሄደበት መስሪያቤት ምክትል ሃላፊ (የሥራ ሂደት መሪ) ሰብሳቢ፣
2. መስሪያቤቱ የሚያስጠናቸውን የስራ ሂደቶች በባለቤትነት እየመሩ ያሉ ሠራተኞች ወይም ሃላፊዎች (Process owners) በሙሉ አባል፤
3. በመስሪያቤቱ ሠራተኞች የሚመረጡ ሁለት ሠራተኞች አባል ሆነው ይደራጃሉ፡፡
4. ከአንድ በላይ ምክትል ሃላፊ ባላቸው መስሪያቤቶች ውስጥ በሀላፊው ውሳኔ አንዱ ምክትል ሀላፊ ሰብሳቢ እንዲሆን ተደርጎ ሌሎች ምክትል ሃላፊዎች (የሥራ ሂደት መሪዎች) ደግሞ የኮሚቴው አባል ሆነው ይሰራሉ፡፡ አንድም ምክትል በሌለባቸው መስሪያቤቶች ግን በሀላፊው አማካኝነት ሌላ ሰብሳቢ ይመደባል፡፡
5. ከአንድ በላይ የሥራ ሂደት መሪ የሌላቸው መስሪያቤቶች ካሉ አንድ ተጨማሪ አባል በመስሪያቤቱ ሃላፊ አማካኝነት ይሰየማል፡፡
6. ደልዳይ ኮሚቴው ከአባላቱ መካከል የራሱን ጸሀፊ ይመርጣል ድምጽም ይኖረዋል፡፡
7. የመ/ቤቱ ኃላፊ ኮሚቴውን ለመምራት ከምክትል ቢሮ ሃላፊው የተሻለ አለ ብሎ ካመነ ሌላ ሰብሳቢ አድርጎ መሰየም ይችላል፡፡

ለ/በዞን ደረጃ

የዞን ኮሚቴ አደረጃጀት እንደ ሁኔታው በተናጠል ወይም በጋራ የሚደራጅ ሲሆን ዝርዝሩ የሚከተለውን ይመስላል፡

1. የገንዘብና ኢኮኖሚ ልማት መምሪያ እና የገቢዎች ጽ/ቤት በጋራ በሚከተለው መልኩ ኮሚቴውን ያደራጃሉ፡፡

ሀ/ የገንዘብና ኢኮኖሚ ልማት መምሪያ ምክትል ሀላፊ ሰብሳቢ (ምክትል የማይኖር ከሆነ የገንዘብና ኢኮኖሚ ልማት መምሪያ ሀላፊ ሌላ ሰብሳቢ ይሰይማል)

ለ/ የገንዘብና ኢኮኖሚ ልማት መምሪያ ሀላፊ የሚሰይማቸው ሁለት ሰራተኞች አባል (ሀላፊው ሁለቱን አባል ሲሰይም በሁሉም ጉዳይ እየሰሩ ካሉ የድጋፍ ሰጭ ሰራተኞችም ሊሆን ይችላል)

ሐ/ የነጠላ ፋይናንሱን ጨምሮ በገንዘብና ኢኮኖሚ ልማት መምሪያ የስራ ሂደቶች ላይ ምደባ ሲደረግ ብቻ የሚሳተፉ በየጉዳዩ በንብረትና ጠቅላላ አገልግሎት ሀላፊነት፣ በግዥ ሰራተኛነትና በንብረት ክፍል ሰራተኛነት እየሰሩ ያሉ የድጋፍ ሰጭ ሰራተኞችና የገንዘብና ኢኮኖሚ ልማት መምሪያ ሰራተኞች በጋራ የሚመርጡአቸው ሁለት የሰራተኛ ተወካዮች አባል

መ/ የገቢዎች ጽ/ቤት ሰራተኞች ምደባ ሲካሄድ ብቻ የሚሳተፉና በገቢዎች ጽ/ቤት ሰራተኞች የሚመረጡ ሁለት የሰራተኛ ተወካዮች አባል

ሠ/ ኮሚቴው የሰራተኛ ተወካዮችን ሳይጨምር ከመካከሉ የራሱን ፀሀፊ ይመርጣል

2. የዞን ግብርናና ገጠር ልማት መምሪያ

- ✓ የውሀ ሀብት ልማት ጽ/ቤት
- ✓ ምግብ ዋስትናና አደጋ መከላከል ጽ/ቤት
- ✓ ህብረት ስራ ማህበራት ተጠሪ ጽ/ቤት
- ✓ ገጠር አካሄድ ቡድን
- ✓ መሬት አጠቃቀም ተጠሪ ጽ/ቤት

✓ ሰሜን ሸዋ ዞን ላይ የደብረ ብርሀንን የበግና የመኖ ዘር ማራቢያ ማዕከልን አንዲሁም ደቡብ ወሎ ላይ ደሴ አፈር ምርምርና ደሴ እንሰሳት ላቦራቶሪን ጨምሮ በጋራ አንድ የሰራተኛ ደልዳይ ኮሚቴ ያደራጃሉ ስብስቡም የሚከተለውን ይመስላል፡፡

ሀ/ የዞኑ ግብርናና ገጠር ልማት ምክትል ሀላፊ ሰብሳቢ(ምክትል ከሌለ የግብርናና ገጠር ልማት መምሪያ ሀላፊና የመሬት አጠቃቀም ጽ/ቤት ሃላፊ በጋራ ሌላ ሰብሳቢ ይመርጣሉ)፡፡

ለ/ የግብርናና ገጠር ልማት መምሪያ ሀላፊና የመሬት አጠቃቀም ጽ/ቤት ሃላፊ በጋራ በቋሚነት የሚሰሩ ሁለት አባላት ይመርጣሉ፡፡

ሐ/ ከገጠር ኢንርጅ ቡድን በስተቀር የየራሳቸው መስሪያቤት ሰራተኞች ድልድል ሲካሄድ ብቻ የሚገቡ ከእያንዳንዱ መስሪያቤት ሁለት ሁለት የሰራተኛ ተወካዮች አባል የገጠር ኢንርጅ ቡድን በግብርናና ገጠር ልማት ስር ይጠቃለላል፡፡

መ/ ኮሚቴው የሰራተኛ ተወካዮችን ሳይጨምር ከመካከሉ የራሱን ፀሀፊ ይመርጣል

3. የዞን ንግድና ኢንዱስትሪ መምሪያ ፣ጥቃቅን ጽ/ቤትና ኢንቨስትመንት ቡድን በጋራ አንድ የሰራተኛ ደልዳይ ኮሚቴ ያደራጃሉ ስብስቡም የሚከተለውን ይመስላል፡፡

ሀ/ የንግድና ኢንዱስትሪ መምሪያ ሀላፊውና የጥቃቅን ጽ/ቤት ሀላፊው በጋራ ሰብሳቢና በቋሚነት የሚሰሩ ሁለት አባላት ይመርጣሉ

ለ/ የየራሳቸው መስሪያቤት ሰራተኞች ድልድል ሲካሄድ ብቻ የሚገቡ ከእያንዳንዱ መስሪያቤት ሁለት ሁለት የሰራተኛ ተወካዮች አባል

ሐ/ ኮሚቴው የሰራተኛ ተወካዮችን ሳይጨምር ከመካከሉ የራሱን ፀሀፊ ይመርጣል

4. የዞን ትምህርት መምሪያና በዞኑ ውስጥ ወይም አቅራቢያ የሚገኙ የመሰናዶ ትምህርት ቤቶች በጋራ አንድ የሰራተኛ ደልዳይ ኮሚቴ ያደራጃሉ ስብስቡም

የሚከተለውን ይመስላል (የትምህርት መሳሪያዎች ክዘና ስርጭት ማዕከላትና የትምህርት መገናኛ ማዕከላት በአሁኑ ሰዓት የፑል አገልግሎት ከሚያገኙበት የወረዳ ወይም የዞን መስሪያቤት ጋር ይደራጃሉ)

ሀ/ የትምህርት መምሪያ ምክትል ሀላፊ ሰብሳቢ(ምክትል ከሌለ የትምህርት መምሪያ ሀላፊው ሌላ ሰብሳቢ ይሰይማል)

ለ/ የትምህርት መምሪያ ሀላፊው የሚመረጠው ሁለት ጠንካራ ሰራተኞች አባል

ሐ/ የየራሳቸው መስሪያቤት ሰራተኞች ድልድል ሲካሄድ ብቻ የሚገቡ ከእያንዳንዱ መስሪያቤት ሁለት ሁለት የሰራተኛ ተወካዮች አባል ከመሰናዶ ትምህርት ቤቶች ከሚመረጡት መካከል አንዱ በሰራተኞች አንዱ ደግሞ በርዕሰ መምህሩ የሚመረጥ ይሆናል

መ/ ኮሚቴው የሰራተኛ ተወካዮችን ሳይጨምር ከመካከሉ የራሱን ፀሀፊ ይመርጣል

5. ስራና ከተማ ልማት መምሪያ በተናጠል አንድ የሰራተኛ ደልዳይ ኮሚቴ ያደራጃል ስብስቡም የሚከተለውን ይመስላል

ሀ/ በመምሪያ ሀላፊው የሚሰየም አንድ ሰራተኛ ሰብሳቢ

ለ/ በመምሪያ ሀላፊው የሚመረጠው ሁለት ሰራተኞች በቋሚነት አባል

ሐ/ በመምሪያው ሰራተኞች የሚመረጡ ሁለት የሰራተኛ ተወካዮች አባል

መ/ ኮሚቴው ከመካከሉ የራሱን ፀሀፊ ይመርጣል

6. አቅም ግንባታ መምሪያ በተናጠል አንድ የሰራተኛ ደልዳይ ኮሚቴ ያደራጃል ስብስቡም የሚከተለውን ይመስላል

ሀ/ በመምሪያ ሀላፊው የሚሰየም አንድ ሰራተኛ ሰብሳቢ

ለ/ በመምሪያ ሀላፊው የሚመረጠው ሁለት ሰራተኞች በቋሚነት አባል

ሐ/ በመምሪያው ሰራተኞችና በየፑሉ በሚገኙ የሰው ሀይል አስተዳደር ባለሙያዎች በጋራ የሚመረጡ ሁለት የሰራተኛ ተወካዮች አባል(የሰራተኛ ተወካዮች የተመረጡት ከየፑሉ ከመጡት የሰው ሀይል አስተዳደር ባለሙያዎች ከሆነ የነጠላ የሰው ሀይል ድጋፍ ሰጭ የስራ ሂደቱ ድልድል እንደተጠናቀቀ ስራቸውን ያቆማሉ በምትካቸው የመምሪያው ሰራተኞች ብቻ የሰራተኛ ተወካይ በመምረጥ የቀሪ የስራ ሂደቶች ምደባ ይከናወናል)

መ/ ኮሚቴው ከመካከሉ የራሱን ፀሀፊ ይመርጣል የኮሚቴው ጸሀፊ ከመምሪያው ሰራተኞች መካከል ቢሆን ይመረጣል።

7. ሠራተኛና ማህበራዊ ጉዳይ ተጠሪ ጽ/ቤት በተናጠል አንድ የሰራተኛ ደልዳይ ኮሚቴ ያደራጃል ስብስቡም የሚከተለውን ይመስላል

ሀ/ በመምሪያ ሀላፊው የሚሰየም አንድ ሰራተኛ ሰብሳቢ

ለ/ በመምሪያ ሀላፊው የሚመረጡ ሁለት ሰራተኞች በቋሚነት አባል

ሐ/ በመምሪያው ሰራተኞች የሚመረጡ ሁለት የሰራተኛ ተወካዮች አባል

መ/ ኮሚቴው ከመካከሉ የራሱን ፀሀፊ ይመርጣል

8. ጤናጥበቃ መምሪያና ኤች አይቪ ኤድስ ሴክራታሪያት በጋራ አንድ የሰራተኛ ደልዳይ ኮሚቴ ያደራጃል ስብስቡም የሚከተለውን ይመስላል

ሀ/ የጤና ጥበቃ መምሪያ ምክትል ሀላፊ ሰብሳቢ(ምክትል ከሌለ የጤና መምሪያ ሀላፊው ሌላ ሰብሳቢ ይሰይማል)

ለ/ የጤና መምሪያ ሀላፊው የሚመርጣቸው ሁለት ጠንካራ ሰራተኞች አባል

ሐ/ የየራሳቸው መስሪያቤት ሰራተኞች ድልድል ሲካሄድ ብቻ የሚገቡ ከእያንዳንዱ መስሪያቤት ሁለት ሁለት የሰራተኛ ተወካዮች አባል

መ/ ኮሚቴው የሰራተኛ ተወካዮችን ሳይጨምር ከመካከሉ የራሱን ፀሀፊ ይመርጣል

9. አስተዳደርና ጸጥታ፣ ፖሊስ፣ ሚሊሻና ማረሚያቤቶች በጋራ አንድ የሰራተኛ ደልዳይ ኮሚቴ ያደራጃል ስብስቡም የሚከተለውን ይመስላል፤ /ይህ ኮሚቴ ምደባ የሚሰጠው በተቋሙ ውስጥ በሲቪል ሰርቪስ ሕግ ለሚተዳደሩ ሠራተኞች ብቻ ነው፡፡

ሀ/ የአስተዳደርና ጸጥታ ምክትል ሀላፊ ሰብሳቢ(ምክትል በማይኖርበት ጊዜ ከላይ የተጠቀሱት መስሪያቤት ሀላፊዎች በጋራ ሌላ ሰብሳቢ ይሰይማሉ)

ለ/ ከላይ የተጠቀሱት መስሪያቤት ሀላፊዎች በጋራ የሚመረጡአቸው ሁለት ሰራተኞች አባል

ሐ/ የየራሳቸው መስሪያቤት ሰራተኞች ድልድል ሲካሄድ ብቻ የሚገቡ ከእያንዳንዱ መስሪያቤት ሁለት ሁለት የሰራተኛ ተወካዮች አባል

መ/ ኮሚቴው የሰራተኛ ተወካዮችን ሳይጨምር ከመካከሉ የራሱን ፀሀፊ ይመርጣል

10. አስተዳደር ጽ/ቤት፣ ማስታወቂያ መምሪያ፣ ወጣቶችና ስፖርት መምሪያ፣ ሴቶች ጉዳይ መምሪያ፣ ባህልና ቱሪዝምና በብሄረሰብ ዞኖች የአፈ ጉባዔ ጽ/ቤት በጋራ አንድ የሰራተኛ ደልዳይ ኮሚቴ ያደራጃል ስብስቡም የሚከተለውን ይመስላል

ሀ/ ከላይ የተጠቀሱት መስሪያቤቶች ሃላፊዎች በጋራ አንድ ሰብሳቢ ይመድባሉ

ለ/ ከላይ የተጠቀሱት መስሪያቤቶች ሃላፊዎች በጋራ ሁለት አባል ይመርጣሉ

ሐ/ የየራሳቸው መስሪያቤት ሰራተኞች ድልድል ሲካሄድ ብቻ የሚገቡ ከእያንዳንዱ መስሪያቤት ሁለት ሁለት የሰራተኛ ተወካዮች አባል

መ/ ኮሚቴው የሰራተኛ ተወካዮችን ሳይጨምር ከመካከሉ የራሱን ፀሀፊ ይመርጣል

11. የዞን ከፍተኛ ፍርድ ቤት የሰው ሀይል ስራ አመራር ደጋፊ የስራ ሂደቱን ጨምሮ ሌሎች ድጋፍ ሰጭ ሰራተኞችን የሚደለድል በተናጠል አንድ የሰራተኛ ደልዳይ ኮሚቴ ያደራጃል ስብስቡም የሚከተለውን ይመስላል፤

ሀ. በከፍተኛ ፍርድ ቤቱ ፕሬዚደንት የሚመረጥ አንድ ሰራተኛ ሰብሳቢ ለ . በፕሬዚደንቱ የሚመረጡ ሁለት ሰራተኞች አባል

ሐ. በፍርድ ቤቱ ሰራተኞች የሚመረጡ ሁለት የሰራተኛ ተወካዮች አባል መ.ኮሚቴው የራሱን ጸሀፊ ይመርጣል

12. የዞን ፍትህ መምሪያ ከሰው ሀይል አስተዳደር ውጭ የድጋፍ ሰጭ ሰራተኞችን ብቻ ድልድል የሚሰራ አንድ የሰራተኛ ደልዳይ ኮሚቴ ያደራጃል ስብስቡም የሚከተለውን ይመስላል

ሀ. በመምሪያ ሀላፊው የሚመረጥ አንድ ሰራተኛ ሰብሳቢ፤ ለ . በመምሪያ ሀላፊው የሚመረጡ ሁለት ሰራተኞች አባል

ሐ. በመምሪያው ሰራተኞች የሚመረጡ ሁለት የሰራተኛ ተወካዮች አባል መ.ኮሚቴው የራሱን ጸሀፊ ይመርጣል

13. እያንዳንዱ ሆስፒታል በተናጠል አንድ የሰራተኛ ደልዳይ ኮሚቴ ያደራጃል ስብስቡም የሚከተለውን ይመስላል
ሀ. በሆስፒታሉ ማናጀር የሚመረጥ አንድ ሰራተኛ ሰብሳቢ
ለ . በሆስፒታሉ ማናጀር የሚመረጡ ሁለት ሰራተኞች አባል
ሐ. በሆስፒታሉ ሰራተኞች የሚመረጡ ሁለት የሰራተኛ ተወካዮች አባል መኮሚቴው የራሱን ጸሀፊ ይመርጣል
14. የክልሉ ሪጅናል ላቦራቶሪ በተናጠል አንድ የሰራተኛ ደልዳይ ኮሚቴ ያደራጃል ስብስቡም የሚከተለውን ይመስላል
ሀ. በላቦራቶሪው ሀላፊ የሚመረጥ አንድ ሰራተኛ ሰብሳቢ
ለ . በላቦራቶሪው ሀላፊ የሚመረጡ ሁለት ሰራተኞች አባል
ሐ. በላቦራቶሪው ሰራተኞች የሚመረጡ ሁለት የሰራተኛ ተወካዮች አባል መኮሚቴው የራሱን ጸሀፊ ይመርጣል
15. ልዩ ልዩ ኮሌጆች(የጤና፣ የትምህርት፣ የግብርና፣ ወዘተ) በተናጠል የየራሳቸውን ደልዳይ ኮሚቴ ያደራጃሉ ስብስቡም የሚከተለውን ይመስላል
ሀ. የየኮሌጆች ምክትል ሀላፊዎች ሰብሳቢ(ምክትል የሌለባቸው ኮሌጆች ካሉ ሃላፊዎች ሌላ ሰብሳቢ ይሰይማሉ)
ለ. በየኮሌጁ ሀላፊ የሚመረጡ ሁለት ሰራተኞች አባል
ሐ. በየኮሌጁ ሰራተኞች የሚመረጡ ሁለት የሰራተኛ ተወካዮች አባል መኮሚቴው የራሱን ጸሀፊ ይመርጣል
16. በግብርና ምርምር ስር የሚገኙ ማዕከላት በተናጠል የየራሳቸውን ኮሚቴ ያደራጃሉ ስብስቡም የሚከተለውን ይመስላል
ሀ. የማዕከሉ ሃላፊ ሰብሳቢውን ይመድባል
ለ. በማዕከሉ ሀላፊ የሚመረጡ ሁለት ሰራተኞች አባል
ሐ. በማዕከሉ ሰራተኞች የሚመረጡ ሁለት የሰራተኛ ተወካዮች አባል መኮሚቴው የራሱን ጸሀፊ ይመርጣል
17. የቴክኒክና ሙያ ተቋማት የራሳቸውን ኮሚቴ ያደራጃሉ ስብስቡም የሚከተለውን ይመስላል
ሀ. የተቋማቱ ምክትል ሀላፊዎች ሰብሳቢ(ምክትል ከሌለ የተቋሙ ሀላፊ ሌላ ሰብሳቢ ይመድባል)
ለ. በተቋሙ ሀላፊ የሚመረጡ ሁለት ሰራተኞች አባል

ሐ. በተቋሙ ሰራተኞች የሚመረጡ ሁለት የሰራተኛ ተወካዮች አባል

መ. ኮሚቴው የራሱን ጸሀፊ ይመርጣል

18. የትራንስፖርት መምሪያ ሰራተኞች ድልድል በክልሉ ትራንስፖርት ባለስልጣን አማካኝነት በሚቋቋም ኮሚቴ የሚፈጸም ይሆናል

19. በዞን ደረጃም ሆነ በወረዳ ደረጃ የሚገኙ ማረሚያ ቤቶች የሰው ሀይል ስራ አመራር ደጋፊ የስራ ሂደትን ጨምሮ ሌሎች የድጋፍ ሰጭ ሰራተኞችን የሚመደብ አንድ ኮሚቴ በተናጠል ያደራጃል ስብስቡም የሚከተለውን ይመስላል

ሀ . በማረሚያቤቱ ሀላፊ የሚሰየም ሰብሳቢ.

ለ. በማረሚያቤቱ ሀላፊ የሚሰየሙ ሁለት ሰራተኞች አባል

ሐ. በማረሚያቤቱ ሰራተኞች የሚመረጡ ሁለት የሰራተኛ ተወካዮች አባል

መ. ኮሚቴው ከመካከሉ የራሱን ጸሀፊ ይመርጣል

ሐ. በወረዳ ደረጃ

1. ትምህርት ጽ/ቤት፣ በወረዳው ከተማ ወይም አቅራቢያ የሚገኙ የመሰናዶ ትምህርት ቤቶች የአንደኛ ደረጃ ሙሉ ሳይክልና የሁለተኛ ደረጃ ትምህርት ቤቶችን ጨምሮ አንድ የሰራተኛ ደልዳይ ኮሚቴ ያደራጃል ስብስቡም የሚከተለውን ይመስላል(የዞኑና የወረዳው ከተማ አንድ ላይ በሚሆንበት ጊዜ የመሰናዶ ትምህርት ቤቶች አደረጃጀት ከዞኑ ጋር ይሆናል)

ሀ/ በሀላፊው ውሳኔ አንዱ የትምህርት ጽ/ቤት ምክትል ሀላፊ ሰብሳቢ.

ለ/ አንዱ ምክትልና አንድ ሌላ በሀላፊው የሚመረጥ ሰራተኛ አባል

ሐ/ በትምህርት ጽ/ቤት ሰራተኞች የሚመረጡ ሁለት የሰራተኛ ተወካዮች አባል

መ/ በወረዳው ውስጥ ከሚገኙ የመሰናዶ ት/ቤቶች ከፍተኛ ሁለተኛ ደረጃ ት/ቤቶችና የአንደኛ ደረጃ ሙሉ ሳይክል ትምህርት ቤቶች አንድ አንድ የሰራተኛ ተወካይ አባል (የትምህርት ቤቶች ቁጥር ከአንድ በላይ ከሆነ የሰራተኛ ተወካዮች ቁጥር በትምህርት ቤቱ ልክ ይሆናል)

ሠ/ ኮሚቴው የራሱን ጸሀፊ ይመርጣል

2 . ግብርናና ገጠር ልማት ጽ/ቤት

▪ የውሀ ሀብት ልማት ጽ/ቤት

▪ ምግብ ዋስትናና አደጋ መከላከል ቡድን

- ገጠር ኢነርጅ ቡድን
- ገጠር መንገድ ቡድን
- ህብረት ስራ ማህበራት ቡድን
- መሬት አጠቃቀም ተጠሪ ጽ/ቤት
- ኮምቦልቻ ላይ የእንሰሳትና የእጽዋት ክሊኒኮችን ባህርዳር ላይ የእንሰሳት ላቦራቶሪ ቻግኒ ላይ የዳልጋ ከብት እና የመኖ እጽዋት ብዜት ማዕከልን ጨምሮ በጋራ አንድ የሰራተኛ ደልዳይ ኮሚቴ ያደራጃል ስብስቡም የሚከተለውን ይመስላል

ሀ/ የወረዳው ግብርናና ገጠር ልማት ምክትል ሀላፊ ሰብሳቢ

ለ/ የግብርናና ገጠር ልማት ጽ/ቤት እና የመሬት አስተዳደርና አጠቃቀም ሀላፊዎች በጋራ የሚመረጡአቸው ሁለት ሰራተኞች አባል

ሐ/ የየራሳቸው መስሪያቤት ሰራተኞች ድልድል ሲካሄድ ብቻ የሚገቡ ከእያንዳንዱ መስሪያቤት ሁለት ሁለት የሰራተኛ ተወካዮች አባል (ውሀ ህብት ጽ/ቤት እና መሬት አስተዳደርና አጠቃቀም በራሳቸው ሂደት ላይ ምደባ ሲደረግ የየራሳቸው የሰራተኛ ተወካይ የሚኖራቸው ሲሆን ህብረት ስራና አደጋ መከላከል ግን ከግብርና ጋር ሆነው የሰራተኛ ተወካይ ይመርጣሉ)

መ/ ኮሚቴው የሰራተኛ ተወካዮችን ሳይጨምር ከመካከሉ የራሱን ፀሀፊ ይመርጣል

3. የአቅም ግንባታ ጽ/ቤት በተናጠል አንድ የሰራተኛ ደልዳይ ኮሚቴ ያደራጃል ስብስቡም የሚከተለውን ይመስላል

ሀ/ የጽ/ቤቱ ምክትል ኃላፊ ሰብሳቢ ምክትል ከሌለ በጽ/ቤት ሀላፊው የሚሰየም አንድ ሰራተኛ ሰብሳቢ

ለ/ በጽ/ቤት ሀላፊው የሚመረጡ ሁለት ሰራተኞች በቋሚነት አባል

ሐ/ በጽ/ቤቱ ሰራተኞችና በየፑሉ በሚገኙ የሰው ሀይል አስተዳደር ባለሙያዎች በጋራ የሚመረጡ ሁለት የሰራተኛ ተወካዮች አባል(የሰራተኛ ተወካዮች የተመረጡት ከየፑሉ ከመጡት የሰው ሀይል አስተዳደር ባለሙያዎች ከሆነ የነጠላ የሰው ሀይል ድጋፍ ሰጭ ማዕከሉ ድልድል እንደተጠናቀቀ ስራቸውን ያቆማሉ በምትካቸው የጽ/ቤቱ

ሰራተኞች ብቻ የሰራተኛ ተወካይ በመምረጥ የቀሪ የሰራ ሂደቶች ምደባ ይከናወናል)

መ/ ኮሚቴው ከመካከሉ የራሱን ፀሀፊ ይመርጣል የኮሚቴው ጸሀፊ ከጽ/ቤቱ ሰራተኞች መካከል ቢሆን ይመረጣል

4. አስተዳደር ጽ/ቤት፣ ሴቶችና አፈ ጉባዔ ጽ/ቤት በከተማ አስተዳደር የማይመሩ ማዘ ጋጃ ቤቶችና የውሃ አገልግሎቶች በጋራ አንድ የሰራተኛ ደልዳይ ኮሚቴ ያደራጃሉ ስብስቡም የሚከተለውን ይመስላል፡-

ሀ/ የሴቶች ጉዳይ ምክትል ሀላፊ ሰብሳቢ

ለ/ ከላይ በተጠቀሱት መስሪያ ቤቶች በጋራ የሚሰየሙ ሁለት ሰራተኞች አባል

ሐ/ የየራሳቸው መስሪያቤት ሰራተኞች ድልድል ሲካሄድ ብቻ የሚገቡ ከእያንዳንዱ መስሪያቤት ሁለት ሁለት የሰራተኛ ተወካዮች አባል

መ/ ኮሚቴው የሰራተኛ ተወካዮችን ሳይጨምር ከመካከሉ የራሱን ፀሀፊ ይመርጣል

5. አመድ ጉያ የበግ ዘር ማራቢያ ማዕከል በተናጠል አንድ የሰራተኛ ደልዳይ ኮሚቴ ያደራጃል ስብስቡም የሚከተለውን ይመስላል

ሀ . በማዕከሉ ሀላፊ የሚሰየም ሰብሳቢ

ለ. በማዕከሉ ሀላፊ የሚሰየሙ ሁለት ሰራተኞች አባል

ሐ. በማዕከሉ ሰራተኞች የሚመረጡ ሁለት የሰራተኛ ተወካዮች አባል

መ. ኮሚቴው ከመካከሉ የራሱን ጸሀፊ ይመርጣል

6. ማስታወቂያ ጽ/ቤት፣ ወጣቶችና ስፖርት እና ባህልና ቱሪዝም በጋራ አንድ የሰራተኛ ደልዳይ ኮሚቴ ያደራጃሉ ስብስቡም የሚከተለውን ይመስላል

ሀ/ ከላይ በተጠቀሱት መስሪያቤት ሀላፊዎች የጋራ ስምምነት ከወጣቶችና ስፖርትና ከማስታወቂያ ምክትል ሀላፊዎች አንዱ ሰብሳቢ

ለ/ በማስታወቂያና በወጣቶችና ስፖርት ሀላፊዎች በጋራ የሚመረጥ አንድ ሰራተኛና አንዱ ምክትል አባል

ሐ/ የየራሳቸው መስሪያቤት ሰራተኞች ድልድል ሲካሄድ ብቻ የሚገቡ ከእያንዳንዱ መስሪያቤት ሁለት ሁለት የሰራተኛ ተወካዮች አባል

መ/ ኮሚቴው የሰራተኛ ተወካዮችን ሳይጨምር ከመካከሉ የራሱን ፀሀፊ ይመርጣል

7. ጤና ጥበቃ ጽ/ቤት (ጤና ጣቢያዎችን ጨምሮ) እና ኤች አይቪ ኤድስ ሴክራታሪያት በጋራ አንድ የሰራተኛ ደልዳይ ኮሚቴ ያደራጃሉ ስብስቡም የሚከተለውን ይመስላል

ሀ/ የጤና ጽ/ቤት ምክትል ሀላፊ ሰብሳቢ

ለ/ የጤና ጽ/ቤት ሀላፊው ከጤና ጥበቃ ጽ/ቤት ሰራተኞች መካከል አንድ እና ከጤና ጣቢያዎች አንድ ሰራተኛ በአባልነት ይሰይማል /የጤና ጣቢያዎች ቁጥር ከአንድ በላይ ከሆነ የሚመረጡት አባላት በጤና ጣቢያዎች ቁጥር ይሆናል/

ሐ/ በጤና ጥበቃ ጽ/ቤት ሰራተኞች የሚመረጡ ሁለት የሰራተኛ ተወካዮች አባል

መ/ ኮሚቴው ከመካከሉ የራሱን ፀሀፊ ይመርጣል

8. አስተዳደርና ጸጥታ፣ ፖሊስ፣ ፍትህ፣ ሚሊሽያ እና ፍርድ ቤት ለድጋፍ ሰጭ ሰራተኞች ብቻ በጋራ አንድ የሰራተኛ ደልዳይ ኮሚቴ ያደራጃሉ ስብስቡም የሚከተለውን ይመስላል (በንፁህ ወረዳ የፍትህና የፍርድ ቤት ድጋፍ ሰጭ ሰራተኞችን ጨምሮ)

ሀ/ የአስተዳደርና ጸጥታ ጽ/ቤት ምክትል ሀላፊ ሰብሳቢ

ለ/ ከላይ የተጠቀሱት መስሪያቤት ሀላፊዎች በጋራ የሚመርጡአቸው ሁለት ሰራተኞች በቋሚነት አባል

ሐ/ የየራሳቸው መስሪያቤት ሰራተኞች ድልድል ሲካሄድ ብቻ የሚገቡ ከእያንዳንዱ መስሪያቤት ሁለት ሁለት የሰራተኛ ተወካዮች አባል

መ/ ኮሚቴው የሰራተኛ ተወካዮችን ሳይጨምር ከመካከሉ የራሱን ፀሀፊ ይመርጣል

9. የገንዘብና ፕላን ጽ/ቤት፣ የገቢዎች ጽ/ቤት፣ ጥቃቅን ፣ ንግድና ኢንዱስትሪ ማክሰማን ጨምሮ በጋራ አንድ የሰራተኛ ደልዳይ ኮሚቴ ያደራጃሉ ስብስቡም የሚከተለውን ይመስላል

ሀ/ የገንዘብና ፕላን ጽ/ቤት ምክትል ሀላፊ ሰብሳቢ

ለ/ የገንዘብና ፕላን ጽ/ቤት ሀላፊ የሚሰይማቸው ሁለት ሰራተኞች አባል (ሀላፊው ሁለቱን አባል ሲሰይም በሁሉም ፑል በንብረትና ጠቅላላ አገልግሎት ሀላፊነት፣ በግዥ ሰራተኛነትና በንብረት ክፍል ሰራተኛነት እየሰሩ ካሉ ሰራተኞችም ሊሆን ይችላል)፡፡

ሐ/ የነጠላ ፋይናንሱን ጨምሮ በገንዘብና ፕላን ጽ/ቤት የስራ ሂደቶች ላይ ምደባ ሲደረግ ብቻ የሚሳተፉ በየፑሌ በንብረትና ጠቅላላ አገልግሎት ሀላፊነት፣ በግዥ ሰራተኛነትና በንብረት ክፍል ሰራተኛነት እየሰሩ ያሉ የድጋፍ ሰጭ ሰራተኞችና የገንዘብና ፕላን ጽ/ቤት ሰራተኞች በጋራ የሚመርጡአቸው ሁለት የሰራተኛ ተወካዮች አባል

መ/ የየራሳቸው መስሪያቤት ሰራተኞች ድልድል ሲካሄድ ብቻ የሚገቡ ከገቢዎች፣ ከጥቃቅንና ከንግድና ኢንዱስትሪ ጽ/ቤት ሰራተኞች የሚመረጡ ሁለት ሁለት የሰራተኛ ተወካዮች አባል

ሠ/ ኮሚቴው የሰራተኛ ተወካዮችን ሳይጨምር ከመካከሉ የራሱን ፀሀፊ ይመርጣል

መ. በከተማ አስተዳደር ደረጃ

1. የከተማ አገልግሎት ጽ/ቤት ቀበሌዎችን ጨምሮ አንድ ኮሚቴ ያደራጃል ስብጥሩም የሚከተለውን ይመስላል

ሀ/ በዋናው ስራ አስኪያጅ ውሳኔ የቴክኒክ ዘርፍ ስራ አስኪያጅ ወይም የአገልግሎቶች አስተዳደር ዘርፍ ስራ አስኪያጅ ሰብሳቢ (ሁለቱም ከሌሉ ዋና ስራ አስኪያጁ ከሰራተኞች መካከል ሌላ ሰብሳቢ ይሰይማል) በመካከለኛና አነስተኛ ከተሞች ላይ ምክትል ስራ አስኪያጁ ሰብሳቢ ይሆናል፤

ለ/ በዋና ስራ አስኪያጁ የሚመረጡ ሁለት ሠራተኞች አባል፤ /ሁለቱም ምክትሎች ከሌሉ ኃላፊው አንድ ሰብሳቢና ሁለት ሠራተኛ ይመርጣል፤

ሐ/ በአገልግሎት ጽ/ቤቱ ሰራተኞች የሚመረጡ ሁለት የሰራተኛ ተወካዮች አባል
መ/ ኮሚቴው የራሱን ጸሀፊ ይመርጣል

2. ከንቲባ ጽ/ቤት አፈ ጉባኤ ጽ/ቤት እና የሴቶች ጉዳይ ጽ/ቤት በጋራ አንድ ኮሚቴ ያደራጃል ስብጥሩም የሚከተለውን ይመስላል

ሀ/ የሴቶች ጉዳይ ምክትል ሀላፊ ሰብሳቢ

ለ/ ከላይ የተጠቀሱት መስሪያቤቶች ሀላፊዎች በጋራ ሁለት ተጨማሪ አባላትን ይመርጣሉ ከተቻለ ከተጀሚዎች መካከል ቢሆን ይመረጣል

ሐ/ የየራሳቸው መስሪያቤት ሰራተኞች ድልድል ሲካሄድ ብቻ የሚገቡ ከአያንዳንዱ መስሪያቤት ሁለት ሁለት የሰራተኛ ተወካዮች አባል፤

መ/ ኮሚቴው የሰራተኛ ተወካዮችን ሳይጨምር ከመካከሉ የራሱን ጸሀፊ ይመርጣል

3. የከተማ አስተዳደር ግብርና ጽ/ቤትጥቃቅን የንግድ ኢንዱስትሪ ኢንቨስትመንት ማስፋፊያ ጽ/ቤት አንድ ኮሚቴ ያደራጃል ስብጥሩም የሚከተለውን ይመስላል

ሀ/ የንግድና ኢንዱስትሪ ምክትል ኃላፊ ሰብሳቢ፤

ለ/ ከላይ የተጠቀሱት መስሪያቤቶች ሀላፊዎች በጋራ ሁለት ተጨማሪ አባላትን ይመርጣሉ ሐ/ የየራሳቸው መስሪያ ቤት ሰራተኞች ድልድል ሲካሄድ ብቻ የሚገቡ ከእያንዳንዱ መስሪያ ቤት ሁለት ሁለት የሰራተኛ ተወካዮች አባል

መ/ ኮሚቴው የሰራተኛ ተወካዮችን ሳይጨምር የራሱን ጸሀፊ ይመርጣል

4. አቅም ግንባታ ጽ/ቤት፣ ትምህርት ጽ/ቤት አንደኛና ሁለተኛ ደረጃ ትምህርት ቤቶችን ጨምሮ በጋራ አንድ ኮሚቴ ያደራጃል ስብጥሩም የሚከተለውን ይመስላል፤

ሀ/ በሁለቱ መስሪያ ቤት ሀላፊዎች ውሳኔ የአቅም ግንባታ ወይም የትምህርት ምክትል ሀላፊ ሰብሳቢ

ለ/ ከሰብሳቢው ውጭ የሆኑት ሁለቱ ምክትሎች አባል (ምክትሎች የማይኖሩ ከሆነ በሁለቱ መስሪያቤት ሀላፊዎች የጋራ ምክክር ሌላ ጠንካራ ሰራተኛ አባል ሆኖ ይሰራል

ሐ/ የየራሳቸው መስሪያቤት ሰራተኞች ድልድል ሲካሄድ ብቻ የሚገቡ ከእያንዳንዱ መስሪያ ቤት ሁለት ሁለት የሰራተኛ ተወካዮች አባል

መ/ ኮሚቴው የሰራተኛ ተወካዮችን ሳይጨምር ከመካከሉ የራሱን ጸሀፊ ይመርጣል

5. ጤና ጽ/ቤት፣ ኤች አይቪ /ኤድስ መከ/መቆ/ሴክሬታሪያት፣ ጤና ጣቢያን ጨምሮ አንድ ኮሚቴ ያደራጃል ስብጥሩም የሚከተለውን ይመስላል

ሀ/ የጤና ጥበቃ ምክትል ሀላፊ ሰብሳቢ ከሌለ ሌላ ሰብሳቢ በሀላፊው ይሰየማል

ለ/ በጤና ጽ/ቤት ሀላፊ ከጤና ጽ/ቤት፣ ከኤች አይቪ /ኤድስ መከ/መቆ/ሴክሬታሪያት፣ ከጤና ጣቢያ ሠራተኞች መካከል የሚመረጡ ሁለት ሰራተኞች አባል

ሐ/ የየራሳቸው መስሪያቤት ሰራተኞች ድልድል ሲካሄድ ብቻ የሚገቡ ከእያንዳንዱ መስሪያ ቤት ሁለት ሁለት የሰራተኛ ተወካዮች አባል መ/ ኮሚቴው የራሱን ጸሀፊ ይመርጣል

6. ማስታወቂያ ጽ/ቤት ወጣቶችና ስፖርት ጽ/ቤት ባህልና ቱሪዝም በጋራ አንድ ኮሚቴ ያደራጃል ስብጥሩም የሚከተለውን ይመስላል

ሀ/ ከላይ የተጠቀሱት መስሪያ ቤቶች ሀላፊዎች በጋራ ከተጀመሩት መካከል አንድ ሰብሳቢ ይመርጣል

ለ/ የአንዱን መ/ቤት ምክትልና በሀላፊዎች በጋራ የሚመረጥ አንድ ሠራተኛ አባል፤

ሐ/ የየራሳቸው መስሪያ ቤት ሰራተኞች ድልድል ሲካሄድ ብቻ የሚገቡ ከእያንዳንዱ መስሪያ ቤት ሁለት ሁለት የሰራተኛ ተወካዮች አባል መ/ ኮሚቴው የሰራተኛ ተወካዮችን ሳይጨምር ከመካከሉ የራሱን ጸሀፊ ይመርጣል

7. የከተማ አስተዳደር ፍትህ ጽ/ቤት የከተማ ደንብ ማስከበር ጽ/ቤት የሚሊሻ ጉዳይን ጨምሮ እና ፖሊስ በጋራ አንድ ኮሚቴ ያደራጃል ስብጥሩም የሚከተለውን ይመስላል

ሀ/ ከላይ የተጠቀሱት መስሪያ ቤቶች ሀላፊዎች በጋራ አንድ ሰብሳቢ ይመርጣል

ለ/ ከላይ የተጠቀሱት መስሪያ ቤቶች ሀላፊዎች በጋራ ሁለት ተጨማሪ አባላትን ይመርጣል

ሐ/ የየራሳቸው መስሪያቤት ሰራተኞች ድልድል ሲካሄድ ብቻ የሚገቡ ከእያንዳንዱ መስሪያቤት ሁለት ሁለት የሰራተኛ ተወካዮች አባል መ/ ኮሚቴው የሰራተኛ ተወካዮችን ሳይጨምር ከመካከሉ የራሱን ጸሀፊ ይመርጣል

8. የገንዘብና ኢኮኖሚ ልማት ጽ/ቤት እና የከተማ አስተዳደር ገቢዎች ጽ/ቤት በጋራ አንድ ኮሚቴ ያደራጃል ስብጥሩም የሚከተለውን ይመስላል

ሀ/ የገንዘብና ኢኮኖሚ ልማት ጽ/ቤት ምክትል ሀላፊ ሰብሳቢ ምክትል ከሌለ ሌላ ሰብሳቢ በሀላፊው ይሰየማል

ለ/ በገንዘብና ኢኮኖሚ ልማት ጽ/ቤት ሀላፊ የሚመረጡ ሁለት ሰራተኞች አባል

ሐ/የየራሳቸው መስሪያቤት ሰራተኞች ድልድል ሲካሄድ ብቻ የሚገቡ ከእያንዳንዱ መስሪያ ቤት ሁለት ሁለት የሰራተኛ ተወካዮች አባል መ/ ኮሚቴው የሰራተኛ ተወካዮችን ሳይጨምር ከመካከሉ የራሱን ጸሀፊ ይመርጣል

9. የውሀ አገልግሎት ጽ/ቤት ራሱን ችሎ አንድ ደልዳይ ኮሚቴ የደራጃል።
ሀ/ በጽ/ቤቱ ኃላፊ የሚሰየም አንድ ሠራተኛ ሰብሳቢ
ለ/ በጽ/ቤቱ ኃላፊ የሚሰየም 2 ሠራተኞች አባል
ሐ/ በሠራተኞች የሚመረጡ 2 የሠራተኛ ተወካይ አባል
መ/ ኮሚቴው የራሱን ፀሐፊ ይመርጣል።
10. ከላይ በዝርዝር የተገለጸው የኮሚቴ አደረጃጀት እንደተጠበቀ ሆኖ ሶስትና ከሶስት በታች ሰራተኛ ያላቸው መስሪያቤቶች አንድ ብቻ የሰራተኛ ተወካይ ማስመረጥ ይችላሉ።
11. በየደረጃው የሚቋቋመው የሠራተኛ ደልዳይ ኮሚቴ ተጠሪነቱ ለእያንዳንዱ መ/ቤት የበላይ ኃላፊ ይሆናል። ድልድሉን ሲያጠናቅቅም አቅርቦ የሚያፀድቀው ለእያንዳንዱ መ/ቤት የበላይ ኃላፊ ነው።
12. ፖሊስ ፍትህ አስተዳደርና ጸጥታ ሚሊሻያ ፍርድቤትና ማረሚያቤት (የንዑስ ወረዳ ፍርድ ቤትንና ፍትህን ጨምሮ) ከሲቪል ሰርቪስ ህግ ውጭ በሆነ ስርዓት የሚተዳደሩ ሰራተኞቻቸውን ወይም የሰራ ሀላፊዎችን ለመደልደል የሚያስችል አደረጃጀት በራሳቸው ፈጥረው መጠቀም ይችላሉ።
13. በሁሉም የኮሚቴ አደረጃጀት ውስጥ ከሰራተኛ ተወካዮች መካከል ቢያንስ አንዱ ሴት መሆን ይኖርባታል ሴቶች ከሌሉ ግን ቦታው በወንዶች ይሸፈናል።

14. Annex 1 Criteria employed for placement of employees

No.	Measurement	Point	Sources of Information
1.	<p>Educational Qualification</p> <ul style="list-style-type: none"> ▪ If the educational qualification is the one specified in the study 15 ▪ If the educational qualification is not the one specified in the study; provided, however, that if it is indirectly relevant or close to the study 10 ▪ If the educational qualification is not relevant to the study, one shall be disqualified form competition. 	15%	Educational Credentials submitted therein
2.	<p>Work Experience</p> <ul style="list-style-type: none"> ▪ Having work experience of eight years and above 5% ▪ Having work experience over three years but less than eight years..... 4% ▪ Having up to three years of work experience 3% 	5%	Work experience submitted therein or personal file
3.	<p>Condition of personal file</p> <ul style="list-style-type: none"> ▪ Down grading 0 ▪ Fine form one month’s salary up to three months’ salary 1 ▪ Fine up to one month’s salary..... 2 ▪ Fine of written warning 3 ▪ Fine of oral warning 4 ▪ No record of any fine 5 	5%	Placing Committee

4.	<p>Change initiative and Democrat</p> <ul style="list-style-type: none"> ▪ One who makes an effort to know new ideas and accepts policies and strategies issued by the government 10 ▪ Showing his inclination for collaboration on work and his willingness and capacity to work in a team 8 ▪ His activity to accept and implement the civil service reform program 10 ▪ Being free form old and obsolete outlooks /views 7 	35%	Placing Committee
5.	<p>Free from Corruption and having good conduct</p> <ul style="list-style-type: none"> ▪ Showing his inclination of carefulness for resources and properties of the institution 3 ▪ Being diligent in his work and known for his exemplariness to others 5 ▪ Refrain form gossip and grouping 3 ▪ Being free from improper addictions 4 	15%	
6.	<p>Service Provision</p> <ul style="list-style-type: none"> ▪ His competence and intention to entertain internal and external service-seekers pursuant to working procedures specified in the study 10 ▪ His competence to perform his task and to solve problems encountered at work 10 ▪ Performing a task efficiently and in a cost-effective way and proper use of office hours 5 	25%	Placing Committee
Total		100%	

Annex - 2

The point and its mode of calculation of criteria specified under art.9 (D, E and F) of this regulation shall be in a manner as stated in the following table

No.	criteria of evaluation	points	very high	high	medium	low	very low
1.	Change initiative and Democrat	35%					
1.1.	one who makes best endeavor to know new ideas and accepts policies and strategies issued by the government		9-10	6-8	3-5	1-2	0
			<ul style="list-style-type: none"> One who had created new ideas and thereby cause same to be implemented in the government office One who strives to change himself by utilizing internet and such like access of source of information and thereby registers tangible result One who accepts polices and strategies of the government and hence register tangible result in this regard. 	<ul style="list-style-type: none"> One who had created and submitted new ideas and thereby has got acceptance in the government office as well One who has accepted and implemented policies and strategies of the government and made great endeavor others to know same. 	<ul style="list-style-type: none"> One who has adequate awareness on policies and strategies of the government One who is ready to accept new thinking thereof, One who honestly accepts policies and strategies issued thereof and is committed to implement same One who is willing to change himself by taking part in short-term trainings 	<ul style="list-style-type: none"> One who does not make an effort to know new ideas and is not ready to accept same as well. One who has no adequate awareness on policies and strategies of the government and does not make any effort to know same as well. 	<ul style="list-style-type: none"> One who rejects new ideas One vilifies polices and strategies of the government and be an obstacle not to be implemented thereof.

1.2.	His cooperativeness and willingness to work in a team		<ul style="list-style-type: none"> • One who accepts and accomplishes the task given to him and thereby registers result therein. • One who believes in a team work and accomplishes an exemplary work before. 	<ul style="list-style-type: none"> • One who had struggled against those persons who hates team work and molded same thereof • One who is practically confirmed that he is being one who believes that my government office be so effective not only in individual diligence rather in team effectiveness. • One who participates and registers tangible result in the activities of a committee. 	<ul style="list-style-type: none"> • One who willingly accepts the mission entrusted up on him; • One who believes in a teamwork and is willing to act as well; • One who is willingly to participate in various committees; 	<ul style="list-style-type: none"> • One who is negligent in an individual as well as teamwork • One who has no belief in teamwork generally • One who is not willing to participate in activities of a committee 	<ul style="list-style-type: none"> • One who vilifies and fails to accept teamwork • One who is deliberately obstacle for team work not to be put into effect? • One who misuses the responsibility entrusted up on him by the committee.
1.3	Accepting the Civil Service Reform Program and his activity to implement same thereof.		<ul style="list-style-type: none"> • One who realizes that the Civil Service Reform Program is a means for change, and who registers an exemplary result • One who records and keeps his daily activities 	<ul style="list-style-type: none"> • One who accepts the reform and make others believe that it is good and develop an awareness of it. • One who make real endeavor to implement new working procedures in the government office 	<ul style="list-style-type: none"> • One who regularly wears a name badge • One who never wastes government office hours 	<ul style="list-style-type: none"> • One who wastes government office hours • One who does not rarely wear a name badge 	<ul style="list-style-type: none"> • Not accepting and vilifying the reform • Never wearing a name badge
1.4	Being free from old and obsolete outlooks		<ul style="list-style-type: none"> • One who extricates himself from old and obsolete outlooks; struggles and moulds others and thereby be exemplary 	<ul style="list-style-type: none"> • One who makes repeated effort to remove old and obsolete outlooks 	<ul style="list-style-type: none"> • One who is free form old and obsolete outlook 	<ul style="list-style-type: none"> • One who indulges himself in old and obsolete outlooks and manifests these outlooks in his work as well. 	<ul style="list-style-type: none"> • One who opposes new ideas • One who coordinates persons who precede those old and obsolete outlooks

2.	Having Good Conduct	15%					
2.1.	Showing his care about resources and properties of the institution.	3	3	2	1.5	1	0
			<ul style="list-style-type: none"> • One who puts in place new system so that government resources and properties shall not be wasted thereof and wherever spoilage of same occurred, struggles and rectifies same. • One who makes allegation to the body concerned where wastage of resources and properties in his or another government office occurred. 	<ul style="list-style-type: none"> • One who is to be exemplary to others for his proper handling and utilization of properties given to him for employing of work. 	<ul style="list-style-type: none"> • One who properly and wisely uses properties given to him for employing of work 	<ul style="list-style-type: none"> • One who does not wisely use government resources and properties 	<ul style="list-style-type: none"> • One who facilitates conditions for the property of the government to be plundered and so did together therein. • One who causes improper spoilage of the government property • One who uses resources and properties given to him for his personal benefits and never employs same for government work. • One who commits battering at the place of work
2.2.	Being diligent in his work and known for his exemplarity	5	5	4	2-3	1	0

			<ul style="list-style-type: none"> One who is being diligent in his task and thereby registers result; performs an exemplary work for others 	<ul style="list-style-type: none"> One who performs tasks out of government office hours with the view to making the government office work effective and becomes effective with this. One who is free from dependent outlooks and works a task independence of his superior. 	<ul style="list-style-type: none"> One who timely completes the work given to him thereof; One who perfectly knows the work he performs; One who carries out activities in the order of their gravity; 	<ul style="list-style-type: none"> One who does not timely complete the task given to him and make duties incomplete; One who has no adequate awareness to the task he performs 	<ul style="list-style-type: none"> One whose morale has fallen
2.3	Being Free from Improper Addictions	3	3	2	1.5	1	0
			<ul style="list-style-type: none"> Being free from any addiction, one who is known for his exemplarity by molding those addicted employees thereof? 	<ul style="list-style-type: none"> One who struggles against addiction at all in available opportunities in order to eradicate same 	<ul style="list-style-type: none"> One who is free form double addictions 	<ul style="list-style-type: none"> One who is rarely addicted to addictive substances 	<ul style="list-style-type: none"> One who is being addicted to addictive substances and thereby happened to cause damage to the government work therein
2.4	Refraining from Gossip and Grouping	4	4	3	2	1	0
			<ul style="list-style-type: none"> One who objectively brings about a change, having struggled against gossip and grouping displayed in 	<ul style="list-style-type: none"> One who struggles against gossips and grouping to be displayed in the government office. 	<ul style="list-style-type: none"> One who is free from grouping 	<ul style="list-style-type: none"> One who manifests grouping outlooks 	<ul style="list-style-type: none"> One who is being regionalism and grouping himself and cooperate

			the government office and avoided same thereto; make allegation to the concerned body what he has observed therein.				others to engage in this activity
3.	Service Provision						
3.1.	His competence and desire to entertain internal and external service-seeking persons pursuant to working procedures specified thereof.	25	9-10	6-8	3-5	1-2	0
			<ul style="list-style-type: none"> One who receives repeated gratitude because he has entertained service – seeking persons in an integrity manner and efficiently and thereby has real evidence One who advises other employees to efficiently serve customers and thereby has got real evidence 	<ul style="list-style-type: none"> One who prepares discussion forum with customers with the view to improve the service to be rendered by him and thereby adjusted his service rendering system accordingly. One who receives and entertains customers by standing form his seat. One who politely entertains service-seeking persons 	<ul style="list-style-type: none"> No grievance is alleged against his service provision since then. One who is equipped with a sense of serving others and properly understands the saying that “a customer is a king. ,, 	<ul style="list-style-type: none"> One who has been submitted an real grievance against his service provision One who has been dedicated with a sense of beneficiary rather than service provider 	<ul style="list-style-type: none"> One who shows a bad eye, insults, looks down and batters customers therein.

3.2	His competence to implement his work and to solve problems encountered at work	10	9-10	6-8	3-5	1-2	0
			<ul style="list-style-type: none"> • One who has solved tangible problems to be faced at work and thereby the government office has confirmed that he had done. • Beyond resolving problems faced him, one who has also tackled problems which arose in other bodies thereof. 	<ul style="list-style-type: none"> • One who identifies problems faced and proposed real remedial ideas. • One who makes an effort to solve problems himself rather than externalizing them 	<ul style="list-style-type: none"> • One who realizes the mission entrusted up on him and properly implements same thereof. • One who identifies problems faced in his work and submit some thereof and thereby makes an effort to solve some 	<ul style="list-style-type: none"> • Inquiring another body to have solved the problems instead of doing himself 	<ul style="list-style-type: none"> • Aggravating problems faced at the place of work rather than solving same thereof.
3.3		5	5	4	2-3	1	0
			<ul style="list-style-type: none"> • Harmonizing the budget allocated to him, one who accomplished his plans and tasks which are non-planned that benefits the government office 	<ul style="list-style-type: none"> • One who registers result as he performs work in a cost-effective manner 	<ul style="list-style-type: none"> • One who properly use the budget allocated to him • One who properly handles and wisely utilizes the government office resources and properties 	<ul style="list-style-type: none"> • One who utilizes budget and work employing materials in an ineffective way 	<ul style="list-style-type: none"> • One who uses resources and properties of the government office for his personal benefits

Annex 3

Any regional, zonal and woreda government office which has fully or partially undertaken Business Process Reengineering (BPR) study, pursuant to Art. 7 of PART TWO in the regulation, shall establish a placing committee which manages the placement of employees.

D. At the Regional Level

The regional government offices shall individually organize their own committee and composition of members of the committee shall be as follows. (The organization previously enacted in the regulation is not altered.)

1. A Vice-head (process owner) of the government office in which the study is conducted Chairperson.
2. All employees or heads (process owners) who are now in a responsible capacity of leading over the processes that the government office have them to be studied thereof members
3. Two employees, to be selected by employees of the government office members
4. In government offices having vice heads more than one, one of them shall, on the decision of the head, be made chair-person and other vice heads (process owners) shall work as members of the committee. A chair-person shall be assigned by the head in government offices whereabouts there is no a vice head.
5. Where there are government offices having not more than one process owner, an additional member shall be designated by head of the government office thereof.
6. The placing committee shall elect its own secretary who shall have a vote.
7. A head of the government office may designate any other chair-person if he believes that there exists a person who directs the committee better than the Vice Bureau head therein.

E. At the Zonal Level

The zone committee shall, as the case may be, be individually or collectively organize the committee as follows:

1. Finance and Economic Development Department and Office of Revenues shall collectively organize the committee as follow:
 - A. Deputy head of finance and economic development department chairperson (if no a deputy, a head of finance and economic development department shall assign another chairperson)
 - B. two employees to be designated by a head of finance and economic development department members (where the head assigns the two, they may be form among supporting staff who work in all pool)

- C. Two representatives, who may participate only if in placement of processes in finance and economic development department including the single finance, from among employees to be selected by both employees of finance and economic development department and supporting staff who are working as a head of property and general service, purchaser and as a store-keeper members
 - D. two representatives, who may participate only if in carrying out of placement of employees of office of Incomes, to be selected by employees of office of Revenues members
 - E. The committee shall, with the exception of representatives of employees, elect its won secretary form among themselves
1. zone Agriculture and Rural Development Department
- ⇒ office of water resource development
 - ⇒ office of food security and disaster
 - ⇒ office of representative office of cooperative society
 - ⇒ rural enery team
 - ⇒ office of representative of Land use
 - ⇒ Debre Birhan sheep and forage breeding center in North Shewa Zone as well as Dessie. Soil Research and Dessie Animal laboratory in south wollo collectively organize a placing committee. Its composition shall be as follows:
- A. A deputy head of zone agriculture and Rural Development Department chair-person (if no and deputy, a head of Agriculture and Rural Development Department and a head of Land use office shall jointly select another chair-person)
 - B. A head of Agriculture and Rural Development Department and a head of Land use office shall jointly select two members wording permanently.
 - C. Two representatives of employees form each government office, with the exception of Rural Energy Team, who may attend only, if where placemen of employees of their own government office I undertaken members (Rural Energy Team is included under Agriculture and Rural Development)
 - D. The committee shall, with the exception of representatives of employee, select its own secretary form among themselves.
2. Zone Trade and industry Department, Micro office and Investment Team shall collectively organize one placing committee of employee and its composition shall be as follows:
- A. the head of Trade and Industry Department and the head of Micro office shall jointly select a chair-person and two members working permanently.
 - B. Two representatives of the emmployee form each government office, who may attend only if where placement employees of their own government office is undertaken members

- C. The committee shall, with exception of employee's representatives select its own secretary form among themselves.
- 3. Zone Education Department and preparatory schools found in the zone or nearby shall jointly organize one employee's placing committee and its composition shall be as follows (Education materials storage and Distribution centers and Education media centers shall be organized with government office where they currently obtain pool service thereof):
 - A. A deputy head of Education Department (if no a deputy, the head of Education Department shall designate another chair-person) chair person
 - B. Two hardworking employees to be selected by the head of Education Department members
 - C. Two representatives of employees, from each government office, who may attend only if where placement of employees of their own government office is undertaken, employees of where employees to be selected form among preparatory schools to be selected, one shall be selected by the employees and another one by the director) member
 - D. The committee shall, with the exception of representatives, select its own secretary form among themselves
- 4. Works and Urban Development Departemtn shall individually organize one Employee's placing committee and its composition shall be as follows:
 - A. One employee to be designated by the Head of Department chair –person
 - B. Two employees to be selected by the Head of Department ... permanently members
 - C. Two representatives, form among employees, to be selected by employees of the department members
 - D. The Committee shall its own secretar form among themselves.
- 5. Capacity Building Departmenr shall individually organize one employee's placing committee and its composition shall be as follows:
 - A. One employee to be designated by the Head of Department chair person
 - B. Two representatives, from among employees, to be selected by the Head of Department permanently members
 - C. Two employee's representatives to be jointly selected by employees of the department and human resource administrati personnels who are in the pool..... members (if employee's representatives are selected form human resource administration personnels drawn form each pool, they shall quit their function us soon as the single pool human resorce support providing process placement is completed and only employees of the department shall select an employee's representative in place of them and the rest process placemtn shall be carried out thereof.)
 - D. The committee shall elect its own secretary form among themselves. The secretary of the committee is preferable if he is rom among employees of the departemtn.

6. Labour and Social Affair representative office shall individually organize one placing committee of the employee and its composition shall be as follows:
 - A. one employee to be designated by the head of department chair-person
 - B. Two employees to be designated by the head of department permanent members
 - C. Two representatives of the employee to be selected by employees of the department members
 - D. The committee shall elect its own secretary from among themselves
7. Health Department and HIV/AIDS secretariat shall jointly organize one placing committee of the employee and its composition shall be as follows:
 - A. A deputy head of Health Department (if no a deputy, the head of health department shall assign another chair-person chair person)
 - B. Two hardworking employees to be selected by the head of health department members
 - C. Two employee's representatives, from each government office, who may attend in the committee where placement of employees of their own government office is undertaken thereof.
 - D. The committee shall, with the exception of employee's representatives elect its own secretary from among themselves.
8. Administration and Security, Police, Militia and Prisons shall jointly organize one employee's placing committee and its composition shall be as follows: (this committee shall undertake placement only to employees administered under civil service law in the institution)
 - A. A deputy head of Administration and Security (if no a deputy, heads of government offices specified herein above shall jointly assign another chair-person) Chairperson
 - B. Two employees to be jointly selected by heads of government offices specified herein above members
 - C. Two employee's representatives, from among each government office, who may attend in the committee where placement of employees of their own government office is undertaken thereof. ... members
 - D. The committee shall elect its own secretary from among themselves.
9. Administration office, Information Department, Youth and Sport Department, Women's affair Department, Culture and Tourism and the speaker office in Nationality zone shall jointly organize one employee's placing committee and its composition shall be as follows.
 - A. heads of government offices specified herein above shall jointly assign a chair-person.
 - B. heads of government offices specified herein above shall jointly select two members
 - C. Two employee's representative, from each government office, who may attend in the committee where placement of employees of their own government offices is undertaken only ... members
 - D. The committee shall, with the exception of employee's representatives, elect its own secretary from among themselves

10. High Court shall individually organize one employee's placing that may place other supporting employees including support process of human resource management and its composition shall be as follows:
 - A. one employee to be selected by president of the High Court chair-person
 - B. Two employees to be selected by the president members
 - C. Two employee's representatives to be selected by employees of the court members
 - D. The committee shall elect its own secretary
11. Zone Justice Department shall organize one employee's placing committee that may undertake placement of only supporting employees, with the exception of human resource administration, and its composition shall be as follows:
 - A. one employee to be selected by the head of the department chair-person
 - B. Two employees to be selected by the head of the department members
 - C. Two employee's representatives to be selected by employees of the department members
 - D. The committee shall elect its own secretary.
12. Each and every hospital shall individually organize one employee's placing committee and its composition shall be as follows:
 - A. one employee to be selected by manager of the hospital chair-person
 - B. Two employees to be selected by manager of the hospital members
 - C. Two employee's representatives to be selected by employees of the hospital members
 - D. The committee shall elect its own secretary.
13. The Regional Laboratory of the region shall individually organize one employee's placing committee and its composition shall be as follows:
 - A. One employee to be selected by a head of the laboratory chair-person
 - B. Two employees to be selected by a head of the laboratory members
 - C. Two employee's representatives to be selected by employees of the laboratory members
 - D. The committee shall elect its own secretary.
14. Various colleges (Health, Education, Agriculture and so on ...) shall individually organize their own placing committee and its composition shall be as follows:
 - A. Vice-heads of each college chair-person (if there exists colleges with no a vice, heads shall assign another chair-person)
 - B. Two employees to be selected by a head of the college members
 - C. Two employee's representatives to be selected by employees of the college members
 - D. The committee shall elect its own secretary
15. Centers which are under Agriculture Research shall individually organize their own committee and its composition shall be as follows:

- A. A head of the center shall assign the chair-person
 - B. Two employees to be selected by a head of the center members
 - C. Two employee's representatives to be selected by employees of the center member
 - D. The committee shall elect its own secretary.
16. Technical and Vocational Institutions shall organize their own committee and its compositions shall be as follows:
- A. Vice-heads of the institution chair-person (if no any vice, a head of the institution shall assign another chair-person)
 - B. Two employees to be selected a head of the institution members
 - C. Two employees' representatives to be selected a head of the institution members
 - D. The committee shall elect its own secretary
17. Placement of employees of Transport Department shall be implemented by the committee to be established under the regional Transport Authority
18. Prisons found at zonal and woreda level shall individually organize one committee which may assign other supporting employees including support process of human resource management thereof and its composition shall be as follows:
- A. A chair-person to be designated by a head of the prison.
 - B. Two employees to be designated by a head of the prison members
 - C. Two employee's representatives to be elected by employees of the prison
 - D. The committee shall elect its own secretary

D. At Woreda Level

2. Education office, preparatory schools founding city of the woreda or nearby to it including elementary complete cycle and secondary schools shall organize one employee's placing committee and its composition shall be as follows (the organization of the preparatory schools shall be with the zone where city of the zone and the woreda is same)
- A. A vice-head of the education office, up on the decision of the head chair-person
 - B. Two employees, one of them to be selected by a vice and the other by the head chair-person
 - C. Two employee's representatives to be selected by employees of the education office members
 - D. One employee's representative, from each and every preparatory school, senior secondary school and elementary full cycle school (if number of schools is more than one, number of employee's representatives shall be the same number of the schools)
 - E. The committee shall elect its own secretary.
3. Agriculture and Rural Development office
- water resource development office
 - Food security and disaster prevention team

- Rural Energy team
- cooperative society team
- Land use representative office including animal and plant clinics in combolcha, animal Laboratory in Bahir Dar and center of chagni cattle and forage plant multiplication shall jointly organize an employee's committee and its composition shall be as follows:

- A. A vice-head of the woreda Agriculture and Rural Development chair-person
 - B. Two employees to be jointly selected by heads of the Agriculture and Rural Development office and the Land administration and use office members
 - C. Two employee's representatives, from each and every government office, who may attend in the committee wherever placement of employees of their own government office is undertaken only members (water resource development office and land administration and use office shall have their own employee's representative where a placement in this process is undertaken and cooperative society and disaster prevention shall select employee's representative together with Agriculture and Rural Development office).
4. The Capacity Building office shall individually organize one employee's committee and its composition shall be as follows:
- A. A vice-head of the office, if no a Vice, head chair-person
 - B. Two employees to be selected by the office head permanent members
 - C. Two employee's representatives to be jointly selected by employees of the office and human resource administration personnel in each pool members (if employee's representatives are selected from human resource administration personnel drawn from each pool, they shall quit their function as soon as placement of the single pool human resource support center is completed and only employees of the office shall select employee's representative, in the place of them, and placement of the rest processes shall be undertaken)
 - D. The committee shall elect its own secretary. It is preferable if secretary of the committee is selected from among employees of the office.
5. Administration office, women and the speaker council office, municipalities which are not governed /directed/ by city administration and water services shall jointly organize one employee's placing committee and its composition shall be as follows:
- A. A vice-head of women's affair chair-person
 - B. Two employees to be jointly designated by government offices specified herein above members
 - C. Two employee's representatives, from each and every government office, who may attend only if where placement of employees of their own government office.

- D. The committee shall, with the exception of employoy's representatives, elect its won secretary form among themselves.
- 6. AmedGuya sheep gene breeding center shall individually organize one employee's placing committee and its composition shall be as follows:
 - A. One employee to be designated by head of the center chair person
 - B. Two employees to be designated by head of the center members
 - C. Two employee's representatives to be selected by employees of the center members
 - D. The committee shall elect its own secretary
- 7. Information office Youth and Sport and Culture shall jointly organize one employee's placing committee and its composition shall be as follows:
 - A. One of vice heads form Youth and Sport and Information, up on jointly agreement of heads of government office specified herein above chairperson
 - B. One employee to be jointly selected by heads of Information office and Youth and Sport office and one of vice-heads of these offices members
 - C. Two employee's representative, from among each and every government office, who may attend in the committee only if where placement of employees of their won government office is undertaken members
 - D. The committee shall, with the exception of employee's representatives, elect its sown secretary.
- 8. Health office (Including Health Centers) and HIV/AIDS secretariat shall jointly organize an employee's placing committee and its composition shall be as follows:
 - A. A vise-head of Health office chair-person
 - B. The head of Health office shall assign one employee form among employees of Health office and one employ form among employees of Health Centers as memberships (if the member of Health centers is more than, members to be selected shall be same numbers of Health centers)
 - C. Two employee's representatives to be select by employees of Health office.
 - D. The committee shall elect its own secretary
- 9. Administration and security, police, justice militia and court shall jointly organize one employee's placing committee, only form supporting employees and its composition shall be as follows (including supporting employees of Justice and court in sub-woreda)
 - A. A vice-head of administration and security office Chair person
 - B. Two employees to be jointly selected by head of government office specified herein above permanent members
 - C. Two employee's representatives, form each and every government office who may attend in the committee only if where placement of employees of their own government offices.

- D. The committee shall, with the exception of employee's representatives, elect its won secretary.
- 10. Finance and Plan office, Revenues office, Micro, Trade and iNdustry, cinludign community skill Traingin center (CSIT), shall jointly organize one employee's placing committee nad its compositions shall be as follows:
 - A. A vice-head of finance and plan office chair person
 - B. Two employees to be designated yb a hdead of finance nad palm office members (where the head designated the two members, it may be form employees working as a head of property and general services, purchaser and store-keeper in all pool as well)
 - C. Two employee's representatives to be jointoy selected by employees of finance and plan office and employees working as a head of property and gernerla service, purchaser and store-keeper in each pool who may take part in placement of processes of finanace and plan office including the single finance thereof.
 - D. Two employee's representatives, tobe selected among from employees of Revenues, Micro, Trade and Industry offices, who may attend only if where placement of employees of their own government office.s
 - E. The committee shall, with the exception of employee's representatives, elect its own secretary.

D. At City Administration Level

- 11. The city servie office, including kebeles, shall organize one placing committee and its composition shall be as follows:
 - A. A manager of technical section or a manager of services' administration section, upon the decision of the chief manager chair-person (in case of none of the two, the chief manager shall assign another chair-person form among the employees). In medium and small towns, the vice-manager shall be a chair-person.
 - B. Two employees to be selected by the chief manager members (if there are not he two deputies, the head shall select one chair-person and two employees)
 - C. Two employee's representatives to be selected by employees of the city service office.
 - D. The committee shall elect its won secretary.
- 12. Mayor office, speaker office and women's affair office shall jointly organize one placing committee and its composition shall be as follows:
 - A. A deputy head of Women's Affair office chair-person
 - B. Heads of government offices specified hereinabove shall jointly select two additional numbers. If possible, it is preferable to be form among appointees.

- C. Two employee's representatives, from among each and every government office, who may attend in the committee only if where, placement of employees of their own government office of undertaken members
 - D. The committee shall, with exception of the compote's representatives elect its own secretary
13. City Administration Agriculture office, Micro, Trade, Industry investment promotion office shall organize one placing committee and its composition shall be as follows:
- A. A deputy head of the Trade and Industry office chair person
 - B. Heads of government offices specified herein above shall jointly select two additional members
 - C. Two employee's representatives, from among each and every government office who may attend in the committee only if where placement of employees of their government office is undertaken members
 - D. The committee shall, with the exception of employee's representatives, elect its own secretary.
14. Capacity Building Office, Education Office, including elementary and secondary schools shall jointly organize one committee and its composition shall be as follows:
- A. upon the decision of heads of the two government offices, either deputy head of capacity building or education office chair-Peron
 - B. A deputy head not being a chair –person member (if no deputies, another hardworking employee shall, upon consultation between the two heads, be a members)
 - C. Two employee's representatives, form among each and every government office, who may attend only if where placement to employees of their government office is undertaken. members
 - D. The committee shall, with the exception of employee's representatives, elect its own secretary.
15. Health office, HIV/AIDS prevention and control secretariat, including Health Center shall organize one committee and its composition shall be as follows:
- A. A deputy head of Health office chair-person if no, the head shall assign another chair-person
 - B. Two employees to be selected from among employees of health office, HIV/AIDS prevention and control secretariat and health center by head of health office members
 - C. Two employee's representatives, form among each and every government office, who may attend only if where placement of employees of their own government office is undertaken. members
 - D. The committee shall elect its own secretary.
16. Information office, Youth and Sport office, Culture and Tourism shall jointly organize one committee sand its composition shall be as follows:
- A. Heads of government offices specified herein above shall jointly select one chair-person from among appointees.

- B. A deputy of one of government offices and one employee to be jointly selected by the heads members
 - C. Two employee's representatives, from each and every government office, who may attend only if where placement of employees of their own government office is undertaken members
 - D. The committee shall, with the exception of employee's representatives, elect its own secretary.
17. The City Administrati Justice office, the city Administratio Regulation enforcement office including militia and police shall jointly organize a committee and its composition shall be as follows:
- A. Head of government offices specified herein above shall jointly select a chair-person
 - B. Heads of government offices specified herein above shall jointly select two members
 - C. Two employee's representatives, from each and every government office, who may attend only if where placement of employees of their own government office is undertaken members
 - D. The committee shall, with the exception of employee's representatives, elect its own secretary.
18. Finance and Economic Development office and the City Administrati Revenues office shall jointly organize a committee and its composition shall be as follows:
- D. A deputy head of Finance and Economic Development office chair-person (if no deputy, the head shall designate another chairperson)
 - E. Two employees to be selected by head of finance and economic development office members
 - F. Two employee's representatives, from each and every government office, who may attend only if where placement of employees of their own government office is undertaken members
 - G. The committee shall, with the exception of employee's representatives, elect its own secretary.
19. The Water Service Office shall organize its own committee
- D. One employee to be designated by the office head chair person
 - E. Two employees to be designated by the office head members
 - F. Two employees to be selected by the employees of the office members
 - G. The committee shall elect its own secretary.
20. Without prejudice to the committee organization specifically stated above, government offices having three and less than employees may have only one employee representative selected thereof.
21. The employee's placing committee established at all level is accountable to a senior official of each government office thereof.
22. Police, Justice, Administratio and Security Militia, Court and Prisons (including sub-woreda court and Justice) may create organization that enable it to place employees administered not under the system of civil service law or heads of work divisions
23. at least one, from among employee's representatives in all committee organization, shall be female. If no females, all shall be males.