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ባህር ዳር የካቲት 28 ቀን 2000 ዓ.ም
Bahir Dar 7th, February, 2008

**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 Price	4.56	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>ደንብ ቁጥር 57/2000 ዓ.ም</u> በአማራ ብሔራዊ ክልላዊ መንግስት መሠረታዊ የሥራ ሂደት ለውጥ ጥናትን ለማስፈፀም የወጣ ክልል መስተዳድር ምክር ቤት ደንብ	<u>REGULATION NO. 57/2008</u> A COUNCIL OF REGIONAL GOVERNMENT REGULATION ISSUED TO PROVIDE FOR THE IMPLEMENTATION OF BUSINESS PROCESS REENGINEERING STUDY IN THE AMHARA NATIONAL REGIONAL STATE
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የክልሉ መንግስት ተጠያቂነትን የሚያስከትል ግልፅነትን የተላበሰ ፈጣንና ቀልጣፋ አገልግሎት በየደረጃው በመስጠት ከድህነት የመውጣት ግብን ለማሳካት ይቻለው ዘንድ ከግንቦት ወር 1999 ዓ.ም ጀምሮ የተወሰኑ የመንግሥት መስሪያ ቤቶች በልዩ ልዩ የሥራ ሂደቶች ላይ ሲያካሂዱት የቆዩትን መሠረታዊ የሥራ ሂደት ለውጥ ጥናት ከሞላ ጎደል ያጠናቀቁ በመሆኑ፤

WHEREAS, some government offices have partially completed Business process Reengineering study which they have undertaken on various processes since May, 2007 to enable the Regional Government to attain its goal of extricating itself from poverty by rendering at all level speedy and efficient service which holds accountability and has transparency.

መሠረታዊ የሥራ ሂደት ለውጥ ጥናት ግኝት ማስፈፀሚያ አዋጅ ወጥቶ ሥራ ላይ መዋል የጀመረ በመሆኑ፤

WHEREAS, a proclamation has been enacted and put into effect with regard to the implementation of findings of Business Process Reengineering study.

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

WHEREAS, in order to go in to 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 work processes and are dedicated to public service interest 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 THEREFORE, the council of the Amhara National Regional Government, in accordance with the powers 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 መሠረታዊ የሥራ ሂደት ለውጥ ጥናት ማስፈፀሚያ ክልል መስተዳድር ም/ቤት ደንብ ቁጥር 57/2000 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 ያካሂደ መስሪያ ቤት ማለት ነው።
2. “የመንግስት ሠራተኛ” ማለት መሠረታዊ የሥራ ሂደት ለውጥ ጥናት አካሂደው ባጠናቀቁ መ/ቤቶች ወይም ወደፊት በተመሳሳይ መልኩ ጥናቱን በሚያጠናቅቁ መስሪያ ቤቶች ውስጥ በቋሚነት ወይም በጊዜያዊነት ተቀጥሮ በመስራት ላይ የሚገኝ ሠራተኛ ማለት 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 ማለት ነው።

PART ONE

GENERAL

1. Short Title

This regulation may be cited as “Business Process Reengineering Study Implementation, Council of Regional Government Regulation No. 57/2008”

2. Definitions

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 have conducted Business Process Reengineering study thereof.
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. “ደልዳይ ኮሚቴ” ማለት መሠረታዊ የሥራ ሂደት ለውጥ ጥናት በተጠናቀቀባቸው መ/ቤቶች ውስጥ ይህን ደንብ መሠረት በማድረግ ሠራተኞችን ለመደልደል የተቋቋመ ኮሚቴ ማለት ነው።
- 5. “መፍትሄ አፈላላጊ ኮሚቴ” ማለት በመሠረታዊ የሥራ ሂደት ለውጥ ምደባ የማይታቀፉ ሠራተኞችን በተመለከተ የተቀመጡ አማራጮችን ተግባራዊ ለማድረግ የተቋቋመ ኮሚቴ ማለት ነው።
- 6. “የሥራ ሂደት ቡድን” (case team) ማለት አንድን የሥራ ሂደት ውጤታማ ለማድረግ በቡድን የሚሠሩ ባለሞያዎች ስብስብ ማለት ነው።
- 7. “ሥራ ፈፃሚ ሠራተኛ” (case worker) ማለት አንድን ተግባር ወይም የሥራ ሂደት ከመነሻ እስከ መድረሻ በተናጥል የሚሠራ ባለሞያ ማለት ነው።
- 8. “የሥራ ሂደት መሪ” (process owner) ማለት አንድን የሥራ ሂደት በባለቤትነት የሚመራ ሰው ማለት ነው።
- 9. “የሥራ ሂደት” (process) ማለት የተወሰነ ግብዓት በመጠቀም በመጨረሻ የተገልጋይን እርካታ የሚያረጋግጡና ተጨማሪ እሴት የሚፈጥሩ ተመሳሳይ ተግባራት ስብስብ ማለት ነው ።
- 10. “የመ/ቤት ኃላፊ” ማለት አንድን መ/ቤት በበላይነት እንዲመራ የተመደበ ኃላፊ እና በከተማ አስተዳደሮች ደግሞ ከንቲባውን ማለት ነው።

- 4. “Placing committee” shall mean a committee established to place civil servants in government offices whereabouts Business Process Reengineering Study has been completed thereof.
- 5. “Solution seeking committee” shall mean a committee established to implement the proposed alternatives with respect to those civil servants 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” a person who directs over a certain process in a responsible capacity.
- 9. “Process” shall mean a sum total of similar activities which may result additional value and finally confirm satisfaction of service-seekers by employing certain inputs therein.
- 10. “Head of a Government Office” shall mean a head assigned to direct over a government office and the mayor in city administrations.

ክፍል ሁለት

PART TWO

መሠረታዊ የሥራ ሂደት ለውጥ ጥናትን ተግባራዊ ስለማድረግ

IMPLEMENTATION OF BUSINESS PROCESS REENGINEERING STUDY

3. መሠረታዊ የሥራ ሂደት ለውጥ ጥናት ተግባራዊ ስለሚሆንበት ሁኔታ

3. Conditions of Implementation of Business Process Reengineering Study

1. የመሠረታዊ የሥራ ሂደት ለውጥ ጥናት ሲጠናቀቅ በአዋጁ መሠረት በካቢኔው እና እሱ በሚወክለው አካል እየፀደቀ ተግባራዊ ይደረጋል።
2. የመሠረታዊ የሥራ ሂደት ለውጥን አመራሩ በባለቤትነት የሚይዘው ሆኖ የሠራተኛውን ተሳትፎ ያረጋገጠ ይሆናል።

1. The Business Process Reengineering shall, having been approved by the cabinet and the body to be delegated by it, be implemented in accordance with the proclamation where its study is completed thereof.
2. The Business Process Reengineering shall, in a responsible capacity, be run and so confirmed the involvement of employees.

4. ዓላማ

4. Objectives

ይህ ደንብ የሚከተሉት መሠረታዊ ዓላማዎች ይኖሩታል፦

This regulation shall have the following basic objectives:

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 ኃይሎች ሚናቸውን በውል ተገንዝበው ንቁ ተሳትፎ የሚያደርጉበትን ሁኔታ ለመፍጠር፤

1. To develop the implementation competency of government office by putting into effect the findings obtained through the Business Process Reengineering study at all levels in any government office.
2. To give special attention to basic matters which seek remedies by identifying and solving change obstructing conditions 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

4. ጥናቱ በሚመለከተው አካል ፀድቆ ተግባራዊ ሲሆን የሠራተኞችን ድልድል ግልጽነትና ተጠያቂነት የተላበሰ እንዲሆን ለማስቻል።

5. የተፈጻሚነት ወሰን

ይህ ደንብ ተፈጻሚ የሚሆነው መሠረታዊ የሥራ ሂደት ለውጥ ጥናት አጠናቀው ጥናቱን ተግባራዊ በሚያደርጉና በሙሉም ሆነ በክፍል በክፍል መንግሥት በጀት በሚተዳደሩና በየደረጃው ባሉ መስሪያ ቤቶች ላይ ብቻ ይሆናል።

6. የሠራተኞች ድልድል ስለሚፈፀምበት ሁኔታ

1. ከሁሉም በፊት በመ/ቤቱ ያሉ ሠራተኞች ፕሮፋይል (profile) ጥራት ባለው አግባብ ተመዝግቦ ይያዛል።
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።
3. ደልዳይ ኮሚቴው በጥናቱ የተለዩ ተፈላጊ ችሎታዎችንና በዚህ ደንብ ክፍል ሦስት ስር የተዘረዘሩትን የድልድል መስፈርቶች መሠረት በማድረግ ሠራተኞችን አወዳድሮ ይመድባል።

thoroughly realizing their role thereof.

4. To enable placement of civil servants to be transparent and accountable where the study is approved by the body concerned and thereby be effected thereof.

5. Scope of Application

This regulation shall apply to all levels of government offices having completed the Business Process Reengineering study and thereby implemented same thereof and fully or partially financed by the Regional Government budget only.

6. Conditions of Implementation of Civil Servants' placement

1. First of all, the profile of civil servants in the government office shall be recorded and kept in a clear proper manner.
2. Qualification requirements and other competition criteria for the activities of positions 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. 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. ግልጽ ውድድር ከተካሄደ በኋላ በዚህ ደንብ ክፍል አራት ተራ ቁጥር 4.3 ላይ የተመለከተውን ዝቅተኛ ነጥብ ያመጡ ሠራተኞች ተለይተው ድልድላቸው በመ/ቤቱ የበላይ ኃላፊ አማካኝነት እንዲፀድቅ ይደረጋል።

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

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

7. በውድድሩ ወቅት ከ50% በታች ያገኙ ሠራተኞች ከማንኛውም ምደባ ውጭ ይሆናሉ። ይሁን እንጂ 50% እና በላይ ያገኙ ሠራተኞች በመስሪያ ቤቱ ውስጥ ቦታ ባለመኖሩ የማይመደቡ ከሆነ በክልሉ አስተባባሪ ኮሚቴ አማካኝነት በሌላ መሥሪያ ቤት እንዲመደቡ ጥረት ይደረጋል። በዚህ መንገድ ተሞክሮ ተመጣጣኝ የሥራ ቦታ ያልተገኘላቸውም ሆነ ከ50% በታች አምጥተው ከምደባ ውጭ የሆኑ ሠራተኞች ይህንኑ ለማስፈጸም በተዘጋጀው እስትራቴጂክ ፕላን መሠረት የሚስተናገዱ ይሆናል።

4. After a transparent competition has been carried out, those civil servants who score minimum point specified under PART FOUR of this regulation hereof are identified and their placement shall be approved by the head of the government office.

5. Those civil servants having been included in the placement shall continue being entitled to heir previous salary or there shall be no change on their salary. In addition, where those civil servants who have been assigned to each work 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.

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

7. Those civil servants having obtained below 50% shall be excluded from any assignment; provided, however, that where those employees who have obtained 50% and above happened not to be assigned due to there is no position in the government office, they shall be assigned in another government office by the regional coordinating committee. After it has been tried in the manner like this, those employees having no available appropriate positions as well as those who have obtained below 50% and thereby disqualified form placement shall be treated in accordance with the strategic plan prepared to implement this thereto.

8. በዚህ አንቀጽ ንዑስ 7 አንቀጽ ላይ የተመለከተው ቢኖርም ከ50% በታች ነጥብ በማግኘታቸው ምክንያት ከምደባ ውጭ የሆኑና 50% እና በላይ አምጥተው ቦታ ባለመኖሩ ምክንያት ያልተመደቡ ሠራተኞች ወደፊት ከሚመለከተው አካል ተለዋጭ መመሪያ እስከሚተላለፍ ድረስ አሁን የሚከፈላቸውን ደመወዝ እያገኙ ይቀጥላሉ።

8. Notwithstanding the provision of sub. Art. 7 of this art. Hereof, employees who are not assigned due to no appropriate position is available but obtained 50% and above and those who are disqualified from placement due to obtaining below 50% shall continue receiving the present salary until another directive is forwarded by the body concerned in future.

7. የሠራተኞች ደልዳይ ኮሚቴ ስለማቋቋም

7. Establishment of Employees' Placing Committee

1. ሙሉ በሙሉም ሆነ በከፊል የመሠረታዊ የሥራ ሂደት ለውጥ (BPR) ጥናት ያካሄደ ማንኛውም የመንግሥት መስሪያ ቤት የሠራተኛ ድልድሉን የሚመራ ቢያንስ አምስት አባላት ያሉት ደልዳይ ኮሚቴ በዚህ ደንብ መሠረት ተቋቁሟል።

1. There is hereby established, pursuant to his regulation, a placing committee comprising at least five members entrusted with managing placement of employees in any government office which has conducted full or partial Business Process Reengineering study.

2. የኮሚቴው አባላት ጥንቅር የሚከተለው ይሆናል።

2. The composition of the committee shall be the following:

1. ጥናቱ የተካሄደበት መስሪያቤት ምክትል ኃላፊ (የሥራ ሂደት መሪ) ሰብሳቢ

1. Vice head (process owner) of the government office whereabouts the study is conducted chairperson

2. መሥሪያ ቤቱ የሚያስጠናቸውን የስራ ሂደቶች በባለቤትነት እየመሩ ያሉ ሠራተኞች ወይም ኃላፊዎች (Process owners) በሙሉ አባል፤

2. All employees or heads (Process owners) who are, in a responsible capacity, directing over processes that the government office have them to be studied thereof Members

3. በመሥሪያ ቤቱ ሠራተኞች የሚመረጡና የለውጥ ፍላጎት ያላቸው አንድ ወንድና

3. One male and one female heads or employees, having a desire of change, to

አንድ ሴት ኃላፊዎች ወይም ሠራተኞች አባል ሆነው ይደራጃሉ።

4. በዚህ አንቀጽ ንዑስ አንቀጽ 2(3) የተደነገገው እንደተጠበቀ ሆኖ ከአንድ በላይ ምክትል ኃላፊ ባላቸው መስሪያ ቤቶች ውስጥ በኃላፊው ውሳኔ አንዱ ምክትል ኃላፊ ሰብሳቢ እንዲሆን ተደርጎ ሌሎች ምክትል ኃላፊዎች (የሥራ ሂደት መሪዎች) ደግሞ የኮሚቴው አባል ሆነው ይሰራሉ። አንድም ምክትል በሌለባቸው መስሪያ ቤቶች ግን በኃላፊው አማካኝነት ሌላ ሰብሳቢ ይመደባል።

5. በዚህ አንቀጽ ንዑስ አንቀጽ 2(3) የተደነገገው ቢኖርም ከአንድ በላይ የሥራ ሂደት መሪ የሌላቸው መስሪያ ቤቶች ካሉ አንድ ተጨማሪ አባል በመስሪያ ቤቱ ኃላፊ አማካኝነት ይሰየማል።

6. ደልዳይ ኮሚቴው ከአባላቱ መካከል የራሱን ፀሀፊ ይመርጣል ድምጽም ይኖረዋል።

7. በዚህ አንቀጽ ንዑስ አንቀጽ 1 ላይ የተመለከተው ቢኖርም የመ/ቤቱ ኃላፊ ኮሚቴውን ለመምራት ከምክትል ቢሮ ኃላፊው የተሻለ አለ ብሎ ካመነ ሌላ ሰብሳቢ አድርጎ መሰየም ይችላል።

8. በዞንና በወረዳ እንደአስፈላጊነቱ የሠራተኛ ደልዳይ ኮሚቴ ይቋቋማል።

be selected by the staffs of the government office shall be organized as a member of the committee.

4. Without prejudice to the provision of sub. Art. 2(3) of this art. Hereof, in government offices having vice heads more than one, one of them shall be made chairperson by the decision of the head and other vice heads (process owners) shall work as members of the committee. A chairperson shall be assigned by the head in government offices whereabouts there is no any vice head.

5. Notwithstanding the provision of sub. art 2(3) of this art hereof, where there are government offices having not more than one process owner, an additional member shall be designated by the head of government office thereof.

6. The placing committee shall elect its secretary who shall have a vote.

7. Notwithstanding the provision stipulated under sub. art. 2(1) of this art. Hereof, head of the government office may appoint any other chairperson if he believes that there exists a person who directs the committee better than the vice Bureau head therein.

8. A placing committee shall, as deemed necessary, be established in zone or

woreda level.

8. ስለ ደልዳይ ኮሚቴ ተግባርና ኃላፊነት

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።
5. የሠራተኛ ድልድል 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. Duties and Responsibilities of Placing committee

1. Prepare and submit to head of the government office work programmme 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 the chairperson of a placing committee; and arrange same in a suitable proper for placement.
4. Observe personal file of each employees wherever it is found necessary.
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 problems 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. የደልዳይ ኮሚቴ አባላት ሥራቸውን በቃለ መሰላት ይጀምራሉ።

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

9. ስለ ደልዳይ ኮሚቴው ሰብሳቢ ተግባርና ኃላፊነት

9. Duties and Responsibilities of chairperson of the Placing Committee

1. የሥራተኛ ድልድሉ እስኪጠናቀቅ ድረስ ቡድኑን ይመራል።

1. Direct over the team until the completion of placement of civil servants;

2. በወጣው የጊዜ ሰሌዳ መሠረት ተግባሩ እንዲፈፀም ቡድኑን ያስተባብራል።

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

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

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

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

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

10. ስለ ደልዳይ ኮሚቴው ፀሀፊ ተግባርና ኃላፊነት

10. Duties and Responsibilities of Secretary of Placing Committee

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

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

2. ለተለያዩ ጉዳዮች አስፈላጊውን ፋይል ከፍቶ ያደራጃል፤ ሲፈለጉም በቀላሉ ያቀርባል።

2. Open and organize necessary files for various issues; easily submit same wherever they are required therein.

3. ድልድሉ በመስሪያ ቤቱ የበላይ ኃላፊ እንደፀደቀ ውጤቱን በመ/ቤቱ የማስታወቂያ ሠሌዳ ላይ ይለጥፋል።

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. በሠራተኛ ድልድል ሂደት ስለ የተለያዩ አካላት ሚና

11. Roles of Various Bodies On Employee Placement Process

1. የመ/ቤት ኃላፊዎች ስልጣንና ኃላፊነት

1. Powers and Responsibilities of Heads of a Government Office

1. የመስሪያ ቤቱ የበላይ ኃላፊ የሥራ ሂደት መሪዎችን ይመድባል። የሥራ ሂደት መሪዎችን ለመመደብ ምክትል የቢሮ ኃላፊዎችን፣ የተጠሪ መሥሪያ ቤት ኃላፊዎችንና ምክትል ኃላፊዎችን እንዲሁም ጠንካራ ባለሙያዎችን ግምት ውስጥ ያስገባ መሆን አለበት።

1. A senior official of the government office shall assign process owners. To assign process owners, he shall take into account vice Bureau heads, heads and vice heads of representative government office as well as hardworking experts thereof

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

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

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

3. 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 solved thereof.

4. ድልድሉ በተቀመጠለት የጊዜ ሠሌዳ መሠረት እንዲጠናቀቅ አስፈላጊውን ክትትል ያደርጋል፣ ይገመግማል። በአጠቃላይ ድልድሉን በበላይነት ይመራል። ድልድሉንም ያፀድቃል

4. 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

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 ሠራተኞች መረጃ ሲጠየቁ በቅንነት የሚያውቁትን መረጃ መስጠት ይጠበቅባቸዋል። ትክክለኛ ያልሆነ መረጃ ሰጥተው ቢገኙ በህግ ይጠየቃሉ።

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

ክፍል ሦስት

የሠራተኞች ድልድል ስለሚካሄድባቸው መስፈርቶች

12. ስለ መስፈርቶች

1. የሠራተኞች ድልድል ከዚህ በታች በተመለከቱት መስፈርቶች ላይ የተመሠረተ ይሆናል።

2. Duties and Responsibilities of Civil Servants of Government Offices which have conducted Business Process Reengineering Study

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

PART THREE

CRITERIA OF CIVIL SERVANTS' PLACEMENT

12. Criteria

1. Civil Servants' placement shall be on the bases of the criteria specified herein below:

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 የተመለከተው ቢኖርም በዚህ ደንብ አንቀጽ 12 ንዑስ አንቀጽ 1 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 ንዑስ አንቀጽ 1፣ 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።

ክፍል አራት

በሠራተኞች ድልድል ላይ ግምት ውስጥ መግባት ስላለባቸው ሌሎች ጉዳዮች

A. Educational qualification;

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. 1 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 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 provisions 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 form July 8, 2000 unto the period of time of placement.

PART FOUR

OTHER MATTERS TO BE TAKEN INTO ACCOUNT ON PLACEMENT OF CIVIL SERVANTS

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

1. አንድ ሠራተኛ ለመወዳደር በ BPR ጥናት የተቀመጠውን ትንሹን (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።
3. ባለፉት 2 ዓመታት ውስጥ በሕግ ወይም በአዲተር ተረጋግጦ የሙስና ሪከርድ ያለበት ሠራተኛ ሙሉ በሙሉ ከምደባ ውጭ ይሆናል።
4. 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፣ ሠ እና ረ የተመለከቱት መስፈርቶች ላይ (ለለውጥ ያለው ተነሳሽነትና ዲሞክራሲያዊነት) ብልጫ ላለው ተወዳዳሪ ቅድሚያ ይሰጣል።

13. Basic Matters Specified hereunder shall be Taken into Account on Placement of Civil Servants

1. An employee shall meet minimum educational qualification stated in BPR study, discipline and relevant work experience so as to enter a competition thereto.
2. Notwithstanding the provision of sub. art. 1 of this art. hereof, those employees having educational qualification closes to the educational qualification in the study may enter a competition as long as they meet the required educational qualification and relevant work experience thereof.
3. An employee having a record of corruption so proved by law or auditor in the past two years shall completely be disqualified from assignment thereof.
4. Priorities shall be given to competitors of female or disabilities where two different sex employees have competed for a certain position and thereby have obtained equal scores. If those employees obtaining equal scores are similar sex, priorities shall be given to a competitor having higher scores in criteria (a person having change initiative and is democrat) specified under sub. art. 1. D,E and F of art. 12 of this regulation hereof.

5. በዚህ አንቀጽ ንዑስ አንቀጽ 1 የተደነገገው ቢኖርም የመጀመሪያ ዲግሪና 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።

6. በዚህ አንቀጽ ንዑስ አንቀጽ 5 ላይ የተመለከተው እንደተጠበቀ ሆኖ 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።

7. ጥናቱ የተካሄደባቸውን የሥራ ሂደቶች በአግባቡ ሊያስቀጥሉ የሚችሉ ሠራተኞች በመስሪያ ቤቱ ውስጥ የሌኝም ብሎ ያመነ የመስሪያ ቤት ኃላፊ ፈቃደኝነታቸው እንደተጠበቀ ሆኖ በሥሩ ከሚመራቸው መስሪያ ቤቶች ውስጥ ሠራተኞችን ስቦ

5. Notwithstanding the provision of sub. art. 1 of this art. hereof, those professionals holding first Degree and above educational qualification and having work experience not exceeding three years shall have the right to enter a competition in any work grade although they fail to meet minimum qualification requirements due to their less work experience.

6. Without prejudice to the provision of sub. art. 5 of this art. hereof, civil servants who are in work divisions where a study has not been conducted yet, shall equally enter a competition with those civil servants who are in processes where the study has been conducted and are made to be placed thereof as long as they meet minimum qualification requirements specified in the study. On the other hand, where a study of unstudied work processes is completed, civil servants who are not assigned to another process and are in this process shall enter a competition as long as they meet the minimum criterion of assignment (50%) therein.

7. A head of a government office who believes that there are no employees who could properly precede the processes that the study is conducted thereto may attract employees, without prejudice to their willingness, from among government

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offices he directs over therein.

ሀ/ በዚህ አንቀጽ ንዑስ አንቀጽ 7 ላይ የተደነገገው ቢኖርም በዚህ ደንብ ላይ በተመለከቱት መስርቶች ሲለኩ ቢያንስ ዝቅተኛውን የመደልደያ ነጥብ 50% ማምጣት ይጠበቅባቸዋል።

A. Notwithstanding the provision stipulated under sub-art. 7 of this art. hereof, they are required to meet at least minimum placing score 50% where they are measured by the criteria specified under this regulation hereof.

ለ/ ስለ ሠራተኞች የሚሰጡ መረጃዎችም በነበሩበት መስሪያ ቤት ሃላፊዎች የሚሰጥ ይሆናል።

B. Information to be given with regard to employees shall be provided by heads of a government office whereabouts they were therein.

8. ከዚህ በላይ የተደነገገው ቢኖርም ከዞንና ወረዳ ተስበው በየመስሪያ ቤቱ በጥናት ኮሚቴነት በማገልገል ላይ ያሉ ባለሙያዎች ፈቃደኝነታቸው ተጠብቆና ተወዳድረው ካሸነፉ በሚያጠኑት የስራ ሂደት ውስጥ ሊመደቡ ይችላሉ።

8. Notwithstanding the provision stipulated herein above, experts coming form zone and woreda and serving as study-committee in each government office may be assigned to the process that they are studying thereof without prejudice to their willingness and if they enter a competition and thereby win thereof.

9. በዚህ ደንብ መሠረት ለድልድሉ እንደዋነኛ መስፈርት ተደርገው ከተወሰዱት ነጥቦች መካከል ብዙዎቹ አስቀድሞ የተደራጀ መረጃ ላይኖራቸው ይችላል። ሆኖም ይህን መረጃ እንዲሰጡ እድሉን ያገኙ ሃላፊዎችም ሆነ ሠራተኞች የተሳሳተ መረጃ ስለመስጠታቸው በተጨማሪም ካልተረጋገጠ በስተቀር ለሰጡት መረጃ ደጋፊ ሰነድ ወይም ማስረጃ እንዲያቀርቡ አይገደዱም።

9. Among form 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 who happened to provide this information shall not be obliged to submit supporting document or evidence for the information they have provided thereof unless and otherwise it is objectively proved that of their provision

10. ተሻጋሪ የሥራ ሂደቶች (ግዥና ፋይናንስ፣ የሰው ሃይል አስተዳደር) ጥናት ተጠናቆ ወደሙከራ ትግበራ በገቡ መሥሪያ ቤቶች ተፈጻሚነት የሚኖረው ሕግ በሲ.ቪ.ል ሰርቪስ ማሻሻያ ፕሮግራም አስተባባሪ ኮሚቴ የጸደቀው የጥናት ሰነድ ይሆናል። ነገር ግን በሌሎች መሥሪያ ቤቶች እነዚህ የሥራ ሂደት ጥናቶች በእያንዳንዱ መሥሪያ ቤት ተጣጥመው በአስተባባሪ ኮሚቴው እኪጸድቁና በሙከራ እስኪረጋገጡ ድረስ ከዚህ ደንብ የመሸጋገሪያ ድንጋጌ በፊት የነበሩ የፋይናንስ፣ የግዥና የሰው ሃይል አስተዳደር ሕጎች ተግባራዊ ይደረጋሉ። ሆኖም የከተማ አስተዳደሮች የግዥና ፋይናንስ የሥራ ሂደት ጥናት በሙከራ እስኪረጋገጥ ድረስ ሳይጠብቁ በቀጥታ በጥናት ሰነዱ መሠረት ተግባራዊ ያደርጋሉ።

11. አንድ የሥራ ሂደት የተለዩ ባህርይ ኖሮት በተለያዩ መሥሪያ ቤቶች ሲሠሩ የቆየ ከሆነና ጥናቱ ተጠናቆ ወደ ምደባ ሲገባ በዚህ የሥራ ክፍል ሲሠሩ የነበሩ ሠራተኞች በምደባው እንዲወዳደሩ ይደረጋል።

of inaccurate information.

10. A law to be applicable in government offices which have entered into tasting, where a study of transferable processes (procurement and finance, human resource management) is so completed thereof, shall be the study-document approved by Civil Service Reform Program Coordinating Committee; provided, however, that finance, procurement and human resource management laws existing before transitory provision of this regulation shall remain in force until these process studies, having been harmonized with each government office, are approved by the coordinating committee and so confirmed by testing thereof. Provided, however, that city administrations shall directly implement pursuant to the study-document irrespective of the procurement and finance process study is confirmed by testing.

11. Where a certain process, having its special characteristic, is operated in various government offices and if the study is completed and thereby entered into assignment, employees working in this work process shall be made to enter a

ክፍል አምስት

በሥራ ሂደት መዋቅር ስለማይታቀፉ ሠራተኞች

14. በሥራ ሒደት መዋቅር ውስጥ የማይታቀፉ ሠራተኞች ሁኔታ

በአንድ መ/ቤት ባሉ የሥራ ሒደቶች ውስጥ ምደባ ያላገኙ ሠራተኞች ማህበራዊ ቀውስ ውስጥ በማይገባበት፣ የክልሉ ሀብት ሊሸከም በሚችለው መጠንና በሀገሪቱ ህግና የአሠራር መመሪያ መሠረት ህይወታቸውን የሚመሩበት ስርዓት መመቻቸውን 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 ከተቀረፁት የሥራ ሒደቶች ውስጥ ተመድበው ለመስራት ሙሉ ፍላጎት፤

competition thereof.

PART FIVE

EMBRACED CIVIL SERVANTS NOT TO BE EMBRECECED IN THE PROCESS STRUCTURE

14. Condition of Civil Servants Who May not be Embraced in 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

ተቀራራቢ ችሎታና የሙያ ትስስር ያላቸውን ሠራተኞች በተወሰነ ተከታታይ ስልጠና አቅማቸውን በማግለጫ በት መጠቀም፤

4. ከአገልግሎታቸውና ዕድሜያቸው አኳያና በሌሎች መመዘኛዎች በሥራ ሒደቶቹና በሌላ መ/ቤትም ተመድበው ለማገልገል ብቁና ውጤታማ የማይሆኑትን በጠረታ ማግለጫ፤

5. በአዲሱ የሥራ ሒደት ያልታቀፉና በሌሎች መ/ቤቶችም ለመመደብ በመመዘኛዎች መሠረት ብቁና ውጤታማ ያልሆኑትንና ዕድሜያቸው በመንግሥት ህግ መሠረት የጡረታ መብት የማያገኙ ከሆነ የሙያ ስልጠና ተሠጥቷቸውና ሁሉአቀፍ ድጋፍ ተደርጎላቸው ኑሮአቸውን በራሳቸው እንዲመሩ ይደረጋል።

6. በዚህ አንቀጽ ንዑስ አንቀጽ ከ1-5 ባለው የማይስተናገዱ በነባሩ ህግ መሠረት የካሣ ክፍያ ተሠጥቷቸው ይሠናበታሉ።

7. በኮንትራት ቅጥር ያሉ ሠራተኞች በገቡት የሥራ ስምምነት መሠረት የሥራ ውሉን ማቋረጥ

15. አማራጮችን የሚተገብር ኮሚቴ ስለማቋቋም

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 ደረጃ ሥራውን የሚመራና የሚያስተባብር አንድ አካል ማቋቋም

processes, close competence and professional linkage by developing 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. 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.

1. Those who are not treated with the provisions of sub. Art. 1-5 of this art. hereof shall, having been given a compensation pursuant to existing law, be dismissed from job.

6. Those contract employees shall terminate the job contract pursuant to work agreement they entered into thereof.

15. Establishment of a Committee to implement options

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

አስፈላጊ በመሆኑ የሚከተሉት መ/ቤቶች የሚሳተፉበት ኮሚቴ ተቋቁሟል።

regional level, there is hereby established a committee in which the following government offices to be involved thereof.

2. የኮሚቴው ሥም መፍትሄ አፈላጊ ኮሚቴ ሊባል ይችላል።

2. The name of the committee may be called as solution seeking committee.

16. ኮሚቴው በዚህ ደንብ መሠረት የሚከተሉት አባላት ይኖሩታል፡-

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

የኮሚቴው አባላት ጥንቅር /.

Composition of members of the committee:

- 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 ”

- 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

17. ስለኮሚቴው ተጠሪነት ተግባርና ኃላፊነት፤

17. Accountability, Duties and Responsibilities of the Committee

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

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

1. ከየመ/ቤቶች በሥራ ሂደቶች 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 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።

5. የጡረታ ዋስትና የማያገኙና ኑሮአቸውን በግላቸው እንዲመሩ የተለዩት፡-

ሀ/ በመንግስት ህግ መሠረት የሚገባቸውን ጥቅም ወይም ካህ እንዲያገኙ ማድረግ፤

ለ/ ፍላጎታቸውን መነሻ ያደረገ ስልጠና የሚያገኙበትን ፕሮጀክት አዘጋጅቶና ፈንድ አፈላልጎ በስልጠና የሥራ ዓቅማቸው ዳብድና በቂ የብድር አገልግሎት አግኝተው ወደ ሥራ እንዲሠማሩ ያደርጋል።

responsibilities:

1. Receive list of employees who are not embraced in the processes and documents they have been evaluated in accordance with the criteria;

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 coordinating committee;

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;

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. አስፈላጊ ሆኖ ሲያገኘው የቴክኒክ ኮሚቴ ሊያቋቁም ይችላል።

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

ክፍል ስድስት

PART SIX

ቅሬታ ስለሚቀርብበት ሥርዓት

PROCEDURE OF GRIEVANCE SUBMITTAL

18. የቅሬታ አቀራረብ ሥርዓት

18. Grievance Submittal procedure

1. በድልድሉ ያልተስማማ ማንኛውም ሠራተኛ ድልድሉ ግልጽ ከሆነበት ቀን ጀምሮ በአስር ቀናት ውስጥ ቅሬታውን በሲቪል ሰርቪስ ሪፎርም ኤክስፐርት አማካይነት ለመሥሪያ ቤቱ የበላይ ኃላፊ ማቅረብ ይችላል።

1. Any employee who disagrees over the placement may lodge his grievance to senior official of the government office through the Civil Service Reform Expert within ten days as of the date of publicizing of the placement.

2. የመሥሪያቤቱ የበላይ ሀላፊ የቀረበለትን ቅሬታ መርምሮ በሁለት ቀን ውስጥ ለቅሬታ አቅራቢው ምላሽ ይሰጣል።

2. The head of the government office shall, having examined same thereof, reply to the aggrieved within two days.

3. ሠራተኛው በመሥሪያ ቤቱ የበላይ ኃላፊ ውሳኔ የማይስማማ ከሆነ ቅሬታውን በአቅም ግንባታ ቢሮ ሥር ለተቋቋመ ጊዜያዊ ኮሚቴ ያቀርባል። ኮሚቴውም በሁለት ቀናት ውስጥ ጉዳዩን አጣርቶ ውሳኔ ይሰጣል።

3. The employee shall submit to temporary committee established under Capacity Building Bureau his grievance if he disagrees over the decision by the head of the government office. The committee shall, having examined the matter, give decision within two days thereof.

4. በኮሚቴው ውሳኔ ያልተስማማ ቅሬታ አቅራቢ ቅሬታውን በክልል ደረጃ ለተሰየመው የህዝብ ቅሬታ ሰሚ አካል ሊያቀርብ ይችላል። ውሳኔውም የመጨረሻ ይሆናል።

4. The grieved who disagrees over decision of the committee may lodge his grievance to the public grievance hearing body designated at the regional level. The decision shall be final.

5. በዞንና በወረዳ የተዘረጋው የቅሬታ ሰሚ አካል በሠራተኛ ድልድል ወቅት የሚፈጠረውን ቅሬታ

5. The grievance hearing boy established in zone and worda shall receive grievance created

ያስተናግዳል።

during the time of employee placement.

ክፍል ሰባት

PART SEVEN

ልዩ ልዩ ድንጋጌዎች

MISCELLANEOUS PROVISIONS

19. ደንብ ስለማሻሻል

19. Revision

የክልሉ መስተዳድር ምክር ቤት እንደአስፈላጊነቱ ይህን ደንብ ሊከልሰው ይችላል።

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

20. መመሪያ የማውጣት ስልጣን

20. Power to Issue Directive

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

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

21. ተፈፃሚነት ስለማይኖራቸው ህጎች

21. Inapplicable Laws

ከዚህ ደንብ ጋር የሚቃረን ማንኛውም ደንብ፣ መመሪያ ወይም የተለመደ አሠራር በዚህ ደንብ ላይ በተመለከቱት ጉዳዮች ተፈፃሚነት አይኖረውም።

Any other regulation, directive or customary practice coming into conflict with this regulation may not apply to matters provided for therein.

22. ደንቡ የሚፀናበት ጊዜ

22. Effective Date

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

This regulation shall come into force as of the date of its publication in the Zikre-hig Gazette of the Regional State

ባህር ዳር

የካቲት 28 ቀን 2000 ዓ/ም

አያሌው ጎበዜ

የአማራ ብሔራዊ ክልል ርዕሰ መስተዳድር

Done at Bahir Dar

This 7th day of February, 2008

Ayalew Gobeze

Head of Government of the
Amhara National Regional State

