



Human Resources and
Social Development

Regulations of Promotions

(Issued by the Civil Service Council's Resolution No. (1/686) date 15/03/1421 H., circulated by the Council of Ministers Court's letter No. (7/11900/R), dated 19/06/1421 H., and has been entered into force as of the beginning of the financial year 1421/1422 H.)

In the name of Allah, the Most Gracious, the Most Merciful

Kingdom of Saudi Arabia

Ministry of Civil Service

Introduction

The Ministry of Civil Service and the General Secretariat of the Civil Service Council are hereby delighted to provide specialists, stakeholders and researchers this (Regulations of Promotions), issued by Civil Service Council's Resolution No. (1/686), dated 15/03/1421, circulated by the Council of Ministers Court's letter No. (7/11900), dated 19/06/1421 AH.

This step comes within the forms that the Ministry and the Secretariat consistently issue to provide an opportunity for officials in government agencies, researchers and stakeholders to check out the regulations and resolutions that are issued by the Civil Service Council in the form of (mini prints) and on the internet to make it easy to use when needed by specialists in the departments of personnel affairs.

These Regulations include the rules that regulate promotions in the civil service and the required conditions, whether for ranks from ten or below or ranks above ten, as well as the procedures to be followed when considering the promotions of an employee, especially with regard to ranks (11-12-13).

In conclusion, we hope that we have succeeded in producing this publication in a way that satisfies everyone, and we hope that it will achieve its desired goals.

Allah Grants Success

Contents

Topic	Page
Legal Article related to promotions in the Civil Service Law	3
Civil Service Council's Resolution No. (1/686), dated 15/03/1421 H., circulated by the Council of Minister Court Letter No. (7/11900/R), dated 19/06/1421 H.	4
Explanatory Memorandum	7
Article (1) - General Requirements for Promotion	8
Article (2) - Controls and Procedures for Promotion	9
Article (3) - Provisions for Carrying out the Job Being Promoted to	9
Article (4) - Requirements, Regulations and Procedures for promoting to ranks (11-12-13)	10
Appendix includes the Circular of the Ministry of Civil Service No. (34000), dated 10/07/1421 H., regarding the instructions for implementing the Regulations of Promotions	11
The employee's acknowledgment to carry out the job at its location and not to be transferred or assigned within a period of not less than one year	13
Opinions issued by the Ministry of Civil Service on the inquiries Set for this regulation	14

Article related to promotions, which is contented in the Civil Service Law, issued by the Royal Decree No. (M/49), dated 10/07/1397 H.

Article (10) of the Law states as follows:

- A. The promotion and transfer of employees to vacancies shall be carried out in accordance with the provisions determined by the classification rules, including the qualifications and conditions of job occupation.
- B. The promotion shall not be effective before the issuance of its decision.

In the name of Allah, the Most Gracious, the Most Merciful

Kingdom of Saudi Arabia No. 7/11900/R
Council of Ministers Court Date 19/06/1421 H.

Circular

His Royal Highness the Crown Prince and Deputy Prime Minister and the head of the National Guard May Allah Protect Him

I hereby send Your Highness herewith a copy of the letter of the Minister of Civil Service who is as well a member of the Civil Service Council No. (457/421/M KH), dated 08/06/1421 H., stating that the Civil Service Council had discussed, based on the Royal Order No. (7/B/8451), dated 03/06/1420 H., the directions of the Council of Ministers, including the revision of the civil service rules, particularly with regard to promotions, where the Council issued its Resolution No. (1/686), dated 15/03/1421 H., stating the following:

First: The approval of the (Regulations of Promotions) according to the form herein attached.

Second: These Regulations shall be entered into force as of the beginning of financial year 1421/1422 H. Whereas the conclusion of the Civil Service Council In this regard was approved by Your Highness, I kindly ask Your Highness to order to complete the necessary accordingly.

Yours sincerely,

Abdulaziz bin Fahad bin Abdulaziz

President of the Council of Ministers Court

- A copy to all ministries and governmental institutions, and each authority shall inform their directorates and affiliated entities.

- A copy to the General Secretariat of the Civil Service Council.

Kingdom of Saudi Arabia
Council of Ministers Court

No. 745/421/M KH
Date 08/06/1421 H.

General Secretariat

**His Royal Highness the President of the Council of Ministers Court
Him**

May Allah Protect

The General Secretariat of the Council of Civil Service is pleased to show Your Highness (the Resolution) issued by the Council during its meeting dated 15/03/1421 H., adopted by the Telegraphic Royal Decree No. (7/B/6437), dated 01/06/1421 H, which states as follows:

Resolution No. (1/686) dated 15/03/1421 H.

The Civil Service Council,

Based on Paragraph (B) of Article (9) of the Civil Service Council Law, issued by the Royal Decree No. (M/48) dated 10/07/1397 H.;

In accordance with the Telegraphic Royal Decree No. (7/B/8451), dated 03/06/1420 H., accompanied by the letter of His Excellency the Secretary General of the Council of Ministers No. (1546), dated 03/06/1420 H., regarding the directions of the Council of Ministers to revise the rules of civil service, especially what is related to promotions;

Having reviewed the amendments suggested earlier by the Ministry of Civil Service in its letter No. (1231/1), dated 13/10/1418 H., regarding Articles No. (10/1), (10/2), and (10/3) of the Implementing Regulations for the Civil Service Law, within a comprehensive revision by the Ministry for the Articles of the Implementing Regulations for the Civil Service Law to implement the Royal instructions in this regard for the purposes and justifications associated with the offer of the Ministry referred to;

Having reviewed the letter of His Excellency the Minister of Civil Service No. (307/1), dated 22/03/1420 H., providing for a suggestion to submit the part related to the rules and procedures for promotions to the Council of Civil Service apart from the rest of comprehensive revision of the Articles of the Implementing Regulations to issue a Resolution thereon for the urgent need as the revision and amendments take time;

The Council, having reviewed the views of the Preparatory Committee mentioned in the minutes of recommendation No. (1326), dated 05/02/1421 H., and having reviewed Articles No. (10/1), (10/2), and (10/3) of the Implementing Regulations of the Civil Service Law, issued by the Civil Service Council's Resolution No. (1), dated 27/07/1397 H., including the rules, conditions and procedures of promotion.

Having reviewed the Civil Service Council's Resolutions No. (2), dated 18/08/1397 H., and No. (1/435), dated 29/06/1417 H., and No. (1/542), dated 15/02/1419 H., which provide for the rules of promotion for ranks (11-12-13);

Having reviewed the Council's Resolution No. (1/588), dated 16/10/1419 H., which states that a promoted employee may not be transferred to another position until he finishes at least one year after promotion;

Having reviewed the (Assignment Regulations), issued by Civil Service Council's Resolution No. (1/596), dated 18/01/1420 AH, which do not permit assigning the promoted employee, during the first year of his promotion, with duties in another place outside the place of his job to which he has promoted;

Having reviewed Article (6/1) of the Implementing Regulations of the Civil Service Law, which states that (qualifications and requirements for occupying the top-ranking jobs (11-12-13) shall be specified by a resolution by the Civil Service council);

Having reviewed the Presentation Memorandum No. (3196), dated 27/02/1421 H., prepared by the General Secretariat of the Council, which includes a detailed presentation of the current articles regulating promotions, whether for ranks below 10 or top ranks 11-12-13, in addition to the amendments suggested by the Ministry of Civil Service regarding these articles, which some of them are only nominal and others don't change the basic rules currently applied, except with regard to calculating differentiation scores resulted from attending training courses, and confirming that the employee actually performs the duties of the job he has been promoted to at its place for a period of not less than one year for the purpose of stabilizing job conditions;

As the Council is convinced with the propositions of the Ministry of Civil Service regarding these articles, in addition to the recommendations of the Preparatory Committee in this regard, which in turn supports these proposed amendments;

Whereas these amendments will contribute to the organization and development of promotions and its procedures, and will help the government entities and the Ministry of Civil Service to implement the rules and procedures of promotion in an easy way and closer to the ambitions of the employee to be promoted;

Decides the following:

First: Approving the (Regulations of Promotions) according to the attached form.

Second: These Regulations shall enter into force as of the beginning of financial year 1421/1422 H. Whereas the minutes of the Civil Service Council No. (686/421), dated 15/03/1421 H., which include the above-mentioned Resolution, were approved by the Telegraphic Royal Decree referred to herein; therefore, the General Secretariat petitions Your Highness to take the necessary action to inform all government agencies of this Resolution to implement the attached Regulations as of the beginning of the next financial year 1421/1422 H.

Attached is a copy of the minutes of the Council, containing the aforementioned Resolution and all related documents.

Yours sincerely,

Minister of Civil Service

And Member of Civil Service Council

Mohammad bin Ali Al-Fayez

(Regulations of Promotions)

Explanatory Memorandum:

With a desire to facilitate reviewing the regulating rules for promotions in civil service and its required conditions, whether for ranks below 10 or top ranks (11-12-13), as well as procedures that shall be followed when considering the promotion of an employee, especially what is related to top ranks (11-12-13), it has been decided to single out this subject in a separate regulations called (Regulations of Promotions).

Article (1) of such Regulations includes a presentation of the general requirements for promotion, including the necessary requirements for the candidate to be promoted, in addition to a presentation of the cases during which the employee may not be promoted.

Article (2) specifies the rules and procedures of promotion, whether these which shall be followed by the concerned authority, starting from preparing lists of the employees who meet the requirements for promotion besides forming a committee for promotion in each ministry or independent authority, and the responsibility of the Department of Human Resources regarding this procedure ending up with declaring the candidate, in addition to the procedures and regulations that shall be followed.

As for Article (3), it includes the provisions of carrying out the duties of the position that the employee has been promoted to, as Paragraph (A) specifies the effective date of the promotion and the exceptional cases of this date. Paragraph (B) provides for the provisions for discontinuing the performance of the duties of the job he has been promoted to in its location.

Article (3) specifies the conditions, regulations and procedures concerning promotion for ranks (11-12-13), as Paragraph (A) provides for the necessary requirements to be met by the employee to be promoted to any of these ranks. Paragraphs (B-C-D) specifies the procedures that shall be followed for promotion, including the preliminary steps that precede nomination, whether they shall be taken by the government authority or the Ministry of Civil Service as it is the concerned party to carry out the revision and ensure the availability of requirements necessary for promotion.

Regulations

Article (I):

The employee may be promoted according to the following conditions:

- A. There is a vacant job to be promoted to.
- B. The applicant shall be qualified in consistent with the requirements of the declared job as specified in the Vocational Classification Guide.
- C. The position to be promoted to shall be classified in the next rank of the employee's current rank.
- D. The applicant shall have finished at least (4) years in the rank he is occupying. However, the following durations shall not be included:
 - 1. Exceptional leaves.
 - 2. Secondment period for non-international or regional organizations.
 - 3. Scholarship or study leave if the purpose thereof has not been achieved.
 - 4. Scholarship for study if its purpose has not been achieved, unless he has completed the academic methodological study, has only the research thesis left and started work before obtaining the academic qualification. If the purpose of the scholarship has not been achieved after promoting the dispatched employee, the entire period of the scholarship shall be added to the period specified for promotion to the next rank.
 - 5. Absence periods unless they are official leaves.
 - 6. Period of suspension from work in cases of condemnation.
- E. The employee shall undertake in writing to continuously carry out the job he is nominated to be promoted to.

The employee may not be promoted in the following cases:

- 1. If he is on scholarship, dispatch, or in training course for more than (6) months inside or outside of kingdom.
- 2. If he is on an academic or exceptional leave.
- 3. If he has been convicted or referred to a court or under investigations in cases related to his job or matters involving moral turpitude or honesty.

4. If he has been punished with the deprivation of the bonuses or salary deduction for a period of 15 days or more together or separately during the year preceding the date of considering his promotion.
5. If his job performance evaluation for the last year is not good.

Article (2):

The following procedures shall be followed for the promotion:

A. A committee for promotion shall be formed by a resolution by the concerned minister or the head of the independent authority, composing of three members from the principal officials who shall be chosen by the government authority. Some members may be chosen from outside the authority. If the candidate is a member, then he shall be changed temporarily.

B. The Department of Human Resources in each government authority shall prepare lists of employees who meet the requirements for promoting to the vacant positions which are determined to be filled by promotion. The administrative authority in this Article means the authority that regulates its budget by submitting it independently by the branches of the budget.

The Department of Human Resources shall ensure the validity and accuracy of the lists and that they include all employees who meet the requirements. The Human Resources Manager and the concerned employee shall be responsible for the validity of the information contained therein.

- C. Based on the approval of the concerned minister or the head of the independent authority, the nomination for promotion to vacant positions shall be made by the promotions committee, which is formed by the competent minister or the head of the independent authority, through a competition or making a differentiation between the candidates. The differentiation shall not made for more than twice during the financial year, where its date is specified by agreement between the Ministry of Civil Service and the concerned government authorities. The differentiation between the employees who fulfill the requirements for promotion shall be according to the following two elements:
 1. Performance evaluation.
 2. Seniority.

The points of the two elements of the differentiation and their calculation mechanisms shall be determined by a decision by the Council of Ministers based on a proposal submitted by the Minister of Civil Service, in accordance with the principles stipulated in the Civil Service Law.

- D. The Committee shall submit to the concerned minister or the head of the independent authority the names of candidates to be submitted to the Ministry of Civil Service, which in turn shall make sure that the nomination

was made in accordance with the statutory provisions. It is permissible by agreement between the competent minister or the head of the independent authority and the Minister of Civil Service not to comply with this procedure.

Article (3):

A. The employee shall carry out the duties of the job that he has been promoted to in its location, and the promotion shall only be valid as of the date of the actual start of the job after the issuance of the promotion decision. As an exception thereto, the promotion shall be effective from the issuance date of the decision in the following cases:

1. If the employee has been promoted by a Royal Decree, Supreme Order or a Resolution by the Council of Ministers or the Civil Service Council.
 2. If the employee is a member of one of the councils in which membership is by a Royal Decree, Supreme Order or Resolution by the Council of Ministers or the Civil Service Council.
 3. If the employee is in an official mission.
 4. If the employee is in a training course for "six months or less".
 5. If the employee is in an official leave.
 6. If the employee is in secondment for an international or regional organization.
- B. If the employee ceases to carry out the duties of the position to which he has been promoted at its location for a period of (30) days or more, consecutive or intermittent, without an acceptable excuse within a period of one year from the date of his promotion, then the authorized person shall issue a decision to cancel the promotion.

C. It is not allowed to consider the transfer of the promoted employee to another job or to assign him with duties outside the location of the job he has been promoted to before the lapse of a period of not less than one year from the date of his actual continuous practice of the duties of the job to which he has been promoted at its location. Such period will not be calculated within the period referred to as a period of exceptional leave or absence with unpaid salary.

Article (4):

A. Taking into account the contents of the previous articles of general terms and regulations for promotion, the following are required to occupy the approved positions at ranks (II-12-13):

1. The promotion shall be to the rank immediately following the rank occupied by the employee.

2. The candidate shall have spent at least two years in the occupied rank.
 3. The candidate must have the appropriate expertise for not less than four years in relation to the nature of the job.
- B. The concerned minister or the head of the independent authority shall form a temporary (teamwork), whose members shall be from senior staff of the government authority, whenever the need arises to fill any of the approved vacant jobs of the ranks (11- 12-13) and his mission shall be as follows:
1. Identifying all employees who fulfill the requirements of promotion for vacant positions in ranks (11-12-13)
 2. Reviewing the qualifications of the candidates, their activities and performance reports, then ranking them according to their competence to occupy these positions.
 3. Selecting a specific employee to fill each vacant position, stating the reasons for the selection. The teamwork shall prepare a report to that effect, which is provided to the concerned minister to select whomever he deems appropriate to fill the position.
- C. The government authority shall prepare a report on the nominated employee based on the form issued by the Ministry of Civil Service, which includes information approved by the concerned minister, then such report shall be provided to the Ministry of Civil Service to complete the procedures of nomination and approve the form by the Minister of Civil Service.
- D. If the nomination is for ranks (12 and 13), then the Ministry of Civil Service shall take the necessary measures to verify that the candidate fulfills the statutory requirements and to ensure his suitability for the position to which he is to be promoted.

Circulars Issued Regarding the Regulations of Promotions

The Circular of the Ministry of Civil Service No. (34000), dated 10/07/1421 H., was issued, stating:

Circular

Dear:

With reference to the Civil Service Council's Resolution No. (1/686), dated 15/03/1421 H., containing the approval of the Regulations of Promotions, circulated by His Royal Highness the President of the Council of Ministers Court's Circular No. (7/11900/R), dated 19/06/1421 H.

The reason behind issuing these Regulations is to keep up with changes and developments of the public office in terms of kind and level fields, as the public office, during the three decades, went through stages that included the functional field, the multiplicity of activities, and the direction of functional work towards specialization.

This was accompanied by a significant development in the level of efficiency and skills of employees in the areas of training and specialization in expertise.

Therefore, the Articles of the new Regulations rebalance the elements of differentiation, where it was noted that the training points had a great strength that sometimes overwhelm the education and seniority points together. This was not commensurate with the status of this stage, as there are needs to raise the employee's training efficiency.

With regard to the new Regulations, they gave more attention to the element of seniority, as it distinguished between university education and below. The new Regulations also focused on the performance of the last two years, which directly follow the nomination for promotion. In addition, the Regulations stressed the importance of the employee performing the duties of the job that he has promoted to, given that the basis for promotion is the performance of his duties and responsibilities to ensure the continued performance of these duties according to the new location in accordance with the proper administrative organization, and to ensure the realization of the principle of justice and equal opportunities for the staff, as the promotion takes place between two contenders who want to be promoted and perform the duties of the new jobs.

With a desire to reach the best ways to apply the contents of the new Regulations, we hope to urge the departments of human resources and committees of promotions to cooperate with the Ministry of Civil Service, taking the following arrangements to achieve the same, namely:

1. In Implementing of Clause (Second) of the above-mentioned Civil Service Council's Resolution, stating these Regulations shall enter into force as of the beginning of the next financial year 1421/1422 H. Accordingly, the current procedures and rules for promotions expire by the end of the current financial year. Then, the promotion data, prepared in the light of the current Regulations before Wednesday, 24/09/1421 H., shall be invalid. It will not be possible to consider any data received by the Ministry after this date that was not consistent with the new Regulations.
2. In Accordance with Paragraph (c) of Article (2) of the Regulations, stating that the differentiation shall not made for more than twice during the financial year, where its date is specified by agreement between the Ministry of Civil Service and the concerned government authorities, we petition you to suggest the two periods of promotion that you deem appropriate and provide it to the Ministry no later than Wednesday 26/08/1421 H. to be reviewed and make the necessary coordination in the light of what is proposed by the rest of the government authorities. In addition, coordination with the your Department of Human Resources will be made in the case of any amendment to the proposal, and the Department of Human Resources shall abide by the two periods of differentiation that are agreed upon, and other contrary data will not be considered.
3. The Departments of Human Resources shall take a written acknowledgement, according to the form attached hereto, from all candidates to continuously carry out the duties of the jobs they are promoted to at its location, as provided in Paragraph (E) of Article (i) of the Regulations, in addition to paying attention and emphasizing the

application of what is stipulated in the Regulations regarding thereof, and taking the legal action set out in Paragraphs (B-C) of Article (3) in cases of failure to carry out the work or asking for transfer or being assigned during the first year as of the date of promotion.

4. Instructing the employees competent for the preparation of promotion data to take into account the accuracy when calculating the points of the differentiation elements as stipulated in the Regulations, including the parts of a point to avoid the faults that might happen leading to delaying the promotion or referring it to the government authorities without taking a decision thereon.
5. Complying with using the attached statement of promotion (form), which was prepared according to the new Regulations. Any other form contrary to this unified form will not be considered.

Thank you for your cooperation.

Minister of Civil Service

Mohammed bin Ali Al-Fayez

In the Name of Allah, the Most Gracious, the Most Merciful

(An Acknowledgement)

I, _____, hereby acknowledge that I have viewed the conditions and procedures of the Regulations of Promotions, including that the employee shall undertake in writing that he continuously carry out the duties of the job for which he was nominated in its place, in addition to canceling the promotion decision in the absence of carrying of the duties of the job that he has promoted to without an acceptable excuse for thirty consecutive or intermittent days at its location during one year as of the date of promotion. Moreover, the promoted employee may not be transferred to another job, or assigned to duties outside the location of the job that he has been promoted to before the lapse of one year from the date of actual commencement.

Accordingly, I undertake to actually and continuously carry out the duties of the job that I will be nominated to at its location. I have no right to request to be transferred to another job or to be assigned outside the location of my work during the first year. If it appears that I do not carry out the duties of my job or that I violate any Article of the Regulations of Promotions, I will be held accountable, in addition to the consequent cancellation of the promotion decision.

Accordingly, I hereby sign as follows:

Employee Name:

Job title:rank () No. ()

Signature

Approval of the direct head:

Job title:

Name:

Signature:

Opinions issued by the Ministry of Civil Service on the inquiries Set for this regulation

- Benefit from the previous service and include it in the new service when getting promoting:

Q 1: An Employee was serving in a particular job, then he resigned and returned again to a job of the same rank as his previous job, will he benefit from his previous service in this rank and include it to his later service when he is promoted to a higher rank?

Answer 1: In this case, the employee shall have the right to take advantage of his previous service on the same rank that he returned to again in the case of promotion to a higher rank, whether through competition or differentiation, because such service is a valid service that has been spent in this rank and cannot be neglected.

- Waiving promotion

Q 2: Is it permissible for the employee to waive the promotion obtained, whether through differentiation or competition, and if so, what the consequences of this?

Answer 2: Originally, the employee may not waive the promotion obtained, whether through competition or differentiation, after starting carrying out the duties of the higher position, as he has no right to waive. However, the administrative department may accept the waiver of the promotion in the case of correcting a regular or professional status or whenever there are compelling circumstances to the employee forced him to waive his promotion. If the waiver is approved, the following shall be followed:

1. The employee shall return to his previous rank and with his salary that he was receiving and his salary shall be settled by the periodic bonus, if it is due.
2. The salary increase paid to him for that period as a result of promotion to a higher rank shall not be recovered from him until he returns to his previous rank, because he has performed the duties of such rank, as the salary is the money prescribed by law for performing such work.
3. The employee shall return to his former position as for seniority in the waived rank before the waiver, as this seniority cannot be wasted because it is a right for the employee acquired by Law, and the employee may only be deprived thereof by an explicit provision.
4. The employee shall not prevented to return to the office of his previous work if he was working in another entity that gives him the right to a relocation allowance that was previously paid to him if the transfer was a result of a promotion, because the relocation allowance was paid due to a legal reason as a result of the actual transfer of the employee. No relocation allowance will be paid to him as he has waived the promotion.

- Cases that prevent the implementation of the work:

Q 3: An employee whose promotion decision was issued during his sick leave, but he did not carry out the duties of the job after the promotion decision was issued due to his death or medical disability before the end of his sick leave, is the promotion, in this case, considered effective from the date of issuing the decision?

Answer 3: The promotion of an employee who is promoted during an official leave shall be effective from the date of issuing the decision, provided that he shall perform the duties of the job that he has been promoted to after the end of the leave, in accordance with Article (3-4) of the Regulations of Promotions. However, given the impossibility of performing the duties due to death or health disability, the promotion may be considered as valid from the date of issuing the decision.

- The position that the employee is promoted to is vacant:

Q 4: Paragraph (a) of Article (I) of these Regulations stipulates that the position shall be actually vacant, so does this mean canceling the hierarchical method (i.e. succession) that was in force before the issuance of the Regulations?

Answer 4: The requirement stated in Paragraph (A) that the position shall actually be vacant means that the position shall be vacant upon the issuance of the promotion decision. This provision is to confirm that the position shall actually, not de jure, be vacant, which does not take place until after the administrative decision for promotion is issued and the employee starts carrying out the work. As for the procedures prior to the issuance of the decision, whether by the entity or the Ministry of Civil Service, they are of the elements and procedures of the administrative decision for promotion. Therefore, there is nothing to prevent the continuation of the differentiation and nomination procedures (sequentially) for the vacant positions as it was the case before the issuance of the Regulations.

- Not counting the secondment period for promotion:

Q 5: Does Paragraph (d) of Article (I) of these Regulations, which stipulates that some periods, including the period of secondment to non-international or regional organizations, shall not be counted for the purpose of completing the legal period for promotion, 4 years, to the secondment period that took place before the date of entry into force of these regulations, apply?

Answer 5: This provision only applies to secondment periods that took place after the enforcement of these Regulations on 06/10/1421 H. The secondment period of an employee that has been seconded to non-international or regional organizations before 06/10/1421 H. shall be counted for the purposes of promotion. The period after such date shall not be counted.

- Signing the acknowledgment of actual performance of the job duties:

Q 6: What action shall be taken against an employee who refuses to sign the undertaking stated in Paragraph (E) of Article (I) of these Regulations.

Answer 6: Signing the undertaking is a requirement for promotion. In the event that the employee refuses to sign the undertaking, his direct manager, along with an employee, shall prepare a report to prove his refusal to sign and send it to the Department of Human Resources before the date of differentiation. In this case, the employee is considered unwilling to be promoted. Therefore, the Promotion Committee shall include his name in Form No. (252/2) for employees who do not wish to be promoted to the positions listed in the report.

- Including the name of the person whose exceptional leave ends on the day the differentiation period ends:

Q 7: Article (I) of the Regulations state that it is not permissible to consider the promotion of an employee in some cases, including the exceptional leave. If the end of this leave coincides with the date of the end of the

differentiation period or one or two days after it; thus, is it permissible to review the inclusion of his name with those eligible for promotion and promote him whenever he meets the requirements?

Answer 7: The provision is clear that the employee may not be promoted if he is on an exceptional leave. However, if the date of the end of the exceptional leave coincides with the date of the end of the differentiation period, his name can be included with those eligible for promotion, but if the exceptional leave lasts for a day or more, his name may not be included in the report of promotions for violating the above-mentioned Article (1). This provision also applies to the rest of the other cases mentioned in this Article.

- What is meant by direct and counterpart experiences in training, as well as additional qualifications:

Q 8: What is meant by training in direct experiences and training in comparable or acceptable experiences, and how are some courses whose experiences are not clear calculated?

Answer 8: Paragraph (C/1) of Article (2) stipulates that every four weeks of training in direct experience for the job that the employee is qualified for shall be calculated by (one point) and every month of training in comparable or acceptable experience shall be by half a point. Experience in this Article means (fields) due to the comprehensiveness of this phrase and the flexibility of dealing therewith in all cases. Therefore, training shall be calculated as promotion points according to Part Five of the classification guide (courses and job categories appropriate thereto), which includes the following:

- A. The training specified as direct training for the job shall be calculated by one point, as it is training in direct experiences.
- B. The training specified as indirect training for the job shall be calculated by half a point, as it is training in comparable or acceptable experiences.

This applies to the training courses stated in the provisions regulating the acceptance of training courses on page (11) of the fourth part of the classification guide, whether it is direct or indirect.

Q 9: Paragraph (C/4) of Article (2) states that each academic year after high school shall be calculated if it is related to the nature of work of the job (by half a point). If it is not related to the nature of the work, (one point) shall be calculated. Therefore, how is the qualification related to the nature of the work determined?

Answer 9: The qualifications were previously determined in the Job Classification Guide by the nature of the work. Therefore, what is stated in the series of job categories can be considered so that the qualifications specified for entry by name in the series of the job categories when calculating points for the purpose of promotion are considered qualifications by the nature of the work. Each academic year shall be calculating (by a point and a half). Other qualifications, such as an absolute or equivalent university qualifications, are not considered in the nature of work. Each academic year shall be calculated by one point.

Q 10: If the duration of undergraduate study in some colleges is five years, such as the College of Economic Administration, so are the education points calculated for promotion purposes for five or four years?

Answer 10: Clause (Third) of the provisions for calculating academic years as practical experience contained in the first part of the classification guide, page 67, provides for calculating each academic year at the undergraduate level or its equivalent that ended successfully as a year of experience, without specifying a maximum for the academic years that can be calculated. Accordingly, the provision remains unrestricted unless another provision restricts it. Therefore, the university degree shall be calculated according to the period of study, whether it is four or five years.

- Amending the nomination for promotion or amending an error in the report of promotions:

Q 11: In the event that the Ministry of Civil Service does not agree to the promotion of an employee to the position for which he is nominated by the Promotion Committee, is it permissible to amend his promotion to another job, whether from the jobs listed in the report or others, without the approval of the Promotion Committee at the authority?

Answer 11: The promotion of an employee is based on the opinion of the Promotion Committee at the government authority and the approval of the Ministry of Civil Service thereon. Therefore, any amendment to the opinion of the Promotion Committee shall be endorsed thereby and provided that the job to be promoted to is one of the vacant jobs listed in the report or one of the jobs that will become vacant in the same report, then coordinating with the Ministry of Civil Service to take its views on the opinion of the Promotions Committee at the government authority.

Q 12: What is the action required to be taken in the event that the government authority desires to re-state the promotion differentiation to correct an error in the statement or to make an amendment to the points of some employees due to the non-inclusion of some qualifications or courses, and is it possible for the representative of the authority or the secretary of the Committee to amend any of the elements of promotion or points, or the opinion of the Promotion Committee in the statement during its study at the Ministry of Civil Service?

Answer 12: The re-statement is out of the question and is not done without an official request from the government authority. As for correcting or amending any of the information related to promotion elements, such as educational qualifications, training courses or performance evaluations, it shall be carried out by the Promotions Committee that has the competence to conduct the differentiation and nominate whoever fulfills the requirements to occupy the position in the light of the result of the differentiation points. The correction or amendment shall be carried out by preparing a new statement or supplementary report in which the committee's opinion is clarified. The role of the authority's representative is limited to completing information about the employee, job or note that appears during the study of the report, and he is considered a link between the government authority and the Ministry of Civil Service.

- Determining the date of commencement if the decision was issued on an official vacation:

Q 13: An employee whose promotion decision was issued on Thursday, and he started carrying out the duties of the job that he has promoted to on the following Saturday, what is the effective date of his promotion? Is it the date of the decision or the date of the actual commencement?

Answer 13: The date considered for promotion is the issuance date of the decision, in accordance with Article (3), Paragraph (4), of the Regulations of Promotions, given that the employee was on an official vacation and started the work immediately after the end of this vacation.

