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**LEGISLATIVE DECREE NO. (48) OF THE YEAR 2010**

**WITH RESPECT TO PROMULGATING THE**

**CIVIL SERVICE CODE**

We, Salman bin Hamad Al Khalifa, Acting King of the Kingdom of Bahrain,

Having reviewed the Constitution,

Law No. (13) of 1975 governing pensions and retirement benefits for government employees, as amended,

Legislative Decree No. (12) of 1982 with respect to the establishment of the Civil Service Council,

Legislative Decree No. (39) of 2002 with respect to the State Budget as amended by Law No. (3) of 2007,

Legislative Decree No. (41) of 2002 with respect to the privatization policies and guidelines,

The Civil Service Code promulgated by Law No. (35) of the Year 2006, as amended,

Law No. (60) of 2006 with respect to the restructuring of the Legislation and Legal Opinion Commission, as amended by Legislative Decree No. (34) of 2010,

Decree No. (6) of 1975 with respect to the establishment of the Civil Service Bureau,

Decree No. (27) of 2006 with respect to the Civil Service Bureau following suit,

Decree No. (64) of 2008 with respect to the restructuring of the Civil Service Bureau,

Upon the presentation of the Prime Minister,

And with the approval of the Council of Ministers,

**Hereby Decree the Following Law:**

**Article (1)**

The provisions of the attached Law with respect to the Civil Service shall come into effect and the Civil Service Code promulgated by Law No. (35) of 2006 shall be repealed. Every provision which conflicts with the provisions of the attached Law shall be revoked.

**Article (2)**

The Prime Minister shall issue an edict for the Implementing Regulation of this Law within one year from the effective date thereof. Pending the issue of the said Regulation, the current rules and regulations shall continue to be in force as shall the operation of the current resolutions, instructions, directives and circulars issued before the promulgation of this Law without any conflict with its provisions.

**Article (3)**

The Prime Minister, the Ministers and all concerned officials, each in his respective capacity, shall implement this Law which shall come into effect from the day following the date of its publication in the Official Gazette.

**Salman bin Hamad Al Khalifa,**

**Acting King of the Kingdom of Bahrain**

**Khalifa bin Salman Al Khalifa,**

**Prime Minister**

**Issued at Rifaa Palace**

**On 5th Thilhijja, 1431 Hijra**

**Corresponding to 11th November, 2010 AD**

**CIVIL SERVICE CODE**

**CHAPTER ONE**

**GENERAL PROVISIONS**

**Article (1)**

**Effectiveness**

Subject to Article (4) of this Law, matters related to the state civil service affairs shall be governed by the provisions of this Law, which provisions shall be applicable to all the civil servants employed in the government authorities who receive their salaries or a part thereof from the State Budget.

These provisions shall not be applicable to military personnel in the Bahrain Defense Force, Ministry of the Interior, National Guard and National Security Authority except for the civilian staff employed there; without prejudice to any provisions regulating the affairs of civilians employed in the military sector.

**Article (2)**

**Definitions**

In the application of the provisions of this Law, the following words and phrases shall have the meanings assigned against each unless the context otherwise requires:

**Civil Servant:** Each person who is employed in a civil job in any Government Authority regardless of the nature of the job or the job title.

**Bureau:** Civil Service Bureau.

**Government Authority:** Every ministry, general organization,public institution, corporation, board or authority whose budget or a part thereof is comprised in the State Budget and is established pursuant to a law or decree.

**Instructions:** All the rules issued by the Civil Service Bureau for the application of the provisions of this Law and the regulations issued for its implementation.

**Job:** The total sum of duties, responsibilities and powers assigned or delegated by the competent authority and which are to be undertaken pursuant to requirements and standards that shall be fulfilled by those who carry out such duties, responsibilities and powers on a permanent or temporary basis.

**Competent Authority:** Concerned minister or head of the concerned Government Authority.

**Senior position:** Such jobs that are undertaken by persons appointed by virtue of a decree or edict issued by the Prime Minister and the document of appointment shall determine the requirements for occupying such jobs.

**Salary:** Basic salary of the job in addition to the social allowance and any other allowance which the Council of Ministers decides to add to the basic salary.

**Article (3)**

**Civil Service Bureau’s Powers**

The Civil Service Bureau (Bureau) shall be competent to undertake the affairs of all the civil servants who are subject to the provisions of this Law in the government authorities and to give advice to such authorities and to exercise administrative oversight upon them. The Bureau shall have the powers and duties assigned thereto according to this Law and in particular shall carry out the following:

1. Review draft laws, proposing regulations and resolutions related to civil service affairs and giving its opinion with respect to the proposed projects related to such affairs prior to the approval thereof.
2. Proposing general policies, strategies and objectives related to the development of the civil service and their implementation upon approval.
3. Introducing regulations related to the administrative oversight of government authorities, exercising the powers and duties of control with respect to the application of the provisions of this law and reporting them to the concerned authorities.
4. Studying the creation of senior positions, directorates and similar departments prior to the issue of the legal instrument concerning them and approving the creation of other jobs.
5. Proposing the general policy governing salaries and job benefits so as to ensure co-ordination among the government authorities, laying down the rules concerning them, conducting research and proposing amendments thereto in light of specialized and recognized academic studies.
6. Proposing government sectors and activities that may be privatized or outsource part of their services to the private sector in co- ordination with other government authorities and seek the assistance of specialized consultancy firms, if necessary.
7. Re-engineering operations and organization in keeping with the basic services of each government authority and re-organizing joint services in government departments, according to the competence authority thereof, without the breach of the legally prescribed powers of each authority.
8. Regulating joint human recourse services in government authorities.
9. Deciding the manpower numbers that are appropriate for government authorities.
10. Introducing standards and guidelines in the establishment of government authorities and expressing its opinion concerning plans for their creation.
11. Expressing its opinion with respect to nominations proposed by the concerned authorities for filling senior positions on the basis of the job requirements.
12. Reviewing and estimating the government authorities’ manpower expenditure in co-ordination with the Ministry of Finance.
13. Review and approve of manpower draft contracts of employment entered into by government authorities with private sector businesses and firms inside or outside Bahrain.
14. Building and development of a database and information systems for the management of human resources in the civil service.
15. Arranging meetings with consulting firms specialized in all the affairs of the Civil Service.
16. Arranging the advertisement of jobs vacancies, nomination thereof, arranging tests and interviews and supervising them in co-ordination with Government Authorities including those whose personnel affairs are regulated by special rules and by-laws.
17. Following up on the latest civil service researches and developments and maintaining communication with academic and international organizations for this purpose.
18. Seeking to ensure consistency between education and training outputs, t and job opportunities available in the government authorities in co- ordination with the concerned authorities.
19. Any other powers delegated thereto by the Council of Ministers or the Civil Service Council.

**Article (4)**

Government authorities whose personnel affairs are governed by special regulations shall be subject to the Bureau administrative oversight and control to ensure that such authorities are subject to the government’s general policy governing the civil service. Such authorities shall refer the regulations governing their personnel affairs, their drafts, amendments and the rules with respect to administrative control to the Bureau for review and approval. The provisions of this Law shall be applicable in respect of any matter which is not specifically dealt with in these regulations.

**Article (5)**

**Delegation of Powers or Duties**

1. The Prime Minister may delegate to the President of the Bureau the power to exercise any of his powers or duties vested in him according to the provisions of this Law.
2. The Bureau may delegate to the government authorities the exercise of any of its powers or duties vested in it according to the provisions of this Law.
3. The competent authority may delegate to anyone employed in a senior position or the equivalent thereto in the same authority to exercise any of its powers or duties vested in it according to the provisions of this Law.

**Article (6)**

**Giving Advice to Government Authorities**

Subject to the provisions of Law No. (60) of 2006 with respect to the Re-organization of the Legislation and Legal Opinion Commission, as amended by Legislative Decree No. (34) of 2010, the Bureau shall be empowered to express its substantiated opinion at the request of government authorities concerning matters related to the application of the provisions of this Law, its Implementing Regulation and the Orders and instructions issued for its implementation.

**CHAPTER TWO**

**EMPLOYMENT RELATIONSHIP & ITS TERMINATION**

**Article (7)**

**Jobs**

1. Senior positions, directorates and similar entities shall be established in government departments by virtue of a decree.
2. Job vacancies in each government authority shall be filled through permanent, temporary, partial or contract employment. The Implementing Regulation shall determine the rules and terms governing these types of employment.

**Article (8)**

**Organizational Structure and Job Evaluation**

1. Each government authority shall prepare its own organizational structure to be approved by the competent authority and to be endorsed by the Bureau. The Bureau may produce or develop the organizational structures of government authorities in co-ordination therewith as shall be conducive to realizing the public interest.
2. Each government authority shall prepare a job description for each of its jobs and shall determine the job duties of their administrative units according to the guidelines to be determined by the Bureau.
3. The Bureau shall issue a resolution for regulating the evaluation of jobs.

**Article (9)**

**Number of Jobs in Each Authority**

The Bureau shall, in co-ordination with the government authorities decide the maximum number of jobs for each government authority. It shall ensure the optimum use of their manpower. No government authority shall exceed the number of employees for the number of jobs allocated to it in the State Budget.

**Article (10)**

**Appointment**

1. Civil servants in senior positions and similar personnel shall be appointed by virtue of a decree or a Prime Ministerial edict according to the terms and conditions determined by the Bureau.
2. Appointment in other jobs shall be according to the guidelines determined by the Bureau.
3. Appointment in all the jobs in the government authorities whose personnel affairs are governed by special regulations shall be according to the guidelines to be determined by the Bureau.
4. A civil servant shall not combine between two permanent jobs in the government authority to which he belongs or in any other entity.
5. Except for the civil servants in senior positions, first time appointees shall be employed on a probationary basis;the Implementing Regulation shall determine the rules governing the probationary period and effects thereof.

**Article (11)**

**Appointment Conditions:**

Any person who is appointed in any of the jobs subject to the provisions of this Law shall fulfill the following conditions:

1. He shall be a Bahraini national.
2. He shall be reputed for his good conduct.
3. He shall not have been previously penalized by a criminal sentence or a penalty limiting his liberty for a crime affecting honor or integrity unless he has been reinstated. However, if the judgment includes a stay of execution of the penalty, the person may be appointed upon securing the Bureau’s approval.
4. He shall not have been previously dismissed from service pursuant to a final court judgment or a final disciplinary resolution unless a minimum of 3 years have passed since the issue date thereof.
5. He shall not be less than 17 years of age.
6. He shall be proven to be medically fit for employment by the concerned medical authority.
7. He shall fulfill the conditions of employment in the job required to be occupied as determined by the Bureau.

Notwithstanding the provision of sub-paragraph (1) of this Article, a job may be occupied by a non-Bahraini under a contract of employment where it is not feasible to obtain Bahraini candidates who fulfill the required conditions of employment in the required job. Persons appointed under contracts shall be governed by the provisions of this Law and its Implementing Regulation in respect of matters not specifically dealt with in the contracts entered into with them. The Bureau shall issue instructions that outline the rules, provisions and standard forms of contracts of employment of non-Bahrainis.

**Article (12)**

**Corporate Performance Management**

The Bureau shall introduce regulations governing the corporate performance management with a view to developing government services and enhancement of productivity and efficiency in the government authorities according to the guidelines to be determined by the Implementing Regulation. All government authorities shall commit to co-operate with the Bureau in the application of the corporate performance management regulations, measurement of performance and dealing with consultancy and training firms in respect thereof.

**Article (13)**

**Job Performance Management**

The Bureau shall introduce rules for the management of job performance for all the civil servants on the basis of the required duties and responsibilities of their jobs with a view to measuring their efficiency and developing their performance and behavior , provided that such rules shall include procedures for the evaluation of performance, submission and approval of the evaluation reports, notifications in respect thereof, petitioner submitted in respect thereof and the effects arising from performance evaluation according to the guidelines to be set forth by the Implementing regulation and provided that the competent authority shall apply these rules.

**Article (14)**

**Promotion**

A civil servant promotion shall be on the basis of merit by a resolution of the competent authority upon securing the Bureau’s approval. The Bureau shall introduce a regulation on promotions indicating the merit guidelines and rights of the promoted civil servant according to the rules laid down by the Implementing Regulation.

**Article (15)**

**Salaries and Employment Benefits**

Salaries, employment benefits and guidelines of entitlement shall be determined by a Prime Ministerial edict based on a proposal from the Bureau.

A civil servant shall be entitled to his salary and the accrued benefits as from the commencement date of his employment.

**Article (16)**

**Health & Social Welfare**

**Occupational Health & Safety**

The Bureau shall, in co-ordination with the government authorities, provide a health and social welfare scheme and an occupational health and safety scheme in keeping with the guidelines determined by the Implementing Regulation, and taking into account applicable legislation in this regard

**Article (17)**

**Transfer, Assignment, Secondment and Dispatch on Official Assignments`**

1. Subject to a resolution of the competent authority and with the Bureau approval, a civil servant may be transferred, seconded or dispatched on an official assignment in compliance with the guidelines to be determined by the Implementing Regulation, provided that the transfer or secondment shall not be to a lower rank job than the one he currently occupies.
2. Upon the secondment of a civil servant, his job shall remain vacant. Subject to the Bureau’s approval, the job may be filled in case of necessity and upon the civil servant’s return, he shall regain his original job and retains all the employment benefits of the job that he used to occupy before his secondment. The Implementing Regulation shall determine the maximum period of secondment and assignment.
3. The secondment period shall be included in the service period calculated for retirement purposes subject to the provisions of Law No. (13) of 1975 Governing Pensions and Retirement Benefits for Government Employees. In addition, if payment of salary takes place during such period, it shall be included for the purpose of entitlement to promotion and other employment benefits.

**Article (18)**

**Training or Dispatch on a Scholarship or Grant**

1. Training shall be deemed as a job duty for all civil servants. It shall be deemed as a means of improving the civil servant’s performance, enhancing his efficiency and advancement of the job that he occupies.
2. Government authorities shall seek to enable their staff members to receive training in their respective field. The Bureau shall issue instructions for the organization of training in government authorities as may be determined by the Implementing Regulation.
3. A civil servant may be dispatched on a scholarship or study grant in accordance with the guidelines to be determined by the Implementing Regulation.
4. Upon the dispatch of a civil servant on a scholarship or study grant, his job shall remain vacant. When necessary, such job may be filled on a temporary basis subject to the Bureau’s approval. Upon the civil servant’s return, he shall regain his original job and shall maintain all the employment benefits of the job that he used to occupy prior to the said dispatch.
5. The period of a scholarship or study grant shall be included in calculating the retirement benefits subject to the provisions of Law No. (13) of 1975 Governing Pensions and Retirement Benefits for Government Employees. Where a salary is paid during such period, it shall be included in the entitlement to promotion and other prescribed employment benefits.

**Article (19)**

**Hours of Work**

1. Subject to a resolution of the Bureau, the weekly working hours, timings and rules of employment during public holidays and outside the official working hours shall be determined according to the requirements of the public interest.
2. Where necessary, a resolution shall be issued by the competent authority upon securing the Bureau’s approval for determining special working hours for certain government authorities or categories of civil servants or certain jobs according to the special nature of their jobs.

**Article (20)**

**Holidays**

Civil servants’ holidays shall be as follows:

1. Annual leave.
2. Sick leave
3. Marriage leave.
4. Pilgrimage leave.
5. Maternity leave.
6. Death of relative leave.
7. Death of husband *(Iddah*) leave.
8. Patient company leave.
9. Patient support leave.
10. Health quarantine leave.
11. School examination leave.
12. Cultural delegation participation leave.
13. Employment injury leave.
14. Nursing leave.
15. Special unpaid leave.
16. Other types of leave determined by the Bureau.

The Implementing Regulation shall determine the rules and conditions of such leaves as well as the periods of entitlement thereto.

**Article (21)**

**Prohibited Duties and Activities**

A civil servant shall perform his job duties by himself with precision, honesty and integrity and shall maintain the confidentiality and dignity of his position and the authority to which he belongs.

He shall be prohibited from violating the applicable laws, regulations, resolutions and instructions. The Implementing Regulation shall set forth the other duties, violations and penalties according to Article (23) of this Law.

**Article (22)**

**Administrative Investigation and Disciplinary Action**

1. Every civil servant who violates the provisions of this Law, its Implementing Regulation, resolutions or instructions for the implementation thereof or he acts contrary to the requirements of his job or have an appearance that would undermine the integrity of his job or the authority that he belongs thereto shall be liable for disciplinary action without prejudice to criminal or civil liability where necessary.
2. Save for civil servants in senior positions or such similar personnel, the competent authority shall be empowered to refer a civil servant to an investigation and take disciplinary action against him. Where necessary, the Bureau shall have the competence to conduct an administrative investigation in co-ordination with the competent authority. If the investigation results in the recommendation of a dismissal penalty against the civil servant, he shall be referred by the competent authority to a disciplinary board to be formed by a resolution of the Bureau President. The Implementing Regulation of the Law shall determine the procedures to be followed by the disciplinary board in this respect.
3. The Prime Minister shall be empowered to refer civil servants in senior positions and similar officials as well as those in other positions to be determined by a Prime Ministerial edict to disciplinary action and to inflict disciplinary penalties against them. He shall also have the power to decide the authority to investigate them. The Prime Minister shall be competent to give this power to a disciplinary committee to be formed by him for this purpose or to the competent authority.
4. A civil servant shall be exempted from disciplinary action if he proves that committing the violation was due to the implementation of a written order issued to him by his supervisor in spite of being given a written warning concerning the violation. In such case, the liability shall be assumed by the issuer of the said order.
5. A penalty shall not be inflicted against a civil servant prior to his investigation, having his defense heard and upon the examination of his defense in writing. A decision for inflicting a penalty shall be substantiated. In the case of violations for which the penalty is a verbal reprimand or written warning, the investigation concerning them shall be verbal provided that the contents thereof shall be confirmed in the decision adopted for inflicting the penalty. The Implementing Regulation shall define the guidelines for the administrative investigation and action to be taken in respect thereof.
6. A civil servant may be suspended from service if this serves the best interest of the investigation for a period not exceeding 6 months with pay during the suspension period subject to the rules to be determined by the Implementing Regulation. The suspension shall valid by a substantiated edict of the Prime Minister in respect of civil servants in senior positions and similar personnel and by the competent authority in respect of the remaining civil servants.
7. Each civil servant, who is remanded in custody, shall be deemed to have been suspended from his job for the period of being in custody and will be subjected to have one half of his salary suspended. Upon the termination of his detention, he shall be paid whatever has been suspended of his salary if the investigation is put on hold or if he is acquitted.

(7- bis) Without prejudice to sub-paragraph (7) of this Article, the employee may be suspended from work if he was referred to criminal investigation or during a criminal trial.

The suspension shall be for 6 months with full salary payment during the period of the suspension.

The suspension may be extended for other periods, with half salary payment, if deemed necessary or required for the interest of work. In all cases, the decision of suspension or extension thereof shall be made by the Prime Minister for the senior position or the equivalent, and the competent authority after the approval of the Bureau for the rest of the civil servants, all in accordance with the rules prescribed by the Regulations.

In all cases, the civil servants is paid the suspended salary if the investigation was dismissed or he was found innocent, or if he was referred to the disciplinary accountability and had a disciplinary sanction other than dismissal.[[1]](#footnote-1)

1. Each civil servant who is imprisoned in execution of a court judgment shall be deemed suspended from his job and shall be deprived of his salary. His salary may be paid to the family whom he supports if the term of imprisonment exceeds three months, provided that it shall be deducted fromhis retirement funds upon retirement. He may be allowed to return to his job upon theexpiry of his prison term without prejudice to disciplinary liability where necessary.
2. a civil servant may be liable for disciplinary action, if he is criminally charged, if the charge constitute failure to carry out the appropriate duty of his job or would prejudice the dignity of employment or entity to which he belongs.[[2]](#footnote-2)
3. The termination of a civil servant’s service shall not for any reason, except for death, bar rendering him subject to disciplinary action if the investigation is initiated prior to the termination of his service.

In respect of violations that may result in the loss of a public treasury right, it shall be permitted to take disciplinary action against the civil servant even if the investigation has not commenced prior to the termination of service, and that shall be for a period of five years from the date of its termination.

Anyone whose service has been terminated may, upon proving his conviction, is liable for payment of a fine equivalent to five times the salary he used to receive in the month during which his service was terminated.

**Article (23)**

**Disciplinary Penalties and their Repeal**

1. Disciplinary penalties that may be inflicted upon civil servants shall be as follows:
2. Verbal warning.
3. Written warning.
4. Suspension from work with deduction of salary for a period not exceeding one month during the year and not more than 10 days in each time.
5. Dismissal from service.
6. Disciplinary penalties inflicted upon a civil servant shall be automatically repealed upon the lapse of the following periods of time;
7. Six months in the case of a verbal warning and written warning.
8. One year in the case of suspension from work with salary deduction.

The repeal of the penalty shall result in making it null and void for the future and shall have no effect upon the rights and compensations resulting thereof. The penalty’s documents, every reference thereto and whatever relates thereto shall be removed from the civil servant’s service file.

**Article (24)**

**Forfeiture of the Right to Disciplinary Action**

A civil servant shall not be liable for disciplinary action three months after the date of knowledge by his immediate supervisor of the occurrence of the violation or after one year from the date of its occurrence, whichever is sooner.

However, if the act results in a criminal offence, the right to take disciplinary action shall not be forfeited except upon the cessation of the criminal suit.

The Implementing Regulation shall determine the guidelines of the cessation of the aforesaid time limit.

**Article (25)**

**Reasons for Termination of Service**

A civil servant’s employment shall be terminated for any of the following reasons:

1. If he reaches the prescribed age for termination of service.
2. Early retirement according to the applicable laws and regulations.
3. Being medically unfit for service.
4. Resignation.
5. Forfeiture of Bahraini citizenship according to the applicable law.
6. Final sentencing for a crime or by a penalty restricting liberty for a crime affecting honor or integrity. Dismissal shall be permissible for the competent authority if the judgment is accompanied by stay of execution subject always to the Bureau’s approval.

However, if a judgment has been handed down for the first time, it shall not result in the termination of service unless the competent authority determines in agreement with the Bureau by a substantiated decision from the reasons of the judgment and circumstances of the event that the civil servant’s continuation in service conflicts with the job requirements or nature of his job duties.

1. Dismissal from service by a disciplinary decision or termination by means of a court judgment.
2. Cancellation of the job.
3. Dismissal by a non-disciplinary action according to the cases and guidelines to be determined by the Implementing Regulation without prejudice to the provisions of the applicable laws and regulations.
4. Expiry of the contract term.
5. Death.

**Article (26)**

**Prescribed Age for Termination of Service**

1. A civil servant’s employment shall be terminated when he reaches the age of sixty but his service may be extended by a decision of the competent authority with the Bureau’s approval. In the case of civil servants in senior positions, their service may be extended by a decision of the authority concerned with their appointment subject to the provisions of Law No. (13) of 1975 Governing Pensions and Retirement Benefits for Government Employees as amended. The competent authority shall give him notice of the retirement at least six months before reaching the age of retirement.
2. A civil servant may retire at his request before reaching the prescribed age in compliance with the applicable laws and regulations.

**Article (27)**

**Resignation**

1. A civil servant is entitled to resign from his job by tendering a resignation request in writing; the resignation request shall not be conditional or subject to a restriction, otherwise it shall be deemed null and void.
2. A civil servant’s employment shall not be terminated except by the resolution issued for acceptance of the resignation.
3. A decision in respect of the resignation shall be adopted within thirty days from the date of tendering it otherwise the resignation shall be deemed accepted by virtue of the law unless the civil servant is under investigation.
4. Without prejudice to sub-paragraph (3) of this Article, the competent authority shall have the right to defer the acceptance of a civil servant’s resignation for certain jobs where the acceptance of resignation results in disruption to the flow of work as determined by the Bureau for a period not exceeding three months from the date of tendering the resignation, otherwise the civil servant’s emplyment shall be deemed terminated upon the expiry of the said period.
5. A civil servant shall continue in service until he is given notice of the decision to accept the resignation or expiry of the time limits referred to in sub-paragraphs (3) and (4) hereof as the case may be. If the civil servant is under investigation, his resignation shall not be accepted except upon taking action in the investigation other than dismissal from service.

**Article (28)**

**Cessation**

A civil servant shall be deemed to have resigned if he ceases to report for duty without permission for more than fifteen continuous days or for thirty intermittent days in a year. A civil servant shall be given a written warning after five days in the first case and after twenty days in the second case.

If a civil servant provides, within the following twenty days, evidence that his failure to report for duty was for a reasonable cause, the competent authority may consider the period of absence as an annual or sick leave if he has a sufficient balance of leave days allowing for such action, otherwise it shall be deemed as a special leave without pay.

If the civil servant fails to provide reasons justifying his absence or if he provides them and are rejected, his service shall be deemed terminated from the date of failure to report for duty in case of continuous absence and from the date of completing the thirty days period in case of intermittent absence.

**Article (29)**

**Payment of Salary, Employment Benefits and Deducting Therefrom**

1. A civil servant shall be paid his salary and employment benefits until the date on which his service is terminated for one of the reasons set forth in this Law.
2. In case of termination of service for being medically unfit, a civil servant shall be entitled to his salary and employment benefits due to him until the termination of his sick leave or retirement at his request.
3. No deduction shall occur nor seizure be placed upon a civil servant’s salary or any other amounts due thereto because of his job except for payment of an alimony or for settlement of a debt awarded by a court judgment or payment of an amount due to the government from the civil servant because of his job. No seizure exceeding a quarter of the civil servant's earnings shall be permitted. If the civil servant is unable to meet his liabilities, priority will be given to the payment of alimony.
4. In the event of denial, a civil servant’s claim for the payments due because of his job shall not be heard upon the lapse of five years. The period of non-hearing of the claim shall commence from the due date of payment.

In addition, in the event of denial, a claim for recovery of the government unlawful payments to the civil servant because of his job hall not be heard upon the lapse of five years. The period of non-hearing of the claim shall commence from the date of payment. The period shall be fifteen years in case the payment has taken place fraudulently or by way of deceit by the civil servant.

The time periods referred to above shall be interrupted by a written claim submitted by the civil servant or the concerned government authority.

**Article (30)**

**Right to Appeal**

(1) A committee shall be formed in each government authority by a resolution of the competent authority. Such committee shall be empowered to hear appeals filed by civil servants who are not employed in senior positions and similar personnel contesting the administrative decisions affecting any of their employment rights according to the rules laid down by the Implementing Regulation.

(2) Appeals by civil servants occupying senior positions and similar personnel contesting administrative decisions adopted against them shall be filed with the Prime Minister according to the rules laid down by the Implementing Regulation.

**Article (31)**

**Instructions**

The Bureau shall issue the necessary instructions for the application of the provisions of this Law and the Implementing Regulation and shall follow up the implementation thereof.

**Article (32)**

**Providing Details and Information to the Bureau**

Government authorities that are subject to the provisions of this Law shall provide the Bureau with all the details required thereby and shall facilitate for its representatives access to the records, files and other data as shall be required for the exercise of its powers.

They shall reply to the Bureau’s comments in respect of any of the civil service affairs during the period to be fixed by the Bureau.

1. As amended by Decree Law No. (69) for 2014. [↑](#footnote-ref-1)
2. As amended by Decree Law No. (69) for 2014. [↑](#footnote-ref-2)