

In the name of Allah Most Gracious Most Merciful

Kingdom of Saudi Arabia

Ministry of Civil Service

Regulations of Promotions

Issued by a decision of Civil Service Board No. (686/1) date 15/3/1421 H. A letter has been sent to the Presidium of the Council of Ministers No. 7/11900/R date 19/6/1421 H and has been into service from the beginning of the financial year 1421/1422 H

Legal Affairs

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Introduction

Ministry of Civil Service and the General Secretariat of the Council of Civil Service is pleased to submit for specialists, stakeholders and researchers (list of promotions) issued by Civil Service Council Resolution No. (1/686) dated 15/3/1421 in a letter to Office of the Presidency Council of Ministers No. 7/11900 dated 19/6/1421 H. This step comes within the forms that the Ministry and the Secretariat consistently issued to provide an opportunity for officials in government agencies, researchers and stakeholders to check out the regulations and decisions issued by the civil Service board in the form of (mini-prints) and the internet for the easy use when needed by specialists in the department of personnel affairs.

These regulations include the rules for promotions in the civil service and the required conditions both for orders of ten or below or above the rank of 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 been successful in the output of this publication in a way that satisfies everyone, and we hope to achieve its desired goals.

Allah grants success

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**Article related to promotions
issued by the Royal Decree, in
accordance to the regulations of
civil service, No. (M/49) dated
10/7/1397 H**

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**Article Ten of the regulations states
the following:**

1. Employees are promoted or transferred to other vacant jobs according to the specified regulations of classification system including qualifications and conditions to be hired.
2. The promotion is not valid before issuing the decision.

In the name of Allah Most Gracious Most Merciful

Kingdom of Saudi Arabia

No. 7/11900/R

Office of the Presidency Council of Ministers

Date 19/6/1421 H

Circular

His Royal Highness the Crown Prince and Deputy Prime Minister and the head of the National Guard Allah save him

Peace, mercy and blessings of Allah:

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 dated 8/6/1421 H referred to it that the Civil Service Board had discussed at the Royal Order No. 7/B/8451 dated 3/6/1420 H the directions of the venerable cabinet from the revision of the civil service rules, particularly with regard to promotions where a decision No. 1/686 dated 15/3/1421 H includes the following:

First: The approval of the (list of promotions) according to the decision attached.

Second: This Regulation shall be in service from the beginning of financial year 1421/1422 H where the Civil Service Board

approved this decision. In this regard - I hope your Highness complete this as required. Your Highness, Please accept my best regards and appreciation ..

Abdulaziz bin Fahad bin Abdulaziz

Chairman of the Presidium of the Council of Ministers

- A copy to all ministries and governmental institutions holding the responsibility to inform their directorates of the issued decision.
- A Copy to the General Secretariat of the Council of Civil Service

Kingdom of Saudi Arabia

No. 457/421/M KH

Council of Civil Service

Date 8/6/1421 H

General Secretariat

**His Royal Highness the President of the Presidium of the
Council of Ministers**

May Allah protect him

Peace, mercy and blessings of Allah

The General Secretariat of the Council of Civil Service is pleased to show your highness (the decision) issued by the council during its meeting dated 15/3/1421 H adopted by the royal decree in a telegraph No. 7/B/6437 dated 1/6/1421 H as follows:

Resolution No. (1/686) dated 15/3/1421 H

Civil Service Council decides:

Based on chapter (B) from article (9) from the Civil Service Board System issued by the royal decree No. (M/48) dated 10/7/1397 H.

And in accordance to the telegraph of the royal decree No. 7/B/8451 dated 3/6/1420 H where an attached letter to His Excellency the Secretary General of the Council of Ministers No.

1546 dated 3/6/1420 H in reference to the directions to the Council of Ministers to revise the rules of civil service, especially what has to do with promotions.

And after considering the amendments suggested earlier by the Ministry of Civil Service in its letter No. 1231/1 dated 13/10/1418 H regarding articles (10/1), (10/2), and (10/3) from the executive regulations for the system of civil service including a comprehensive revision carried out by the ministry for the articles of the executive regulations for the system of civil service in order to implement the royal instructions in this regard for the purposes and justifications associated with the referred offer of the ministry.

And after considering the content of the letter of His Excellency the Minister of Civil Service No. 307/1 dated 22/3/1420 H as a suggestion to demonstrate the specific part of rules and regulations related to promotions to the Council of Civil Service apart from the comprehensive-revision system for the executive regulations to issue a decision for the urgent need as the revision and amendments take time.

And after the council considered the visions of the preparatory committee mentioned in the minutes of recommendation No. (1326) dated 5/2/1421 H on articles (10/1), (10/2), and (10/3) from the executive regulations from the civil service system

issued by a resolution of Council of Civil Service No. (1) dated 27/7/1397 H including the rules, conditions and procedures of promotion. And on the resolutions of the system of civil service No. (2) dated 18/8/1397 H and No. (1/435) dated 29/6/1417 H and No. 1/542 dated 15/2/1419 H including regulations of promotion for ranks 11-12-13 and on the resolution of the council No. 1/588 dated 16/10/1419 H including conditions of not allowing the promoted employee to be transferred to another place until he finishes one year after promotion in his original place. And on the (list of assigning duties) adopted by a resolution No. 1/596 dated 18/1/1420 H where this decision disallows assigning the promoted employee with duties in another place other than his original one.

And after considering article (6/1) from the executive regulations for the system of civil service which states that (qualifications and conditions for occupying the top-ranking jobs (11-12-13) must be specified by a resolution issued by the council of the civil service. And on the display memorandum No. 3196 dated 27/2/1421 H prepared by the general secretariat of the council including a detailed presentation of the current articles regulating promotions including ranks are under 10 or top ranks 11-12-13 in addition to the amendments suggested by the ministry of civil service on these articles where some of

them are only nominal and others don't change the basic rules applied now.

As the council is convinced with the propositions of the Ministry of Civil Service regarding these articles and with accordance to the recommendations of the preparatory committee in this regard which in turn supports these proposed amendments where these amendments will contribute in the organization and development of promotion processes and its procedures which will help the public device 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; the council decides the following:

First: The approval of the (list of promotions) according to the decision attached.

Second: This Regulation shall be in service from the beginning of financial year 1421/1422 H where the Civil Service Board approved this decision. In this regard - I hope your Highness complete this as required. Your Highness, Please accept my best regards and appreciation.

Minister of Civil Service

and Member of Civil Service Council

Mohammad bin Ali Al-Fayez

(List of Promotions)

Explanatory Memorandum

With a desire to facilitate the study of the regulating rules for promotions in civil service and the required conditions including ranks under 10 or top ranks (11-12-13), hence a separate regulation is needed in this regard called (list of regulation).

The first article includes a presentation for the general conditions for promotion including the required conditions the nominee must have to be promoted in addition to demonstrating the cases where he doesn't deserve the promotion.

The second article includes specifying the rules and procedures of promotion either it is the one which must be followed from the concerned authority starting from preparing the lists of employees who meet the conditions of promotion besides forming a committee for promotion in every ministry or independent directorate, and the responsibility of personnel affairs regarding this procedure ending up with declaring the nominee, in addition to the procedures and regulations that must be followed.

The third article includes the rules of commencing a particular job the employee promoted to, where Paragraph (A) specifying the date to declare the promotions and the exceptional cases of

this date. Paragraph (B) stated the rules cutout of practicing the job the employee promoted to.

The fourth included a specification of the conditions, regulations and procedures concerning promotion for ranks (11-12-13) where paragraph (A) comprised the required conditions the employee must have to be promoted to any of these ranks. Paragraphs (B-C-D) specified the procedures must be followed to be promoted taking into account the preliminary steps which precede nomination either it is from the governmental parties or the ministry of civil service as it is the concerned part to follow the revision and ensure of the availability of conditions required for promotion.

Regulation

Article No. 1

The employee can be promoted according to the following conditions:

- A. There is a vacant job to be promoted to.
- B. The applicant must be qualified in consistent with the requirements of the declared job.
- C. The job must be classified in the next rank of his degree.
- D. The applicant must have finished 4 years at least in the rank he is occupying; and these durations are not included:
 - 1. Exceptional vacations
 - 2. Secondment unless they are with international or regional organizations.
 - 3. Periods of (dispatch), (scholarships) or (academic vacations) if the goal is not achieved.

4. Absence durations unless they are official.
 5. In cases of condemnation.
- E. The employee pledges in writing to continuously practice the job he is nominated to.

The following cases are not to be considered in promoting the employee:

1. If he is on scholarship, dispatch, or in training course for more than six months inside or outside of kingdom.
2. If he is on an academic or exceptional vacation.
3. If he was convicted or referred to the court or under investigations in cases related to his job or matters involving moral turpitude or honesty.
4. If he was punished with the deprivation of the annual bonus or discount of a duration for 15 days or more together or separately during the previous year.
5. If his evaluation was not good.

Article No. 2

The following procedures must be followed for the sake of promotions:

- A. A committee formed by a resolution of the concerned minister or the head of the independent directorate for the sake of promotion composed of three members from the principal chairs chosen from the governmental institution, where some members can be chosen from outside the institution, and if the candidate is a member, then he must be changed temporarily.

- B. The administration of personnel affairs prepares the lists of candidates of applicants who meet the demands of the declared jobs. The administration of personnel affairs must review the validity of the lists of candidates who are qualified to be promoted.
- C. Based on the approval of the concerned minister or the head of the directorate to apply for the promotions and vacant jobs via a competition to make a kind of preference between applicants where preference must not be more than two in the financial year where the date is specified in agreement between the ministry of civil service and concerned governmental parties.

Standards of preference are as follows:

Training

The maximum achieved points for his rank is (6) points for all types of occupations considered as follows:

- Training for one month where it has to do with his major is considered (1 point).
- If the training is one month but is not related to his job, then he is granted (half point) and according to this article every 4 weeks are considered one month.

2. Performance evaluation

The maximum points for the previous two years preceding the year of application is (4 points). if his evaluation is (excellent), then is rewarded with two points but if his evaluation is (very good) then he gets one point, and if it is (good), then half point is gained.

3.Seniority

The maximum points is (10) points where each year of experience that is extra to the duration to stay in the same degree awards the applicant a point and a half for the first four years and one point for each year after that taking into account that this duration is not counted for the required experiences of the rank he is nominated to.

4.Education

The maximum points extra to the minimum required ones are (12 points) considered as follows:

- A. Point and a half for each academic year after secondary education if it is related to the nature of his work and one point if it is not related to his work.
- B. Half point for each academic year before secondary education.
- D. The committee submits the concerned minister the names of candidates to the Ministry of Civil Service which in turn revises the names of applicants according to regulations and all of them can agree upon not taking these standards into account.

Article No. 3

- A. The employee must commence his work in the new place and his promotion is not valid until he starts there, but the following cases are exceptions regarding the validity of the promotion:
 - 1. Promotions issued by a royal decree or a resolution from the Council of Ministers or the Civil Service Board.
 - 2. If the employee is on an official mission.
 - 3. If the employee is on a training course for six months or less.

4. If the employee is on official vacation.
5. If the employee is on secondment for an international or regional organization.

It is a condition for the promotion to be valid from the date of issuance of the decision in the cases (2-3-4-5) where the employee must commence his work after finishing the official mission , training, vacation or secondment.

- B. If the employee didn't commence his new job for a duration of one month or more without submitting any acceptable excuse, then the head has the right to cancel his 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 place of the job he is promoted to before the lapse of a period of not less than one year from the date of the ongoing job he is promoted to which will not be considered within the period referred to as a period of exceptional leave or absence with unpaid salary.

Article No. 4

- A. Taking into account the contents of the previous articles of the General Terms and regulations for promotions, then it is must to occupy the adopted jobs for ranks (11-12-13) as follows:
 1. The promotion must be following the rank held by the candidate directly.
 2. The candidate must have spent at least two years in the occupied rank.
 3. The candidate must have the appropriate expertise not less than four years in the relation to the nature of the job..

B. The concerned minister or the head of the independent directorate forms a (teamwork) a temporary team, selected by senior government agency staff whenever the need arises to fill any of the vacant jobs adopted in the ranks (11-12-13) and his mission must be as follows:

1. Limiting the number of all employees fit the conditions of promotions for vacant jobs in ranks (11-12-13)
2. Revising the qualifications of candidates, their activities and performance reports, then to be arranged according to their competence to occupy these jobs.
3. Nomination of each employee to occupy a particular job mentioning the justifications of this nomination.

The teamwork then submits a report to the concerned minister to choose the employees who met the conditions of the job.

C. The governmental institution prepares a report based on the form issued by the Ministry of Civil Service includes information about the applicant adopted by the concerned minister, then to be sent to the Ministry of Civil Service to finish the procedures of nomination and approval by the Minister of Civil Service.

D. If the nomination was to ranks (12-13), then the Ministry of Civil Service, after revising the regular conditions for nomination, submits the report about the applicant to the Highness party to get the approval for him to occupy the job.

Issued Circulars including the list of promotions

A circular issued by the Ministry of Civil Service No. (34000) dated 10/7/1421

The circular includes:

Circular

Respected _____.

Peace and mercy of Allah and his blessings may be upon you :

A reference to the Civil Service Board Resolution No. (1/686) dated 15/03/1421 AH containing the approval of the list of promotions sent with a circular issued by His Royal Highness the President of the Presidium of the Council of Ministers No. 7/11900/R dated 19/6/1421 H.

The reason behind issuing this list is to keep up with changes and development in terms of kind and level where there were many progresses for this job along some decades having different activities and directing to people to their specialization where the level has been improved to the best.

So the new regulation materials came to restore the balance between the elements of differentiation where it was noted that the training points were highly weighing overshadowed sometimes on education and seniority points together, and that was not commensurate with the status that the stage needs to raise employee training efficiency, the new regulation gave attention to the element of seniority, as the distinction between university education and others, it focused on the performance on the last two years which followed the nomination to be

promoted directly, and the list also stressed the importance of commencing their jobs they are promoted to as the basis for the promotion is to perform its duties and responsibilities and to ensure the continued performance of these duties according to the new place in accordance with the proper administrative organization, and to ensure the realization of the principle of justice and equal opportunities for staff as the promotion is carried out among the contenders who want to be promoted to new jobs.

And in a desire to reach the best ways to apply the contents of the new regulation, we hope that you urge personnel departments and committees of promotions to cooperate with the Ministry of Civil Service taking the following arrangements to achieve this, namely:

1. in Implementing the second item of the Civil Service Board's decision, containing the activation of these regulations effectively from the beginning of the next fiscal year 1421/1422 AH God willing, it will end the work procedures and current promotion rules by the end of the current fiscal year, and then data must be prepared in the light of the current lists before Wednesday, 24/09/1421 H and will not consider any data given to the ministry after this date that was not consistent with the new regulation.
2. Based on what is stated in paragraph (c) of Article II of the regulation stating that no more than a preference for twice during the fiscal year to be determined by agreement between the Ministry of Civil Service and the relevant party, we hope you suggest the two periods of promotion and send it to the ministry no later than Wednesday 26/8/21 for review and make the necessary coordination in

the light of what is proposed with the rest of governmental agencies, and will be coordinated with the personnel management in case of any amendment to the proposal and the affairs of the commitment in the two periods of preference agreed by the staff and will not consider any data contrary to that.

3. The Personnel departments must take the written pledge according to the form attached to all candidates to commence their jobs they are promoted to at its headquarters, as provided in paragraph (e) of Article I of the regulation and attention and emphasis on the application of the provisions of the regulations with respect to that, and take the formal procedure set out in paragraphs (b-c) of Article III in cases of not commencing the work or he asked to be transferred or was assigned with a duty during the first year from the date of promotion.
4. Emphasis on specialist staff for the preparation of promotion data taking into account the accuracy of the calculation of points, the elements of differentiation and as stipulated in the regulations, including one point to avoid parts of what might happen from the mistakes leading to the delayed promotion or to be returned to government agencies without taking decisions.
5. Commitment to using the attached (model) statement of promotion, which was prepared according to the new regulation, and will not consider any violation of this model for the standardized form.

**We thank and appreciate your cooperation and please
accept my greetings and appreciation**

**Minister of Civil Service
Mohammed bin Ali Al-Fayez**

In The Name of Allah Most Gracious Most Merciful

(A Commitment)

I pledge _____ I briefed on what was in the list of promotions of the conditions and procedures where the employee must pledge in writing of the ongoing work of the job in its place, and the abolition of the decision in the case of interruption without an acceptable excuse for thirty continuous days or intermittent from practicing his new job at its headquarters during the period of one year from the date of promotion and the inadmissibility of transportation to another job, or commissioning work and work outside the place of new job he was promoted to before the lapse of one year from the date of actual commencement.

Accordingly, I pledge to abide by practicing the job that I will be nominated to, a real and constant practice in headquarters of the new job, and I don't have the right to request transportation to another job place outside the area of my work during the year and if it appears not to commence my work or transgressed any item from the list

of promotions items I will be responsible as well the consequent cancellation of the decision of my promotion.

I hereby sign _____.

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

- To take advantage of previous service and annexation of the new service when you get promoted:

Question 1: An Employee was serving a particular job, then he resigned and returned again to the job of the same rank and his previous job, Will he benefit from his previous service on this place and its annexation to affix his service when he is promoted to a higher rank?

Answer 1: The employee in this case has the right to take advantage of his previous service on the same rank that he returned to it again in the case of promotion to a higher rank, either through competition or preference, because that service is the correct service spent on this place and cannot be neglected.

- **Waiving promotion**

Question 2: Is it permissible for the employee to waive the promotion obtained either through preference or the competition and if so, what the consequences of that?

Answer 2: Originally, the employee doesn't have the right to waive the promotion obtained either through competition or preference after the commencement of work on the top position because the waiver is not his right, but it may be the administrative body to waive the promotion in the case of correcting a regular or professional status or whenever there are compelling circumstances forced him to give up his promotion. In this regard, the employee holds the following in case of waiving the promotion:

The employee returns to his previous rank and with his salary he was receiving and settle his salary to the premium if the periodic bonus was owed

It is not distracted from the employee what distracted from an increase in the salary for that period as a result of the promotion to the higher level until he returns to his previous rank, because he did his job at that level, because this is the salary to be paid due to his work .

The employee returns to his former position for seniority in the assigned rank before the waiver so that this seniority cannot be wasted because they earned the right regularly and may not be deprived of it only with an explicit text.

The employee is not prevented to return to the headquarters of his previous work if it is in other entitlement allowance deportation that has already distracted from him where he deserves the transportation as a result of the promotion.

In case of not beginning work:

Q 3: The decision of promotion for an employee has been issued during a sick leave granted to him but he did not initiate his new

job after the decision of promotion because of his death or incapacity of health before the end of his sick leave, can we consider the promotion in this case valid from the date of the decision?

Answer 3: The employee who received a promotion during the official holiday, then his promotion is valid from the date of the decision on condition conducting his duties after the end of the leave, in accordance with (Article III, paragraph / 4) of the regulations of promotions, but that due to the impossibility of commencement because of death or health deficit, the promotion may be regarded as valid from the date of issuance of the decision.

Vacant jobs to be promoted to:

Q4: - As Mentioned in paragraph (a) of Article I of this regulation, the job must be actually vacant, does that mean the abolition of the hierarchical method, which was in place before the issuance of the list?

Answer 4: As stated in paragraph (a) referred to the requirement vacancy intended to be vacant when making a decision promotion, came confirmation of the vacancy actually function, which can only be achieved after the issuance of the administrative decision to upgrade and go the employee to work, either the previous procedures for the issuance of the decision either or from the Ministry of civil Service are the elements and procedures for administrative decision to upgrade, and therefore there is no reason not to continue in the trade-off procedures and filtration (sequentially) on the jobs that are vacated as it was in effect prior to the issuance of regulation.

- **Secondment is not considered:**

Q 5: Do you apply as stated in paragraph (d) of Article I of this regulation of not calculating some periods, including the period of secondment for an international or regional organizations for the purpose of completing the systemic term for four years for promotion while being on secondment, which occurred before the effective date of this regulation?

Answer 5: This provision does not apply to top extended secondment that occurred after the entry into force of this regulation in 10/06/1421 AH. The employee on loan to non-international or regional organizations before 06.10.1421 e counted his loaning period for purposes of promotion, and the period after the incident may not be calculated.

- **The signature on the actual pledge for the practice of the work job**

Q 6: What is the action taken against an employee who refuses to sign the pledge contained in paragraph (e) of Article I of this regulation?

Answer 6: Signing the pledge is a condition of promotion, and in the case of an employee's refusal to sign the pledge, the immediate supervisor with a staff member take a decision to demonstrate his refusal to sign and send it to the Personnel Management before the date of the trade-off in which case the record is considered the employee is unwilling for promotion and Promotion Committee must enclose of his name within the model number (252/2) of the staff who do not wish promotion for the jobs listed in the record.

- **The inclusion of the person whose exceptional vacation ends on the last day of preferences**

Q 7: It was stated in the deficit of the first article of the regulations of the inadmissibility of considering promoting an employee in some cases, including the exceptional holiday If coincided with the end of the holiday date of the end of the trade-off or after a day or two, is it permissible to consider the inclusion of his name among qualified for promotion and be promoted when he fits the conditions?

Answer 7: Text is clear in terms of the inadmissibility of considering the employee promotion if he is on an exceptional holiday, but if the expiry date of the holiday encountered the exceptional history of the end of the trade-offs it can be inscribed within qualified for promotion, either if it exceeds that day may not be the inclusion of his name in the record of promotions for violating the first rule as this provision applies to the rest of the other cases mentioned in this article.

- **Meaning of direct and counterpart experiences in training, as well as extra qualifications**

Q 8: What is the meaning of direct and counterpart experiences in training and how some courses are considered?

As stated in paragraph (c / 1) of Article II to consider each month training in the direct experiences of the qualified employee for the job (one point) and every month training in peer or accepted experiences half a point, and the meaning of experiences in this article is the universality and the flexibility to deal with it in all cases and therefore is calculated as points of training for promotion and according to what was stated in Part V of the Classification

manual (Courses and classes of suitable jobs), containing the following:

- A. Specified training as the related training to the job where one point is recorded.
- B. Specified training but is not related to his job where half point is recorded.

This applies to training courses contained in the provisions governing the acceptance of the training courses page (11) of Part IV of evidence classification of either direct or indirect.

Q 9: As mentioned in paragraph C/4 Article 2 to consider each academic year with half point if it has to do with the job of the employee and one point if it is not related to his work, so how can we know if this qualification is related to the job?

Answer 9: ترجم!

إن المؤهلات المتعلقة بطبيعة العمل والتي سبق ذكرها في دليل تصنيف الوظائف وبالتالي يمكن الأخذ بما ورد في سلاسل الفئات الوظيفية بحيث تعتبر المؤهلات المحددة للدخول بالإسم في سلاسل الفئات الوظيفية عند احتساب النقاط لغرض الترقية مؤهلات لها علاقة بطبيعة العمل واحتساب كل سنة دراسية (بنقطة ونصف) وما عداها من مؤهلات مثل الجامعية المطلقة أو النظيرة تعتبر في غير طبيعة العمل وتحتسب كل سنة دراسية بنقطة واحدة

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The qualifications regarding the nature of the work which has already been mentioned in the job classification guide and thus can be taken as stated in the chains functional groups so that the specific entry of name in chains functional groups Tatabramahlat when calculating the points for the

purpose of promotion the qualifications related to the nature of work and the calculation of each school year (a point and a half) and beyond qualifications such as university or absolute counterpart is considered in the nature of work and is calculated each school year by one point.

Q 10: If the duration of university study in some colleges (five years), such as the College of Management Economic Education; Will the points of promotion be counted for five years or four years?

Answer 10: The item - third - of the provisions of calculating years of study as the expertise of the process, which was mentioned in the first part of the Classification Manual - Page 67. guarantees to consider each year of study at the university level or its equivalent ended successfully with equivalent years of experience, without specifying the roof top school for years that can be calculated , and therefore the text stays on its release unless otherwise restricted by other text, and thus calculated degree depending on the duration of study is whether four years or five.

- **Amendment in the nomination for promotion or modifying an error in the record of promotions**

Q 11: In the case of non-approval of the Ministry of Civil Service to upgrade the employee for the job candidate by her committee promotions, is it permissible amendment promoted to another job, both jobs listed in the record or other without the consent of the Commission Steering promotions.

Answer 11: The promotion of the employee is linked to the opinion of the Committee on promotions in the government body and the approval of the Ministry of Civil Service, and therefore, any amendment to the opinion of

the Committee on promotions must be supported and provided that the job is required from vacancies listed in the record or the jobs that will be vacated for candidate employees in the same record and then coordinate with the Ministry of civil Service to take its views in the opinion of the Committee on promotions of the government body.

Q 12: What is the action required to be taken in the case of the government's desire to restate a trade-off promotion to correct an error occurred in the statement or an amendment to the points of some of the staff because of the non-inclusion of certain qualifications or courses, Is it possible to delegate authority or the secretary of the committee amendment in any of the elements of the promotion, or the points or the opinion of the Commission promotions in the statement during studies at the Ministry of civil Service?

Answer 12: The restatement is unlikely and not taken into account unless a formal request from the government side, while the correction or amendment of the information related to the elements of the upgrade, such as academic qualifications or training courses or performance evaluation shall be by the Promotion Committee, which held a special committee to make trade-offs and the nomination of those who are available It has the requirements of the post in the light of the total trade-off points and the correction or amendment to prepare a new statement or append the record stating the opinion of the Committee, and the only representative of the organization's role to complete the information on the employee or employment or observation that appear during the study of the record for being the coordinator

between the government institution and the Ministry of civil Service.

- **Specifying the date of commencement in case the decision is issued on an official holiday.**

Q 13: An employee's decision was issued on Thursday and began his work in the new position promoted to on the following Saturday. What is the date set for the validity of his promotion? Is it the date of the decision or the date of the actual beginning?

Answer 13: The considered date in the promotion is the date of issuance of the decision and, according to the Article III, paragraph (4) of the Regulations of promotions supposing that the employee was on an official holiday and he commenced his work immediately after the end of the leave