

**In the Name of Allah, Most Merciful, Ever Merciful**

**Sultanate of Oman  
Ministry of Civil Service**

**Civil Service Law  
Issued by Royal Decree (120/2004)  
As amended until November 2007**

**Royal Decree 120/2004 Issuing Civil Service Law**

**Last amendment up to November 2007**

**Royal Decree**  
**No. 120/2004**  
**Issuing Civil Service Law**

We, Qaboos Bin Said, Sultan of Oman

- After referring to the Basic Law of the state issued by Royal Decree no. 101/96;
- And Royal Decree no. 8/80 issuing Civil Service Law;
- And Royal Decree no. 52/84 issuing the Executive Regulation of Civil Service Law;
- And Royal Decree no. 17/2002 reformulating Civil Service Council and specifying its prerogatives;
  
- And as per public interest,

**WE DECREED THAT**

**Article (1):** The provisions of the attached Civil Service Law shall apply to all related issues.

**Article (2):** Civil Service Council shall issue the Executive Regulation of this Law as well as the system of job classification and order after being approved by the Cabinet. Until the Executive Regulation is issued, the Regulation issued by Royal Decree 52/84 shall apply without prejudice to the provisions of the attached Law. The amendment of the said Regulation and System shall be pursuant to a resolution of Civil Service Council.

**Article (3):** Royal Decree (8/80) along with all that contradicts or violates the provisions of this Law shall be cancelled.

**Article (4):** The decree takes effect six months following its date of publication in the official gazette.

**Qaboos Bin Said,**  
**Sultan of Oman**

Issued on: ----- AH.

Corresponds to: ----- AD.

# CIVIL SERVICE LAW

**Chapter One**  
**General Provisions**

## **Article (1)**

### **Definitions**

The following terms shall have the meanings mentioned in front of unless the context indicates otherwise:

|                          |  |
|--------------------------|--|
| <b>Job</b>               | The duties and responsibilities set by the competent authority and require certain qualifications and prerequisites. |
| <b>Regulation</b>        | The Executive Regulation of this Law.  |
| <b>Competent</b>         | The Ministry of Health and government hospitals inside the Sultanate.  |
| <b>Medical Authority</b> | The Regulation shall specify the competent medical authority outside the Sultanate.                                  |

## **Article (2)**

The periods mentioned in this Law shall be according to calendar year.

## **Chapter Two**

### **Jobs**

**Article (3)**

Jobs can be temporary or permanent. Permanent jobs are divided into qualitative groups each of them is a distinct unit regarding appointment, promotion, transfer, and delegation. Permanent jobs shall be determined as per the tables of approved jobs and financial allowances in the general budget pursuant to the applicable laws and regulations.

As for temporary jobs, they are the works for which a certain period or specific season is allocated and they end with the end of such period or season or at completion. These jobs are created and cancelled pursuant to a resolution from the unit head as per work requirements and circumstances and within the limits of the allocated monies. The rules and procedures concerning permanent jobs shall not apply to temporary jobs. The Regulation shall organize the rules and procedures for the creation and conditions of temporary jobs.

**Article (4)**

Each unit shall prepare a table for permanent jobs to be approved by a resolution from the unit head after the approval of the Ministry of Civil Service. This shall be in accordance with the job classification and order system. Upon amendment of the said tables, same procedures of issuing shall apply.

**Article (5)**

Filling vacancies shall be through appointment, promotion, transfer, or delegation provided that the conditions mentioned in job description cards are followed.

**Chapter Three**  
**Personnel Affairs Committees**



**Article (6)**

Each unit shall form an Personnel Affairs Committee by a resolution from the unit head. The committee shall have an odd number of not less than three members provided that the head of the committee is not less than general manager or the like. More than one such committee may be formed in the units where work requires. He shall not have the right to vote.

**Article (7)**

In addition to its prerogatives stipulated in this Law, Personnel Affairs Committee shall carry out the following functions:

- A) Approve appointments, promotions, transfer, and giving incentive allowances.
- B) Express its opinion regarding the subjects the unit head refer to it for consideration.

**Article (8)**

Personnel Affairs Committee shall meet upon the call of its president or the unit head. Its recommendations shall be taken by majority of votes. In case of tie votes the side if its president shall prevail.

The Committee shall issue its recommendations within a maximum two weeks from the date the related subjects are refereed to it for consideration. These recommendations shall be referred to the unit head for approval. If the unit head does not approve it or show any objections thereon within thirty days from the date on which they were sent, they shall be deemed effective after this period.

In case the unit head objects to any recommendation, he shall provide his reasons that shall be referred to the Committee for consideration with a period set by the unit head. In case the Committee does not express its opinion within the said period, the opinion of the unit head shall take effect. If the Committee holds to its recommendations, it shall inform the unit head of the same within the said period and his decision shall be final and binding.

**Article (9)**

In each unit and upon a resolution of its head a committee of an even number of members shall be formed provided that the members are not less than three from among those who have not participated in preparing the occupational performance reports. It shall consider the grievances referred to it concerning the said reports.

**Chapter Four**  
**Appointment**

**Article (10)**

Appointment shall start with the junior jobs in each qualitative group according to the rules and procedures set by the Cabinet.

It is allowed to appoint candidates in rather than junior positions whether from within or without the unit if filling them through promotion is not possible provided that this is 5% only of the vacancies in each qualitative group. If the vacancies are less than twenty, it is allowed to appoint one employee. The advertisement condition in Article (12) shall not apply to the appointment from within the unit. Appointments in general shall be according to the following regulations:

- Filling the vacancies through appointment is done when it is a necessity.
- The candidate shall have the required qualifications and the minimum limit of experience as per job classification and order system. The experience of the chosen candidate shall not be less than the maximum experience period of any immediate junior employee if the appointment is from other people.
- Appointment shall be based on worthiness and according the choice rules mentioned in Article (14).
- Appointment from inside the unit shall be pursuant to a resolution of Civil Service Council upon the request of the unit head.

**Article (11)**

The following requirements shall be available in the candidate to be appointed in one permanent job:

- 1) To be Omani national, except for the non-Omanis appointed as necessary.
- 2) To be of well conduct and reputation.
- 3) Not to have been convicted of dishonest crime unless rehabilitated. If the verdict is for the first time with stay of execution, appointment may be allowed if Personnel Affairs Committee, based on the circumstances and the reasons of the verdict, that it does not contradict the nature and requirements of the job.
- 4) Not to have been pensioned off or fired unless three years have been passed since the said resolution.
- 5) To fulfill the requirements of the vacancy according to the job description. If necessary, the Council, upon the request of the unit head, may exclude any candidate from the minimum experience limit condition if there is a scarcity in such an experience. The Cabinet may exclude any candidate form the same condition if he has a rare scientific experience.

- 6) To be more than eighteen years old. This shall be proved against a birth certificate or identification card.
- 7) To pass the exam set for the vacancy.
- 8) To be medically fit.

**Article (12)**

Except for the vacancies filled through appointment, the position of General Manager and the like, vacancies approved in the unit budget shall be announced in at least one daily newspaper. The ad shall include all the details of the vacancy and the requirements of candidates.

**Article (13)**

None of the units shall appoint except in the advertised jobs and according to the grades and conditions announced, even if the candidate has a higher or not required qualification or more experience.

**Article (14)**

Appointment in the jobs shall be according to worthiness. The Regulation shall set the excellence rules for the candidates for both the jobs that require a pre exam or not.

**Article (15)**

Appointment shall be pursuant to a resolution by the unit head or through any of job contracts attached to the Regulation. If necessary, the unit head may delegate this responsibility. In either case, appointment shall take effect from the issuing date or the date mentioned in the contract.

**Article (16)**

Except for the second grade and above jobs, the appointees shall have a four-month probation period. Their performance shall be evaluated during that period. The direct president shall then prepare a justified report about the employee under probation whose performance was not appropriate. A resolution by the unit head shall be issued to end his service after discussing the matter with Personnel Affairs Committee within a maximum period of fifteen days from the end of the probation period.

In case it is difficult to start the probation period after appointment or it becomes difficult for the employee to complete the same because of training or the like, it shall be postponed for a later time.

**Article (17)**

Seniority shall be considered from the date of appointment in the job. If appointment resolution includes more than one employee, seniority shall be considered as follows:

- 1) If appointment is for the first time, seniority shall be based on the priority of appointment according to the Regulation.
- 2) If appointment includes promotion, seniority shall be based on the seniority in the previous job.
- 3) If the appointment of the employee is in a job of another group at his same grade or any other grade, seniority shall be considered from the appointment date.

**Article (18)**

Without abiding by the announcement condition stipulated in Article (12), vacancies may be filled with the unit employees through preliminary appointment pursuant to the provisions of the first paragraph of Article (10) provided that this is done within the restrictions set by the Regulation.

**Chapter Five**  
**Reports of Performance Assessment**

**Article (19)**

Annual performance assessment reports of the employees shall be prepared according to the efficiency measurement system set by the Ministry of Civil Service in the way that suits the nature of work in the units. All employees shall be subject to the said system, except the employees of special grades, experts, and advisers.

**Article (20)**

Efficiency shall be 'excellent', 'very good', 'good', 'average', or 'weak'. Normal performance shall be the norm based on which performance is assessed. Through his direct manager, the employee shall be informed in writing of any negligence, default, or weaknesses on his party in order to rectify the same. The Regulation shall set the procedures for determining the assessment and the marks of every category.

**Article (21)**

The reports of performance assessment shall be completed during the first half of October in order to be approved during the following December of each year. As for the employees in educational institutions, reports shall be prepared and approved according to what the unit head deems suitable.

**Article (22)**

The direct manager shall prepare the reports of performance assessment of the employees under his supervision and then refer them to the senior manager for approval. Once the performance reports are approved, Personnel Affairs Unit shall inform the employee whose reports indicates 'weak' performance in writing about the content of the report. Complaints regarding the reports shall be submitted to the grievance committee within thirty days from the date on which he has been informed. The committee shall settle the complaint within thirty days from the date on which it had been submitted to it; its decision shall be final. The Regulation shall determine the meaning of direct manager and senior manager mentioned in this Article and in Article (16, 20, and 116).

**Article (23)**

A performance assessment report shall be prepared about the employee that has completed his probation period and completed at least six months in the job until the end of September of the year in which he has been appointed.

**Article (24)**

In case of employee's delegation or secondment inside the Sultanate, his performance assessment reports shall be prepared by the entity at which he has spent the longest period of the related year.

In case employee's delegation or secondment outside the Sultanate or in case he has been given a sick or study leave or has been delegated for study or training, no performance reports shall be prepared concerning him if any of these periods exceeded six months until the first of October of the related year. In this regard, the previous performance assessment reports of the related employee shall be taken into consideration unless he has done his work for a period of no less than three months until the first of October in the related year.

**Article (25)**

The issue of the employee who has two consecutive annual 'weak' reports shall be referred to Personnel Affairs Committee. If he is fit for any other of the same grade, it may recommend its transfer. Otherwise, it ends his services. In all cases, the issue shall be referred to the unit head for approval



**Chapter Six**  
**Promotion**

**Article (26)**

For any promotion the employee shall fulfill the requirements of the higher position. Promotion shall be from the directly previous position both in grade and qualitative quantity.

**Article (27)**

Promotion shall be based on both worthiness factors: efficiency, and seniority as follows: 70% for efficiency and 30% for seniority.

**Article (28)**

The estimates regarding the candidates for promotion shall depend on the percentages of the worthiness factors mentioned in the previous Article as the sum of both is one hundred marks. Their priority for promotion shall then be according to the sum of their marks as per the rules set in the Regulation. In case their percentages are equal, differentiation shall be according to a competitive exam as per the restrictions set in the Regulation.

**Article (29)**

In case of the promotions from the first to seventh grade positions, the employee shall pass at least one training course in the grade of the position he occupies. Exceptions of this condition may be done as per the rules of the Regulation.

**Article (30)**

The employee shall not be promoted during the sentence he spends in prison. The employee who is suspended from work or referred to administrative investigation or penal courts during shall not be promoted during the suspension or referral periods. However, the job shall be reserved for him. If he is not convicted or has been punished through warning or at maximum 5-day deduction of the salary, his promotion shall be done as if he were not referred to administrative investigation or penal court.

**Article (31)**

In the employee shall not be promoted if he is punished by any of the following penalties unless their respective durations end:

- A) Six months: in case of 5-15-day deduction of the salary.
- B) Nine months: in case of more than 15-day deduction of the salary, deprivation from periodical bonus, or a deduction in the salary equal to a periodical bonus.
- C) One year: in case of a harsher penalty.

**Article (32)**

The employee shall not be promoted if the latest performance report is 'weak'.

**Article (33)**

The unit head shall issue the promotion resolution and promotion shall take effect from its issuing date.

**Chapter Seven**  
**Salaries, Allowances, Bonuses, Incentives,**  
**and Compensations**

**Article (34)**

The appointed employee shall be entitled to the salary set for the grade of his job according to the grade and salary table attached to this Law (Annexure 1).

The newly appointed employee may receive a salary more than that set for the grade of his job if his experience is more than the required experience provided that one of the allowances of that job is added for each extra year to the salary set for it. In this case the experience should match the type of the position.

If the employee is appointed in a job from another group at his grade or in another grade, he shall keep the salary he used to receive in his previous job if it is more than the beginning salary for the new one.

The employee shall receive his salary from the date he starts work after his appointment decision has been issued.

**Article (35)**

The employee shall be entitled to a periodical bonus at the beginning of January of each year within the limits set for his grade according to the grade and salary table attached to this Law (Annexure 1) provided that he has spent at least six months in the job.

The employee shall not be entitled to the periodical bonus if his latest performance report is 'weak'.

The Regulation shall set the procedures for giving periodical bonus.

**Article (36)**

Pursuant to a resolution from the unit head the employee may be given one or two periodical bonuses of the category set for his job for once a year and at a maximum four allowances in the same grade provided that his performance assessment report is at least 'very good' and that he has exerted special effort, achieved economy in expenditure or raised the performance level. Giving such allowance does not prevent him from receiving the periodical bonus at its specified time.

**Article (37)**

Pursuant to a resolution from the unit head and as per the terms and conditions set by the Regulation the employee may be given incentive bonuses provided that he has provided excellent services, works, research, or suggestions that helped improve work methods, raise performance level, or achieve economy in expenditure.

**Article (38)**

As per the categories and conditions set by the Regulation the employee shall be entitled to accommodation, electricity, water, transportation, and telephone allowances. He shall also be entitled to travel allowance for training and official tasks inside and outside the Sultanate. In addition to this, the Regulation shall set the rules and expenses regarding travel inside and outside the Sultanate. Pursuant to a resolution from the unit head after the consultation of the Ministry of Finance, some of the employees shall be given a uniform if the nature of such jobs requires.

**Article (39)**

Pursuant to a resolution from the unit head and as per the terms and conditions set by the Regulation employees may be given allowances required by the nature, type, risks and locations of specific jobs.

**Article (40)**

As per the terms and conditions set by the Regulation, the employee shall be entitled to a reward regarding the additional works he is asked to perform after the normal working hours.

**Article (41)**

As per the terms and conditions set by the Regulation, the employee shall reimburse all the expenses he has incurred during his performance of his job functions.

**Article (42)**

The Regulation shall organize the issues related to government accommodation and furniture.

**Article (43)**

The promoted employee shall be entitled to the beginning salary of the job to which he has been promoted or the salary he has used to take in the previous job in addition to the allowances of the new grade (whichever is

higher). This shall be without prejudice to the entitlement of the periodical bonus at its specified time.

**Article (44)**

Any amendment of the grade and salary table attached to this Law (Annexure 1) shall be pursuant to a Royal Decree and after the approval of the Cabinet upon the suggestion of the Council and the consultation with the Ministry of Finance.

**Chapter Eight**  
**Transfer, Delegation and Secondment**



**Article (45)**

As per the terms and conditions of the Regulation, the employee may be transferred from one unit to another in the state administrative apparatus and from one entity to another inside the same unit and from one job to another of the same nature if such transfer does not prejudice his order in promotion or if it is upon his request.

The transferred employee shall keep his salary without prejudice to his entitlement to the periodical bonus for the grade to which he has been transferred.

**Article (46)**

The Regulation shall organize the special rules related to the seniority of the transferred employee.

**Article (47)**

The employee may be delegated to perform a temporary work in a job of the same grade like his job or a job that is directly higher in the same unit or in another unit if work requirements in the original job allow this.

The delegation shall be for no more than six months if it is to another unit rather than the original unit of the employee.

The employee's salary and all his financial entitlements shall be paid by its original unit without prejudice to any financial entitlements he may be entitled to in the other unit. In this case, the original unit shall pay the same.

If the interest of work at the unit he has been transferred to requires he continues work there, secondment procedures shall be taken. The secondment shall take effect from the following day of the end of the period of six months.

**Article (48)**

After his written approval of the employee hired in a way other than contract, he may be seconded to any of the government units or the companies at which the government holds shares of not less than (25%) of their capital. He may also be seconded to Arab and foreign governments, bodies, and organizations provided that the secondment period is not more than four years.

In the cases the Council deems appropriate, it may make exceptions regarding shareholding percentage and the secondment period provided that it is not more than other four years.

**Article (49)**

The secondment period shall be calculated along with the actual service as well as the entitlement of promotion and periodical bonus.

**Article (50)**

In all cases, the salary of the seconded employee shall be that set in the unit he is seconded to. He shall also be entitled to any other financial benefits that are different or higher than those he used to have in his original unit. In this case, the unit he is seconded to shall pay these benefits or the increase therein unless otherwise agreed.

The seconded employee to units other than those of the state administrative apparatus may be given a salary from the government in the cases approved by the Council.

**Article (51)**

If necessary, the job of the seconded employee may be filled through appointment or delegation provided that the secondment period is not less than one year and that the financial treatment of the seconded employee is not pursuant to the provisions of the second and fourth paragraphs of the previous Article. Upon his return, the seconded employee shall return to his original job if it is vacant or to any other equal job if not.

**Article (52)**

The unit head shall issue the resolutions of transfer, delegation or secondment.

**Chapter Nine**  
**Training, Missions and Scholarships**

**Article (53)**

Training shall be an obligation for all employees. Units shall do their best to train their employees hired by a way other than contract in all their grades and administrative, technical, occupational, professional and written levels according to work requirements and training plans and programs, in light of general development plans and within the limits of available capabilities.

**Article (54)**

The period the employee spends in training shall be considered a work period during which he shall enjoy all the benefits of his job and perform all his obligations and duties. If the employee fails to take the required training without a reasonable excuse that his workplace accepts shall be a default regarding his job obligations. He shall pay all the amounts paid for him to take the related training. In this case, the provision of this Law shall apply to his salary and allowances.

The Regulation shall organize the rules and conditions regarding employee training.

**Article (55)**

The Ministry of Civil Service shall set the standards and criteria regarding the preparation of annual training plans for the units after consulting these units and in a way that suits the nature of work in each unit. These units shall prepare their annual training plans according to these standards and criteria.

**Article (56)**

The employee who is sent on a scholarly mission or a scholarship shall be unoccupied starting the date set by the Ministry of Higher Education and for the period it decides in light of the study system.

**Article (57)**

The employee sent on a scholarly mission or a scholarship shall receive his full salary during the related period.

**Article (57 bis)**

Pursuant to a resolution from the unit head, employees hired by other than contract may be allowed to study inside the Sultanate during evening session at one recognized university, faculties or institutes in order to upgrade them in one scientific or technical specializations work directly needs. The unit shall pay the related fees provided they are not for more than one academic year or equal accredited hours in case study is extended.

In case the employee does not obtain the related certificate, he shall be obliged to return all the paid feed. The unit head may exempt him from such obligation after the approval of the Ministry of Finance.

**Article (58)**

If necessary, the vacant job of the employee sent on scholarly mission, scholarship or training through delegation may be occupied provided that delegation period is not less than one year.

The mission period shall be considered as a part of actual service and the entitlement of promotion and periodical allowance.

**Chapter Ten**  
**Tomes of Work and Vacations**

**Article (59)**

The Cabinet shall determine official weekly working hours according to the requirements of public interest.

The president of Civil Service Council shall issue a resolution regarding the beginning and end of working hours in light of number of official working hours determined by the Cabinet.

**Article (60)**

After referring to the Cabinet, the unit head shall determine the working hours that suits the functions of special nature at his unit.

**Article (61)**

The employee shall not be absent from his work except for a vacation he is entitled to provided that it is within the limits of vacations allowed by this Law and according to the procedures set by the Regulation.

**Article (62)**

The employee shall be entitled to an annual fully paid ordinary leave as follows:

- 48 days for the employees at grades one to five.
- 38 days for the employees at grades three to six.
- 28 days for the employees at other grades.

**Article (63)**

The employee shall enjoy the leave he is entitled to according to the requirements of work interest. He shall not take an ordinary leave before the completion of at least six months from his joining date.

In all cases, the employee shall annually enjoy an ordinary leave of not less than (75%) of his annual entitlement provided that this period is continuous unless work interest requires otherwise based on reasons decided by the unit head. The employee's balance of remaining leave periods shall not exceed the entitlement of two years except in the case of postponing, shortening, or cutting the leave for a necessity or strong reasons required by work interest. The employee shall enjoy this leave or the remaining thereof later during the same or the following year.

**Article (64)**

The employee may have a leave from his ordinary leave balance in addition to his entitlements for the current year until the date he starts his leave provided that this does not exceed seventy-five days in one year.

**Article (65)**

Without prejudice to the provision of Article (145), if the employee does not come to work for a period equal to a leave he is entitled to, the absence period shall be considered as a part from his ordinary leave if he has a balance thereof. Otherwise, he shall not receive his full salary for the absence period without prejudice to any administrative procedure if the employee does not provided a accepted excuse.

**Article (66)**

The employee shall have the right for a fully paid leave for the weekly vacation as well as the vacations during aids and official occasions the Council determines.

**Article (67)**

If work interest requires that the employee does not enjoy his weekly vacations or the vacations of aids and official occasions, he shall be compensated with alternative days during a later time or with monetary reward of two days of his total salary for each day provided that his work during the said days has been due to an assignment of the unit head or his representative.

**Article (68)**

The employee shall not be entitled to an ordinary leave for the following periods:

- 1) Being on a scholarly mission, scholarship, or training course if the related period is more than nine months.
- 2) Being on a study leave or a special leave without payment.
- 3) Being in prison.
- 4) Being on secondment to other than state administrative units.
- 5) Being suspended from work for more than three months if convicted.

**Article (69)**

The employee whose service ends for any reason shall receive a monetary compensation for the balance of his entitled ordinary leaves until the date his service ends at maximum of two years. If his not enjoying his balance was due to work interest the compensation for all balance shall be paid.



Monetary compensation shall be calculated according to the basic salary of the employee at time of service end.

**Article (70)**

The timing of ordinary leaves for teaching, training staff and related jobs shall be according to the Regulation.

**Article (71)**

The sick employee shall be entitled to a leave to be determined by the competent medical authority as follows:

- 1) Fully paid leave for not more than seven days for each time.
- 2) For the cases that require more than seven days, it shall be as follows:
  - Six months fully paid.
  - Six months for three quarters of salary and all allowances.

The employee shall be entitled to this type of sick leave every five years from the beginning of the first sick leave that exceeded seven days. If the sick leave is the result of an occupational accident, it shall be fully paid and the five years condition shall not apply to that case.

In case the said sick leave mentioned in (2) above ends but the employee as not totally cures, the issue shall be referred to the competent medical authority in order to decide whether to be given a suitable work or to be declared medically unfit.

**Article (72)**

In exception of the provisions of the previous Article the employee with chronic or incurable disease specified by a resolution of the Council in coordination with the Ministry of Health shall be given a sick leave with half salary and full allowances until he is stabilized in a way that allows him to do his work or do another work that suits his condition as per the recommendations of the competent medical authority or until he is declared medically unfit by a resolution of this entity.

**Article (73)**

The Regulation shall set the procedures related to sick leaves and treatment system inside and outside the Sultanate.

**Article (74)**

In case of illness, the employee shall have the right to use his ordinary leave if he has a balance whether during his sick leave or when it ends.

**Article (75)**

The sick leave of the employee shall not be recognized if it falls into any of the other authorized leaves and if a part of the sick leave falls at the end of that leave, the additional period shall be considered as sick leave.

But if the employee is entitled to a sick leave before he starts his ordinary leave, he shall postpone the latter leave to another time.

**Article (76)**

Pursuant to a resolution by the unit head or his representative, the employee shall be entitled to a five-day fully paid leave in the year due to an emergency.

Pursuant to a resolution by the unit head, the employee may have another five-day leave for any uncontrollable excuse if the unit head deems it appropriate.

**Article (77)**

The employee shall be entitled to a fully paid special leave to perform hajj. This leave shall not be more than twenty days and shall be given once during the service of the employee in the government.

In case the employee exceeds the said period, the additional period shall be taken from his ordinary leave if he has a balance, or it shall be a non-salaried leave.

**Article (78)**

At the demise of her husband, the female employee shall be entitled to a special leave for iddat as per the provisions of Personal Status Law. This leave shall be salaried and for four months and ten days from the date demise.

**Article (79)**

The female employee shall be entitled to a fifty-day special leave for pre- and post-delivery period. This leave shall be salaried and shall not be taken for more than five times during the whole service period in the government.

**Article (80)**

The female employee shall be entitled to a non-salaried special leave for not more than one year for taking care of her child. She shall submit a request to get this leave within one year from the end of its delivery leave provided that she is not a contract employee.

**Article (81)**

The employee who has completed the probation period shall be entitled to a non-salaried special leave to accompany his wife if she is sent on a mission or a scholarship or a training course or a study leave or if she delegated or seconded to outside the Sultanate. In order to avail this leave, the employee shall not a contract employee and the period of the leave shall not be less than six months. He shall apply for it one month before it starts.

Such leave shall not be given for one or more additional periods unless the employee spends in work an equal period to the last leave he has availed pursuant to the provisions of this Article.

**Article (82)**

The employee who participates in the sports or cultural events or official celebrations inside or outside the Sultanate shall be entitled to a salaried special leave according to the terms and conditions set in the Regulation.

**Article (83)**

The employee may be given to a salaried special leave for not more than fifteen days to accompany a sick person for treatment outside the Sultanates or inside the Sultanate if the competent medical authority deems this necessary. If the treatment takes more than the said period, the unit head may extend the period for not more than thirty other days.

If the period exceeds the above limit, the additional days shall be considered as an ordinary leave if the employee has a balance. Otherwise, it shall be a non-salaried leave.

**Article (84)**

As per reasons the unit head may deem appropriate, the employee may be given a non-salaried special leave for not more than one year that can be renewed for not more than four years during the whole service period provided that he is not a contract employee unless work interest requires giving him the said leave.

**Article (85)**

When necessary, the position of the employee who has been given a non-salaried special leave may be occupied by way of appointment or delegation provided that the period of the leave is not more than one year. Upon his return, the employee shall return to his original job if it is vacant or to any other equal job if not.

The leave period shall be added to the actual service as well as the entitlement of promotion and periodical bonus.

**Article (86)**

Pursuant to a resolution by the unit head, the non-contract employee may be given a salaried study leave if he wants to complete his studies on his own expense to gain the following scientific qualifications or their equal ones:

- Master or Ph. D degrees.
- Bachelor degree.
- A diploma for not less than one year after bachelor degree.
- A diploma for not less than one year after high school.

The Regulation shall set the conditions for giving this leave provided that in all cases the study shall be in a field that work interest immediately requires.

**Article (87)**

The employee shall be entitled to a salaried leave to sit for his exams. The Regulation shall set the conditions for giving this leave.

**Article (88)**

All leaves, except for sick leave, shall be given upon the approval of the unit head and the request of the employee. The Regulation shall set the procedures for giving such leaves.

Except for the leaves stipulated in Articles (83, 84, and 85), the unit head may delegate someone else to approve them.

**Chapter Eleven**  
**Occupational Injuries**

## **Article (89)**

For the application of the provisions of occupational injuries the following terms and expression shall have the meaning mentioned in front of each unless otherwise indicated:

- 1) **Occupational Injuries:** contracting one of the occupational, chronic or incurable diseases if they are due to work or the injury resulting from an accident that the employee has during his performance of work or because of it.

A resolution from the Council in coordination with the Ministry of Health shall be issued to specify the said diseases.

Demise while working or the injury resulting from tiredness at work shall be deemed as an occupational injury once it fulfills the requirements set in the aforementioned decision. Also shall be deemed as occupational injury any of the following:

- A- Any accident the employee may have on his way to or from work.
- B- The injury that takes place when the employee try to protect or save people under any kind of danger at work or to prevent any damage to state property.
- C- Any relapse or complications that may result of the same.

- 2) **The Injured:** any employee who has an occupational injury.
- 3) **Permanent Total Disability:** any disability that permanently prevents the employee from performing his work in the right way such as the total loss of sight or both arms or legs or just one arm or one leg or cases of mental disease or the cases of chronic or incurable diseases determined by a resolution of the Council in coordination with the Ministry of Health.
- 4) **Permanent Partial Disability:** any disability that permanently reduces the ability of the employee regarding the performance of his job in an appropriate manner.
- 5) **Temporary Disability:** any disability that causes the employee to be absent from his work or reduces his ability to [perform his functions for a temporary period.

**Article (90)**

The injured employee shall be entitled to treatment as decided by the competent medical authority.

**Article (91)**

The injured employee shall not be entitled to a compensation for occupational injury stipulated in Article (93) in the following cases:

- 1) If injury or disability is a direct result of predetermined self-harm.
- 2) If injury is a result of an intended obscene behavior on the part of the employee. The following shall be deemed as intended and obscene behavior:
  - A- Every act the employee may perpetrate while under the effect of drugs or alcoholics.
  - B- Every act resulting from explicit violation of protection instructions.

**Article (92)**

The injured employee shall be entitled to a salaried special sick leave that is not calculated as part of his sick leaves if the injury results in a temporary disability. The leave shall start from the date of injury and for not more than eighteen months unless his state is stabilized before this or he is proven medically disabled whether partially or totally.

**Article (93)**

Once the sick leave mentioned in the previous Article ends, the issue shall be referred to the competent medical authority to decide the employee's ability to perform his work or to end his service and compensate him on the basis of total or partial disability.

**Article (94)**

If the competent medical authority decides that the injury is a partial or total disability, it shall specify the degree thereof and then the employee shall be entitled to the said compensation.

**Article (95)**

The injured employee shall be entitled to a compensation for permanent physical distortion that may result from the injury. The compensation shall be calculated according to the percentage of the distortion decided by the competent medical authority.

**Article (96)**

The seconded employee shall be entitled to occupational injury compensation from the entity he is seconded to if it takes place during the secondment period. In case the system of that entity does not include such compensations or if it is less than that of the entity from which he was seconded, the compensation or the difference shall be given by the original entity.

**Article (97)**

If the symptoms of an occupational disease start to appear after the end of service, the original unit of the employee shall be obliged to provide him with his rights guaranteed by the Law once the competent medical authority decides that this disease goes back to his service period in government even if he has performed another job afterwards provided that the disease is not the result of that latter job.

**Article (98)**

If the injury results in the demise of the employee the compensation amount shall be distributed among his heirs as per the provisions of Personal Status Law.

**Article (99)**

The injury compensation amount shall not be forfeited or transferred to another person.

**Article (100)**

The provisions related to the employee's rights that result from injury shall not prejudice any of the other rights he is entitled to pursuant to the provision of any laws related to pension or gratuity.

**Article (101)**

The Regulation shall set the procedures regarding the proving of injuries and evaluation of the compensation to be paid to the injured employee or his heirs.



**Chapter Twelve**  
**Employees' Obligations and Prohibited Actions**

**Article (102)**

Public jobs are assignments that aim to serve the citizens as per public interest. The employee shall abide by the provisions of this Law as well as the provisions of other laws and regulations. He shall especially:

- A- Perform his work with accuracy and integrity.
- B- Keep the dignity of the job and behave properly.
- C- Respect the timings of his work and dedicate such time for performing his occupational duties according to the organizing rules set by the unit head.
- D- Perform all the instructions issued to him with accuracy and integrity within the limits of applicable laws, regulations and systems.
- E- Be honest and careful in spending state money.
- F- Protect the monies and properties of the unit he works at.

**Article (103)**

The employee shall not:

- A- Combine his job and any other government job unless public interest requires he takes responsibility of another job on a temporary basis as per the terms and conditions set in the Regulation.
- B- Disclose any of the confidential information he has access to due to his job. This shall apply even after he ends his service.
- C- Participate or support the dissemination of rumors that aim to undermine state apparatuses.
- D- Deliver any statement or information or data related to his work through newspapers or any other medium unless he is authorized by the competent authority to do so.
- E- Deliver a statement through newspapers or any other medium that may undermine the state public interest, especially if such statement would:
  - 1) Hinder the implementation of any government plan.
  - 2) Undermining the relations between the Sultanate and any other country.
  - 3) Undermining the relations among the citizens.
- F- Cause a negligence or default that results in losing any of the financial rights of the state.
- G- Participate in any prohibited political activity.
- H- Organize or participate in organizing any meeting at work without a prior approval of the competent authority.
- I- Exploit his job to gain personal benefits.

- J- Submit a mischievous complaint against any of his colleagues or seniors or any of the officers at his unit or any other unit.
- K- Accept any gift or reward or commission that would affect his performance of his job's obligations.

**Article (104)**

Upon the request of the competent legal authority the employee shall submit a statement of the movables and properties he has in his name or in the name of any of his family members, including the wife and minor children, and the way by which he has acquired the same and the resources of his possession.

**Chapter Thirteen**  
**Administrative Investigation**

**Article (105)**

Any employee who prejudices his obligations or responsibilities, perpetrate any of the prohibited actions stipulated in this Law or its Regulation, violates the duties of his jobs, or appear in such a manner that undermines job dignity shall be punished with one of the penalties stipulated in Article (114). However, the employee shall be absolved of any penalty if it is proven that his action was in implementation of the last written order issued to him by his senior in spite of being warned in writing of the violation. In this case, penalty shall be for the one who issued the order and the employee shall only be accountable civically for his own mistake.

**Article (106)**

The employee shall not be punished until he is questioned, defend himself, and his sayings are recorded in writing. The penalty decision shall be justified.

As for minor violations, investigation may be oral provided that its content is mentioned in the issued penalty decision. In this case the penalty shall not be more than a warning or a three-day deduction from the salary.

**Article (107)**

The employee still in service shall not be asked about any violation three years after it has happened. However, if the violation is a penal crime, the right for administrative investigation shall not cease until the cease of the public suit.

**Article (108)**

The period mentioned in the previous Article shall cease with any investigation, accusation or court procedure and then resume from the date of the last procedure.

In case of many accused people the cease of the period for one of them shall be considered as a cease for all even if no period-ceasing procedures have been taken against them and then the period resumes from the date of the last procedure taken in regard of the related violation.

**Article (109)**

The unit head or his representative may suspend the employee referred for investigation if he deems this in the interest of the investigation. However, the related employee shall receive his full salary during the suspension period, which shall not exceed three months unless otherwise decided by the competent investigating council. In this case, the Council may decide to stop

paying half of the employee's salary. If the employee is acquitted or the investigation concerning him is set processus or punished by warning or not more than a five-day deduction of his salary, he shall be entitled to receive the part of his salary that has been stopped.

**Article (110)**

Any employee who remains in custody regarding a lawsuit shall be considered as being suspended from his work during the said period and shall receive half of his salary. If the employee is acquitted or the investigation concerning him is set processus, he shall be entitled to receive the part of his salary that has been stopped.

**Article (111)**

Any employee who is imprisoned for penal sentence shall be considered as being suspended from his work during the said period. Without prejudice to the provision of Article 138 and 147, He shall be deprived from his total salary.

If it is proven that the employee has dependents and that his salary is their only financial resource pursuant to a certificate of the Ministry of Social Development, the unit shall pay half of this salary in the way it determines provided that it is divided equally among them if they are many. This shall continue until a decision is issued to end his services or to return him to his work according to the provisions of Article (138 – F).

**Article (112)**

Any employee who is punished by a penal sentence in a dishonesty offence or crime shall be considered as being suspended from work and half of his salary shall be stopped until the verdict becomes final. If the penalty is cancelled or he is acquitted, he shall be entitled to receive the part of his salary that has been stopped.

**Article (113)**

If any employee is criminally accused he shall not be administratively questioned regarding this accusation until a final verdict from the competent authority is issued. Acquittal does not cancel administrative questioning if it is feasible. The penal verdict shall be binding and it shall not be accepted during the administrative questioning to discuss or comment on it.

**Article (114)**

Without prejudice to the provisions of Article (117), administrative questioning and penalizing shall be under the powers of the Central Council for Administrative Questioning or Council for Administrative Questioning

at the unit at which the violation has been perpetrated even if the employee, at the time of the violation or penalty, is connected to another unit.

**Article (115)**

The allowed penalties for the employees are:

- A- Warning.
- B- Salary deduction of not more than three months in the year.
- C- Deprivation of the periodical bonus.
- D- Deduction of the salary within the limits of an allowance.
- E- Relegation to the immediately lower degree and receiving the salary and allowances he has been receiving before the promotion.
- F- Pensioning off.
- G- Ending service.

**Article (116)**

The unit head may reserve investigation or issue the penalty of warning or salary deduction of not more than thirty days every year and of not more than ten days in each time if there is not a criminal suspension that requires the employee to be referred to the competent criminal authority. The unit head may authorize the senior officer or the direct manager regarding dealing with minor violations through warning or salary deduction of not more than three days every in each time and not more than fifteen days in the year.

The complaints against these penalties shall be sent to the unit head within thirty days from the notification date. The unit head shall settle the complaint within thirty days from its submission date. In case this period ends without any other decision, it shall be considered that the complaint has been rejected. In all cases, the decision shall be final and binding.

**Article (117)**

The Council of Administrative Questioning shall be formed from three members including the chairman provided that his degree is not less than general manager and the degree of the member is not less than that of the employee referred for investigation.

More than one Council may be formed in the same unit pursuant to a resolution from the unit head. Such council shall include alternative members who shall replace any of the original members in case he does not attend. The same resolution shall determine the procedures of the Council and its secretary.

**Article (118)**

The Council of Administrative Questioning shall decide the following:

- A- Suspension of the employee or extending such suspension pursuant to the provisions of Article 109 regarding the employees of the third degree or less.
- B- Issuing any of the penalties stipulated in Article 115 regarding the employees of the third degree or less except for the penalties that are among the powers of the unit head.

In case the Council finds it suitable to issue any of the penalties that are among the powers of the unit head, he shall refer the related paper to him along with a justified decision in order to take the needful as per Article 116.

**Article (119)**

Complaints of the decisions of the Council of Administrative Questioning shall be sent to Central Council for Administrative Questioning within thirty days of the notification.

**Article (120)**

The Central Council for Administrative Questioning shall be formed from three members of the special grade including the chairman pursuant to a resolution from the head of Civil Service Council. Such council shall include alternative members who shall replace any of the original members in case he does not attend. The same resolution shall determine the procedures of the Council and its secretary.

**Article (121)**

The Central Council for Administrative Questioning shall decide the following:

- A- Complaints against the decisions of Council of Administrative Questioning. Its decisions shall be final and binding.
- C- Suspension of the employee or extending such suspension pursuant to the provisions of Article 109 regarding the employees of degree (a) to the second degree.
- D- Issuing any of the penalties stipulated in Article 115 regarding the employees the degrees mentioned in the previous point..



**Article (122)**

Except for the complaint-related decisions issued by the Central Council for Administrative Questioning, the complaint against the decisions of the Council for Administrative Questioning shall be addressed to the head of Civil Service Council within thirty days of the notification. The head of Civil Service Council may reject the complaint, cancel the decision, or amend it within thirty days of the submission date. In case this period ends without any other decision, it shall be considered that the complaint has been rejected. In all cases, the decision shall be final and binding.

**Article (123)**

The unit head or his representative when necessary shall issue the decision referring the employee to the competent questioning council provided that this decision includes the actions ascribed to the related employee.

The employee shall be considered as being referred to administrative questioning from the date of issuing the related decision. The employee shall be notified of the referring decision and the date of the session at least seven days before.

**Article (124)**

Referring the employees who follow different units and are accused with related violations or offences to the administrative questioning council should be by a decision of the head of the unit where the violation takes place in coordination with other related unit heads.

**Article (125)**

Questioning the employees accused with committing related violations if they have among themselves an employee of the degree (A) to the second shall be in front of the Central Council for Administrative Questioning.

**Article (126)**

The sessions of the questioning council shall not be valid unless all members attend and unless the resolutions are taken by majority.

**Article (127)**

The questioning council may carry out the investigations it deems necessary and hear the witnesses.

**Article (128)**

The member of the council shall resign if there is a justifiable reason for that. The employee referred to administrative questioning or the one who complains against any of the decisions of Administrative Questioning

Council shall have the right to object to the presence of any of the members if there is a good reason for that. According to the case, the head of Civil Service Council shall settle this objection. If the objection is accepted and the member concerned resigns, one of the alternative members shall replace him.

**Article (129)**

If the Council believes that the actions ascribed to the employee constitute a criminal crime, it shall inform the unit head in order to refer the employee to the competent authority.

**Article (130)**

The procedures of administrative questioning shall be stopped in case it is decided to refer the employee to the penal court and until the competent court issues its final verdict. Then the papers shall be returned to the Council to decide what to do regarding the employee.

**Article (131)**

The end of the employee's service shall not, in all cases except demise, prevent his administrative questioning if the investigation has started before his service ends.

Regarding the financial violations that result in losing some of the right of the public treasury, the employee may be referred to the competent council even if the investigation has not started before his service ends provided that this is within three years of the said ending of service.

**Article (132)**

The questioning of the employee whose service ends regarding the cases mentioned in the previous Article shall be before the council that questioned him at the time of the violation. Without prejudice to regaining the monies he caused their loss, he shall be punished with a financial penalty of not more than the salary he received in the month in which the violation took place. The complaint against the penalty resolution shall be according to the provisions mentioned in Articles 119 and 122 as per each case.

**Article (133)**

Upon issuing one of the penalties mentioned in clause (E) of Article 115, the employee shall be entitled to the allowances and bonuses of the job degree to which he has been relegated as per the entitlement rules. Seniority in this job shall be calculated according to his previous seniority in addition to the period he spent in the job from which he has been relegated provided that the order of his seniority among the others employees in the same degree be according to the rules set in the Regulation.

**Article (134)**

The penalties imposed on the employee shall be erased according to the following periods:

- A- Six months: in case of warning or not more than 5-day deduction of the salary.
- B- One year: in case of more than 5-day deduction of the salary.
- C- One and half years: in case of a harsher penalty.

**Article (135)**

The penalties imposed on the third degree employees and below shall be erased by a resolution from Personnel Affairs Committee upon the request of the employee if his conduct and work since the penalty are satisfactory based on performance assessment reports, his service file, and the opinions of his seniors.

The penalties imposed on the A to second-degree employees shall be erased by a resolution of the unit head as per the provisions of the previous Article.

**Article (136)**

Erasing penalties shall make them null and void for the future. The penalty papers and all the related documents shall be removed from the employee's file.

**Article (137)**

The Regulation shall set the procedures for administrative questioning and complaints.

**Chapter Fourteen**  
**End of Service**

**Article (138)**

The employee's service ends for any of the following reasons:

- A- Reaching sixty years old.
- B- Being medically unfit for service pursuant to a resolution from the competent medical authority provided that this resolution is issued after the expiry of sick leaves unless the employee requests this before.
- C- Resignations.
- D- Losing Omani nationality.
- E- Being pensioned off or fired pursuant to a resolution by the competent questioning council.
- F- Finally sentenced in a dishonesty crime.  
In spite of the above, if the verdict is for the first time with stay of execution, the unit head may keep the employee based on the circumstances and the reasons of the verdict and if it does not contradict the nature and requirements of the job after the issue is referred to Personnel Affairs Committee.
- G- Having two consecutive annual 'weak' reports upon the recommendations of Personnel Affairs Committee.
- H- Cancellation of the job without prejudice of the provisions of Article (145).
- I- Demise

**Article (139)**

The service of the sixty-year-old employee may be extended for a maximum of five years provided that such extension is upon the request of the unit head. Extension procedures should be taken at least three months before the employee reaches sixty.

The Cabinet may make exception of the provisions of this Article in the cases it deems necessary. The provisions of this Law and its regulation shall apply to the employee during the extension period.

**Article (140)**

The employee may submit his resignation in writing provided that it is not conditioned. Resignation shall not be accepted unless the unit head approves it.

The resignation shall be accepted or rejected within thirty days of its submission date. Otherwise, it shall be considered as accepted.

During the said period, the acceptance of the resignation may be postponed for the interest of work.

**Article (141)**

If the employee submits his resignation while referred to administrative questioning, it shall not be accepted unless after this questioning ends without penalty or pensioning off or sacking.

**Article (142)**

The employee shall remain in his office until he is informed of the acceptance of his resignation or until the expiry of the period stated in Article 140.

**Article (143)**

The employee shall be considered as having submitted his resignation in any of the following cases:

- A- Being absent for thirty continuous days or fifty non-continuous days. His service shall be deemed as ended starting from the date of his absence if the period is continuous and from the day following the completion of the absence period if non-continuous unless he returns to his work within one week from the completion of either period and provides an acceptable excuse. This returning condition shall not apply on the employee whose absence has been due a compulsory excuse. If then the employee returns and provides an acceptable excuse, his absence period shall be considered an ordinary leave as his balance allows and taking into consideration the maximum limit of leave period stated in Article 64. Otherwise, he should be deprived of his salary or a part thereof. However, if the employee returns within the said period and provides unacceptable excuse, he shall be deprived from his total salary for his absence period without prejudice to his administrative questioning.
- B- If he joins the service of a foreign government or a foreign entity inside or outside the Sultanate without obtaining a license from his unit. His service shall be deemed as ended from the said joining date. In both cases, the employee shall not be considered as resigned if procedures of administrative questions have been taken against him.

**Article (144)**

If the employee is pensioned off or sacked, his service shall end on the date on which the penalty resolution has been issued.

In this case, he shall be released within one week of the said date. Until then, he shall be entitled to receive his total salary unless he is suspended. If he is

suspended, he shall be entitled to the salary he receives during suspension to date.

**Article (145)**

If the job is cancelled, the employee shall be transferred to an equal job of the same grade in the same unit or in any other unit under the terms and conditions stated in Article 45. Otherwise, his service shall be ended from the date of cancellation and he shall receive compensation equal to his total salary until he is released. This shall not apply on contract employees unless work interest requires his transfer to another job provided he accepts that or otherwise his service shall be ended.

The employee whose service is ended according to the first paragraph shall be entitled to a pension pursuant to the provisions of Pensions and Gratuities Law if he has paid his the difference in subscriptions to the pension and gratuity fund so that the whole period is ten years provided that the period stated in Article 22 (C) of the said law be added to this period.

**Article (146)**

If the employee loses his Omani nationality for any reason, his service shall be deemed as ended from the date of losing it. He shall receive compensation equal to his total salary until he is released.

**Article (147)**

Without prejudice to the second paragraph of Article 138 F, if the employee is finally sentenced in a dishonest or criminal crime his service shall be deemed as ended from the date of issuing the primary sentence.

**Article (148)**

If the employee dies, his service shall be deemed as ended from the following day of demise. The Regulation the expenses incurred by the unit regarding his demise inside or outside the Sultanate.

**Chapter Fifteen**  
**Gratuity**



**Article (149)**

At the end of his service, the non-contract employee shall be entitled to a gratuity equal to one salary for each year of a maximum of ten months for the employees of the A to the sixth grades and twelve months from those from the seventh to the fourteenth grades. This shall be calculated according to the last salary provided that it is not more than twelve thousand Omani Rials.

The employee shall not be entitled to the abovementioned gratuity in the following cases:

- A- If his service period is less than five years unless the end of service is because of demise or disability.
- B- If he is pensioned off or sacked.
- C- If he is exceptionally given an early retirement pension equal to the last salary he was receiving. If he is a contract employee, he shall be entitled to the gratuity mentioned in his contract and according to its terms and conditions.

**Chapter Sixteen**  
**Transitional Provisions**

**Article (150)**

On the date this Law takes effect the employees in service shall be transferred to the financial grades that are equal to their current grades as shown in the attached Grade Equality Table (Annexure 2).

The employees shall receive the beginning salary of the grades they are transferred to or one of their allowances (whichever is higher) while they become entitled to the periodical bonus on its regular date. They shall also be entitled to the allowances approved before this Law is published if they are higher except for those related to the nature of their jobs when it is different from that to which he has been transferred.

**Article (151)**

Without prejudice to the provisions of the second paragraph of the previous Article, if the grade of the employee on the date this Law takes effect exceeds the end of occupational hierarchy for the groups of assistant, vocational or supportive jobs to which his current job belongs, he shall be personally transferred to the equal grade according to the said Table in Annexure 2 and he shall be entitled to the periodical bonus for this grade as well as its ordinary leave. This personal grade shall be the end of occupational hierarchy for the transferred employee. This job shall be cancelled once it becomes vacant.

**Article (152)**

Seniority order among the transferred employees to one grade shall be as before.

**Article (153)**

Regarding the promotions of the assistant job employees after being transferred pursuant to Article (150) to grades ten, eleven, twelve, and thirteen, the following rules shall apply:

- Promotion shall be to the immediately higher job when the employee fulfills the promotion requirements. This is the case with all the employees of the same group.
- The higher job shall be equaled with the higher grade to which the employee has been transferred pursuant to Article (150).

- The higher jobs that are subject to later promotions shall be equaled by the grades that are higher than the job grades of the immediately lower ones even if this leads to exceeding the ninth grade.

**Article (154)**

Without prejudice to the provisions of Article (26), the non-meeting of the scientific qualification condition required for the higher job shall not prevent the promotion to the higher job. The Job Classification and Ordering System shall set the conditions for such promotion.

**Annexure (1)**  
**Grade and Salary Table**

| <b>Grade</b> | <b>Beginning Salary</b> | <b>Periodical Bonus</b> | <b>Remarks</b>                               |
|--------------|-------------------------|-------------------------|--|
| A            | 1658                    |                         |  |
| B            | 1271                    | 50                      |  |
| C            | 981                     | 40                      |  |
| D            | 800                     | 40                      |  |
| E            | 612                     | 40                      |  |
| First        | 512                     | 20                      |  |
| Second       | 452                     | 12                      |  |
| Third        | 392                     | 12                      |  |
| Fourth       | 352                     | 10                      |  |
| Fifth        | 312                     | 10                      |  |
| Sixth        | 280                     | 8                       |  |
| Seventh      | 248                     | 8                       |  |
| Eighth       | 220                     | 7                       |  |
| Ninth        | 216                     | 7                       | The end grade of vocational and service jobs |
| Tenth        | 192                     | 6                       |  |
| Eleventh     | 168                     | 6                       |  |
| Twelfth      | 144                     | 6                       |  |
| Thirteenth   | 120                     | 6                       |  |
| Fourteenth   | 90                      | 5                       |  |

**Annexure (2)**  
**Grade Equality Table**

| <b>Categories of Special Table<br/>and Grades of General Table</b> | <b>Grades of Annexure (1) Table</b> |
|--|-------------------------------------|
| A  | A                                   |
| B  | B                                   |
| C  | C                                   |
| D  | D                                   |
| 1/1  | D                                   |
| E  | E                                   |
| 2/1  | E                                   |
| 3/1  | First                               |
| 4/1  | Second                              |
| 5/1  | Second                              |
| 6/1  | Third                               |
| 1/2  | Fourth                              |
| -  | Fifth                               |
| 2/2  | Sixth                               |
| 3/2  | Seventh                             |
| 4/2  | Eighth                              |
| 1/3  | Ninth                               |
| 2/3  | Ninth                               |
| 5/2  | Tenth                               |
| 3/3  | Tenth                               |
| 6/2  | Eleventh                            |
| 7/2  | Twelfth                             |
| 4/3  | Twelfth                             |
| 8/3  | Thirteenth                          |
| 5/3  | Thirteenth                          |
| 6/3  | Thirteenth                          |
| 7/3  | Fourteenth                          |
| 8/3  | Fourteenth                          |