

Waggaa 18thaa Lak.....160/2005
 18th ዓመት ቁጥር.....160/2005
 18th Year No.....160/2013



Finfinnee.....06/10/ bara 2005
 ፊንፊኔ.....06/10/2005
 Finfine.....14/06/2013

MAGALATA OROMIYAA

መገለጽ ኦሮሚያ

MEGELETA OROMIA

Gatii Tokkoo _____ ያንዱ ዋጋ _____ Unit Price _____	To'annoo Caffee Mootummaa Naannoo Oromiyaatiin kan Bahe በኦሮሚያ ብሔራዊ ክልላዊ መንግሥት በጨራ ኦሮሚያ ጠባቂነት የወጣ	Lakk S. Poostaa _____ ፖ.ሣ. ቁጥር _____ P.O.Box _____
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<u>Qabiyyee</u>	<u>ማውጫ</u>	<u>Content</u>
<u>Dambii Lak. 160/2005</u> Dambii Bulchiinsa Hojjattoota Abbaa Taayitaa Galiwwan Mootummaa Naannoo Oromiyaa	<u>ደንብ ቁጥር 160/2005</u> የኦሮሚያ ክልላዊ መንግሥት የገቢዎች ባለስልጣን ሠራተኞች አስተዳደር ደንብ	<u>Regulation No.160/2013</u> Oromia Regional State Revenue Authority Workers Administration Regulation
<u>Dambii Lak. 160/2005</u> Dambii Bulchiinsa Hojjattoota Abbaa Taayitaa Galiwwan Mootummaa Naannoo Oromiyaa Labsii Abbaa Taayitaa galiwwan Oromiyaa Lakk.175/2005 raawwachiisuuf dambii kana baasuun barbaachiisaa ta'ee waan	<u>ደንብ ቁጥር 160/2005</u> የኦሮሚያ ክልላዊ መንግሥት የገቢዎች ባለስልጣን ሠራተኞች አስተዳደር ደንብ የኦሮሚያ ገቢዎች ባለስልጣን አዋጅ ቁጥር175/2005 ለማስፈጸም ደንብ ማውጣት አስፈላጊ ሆኖ በመገኘቱ፤	<u>Regulation No.160/2013</u> Oromia Regional State Revenue Authority Workers Administration Regulation Whereas, it is found necessary to issue a regulation to implement Oromia Revenue Authority Proclamation No. 175/2013;

argameef; Sirna bulchiinsa hojjattootaa malaammaltummaa fi kiraa sassabdummaa irraa qulqulluu ta'eefi kan hojjattoonni naamusaa ol-aanaa qaban itti ramadaman diriirsuun barbaachisaa ta'ee waan argameef: Akkaataa Labsii Lakk. 175/2005 keewwata 21 tiin dambiin kanatti aanu bahee jira. Kutaa Tokko Tumaalee Waliigalaa 1. Mata duree Gabaabaa Dambiin kun “Daambii Bulchiinsa Hojjattootaa Abbaa Taayitaa Galiiwwan Mootummaa Naannoo Oromiyaa Lakk. 160/2005 “jedhamee waamamu ni danda’a. 2. Hiika Akkaataan jechichaa hiika biro kan kennisiisuuf yoo ta’e malee dabii kana keessatti: 1) “Mana Marii Bulchiinsaa” jechuun mana marii Bulchiinsa Mootummaa Naannoo Oromiyaati. 2) “Pireezidaantii” jechuun Pireezidaantii Mootummaa Naannoo Oromiyaa ti. 3) “Abba Taayitaa” jechuun Abbaa Taayitaa Galiiwwan	ከመስና እና ኪራይ ሰብሳቢነት ነፃ የሆነና የላቀ ስነምግባር ያላቸው ሠራተኞች የሚመደቡበት ስርዓት መዘርጋት አስፈላጊ ሆኖ በመገኘቱ፤ በአዋጅ ቁጥር 175/2005 አንቀጽ 21 መሠረት የሚከተለው ደንብ ወጥቷል። ክፍል አንድ ጠቅላላ ድንጋጌዎች 1. አጭር ርዕስ ይህ ደንብ “የኦሮሚያ ክልላዊ መንግስት የገቢዎች ባለስልጣን ሠራተኞች አስተዳደር ደንብ ቁጥር 160/2005” ተብሎ ሊጠቀስ ይችላል። 2. ትርጓሜ የቃሉ አገባብ ሌላ ትርጉም የሚያሰጠው ካልሆነ በስተቀር በዚህ ደንብ ውስጥ፡- 1) “አስተዳደር ምክር ቤት” ማለት የኦሮሚያ ክልላዊ መንግስት አስተዳደር ምክር ቤትነው። 2) “ፕሬዝዳንት” ማለት የኦሮሚያ ክልላዊ መንግስት ፕሬዝዳንትነው። 3) “ባለስልጣን” ማለት የኦሮሚያ ክልላዊ መንግስት የገቢዎች ባለስልጣን ማለት ነው። 4) “ዋና ዳይሬክተርና ምክትል ዋና ዳይሬክተር” ማለት	Whereas, it is found necessary to establish workers administration system which is free from corruption and rent seeking practices and where by workers having high ethical conduct be assigned. Now, therefore, in accordance with article 21 of Proclamation No. 175/2013, the following regulation is hereby issued. Part One General Provisions 1. Short Title This regulation may be cited as “Oromia Regional State Revenue Authority Workers Administration Regulation No.160/2013.” 2. Definitions Unless the context requires otherwise, in this regulation: 1) “Administrative Council” Means Oromia Regional State Administrative Council. 2) “President” means Oromia Regional State President. 3) “Authority” means Oromia Regional State revenue Authority. 4) “General Director” and “Deputy General
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Mootummaa Naannoo Oromiyaa ti 4) “Daayreektara Ol-aanaa” fi “Itti Aanaa Daayreektara Ol’aanaa” jechuun Daayreektara Ol-aanaa fi Itti Aanaa daayreektara Ol’aanaa Abbaa Taayitaa Galiiwwan Mootummaa Naannoo Oromiyaa ti. 5) “Hojjataa” jechuun nama dhaabbiiidhaan yookiin yeroodhaaf qaxaramee AbbaaTaayitichaa keessa hojjatu ta’ee daayereektara Ol-aanaa, Itti Aanaa Daayereektara Ol-aanaa fi Abbootii Alangaa hin dabalatu. 6) “Gita Hojii” jechuun hojjataa tokkoon yeroo hojii guutuu hojiiwwan qunnamtii qaban akka hojjataman karoorfamaniidha. 7) “Guddina Sadarkaa” jechuun hojjata sadarkaa hojii irra jiru irraa gara sadarkaa ol-aanutti guddisuu jechuudha. 8) “Ragaa Yaalaa” jechuun raga yaalaa dhaabata fayyaa beekkamtii qabuu	የኦሮሚያ ክልላዊ መንግስት የገቢዎች ባለስልጣን ዋና ዳይሬክተርና ምክትል ዋና ዳይሬክተር ማለት ነው። 5) “ሠራተኛ” ማለት ባለስልጣኑ ውስጥበቋሚነት ወይም በጊዜያዊነት ተቀጥሮ የሚሰራ ሰው ሆኖ፤ ዋና ዳይሬክተሩን፤ ምክትል ዋና ዳይሬክተሩንና ዐቃቤያን ሕግን አይጨምርም። 6) “የሥራ መደብ” ማለት በአንድ ሰራተኛ ሙሉ የሥራጊዜ እንዲሠሩ የታቀዱ ተያያዥነት ያላቸው ተግባራት ማለት ነው። 7) “የደረጃ ዕድገት” ማለት አንድን ሠራተኛ ካለበት የሥራ ደረጃ ወደ ከፍተኛ ደረጃ ማሳደግ ማለት ነው። 8) “የህክምና ማስረጃ” ማለት እውቅና ካለው የጤና ተቋም በሠራተኛው የጤና ሁኔታ ላይ በመመርኮዝ ለባለስልጣኑ ሠራተኞች የሚሰጥ የህክምና ማስረጃ ማለት ነው። 9) “ዳይሬክቶሬት/የሥራ ሒደት” ማለት በባለስልጣኑ አጠቃላይ የሥራ እንቅስቃሴ ውስጥ ከውስጥም ሆነ ከውጭ የሚቀርብለትን ግብአትና መረጃ በመጠቀም ውጤት ለማምጣት በአንድሰራተኛ ወይም በሥራ ቡድን ደረጃ በደረጃ	Director” means the General Director and deputy General Director of Oromia Regional State Revenue Authority. 5) “Worker” means a person who is permanently or temporarily employed and work in the Authority; and it does not include General Director, deputy General Director and Public Prosecutors. 6) “Work Position” means correlated activities which are planned to be performed by a worker in full working hours. 7) “Level Promotion” means promoting a worker from his position of work to the next higher position. 8) “Medical Evidence” means evidence provided by recognized health institution to the workers of the Authority based on the examination of workers of the Authority. 9) “Directorate”/“Work Process” means a process in which related activities in the general work of the Authority which are performed consecutively
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irraa yaala hojjataa irratti hundaa'uudhaan hojjatoota Abbaa Taayitaatiif kennamu jechuudha. 9) “Daayreektoreetii”/Adeemsa aa hojii” jechuun hojii waliigalaa Abbaa Taayitaa keessatti itti gala yookiin raga keessas ta’e alaa fudhatee bu’aa tokko fiduuf tuutaan yookiin nama dhuunfaan sadarkaa sadarkaadhaan hojiiwwan walitti dhufeenya qabanii fi tartibaan kutaa tokkoon yookiin gareen raawwataman kan keessatti gurmaa’aniidha. 10) “Daayreektara/Abbaa Adeemsa” jechuun gaggeessaa daayreektoreetii/Abbaa Adeemsa jechuudha. 11) “Garee Hojii” jechuun daayreektoreetii tokko keessatti hojiiwwanii fi itti gaafatamummaa akka raawwatamanii fi bu’aa waliinii tokko akka argamsiisan Abbaa Taayitichaan kaa’aman raawwachuuf barumsa. Dandeetti fi ogummaa tokko yookiin ogummaa	የሚፈጸሙት የፖሊስ ነገሮች ተከታታይነት ያላቸው ተግባራት በውስጡ የሚደራጁበት ነው። 10) “ዳይሬክተር/የሥራ ሂደት መሪ” ማለት እንደየቅደም ተከተላቸው የዳይሬክቶሬቱ ሐላፊ ወይም የሥራ ሐላፊ መሪ ማለት ነው። 11) “የሥራ ቡድን” ማለት በአንድ ዳይሬክቶሬት ውስጥ እንዲከናወኑ በባለስልጣኑ ተለይተው የተሰጡ ተግባርና ኃላፊነቶችን እንዲያከናውኑና አንድ የጋራ ውጤት እንዲያስገኙ በተመሳሳይ ወይም በተለያዩ የሥራ መደቦች የተመደቡ የተለያዩ የትምህርትና የሥራ ልምድ፣ ዕውቀት፣ ችሎታና ክህሎት ያላቸው ተመሳሳይ ወይም የተለያዩ ደመወዝና ደረጃ የሚከፈላቸው ሠራተኞች ስብስብ ማለት ነው። 12) “አስተዳደራዊ ውሣኔ” ማለት የዳይሬክቶሬቱ ዳይሬክተር ዋና ዳይሬክተሩ፣ በዞን፣ በወረዳና ከተማ ደረጃ ያለ ሀላፊ እንዲሁም የስነ-ምግባር ኮሚቴ ሠራተኛን በተመለከተ የሚሰጠው ውሳኔ ነው። 13) “የአካል ጉዳት” ማለት ሥራ የመስራት ችሎታን በሚያሳጣ ወይም በሚቀንስ ሁኔታ በሥራ ላይ የሚደርስ ጉዳት ሲሆን፣ በከፊል ወይም ሙሉ በሙሉ ቋሚ የሚሆን	at one section or in teams by receiving input or either internal or external evidence to achieve a common result by working in groups or individually step by step are organized. 10) “Director”/Process Owner” means Manager or Process Owner of Directorate. 11) “Work Team” workers organized having similar or different education qualification, ability and profession as well as paid similar or different salary levels to perform similar activities and responsibilities and attain common result which is assigned by the Authority in one directorate. 12) “Administrative Decision” means decision given by the Director of the Directorate, General Director, head of the zonal, district and city levels as well as discipline committee on the matters related to the workers. 13) “Bodily Injury” means an injury sustained while on duty to the extent of disabling or reducing working ability; and where it continues partially or totally, it shall have the legal meaning provided by the concerned law.
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akka akka akkasumas sadarkaa mindaa tokko yookiin akka addaa kankanffalamuun hojjattoota gurmaa'aniidha. 12) “Murtii bulchiinsa” jechuun murtii Daayreektarri daayreektoreeti, Daayereektara ol-aanaan, itti gaafatamaan sadarkaa Godinaa, Aanaa fi Magaalaa jiru akkasumas koreen naamusaa dhimma hojjataa irratti kennuudha. 13) “Miidhaa qaamaa” jechuun danddeetti hojii hojjechuu haala dhabsiiskuun yookiin hr'isuun miidhaa hojiirratti gahu yammuu ta'u, miidhaan qaama gar- tokkeen yookiin gutummaan kan itti fufu hika seera dhimmi ilaaluun kennameef ni qabaata. 3. Daangaa Raawwatiinsaa Dambiin kun Daayereektara Ol-aanaa, Itti Aanaa Daayereektara Ol-aanaa fi Abbootii Alangaatiin ala hojjattoota Abbaa Taayitichaa hunda irratti raawwatiinsaa ni qabaata. 4. Ibsa Koornayaa	የአካል ጉዳት በሌሎች ሕጎች የተሰጠውን ትርጉሜ ይኖረዋል። 3. የተፈጻሚነት ወሰን ይህ ደንብ ዋና ዳይሬክተሩ፣ ምክትል ዋና ዳይሬክተሩና ዐቃቢያን ሕግ ውጭባሉ ማንኛውም የባለስልጣኑ ሠራተኞች ላይ ተፈጻሚነት ይኖረዋል። 4. የጾታ አገላለጽ በዚህ ደንብ ውስጥ በወንድ ፆታ የተገለፀው የሴት ጾታንም ይጨምራል፤ ክፍል ሁለት የሥራ ምደባ፣ የደመወዝ ደረጃና አበል ክፍያ 5. የሥራዎች ምደባ 1) ባለሥልጣኑ ለአደረጃጀቱ የሚስማማ የሥራ መደብ አጥንቶ ተግባራዊ ሊያደርግ ይችላል፤ 2) አንድ አዲስ የሥራ መደብ ካሉት የሥራ ሂደቶች ጋር ያለው የሥራ ግንኙነትና ተደጋጋፊነት ቅደም ተከተል መሰረት ይደራጃል፤ 3) አዲስ የሥራ መደብ ራሱን የቻለ የሥራ ሂደት መሆን የሚችል ከሆነ ካለው የሥራ ሂደት ጋር ባለው ተከታታይነትና ተመጋጋቢነት መሠረት ይበልጥ ውጤት ሊያመጣ በሚችልበት ሁኔታ ይደራጃል፤ 4) በሠራተኛ የተያዘ አንድ የሥራ መደብ በድጋሚ ከተመደበ፤ (ሀ) በከፍተኛ ደረጃ	3. Scope of Application This regulation shall be applicable to all workers of the Authority except the General Director, Deputy General Director and Public Prosecutors. 4. Gender Description In this regulation, any expression in the masculine gender shall include the feminine gender. Part Two Assignment of work, Salary Level and Per Diem Payment 5. Assignment of Work 1) The Authority may study and implement work positions suitable to its organization; 2) A new work position shall be organized by following its relationship with existing work processes and the sequence of taking one from the other of related activities; 3) Where the new work position fulfills the work process level, it shall be organized in a way of its relationship with the existing work processes and achieve result by supporting each other; 4) Where a work position occupied by a worker is to be re-assigned : (a) Where he is assigned to a higher level and the worker fulfils the required work ability of the level, the level
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Dambii kana keessatti jechi koornayaa dhiiraatiin ibsamee dubartiis ni dablata Kutaa Lama Ramaddii Hojii, Sadarkaa Mindaa Fi Kaffaltii Durgoo 5. Ramaddii Hojiiwwanii 1) Abbaan Taahitichaa gita hojii gurmaa'insa isaatiif mijaa'aa ta'e qoratee hojiirraa oolchuu ni danda'a. 2) Gitni hojii haaraan tokko adeemsaalee hojii jiran waliin wal-qunnamtii fi tartiibaa wal- harkaa fuudhiinsa hojii walitti dhufeenyaa qabu hordofee gurmaa'a. 3) Gitni hojii haaraan sadarkaa adeemsa hojii kana guutu yoo ta'e haala adeemsa hojii jiru walitti hidhamiinsa qabuu fi wal-deeggaree bu'aa buusuu danda'uun gurmaa'a 4) Gitni hojii hojjataan qabame tokko irraa deebi'ame yoo ramadame (a) Sadarkaa ol-aanutti yoo ramadamee fi hojjetichi sadarkaa dandeetti hojii barbaachisu kanguutu yoota'eguddinni	ከተመደበናሠራተኛው የሚፈለገውንየስራ ችሎታደረጃ የሚያሟላ ከሆነ የደረጃው ዕድገት ይሰጠዋል፤ (ለ)ሠራተኛውበዝቅተኛ ደረጃከተመደበወይም በከፍተኛደረጃተመደቦ መስፈርቱን የማያሟላ ከሆነ በባለስልጣኑውስጥ ተመጣጣኝ የስራመደብ ካለይመደባል፤ (ሐ)በሌለየስራመደብላይ ስራተኛንመቅጠር፤ ማሳደግ፤መቀየርወይም ከደረጃዝቅ አድርጎ መመደብ አይፈቀድም፡፡ 6. የደመወዝ ደረጃ 1) ባለሥልጣኑ ለስራተኞቹ የሚጠቅሙትን የደመወዝ ደረጃ አጥንቶ ለመንግሥትአቅረቦ በማስወሰን ተግባራዊ ያደርጋል፤ 2) እኩል ደረጃ ያላቸው የስራ መደቦች እኩል መነሻ ደመወዝ ይኖራቸዋል፤ 3) ይህ የደመወዝ ደረጃም ለያንዳንዱ የስራ መደብ መነሻና ጣሪያ የደመወዝ ደረጃ እንዲሁም በየጊዜው የሚደረግ የደመወዝ ጭማሪ እስኬል ይኖረዋል፤ 4) በየሁለት ዓመቱ የሥራ አፈፈፃፀም አማካኝ ውጤታቸው አጥጋቢና ከዚያ በላይ የሆነ ሠራተኞች የደመወዝ እርከንጭማሪ ያገኛሉ፤	promotion shall be granted to him; (b) Where the worker is assigned to a lower or higher level assigned but fail to fulfill the criteria, and where there is an equivalent work position in the Authority, he shall be assigned on such position; (c) It is prohibited to employ, promote and transfer or to downgrade a worker on a work position which does not exist. 6. Salary Level 1) The Authority shall study the salary scale of its workers and submit to the president; implement same up on approval; 2) Work positions having equivalent level shall have equal base line salary scale; 3) This salary scale shall have the base line and ceiling salary for each work positions as well as salary scale increment which shall be made periodically; 4) Workers who scored satisfactory and above in their work performanceevaluation shall get salary scale increment within two years intervals 7. Various Per Diems The Authority shall study various allowance payments
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sadarkichaa ni kennamaaf. (b) Sadarkaa gadi-aanaatti yoo ramadame yookiin sadarkaa ol-aanaatti ramadamee hojjetichi kan hin guunnee yoota'e, AbbaaTaayitichaa keessatti gita hojii wal-qixxee ta'e yoo jiraate irratti ni ramadama. (c) Gita hojii hin jirreeirratti hojjataa qaxaruun, guddisuu fi jijjiruun yookiin sadarkaa irraa gadi buusanii kramaduun hin heyamamu. 6. Sadarkaa Mindaa 1) Abbaan Taayitichaa sadarkaa mindaa hojjattoota isaatiif gargaaran qoratee Pirezidaantii kdhiyessee yeroo hayyamamu hojiirra ni oolcha. 2) Gitootni hojii sadarkaawal-gituqaban mindaa ka'umsaa wal-qixxee qabaatu. 3) Sadarkaan mindaa kunis tokkoon tokkoo gita hojiitiif ka'umsaa fi fixee mindaa	7. ልዩ ልዩ አበሎች ባለሥልጣኑ ልዩ ልዩ የአበል ክፍያ ዓይነቶችን አጥንቶ ለመንግሥት አቅርቦ በማስወሰን ተግባራዊ ያደርጋል፤ አፈ.ባፀሙንም ይቆጣጠራል. ክፍልሦስት ክፍት የሥራ መደቦችንበሰራተኛ ስለማስያዝ 8. መርህ 1) ክፍት የሥራ መደብን በሠራተኛ ማስያዝ የሚቻለው የሰው ሃይል ዕቅድን መሠረት በማድረግ በቅጥር፤ በደረጃ እድገት፤ በዝውውርና በሚደረገው ምደባ ይሆናል፤ 2) በዚህ አንቀጽ ንዑስ አንቀጽ (1) የተመለከተው እንደተጠበቀ ሆኖ ቅጥር፤ የደረጃ ዕድገትና ምደባ የሚፈጸመው በውድድር ይሆናል፤ 3) ክፍት የሥራ መደብን በሠራተኛ ለማስያዝ ውድድር የሚካሄደው የተሻለ የሙያ ብቃትና ሥነ-ምግባር ያለውን ሠራተኛ ለመምረጥ ይሆናል፡፡ 9. የደረጃ ዕድገት	and submit to the president and implement same up on its approval; also follow up its implementation. Part Three Occupying Vacant Position by Workers 8. Principles 1) Occupying vacant work position in workers shall be made by employment, level promotion, transfer and assignment undertaken based on human resource plan; 2) Without prejudice to the provision specified under sub article (1) of this article, an employment, level promotion and assignment shall be made through competition; 3) The competition shall be conducted to occupy vacant position with the worker with a view to choose a worker having high ethical conduct and ability. 9. Level Promotion 1) The level promotion shall be granted to promote the work performance of the Authority and to encourage the worker;
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akkasumas iskeelii dabalata mindaa yeroo yeroodhan godhamuu qabaata. 4) Hojjattootni madaalliin bu'aa raawwii hojii isaanii quubsaa fi isaa ol ta'ee waggaa lama lamaan dabalata iskeelii mindaa ni argatu 7. Durgoo Adda Addaa Abbaan Taayitichaa haala kaffaltii durkgoo adda addaa qorachuudhaan Pirezidaantiif dhiyeessee yammuu hayyamamuuf hojiirra ni oolcha;haala rawwii isaas ni to'ata. Kutaa Sadii Gita Hojii Duwwaa Hojjataan Qabsiisuu 8. Qajeeltoowwan 1) Gita hojii duwwaa hojjetaan qabsiisuun kan danda'amu karoora human namaaa bu'uura godhuun qacarrii, guddina sadarkaa, jijjirraa fi ramaddii raawwatamuun ta'a. 2) Keewwata kana keewwata xiqqaa(1) irratti kan ibsame akkuma jirutti ta'ee qacarriin, guddinni sadarkaa fi ramaddiin kan raawwatamu dorgommiin ta'a.	1) የደረጃዕድገት-የሚሰጠው-የባለ ሥልጣኑን የሥራ ውጤታማነት ለማሻሻልና ሠራተኛን ለማበረታታት ይሆናል፤ 2) ባለሥልጣኑ-አንድን ክፍት የሥራ-መደብ በሚከተሉት ሁኔታዎች ያለው-ድድር በደረጃ ዕድገት እንዲያዝጊያደርግ ይችላል፤ (ሀ) ተወዳዳሪው ለሥራ መደቡ የሚጠይቀውን ተፈላጊ ችሎታና ሥነ-ምግባር አሟልቶ ሲገኝናበባለሥልጣኑ የሚሰጠውንፈተና 50% እናከቢያበላይ ነጥብካመጣ፤ (ለ) ሠራተኛው በባለሥልጣኑ ውስጥ ባለው የሥነ-ምግባርና የሥራ ውጤት ጥዕናልና ዐርአያ ተብሎ ሲመረጥና ለስራ መደቡ የሚጠይቀውን ተፈላጊ ችሎታ አሟልቶ ሲገኝ ወይም ሊያሟላ የቀረው የአገልግሎት ጊዜ ከአንድ ዓመት	2) The Authority may make the existing vacant position occupied with worker by granting level promotion without competition for the issues mentioned below: (a) Where the competitor fulfils the ability and ethical conduct the work position requires and scores 50% or above in the examination provided by the Authority; (b) Where the worker is selected as a role model in the Authority for his ethical conduct and efficiency and fulfill the ability required for the work position, or remain with one year to fulfill such requirement; (c) Where the worker served as a reserve for one year and more on that position with good conduct and scoring satisfactory work performance result and fulfill the ability required for the level or left with not more than one year to fulfill such criteria; or (d) Where it is necessary to assign a worker with high ethical conduct on a work position which require high ethical conduct. 3. Any worker:
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3) Gita hojii duwwaa hojjataan qabsiisuuf dorgommiin kan gaggeeffamuuf hojjataa naamusaa fi dandeettiin caallee argame filachuufiidha. 9. Guddina Sadarkaa 1) Guddinni sadarkaa kan kennamuu bu'aa hojii Abbaa Taayitichaa fooyyeessuu fi hojjataa jajjabeessuuf tsa'a. 2) Abbaan Taayitichaa dhimmoota kanaa gadiktti ibsamaniin gita duwwaa jiru dorgommii malee guddina sadarkaa kennuun akka qabamu gochuu ni danda'a (a) Dorgomaan dandeetti fi naamusa gitni hojichaa kana kdura barbaachisu guutee yoo argamee fi qormaataa Abbaan Taayitkichaa kennuuf q abxii %50 fi isaa ol yoofide, (b) Hojjatichi Abbaa Taayitichaa keessatti naamusa qabuu fi bu'aa hojii isaatiin adda duree ta'ee yoo filatamee fi gita hojichaaf dandeetti barbaachisu kan guutu yookiin guutudhaaf waggaan tokko kan isa hafu yoo ta'e, (c) Hojjatichigita hojii sana irraa waggaa tokko fi isaa ol naamusa garii kfi bu'aa hojii quubsaa galmeessuun eeggattummaadhaan yoo	ያልበለጠ ሆኖ ሲገኝ፤ (ሐ) ሠራተኛው በስራ መደቡ ላይ ለአንድ ዓመት ወይም ከዚያ በላይ መልካም ሥነ-ምግባርና አጥጋቢ የስራ ውጤት እያስመዘገበ በተጠባባቂነት ካገለገለና ለቦታው የተጠየቀውን ተፈላጊች ሎታ ያሟላ ወይም ሊያሟላ የቀረው የአገልግሎት ጊዜ ከአንድ ዓመት ያልበለጠ ሆኖ ሲገኝ፤ (መ) የላቀ የሥነ-ምግባር ብቃት በሚጠይቅ የስራ መደብ ላይ በሥነ-ምግባር የተሻለን ሠራተኛ መመደብ አስፈላጊ ሆኖ ሲገኝ፤ 3) ማንኛውም ሠራተኛ፡- (ሀ) በከባድ ዲሲፕሊን ግድፈት ተከስሶ የተቀጣ ከሆነ ቅጣቱ ከተወሰነበት ጊዜ ጀምሮ ሁለት ዓመት እስከሚሆነው፤ ወይም (ለ) በዲሲፕሊን የተከስሶ	(a) Shall not be allowed to compete for level promotion where he is accused of committing grave disciplinary faults and has been penalized up to 2 years from the date he is penalized; or (b) Accused of committing disciplinary fault until decision is passed on him. 3) The Authority shall issue implementation directive of level promotion. 10. Internal Transfer 1) Internal transfer may be made for the matters specified below: (a) To assign a worker and work temporarily on a vacant work position to make work not affected until permanent worker be employed on the position; (b) To temporarily replace a worker who terminate work due to sickness, education and training or other issues which are beyond control; (c) To transfer a worker who has suffered with health problem to a better work position or place;
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tajaajilee fi dandeettii sadarkaa sanaaf baerbachisu kan guutuu yookiin guutuudhaaf waggaa tokko hin callee kan isaa hafu yoo ta'e yookiin (d) Gita hojii naamusaa olaanaa gaafatuu irratti hojjataa naamusa fooya'aa qabu ramaduun barbaachisaa yoota'edha. 3) Hojjataan kamiyyuu: (a) Hanqina naamusaa cimaan himatamee adabameera yoo ta'eguuyyaa itti murtaa'ee kaasee hanga waggaa lama guututti yookiin (b) Hanqina naamusaan himatamee murtiin hanga itti hin kennamnetti sadarkaa guddinaatiif akka dorgomu hin hayyamamuuf. 4) Abbaan Taayitichaa qajeelfama raawwiiguddina sadarkaa ni baasa. 10. Jijjiirraa Keessaa 1) Dhimmoota kanaa gaditti ibsamaniin jijjiiraan keessaa raawwatamuu ni danda'a. (a) Gita hojii banaa irratti hanga hojjataan qacaramutti hojichi akka hin miidhamne hojjataa yeroodhaaf ramadanii hojjechiiksuuf, (b) Dhukkubaan, barumsaa fi leenjiiidhaan yookiin dhimmoota biro	ከሆነ ክሱ ውሳኔ እስከሚያገኝ ድረስ ለደረጃ ዕድገት ለመወዳደር አይፈቀድለትም፤ 4) ባለሥልጣኑ የደረጃ ዕድገት አፈፃፀም መመሪያ ያወጣል፡፡ 10. የውስጥ ዝውውር 1) የውስጥ ዝውውር በሚከተሉትም ክንያቶች ሊፈፀም ይችላል፡-(ሀ) በተፈጠረ ክፍት የሥራ መደብ ላይ ሠራተኛ እስከሚቀጠር ድረስ ሥራው እንዳይበደል ሠራተኛን በጊዜያዊነት መድቦ ለማሰራት፤ (ለ) በሕመም ወይም በትምህርት ወይም ስልጠና ወይም ከአቅም በላይ በሆኑ ሌሎችም ክንያቶች ከሥራው የተለየን ሠራተኛ በጊዜያዊነት ለመተካት፤ (ሐ) የጤና መታወክ ያጋጠመውን ሠራተኛ ወደ ተሻለ የስራ	(d) To assign through transfer a worker whose work position is cancelled; (e) It may be possible to transfer from one work position or work place to another, a worker who return to work after 3 months due to special leave with or without pay and sick leave as well as force majeure; where it is impossible to assign to his previous place; (f) To assign and make a worker work on a place where he can score better result; (g) To remove a worker from his place where his ethics is found to be not certain and cause obstruction on service delivery; (h) To suspend the worker from the current work position until final decision is passed on the of disciplinary charge brought against him; (i) Where a worker
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humnaa oliitiin hojjataa hojii addaan kute yeroodhaaf bakka buusuuf, (c) Hojjataa dhibee fayyaatiin qabame gita yokiin bakka hojii fooyya'aatti jijjiruuf, (d) Hojjataa gitni hojii isaa haqame jijjiirraan ramaduuf, (e) Hayyama adda mindaan itti kaffalamu yookiin mindaa malee akkasumas hayyama dhukkubaa yookiin sababa humnaa ol ta'e kan biraatiin hojjataa ji'a sadii booda gara hojiitti deebi'u bakka isaa duriitti ramaduun yoo hin danda'amnegita yookiin bakka hojii kan biraatti jijjiiruun ni danda'ama; (f) Hojjataan bakka caalmaatti bu'aa buusutti ramadanii hojjachiisuuf, (g) Naamuusni hojjatichaa shakkisiisaa fi kenniinsa tajaajilaa irratti rakkoo kan uumu ta'ee yoo argame bakka sanaa kaasuuf, (h) Himannaan hanqina naamusaa irratti baname hanga murtii dhumaa argatutti hojjaticha gita hojii sana irraa kaasuuf, (i) Hojjataan yoo gaafate4e fi gaaffiin isaa fudhatama yoo argate,	መደብ ወይም የስራ ቦታ ለማዛወር፤ (መ) የስራ መደብ የተሰረዘበትን ሠራተኛ አዛውሮ ለመመደብ፤ (ሠ) ደመወዝ የሚከፈልበት ወይም የማይከፈልበት ልዩ ፈቃድ እንዲሁም የሕመም ፈቃድ ወይም ከአቅም በላይ በሆነ ምክንያት ከስራ ተለይቶ ከሦስት ወር በኋላ ወደ ስራው የሚመለስን ሠራተኛ በነበረው የሥራ መደብ ላይ መመደብ ያልተቻለ እንደሆነ ወደ ሌላ የሥራ መደብ ወይም ቦታ ማዛወር ይቻላል፤ (ረ) ሠራተኛው የበለጠ ውጤታማ ሊሆን በሚችልበት ቦታ መድቦ ለማሰራት፤ (ሰ) የሠራተኛው ሥነ-ምግባር አጠራጣሪ ወይም በአገልግሎት	requests so and acceptance; or (j) Any other matter which necessitates the transfer of the worker. 2) Where the Authority finds necessary for facilitating work, it may assign on equivalent position and salary in the office, transfer a worker from one work position to another work position having similar level or from one work place to another work place through competition; 3) Notwithstanding to the provision specified under sub article (1) of this article, it is possible to transfer and make a worker to work without reducing his salary and without respecting his level or his job type so as to protect the Authority from damage or to correct the damage occurred on it; 4) The Authority may issue internal transfer performance directive. 11. Assignment 1) The Authority may where
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yookiin (j) Dhimma jijjiirraa hojjatichaa barbaachisaa taasisuu kan biraa kaminiyyuu, 2) Abbaan taayitichaa hojichaaf barbaachisaa ta'ee yoo arge hojjataa tokko waaajjiricha keessatti gita hojii kfi mindaa wal- qixxee, gita hojii tokko irraa gita hojii sadarkaa wal-qixxee qabvu kan biraatti yookiin bakka hojii tokkoo bakka hojii kanbiraatti dorgomsiiisee jijjiiruudhaan hojjachiisuu ni danda'a. 3) Keewwata kana keewwata xiqqaa (1) irratti kan ibsama yoo jiraateeyyuu Abbaa Taayitichaa irratti miidhaan akka hin geenye gochuuf yookiin miidhaa gahe sirreessuuf hojjataa tokko osoo mindaa isaa hin hir'isinsadarkaan isaa yookiingosti hojii Osoo hin eegamin jijjiraadhaan hojjachiiskuun ni danda'ama. 4) Abbaan taayitaa qajeelfamaa raawwii jijjiirraa keessaa baasuu ni danda'a 11. Ramaddii 1) Abbaan Taayitichaa gurmaa'insa haaraa qoratee yammuu hojiirra oolchu hojjetaa dorgomsiiisee ramdee hojjechiisuu ni danda'a 2) Ramaddiin Hojii Gaggeessitoofaa fi itti	አሰጣጥ ላይ ጉድለት የሚፈጥር ሆኖ ሲገኝ ሠራተኛውን ከቦታው ለማንሳት፤ (ሸ) በሠራተኛው ላይ የተጀመረ የዲ.ሲ.ፕ.ሲ. ክስ እስከሚጣራና የመጨረሻ ውሳኔ እስከሚያገኝድረስ ሠራተኛውን ከቦታው ለማንሳት፤ (ቀ) ሰራተኛው ሲጠይቅና ጥያቄው ተቀባይነት ሲያገኝ፤ ወይም (በ) የሠራተኛውን ዝውውር አስፈላጊ የሚያደርግ ማንኛውም ሌላ ምክንያት ሲያጋጥም፡፡ 2) ባለ-ሥልጣኑ ለሥራው አስፈላጊ ሆኖ ካገኘው አንድን ሠራተኛ በመስሪያ ቤቱ ውስጥ በእኩል የስራ መደብና ደሞዝ፤ ከአንድ የስራ መደብ ወደ ሌላ እኩል የስራ መደብ ያለው ወይም ከአንድ የሥራ ቦታ ወደ ሌላ የስራ	it study and implement new organization, assign workers and make them work through competition; 2) The assignment of managers and deputy managers of zonal and 1st and 2nd“A” grade cities shall be undertaken by the General Director of the Authority from those who fulfill the educational qualification and experience that the position requires and those who win the competition and have good ethical conduct by consulting the administrative bodies of each level so as to enable them manage the activities of the sector with sufficient knowledge and the managers other than that of the managers of district offices and 1st and 2nd“A” grade urban centers shall be uniformly performed by the manager of the Zonal Branch Office; that of the managers of the 1st and 2nd“A” grade sub cities shall be made by the managers of the Offices of same cities; 3) The assignment of the process owners of Zonal level and the 1st and 2nd“A” grade urban centers shall be made by the manager of the office
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aantota waajjira Godinaalee fi Magaalota sadarkaa tokkooffaa fi lammaffaa “A” Hojii seektarichaa beekkumsaagahaadhaan Hogganuu akka danda’anitti sadarkaa barumsaa fi tajaajila iddichi gaafatu kanneen guutanii kfi kdorgomanii kan moo’atanii kfi naamusaa ol-aanaa kan qaban qaama bulchiinsaa sadarkaa sadarkaadhaan jiran kmariisisuudhaan Daayreetara ol-aanaa Abbaa Taahiktichaatiin kan raawwatamu yoo ta’u, kan Hojii Gaggeessitoota waajjira aanaalee fi magaalota sadarkaa tokkooffaa fi lammaffaa “A” dhaan alajiranii kbifa wal-fakkaatuun HojiiGaggeessaa Wajjiraa DameeGodinaatiin raawwatama, kan kutaalee magaalota sadarkaa tokkooffaa fi lammaffaa “A” Hojii Gaggeessitoota waajjiraalee magaalota kanatiin gaggeeffama. 3) Ramaddiin abbootii adeemsaa sadarkaa Godinaa fi Magaalota sadarkaa tokkooffaa fi lammaaffaa “A” Hojiigaggeessaa waajirichaatiin kdhiyaatee qaama ol-aanaatiin erga mirkanaa’ee booda hojii gaggeessaa waajjiraatiin kan raawwatamuu yoota’u; kan abbootii adeemsaa	ቦታአወዳድሮ በማዛወር ማሰራት ይችላል፤ 3) በዚህ አንቀጽ ንዑስ አንቀጽ (1) ስር የተደነገገው ቢኖርም፤ በባለሥልጣኑ ላይ ጉዳት እንዳይደርስ ለማድረግ ወይም የደረሰ ጉዳትን ለማስተካከል ማንኛንም ሠራተኛ ደመወዙ ሳይቀነስ ከነበረበት ዝቅ ያለ ደረጃ ወዳለው የስራ መደብና የስራ አይነት በማዛወር ሊያሰራው ይችላል፤ 4) ባለሥልጣኑ የውስጥ ዝውውር አፈፃፀም መመሪያ ሊያወጣ ይችላል፡፡ 11.ምደባ 1) ባለሥልጣኑ አዲስ አደረጃጀት አጥንቶ ተግባራዊ በሚያደርግበት ጊዜ ሠራተኞችን በማወዳደር ደልድሎ ሊያሰራ ይችላል፤ 2) የስራ አመራሮችና የዞኖች መስሪያ ቤት ምክትሎችና የአንደኛና የሁለተኛ ደረጃ “ሀ” ከተሞች ምደባ የሴክተሩን ስራ በበቂ እውቀት መምራት እንዲችሉ ቦታው የሚጠይቀውን የትምህርት	after their nomination by the manager of the office and approval by the concerned higher body; and that of the process owners other than district level and 1st and 2nd “A” grade cities shall be made by the manager of the district or city and city after their nomination by manager of District office or the City and approval by the Zone office; whereas that of the Sub city, 1st and 2nd “A” grade urban centers performed by the manager of the Sub city after their nomination by manager of sub-city office and approval by the city office; 4) Where the managers and directors/work process owners are removed from their post (position) they shall leave the salary they have been paid for the positioned and shall be assigned on a formerly allowed vacant position where educational qualification and experience that such position requires by demoting two levels; 5) Oromia Civil Service and Good Governance Bureau
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sadarkaa Aanaa fi Magaalotaa sadarkaatokkooffaa fi lammaffaa “A” ala jiranii Hojii gaggeessaa Waajjiraa Aanaa yokiin Magaalaatiin dhiyaatee Waajjira Godinaatiin erga mirkanaa’ee booda hojiigaggeessaa aanaa yookiinmagaalaatiin raawwatama’ kan kutaa magaalaa, magaalota sadarkaa tokkooffaa fi lammaffaa “A” immoo Hojii gaggeessaa waajjira kutaa magaalatiin dhiyaatee waajjira magaalaatiinerga mirkanaa’ee booda Hojiigaggeessaa kutaa magaalaan kan raawwatamu ta’a. 4) Hojii gaggeessitootni fi daayreektarootnii/abbootii adeemsaa itti gaafatamummaa irraa yommuu ka’an mindaa gita hojichaaf kaffalamaafii ture gadi dhisuudhaan hanga sadarkaa lamaa gadibu’ee sadarkaa barnootaa fi muxannoo hojii gitichigaafatuun ramaddiin kan kennamuuf gita hojii kdursee hayyamamee fi banaa ta’e irratti ta’a. 5) Hojjataan yeroo cee’umsaa ramaddiihinargannee	ደረጃና አገልግሎት የሚያሟሉ እና ተወዳድረው ያሉት፤ መልካም ስነ-ምግባር ያላቸው በየደረጃው ያሉ የአስተዳደር አካላትን በማማከር በባለ-ሥልጣኑ ዋናዳይሬክተር የሚፈፀም ሲሆን፤ የአንደኛና ሁለተኛ ደረጃ “ሀ” ከተሞችም በተመሳሳይ መልኩ የወረዳዎች መስሪያ ቤቶች ስራ አስኪያጆችና በዞን ቅርንጫፍ መስሪያ ቤቶች ስራ አስኪያጆች ይከናወናል፤ 3) የዞንደረጃና የአንደኛና ሁለተኛ ደረጃ ‘ሀ’ ከተሞች የስራ ሂደት ባለቤቶች በመስሪያ ቤቱ ስራ አስኪያጅ ቀርቦ በበላይ አካል ከፀደቀ በኋላ በመስሪያ ቤቱ ስራ አስኪያጅ የሚከናወን ሲሆን፤ ከወረዳ ደረጃና ከአንደኛና ሁለተኛ ደረጃ “ሀ” ከተሞች ውጭ ያሉት የስራ ሂደት ባለቤቶች በወረዳ ወይም ከተማ ጽሕፈት ቤት ስራ ስካጅ ቀርቦ በዞን ጽሕፈት ቤት ከፀደቀ በኋላ በወረዳ ወይም በከተማ	shall undertake the assignment of the flooter workers who did not get assignment during transition time to make them assigned and work in other sectors found at each levels of the region; 6) The Authority shall not be obliged to take a worker assigned to it from other office unless it allows so; 7) The Authority shall issue assignment directive. 12. Implementation Procedures of Employment 1) The Authority may employ a worker by one of the following ways: (a) By issuing notice and competition; (b) By creating ties with higher educational institutions and inviting graduates by competition; (c) By calling and competing competitors having good ethical conducts and abilities depending on the evidence at its hand previously; (d) By calling and
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sektaroota kanneen biro naanicha keessatti sadarkaa sadarkaan argamanitti ramadamanii akka hojjatan Biiron sivil sarviisiifi Bulchiinsa Gaarii Oromiyaa ramaddii isaanii ni raawwata. 6) Abbaan Taayitichaa yoo hayyame malee hojjataa waajjira biraa irraa ramaddiin dhufe fudhachuuf hindirqisiifamu 7) Abbaan Taayitichaa qajeelfama ramaddii ni baasa. 12. Akkaataa Raawwii Qaxarrii 1) Abbaan Taayitichaa adeemsa kanaa gadiktti ibsaman keessaa isa tokkoon hojjetaa qaxaruu ni kdanda'a. (a) Beeksisa baasee dorgomsiisuun, (b) Dhaabbiilee barnootaa ol-aanaa waliin wal-quunnamtii uumuun eebbifamtoota affeeree dorgomsiisuun, (c) Ragaa dorgomtootaa duraan of-harkaa qabuun dorgomtoota naamusa gaarii kfi dandeetti qaban	ስራአስኪያጅ ይከናወናል፤ የክፍለ ከተማ፣ የአንደኛና ሁለተኛ ደረጃ 'ሀ' ከተሞች ደግሞ ለክፍለ ከተማ ጽሕፈት ቤት ስራአስኪያጅ ቀርቦ በከተማ ጽሕፍት ቤት ከፀደቀ በኋላ በክፍለ ከተማ ስራአስኪያጅ የሚከናወን ይሆናል፤ 4) ሥራአስኪያጆችና ዳይሬክተሮች ወይም የስራ ሂደት ባለቤቶች ከሐላፊነት ሲነሱ በስራ መደቡ ሲከፈላቸው የነበረውን ደመወዝ በመልቀቅ ሁለት ደረጃ ዝቅ ብለው የስራ መደቡ በሚጠይቀው የትምህርት ደረጃና የስራ ልምድ የሚሰጠው ቀድሞ በተፈቀደና ክፍት የስራ መደብ ላይ ይሆናል፤ 5) በሽግግር ጊዜ ምደባ ያላገኘ ሠራተኛ በክልሉ በየደረጃው በሚገኙ በሌሎች ሴክተሮች ውስጥ ተመድበው እንዲሰሩ የኦሮሚያ ሲቪል ስርቪስና መልካም አስተዳደር ቢሮ ምደባቸውን ያከናውናል፤ 6) ባለሥልጣኑ ከሌላ መስሪያ ቤት በምደባ የሚመጣ	conducting competition of the competitors who have applied through attaching notice of vacant position on the website; (e) By calling and examining the competitors and insuring that they score 50% or above based on genuine evidence about competitors submitted by 3rd party; 2) The Authority shall issue employment directive. 13. Limitations to be Employed as a Worker The following shall not be employed in the Authority: 1) Who charged with grave criminal offenses and punished; 2) Who has been dismissed from duty from any government office including the Authority due to misconduct; 3) Who is proved to have bad ethical conduct at his residence; 4) Who is not volunteer to
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waamee dorgomsisuun, (d) Gita hojii duwwaa weeb-saayitii irratti baasuun dorgomtoota iyyatan waamee dorgomsisuun, yookiin (e) Waa'ee dorgomtoota raga amanamaa qaama sadaffaa irraa dhiyaatuun dorgomtoota wazamee dandeettii isaanii qormsaata kennuun qabxii %50 ol fuduu isaanii mirkaneessuudhaan. 2) Abbaan Taayitichaa qajeelfama raawwii qacarrii ni baasa. 13. Hojjataa Ta'anii Qaxaramuuf Haalawwan Hin Dandeessifne Kanneen kanagaditti ibsaman Abbaa Taayitichaatti qaxaramuu hin danda'an. 1) Yakka cimaan himatamee kan itti adabame, 2) Abbaa Taayitichaa dabalatee waajjira Mootummaa yookiin waajjira kamiyyuu irraa hir'ina naamusaatiin kan	ሠራተኛን ለመቀበል አይገደድም፤ 7) ባለሥልጣኑ የምደባ አፈፃፀም መመሪያ ያወጣል፡፡ 12. ስለቅጥር አፈፃፀም 1) ባለሥልጣኑ ከሚከተሉት ሂደቶች ውስጥ በአንዱ ሠራተኛን ሊቀጥር ይችላል፡- (ሀ) ማስታወቂያ አውጥቶ በማወዳደር፤ (ለ) ከከፍተኛ ትምህርት ተቋማት ጋር ግንኙነት በማድረግና ምሩቃንን ጋብዞ በማወዳደር፤ (ሐ) ከራሱ የመረጃ ቋት ከሚያገኘው የቀድሞ አመልካቾች ዝርዝር የተሻለ ሥነ-ምግባርና ችሎታ ያላቸውን ተወዳዳሪዎች ጠርቶ በማወዳደር፤ (መ) ክፍት የሥራ መደብ ማስታወቂያዎችን በመረጃ መረብ በመልቀቅ በዚህ መሰረት አመልካቾችን ጠርቶ በማወዳደር፤ ወይም (ሠ) ስለአመልካቾች በሦስተኛ ወገን	register his property; 5) Who failed to bring clearance from his former working office; 6) Who failed to bring evidence proving his health condition; or 7) Who is failed to bring certificate ascertaining that he is free from criminal records. 14. Ensuring Competency During Probation Period 1) The objective of period of apparentship is to prove the ability of a newly employed worker by making a close follow up of his activity; 2) A worker shall be employed for Probation period up to 9 months; 3) The ability of any worker on the period of probation shall be proved by taking the average of the evaluation result he scored during the probation period and the result he has got from the examination given during probation period training; 4) Workers assigned in the directorate/ core work
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hojiirraa gaggeeffame. 3) Naannoo jireenyaa isaatti naamusa badaa kan qabu ta'uun kan mirkanaa'e, 4) Qabeenyaa isaa galmeessisuuf hayyamamaa kan hin taane, 5) Waajjira kanaandura keessa hojjachaa ture irraa waraqaa qulqulluummaa fiduu kan hin dandeenye, 6) Waraqaa raga fayyummaa isaa mirkaneessuufiduu kan hin dandeenye, yookiin 7) Yakka irraa billisa ta'uu isaatiif waraqaa raga dhiyeessuu kan hin dandeenye, 14. Yeroo Yaalii Kessa Gahumsa Mirkaneessuu 1) Kaayyoon yeroo yaalii hojjataan haaraa qaxarame waa'ee hojii isaa irratti hordoffiin godhamee dandeetti isaa mirkaneessuufiidha. 2) Hojjataan yeroo yaaliif kan qacaramu hanga ji'oota sagaliif ta'a. 3) Hojjataan yeroo yaalii irra jiru kamiyyuu dandeettiin isaa kan mirkanaa'u bu'aa madaallii hojii kyeroo yaaliitiin qabxii argatee fi	ለባለሥልጣኑ የሚሠጡት ታማኝነት ያላቸውን ምስክርነቶች መሠረት በማድረግ ተወዳዳሪዎችን ጠርቶፈተና በመስጠት ከ50% በላይ ማምጣታቸውን በማረጋገጥ፤ 2) ባለስልጣኑ ስለቅጥር አፈፃፀም ሁኔታ መመሪያ ያወጣል፡፡ 13. በባለሥልጣኑ ሠራተኛ ሆኖለመቀጠር የማያስችሉ ሁኔታዎች የሚከተሉት በባለሥልጣኑ ሊቀጠሩ አይችሉም፡- 1) በከባድ ወንጀል ተከስሶ የተቀጣ ወይም የተፈረደበት፤ 2) ባለሥልጣኑን ጨምሮ ከመንግሥታዊ ወይም ከማንኛውም መስሪያ ቤት በዲስፕሊንጉ ድለት ምክንያት ከሥራ የተሰናበተ፤ 3) በሚኖርበት አካባቢ የሥነ-ምግባር ችግር ያለበት መሆኑ የተረጋገጠበት፤ 4) የግል ንብረቱን ለማስመዝገብ ፍቃደኛ ያልሆነ፤ 5) ቀደም ሲል ይሰራ ከነበረበት መሥሪያ ቤት የስንብት ደብዳቤ ማቅረብ ያልቻለ፤ 6) የጤንነት ማረጋገጫ ሕክምና ምርመራ ውጤት ወረቀት ማቅረብ ያልቻለ፤ ወይም	processes of this sector and those who support this directorate/ core work processes shall be provided with training in the probation period; 5) The probation period of a worker who is assigned on a job position shall be in the 9 month plan performance; however, where the ability of a worker is suspicious, the probation period may be extended for 3 months; where there is tangible reason which makes the worker not to stay on work, it may be possible to dismiss from work before completing the probation period; 6) Where a worker on probation period is absent from work due to employment disease or injury, he shall be made to complete the probation period he is unable to complete when he recover from that disease or injury; 7) Administrative and Human Resource
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qabxii qormaata leenjii yeroo yaalii keenamuun argate giddu galeessi isaa fudhatamee ta'a 4) Hojjattoota daayreektodeemsaalee hojii ijoo seektara kana keessatti ramadamanii fi kanneen daayreektoreetii/adeemsaalee eehojii kanaafdeeggarsa kennaniif yeroo yaalii keessatti leenjiin ni kennamaaf. 5) Yeroon yaalii hojjataa gita hojii irratti ramadamee raawwii karoora ji'a sagalii keessa ta'a; haata'u malee dandeettiin hojjatichaa shakkisiisa yoota'e, yeroo yaalii kana ji'a sadiif dheeressuun ni danda'ama; sababni qabatamaan hojjaticha akka hojiirra hin turre godhu yoo jiraate yeroo yaalii kana osoo hin xumurin hojiirraageggeessuun ni danda'ama. 6) Hojjataan yeroo yaaliirra jirudhukkuba hojii irra dhufuun yookiin midhamaan yoo hojiirra	7) ከወንጀል ነፃ መሆኑን የሚገልፅ ማረጋገጫ ያላቀረበ። 14. በሙከራ ጊዜ ብቃትን ስለማረጋገጥ 1) የሙከራ ጊዜ ዓላማ አዲስ የተቀጠረ ሠራተኛ ሥራው ላይ ክትትል ተደርጎ ብቃቱን ለማረጋገጥ ነው፤ 2) ሠራተኛ ለሙከራ ጊዜ የሚቀጠረው ለዘመኝ ወራት ያህል ይሆናል፤ 3) በሙከራ ላይ ያለ ማንኛውም ሠራተኛ ብቃቱ የሚረጋገጠው በሙከራ ጊዜ በሚያገኘው የስራ አፈፃፀም ውጤትና በዚሁ ጊዜ ውስጥ በሚሰጠው ስልጠና በሚያገኘው የፈተና ውጤት ድምር አማካኝ ውጤት ይሆናል፤ 4) በዚህ ሴክተር ዳይሬክቶሬት/ዋና የስራ ሂደቶች ውስጥ የተመደቡትና ለዚህ ዳይሬክቶሬት/የስራ ሂደቶች ድጋፍ ለሚሰጡ ባለሙያዎች በሙከራ ጊዜ ውስጥ አስፈላጊው ሥልጠና ይሰጣቸዋል፤ 5) በሥራ መደብ ላይ የተመደበ ሠራተኛ የሙከራ ጊዜው በዘመኝ ወራት ዕቅድ አፈፃፀም ውስጥ ይሆናል፤ ይሁን እንጂ የሠራተኛው ብቃት/ችሎታ አጠራጣሪ ከሆነ የሙከራ ጊዜውን ለሶስት ወር ማራዘም ይቻላል፤ ሠራተኛው በሥራ ላይ እንዳይቆይ የሚያደርግ	Development Directorate shall present the work evaluation report concerning the disciplinary condition and performance result of the worker who has completed his probation to be provided before making him permanent worker; 15. Become Permanent Worker 1) Any worker on probation period shall only be a permanent worker where he get satisfactory and above result by taking the average result of his work evaluation result during the probation period and the examination result given during the probation period training 2) Notwithstanding to the provision specified under sub article (1) of this article, a worker for whom training is necessary in the probation period shall be made permanent where only his 9 months work performance evaluation result is satisfactory and
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hafe yeroo yaalii hin xumurin hafe sana yeroo dhukkuba yookiin miidhaa irra fayyu sana akka xumuru nigodhama. 7) Daayreektoreetiin Bulchiinsaa fi Misooma Humna Namaa hojjataan yeroo yaalii isaa xumure hojjataa dhaabbii gochuun duraa haala naamusa hojjatichaa fi bu'aa hojii hojjatichaa ilaalchisee gabaasni gamaaggama hojii hojjatichaa akka dhiyaatu ni taasisa. 15. Hojjataa Dhaabbii Ta'u. 1) Hojjataan yeroo yaalii irra jiru kamiyyuu bu'aa madaallii hojii yeroo yaaliitiin qabxii argatee fi qabxii qormaata leenjii yeroo yaalii kennamuun argate giddugaleessi isaa fudhatamee qubsaa fi kanaa ol yoo argate qofa ta'a. 2) Kan keewwata kana keewwata xiqqaa(1)jalatti ibsame yoo jiraateyyuu hojjataa yeroo yaalii keessa leenjiin barbaachisuu hojjataa dhaabbii ta'uu kan danda'u madaalliin	ተጨባጭ ምክንያት ሲኖር የሙከራ ጊዜውን ሳይጨርስ ከሥራ ማሰናበት ይችላል፤ 6) የሙከራ ጊዜ ላይ ያለ ሠራተኛ ከስራ በሚመጣ በሽታ ወይም በጉዳት ከሥራ ከቀረ ሳይጨርስ የቀረውን የሙከራ ጊዜውን ከህመሙ ወይም ጉዳቱ ሲድን እንዲጨርስ ይደረጋል፤ 7) የሰው ሀብት አመራርና ልማት ዳይሬክቶሬት የሙከራ ጊዜውን ያጠናቀቀ ሠራተኛን ቋሚ ከማድረጉ በፊት የሠራተኛውን የስነ-ምግባር ሁኔታና የሥራ አፈፃፀም ውጤት በተመለከተ የሠራተኛው የሥራ ግምገማ ሪፖርት እንዲቀርብ ይደረጋል፡፡ 15. ቋሚ ሠራተኛ ስለመሆን 1) ማንኛውም በሙከራ ጊዜ ላይ ያለ ሠራተኛ የባለሥልጣኑ ቋሚ ሠራተኛ የሚሆነው በሙከራ ጊዜ ባገኘው የሥራ አፈፃፀም ምዘና ውጤትና በሙከራ ጊዜ በተሰጠው ስልጠና ያገኘው የፈተና ውጤት አማካኝ ተወስዶ አጥጋቢና ከአጥጋቢ በላይ ሆኖ ሲገኝ ብቻ ይሆናል፤ 2) የዚህ አንቀጽ ንዑስ አንቀጽ (1) ቢኖርም በሙከራ ጊዜ ስልጠና የሚያስፈልገው ሠራተኛ ቋሚ ሠራተኛ መሆን የሚችለው የዘጠኝወር የሥራ አፈፃፀም	above; 3) Without prejudice to the provisions under sub articles (1) and (2) of this article, where the report delivered in accordance with article 13 (7) of this regulation indicates that the worker has grave disciplinary problem, he shall not be permanent worker; 4) The letter of his being permanent worker shall be given for a worker who has completed his probation period effectively. Part Four Training 16. Objective of Training 1) Workers of the Authority shall be trained with a view to enable them achieve better results on the activities they are assigned by building the performance abilities or to make them have shoulder more responsibilities with the skill they have gained; 2) Any training provided to a worker shall be directly
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raawwii hojii isaa kan ji'a sagalii quubsaa fi isaa ol yoota'eedha. 3) Kan keewwata kana keewwatoota xiqqaa(1) fi (2) irratti ibsaman akkuma jiraniktti ta'ee akkaataa dambii kana keewwata 13 (17) tiin gabaasni dhiyaate hojjatichi hanqina naamusaa cimaa kan qabu ta'uu yoo agarsiise hojjataa dhaabbii ta'uu hin danda'u. 4) Hojjataa yeroo yaalii isaa haala quubsaadhaan xumureef hojjataa dhaabbii ta'uu isaatiif xalayaan nikennamaaf. Kutaa Afur Leenjii 16. Kaayyoo Leenjii 1) Hojjattootni Abbaa Taahitichaa akka leenji'an kan godhamaniif dandeetti raawwii hojii isaanii fooyyessuun hojii ramadaman irratti bu'aa fooyya'aa akka argamsiisuu danda'aniif yookiin ogummaa argataniin itti gaafatamummaa caalu akka qabaatan gochuudhaaf,	ውጤቱ አጥጋቢና ከአጥጋቢ በላይ ሲሆን ነው፤ 3) በዚህ አንቀጽ ንዑስ አንቀጽ (1) እና (2) ስር የተደነገገው እንደተጠበቀ ሆኖ በዚህ ደንብ አንቀጽ 13 (7) መሠረት የሚቀርበው ሪፖርት ሠራተኛው ከባድ የሥነ-ምግባር ጉድለት ያለበት መሆኑን የሚያሳይ ከሆነ ቋሚ ሠራተኛ ሆኖ ሊቀጠር አይችልም፤ 4) የሙከራ ጊዜውን በአጥጋቢ ሁኔታ ላጠናቀቀው ሠራተኛ ቋሚ ሠራተኛ ለመሆኑ ደብዳቤ ይሰጠዋል። ክፍልአራት የሠራተኞች ሥልጠና 16. የሥልጠና ዓላማ 1) የባለሥልጣኑ ሠራተኞች እንዲሰለጥኑ የሚደረገው ብቃቱንና የሥራ አፈፃፀም ችሎታቸውን በማሻሻል በተመደቡበት ሥራ ላይ የተሻለ የሥራ ውጤት ለማስመዝገብ እንዲችሉ ወይም ባገኙት መያየት የበለጠ ተጠያቂነት እንዲኖራቸው ለማድረግ ይሆናል፤ 2) ለሠራተኛ የሚሰጠው ማንኛውም ሥልጠና	linked with the work on which he is assigned. 17. Duty to Provide Training The Authority is obliged to provide necessary training for its workers. 18. Implementation of Training and its Results 1) The Authority shall prepare and implement a consistent training program by creating connection with higher educational institutions or in collaboration with other training institutions; 2) Any training provided continuously for 15 and more days shall have an examination and the minimum passing result shall be decided by the Authority; 3) 3) The result a worker scores on this training and the type of training he has taken shall be attached and kept on the personal record of the worker; 4) The Authority shall issue the workers training directive.
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2) Leenjiin hojjataaf kennamuu kamiyyuu kallatiidhaan hojii irratti ramadame waliin qunnamtii kan qabu ta'uu qaba. 17. Dirqama Leenjii Kennuu Abbaan Taayitichaa Leenjii barbaachisu hojjattoota isaatiif kennuuf dirqama qaba. 18. Raawwii fi Bu'aa Leenjii 1) Abbaan taayitichaa Manneen Barnoota Ol-aanaa waliin wal-qunnamtii uumuun yookiin Dhaabbilee Leenjii kan biraa waliin ta'uun sagantaa leenjii walitti fufiinsa qabu qopheessee hojjiirra ni oolcha. 2) Leenjiinguyyaa 15 ol walitti aansee kennamu kamiyyuu qormaata kan qabu yammuu ta'u qabxiin gadi aanaan ittin darbamu Abbaa Taayitichaan murtaa'a. 3) Qabxiin hojjataan leenjii kana irratti argatee fi gosti leenjii inni fudhate kuusaa dhuunfaa hojjatichaa irratti hidhamee taa'a. 4) Abbaan Taayitichaa qajeelfama leenjii	ሠራተኛው ከተመደበበት ሥራ ጋር ቀጥተኛ ግንኙነት ያለው መሆን አለበት። 17. ሥልጠና የመስጠት ኃላፊነት ባለሥልጣኑ ለሠራተኞች አስፈላጊውን ሥልጠና የመስጠት ኃላፊነት አለበት። 18. ስለሥልጠና አፈፃፀምና ውጤት 1) ባለሥልጣኑ ከከፍተኛ የትምህርት ተቋማት ጋር ግንኙነት በማድረግ ወይም ከሌሎች የስልጠና ድርጅቶች ጋር በመሆን ቋሚና ተከታታይነት ያለው የስልጠና ፕሮግራም ቀርጾ ተግባራዊ ያደርጋል፤ 2) ማንኛውም ከአስራ አምስት ቀን በላይ በተከታታይ የሚሰጥ ሥልጠና ፈተና የሚኖረው ሲሆን ዝቅተኛው የማለፊያ ውጤት በባለሥልጣኑ ይወሰናል፤ 3) ሠራተኛው በዚህ ሥልጠና የሚያገኘው ውጤትና የስልጠናው ዓይነት ከማጎደሩ ጋር ተያይዞ ይቀመጣል፤ 4) ባለሥልጣኑ ስለሠራተኞች ሥልጠና መመሪያ ያወጣል።	Part Five Performance Evaluation and Incentives 19. Performance Evaluation 1) The work performance evaluation system shall be transparent and be work performance evaluation that depends on outcome and be supported by tangible evidences; 2) The work performance evaluation system shall be:- (a) Which enables to measure by evaluating the utilization of property and time with the quality and result of a work; (b) Which strengthen team work and common motivation; (c) Which speed up taking one from the other of activities and service delivery; (d) Which create factual competition between the workers; work processes or groups and which encourage effectiveness of the sector; (e) Which ensure the individual and group benefits of the workers; and (f) Which is undertaken transparently where the concerned workers are found
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hojjattootaa ni baasa. Kutaa Shan Madaallii Raawwii Fi Jajjabeessituu 19. Madaallii Raawwii Hojii 1) Sirni gamaaggama raawwii hojii kifaa fi madaallii raawwii hojii bu'aa irratti hundaa'ee fi raga qabatamaan deeggerame ta'uu qaba. 2) Sirni madaallii raawwii hojii: (a) Itti fayyadama qabeenyaa fi yeroo bu'aa fi qulqullina hojii waliin madaaluunsafaruu kandandeessisu, (b) Gareen hojjechuu fi kaka'umsa waliinii kan cimsu, (c) Wal-harkaa fuudhinsa hojii kfi kenniinsaa tajaajilaa kan ariifachiisuu, (d) Hojjattoota, adeemsaalee hojii kyookiin garee gidkdutti wal-dorgommii kkdhugaa kan uumuufi bu'a qabeessummaa seektarichaa kan	ክፍል አምስት የሥራ አፈፃፀም ምዘና እና ማትጊያ 19. የሥራ አፈፃፀም ምዘና 1) የሥራ አፈፃፀም ምዘና ሥርዓት ግልጽና ወጤት ላይ የተመሠረተ የሥራ አፈፃፀም ምዘና እና በተጨማሪ መረጃ የተደገፈ መሆን አለበት፤ 2) የሥራ አፈፃፀም ምዘና ሥርዓት፡- (ሀ) የሀብትና የጊዜ አጠቃቀምን ከሥራ ውጤትና ጥራት ጋር በማነፃፀር ለመመዘን የሚያስችል፤ (ለ) የቡድን አሰራርንና የጋራ ተነሳሽነትን የሚያጎለብት፤ (ሐ) የሥራ-ቅብብሎሽንና የአገልግሎት አሰጣጥን የሚያፋጥን፤ (መ) በሠራተኞች ሥራ ሂደቶች ወይም በቡድኖች መካከል ጤናማ የውድድር መንፈስ የሚፈጥርና የሴክተሩን	3) Which include individual worker, group, directorate/ work process and the sector; 4) The work performance evaluation shall be performed by the director of the directorate/ process owner; and shall collect evidences regarding particular worker by following up from time to time; 5) Director of the directorate/ the process owner shall evaluate the work performance of a worker based on the effect oriented work plan prepared and agreed up on and signed; 6) Where the work performance evaluation is not submitted timely based on tangible evidence presented, the director of the directorate/process owner shall be made liable; 7) The Authority shall prepare and implement the evaluation performance directive. 20. Incentives 1) The Authority shall undertake incentive
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jajjabeessu, (e) Fayyadamummaa dhunfaa fi garee hojjattootaa kan fmirkaneessuu fi (f) Bakka hojjatootni dhimmi ilaalu argamanitti ifatti kan gaggeeffamuudha. 3) Gamaggamichi hojjataa dhuunfaa, garee, daayreektoreetii/adeemsa hojii kfi akka seektaraatti kan hammatu ta'uu qaba; 4) Madaallin raawwii hojii Daayereektara daayereektoreetiin /Abbaa adeemsa hojiitiin kan raawwatamu ta'ee, raga waa'ee hojjataa sanaa yeroo yeroon hordoffii godhee walitti qabachuu qaba; 5) Daayereektarri daayereektoreetii/Abbaan adeemsa hojii raawwii khojii hojjataa tokko kan madaalu karoora hojii bu'aa irratti hundaa'ee qophaa'ee irratti waliigalanii mallatata'een ta'uu qaba; 6) Raawwii hojiiragaa qabatamaa irratti hundaa'ee yeroon kan	ውጤታማነት የሚያበረታታ፤ (ሠ) የሠራተኛውን የግልና የጋራ ተጠቃሚነት የሚያረጋግጥ፤ እና (ረ)ጉዳዩ የሚመለከታቸው ሠራተኞች በተገኙበት በግልጽ የሚካሄድ ነው፡፡ 3) ግምገማው የግል ሠራተኛ፤ ቡድን፤ ዳይሬክቶሬት/የሥራ ሂደትና እንደ ሴክተር የሚደረግ መሆኑን አለበት፤ 4) የሥራ አፈፃፀም ምዘና በዳይሬክቶሬቱ ዳይሬክተር /በሥራ ሂደት ባለቤት የሚከናወንሆኖ፤ ስለሠራተኛ ው የሥራ አፈፃፀም በየጊዜው ክትትል እያደረገ መረጃዎችን በአግባቡ መያዝ አለበት፤ 5) የዳይሬክቶሬቱ ዳይሬክተር/የ ሥራ ሂደቱ ባለቤት የሠራተኛውን የሥራ አፈፃፀም የሚመዝነው ከሰራተኛው ጋር ተስማምተውበት በተፈራረሙት ውጤት ተኮር የሥራ ዕቅድ መሆኑን	payment for the workers at the end of the year as per the permission of the government where his work performance result is higher; 2) An incentive shall be paid for the worker depending on the salary and work performance result of the worker as well as the result of the ethical conduct he has registered in the year; those who have registered below satisfactory work performance result shall not be entitled to the incentives; 3) The performance of incentive payment shall be undertaken in accordance with the directive to be issued by the Authority. Part Six Working Hours and Various Leaves 21. Regular Working Hours 1) The regular working hours of the Authority shall be determined as per the work situation of the Agency; and shall not
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hindhiyaanne yoo ta'e, Daayereektarri daayereektoreetti/Abbaan adeemsa hojii itti gafatama; 7) Abbaan Taayitichqaa qajeelfama raawwii madaallii qopheesse hojiirra ni oolcha. 20. Jajjabeessituu 1) Abbaan Taayitichaa bu'aa raawwii hojii isaa ol-aanaa yoo ta'e akkaataa mootummaan hayyamuun hojjataadhaaf dhuma waggaa irratti kaffaltii jajjabeessituu ni raawwata. 2) Jajjabeessituun hojjataaf kan kaffalamu mindaa hojjatichaa fi bu'aa raazwwii hojii akkasumas bu'aa naamusaa inni waggaa keessatti galmeesse irratti hundaa'ee ta'a; bu'aan raawwii hojii isaanii giddu galeessan quubsadhaagadi kan galmeessan jajjabeessituu hin argatan. 3) Raawwiin kaffaltii jajjabeessituu qajeelfama Abbaan Taayitichaa baasuun raawwatama. Kutaa Jaha Yeroohojii Fi Hayyama Adda Addaa 21. Yeroo Hojii Idilee 1) Yeroon hojii idilee hojjatoota Abbaa Taayitichaa akkaataa haala hojichaan kan murtaa'u	አለበት፤ 6) የሥራ አፈፃፀም ምዘና ተጨባጭ መረጃን መሠረት በማድረግ በጊዜ ካልቀረበ የዳይሬክቶሬቱ ዳይሬክተር/የሥራ ሂደቱ ባለቤት ተጠያቂ ይሆናል፤ 7) ባለሥልጣኑ የስራ አፈፃፀም ምዘና መመሪያ አዘጋጅቶ ተግባራዊ ያደርጋል ። 20. ማበረታቻ 1) ባለሥልጣኑ የሥራ አፈፃፀሙ ከፍተኛ ከሆነ የመንግስት በሚፈቅደው መሠረት ለሠራተኛው በዓመቱ መጨረሻ የማበረታቻ ክፍያ ይፈጽማል፤ 2) ለሠራተኛው የሚከፈለው የማበረታቻ ክፍያ የሠራተኛውን ደመወዝና የሥራ አፈፃፀም ውጤት እንድሁም በአመት ውስጥ ያስመዘገበውን የሥነ ምግባር አፈፃፀም ውጤት መሠረት ያደረገ ይሆናል፤ አማካይ የሥራ አፈፃፀም ውጤታቸው ከአጥጋቢበታች ያስመዘገቡት ማበረታቻ አያገኙም፤ 3) የማበረታቻ ክፍያ አፈፃፀም ባለሥልጣኑ	exceed 43 hours in a week; 2) The starting and ending of working hours of the workers of the Authority shall be decided by the Authority. 22. Annual Leave 1) An annual leave shall be given to enable the worker of the Authority to continue his service delivery in a renewed mood for he rested for fixed time; 2) Any newly employed worker shall not have right to get annual leave without serving for 11 months; 3) An annual leave shall not be changed in money; 4) Without prejudice to the provision under sub article (3) of this article the authority may make the annual leave which the worker does not use to be changed in money where the work situation of the worker is mandatory; 5) Notwithstanding to the provision specified under
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ta'eetorbanitti sa'aatii 43 caaluu hin qabu, 2) Yeroon hojjattootni Abbaa Taayitichaa hojii galaniifi bahan Abbaa Taayitichaan murtaa'a. 22. Hayyama Boqonnaa Waggaa 1) Heyyamni boqonnaa waggaa kan kennamu hojjataan Abbaa Taayitichaa yeroo murtaa'eef boqochuu isaatiin yaada haara'een tajaajila isaa akka itti fufu dandeessisuuf, 2) Hojjataan haaraa qacarama kamiyyuu ji'oota 11f tajaajila osoo hin kenning hayyama boqonnaa waggaa argachuuf mirga hin qabu. 3) Heyyamni boqonnaa waggaa maallaqatti hin jijjiramu 4) Kan keewwata kana keewwataxiqqaa (3) jallatti ibsame akkuma jirutti ta'ee, haalli hojii hojjatichaa dirqisiisaa yoota'eAbbaan Taayitichaa hayyama waggaa hojjataan itti hin fayyadamne maallaqatti akka jijjiramuufgochuu ni danda'a. 5) Kan keewwata kana keewwata xiqqaa (4) jalatti ibsame yoo jiraateeyyuu, hojjataan tokkowaggaa lamaa ol hayyama waggaa malee akka hojjatu hin hayyamamu. 23. Hayyama Adda Mindaa Wajjiin Kennamu Hojjataan kamiyyuu: 1) Mana murtii	በሚያወጣው መመሪያ ይከናወናል፡፡ ክፍል ስድስት የሥራ ሰዓትና ልዩ ልዩ ፈቃድ 21. መደበኛ የሥራ ሰዓት 1) የባለሥልጣኑ ሠራተኞች መደበኛ የሥራ ሰዓት እንደ ስራው ሁኔታ የሚወሰን ሆኖ በሣምንት ከ43 ሰዓት መብለጥ የለበትም፤ 2) የባለሥልጣኑ ሠራተኞች የሥራ መግቢያና መውጫ ሰዓት በባለሥልጣኑ ይወሰናል፡፡ 22. የዓመት ዕረፍት ፈቃድ 1) የዓመት ዕረፍት ፈቃድ የሚሰጠው የባለሥልጣኑ ሠራተኛ ለተወሰነ ጊዜ በማረፍ በታደሰ ሀሳብ አገልግሎቱን እንዲቀጥል ለማስቻል ነው፤ 2) አዲስ የተቀጠረ ማንኛውም ሠራተኛ ለአስራ አንድ ወራት (11) አገልግሎት ሳይሰጥ የዓመት እረፍት ፈቃድ የማግኘት መብት የለውም፤ 3) የዓመት እረፍት ፈቃድ በገንዘብ አይለወጥም፤ 4) በዚህ አንቀጽ ንዑስ አንቀጽ	sub article (4) of this article, it is prohibited to make a worker work for more than 2 years without annual leave; 23. Special Leave with Pay Any worker:- 1) Shall have the right to get leave where he is served with summon from court or other Authorized bodies until the date of completion of that case; 2) Notwithstanding to the provision specified under sub article (1) of this article, a worker shall not be paid salary where he stay more than three months. 24. Special Leave without Pay 1) The Authority may allow a leave for not more 3 months for any worker who has completed his probation period and requests a special leave without pay for sufficient reason and where such request does not affect the interest of the Authority; 2) Notwithstanding to the provision under sub article (1) of this article,
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yookiinqaamolee biro aangoon kennameefiinwaamichi yammuu dhiyaatuuf hanga guyyaa dhimmi sun xumuramuutti hayyama argachuuf mirga ni qaba. 2) Kan keewwata kana keewwata xiqqaa(1) irratti ibsame yoo jiraateyyuu hojjataa tokkoof ji'a 3 ol yooture mindaan hin kaffalamuuf. 24. Hayyama Adda Mindaa Malee Kennamu 1) Hojjataan yeroo yaalii isaa xumure kamiyyuu sababa gahaa ta'een heyyamni adda mindaan itti hin kaffalamne akka kennamuuf yoo gaafatee fi faayidaa Abbaa Taayitichaa kan hin mine yoo ta'e yeroo ji'a sadii khin caalleef hayyamamuufii ni danda'a. 2) Kan keewwata kana keewwata xiqqaa(1) jalatti tumane yoo jiraateyyuu, hojjataan barumsa isaa fooyeffachuuf hayyama waggaa mindaa malee yoo gaafate hanga barumsa isaa xumurutti ni kennamaaf. 3) Sababa humnaa ol ta'een hojjataan tokko hojiirra hafee guyyaa 30 keessatti sababa hojiirra hafeef Abbaa Taayitichaa yoo beeksisee fi yoogaafateboqonnaanwagg aa ji'a sadii hincaalle mindaa malee ni kennamaaf. 25. Bu'aa Hayyamni Yeroo	(3) የተመለከተው ቢኖርም የሠራተኛው የሥራ ሁኔታ አስገዳጅ ከሆነ ባለሥልጣኑ ሠራተኛው ያልተጠቀመበትን የዓመት ዕረፍት ፈቃድ ወደ ገንዘብ እንዲለወጥለት ማድረግ ይችላል፤ 5) በዚህ አንቀጽ ንዑስ አንቀጽ (4) ስር የተመለከተው ቢኖርም ሠራተኛው የዓመት ፈቃድ ሳይወስድ ከሁለት ዓመት በላይ እንዲሰራ ማድረግ አይቻልም፡፡ 23. ከደመወዝ ጋር ስለሚሰጥ ልዩ ፈቃድ ማንኛውም ሰራተኛ፡- 1) በፍርድ ቤት ወይም በሕግ ሥልጣን ከተሰጣቸው ማንኛውም አካል መጥሪያ ሲደርሰው ጉዳዩ እስከሚጠናቀቅ ድረስ ፈቃድ የማግኘት መብት አለው፤ 2) የዚህ አንቀጽ ንዑስ አንቀጽ (1) ቢኖርም ሠራተኛው ከሦስት ወር በላይ ለሚቆይባቸው ደመወዝ አይከፈለውም 24. ያለደመወዝ ስለሚሰጥ ልዩ ፈቃድ 1) የሙከራ ጊዜውን ያጠናቀቀ ማንኛውም ሠራተኛ በበቂ ምክንያት ደመወዝ የማይከፈልበት ልዩ	where a worker requests a leave without pay to improve his education, he shall be provided until he complete his education; 3) Where a worker is absent from work due to force majeure and notify the Authority the reason of his absence in 30 days and request the leave, he shall be allowed an annual leave without pay for not more than three months. 25. Effects of Long Term Leave 1) A work position shall remain vacant for a worker who is on long term leave only for 3 months; 2) It is possible to occupy by another person a work position of a worker who is absent from work for more than 3 months due to sick leave or special leave without pay or other force majeure; 3) Notwithstanding to the provisions specified under sub articles (1) and (2) of this article, where the special profession and the ability of the worker is
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Dheeraa Hordofsiisu 1) Hojjataan Hayyama yeroo dheeraa irra jiru tokko gitni hojii ksun banaa ta'ee kan isa eegu ji'oota sadii qofaaf ta'a 2) Hayyamadhukkubaa yookiin hayyama adda mindaa malee yookiin sababa humnaa ol ta'e kan biraan ji'oota sadii ol hojjataa hojiirratti hin argamne gita hojii kisaa nama biraatiin qabsiisuun ni danda'ama; 3) Kan keewwata kana keewwatoota xiqqaa(1) fi (2) jalatti ibsame yoo jiraateyyuu, ogummaa adda fi dandeettin hojjatichaa baay'ee barbaachisaa yoo ta'e gita hojii isaa hojjataa kan biraa osoo hin qabsiisin yeroo ji'oota jahaahincaalleef tursiisuun ni danda'ama. Kutaa Torba Dirqamaa Fi Naamusa Hojjattoota Abbaa Taayitichaa 26. Dirqama Hojjattoota Abbaa Taayitichaa 1) Imaammata Mootummaa fi tarsimoo Abbaa Taayitichaa hojii irra oolchuu fi raawwachiisuu. 2) Bakka fi yeroo hojiitti amala gaarii kfi naamusa gaarii qabaatee argamuu, 3) Gahee hojii isaa kennamee fi hojjiiwwan kan biro bu'uura seeraatiin raawwachuu, 4) Labsiiwwan, dambiiwwanii	ፈቃድ እንዲሰጠው የጠየቀ እንደሆነ የባለሥልጣኑን ጥቅም የማይጎዳ ከሆነ ከሦስት ወር ለማይበልጥ ጊዜ ሊፈቀድለት ይችላል፤ 2) የዚህ አንቀጽ ንዑስ አንቀጽ (1) ቢኖርም ሠራተኛው ትምህርቱን ለማሻሻል ያለደመወዝ የዓመት ፈቃድ ከጠየቀ ትምህርቱን እስከሚያጠናቅቅ ደመወዝ የማይከፈልበት ልዩ ፈቃድ ይሰጠዋል፤ 3) ከአቅም በላይ በሆነ ምክንያት በሥራው ላይ ሊገኝ ያልቻለ ሠራተኛ ከሥራው የቀረበትን ምክንያት በሠላሳ ቀናት ውስጥ ለባለሥልጣኑ ሪፖርት ያደረገና የጠየቀ እንደሆነ ደመወዝ የማይከፈልበት ከሦስት ወር ያልበለጠ የአመት ዕረፍት ይሰጠዋል፡፡ 25. ለረጅም ጊዜ የሚቆይ ፈቃድ የሚያስከትለው ውጤት 1) በረጅም ጊዜ ፈቃድ ላይ ያለ ሠራተኛ የሥራ መደቡ ክፍት ሆኖ የሚጠብቀው ለሦስት ወር (3) ያህል ጊዜ ብቻ ይሆናል፤ 2) በሕመም ፈቃድ ወይም ደመወዝ የማይከፈልበት በልዩ ፈቃድ ወይም ከአቅም በላይ በሆነ በሌላ ምክንያት ከሥራ የተለየ ሠራተኛ ከሦስት ወር (3) በላይ ሥራ ላይ ያልተገኘን ሠራተኛ የሥራ መደቡን በሌላ ሠራተኛ ማስያዝ	very important, it is possible to make stay but not extend in my opinion his work position for not more than 6 months without occupying it by other worker. Part Seven Obligations and Code of Ethics of Workers of the Authority 26. Obligations of Workers of the Authority 1) Implementing and executing the government policy and strategy of the Authority; 2) Having good ethics and discipline at work place and time; 3) Performing his duty and other activities in accordance with the law; 4) Respecting the proclamations, regulations and directives related to the government activities; and; 5) Respecting the disciplinary rules of the Authority. 27. Registration of Property Any worker has obligation to register property registered or held in his name, in his wife's name and in his children's
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fi qajeelfamoota dhimma hojii Mootummaa Ilqaalan kabajuu fi 5) Dambii naamusaa Abbaa Taayitichaa kabajuuf dirqama qaba. 27. Qabeenyaa Galmeessisuu Hojjataan Kamiyyuu Maallaqa dabalatee qabeenya maq2aa isaatiin, haadha manaa isaa fi ijoollee isaa umuriin isaanii waggaa 18 gadi ta'aniin galmaa'ee yookiin qabamee jiru galmeessiskuuf dirqama qaba. 28. Muxannoo Babal'isuu Hojjataan kamiyyuu leenjiidhaan yookiin bifa biraatiin muxannoo biyaa aalaa yookiin biyyaa keessa argate barreeffamaan Abbaa Taayitichaa dhiyeessuu kfi hojjataa kan biraaf dabarsuuf dirqama qaba. 29. Naamusa Hojjattootaa 1) Hojjataan kamiyyuu hojii isaa naamusa ol-aanaan raawwachuudhaan fudhatama fi amanta Abbaan Taayitichaa ummata biratti qabu guddisuu fi dagaggiksuuf gahee isaa bahuu qaba. 2) Abbaan Taayitichaa qajelfama sirna naamusaa hojjattootaa ni baasa. 30. Badii Naamusaa Hojjataan dhimmoota dambii kana keessatti tuqamanii kfi kanneen qajeelfama naamusaa Abbaa Taayitichaa	ይቻላል፤ 3) የዚህ አንቀጽ ንዑስ አንቀጽ (1) እና (2) ቢኖርም የሠራተኛው ልዩ ሙያና ችሎታ እጅግ አስፈላጊ ከሆነ የሠራተኛውን ሥራ መደብ በሌላ ሠራተኛ ሳያስይዙ ለስድስት ወርላልበለጠ ጊዜ ክፍት አድርጎ ማቆየት ይቻላል፡፡ ክፍል ሰባት የባለሥልጣኑ ሠራተኞች ች ግዴታና ሥነ-ምግባር 26. የባለሥልጣኑ ሠራተኞች ግዴታ 1) የመንግሥትን ፖሊሲና የባለሥልጣኑን ስትራቴጂ ተግባራዊ የማድረግና የማስፈጸም 2) በሥራ ጊዜና ቦታ መልካም ፀባይና ሥነ-ምግባራዊ ባህሪ ተላብሶ የመገኘት፤ 3) የተሰጠውን የሥራ ድርሻና ሌሎች ሥራዎችን በሕግ መሠረት የማከናወን፤ እና 4) የመንግሥት ስራን የሚመለከቱ አዋጆች፤ ደንቦችና መመሪያዎችን ማክበርና፤ 5) የባለሥልጣኑን የሥነ- ምግባር ደንብ የማክበር ግዴታ አለበት፡፡ 27. ንብረት ስለማስመዝገብ ማንኛውም ሠራተኛ ጥሬ ገንዘብን ጨምሮ በራሱ፤ በሚስቱና ከአስራ ስምንት ዓመት በታች በሆኑ በልጆቹ ስም ተመዝግቦ ወይም ተይዞ የሚገኘውን ማንኛውንም ንብረት የማስመዝገብ ግዴታ አለበት፡፡ 28. ተሞክሮን ስለማካፈል	below 18 years old including properties in the form of cash. 28. Scaling up Experiences Any worker has obligation to transfer the experience he has gained from training or in another way from within the country or abroad to present to the Authority in writing and transfer to transfer same to another worker. 29. Code of Ethics of the Workers 1) Any worker shall promote and enhance the acceptance and trust of the Authority to the public by performing his activity with high ethical conducts; 2) The Authority shall issue the directive of the workers' rule of ethics. 30. Disciplinary Faults Disciplinary measures shall be taken on a worker who is found to commit faults by violating the matters specified in this regulation and in the directive of code of ethics of the Authority. 31. Disciplinary Measures 1) Any worker who has committed disciplinary fault shall be punished
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darbuudhaan balleessaa raawwatee argame adabbiin naamusaa irratti ni fudhatama. 31. Adabbii Naamusaa 1) Hojjataan badii naamusaa raawwate tokko akkaataa ulfaatina balleessaa isaatiin adabbiiwwan kanaagadii keessa tokko irratti murtaa’u ni danda’a. (a) Akeekkachiisa afaanii, (b) Akkeekkachiisa Barreeffamaa, (c) Adabbii hannga mindaa ji’a sadiitti gahu, (d) Waggaa Lamaaf sadarkaa hojii kfi mindaa irraa gadi buusuu, (e) Hojiirragaggeessuu 2) Keewwata kana keewwata xiqqaa (1)(a-c) irratti kan ibsaman adabbii naamusaa salphaa jedhamanii ramadamu. 3) Keewwata kana keewwata xiqqaa (1)(d-f) irratti kan ibsaman adabbii naamusaa cimaa jedhamaniiramadamu, 4) Hojjataan sadarkaa fi mindaa irra gadibu’eeramadame tokko erga adabbii isaa xumuree	ማንኛውም ሠራተኛ በሥልጠናወይም በሌላ መልክ በአገር ውስጥም ሆነ በውጭ አገር ያገኘውን ተሞክሮ በጽሑፍ አጠናቅሮ ለባለሥልጣኑ የማቅረብና ያገኘውን ልምድም ለሌላ ሠራተኛም የማካፈል ግዴታ አለበት። 29. የሠራተኞች ሥነ-ምግባር 1) ማንኛውም ሠራተኛ ሥራውን በላቀ ሥነ-ምግባር በማከናወን ባለሥልጣኑ በህብረተሰቡ ዘንድ ያለውን ተቀባይነትና የሚጣልበትን አመኔታ ወደላቀ ደረጃ ለማድረስ የበኩሉን ጥረት ማድረግ አለበት፤ 2) ባለሥልጣኑ የሠራተኞች የሥነ-ምግባር መመሪያ ያወጣል። 30. የዲሲፕሊን ጉድለት የዚህን ደንብ ድንጋጌዎችና የባለሥልጣኑን የሥነ-ምግባር መመሪያ በመጣስ ጥፋት ፈጽሞ የተገኘ ሠራተኛ የዲሲፕሊን ቅጣት ይወሰንበታል። 31. የዲሲፕሊን ቅጣት 1) የዲሲፕሊን ጥፋት የፈጸመ ሠራተኛ እንደጥፋቱ ክብደት እየታየ ከሚከተሉት አንዱ ቅጣት ሊወሰንበት ይችላል፡- (ሀ) የቃል ማስጠንቀቂያ፤ (ለ) የጽሑፍ ማስጠንቀቂያ፤ (ሐ) እስከ ሦስት ወር ደመወዝ የሚደርስ መቀጫ፤ (መ) ለሁለት አመት ከደረጃና ከደመወዝ	with one of the following penalties depending on the gravity of the faults; (a) Oral reprimand; (b) Written reprimand; (c) Penalty up to three month salary; (d) Down grading from work position and salary for two years; (e) Dismissal from job. 2) The penalties specified under sub article (1) (a-c) of this article shall be categorized as simple disciplinary penalties; 3) The penalties specified under sub article (1) (d & e) of this article shall be categorized as rigorous disciplinary penalties; 4) Where it is impossible to re-assign the worker who has been downgraded from his position and salary on his previous position and salary after completing his penalty due to various reasons, it may be possible to assign and make him work on another position without reducing the salary he has been paid before he was
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booda gita hojii irra ture irratti sababa adda addaatiin deebisuun kanhin danda'amne yoo ta'e, mindaa adabamuu isaa dura kaffalamaafi ture osoo hin hir'isin gitni wal-qixa ta'e hanga argamutti bakka biraatti ramadanii hojjachiiksuun ni danda'ama.	ዝቅ ማድረግ፤ (ሠ)ከሥራ ማሰናበት፡፡ 2) በዚህ አንቀጽ ንዑስ አንቀጽ (1) ፊደልተራ (ሀ-ሠ) የተመለከቱት ቀላል የዲሲፕሊን ቅጣት ተብለው ይመደባሉ፤ 3) በዚህ አንቀጽ ንዑስ አንቀጽ (1) በፊደል ተራ(መ) እና (ሠ) የተመለከቱት ቅጣቶች ከባድ የዲሲፕሊን ቅጣት ተብለው ይመደባሉ፤ 4) ከደረጃና ከደመወዝ ዝቅ እንዲል ተደርጎ የተቀጣ ሠራተኛ ቅጣቱን ከጨረሰ ቦኒላ በተለያዩ ምክንያት ወደ ነበረበት የሥራ መደብ መመለስ ያልተቻለ እንደሆነ ከመቀጣቱ በፊት ይከፈለው የነበረው ደመወዙ እየተከፈለው ተመሳሳይ ደረጃ ያለው መደብ እስከሚገኝ ድረስ በሌላ ቦታ መድቦ ማሰራት ይቻላል፡፡	penalized until equivalent work position is found.
32. Balleessaawwan Adabbii Naamusaa Cima Hordofsiisan. 1) Balleessaawwan kanaa gaditti tarreeffaman adabbii naamusaa cima hordofsiisuu danda'u. (a) Faayidaa himalle argachuuf jecha gocha yakka malaammaltummaakal lattiinista'ee al-kallattiin raawwachuu. (b) Ittigaafatamummaa hojii isaa haalaan bahuu dhabuun qaama sadaffaa yookiin Abbaa Taayitichaa irratti miidhaa geessisuu, (c) Ragaa icitiidhaan qabameqaama raga kana argachuu hin malleef dabarsanii kennuu, (d) Sanadootaa fi ragaalee haquu, balleessuu yookiin haala kamiiniyyuu tajaajilaan ala gochuu, (e) Jeequmsa yookiin hojii	32.ከባድ የዲሲፕሊን ቅጣት የሚያስከትሉ ጥፋቶች 1) የሚከተሉት ጥፋቶች ከባድ የዲሲፕሊን ቅጣት ሊያስከትሉት ይችላሉ፤ (ሀ) የማይገባ ጥቅም ለማግኘት በማሰብ በቀጥታም ሆነ በተዘዋዋሪ የሙስና ወንጀልድርጊት መፈጸም፤ (ለ) የሥራ ኃላፊነትን በአግባቡ ባለመወጣት በባለሥልጣኑ ወይም በሦስተኛ ወገን ላይ	32. Faults Entailing Rigorous Disciplinary Penalties 1) The faults mentioned below may entail rigorous disciplinary penalties: (a) Committing corruption crime directly or indirectly with a view to procure undue advantage; (b) Affecting 3rd person or the authority by failing to discharge his work responsibility effectively; (c) Disclosing and providing confidential evidences to unauthorized person; (d) Cancelling and damaging or making documents and evidences useless in whatever means; (e) Instigating, supporting or leading any violence or illegal act; (f) Creating

seeraan alaa kamiyyuu kakaasuu, deeggaruu yookiin hoogganuu, (f) Hojjataa yookiin tajaajilamaa gidduutti loogii uumuu yookiin namootni biraa faayidaa hin mallee akka argatan kallattiinis ta'ee al- kallattiin gargaaruu yookiin deeggaruu, (g) Galiin mootummaa faayidaa dhunfaan yokiin maal nadhibeen hamma barbaadame fi yeroodhaan akka hin sassaabamne gochuu, (h) Kenniinsi tajaajilaa Abbaa Taayitichaa haala barbaadameen akka hin raawwatamne gufachiisuu, (i) Faayidaa Abbaa Taayitichaa irratti hojiin seeraan alaa irratti raawwaatamu isaa otuu beekuu qaamadhimmii ilaalu beeksisuu dhabu, (j) Nama miidhuudhaaf yookiin kaayyoo ofii bakkaan gahuudhaaf ta'e jedhee eeruu soba ta'e dhiyeessuu, (k) Hojii isaatiin walqabatee waliindhahuu yookiin abdii hin raawwatamne namaa kennuu, (l) Sanadoota yookiin	ጉዳት ማድረስ፤ (ሐ) ሚስጥራዊ መረጃዎችን ማግኘት ለማይገባው አካል አሳልፎ መስጠት፤ (መ) ሠነዶችና መረጃዎችን መሰረዝ መደለዝ፤ ማጥፋት ወይም በማንኛውም ሁኔታ አገልግሎት እንዳይሰጡ ማድረግ፤ (ሠ) አመፅን ወይም ማንኛውንም ህገ- ወጥ አድማን ማነሳሳት፤ መደገፍ ወይም መምራት፤ (ረ) በሠራተኛውም ሆነ በተገልጋይ መካከል አድሎ ማድረግ ወይም ሌሎች ተገቢ ያልሆኑ ጥቅም እንዲያገኙ በቀጥታም ሆነ በተዘዋዋሪ ማገዝ ወይም መርዳት፤ (ሰ) የመንግሥትን ገቢ ለግል ጥቅም ሲባል ወይም በቸልተኝነት በተፈለገው መጠንና በወቅቱ እንዳይሰበሰብ ማድረግ፤ (ሸ) የባለሥልጣኑ አገልግሎት አሰጣጥ በአግባቡ እንዳይፈጸም ማድረግ፤ (ቀ) በባለሥልጣኑ ጥቅም ላይ ህገ-ወጥ ድርጊት መፈጸሙን	discrimination amongst the workers or customers or helping, supporting other persons to get undue advantage directly or indirectly; (g) Failure to collect government revenue as required and on time due to self- benefit or negligently; (h) Obstructing service delivery of the Authority not to be performed as required; (i) Failure to report the commission of illegal acts on the interest of the Authority to the concerned body intentionally; (j) Deliberately presenting false complaints to harm a person or achieve self-interest; (k) Committing fraud relating to his work or giving unreal promise for a person; (l) Registering false evidence in the
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galmeewwan	Abbaa	እያወቀ	documents and
Taayitichaa	irratti	ለሚመለከተው አካል	records of the
ragaa	sobaa	አለመጠቀም፤	Authority;
galmeessuu.		(በ) ሰውን ለመጉዳት	(m) Using the emblem
(m) Aasxaa	yookiin	ወይም የግል ዓላማን	and seal of the
chaappaa	Abbaa	ለማሳካት ሆን ብሎ	Authority for illegal
Taayitichaa	hojii	የሐሰት ጥቆማ	acts;
seeraan	alaatiif	ማቅረብ፤	(n) Engaging in broker
fayyadamuu.		(ተ) ከሥራው ጋር	ship or similar acts in
(n) Hojii	Abbaa	ተያይዞ ማጭበርበር	relation with the
Taayitichaa	waliin	ወይም የማይፈጸም	Authority's activities;
wal-qabatee		ተስፋ መስጠት፤	(o) Deliberately
Maddaaluu	fi hojii	(ፑ) በባለሥልጣኑ	submitting or
wal-fakkaatu	irratti	ሠነዶች ወይም	attaching false
bobba'uu		መዝገቦች ላይ	education certificate
(o) Ta'ejedhee	waraqaa	የሐሰት መረጃን	or false work
raga barnootaa	yookiin	ማስፈር፤	experience in
muuxannoo	hojii	(ኀ) የባለሥልጣኑን	personal record;
sabaa	dhiyeessuu	አርማ ወይም	(p) Mishandling, personal
yookiin	galmeetti	ማህተም ለሕገ-ወጥ	use or exposing for
qabsiisuu,		ተግባር መጠቀም፤	others use of the
(p) Qabeenya	Abbaa	(ነ) ከባለሥልጣኑ ሥራ	properties of the
Taayitichaa	seeraan	ጋር በተያያዘ ጉዳይ	Authority;
qabuu	dhiisuu,	መደለል ወይም	(q) Insult or assault of a
faayidaa		መሰል ተግባራት ላይ	worker or customer
dhuunfaafolchuu		ተሠማርቶ መገኘት፤	or his manager by
yookiin namni	biraa	(ኘ) ሆነ ብሎ ሐሰተኛ	instigating violence at
akka itti	fayyadamu	የትምህርት ወይም	workplace;
gochuu.		የሥራ ልምድ ማስረጃ	(r) Affecting work by
(q) Bakka hojiitti	lola	ማቅረብ ወይም	being an addict of
kaasuudhaan	abba	ማያያዝ፤	drink or psychotropic
dhimmaa	yookiin	(አ) የባለሥልጣኑን	drugs;
hojjataa	yokiin	ንብረት በአግባቡ	(s) Requesting or
gaafatamaa	isaa	አለመያዝ ወይም	receiving supports in
arabsuu	yookiin	ለግል ጥቅም ማዋል	
reebuu,		ወይም ሌሎች	
(r) Sababa dhugaatiitiin		እንዲጠቀሙበት	
yookiin baala	sammuu	ማድረግ፤	
namaa	hadochuun	(ከ) በሥራ አካባቢ	
qabamanii	hojii	አምባጓሮ ወይም ጠብ	
miidhuu,		መፍጠር ወይም	
(s) Osoo hin hayyamamin			
maqaa	Abbaa		
Taayitichaatiin			

gargaarsa gaafachuu yookiin fudhachuu, (t) Raawwii hojii ilaalchisee raga sobaa yookiin dogoggoraa dhiyeessuu (u) Abbaadhimmaa deddeebisuu yookiin kabaja barbaachisu abba dhimmaaf kennuu dhiisuu fi amala gaariin keesumeessuu dhabuu, (v) Hojiirratti hojjataa kanbiraa ta'e jedhanii dogoggorsiisuu, (w) Gochaawwan maqaa Abbaa Taayitichaa xureessu yookiin tajaajilamaan Abbaa Taayitichaa irra amantaa akka dhabu kan godhu raawwachuu, yookiin (x) Ajaja dhimma hojiitiif kennamu kabajuu dhiisuudhaan hiri'ina of- eeggannootiin, dhiibba a uumuudhaan yookiin sirna raawwannaa hojii hordofuu dhiisuudhaan hojiirra midhaa geesisuu. (y) Tarkaanfiiwwan adabbii naamusaa salphaadhaan of sirreessuu dhabuudhaan sababa gahaa malee deddeebi'anii hojiira hafuu, yookiin sa'aatii hojii kakbajuu dhabuu. (z) Iddoo Hojiitti	ባለጉዳይን ወይም ባልደረባንወይም ኃላፊውን መስደብ ወይም መደብደብ፤ (ኸ) በአደንዛዥ ዕፅ ወይም በመጠጥ ተዕዕኖ ምክንያት ሥራን መጉዳት፤ (ወ) ሳይፈቀድ በባለሥልጣኑ ስም ዕርዳታን መጠየቅ ወይም መቀበል፤ (ዐ) የሥራ አፈፃፀምን በተመለመሰ የሐሰት ማስረጃ ወይም የተሳሳተ ሪፖርት ማቅረብ፤ (ፀ) ባለጉዳይን ማጉላላት ወይም ለባለጉዳይ ተገቢውን ክብር አለመስጠት ወይም በትህትና አለማስተናገድ፤ (በ) ሥራ ላይ ሌሎች ሠራተኞችን ሆነ ብሎ ማሳሳት፤ (ገሮ) የባለሥልጣኑን ስም የሚያጉድፍ ወይም ተገልጋይ በባለሥልጣኑ ላይ እምነት እንዲያጣ የሚያደርግ ተግባር መፈጸም፤ ወይም (የ) ለሥራ ጉዳይ የሚሰጠውን ትህዛዝ ባለማክበር በጥንቃቄ ጉድለት፤ ተዕዕኖ በማሳደር ወይም የሥራ አፈፃፀም ሥርዓትን ባለመከተል ሥራ ላይ ጉዳት	the name of the Authority without its permission; (t) Submitting false or incorrect evidence regarding work performance; (u) Unduly delaying clients or failure to give due respect for clients and serve them properly; (v) Deliberately misleading another worker while on duty; (w) Committing acts that defame the good name of the Authority or that erodes the trust of service receivers on the Authority; or (x) Affecting work by failure to respect work instruction, with lack of necessary caution, by exerting influence or by failing to follow work performance procedures; (y) To be absence from work repeatedly or failure to respect working hours without good cause; by failing to correct himself through simple disciplinary
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hojiifaallaa hamilee uummataa ta'e raawwachuu, yookiin hojii isaa daantaa siyaasaaf oolchuu kfi haaluma kanaan loogii raawwachuu. 2) Balleessaawwan keewwata kana keewwataxiqqaa (1) jalatti ibsamaniin ala jiran akka balleessaa naamusaa salphaatti lakkaa'amu; tarreeffamni isaa qajeelfama sirna namusaa Abbaan Tayitaa baasuun ibsama. 33. Balleessaa Naamusaa Irra Deddeebiin Raawwatamu 1) Akkaataa dambii kana keewwata 32 tiin balleessaawwan adabbii naamusaa cimaa hordofsiisaniin ala balleessaawwan naamusaa salphaan yeroo lamaaf yoo raawwataman balleessaa namusaa cimaa ta'u 2) Balleessaawwan naamusa cimaan yeroo lamaaf yoo raawwataman hojjetichi hojiirraa ni gaggeeffama. 3) Weewwata kana keewwataxiqqaa (2) jalatti kanibsame akkumaeegametti ta'ee,abbaan Taayitichaa hojjataa balleessa naamusaa cimaa amalayakkaa qabu raawwate hojiirraa gaggeessuuf aangoo qabu hin dangeessu. 34. Hundeeffama Koree Naamusaa Koreen naamusaa himannaa	ማድረስ፤ (ደ) በቀላል የዲሲፕሊን ቅጣት ባለመታረም ያለበቂ ምክንያት በሥራላይ አለመገኘት፤ ወይም የሥራ ሰዓትን አለማክበር፤ (ጀ) በሥራ ቦታ ለሕዝብ ሞራል ተቃራኒ የሆነ ተግባር መፈጸም ወይም ሥራን ለፖለቲካ ዓላማ ማዋልና በዚሁ ሁኔታ አድሎ መፈጸም፤ 2) በዚህ አንቀጽ ንዑስ አንቀጽ (1) ስር ከተገለጹት ጥፋቶች ውጪ ያሉት ጥፋቶች እንደ ቀላል የዲሲፕሊን ጥፋት ይቆጠራሉ። ዝርዝሩ ባለሥልጣኑ በሚያወጣው የሥነ-ምግባር ስነ ስርዓት መመሪያ ይገለጻል። 33. በተደጋጋሚ የሚፈጸም የዲሲፕሊን ጥፋት 1) በዚህ ደንብ አንቀጽ 32 መሠረት ከባድ የዲሲፕሊን ቅጣት ከሚያስከትሉት ጥፋቶች ውጪ የሆነ ቀላል የዲሲፕሊን ጥፋት ለሁለተኛ ጊዜ ሲፈፀም ከባድ የዲሲፕሊን ጥፋት ይሆናሉ። 2) ከባድ የዲሲፕሊን ጥፋት ጥፋቶች ለሁለተኛ ጊዜ ከተፈፀሙ ሠራተኛው ከሥራ ይሰናበታል። 3) የዚህ አንቀጽ ንዑስ አንቀጽ 2 ድንጋጌ እንደተጠበቀ ሆኖ ባለሥልጣኑ የወንጀልነት	measures; (z) Committing anti-public morale acts at workplace; or using ones work for political advantage and committing discrimination accordingly. 2) Disciplinary faults out of those specified under sub- article (1) of this article shall be categorized as minor disciplinary faults; Its particulars shall be specified by the code of ethics directive to be issued by the Authority. 33. Repeatedly Committed Disciplinary Faults 1) Except the disciplinary faults entailing severe disciplinary measures in accordance with article 32 of this regulation, where simple disciplinary faults are committed for the second times, they shall be turned to grave disciplinary faults; 2) The worker shall be dismissed from job, where grave disciplinary faults are occurred twice; 3) Without prejudice to the provision specified under sub article (2) of this article,
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naamusaa hojjattoota Abbaa Taayitichaa irratti banamu qulqulleesse yaada murtii dhiyeessusadarkaa Abbaa Taayitichaa fi waajjiraalee hundaatti ni dhaabbata. 35. Miseensota Koree Naamusaa 1) Koreen naamusaa miseensotashan (5) fi barreessaa tokko(1) ni qabaata. 2) Walitti qabaan korichaa, miseensi lama (2) fi barreessicha sagalee hin qabne itti gaafatamaa ol-aanaa mana hojichaatiin ni ramadamu. 3) Meseensi korichaa lama (2) hojjataa mana hojichaatiinfilatama. 4) Haalli koreen naamusaa hojii isaa itti raawwatu qajeelfama Abbaa Taayitichaanbahuun kan murtaa'u ta'a. 36. Akkaataatarkaanfiin Adabbii Naamusaa Itti Fudhatamu 1) Koreennaamusaa sadarkaa naannootti hundaa'eDaayreektara ol-aanaa AbbaTaayitichaaf koreen sadarkaa gadiitti argamu itti gaafatamaa waajjiraatiif yaada murtii ni dhiyeessa. 2) Yaada murtii koree naamusaa irratti hundaayuun Daayreektarri yookiin itti gaafatamaa akkaataa badii naamusa raawwatamee fi miidhaa gahebu'uura godhachuun murtii ni kenna. 3) Yaada murtee koreen	በህሪ ያለውን ከባድ የዲሲፕሊን ጥፋት የፈፀመ ሠራተኛን ከሥራ ለማስናበት ያለውን ሥልጣን አይገድብም፡፡ 34. የዲሲፕሊን ኮሚቴ መቋቋም በባለሥልጣኑ ሠራተኞች ላይ የሚከፈተውን የዲሲፕሊን ክስ አጣርቶ የውሳኔ ሐሳብ የሚያቀርብ የዲሲፕሊን ኮሚቴ በባለሥልጣኑ ደረጃና በሁሉም ጽሕፈት ቤቶች ይቋቋማል፡፡ 35. የዲሲፕሊን ኮሚቴ አባላት 1) የዲሲፕሊን ኮሚቴ አምስት አባላትና አንድ ጸሐፊ ይኖረዋል፤ 2) የኮሚቴው ሰብሳቢ፤ ሁለት አባልና ድምጽ የሌለው ጸሀፊው በመስሪያ ቤቱ ዋና ኃላፊ ይመደባል፤ 3) ሁለት የኮሚቴው አባል በመስሪያ ቤቱ ሠራተኛ ይመረጣል፤ 4) የዲሲፕሊን ኮሚቴው ተግባሩን የሚፈጽምበት ሁኔታ በባለሥልጣኑ በሚወጣ መመሪያ የሚወሰን ይሆናል፡፡ 36. የዲሲፕሊን ቅጣት እርምጃ አወሳሰድ 1) በክልል ደረጃ የተቋቋመው የዲሲፕሊን ኮሚቴ የውሳኔ ሃሳቡን የሚያቀርበው ለባለሥልጣኑ ዋናዳይሬክተር ሲሆን በስረኛው ደረጃ የሚገኝ የዲሲፕሊን ኮሚቴ የውሳኔ ሃሳቡን የሚያቀርበው ለጽሕፈት ቤት ኃላፊ ይሆናል፤	the power of the Authority to dismiss from job a worker who has committed grave disciplinary fault having a character of crime shall not be restricted. 34. Formation of Disciplinary Committee A disciplinary committee which investigates and provide judgment opinion on disciplinary charges filed against workers shall be established at the Authority's level and at all offices. 35. Members of Disciplinary Committee 1) Discipline committee shall have five members and one secretary ; 2) The chairperson of the committee, two members and the secretary having no vote shall be assigned by the General Manager of the Bureau; 3) Two members of the committee shall be elected by the workers of the bureau; 4) Work procedures of the disciplinary committee shall be determined by the directive to be issued by the Authority. 36. As to How Disciplinary
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naamusaa dhiyeessu irraa ka'uun murteen badii naamusaa gocha yakka malaammaltummaan wal-qabatee raawwatuun Daayereektara ol-aanaan kennamu kan dhumaa ta'a. 4) Daayereektarriyookiin Abbaan adeemsa hojii hojjetaa isajala jiruu fi balleessaa naamusaa alphaa kan raawwateef akkekkachiisa afaanii yookiin barreeffamaa kennuudhaan qaama ol-aanaa isaaf ni beeksisa. 37. Himannaa Badii Naamusaa Dhiyeessuu 1) Koreen naamusaa badii naamusaa cima hojjataa tokkoo qorachuu kan eegalu himannaan karaa qondaala naamusaan yoo dhiyaate qofaa dha. 2) Balleessaan naamusaa cimaan raawwatamuu isaa itti gaafatamaan, hojjataaniikfi maamilliirra ga'eragaa qondaala naamusaaf dhiyeessuun himannaan naamusaa akka irratti banamu gaafachuu ni danda'a. 38. Itti Gaafatamummaa Qondaala Naamusaa Qondaallii naamusaa hojii fi itti gaafatamummaan seerota kan biraatiin kenneef akkuma jirutti ta'ee: 1) Balleessaan naamusaa cimaan raawwatamuu isaatiif ragaan kamiyyuu akka isa ga'een kuusaan	2) የዲሲፕሊን ኮሚቴን የውሣኔ ሃሳብ መሠረት በማድረግ ዳይሬክተር ወይም ኃላፊ የተፈፀመን የዲሲፕሊን ጥፋት አፈፃፀም ሁኔታና የደረሰውን ጉዳት መሠረት በማድረግ ውሣኔ ይሰጣል፤ 3) የዲሲፕሊን ኮሚቴው ከሚያቀርበው የውሣኔ ሃሳብ በመነሳት ከሙስና ወንጀል ድርጊት ጋር ተያይዞ በዋናዳይሬክተር የሚሰጥ የዲሲፕሊን ውሣኔ የመጨረሻ ይሆናል፤ 4) ዳይሬክተር ወይም የሥራ ሂደት ባለቤት በሥራ በሚገኝና ቀላል የዲሲፕሊን ጥፋት በፈጸመው ሠራተኛ ላይ የቃል ወይም የጽሑፍ ማስጠንቀቂያ በመስጠት ይህንኑ ለበላይ አካል ያሳውቃል፡፡ 37. የዲሲፕሊን ጥፋት ክስ ማቅረብ 1) የዲሲፕሊን ኮሚቴው የሠራተኛን ከባድ የዲሲፕሊን ጥፋት ማጣራት የሚጀምረው በሥነ-ምግባር መኮንን ክስ ሲቀርብ ብቻ ነው፤ 2) ከባድ የዲሲፕሊን ጥፋት መፈጸሙን የተረዳ የሥራ ኃላፊ፣ ሠራተኛና የደረሰበት ባለጉዳይ አስፈላጊውን መረጃ ለሥነ-ምግባር መኮንን በማቅረብ ጥፋቱን በፈጸመው ሠራተኛ ላይ የዲሲፕሊን ክስ እንዲቀርብ ሊጠይቅ ይችላል፡፡ 38. የሥነ-ምግባር መኮንን ተግባርና	Measures Be Taken 1) The Discipline committee established at regional level shall provide judgment opinion to the General Director of the Authority; the committee formed at lower level shall provide same to the heads of offices; 2) Depending on judgment opinion of discipline committee, the director or the head shall give decision based on the gravity of the disciplinary fault committed; 3) Depending on the judgment opinion provided by disciplinary committee, decision given by the General Director in connection with disciplinary faults related to corruption crimes shall be final; 4) Director or process owner shall notify to the body higher than him by giving oral or written reprimand for the worker who has committed simple disciplinary faults. 37. Filing Charge on Disciplinary Faults 1) Disciplinary Committee shall commence studying grave disciplinary faults of a worker only where a charge
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hojjataa shakkamee akkadhiyaatuuf gochuun qorachuu fi raga irratti qindeessuun himannaa koree naamusaatti barreeffamaan ni dhiyeessa; himannicha ni hordofa' ragaalee seeraan qindeessee ni qabata. 2) Himannaahojjaticha irratti dhiyaate Daayreektara Bulchiinsaa fi Misooma Humna Namaa Yookiin itti gaafatamaan waajjiraa garagalcha himannichaatiin akka beekan ni godha; barbaachisaa ta'ee yoo argame hanga dhimmichi murtii argatutti hojjaticha irratti ajajni dhorkaa akka kennamu ni gaafata. 3) Koreen naamusaa dirq2ama isaanii seeraan ba'uu kfi murtii yookiin yaada murtii yeroon dhiyeessuu isaanii ni hordofa. 4) MurtiiDaayreektara Ol- aanaa, itti gaafaztamtootni sadarkaa sadarkaan jiranii fi koreen naamusaa kennan ni galmeessa. 5) Hojjattoota murtii bulchiinsaa irratti ol'iyannoo gaafataniif deebii nikenna; ni falma. 6) Yeroo barbaachisaa ta'etti gorsaa fi yaada seeraa ni gaafata. 7) Hanqina naamusa ilaalchisee eeruu dhiyaatu qindeessuuf hojimaata ni diriirsa; ragaalee dhiyaatan	ኃላፊነት የሥነ-ምግባር መኮንን በሌሎች ሕጎች የተሰጠው ተግባርና ኃላፊነት እንደተጠበቀ ሆኖ፤ 1) ከባድ የዲሲፕሊን ጥፋት መፈጸሙን የሚያሳይ ማንኛውም መረጃ እንደደረሰው የተጠርጣሪውን ሠራተኛ የግል ማህደር አስቀርቦ በመመርመርና መረጃዎችን በማጠናቀር ለዲሲፕሊን ኮሚቴ በጽሑፍ ክስ ያቀርባል፤ ክሱን ይከታተላል፤ መረጃዎችን አጠናቅሮ በአግባቡ ይይዛል፤ 2) በሠራተኛው ላይ የቀረበውን ክስ የሰው ሀይል አስተዳደርና ልማት ዋና ዳይሬክተር ወይም የጽሕፈት ቤት ኃላፊው በግልባጭ እንዲያወቁት ያደርጋል፤ አስፈላጊ ሲሆን ጉዳዩ ውሳኔ እስከሚያገኝ ድረስ በሠራተኛው ላይ የዕገዳ ትዕዛዝ እንዲሰጥ ይጠይቃል፤ 3) የዲሲፕሊን ኮሚቴ ኃላፊነታቸውን በአግባቡ እየተወጡ መሆናቸውንና ውሳኔ ወይም የውሳኔ ሃሳብ በወቅቱ ማቅረባቸውን ይከታተላል፤ 4) ዋና ዳይሬክተሩ፣ በየደረጃው ያሉ ኃላፊዎችና የዲሲፕሊን ኮሚቴ የሚሰጧቸውን ውሳኔ ይመዘግባል፤ 5) ሠራተኞች በአስተዳደራዊ ውሳኔዎች ላይ ለሚያቀርቧቸው ይግባኝ	is filed by ethics officer; 2) It may be possible for the head, worker and customer who face commission of grave disciplinary fault to request disciplinary charge to be filed by submitting evidences to ethics officer. 38. Responsibility of Ethics Officer Without prejudice to the duties and responsibilities provided to him by other laws, Ethics officer shall:- 1) Submit a charge to the discipline committee in writing up on receiving any evidence proving the commission of grave disciplinary fault by observing the personal records of the suspected worker and by investigating and organizing the evidences; follow up the charge; legally organize and keep evidences; 2) Notify the copy of the charge against the worker to the human resource admistration director or the head of the office; request the order of suspension of the worker to be provided where found necessary; 3) Follow up that the disciplinary committee of
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yeroo yeroon ni gamaggama. 8) Hojjattoota yakkaan gaafatamuu qaban irratti himannnaan akka banamu ni hordofa. 39. Komii Hojjattootaa Abbaan Taayitichaa koree komii hojjattootaa dhagahuukfi qoratee qulqulleessuun yaada murtii Daayereektara ol-aanaa Abbaa Taayitichaaf yookiin itti gaafatamtoota sadarkaa sadarkaan jiraniidhiyeessuu sadarkaa waajjira ol-aanaa fi dameetti ni dhaaba. 40. Murtii Komii Hojjataa Irratti Kennamuu 1) Daayreektarri ol-aanaan yookiin itti gaafatamaanwaajjiraa sadarkaasadarkaan jiru murtee komii hojjataa irratti dhiyaate seeraan ala murtiin irratti kan kenname ta'uu isaa yoo mirkaneesse ittigaafatamaa murtii kenne irratti himannaan hanqinwa naamusaa akka irratti banamuajajuuni danda'a. 2) Komiin hojjatichaa murtii seeraan ala kenname irratti yoota'e, Daayereektarriol-aanaan yookiin itti Gaafatamaan Waajjira sadarkaa sadarkaadhaan jiru murtiinhojjaticha irratti kenname seeraan ala ta'uu isaa yoo mirkaneesse	መልስ ይሰጣል፤ ይከራከራል፤ 6) አስፈላጊ ሲሆን የህግ ምክርና አስተያየት ይጠይቃል፤ 7) የሥነምግባርግድፈቶችን በተመለከተ የሚቀርቡ ጥቆማዎችንና አስተያየት ለማቀናጀት የሥራ ሂደትን ይዘረጋል፤ የሚቀርቡ መረጃዎችን በየጊዜው ይገመግማል፤ 8) በወንጀል መጠየቅ ያለባቸው ሠራተኞች ላይ ክስ እንዲመሠረትባቸው ይከታተላል፡፡ 39. የሠራተኞች ቅሬታ ባለሥልጣኑ የሠራተኞችን ቅሬታ የሚሰማና መርምሮ አጣርቶ የውሣኔ ሃሳብ ለባለሥልጣኑ ዋና ዳይሬክተር ወይም በየደረጃው ላሉ ኃላፊዎች የሚያቀርብ በዋና መስሪያ ቤት እና በቅርንጫፍ ጽሕፈት ቤት ደረጃ የሚያቀርብ የቅሬታ ሰሚ ኮሚቴ ያቋቁማል፡፡ 40. በሠራተኛ ቅሬታ ላይ ስለሚሰጥ ውሣኔ 1) ዋና ዳይሬክተሩ ወይም በየደረጃው ያለ የሕፈት ቤት ኃላፊ ስለሠራተኛ ቅሬታየቀረበለትን ውሣኔ ሲመረመር በሠራተኛው ላይ ጥፋት መፈጸሙን የተረዳ እንደሆነጥፋቱን በፈጸመው ኃላፊ ላይ የዲሲፕሊን ክስ እንዲቀርብ ሊያዝ ይችላል፤ 2) የሠራተኛው ቅሬታ ከሕግ ውጪ በተሰጠ ውሣኔ ላይ	performing their obligation lawfully and give decision or decision opinion on time; 4) Register the decision given by General Director, directors of each hierarchies and disciplinary committee; 5) Examine and give response for appeal of workers on administrative decisions; try same; 6) Requires legal advice and opinion as deem necessary; 7) Establish work procedures regarding organizing of information of disciplinary faults; evaluate reported evidences periodically; 8) Follow up the charges regarding the workers to be charged with criminal offenses. 39. Complaints of the Workers The directorshall establish committee that hears and investigates complains of workers and present decision opinion to General Director or to the heads of each hierarchy. 40. Decision to be Given on the Complaints of Workers 1) General Director or heads of offices at each hierarchies may order a charge to be filed against the head that illegally decided on the
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murtichi akka haqamu ni taasisa. Kutaasaddeet Tajaajjila Addaan Kutuu Fi Dheeressuu 41. Sababa Hanqina Dandeettiitiin Hojiirra Gaggeeffamuu Hojjataan dhaabbiin leenjiin kennameef kamiyyuu leenjii isaa kka xumureen bu'aan raawwii hojii isaa fi bu'aan qormaata leenjii quubsaa gadi kan ta'esadarkaa tokko gadi bu'ee ramadama; bakka kanattis bu'aan raawwii hojii isaa qubsaa gadi yoota'e hojiirra gaggeeffama. 42. Hojjataan To'annaa Jala Ooluu Isaatiin Hojiirraa Gaggeeffamuu Hojjatichi yakkaan shakkamee qaama seeraatiin yoo to'anna jala ooluu fi ji'oota sadi keessatti yakkasana irraabilisa ta'uun isaa mirkanaa'ee hojiitti yoo hindeebine hojiirraa gaggeeffama. 43. Sababa Humna Ol ta'een Hojiirraa Gaggeeffamuu 1) Hojjataan kamiyyuu sababa human ol ta'etokkoon ji'oota sadii ol hojiirraa hafee yoo ture, hojiirraa gaggeeffamuu ni danda'a. 2) Keewwata kana keewwata xiqqaa (1) irratti kan tumamee akkuma jirutti ta'ee hojjataa sababa dhukkubaatiin hojiirraa	ከሆነ ዋና ዳይሬክተሩ ወይም በየደረጃው ያለው የጽሕፈት ቤት ኃላፊ በሠራተኛው ላይ የተሰጠው ውሳኔ ህገወጥ መሆኑን ካረጋገጠ ውሳኔው እንዲሻር ያደርጋል። ክፍል ስምንት አገልግሎትን ማቋረጥና ማራዘም 41. በብቃት ማነስ ምክንያት ከሥራ መሰናበት በቋሚነት ሥልጠና የተሰጠው ማንኛውም ሠራተኛ በሥልጠናው ወቅት ያገኘው የፈተና ውጤት ሥልጠናውን እንዳጠናቀቀ የሥራው አፈፃፀም ውጤትና የሥልጠና ፈተና ውጤት ከአጥጋቢ በታች ከሆነ አንድ ደረጃ ዝቅ ብሎ ይመደባል፤ በዚህ ቦታም የሥራ አፈፃፀም ውጤቱ ከአጥጋቢ በታች ከሆነ ከሥራ ይሰናበታል። 42. በሠራተኛው ቁጥጥር ሥር መዋል ምክንያት ከሥራ መሰናበት ሠራተኛው በወንጀል ተጠርጥሮ ስልጣን ባለው አካል በቁጥጥር ስር ከዋለና እስከ ሦስት ወርባለው ጊዜ ከወንጀሉ ነፃ መሆኑ ተረጋግጦ ወደ ሥራው ካልተመለሰ ከሥራ ይሰናበታል። 43. ከአቅም በላይ በሆነ ምክንያት ከሥራ መሰናበት 1) ማንኛውም ሠራተኛ ከአቅም በላይ በሆነ ምክንያት ከሦስት ወርበላይ ከሥራ ተለይቶ የቆየ እንደሆነ ከሥራ ሊሰናበት ይችላል፤ 2) የዚህ አንቀጽ ንዑስ አንቀጽ	worker; 2) Where the worker's complaint is on the decision illegally passed against him; the General Director or the heads of offices at each hierarchies, may cancel or reverse such decision passed where it is proved that the decision is illegally passed. Part Eight Termination and Extension of Service 41. Dismissal from job due to incompetency Any worker who has been given training on permanent bases shall be assigned down graded one step and where his work performance result and the training result is less than satisfactory up on completion of his training; and where his work performance result is less than satisfactory on such new position, he shall be dismissed from job. 42. Dismissal of a worker due to his detention The worker shall be dismissed from job where he is detained being suspected of crime and unable to be proved free from such crime and back to work within three months. 43. Dismissal from Duty Due to Force Majeure 1) A worker may be dismissed from duty where he is absent from work for more than three months due to force majeure; 2) Without prejudice to the
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hafe hin ilaalu. 44. Ramaddii yookiin Jijjiirraa Fudhachuu Diduu 1) Hojjataan tokko Abbaan Taayitichaa bu'uura seeraatiin jijjiirraa yookiin ramaddii godhefudhachuu yoo dide hojiirra gaggeeffama. 2) Sababa gitni hojii isaa haqamee fi sababa dhukkubaatiin bakka biraatti jijjiranii hojjachiisuun yoo hin danda'amne hojjatichi hojiirraa nigaggeeffama. Kutaa Sagal Tumaalee Adda Addaa 45. Tumaalee Yeroo ce'umsaa Dambiin kun osoo hinmirkanaa'indura dhimmootni hojjattoota jalqabamanii murtiosoo hin argatin jiran haaluma eegalamaniin ilaalamanii murtii dhumaa argatu. 46. Aangoo Qajeelfama Baasuu Dambii kana hojiirra oolchuuf Abban Taayitichaa qajeelfama baasuu ni danda'a. 47. Raawwii Seeroota Biiroo 1) Labsiin Hojjataa Mootuummaa Naannoo Oromiyaa Lakk.61/1994 fi	(1) ድንጋጌ እንደተጠበቀ ሆኖ በሕመም ምክንያት ከሥራ የተሰናበተን ሠራተኛ አይመለከትም 44. ምደባንወይም ዝውውርን አለመቀበል 1) ባለሥልጣኑ ሕግን መሠረት በማድረግ የሚያደረገውን ዝውውር ወይም ምደባ ለመቀበል ፍቃደኛ ያልሆነ ሠራተኛ ከስራ ይሰናበታል፤ 2) የስራ መደቡ በመሠረዙ ወይም በጤና መታወክ ምክንያት ወደ ሌላ ሥራ ወይም ቦታ አዛውሮ ማሠራት ካልተቻለ ሠራተኛው ከስራ ይሰናበታል፡፡ ክፍል ዘጠኝ ልዩ ልዩ ድንጋጌዎች 45. የመሸጋገሪያ ድንጋጌዎች ይህ ደንብ ከመጽናቱ በፊት ተጀምረው ውሣኔ ያላገኙ የሠራተኞች ጉዳዮች በተጀመሩበት ሁኔታ ቀጥለው ፊጻሜ ያገኛሉ፡፡ 46. መመሪያ የማውጣት ሥልጣን ባለ-ሥልጣኑ ይህን ደንብ ለማስፈጸም መመሪያ ሊያወጣ ይችላል፡፡ 47. የሌሎች ሕጎች ተፈጻሚነት 1) የኦሮሚያ ክልላዊ መንግሥት ሠራተኞች አዋጅ ቁጥር 61/1994 እና	provision under sub article (1) of this article, it shall not concern a worker who is absent from duty due to sickness. 44. Refusal of Assignment or Transfer 1) The worker shall be dismissed from duty where he refuses to accept the assignment or transfer made by the Authority in accordance with law; 2) The worker shall be dismissed from duty where it is impossible to transfer a worker to another place due to cancellation of his former work position and sickness. Part Nine Miscellaneous Provisions 45. Transitional Provisions Cases of workers that are pending before the approval of this regulation shall be resolved as they have been started. 46. Power to Issue Directive The Authority may issue directive to implement this regulation. 47. Applicability of other Laws
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Dambii Sirna Raawwannaa Naamusaa fi Dhiyeeffannaa Komii Hojjattoota Mootummaa Naannoo Oromiyaa Lakk.36/1996 dhimmoota Dambii kanaa fi Dambicha raawwachuuf qajeelfama bahuun hin uwwifaamne ilaalchisee raawwatiinsa ni qabaatu. 2) Dambiin, qajeelfamni fi baarmaatileen hojii dambii kanaan wal-faalleessan kamiyyuu dhimmoota dambii kanaan hammataman irratti raaw3watiinsa hin qabaatan 48.Yeroo dambiin Kun Hojii Irra itti Ooluu Dambiin Kun guyyaa 06/10/2005 irraa eegalee hojii irra kan oolu ta'a. Alamaayyoo Atoomsaa Prezidaantii Mootummaa Naannoo Oromiyaa Finfinnee Guyyaa 06/10/bara 2005	የኦሮሚያክልላዊ መንግሥት ሠራተኞች የዲሲ.ፕሊ.ንክፈ.ዓፀምና የቅሬታ አቀራረብ ሥነ-ሥርዓት ደንብ ቁጥር 36/1996 በዚህ ደንብና ደንቡን ለማስፈጸም በወጡ መመሪያዎች ያልተሸፈኑ ጉዳዮችን በሚመለከት ተፈ.ዓሚነት ይኖራቸዋል፤ 2) ይህን ደንብ የሚቃረን ማናቸውም ደንብ፣ መመሪያ ወይም የአሰራር ልማድ በዚህ ደንብ በተሸፈኑ ጉዳዮች ላይ ተፈጻሚነት አይኖራቸውም፡፡ 48.ደንቡ የሚፀናበት ጊዜ ይህ ደንብ ከ06/10/2005 ጀምሮ የፀና ይሆናል፡፡ አለማየሁ አቶምሳ የኦሮሚያ ክልላዊ መንግሥት ፕሬዝዳንት ፊንፊኔ 06/10/2005	1) The Oromia Regional State Civil Servants Proclamation No. 61/2002 and Oromia Regional State Code of Ethics Enforcement and Complaint Procedure Regulation No. 36/2004 shall be applicable on matters not covered under this regulation and by the directive issued to implement this regulation. 2) Any regulation, directive and customary practice inconsistent with this regulation shall not be applicable to the matters covered by this regulation. 48. Effective Date This regulation shall enter in to force as of 14/06/2013. Alemayehu Atomsa President of Oromia Regional State Finfine 14/06/2013
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