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Law Decree No 48/2010 Promulgating Civil Service Law

We Salman Bin Hamad Al Khalifa - Deputy King of the Kingdom of Bahrain

Having reviewed the Constitution, ,

Law No. (13/1975) In Respect of Regulating Retirement of Government Pensions and

Retirement Gratuities For Government Employees and Amendments Thereto,

Law No. (12/1982) In Respect of the Civil Service Council,

Law No. (39/2002) In Respect of the General Budget,

Law No. (41/2002) In Respect of Privatization Policies and Controls,

Law No. (35/2006) In Respect of Promulgating Civil Service Law and its Amendments

And Law No. (60/2006) in respect of Re Organization of the Legal Opinion and

Legislation Commission and its amendment by Law No. (34/2010),

Decree No. (6/1975) In Respect of the Establishment of the Civil Service Bureau,

Decree No. (64/2004) In Respect of Re-organization of the Civil Service Bureau,

Decree No. (27/2006) In Respect of Affiliations of the Civil Service Bureau,

And having submitted to the Prime Minister and after approval of the Council of Ministers, we hereby ordain this Law.

Article (1)

The provisions of the annexed Law in respect of Civil Service shall apply and the Law

No. (35/2006) Promulgating Civil Service Law and any provision contrary to this Law

shall be null and void.

Article (2)

(1) The Prime Minister shall issue the Executive Regulations of this Law by a resolution within one year from the date this Law comes into force, and Rules and

Regulations relating to the Civil Service in force immediately before the coming into force of this Law shall continue to apply until the issuance of the Executive Regulations under this Law.

(2) The resolutions, instructions and directives in force immediately before the coming into force of this Law shall continue to apply provided they are not contrary to the provisions of this Law.

Article (3)

The Prime Minister, Ministers and all relevant persons - each according to their relevant jurisdiction - shall implement this Law which shall come into force with effect from the date of the subsequent day of its publication in the Official Gazette.

Deputy King of the Kingdom of Bahrain

Salman Bin Hamad Al Khalifa

Prime Minister

Khalifa Bin Salman Al Khalifa

Issued at: Riffa Palace

on: 11 November 2010

Corresponding to: 5 Dhu-al-Hijjah 1431

Civil Service Law

PART ONE

GENERAL PROVISIONS

Article (1)

Application of this Law

Without prejudice to Article (4), the provisions of this Law shall apply to matters pertaining to civil service affairs in the State and such provisions shall apply to all civilian employees in all Government Entities where employees receive salaries or part of it from the general budget.

The provisions shall not apply to the military personnel in the Bahrain defense force, Ministry of Interior, the national guard and the national security agency except the civilian employees therein, without prejudice to any provision regulating the affairs of these civilian employees in the military sector .

Article (2)

Interpretation

For the purpose of applying the provisions of this Law, the following words and expressions shall have the meanings respectively assigned against each unless the context otherwise requires:

"Bureau": Civil Service Bureau.

"Employee": Any person who occupies a civilian Position in government entities irrespective of the nature of work of that Position.

"Government Entity": Any ministry, public institution, authority, organization or council or entity that has a budget or part of it within the general budget, and established in accordance to a law or decree

"instruction": Any instruction issued by the Civil Service Bureau to implement the provisions of this Law and follow up on its application.

"Position": A body of duties, responsibilities and uniform authorities assigned or delegated by the Relevant Authority, which are subject to conditions and standards that shall be fulfilled by the employee occupying the Position for the purpose of performing such duties, responsibilities and authorities on a permanent or temporary basis.

"Relevant Authority": The Minister or the President of the Government Entity.

"Salary": The Basic Salary prescribed for the Position, including the Social Allowance and any other allowance the Prime Minister decides to add it to the Basic Salary

"Senior Position": A Position to which a person is appointed in accordance with a Decree or a resolution of the Prime Minister, and the conditions for appointment therein shall determine the legal instrument for such appointment .

Article (3)

Functions of the Civil Service Bureau

(1) The Bureau shall undertake the central supervision of the employee affairs in the Government Entities, provide management consultancy to Government Entities and administrative audit on them

(2) The Bureau shall undertake functions assigned to it in accordance with this law which mainly include the following -

a. Study draft laws, and propose regulations and resolutions related to civil service and provide opinion on projects related to civil service prior to their approval;

b. Propose policies, strategies and objectives related to the development of civil service and their implementation after approval;

c. Establish administrative audit systems for Government Entities, assume audit functions relating to the implementation of the provisions of this law and submit reports regarding such audit to specialized entities;

- d. Review the establishment of Senior Positions, Directorate and their equivalent prior to the issuance of the legal instrument regarding them, and approve the establishment of other Positions;
- e. Propose policies for salaries and benefits to insure harmony within Government Entities, and develop regulations, research and propose their amendments based on specialized and valid scientific studies;
- f. Propose government sectors and activities which could be privatized or outsourced in coordination with other specialized bodies, and solicit assistance from specialized consultancy institutions as may be required;
- g. Conduct re-engineering of processes and re-organization with due regard to the core services in each Government Entity and re-organization of the shared services in Government Entities according to their jurisdiction without contradicting the functions stated by law for each Entity
- h. Organize the shared services in Government Entities ;
- i. Determine the appropriate manpower size in Government Entities;
- j. Develop rules and criteria specific to the establishment of Government Entities and the provision of opinion on the draft Laws relating to their establishment;
- k. Evaluate the nominations of senior civil servants by Government Entities;
- l. Review and estimate manpower budgets in Government Entities in coordination with the Ministry of Finance;
- m. Review and approve manpower contracts between Government Entities and private sector companies in and outside Bahrain;
- n. Develop database and management information system for human resources in the civil service;
- o. Regulate the contracting with the specialized consultancy organizations in the field of civil service;
- p. Regulate the advertisement for vacant Positions including their nominations, and regulate , and supervise examinations and interviews for such vacant Positions in coordination with the Government Entities including those Entities whose personnel affairs are regulated by special regulations ;
- q. Follow up on latest research and development in civil service affairs and network with international and scientific institutions for such purpose;
- r. Endeavor to ensure harmony between education and training outcome and available job opportunities in Government Entities; and
- s. Any other functions assigned by the Council of Ministers or the Civil Service Council.

Article (4)

Certain Government Entities to refer draft laws to the Bureau

The Government Entities, whose personnel affairs are regulated by special regulations shall be subject to the Bureau's supervision and management audit to ensure their submission to the state policy in civil service domain, and shall refer such regulations , their drafts and their amendments, including the regulations specific to the management audit on them, to the Bureau for its review and approval . The provisions of this law shall apply unless otherwise a special provision states the contrary in such regulations .

Article (5)

Delegation of powers or functions

- (1) The Prime Minister may delegate to the President of the Bureau any of his powers or functions under this Law.
- (2) The Bureau may delegate to the Relevant Authorities any of its powers or functions under this Law.
- (3) A Relevant Authority may delegate to any person, holding a senior position or his equivalent in the same Entity, he deems appropriate any of his powers or functions under this Law.

Article (6)

Civil Service Bureau to give opinion to Government Entity Without prejudice to the provisions of Law No. 60/2006 Regarding the Re-Organization of Legal Opinion and Legislation Commission and its amendment No. (34)/2010, the Bureau shall be authorized, upon the request of any Government Entity, to give its substantiated opinion in any matter regarding issues related to the application of the provisions of this Law, the Executive Regulations, resolutions and instructions.

PART TWO

EMPLOYMENT RELATIONSHIP AND ITS TERMINATION

Article (7)

Positions

- (1) Senior Positions and directorates and their equivalent in the Government Entities shall be established by a Decree.
- (2) The Positions are filled in each Government Entity through permanent or temporary or part-time employment or by contract and the Bureau shall issue instructions prescribing the rules and control for each type of such employment.

Article (8)

Organizational charts and job evaluations

- (1) Each Government Entity shall formulate an organizational chart agreed by the Relevant Authority and approved by the Bureau.
- (2) The Bureau may formulate or develop organizational chart for Government Entities as it may deem appropriate in the public interest.

(3) Each Government Entity shall formulate a job description for every Position and functional statement for each administrative unit in accordance with conditions prescribed by the Bureau.

(4) The Bureau shall issue instructions related to the job evaluation.

Article (9)

Maximum number of Positions

(1) The Bureau shall in co-ordination with Government Entities determine the maximum number of Positions for each Government Entity and ensure the appropriate use of manpower in each entity.

(2) No Government Entity shall have employees exceeding the number of Positions determined in the General Budget.

Article (10)

Appointment

(1) Appointment to the Senior Positions and Positions legally construed as equivalent shall be by a Decree or Prime Minister Resolution and shall be in accordance with requirements determined by the Bureau.

(2) Appointment to other Positions shall be in accordance with requirements determined by the Bureau.

(3) Appointment to all positions in Government Entities whose personnel affairs are regulated by special regulations shall be in accordance with requirements determined by the Bureau.

(4) An employee shall not hold two permanent positions in the same Government Entity in which he works or in any other Government Entity.

(5) Except for persons appointed to senior positions, newly appointed employees shall be subject to a probationary period.

(6) The Executive Regulations shall prescribe the conditions for the probationary period and its outcome.

Article (11)

Conditions for appointment

No person shall be appointed to any of the Positions subject to this Law unless such person fulfills the following conditions -

a. Be a Bahraini national;

b. Be of good conduct and reputation;

c. Not previously have been convicted of a criminal offence or received a custodial sentence for a dishonorable crime unless such person has been rehabilitated;

d. Not previously have been dismissed from Government service in accordance with a final judicial ruling or a final disciplinary action, unless a minimum period of three years has elapsed from the date of such ruling or action;

e. Not be less than seventeen (17) years of age;

f. Be medically fit by a relevant medical authority for the Position;

g. Sign an undertaking in writing to adhere to the laws, regulations, resolutions and instructions in force without violating them;

h. Satisfy such other conditions to fill the Position as may be prescribed by the Bureau; and

i. Notwithstanding paragraph (a) of this Article, where no Bahraini candidate can fulfill the conditions for appointment for a particular vacant position, a non-Bahraini may be appointed to that position by a contract; and Non-Bahraini employees appointed by contract shall be subject to this Law and the Executive Regulations; unless otherwise provided for in such contract; and the Bureau shall issue instructions determining rules, conditions and format of such contracts.

Article (12)

Institutional performance

(1) The Bureau shall establish an institutional performance management system aimed at improving Government services as well as upgrading productivity and efficiency in the Government Entities, in accordance with conditions prescribed by the Executive Regulations.

(2) All Government Entities shall be required to cooperate with the Bureau in implementing the institutional performance management system, measuring performance, and in engaging training and consultancy institutions in matters relating to such systems.

Article (13)

Employee performance management

The Bureau shall establish a performance management system for all employees with the aim of evaluating employees' competency and improving their performance and conduct and such a system shall include procedures for performance evaluation, submission and approval of performance reports, employee appeals and the performance results impact in accordance with conditions prescribed by the Executive Regulations. The Relevant Authority shall implement this system .

Article (14)

Promotion

(1) An employee shall be promoted on the basis of merit by a decision from the Relevant Authority subject to the Bureau's approval.

(2) The Bureau shall formulate a promotion system providing controls for merit and for the entitlements of the promoted employee in accordance with conditions prescribed by the Executive Regulations.

Article (15)

Salaries and benefits

(1) Salaries, benefits, and controls for their entitlement shall be determined in accordance with a resolution issued by the Prime Minister upon a proposal from the Bureau.

(2) An Employee shall be entitled to receive a salary and benefits with effect from the date the Employee commences work.

Article (16)

Occupational health and safety

The Bureau shall formulate in coordination with the Government Entities a health and social welfare system as well as an occupational health and safety system in the Government Entities subject to the conditions prescribed by the Executive Regulations consistent with applicable legislation.

Article (17)

Transfer, delegation, secondment and official missions

(1) An Employee may be transferred, delegated or seconded or assigned to missions by a decision of the Relevant Authority and after the Bureau approval in accordance with the conditions prescribed by the Executive Regulations, Provided that such transfer or delegation shall not be to a position of a grade lower than the grade of the position currently occupied by the employee

(2) In the event that an Employee is seconded, the Position of that Employee shall remain vacant, and if expedient, the Position may be temporarily occupied by a decision from the Relevant Authority subject to the Bureau's approval.

(3) The Employee shall upon returning to work from secondment, occupy the original Position.

(4) In all cases, the Employee shall retain all the privileges of the position occupied prior to secondment. The Executive Regulations shall determine the maximum period for the delegation and secondment .

(5) The period of secondment or study leave shall be included to the computation of his pension pay, with due consideration for the provisions of Law No. (13/1975) In Respect of Regulating Retirement of Government Pensions and Retirement Gratuities For Government Employees and Amendments Thereto, and if such period is with pay it shall be charged for the entitlement to promotion and benefits.

Article (18)

Training, scholarship or study leave

(1) Training provided by the Government Entity shall be a mandatory duty for employees and a means to improve employee performance, upgrade his efficiency and his job.

(2) Government Entities shall enable all Employees to receive training in the relevant field of their Positions.

(3) The Bureau shall issue instructions regulating the training in the Government Entities in accordance with conditions prescribed by the Executive Regulations.

(4) An Employee may be awarded a scholarship or study leave in accordance with the conditions prescribed by the Executive Regulations.

(5) In the event that an Employee is awarded a scholarship or study leave, the Position of that Employee shall remain vacant, and if expedient, the Position may be temporarily occupied by a decision from the Relevant Authority subject to Bureau's approval.

(6) The Employee shall upon returning to work from scholarship or study leave occupy the original Position.

(7) In all cases, the Employee shall retain all the privileges of the Position occupied prior to scholarship or study.

(8) The period of scholarship or study leave shall be included to the computation of his pension pay, with due consideration for the provisions of Law No. (13/1975) In Respect of Regulating Retirement of Government Pensions and Retirement Gratuities For Government Employees and Amendments Thereto, and if such period is with pay it shall be charged for the entitlement to promotion and benefits.

Article (19)

Working hours

(1) Normal working days, work during public holidays, timings and conditions of work of Employees, pursuant to public interest, shall be determined in accordance with a decision from the Bureau.

(2) However, special timings for certain category of Positions and Employees in certain Government Entities, having regard to their nature of work, may be determined by a decision from the Relevant Authority and approved by the Bureau.

Article (20)

Types of leave

(1) An Employee shall be entitled to the following leave -

- a. Annual Leave;
- b. Sick Leave;
- c. Marriage Leave;
- d. Haj (Pilgrimage Leave);

- e. Maternity Leave;
- f. Bereavement Leave;
- g. Odda (Death of Husband Leave);
- h. Accompanying Sick Person Leave;
- i. Attending Sick Person Leave;
- j. Quarantine Period;
- k. Examination Leave;
- l. Leave for Cultural Activities in Official Delegation;
- m. Occupational Injury Leave;
- n. Suckling Leave;
- o. Leave Without Pay; and
- p. Other leave determined the Bureau.

(2) The Executive Regulations shall prescribe the rules and conditions for the entitlement for such leave.

Article (21)

Duties and conduct

(1) An Employee shall personally perform the duties and obligations entrusted to him accurately, honestly and with integrity, and shall maintain the secrecy and dignity of his Position and the Government Entity in which he works and shall not contravene applicable Laws, Regulations, resolutions and instructions.

(2) The Executive Regulations shall prescribe other duties , disciplinary offences and the penalties for such offences in accordance with Article (23) of this Law.

Article (22)

Disciplinary action

(1) Any Employee who contravenes the provisions of this Law, the Executive Regulations, their implementing instructions, or the requirement of his duties or behaves in a manner prejudicial to the dignity of his Position shall be subject to disciplinary action without prejudice to criminal or civil liability.

(2) Except for holders of Senior Positions and Positions legally construed as equivalent, the Relevant Authority shall be authorized to investigate an Employee and impose disciplinary penalties.

(3) However, the Bureau may undertake the investigation if it deems necessary in coordination with the Relevant Authority.

(4) If the investigation resulted in a recommendation to dismiss the Employee, the Relevant Authority shall refer the Employee to a Disciplinary Board which shall be constituted in accordance with the decision of President of Bureau.

(5) The Executive Regulations shall determine the procedures to be followed by the Disciplinary Board in this respect.

(6) The Prime Minister shall have the authority to require holders of Senior Positions and Positions legally construed as equivalent to face disciplinary action, to apply disciplinary penalties and shall also have the authority to determine the entity authorized to conduct the investigation as required.

(7) The Prime Minister may entrust this authority to a disciplinary committee to be constituted for that purpose or to the Relevant Authority.

(8) An Employee may however be exempted from a disciplinary penalty in the event that the Employee proves that the contravention has been committed by the Employee while executing written instructions of the Employee's superior despite the Employee advising the superior of the violation, and in this case the liability shall be borne by the person who issued the instructions.

(9) An Employee shall not be disciplined unless an investigation has been conducted against the employee, a statement by the employee has been heard and a defense has been made in writing .

(10) Notwithstanding paragraph (9), where the penalty to be imposed against the Employee is an oral reprimand or written warning, the investigation may be conducted orally.

(11) Any disciplinary decision should be substantiated.

(12) The Executive Regulations shall determine the mechanism and controls regarding such investigation and the appropriate action to be taken.

(13) An Employee may, for the purposes of investigation, be suspended from duty with pay for a period not exceeding (6) months in accordance with controls prescribed by the Executive Regulations . The suspension of holders of senior positions and positions legally construed as equivalent shall be by a decision of the Prime Minister and for other employees by a decision of the Relevant Authority .

(14) Any Employee who is provisionally detained in custody shall be suspended from duty For the period of detention , and half of the employee's salary shall be withheld . If an employee is proved innocent by a court ruling or the investigation is filed , the amount of salary withheld shall be paid to the employee at the end of the detention .

(15) An employee who is detained following the execution of a judicial ruling shall be suspended from duty and the employee's salary shall be withheld. However the salary may be paid to family dependents of the employee where the detention period exceeds (3) months provided that the payments shall be deducted from the employee's retirement entitlements upon his retirement. An employee may be re-instated at the termination of the detention period without prejudice to any disciplinary liability if expedient.

(16) Where a criminal charge is filed against an Employee, the Employee shall not face administrative liability for any ingredient of the criminal charge unless an order or judgment to that effect has been passed.

(17) The filing of an investigation or the acquittal of an employee from charges shall not exonerate the Employee of any disciplinary liability where the grounds for that liability are satisfied.

(18) The termination of an employee's service for any reason except death shall not prevent disciplinary liability where an investigation of an employee has commenced prior to termination of the employee's service. However an employee may be subject to disciplinary liability for violations resulting in a loss or damage to public property whether or not an investigation commenced prior to termination of the employee's service. This liability shall continue in force for five years commencing from the effective date of termination of the employee's service.

Where there is proof of guilt of an employee whose service has terminated, that employee may be fined an amount not exceeding five months salary.

Article (23)

Disciplinary penalties

(1) The following disciplinary penalties may be imposed on an Employee -

- a. Oral reprimand;
- b. Written warning;
- c. Suspension from work and forfeiture of salary for a period not exceeding one month during a year, or ten days on each occasion; and
- d. Dismissal from service.

(2) Disciplinary penalties imposed on an Employee shall be deleted after the following periods have elapsed:

- a. Six months in the case of an oral reprimand or a written warning; and
- b. One year in the case of suspension from work without salary.

(3) Where a penalty is deleted, it shall be deemed non-existent and shall have no effect on the future of Employee's rights and compensations.

(4) Any documents relating or referring to the penalty shall be removed from the Employee's file of service.

Article (24)

Limitation period

(1) An Employee shall not be liable for disciplinary action three (3) months after the Employee's superior becoming aware of the violation or one (1) year after the date of occurrence of the violation, whichever date is earlier.

(2) However, if the violation constitutes a criminal offence, the Relevant Authority's power to impose disciplinary penalty on an Employee shall remain in force unless criminal proceedings abate.

(3) The Executive Regulations shall prescribe the conditions for the above mentioned periods.

Article (25)

Reasons for termination of service

(1) An Employee's service shall be terminated for the following reasons -

- a. Reaching the retirement age as prescribed by the relevant Law and regulations;
- b. Entitlement to early retirement in accordance with the relevant Law and regulations;
- c. Medical unfitness;
- d. Resignation;
- e. Relinquishing of Bahraini nationality;
- f. Final judgment with a conviction for a felony or imprisonment for a crime relating to honor or dishonesty, except that -
 - i. in the event of suspension of conviction, the dismissal of an Employee shall be at the discretion of the Relevant Authority subject to the Bureau's approval; and
 - ii. if an Employee is a first offender, the conviction shall not result in termination of the Employee's service unless the Relevant Authority, subject to the Bureau's approval, is of the opinion, based on a decision substantiated on the ground of judicial ruling and circumstances surrounding the incident, that non-dismissal of the Employee may be contrary to the requirements and nature of work of the Employee's Position.
- g. Dismissal from service by a disciplinary action or in accordance with a judicial ruling;
- h. Abolition of the Position;
- i. Non-disciplinary termination in accordance with conditions prescribed by the Executive Regulations;
- j. End of contract; or
- k. Death.

Article (26)

Age for service termination

(1) An Employee's term of service shall terminate when the Employee is sixty (60) years of age.

(2) The Relevant Authority may request the extension of the Employee's term of service after obtaining the Bureau's approval, and for holders of senior position the extension may be made by a decision of Appointing Authority subject to the provisions of Law No. 13/1975 in respect of Regulating Retirement Pensions and Gratuities for Government Employees And Amendment Thereto.

(3) The Relevant Authority may notify the Employee with the date of retirement prior to a minimum of six (6) months before the Employee reaches retirement age. (4) An Employee's early retirement may be approved at Employee's request in accordance with the relevant laws and regulations.

Article (27)

Employee resignation

(1) An Employee may resign from service by submitting an unconditional application in writing, otherwise the application shall not be considered.

(2) The Employee's term of service shall not be terminated unless a decision as to acceptance of the resignation has been issued.

(3) An application to resign shall be settled within thirty (30) days of its submission date, otherwise the resignation shall be legally construed as accepted Unless the employee has been subject to investigation .

(4) Notwithstanding paragraph (3), the Relevant Authority may withhold an Employee resignation, in certain positions where the acceptance of resignation affects the normal flow of work which shall be determined by the Bureau , for a period not exceeding three (3) months from the date of its submission otherwise the Employee service shall be deemed terminated after the lapse of three (3) months.

(5) The Employee shall continue to work until the decision to accept his resignation is communicated to him or until the lapse of period mentioned in paragraph (3) and (4) of this article.

(6) In case the employee is subject to investigation , his resignation shall not be accepted unless the investigation results in his dismissal from service .

Article (28)

Deemed resignation

(1) An Employee shall be deemed to have resigned if the Employee is absent from work without permission for fifteen (15) continuous days or a total period of thirty (30) days during one year.

(2) The Employee shall receive a Written Warning after five (5) days continuous absence, and after twenty (20) days cumulative absence without permission.

(3) However if the Employee submits, within the subsequent twenty (20) days, proof that absence has been for a reasonable cause, the Relevant Authority may, if he deems reasonable, consider the period of absence as ordinary sick-leave in case Employee has sufficient balance of such leaves, otherwise the absence shall be considered as leave without pay.

(4) If the Employee fails to submit any reasons to justify the absence, or if reasons have been submitted and rejected, the Employee's service shall be deemed terminated with effect from the date of absence from work in case of continuous absence, and with effect from the date of completion of thirty (30) days absence in case of non-continuous absence.

Article (29)

Salary, benefits and deductions

(1) An Employee shall be entitled to his salary until the date of termination of service for any of the reasons prescribed in this Law.

(2) In case of termination on the ground of medical unfitness, the Employee shall be entitled to his salary and benefits until the Employee's Sick Leave is exhausted or until the date of Employee retirement at his own request.

(3) An Employee's salary or the amount an Employee is entitled to by virtue of the Employee's Position shall not be subject to deduction except for payment of alimony, debt following a judicial ruling or payment of Government debt incurred by the Employee by virtue of the Employee's Position.

(4) The amount deducted monthly shall not exceed $\frac{1}{4}$ of the total amount to which the Employee is entitled.

(5) Where an Employee has several overlapping debts to be deducted, priority shall be given to alimony.

(6) No law-suit or claim by an Employee for entitlements by virtue of the Employee's

Position may - when this has previously been rejected - be entertained by a law court after five (5) years have elapsed, and this limitation period shall commence from the effective date of the entitlement.

(7) No law-suit or claim for a refund of any amount unduly paid without reasonable cause by the Government to an Employee, where this claim has been previously rejected, shall be entertained by any court of law after five (5) years have elapsed, and this limitation period shall commence with effect from the date of the payment.

(8) However the period shall be fifteen (15) years when the payment has been obtained through deceit or fraud on the part of the Employee.

(9) The limitation period referred to above may also be interrupted with any claim in writing either by the Employee or by the Government Entity.

Article (30)

Right of grievance

(1) A committee shall be constituted in each Government Entity in accordance with a decision of the Relevant Authority for the purpose of hearing grievances submitted to it by Employees other than holders of Senior Positions and Positions legally construed as equivalent against any decisions affecting an Employee's employment rights in accordance with the rules prescribed by the Executive Regulations.

(2) Grievances by holders of Senior Positions and Positions legally construed as equivalent against decisions in respect of their employment shall be submitted to the Prime Minister in accordance with rules prescribed by the Executive Regulations.

Article (31)

Instructions

The Bureau shall undertake to issue instructions necessary for the implementation of the provisions of this Law and the Executive Regulations and to monitor the implementation of such instructions.

Article (32)

Provision of information to Civil Service Bureau

(1) Government Entities shall provide the Bureau with any information requested by the Bureau and shall make available for examination by representatives of the Bureau any records, files and other relevant documents necessary for the Bureau's performance of its functions.

(2) Government Entities shall respond to Bureau's correspondence on any matter relating to civil service affairs within such period as the Bureau may determine.

