

NON OFFICIAL TRANSLATION

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CIVIL SERVICE COUNCIL OF THE REPUBLIC OF ARMENIA

01 June 2002, Yerevan

No. 14-N

D E C I S I O N

**ON APPROVING THE PROCEDURE FOR MAINTAINING PERSONAL FILE AND THE REGISTER
OF CIVIL SERVANTS**

Guided by Article 30(3) of the Law of the Republic of Armenia “On civil service”, the Civil Service Council of the Republic of Armenia hereby rules:

To approve the procedure for maintaining personal file and the register of civil servants (Annex).

**Chairman of the Civil Service Council of the
Republic of Armenia**

M. Badalyan

**Annex to the Decision of the Civil Service Council of the Republic of Armenia No. 14- N of 1
June 2002**

PROCEDURE

FOR MAINTAINING PERSONAL FILE AND THE REGISTER OF CIVIL SERVANTS

1. This Procedure establishes the procedure for maintaining personal file and the register of civil servants of the Republic of Armenia (hereinafter referred to as “the civil servants”).

I. MAINTAINING PERSONAL FILE OF THE CIVIL SERVANTS

2. Personal file of civil servants (hereinafter referred to as “the personal file”) are set of documents and materials containing summarised information about the service activities of the civil servant.

3. The personal file shall be maintained by the human resources subdivision (hereinafter referred to as "the human resources subdivision") of the relevant body provided for by Article 4(1) (hereinafter referred to as “the relevant body”) of the Law of the Republic of Armenia “On Civil Service” (hereinafter referred to as “the Law”).

4. Maintaining more than one personal file for the civil servants shall be prohibited.

5. In case of being appointed to a position of civil service in another relevant body or holding a temporary vacant position in the civil service, the personal file shall be delivered to the new workplace pursuant to the acceptance and delivery act.

(point 5 amended by the Decisions No. 428-N of 31 May 2004 and No. 1116-N of 22 November 2007)

6. Maintaining of the personal files shall begin after entry into force of the legal act on appointment of the civil servant to a position in the civil service for the first time.

The cover of the personal file shall contain the number of the personal file, first name, last name and patronymic name of the civil servant, as well as the beginning of the file maintaining process, termination and archiving dates thereof (Form No. 1).

(point 6 amended by the Decision No. 141-N of 13 December 2002)

7. The personal file shall include the following documents:

(a) application;

(a¹) copy of the job description of the civil service;

(b) the conclusion issued by the appropriate competitive commission on declaring a winner in result of the competition held for occupying a vacant position in the civil service;

(c) personal data sheet (Form No. 2), which shall be filled out personally by the civil servant, with exhaustive answers to all the questions, without any erasures and with the precise content of personal documents, in accordance with the data provided in the passport, employment record book, military record book, documents attesting the education, and in documents on granting an academic degree and on bestowing a title.

In case of changes in the information provided in the personal data sheet, a new personal data sheet shall be filled out, whereabout the subdivision shall inform the official (authority) competent for the appointment to the position concerned;

(d) two photos, sized 3cm x 4cm;

(e) resume which is the short description of the main stages of life of the civil servant in chronological order. A resume shall be written in person, stated in a free-style manner, in one's own handwriting and without any erasures. It shall contain at least the first name, last name, patronymic name, date of birth, nationality, education (the educational establishment he or she has graduated from and the date thereof), the beginning of the work activities, shifting from one work to another, information about military service, family status (parents, spouse, children), the date of writing of the resume and the signature of the civil servant;

(e¹) copy of the social card;

(f) copies of the passport, military service record card and documents attesting the education;

(f¹) statement (Form No.3) with regard to data on being recognised incapacitated or partially capacitated through judicial procedure, on not suffering any of the diseases provided for by law and other information (Pursuant to Article 50 of the Law, persons regarded as the civil servants, as well as persons holding a temporary vacant position in the civil service shall fill out the statement in accordance with the Form No.4);

(f²) statement on absence of criminal record, which shall be received by the staff of the relevant body through making an inquiry to the authorities of the Police of the Republic of Armenia within a period of 15 days after making an appointment to chief, leading and junior positions in the civil service in the manner prescribed by law;

(g) extract from the legal act on appointment to the relevant position in the civil service;

(h) the text of oath signed by the civil servant;

- (i) ***(point 7(i) repealed by the Decision No.141-N of 13 December 2002)***;
- (j) copies of respective legal acts on conferring and depriving of class ranks of the civil service;
- (k) statement on declaration of property and income issued in the manner prescribed by the legislation of the Republic of Armenia;
- (l) ***(point 7(l) repealed by the Decision No.141-N of 13 December 2002)***;
- (m) employment record book;
- (n) copies of documents on granting an academic degree and bestowing a title;
- (o) copies of attestation sheet on the attestation undergone by the civil servant and of the decision of the relevant attestation commission;
- (p) copy of the document on training of the civil servant;
- (q) copies of legal acts regarding to appointment to a position in the civil service, dismissal from a position in the civil service, recording in short-term personnel reserve of the civil service and deleting from short-term personnel reserve of the civil service, as well as temporary employment contract;
- (r) copies of appropriate legal acts on reward with state awards, on bestowing honorary and special titles, as well as state prizes;
- (s) ***(point 7(s) repealed by the Decision No.141-N of 13 December 2002)***;
- (t) reports on the activities carried out by the civil servant and submitted thereby to his or her immediate superior each six months, together with the conclusions of the latter thereon;
- (u) performance evaluation reports issued by immediate superior;
- (v) copy of the legal act on applying encouragement, as well as copy of the legal act on applying a disciplinary penalty;
- (w) document attesting that the civil servant has acquainted with all the materials of his or her personal file, assessment of his or her activities and other documents;
- (x) other documents provided for by law.

(point 7 amended and supplemented by the Decisions No. 141-N of 13 December 2002, No. 428-N of 31 May 2004, No. 822-N of 08 September 2004, No. 70-N of 02 February 2005, No. 541-N of 26 June 2006, No. 1116-N of 22 November 2007)

8. All documents of the personal file shall be kept in chronological order.

(point 8 amended by the Decision No. 141-N of 13 December 2002)

9. The human resources subdivision of the relevant body shall be obliged to verify the completeness of the documents submitted for creating the personal file, the compliance with the data filled out and make the following record on the verification results: “Personal file checked (signature, date)”.

10. The personal file shall be drawn up within five days from the appointment of the civil servant to a position in the civil service for the first time.

11. A special folder of the personal file shall be kept for the civil servant appointed to a position in the civil service where all the documents mentioned above shall be inserted. A regular record shall also be made in the personal file register of the human resources subdivision of the relevant body.

12. The personal files shall be kept in the human resources subdivision of the relevant body as separate registration documents.

Employment record book shall be kept in the envelope attached to the last page of the cover of the personal file.

13. Amendments may be made to the personal file in case of existence of documents attesting such amendments.

The human resources subdivision of the relevant body shall verify the authenticity of all the documents and the accuracy of the amendments by making the record provided for by point 9 of this Procedure.

14. The personal file (except for employment record book) of the civil servant dismissed from the position of the civil service shall be retained for at least five years in the human resources subdivision of the relevant body, after which it shall be deposited in archives in the manner prescribed by the legislation of the Republic of Armenia, and in case of appointment of the civil servant to a new position in the civil service, it shall be delivered to the relevant body concerned.

15. The human resources subdivision of the relevant body keeping the personal file shall be obliged to:

(a) maintain the personal file;

(a¹) provide a copy of job description of the civil service to the civil servant holding the position concerned, on the day of entry into force of the legal act on the appointment to the position and to the person holding a temporary vacant position of the civil service, on the day of concluding a temporary employment contract;

(b) attach the documents stated in point 7 of this Procedure to the personal file;

(c) ensure the personal file to be retained and the confidentiality of the information contained therein;

(d) familiarise the civil servant with his or her personal file at least once a year, as well as upon his or her request;

(e) upon the first request of the civil servant to familiarise the latter with his or her personal file, provide all the documents and materials of the personal file thereto with which the latter shall get familiar in the place where the personal file is kept and may make the copy of the documents contained therein;

(f) exercise annual control over the current state of the personal files and in case of revealing any shortcomings in creating and maintaining of the personal file, draw up an appropriate statement and inform the head of the relevant body concerned thereof through the chief of staff of the appropriate body;

(g) inform the civil servant about the provision of information contained in the personal file for publication in accordance with the legislation of the Republic of Armenia.

(point 15 amended by the Decision No. 541-N of 26 June 2006)

16. Making any corrections or supplements while maintaining the personal file, making new records in previously submitted documents, removing any document, disseminating the information contained in the file shall be prohibited, with the exception of cases provided for by this Procedure.

17. In case the civil servant is registered in the short-term personnel reserve of the civil service, the personal file of the latter shall be delivered to the Civil Service Council of the Republic of Armenia (hereinafter referred to as “the Council”).

(point 17 amended by the Decision No. 428-N of 31 May 2004)

18. The personal file shall be stored in safes or in filing cabinets where files shall be arranged by structural subdivisions of the relevant body.

19. The personal file shall contain an internal list, which includes sequential numbering of the documents contained in the file, name of documents, number of pages, dates of attaching documents to the file, removing documents from the file and returning documents thereto, as well as the aim of

removing a document and the first name, last name, position and signature of the receiver of the document.

(point 19 amended by the Decision No. 141-N of 13 December 2002)

20. Each year the internal list shall be supplemented with a summarised record, where the name of the documents and the number of pages shall be written down in symbols and words, and information shall be provided in respect of the documents available in and removed from the file.

21. At the time of numbering the personal file, the internal list shall be paginated separately, which shall be signed by the officer of the human resources subdivision of the relevant body who has drawn up it by stating the position, print name, date of drawing up thereof.

22. Internal list shall be drawn up on a separate page, in accordance with the exemplary form (Form No. 5).

(point 22 amended by the Decision No. 141-N of 13 December 2002)

23. The human resources subdivisions of relevant bodies shall bring in compliance the procedure for maintaining the personal files of persons regarded as the civil servants pursuant to Article 50 of the Law with the requirements of this Procedure (except for the requirements referred to in point 7(a) and (b) of this Procedure).

(point 23 amended by the Decisions No. 141-N of 13 December 2002, No. 428-N of 31 May 2004)

23¹. The human resources subdivisions of relevant bodies shall maintain the personal files of persons holding a temporary vacant position in the civil service by temporary employment contract, in accordance with the requirements of this Procedure (except for subpoints 7 (a), (b), (g), (h), (j), (o), (p) and (q) (other than the provision on temporary employment contract)).

(point 23¹ supplemented by the Decisions No. 428-N of 31 May 2004 and No. 1116-N of 22 November 2007)

II. MAINTAINING THE REGISTER

24. Register is an integrated list of information on all civil servants.

The register shall also contain information about civil servants registered in short-term personnel reserve of the civil service; the registration of such information shall be carried out within the time limits laid down by procedure for registration in short-term personnel reserve of the civil service and deletion from short-term personnel reserve.

(point 24 amended by the Decisions No. 141-N of 13 December 2002, No. 428-N of 31 May 2004)

25. The Council shall maintain the uniform register of the civil servants based on information provided by the relevant bodies, where the information contained therein, together with the amendments and supplements made, shall be updated within the time limits set out by this Procedure.

(point 25 amended by the Decision No. 141-N of 13 December 2002)

26. The register shall not be published.

27. The appointment of civil servant to a position or registration in short-term personnel reserve thereof shall be deemed as a ground for registering in the register.

(point 27 amended by the Decision No. 428-N of 31 May 2004)

28. Information shall be included in the register based on the data from staff lists of the relevant bodies and from the personal files as stated in point 31 of this Procedure.

29. The register is comprised of the following sections:

- (a) positions in the civil service of the Republic of Armenia;
- (b) civil servants holding positions in the civil service of the Republic of Armenia;
- (c) civil servants registered in short-term personnel reserve of the civil service of the Republic of Armenia.

(point 29 amended by the Decision No. 428-N of 31 May 2004)

30. The following information shall be included in “Positions of the Civil Service of the Republic of Armenia” section:

- (a) names of structural subdivisions of the relevant bodies;
- (b) the recent staff list (the date) approved by the relevant bodies;
- (c) the number of staff list units in relevant bodies, in accordance with the position list of the civil service;
- (d) names and codes of the positions of the civil service;
- (e) total number of staff list units of relevant bodies and the number of staff list units in accordance with the positions not regarded as civil service positions.

(point 30 amended by the Decision No. 141-N of 13 December 2002)

31. The following information shall be included in “The Civil Servants Holding Positions in the Civil Service of the Republic of Armenia” and “The Civil Servants Registered in Short-Term Personnel Reserve of the Civil Service of the Republic of Armenia) sections:

- (a) structural subdivision;
- (b) position held and the code;
- (b¹) ground for and date of the appointment to a position;
- (c) class rank, and the date of conferment, demotion and deprivation thereof;
- (d) last name, first name, patronymic name;
- (e) date of birth;
- (f) place of birth;
- (g) gender;
- (g¹) social card number;
- (h) education (name of educational establishment, beginning and completion of studies, profession and qualification obtained);
- (i) conscription, military title;
- (j) academic degree (date of awarding a degree);
- (k) academic title (date of awarding a title);
- (l) ***(point 31(l) repealed by the Decision No.141-N of 13 December 2002)***;
- (m) attestation (date of the recent attestation and result of attestation);
- (n) training (educational establishment, beginning and completion of studies, name of the programme, number of the state-recognised training document);
- (o) encouragements, including state awards and disciplinary penalties;
- (p) total service record, including, the civil service record;
- (q) dismissal from the civil service position, registration in short-term personnel of the civil service and deletion from short-term personnel, temporary employment contact (date, grounds, etc.);
- (r) family status;

- (s) passport data;
- (t) place of residence (postal address);
- (u) telephone numbers (home, office, mobile, e-mail, fax).

(point 31 amended by the Decisions No. 141-N of 13 December 2002, No. 428-N of 31 May 2004, No. 822-N of 08 September 2004, No. 70-N of 02 February 2005)

32. Information shall be included in the register in following forms:

- (a) on a hard copy (paper records), upon staff lists and data of the personal files submitted by relevant bodies;
- (b) on electronic media through data-analytical software for “The Civil Servants of the Republic of Armenia” created on the basis of the data contained on the hard copy.

33. In case of incompliance between the data in registers on a hard copy and those on electronic media, the data in the register on a hard copy shall prevail.

34. The Council shall include the changes relating to signing on the civil service in the register on a hard copy, pursuant to holding civil service positions and amendments made to the personal files, having regard to documents provided for registration by the relevant body.

35. Register on electronic media shall be maintained and amendments to the register shall be made by the user of the data-analytical software on “The Civil Servants of the Republic of Armenia”.

36. In order to make an entry and amendment to the register, chiefs of the staffs of relevant bodies shall submit to the Council:

- (a) until 15 January of each year, the staff list data approved by relevant bodies as of 1 January of current year (Form No. 6) and data of the personal files referred to in point 31 of this Procedure;
- (b) until the 10th of the following month of each quarter, information about the newly appointed civil servants and about the civil servants of relevant bodies enrolled in the register (Form No. 7), as well as about civil servants dismissed from the civil service (Form No. 8);
- (c) within one week after approval of the staff list of the relevant body or after making amendments thereto, copies of such legal acts;
- (d) amendments made to the electronic media in accordance with the data provided for by subpoints (a) and (b) of this point, within two days.

(point 36 amended by the Decision No. 141-N of 13 December 2002)

37. The register shall be drawn up on hard copy at least once for three years. The Council shall draw up the new register on hard copy until 31 March of the current year. After drawing up the new register, the document containing information of the previous register shall be closed and archived.

All the pages of the register shall be paginated, bound and sealed by the Council seal.

(point 37 amended by the Decision No. 141-N of 13 December 2002)

38. Upon a written request of the chief of staff of relevant body, the Council shall provide him or her the necessary information from the register on the body concerned.

(point 38 amended by the Decision No. 141-N of 13 December 2002)

39. Data in the register shall serve as a ground for submission of annual communications to the National Assembly of the Republic of Armenia, as well as for social surveys and analyses with regard to the civil service system.

16. Telephone numbers (home, office, mobile) and e-mail _____

17. Passport _____
(series, number, date of issue, issued by)

200 ____

Personal signature

The person filling in personal data sheet is obliged to inform the human resources subdivision of the relevant body about all further changes.

ANNOUNCEMENT

»
(first name, last name, patronymic name) of _____«

Following provisions of the Law of the Republic of Armenia on "Civil Service of the Republic of Armenia", I hereby announce:

- (a) through judicial procedures recognised incapable or having limited legal capacity _____ (yes, no)
- (b) suffer from any of the diseases included in the list of diseases approved by the Decision of the Government of the Republic of Armenia No. 908 of 27 June 2002 (yes, no)

_____ (c) ability to work on computer and modern other technical devices _____ (yes, no)

- knowledge of computer programs (Windows, Word, Excel, Access, etc.)

_____ (d) share of 10 per cent and more in the statutory capital of commercial organisations _____ (yes, no)

(e) engaged in other paid activity (except for scientific, creative and pedagogical activities) _____ (yes, no)

(f) engaged in business activity _____ (yes, no)

(g) in a relationship with close relatives or in-laws (parent, spouse, child, sibling, parent-in-law) under direct custody or control _____ (yes, no)

I am warned about dismissal from occupied position and liability in a prescribed manner for submission of false information and documents in case of appointment thereto.

_____ 200

Signature of the person filling in the announcement

ANNOUNCEMENT

(name, surname and patronymic name) of

Following the provisions of the Law of the Republic of Armenia on "Civil Service of the Republic of Armenia", I hereby announce:

- (a) share of 10 per cent and more in the statutory capital of commercial organisations _____ (yes, no)
- (b) engaged in other paid activity (except for scientific, creative and pedagogical activities) _____ (yes, no)

(c) engaged in business activity _____ (yes, no)

(d) in a relationship with close relatives or in-laws (parent, spouse, child, sibling, parent-in-law) under direct custody or control _____ (yes, no)

I am warned about dismissal from occupied position and liability in a prescribed manner for submission of false information and documents in case of appointment thereto.

_____ 200

Signature of the person filling in the announcement

LIST

OF DOCUMENTS AVAILABLE IN PERSONAL FILE

(last name, first name, patronymic name of the civil servant)

No.	Names of documents	Sequential numbers of pages	Number of pages	Date of attachment to the personal file	Date of removal from the personal file	Aim of removal from the personal file	First name, last name and position of the receiving	Signature of the receiving person and date of	Date of returning
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INFORMATION

ON CHANGES IN REGISTRATION DATA OF NEWLY APPOINTED CIVIL SERVANTS AND OF CIVIL SERVANTS ENROLLED IN THE REGISTER

(name of the relevant body)

No	Name of the subdivision	Position of the civil service		Appointment to the position		First name, last name, patronymic name	Class rank of the civil service				
		Code	Ground	Date	Class rank		Date of conferment of class rank	Date of demotion of class rank	Date of deprivation of class rank		
1	2	3	4	5	6	7	8	9	10	11	
Date of birth	Place of birth	Gender	Social card number	Family status	Passport data (serial number, issued by)	Place of residence	Telephone numbers	Education	Educational establishment	Beginning of learning process	End of learning process
12	13	14	15	16	17	18	19	20	21	22	23

	Qualification	Conscription	Military title	Academic degrees (titles)		Encouragements		Disciplinary sanctions		
				Degree (title)	Date of awarding	Encouragement	Date of application of an encouragement	Disciplinary penalty	Date of application of a penalty	
24	25	26	27	28	29	30	31	32	33	

Recent training						Recent attestation		Work experience y/m/d		Note
Educational establishment	Beginning	End	of program	Number of the state-recognised document	Date	Outcomes	Total	Civil service		
34	35	36	37	38	39	40	41	42	43	

Seal

Chief of the staff of the relevant body

_____ (signature)

(Form No. 7 amended by the Decisions No. 428-N of 31 May 2004, No. 822-N of 08 September 2004 (the amendment provided for by the last decision has not been made to the Form No. 7 for the reason of impossibility), edited by the Decision No. 70-N of 02 February 2005)

INFORMATION

ON THE CIVIL SERVANTS DISMISSED FROM CIVIL SERVICE

(name of the relevant body)

No	Name of the structural subdivision	Position	Position code	Last name, first name, patronymic name	Grounds for dismissal	Date of dismissal
1	2	3	4	5	6	7

Seal

_____ 200

Chief of staff of the relevant body

_____ (signature)