

Law No. 7 of 1999 regulating the Ministry of Civil Service and Housing Affairs and specifying its Functions 7 / 1999

Number of Articles: 22

Table of Content

[Articles \(1-22\)](#)

We, Hamad Bin Khalifa Al-Thani, Emir of the State of Qatar;
Having perused the [Amended Provisional Constitution](#), in particular [Articles 23, 34, and 51](#) thereof,
The [Labour Law](#) No. 3 of 1962, as amended;
The [Civil Service Law](#) promulgated by Decree Law No. 9 of 1967, as amended;
[Law No. 5 of 1970](#), specifying the powers of the ministers and the functions of the ministries and other government organs, as amended;
[Law No. 5 of 1989](#) on the State Budget;
Decree [Law No. 12 of 1991](#) establishing the Diwan of Civil Service;
Decree [Law No. 20 of 1993](#) regulating the Ministry of Municipal Affairs and Agriculture and specifying its Functions, as amended by Decree-[Law No. 27 of 1995](#);
Decree [Law No. 24 of 1995](#), on the abolition of the Ministry of Labor, Social Affairs and Housing and redistributing its functions;
Emiri Order No. 4 of 1996 on the formation of the Council of Ministers;
[Emiri Resolution No. 8 of 1979](#) on the structure of undersecretaries;
[Emiri Resolution No. 1 of 1998](#), establishing the Planning Board, as amended by [Resolution No. 9 of 1998](#);
The proposal of the Minister of Civil Service and Housing Affairs;
The draft law submitted by the Council of Mi

Articles

Article 1

The Ministry of Civil Service and Housing Affairs shall be regulated and its functions shall be identified pursuant to the present law.

Article 2

In addition to the general functions stipulated in [Law No. 5 of 1970](#) referred to, the Ministry of Civil Service and Housing Affairs shall assume the following responsibilities:

1. propose and follow up the implementation of the Ministry's policies and plans;
2. review and develop work plans and provide technical assistance to update, facilitate and control of procedures;
3. propose organizational structures that ensure the effectiveness and efficiency of work, realisation of the effective coordination and integration therebetween.
4. describe, assess, and classify posts, propose balance sheets, budget estimates and public payrolls and privileges for all State employees, and propose the necessary jobs modification in accordance with the requirements of the public interest.
5. plan manpower, develop the optimal utilisation of national labour in all positions, and implement the policy of the Qatari nationalisation of jobs according to specific programs and plans;
6. develop training plans for the employees to raise their level of competence and follow up the implementation thereof, in cooperation and coordination with the competent authorities.
7. execute the provisions of the civil service, labour and housing laws;

8. propose legislation related to the civil service affairs, labour and housing;
9. issue circulars to the ministries and government organs regarding the execution of the provisions of the civil service, labour and housing laws;
10. develop housing systems and provide appropriate housing for the citizens in coordination with the competent authorities in accordance with the laws and regulations in force.
11. represent the State in regional and international conferences, commissions, and organizations related to the activities of the ministry.

Article 3

Without prejudice to the general powers conferred on the minister in accordance with the provisions of [Law No. 5 of 1970](#) referred to, the Minister of Civil Service and Housing Affairs shall assume the following:

1. supervise the ministry's affairs and its modes operandi;
2. issue decisions necessary to organize the ministry's work;
3. represent the State in regional and international conferences, commissions, and organizations related to the activities of the ministry.

Article 4

The Minister shall have an Office Director who shall report thereto and assume the following:

1. Organize files, correspondence and documents of the Office of the Minister;
2. Take care of the incoming correspondence and submit to the Minister for his perusal;
3. Distribute the above correspondence to the competent authorities for consideration in accordance with the instructions of the minister;
4. Prepare memos and correspondence assigned for him by the Minister;
5. Communicate with different authorities regarding the submission of the required documents and data;
6. Notifying the concerned authorities of the minister's notes and instructions, follow up and brief the minister of their feedback;
7. Attend and record interviews and discussions at the Minister's permit.

Article 5

The Planning and Follow-up Unit at the Ministry, formed by a decision of the minister shall assume the functions stipulated in the [Emiri Resolution No. 1 of 1998](#) referred to.

Article 6

Without prejudice to the general powers conferred on the undersecretary in accordance with the provisions of [Law No. 5 of 1970](#), and the [Emiri Resolution No. 8 of 1979](#) referred to, the Under Secretary shall assume the following:

1. Supervise the work of the ministry's different administrative units and control their work progress;

2. Propose the draft bylaws and decisions governing the ministry's work and implementation of its functions;
3. Approve imbursement receipts and financial documents in accordance with the financial provisions and regulations.
4. Propose amendments to the organization of the administrative units that make up the ministry, as well as specifying and amending their competencies.
5. Any other functions assigned thereto by the minister.

The undersecretary may authorize certain powers to the undersecretary assistants or the directors of the administrative units at the ministry.

Article 7

The undersecretary assistant shall directly report to the undersecretary, and shall assume the following functions:

1. Supervise the work progress in the administrative units under his supervision;
2. Propose the draft bylaws and decisions governing the work of the units under his supervision;
3. Propose developmental projects and the operational budget of the aforesaid units, modus operandi, follow up, and evaluation thereof;
4. Prepare the necessary plans to run and develop the work, the bases of follow-up and evaluation of the results of the units under his supervision;
5. Sign relevant transactions and take executive decisions in the issues under his powers;
6. Control the work principles and trends, propose incentives and sanctions for employees working in the units under his supervision according to the follow-up and performance evaluation reports.

A decision shall be issued by the minister, based on the proposal of the undersecretary of the ministry, for the distribution of competences among the undersecretary's assistants.

[Article 8 \(Amended By Cabinet Decision 17/2005\)](#) ([Amended By Cabinet Decision 15/2003](#)) ([Amended By Cabinet Decision 17/1999](#))

The Ministry of Civil Service and Housing Affairs shall consist of the following administrative units:

1.
 1. Administrative units directly affiliated to the Minister:
 1. Office of the Minister.
 2. Department of legal affairs.
 3. Department of public relations and information.
 4. Department of Government Housing.
 2. the administrative units affiliated to the undersecretary:
 1. Department of civil service regulations.
 2. Housing Department.
 3. deleted.
 4. deleted.
 5. The Department of Labour.
 6. deleted.
- 1 - Department of Social Affairs 2 - deleted.
1. Department of organizing and scaling of posts.
2. Department of planning and manpower development.
3. Department of budget management.
4. Department of juvenile care.
5. Department of administration affairs.
6. Department of finance affairs.
7. Information center.

Article 9

Each department in the ministry shall be headed by a director who shall assume the following functions:

1. running the department affairs, follow-up the work progress and coordination between the divisions and offices affiliated to the department.
2. propose decisions necessary for the development of the department activity.
3. prepare the draft budget of the department.
4. take decision and sign different transactions which fall within his competence.

Article 10

The Department of Legal Affairs shall be responsible of the following:

1. provide legal opinion and advice in matters and issues related to the work of the ministry;
2. examine, prepare and formulate drafts of different legislative instruments as proposed by the ministry and draft circulars issued by the ministry on the laws and regulations of the civil service, labour and housing.
3. research and study legal issues on the application of the laws and regulations of the civil service, labour and housing.
4. represent the ministry in the committees formed for examining the administrative and financial legislation and bylaws.
5. prepare draft contracts the ministry concludes with third parties and give opinions on emerging issues encountered in their implementation.
6. investigate incidents and violations attributed to the staff of the Ministry, prepare and submit the necessary results thereof together with the legal opinion and recommendations to the concerned authorities, and follow up the execution of the decisions thereon.

Article 11

The functions of the Department of public relations and information:

1. Issuing media releases which aim to highlight the role and activities of the ministry.
2. Following up media reports and issues relevant to the ministry and its functions, present them to the officials, and preparer responses thereto.
3. Preparing programs of administrative information through various media outlets and their utilisation to serve the objectives of development in the areas of administrative development, labour and housing.
4. Proposing and developing social programs for workers at the ministry and provide appropriate social and humanitarian conditions in the workplace.
5. Taking necessary hospitality arrangements for the guests and visitors of the ministry and introducing them to the ministry's mission and services.
6. Making travel arrangements for visiting and traveling delegations, hotel booking, hospitality and accommodation arrangements and follow-up settlement of expenses with the Department of Administrative and Financial Affairs and Information.

Article 12

Functions of the Department of civil service regulations:

1. The preparation and development of civil service systems and circulating them, and the issuance of explanatory leaflets about the rules and methods of their application.
2. Proposing training programs for workers of competent personnel units in ministries and other governmental bodies on executive civil service systems in coordination with the Department of organization and manpower planning.
3. Following-up the commitment of ministries and other governmental bodies to implement the approved systems for civil service.
4. Holding regular meetings for the personnel of ministries and studying work problems.
5. Issuing executive decisions and rules governing personnel affairs, particularly with regard to vacations, loans and salaries, bonuses and promotions

and penalties in accordance with the postulated legal provisions in this regard.

6. Studying the problems involved in the civil service, and investigating the causes and to proposing aspects of treatment.
7. Studying and reviewing the civil service legislations and making proposals of development in order to achieve unified handling, accuracy and efficiency of implementation, in coordination with the competent departments.

Article 13

Functions of the Department of Housing:

1. Laying down plans and programs to ensure the provision of adequate housing for beneficiaries of the senior officials, low-income people, and free housing systems, and following-up their implementation in accordance with the provisions of the law.
2. The implementation of the provisions of the laws, decrees and regulations relating to housing.
3. Proposing legislations related to housing systems, and proposing their implementation resolutions and regulations.
4. Conducting studies and researches necessary to design and develop housing policies in the state and propose archetypes for houses in coordination with the competent authorities.
5. Checking the requests for the benefiting of housing systems, and taking related necessary action in accordance with laws and regulations.
6. Supervision of the construction of the public and free houses, and the additions that are subject to the provisions of the law, and the implementation of maintenance.
7. Giving up houses to the beneficiaries after the completion of the construction.
8. Receiving complaints related to housing systems, and working to settle them in accordance with the provisions of the law.
9. The preparation of the department's draft budget, and proposing the necessary funds to meet the housing requirements.
10. The preparation of periodic reports on the housing situation in the country.
11. Coordinating and cooperating with relevant ministries, banks and other government entities whose activities are related to the work of the department.
12. The provision and development of data and information on housing in coordination with the Department of Administrative and Financial Affairs and Information in the ministry, so as to provide the state an integrated base of information in the field of housing.

[Article 14](#) Cancelled ([Repealed By Cabinet Decision 15/2003](#))

[Article 15](#) Cancelled ([Repealed By Cabinet Decision 15/2003](#))

Article 16

Functions of the Department of Labour:

1. Proposing development programs and workforce training in the non-government sector, in coordination with the competent authorities.
2. Participating in the preparation of legislations and regulations relating to occupational safety and health in the institutions, companies and monitoring their implementation.
3. Inspection of the institutions, companies and taking the necessary measures and actions in accordance with the provisions of the law.
4. The settlement of labor disputes in accordance with the provisions of the law.
5. Preparing draft labor agreements labor and supervising the implementation of its provisions.
6. Ensuring the provision of adequate social services for workers in the non-government sector, in accordance with the provisions of the law.
7. Proposing legislations on the organization of the use of manpower and monitoring its implementation.
8. The preparation and collection of statistical data on the work of the administration, and the preparation of studies and related analytical reports and providing information on the labor market, in coordination with the Department of Administrative and Financial Affairs and Information in the ministry in this regard.
9. Coordinating with the competent authorities on the obligations established by the Arab and international organizations where the state participates as holding a membership.

[Article 17](#) Cancelled ([Repealed By Cabinet Decision 15/2003](#))

Article 18

The administrative units constituting the ministry may be amended, cancelled or consolidated and their functions specified based on the decision of the Council of Ministers, upon the proposal of the Minister.

Article 19

Based on the Minister's decision, divisions in the administrative units constituting the ministry may be established, cancelled or consolidated and their functions specified according to the requirement of the public interest.

Article 20

The Minister shall issue the bylaws and decisions necessary for the implementation of this law.

Article 21

[Decree-Law No. 12 of 1991](#) referred to is hereby canceled as well as any provision that violates the provisions of this law.

Article 22

All competent authorities, each within its own jurisdiction, shall implement this law. It shall take effect from the date of issuance. It shall be published in the *Official Gazette*.
