

Emiri Decision No. 33, 2009 on The Organizational Structure of the Ministry of Justice 33 / 2009

Number of Articles: 16

Table of Content

[Articles \(1-16\)](#)

We, Tamim bin Hamad Al-Thani, Deputy Emir of the State of Qatar,

After perusal of the Constitution;
The Human Resources Management legislation enacted by Law No. 8 of 2009;
Emiri Decree No. 16 of 2009 Designating the Functions of Ministries;
The proposal of the Council of Ministers,

Have decided the following:

[Articles](#)

Article 1

The organizational structure of the Ministry of Justice shall consist of the administrative units set out in the organizational chart appended to this Decision; namely:

First, the administrative units of the Minister:

1. Minister's Office;
2. Technical Office;
3. Public Relations and Communication Unit (PRCU);
4. Internal Audit Unit (IAU).

Second, the administrative units of the Undersecretary:

1. Undersecretary's Office;
2. Department of Human Resources Management (DHRM);
3. Department of Financial and Administrative Affairs (DFAA);
4. Department of Information Systems (DIS);

Third, the administrative units of the Assistant Undersecretary for Legal Affairs:

1. Department of Fatwa and Contracts (DFC);
2. Department of State Litigation;
3. Department of Agreements and International Cooperation (DAIC).

Fourth, the Administrative Units of the Assistant Undersecretary for Land Registration and Certification

1. Department of Land Registration (DLR);
 2. Department of Certification.
-

Article 2

The Technical Bureau shall have the following functions:

1. To render opinion on the matters referred by the Minister or Undersecretary;
 2. To prepare draft legislative instruments concerning the Ministry;
 3. To render opinion on the draft laws referred to the Ministry;
 4. To render opinion on matters included by the agendas of meetings of the Council of Ministers or referred to it by the Minister;
 5. To draw the legal principles from the legal opinions rendered by the Department of Legal Opinion and Contracts (DLOC), and compile, index and publish them.
-

Article 3

The Public Relations and Communication Unit shall have the following functions:

1. To issue bulletins and media programmes, in coordination with the relevant administrative units, that aim to publicize the role of the Ministry, and its activities and functions;
 2. To trace issues related to the Ministry and its functions, published in the newspapers and media, present them to the officials concerned, and prepare their responses;
 3. To receive the requests and complaints of parties to transactions, forward them to the bodies concerned, and answer their queries;
 4. To make, in conjunction with the Department of Financial and Administrative Affairs, travelling, accommodation and hospitality arrangements for the Ministry's guests, and visiting and departing delegations;
 5. To organize the cultural, social and sports activities of the Ministry's personnel, and supervise entertainments, the Ministry hosts or participates therein;
 6. To organize, in coordination with the Department of Financial and Administrative Affairs, conferences, seminars and exhibitions hosted by the Ministry, and prepare the budget required for such activities.
-

Article 4

The Internal Audit Unit (IAU) shall have the following functions:

1. To draft the annual plan to audit the administrative units of the Ministry, submit to the Minister for approval, and prepare the reports on the audit results;
 2. To oversee the extent of implementation of the legislation, regulations and decisions related to the activities of the Ministry;
 3. To confirm the compatibility of work systems and methods with the functions and objectives of the Ministry, and submit the proposals necessary in this regard;
 4. To monitor financial documents, including payment, receipt and entry vouchers;
 5. To study the problems and obstacles encountered when working in the Ministry, discover their causes and propose appropriate solutions;
 6. To review financial instructions, suggest necessary modifications thereto and supervise their implementation;
 7. To oversee procedures relating to staff employment, vacations, promotions, and other matters related to personnel affairs, and check the compliance of staff members with the legislation, regulations and decisions regulating them;
 8. To ensure the safety of property, furniture, tools, buildings and other assets owned by the Ministry or under its control;
 9. To participate in the inventory of the contents of stores and other items under the control of the Ministry.
-

Article 5

The Department of Human Resources Management (DHRM) shall have the following functions:

1. To implement personnel-related legislation, regulations and systems;
 2. To determine, in coordination with the relevant administrative units, the Ministry's needs for posts and staff;
 3. To prepare draft documentation for the description, classification and order of posts, and pursue its implementation and development;
 4. To prepare, in coordination with the Department of Financial and Administrative Affairs (DFAA), the Part I draft budget;
 5. To implement the procedures for staff performance assessment;
 6. To carry out the procedures relating to staff transfer, secondment and loan;
 7. To study the vacation entitlements of employees in accordance with the relevant legislation;
 8. To prepare studies of the structure of posts within the Ministry and make the necessary proposals for developing its administrative organization;
 9. To identify, in coordination with the relevant administrative units, the training needs of Ministry staff, and to implement appropriate training programmes and assess their benefit;
 10. To develop and update the databases regarding Ministry staff files.
-

Article 6

The Department of Financial and Administrative Affairs (DFAA) shall have the following functions:

1. To implement the legislation, regulations, and financial and administrative systems related to the work of the Ministry;
 2. To prepare, in coordination with the relevant administrative units, the draft annual budget and final account of the Ministry;
 3. To provide to the Ministry and its various administrative units, in coordination with the relevant administrative units, equipment and other requirements necessary to perform Ministry functions;
 4. To carry out the processes of procurement, tender and auction in accordance with the rules and regulations of the State;
 5. To supervise the implementation of approved spending, and audit the accounts of revenues and expenditures;
 6. To receive, classify and record incoming and outgoing mail;
 7. To organize Ministry archives and retain the documents according to the most up-to-date methods;
 8. To prepare pay vouchers and all other financial transactions;
 9. To take the necessary measures, in coordination with the concerned bodies, for allotting government housing and furniture allowances to Ministry staff;
 10. To collect the fees for services rendered by the Ministry;
 11. To carry out all administrative services work;
 12. To supervise Ministry stores.
-

Article 7

The Department of Information Systems (DIS) shall have the following functions:

1. To prepare the plans and policies for the use of computers in Ministry activities and pursue their implementation;
 2. To programme, save, retrieve and develop such information systems and data as are necessary for the activities of the Ministry;
 3. To provide and maintain such hardware, software and networks as are necessary for the automated work systems in the Ministry, in coordination with the relevant administrative units;
 4. To design, operate and manage databases and information of all kinds;
 5. To provide the necessary technical support to the users of electronic networks in the Ministry, and train them in using the systems, software, computers and their accessories;
 6. To set up, monitor and update the Ministry website on the Internet.
-

Article 8

The Department of Fatwa and Contracts (DFC) shall have the following functions:

To express legal opinion on such matters as ministries and other government bodies shall request;

1. To give legal opinion on any obligation regarding the exploitation of natural resources in the State or matters of public interest and every concession or monopoly;
 2. To state legal opinion on any dispute relating to legal issues between ministries and other government bodies, and submit such matter through the Minister to the Council of Ministers, at the request of the party to whom the opinion is unacceptable;
 3. To review draft contracts that ministries and other government bodies intend to conclude, and express opinion on issues arising from the performance of such contracts according to the legislation and regulations applicable;
 4. To investigate with lawyers any disciplinary misdemeanour, file the disciplinary action, represent the case before the disciplinary chamber, and appeal against its decisions, in accordance with the provisions of the Advocacy Law;
 5. To publish the matter and such legislative instruments as relate to the matter in the *Official Gazette*;
 6. To certify the translation of legislation, regulations and decisions;
 7. To collect and disseminate legal information after the examination of any matter; to provide translation where required; to summarize the position; and to post such legal information and summaries on any legal network of which the Ministry is a member.
-

Article 9

The Department of State Litigation shall have the following functions:

1. To represent State government bodies in cases or appeals filed by or against them before the various courts or such other bodies on which legislation has conferred judicial jurisdiction;
;To represent State government bodies in cases filed by or against them before local or international arbitration tribunals .
 3. To pursue the execution of judgements passed in favour of the bodies it represented;
 4. To retain lawyers to conduct particular matters within the competence of the Department whenever the nature of the matter so requires, provided such is approved by the Minister upon submission by the Undersecretary;
 5. To decide to file cases for the State or to appeal judgements against the State; should the administration decide not to sue or appeal the judgement, the administrative body concerned shall not oppose such decision unless a reasoned decision is presented by the Competent Minister or the president;
 6. To express opinion on request for compromise or settlement in cases conducted by the Department; the administrative body concerned may not enter into any compromise or settlement until such time as it has taken the opinion of the Department and received the approval of the Minister. The Department may propose to the concerned administrative body that it compromise or settle the case conducted by the Department.
-

Article 10

The Department of Agreements and International Cooperation (DAIC) shall have the following functions:

To study and review draft international agreements and the like referred by the bodies concerned and make the appropriate modifications to them;

1. To prepare, in coordination with the bodies concerned, draft agreements on legal and juridical cooperation and the like, and pursue their implementation;
 2. To support international cooperation in the field of Ministry functions with the Ministries of Justice of other States and specialized international organizations, and exchange experience in this field;
 3. To express opinion on disputes over the interpretation or implementation of international agreements and the like.
-

Article 11

The Department of Land Registration (DLR) shall have the function of carrying out all works of land registration, in particular the following:

1. To register real estate in the Land Register;
2. To record transactions and final judgements presented to the Department in the Land Registry;
3. To regulate certificates of title and rights *in rem*;

To provide details and copies of registration documents.

Article 12

The Department of Authentication shall have the function of carrying out all works of authentication, in particular the following:

1. To receive and authenticate documents;
 2. To lodge official documents in the registers prepared for them;
 3. To regulate contracts and official documents, and authenticate signatures;
 4. To add the relevant formula to copies of official documents requiring execution;
 5. To retain and store certified original documents and prepare appropriate indexes;
 6. To authenticate the signatures of the concerned parties in customary documents, affix their dates and prepare appropriate indexes;
 7. To provide the parties concerned, upon request, with certificates including certified signatures, or affixed dates of customary documents;
 8. To accept, file and certify testamentary documents and all other dispositions that take effect *post mortem* only;
 9. To accept and file documents authenticated by foreign authorities;
 10. To deliver to the parties concerned copies of the authenticated documents when requested.
-

Article 13

The functions of the Minister's Office and the Office of the Undersecretary shall be designated according to the decision of the Minister.

Article 14

The Council of Ministers, following a proposal from the Minister, may modify the organization of the administrative units forming the organizational structure of the Ministry by addition, redundancy or merging, and may designate their functions.

Article 15

The Minister, if public interest so requires, may decide to establish sections in the administrative units forming the Ministry, and he may make them redundant or merge them, and designate and modify their functions; the Minister's decision shall only be effective following approval by the Council of Ministers.

Article 16

All competent bodies, each within its competence, shall implement this decision. It shall be effective from the date of issue and published in the

Official Gazette.

Tamim Bin Hamad Al-Thani

Deputy Emir of the State of Qatar

Issued at the Emiri Diwan on 06/30/1430H

Corresponding to: 06/23/2009

**Please do not consider the material presented above Official
Al Meezan - Qatary Legal Portal**