

Decree-Law No. 12 of 1991 Establishing the Civil Service Bureau (Repealed) 12 / 1991

Number of Articles: 16

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We, Hamad Bin Khalifa Al-Thani, Deputy Emir of the State of Qatar,
Having perused the Amended Provisional Constitution, in particular Articles 22, 23, 27, 31 and 34 thereof;
Emiri Order No. 3 of 1991 appointing a deputy for the Emir of the State of Qatar;
Law No. 2 of 1962 on the regulation of the public fiscal policy in Qatar;
The Law of Civil Service promulgated by Decree-Law No. 9 of 1967, as amended;
Law No. 5 of 1970 specifying the powers of ministers and functions of the ministries and other government agencies, as amended;
Law No. 10 of 1970 identifying the authority which conducts recruitment and removal from public office;
Law No. 5 of 1989 on the State general budget;
Emiri Resolution No. 4 of 1989 establishing the Supreme Council for Planning;
Council of Ministers Resolution No. 12 of 1972 concerning the reorganisation of the administrative structure within ministries;
Council of Ministers Resolution No. 13 of 1972 regulating the competencies of the Department of Personnel Affairs at the Ministry of Finance and Petroleum;
The proposal of the Minister of Finance and Petroleum; and
The draft law submitted by the Council of Ministers;
Hereby promulgate the following Law:

Part 1

Establishment of the Bureau and Its Competencies

Article 1

An organ shall be established called "the Civil Service Bureau", hereinafter "the Bureau" which shall have a legal personality and shall be affiliated to the Council of Minister. The Bureau shall have a budget attached to the State general budget.

Article 2

The purpose of establishment of the Bureau shall be the organisational development, administrative update and raising of the level of the civil service at ministries and other government agencies to ensure the improvement of its efficiency and increase its effectiveness. In order to achieve such purposes, the Bureau may exercise the following competencies:

1. Reviewing and developing work systems and providing technical assistance to update, facilitate and control of procedures.
2. Proposing organisational structures that ensure the effectiveness and efficiency of work, realisation of the effective coordination and integration there between.
3. Describing, assessing, and classifying posts, proposing budget estimates and public payrolls and privileges for all State employees, and proposing the necessary jobs modification in accordance with the requirements of the public interest.
4. Planning manpower, developing the optimal utilisation of national labour in all positions, and implementing the policy of the Qatari nationalisation of jobs according to specific programmes and plans.
5. Developing training plans for the employees to raise their level of efficiency and following up the implementation thereof, in cooperation and coordination with the competent bodies.

6. Planning, developing and following up the implementation of civil service regulations according to the rules established by a decision of the President of the Bureau to achieve the facilitation and discipline, and issuing necessary decisions and instructions in this regard.
7. Proposing legislation relating to the civil service affairs.
8. Any other tasks assigned to it by the Council of Ministers.

Part 2

Formation and Organisational Structure of the Bureau

Article 3

The Bureau shall be comprised of a President, a Vice-President and a sufficient number of staff. The appointment of the President and Vice-President of the Bureau shall be by decree

Article 4

The President of the Bureau shall assume the technical and administrative supervision over work of the Bureau and its staff, and shall issue the necessary decisions in this regard. For this purpose, the President shall have the powers prescribed for the minister in the laws.

The Vice-President shall replace the President of the Bureau in his powers in his absence or if his post becomes vacant for any reason whatsoever.

Article 5

A Planning and Follow-up Unit shall be established in the Bureau, formed by a decision of the Bureau's President, which shall undertake the competencies stipulated in Emiri Resolution No. 4 of 1989 establishing the Supreme Council for Planning.

Article 6

The Bureau shall consist of the following administrative units:

1. Department of Organisational Development.
2. Department of Post Classification and Balance.
3. Department of Planning and Workforce Development.
4. Department of Civil Service Affairs.
5. Department of Administrative and Financial Affairs.
6. Information Centre.

The competencies of these departments shall be assigned by a resolution of the Council of Ministers upon the proposal from the President of the Bureau.

Article 7

The Council of Ministers may, upon a proposal from the President of the Bureau, amend the organisation of the administrative units comprising the Bureau by addition, cancellation and merging.

Article 8

Sections in the administrative units which comprise the Bureau may be established, abolished and merged and their competencies may be determined and amended by a decision of the President of the Bureau after approval of the Council of Ministers.

Article 9

Subject to the provisions of Law No. 5 of 1989 on the State general budget, The Bureau shall draw up its draft annual budget and final account in accordance with the rules determined by the Bureau's financial bylaw.

Article 10

The Bureau shall set the financial and administrative bylaws necessary for the organisation of its work and the exercise of its powers, and such bylaws shall be issued by decision of the President of the Bureau after approval of the Council of Ministers.

Article 11

The provisions of the Law of Civil Service shall apply to employees and workers of the Bureau.

Part 3

Transitional Provisions

Article 12

The Department of Personnel Affairs at the Ministry of Finance and Petroleum shall be cancelled, and employees of this Department shall be transferred to the Civil Service Bureau in their positions, salaries, allowances and all privileges prescribed for them at the time of the transfer.

Article 13

With the exception of matters that are under responsibility of the Civil Service Bureau in accordance with the provisions of this Law, the competencies of the Department of Personnel Affairs at the Ministry of Finance and Petroleum shall be devolve to the ministries and other government agencies, each within its own jurisdiction, pursuant to the executive resolutions issued by the Council of Ministers, upon the proposal of the President of the Bureau.

Article 14

Work shall continue temporarily with the current bylaws and resolutions of the civil service in force that are not in conflict with the provisions of this Law until the issuance of the executive bylaws and resolutions of the provisions of this Law.

Article 15

Each provision that violates the provisions of this Law shall be rescinded.

Article 16

All competent authorities, each within its own jurisdiction, shall enforce this Law sixty days after its publication date in the *Official Gazette*

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