

**Achievement of Market-Friendly Initiatives and Results Program
(AMIR 2.0 Program)**

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**Administrative and Financial Instructions
for the Social Security Investment Commission**

Final Report

**Deliverable for Capital Markets Component, Task No. 638
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**The Investment Unit Management
Of
The Social Security Corporation**

**Established in accordance with Regulation number 111 for the Year 2001
Issued in accordance with Article 76 of the Social Security Law number 19 for the
Year 2001**

The Financial Instructions

**Issued in accordance with the Provisions of Article 14 of the Regulation for the
Social Security Corporation's Investment of Funds number 111 for the Year 2001
According to the Corporation's Board of Directors' decision number _____ in its
session number _____ held on __/__/2002**

The Financial Instructions

For the Investment Unit of the Social Security Corporation issued in accordance with Article 14 of the Regulation for the Social Security Corporation's Investment Fund number 111 for 2001 and according to the Board's decision number _____ in its session number _____ held on __/__/2002.

Chapter One

Article 1:

These instructions shall be named (The Financial Instructions of the Investment Unit of the Social Security Corporation) and shall apply to all financial issues and shall take effect as of the date of their approval by the Board.

Definitions

Article 2:

The following words and terms shall have the meanings stated next to each one wherever they appear in these Instructions, unless the reference indicates otherwise:

- * The Commission: The Unit's Management Commission that was formulated in accordance with Article 7 of Regulation number 111 for the year 2001
- * The Unit: The apparatus responsible for managing the investment of the Corporation's funds.
- * The Corporation: The Social Security Corporation.
- * The Board: The Corporation's Board of Directors.
- * The Chairman: The Commission's Chairman.
- * The Financial Committee: The Committee formed by a Commission decision.
- * The Manager: The Unit's Executive Manager.
- * The Department: The Unit's Administrative and Financial Department.
- * The Subject Manager: The Manager of the subject department who is responsible for any financial issues in the Unit.

- * **The Balance Sheet:** A statement or listing of the Unit's balance of assets and liabilities, sources and uses of its funds at the end of the financial year after properly conducting the necessary inventory reconciliation entries and closing the financial statements.
- * **The Estimated Budget:** Estimates for various revenues and expenditures of all types for upcoming periods whether revenue, investment or capital-related, as well as financial resources and their uses for one financial year.
- * **Collectables:** All amounts of money received, which generated from sales, commissions, interest, transfers, settlements, or other revenues or returns, regardless of their source or nature (be they related to a regular or an extraordinary activity, and whether they are of revenue, investment or capital nature).
- * **Expenses:** Funds that are disbursed or are obligated for disbursement in various forms of activities (whether of revenue, investments, or capital nature, or related to a regular or extraordinary activity).
- * **Cash Advances:** Funds that are disbursed or obligated for disbursement in order to complete specific tasks, or to cover, totally or partially, payment for local or foreign purchases, to fulfill contingent obligations, or any other objective that is in line with the provisions of the Unit's Regulation and these Instructions, provided they are reconciled once their purpose is achieved.
- * **Financial Statements:** Statements of the financial position, balance sheet, income statement and cash flow statement, together with notes appended to them and any other financial statements.
- * **Cash Guarantees:** All pledges and bank guarantees, certified checks, pecuniary and in kind insurances presented by others or presented to other as guarantees towards the fulfillment of obligations, pledges, or to guarantee proper implementation of projects and services, or to guarantee the protection of rights.
- * **Deposits:** Amounts received or deducted or saved as a deposit for other people's accounts or saved in the Unit's account for other parties.
- * **Financial Control:** The examination and verification of the actual occurrence of the financial operation and the integrity of supporting documents, correct classification, recording, posting and balancing. It also includes verification that the Unit receivables are collected in their correct amounts and in a timely manner, and that the Unit's assets and property are preserved, and also verifying that funds and resources were well-utilized in accordance with the investment strategy and policy set by the Commission and its set plans, utilizing tools available to the Commission.

- * The Financial Year: The calendar year that begins on the first day of January of every year and ends on the thirty-first day of December of the same year.

Chapter Two

Duties and Responsibilities

Article 3:

- A. The Commission is responsible for preparing the financial and investment policies in the Unit, and could employ all means possible to achieve effective control on the sources and uses of funds in a manner that permits the Unit to achieve a good financial position. This is in addition to adopting all necessary precautions in order to preserve these funds and setting the necessary regulations, procedures and decisions necessary to enable it to achieve control over these funds, develop them and achieve the best investment returns, as well as preserving the true value of the Corporation's assets and investments, reducing investment risks, and providing the required liquidity at all times.
- B. The Chairman or his deputy shall be in charge of disbursement in the Unit in accordance with the Commission's decisions, the estimated budget and these instructions.
- C. The Chairman may delegate any of his authorities stated in the Unit's Regulation or these Instructions to the Manager or any member of the Unit staff, provided this delegation is specific and is made in writing .

The Financial Committee

Article 4:

- A. The Commission shall form a five-member committee to be named (the Financial Committee), under the chairmanship of the Chairman, the Manager as his deputy, and three of the Unit's high level employees. The Committee shall perform its duties in light of what is stated in Articles 50, 70 and 77 of these Instructions.
- B. The Committee's meetings shall be legal with the attendance of three or more members, provided the chairman or his deputy is present. Committee decisions and/or recommendations shall be adopted with a vote by the majority of attendees, and, in the event of a tie in votes, the chairman of the session shall have the deciding vote.

Article 5:

The Manager shall be responsible for implementing all financial and investment matters related to the general investment and financial policies and decisions issued by the Commission, within the boundaries of the authority and responsibilities specified to him. He shall undertake all procedures necessary for preserving the Unit's funds.

Article 6:

The Department shall be the party responsible for performing and implementing all financial operations related to receipt and disbursement of funds, collection of debts, settlement of obligations, documentation of all financial transactions, preparation of all types of accounting records, including executing investment transactions, collecting their returns, loan installments and related revenues. The Department shall keep records and documents necessary for indicating the flow of funds, and shall take all necessary precautions to preserve these funds, carrying out its duties through the following sections:

A. Back-Office Support Section, which performs the following functions:

1. Receiving transactions of investment decisions, including all financial details and supporting documents issued by the Unit to other parties of subject departments. The section then prepares related accounting transactions. At a later stage, the validity of the details of the investment transactions shall be verified by comparing them with supporting documents received from other parties pertaining to the same transactions.
2. Executing payment orders dictated by investment operations and verifying receipt of amounts of money related to investment operations.

B. Reconciliation Section:

The Section shall prepare periodic accounts reconciliation and follow up on these reconciliations in the unit and with related parties. The section shall inspect any pending accounting transactions, pursue them and clarify reasons why they are pending. The reconciliation section will verify the balances of the general ledger accounts with its subsidiary accounts, and the balance sheet. The section would submit a monthly report to that effect to the Manager.

C. Accounting Section:

The Accounting Section carries out posting of electronic or manual general ledger accounts and follows up on the daily balancing of accounts, preparing daily trial balance, stock closing entries and entries for financial statements, preparing a statement of the daily transactions for approval and the preparation of portfolios for accounting transactions, and placing them in safe locations.

D. Revenue Collection Section:

The Section undertakes the collection of all forms and types of the Unit's revenues and collectables.

Article 7:

The Department Manager is responsible before the Manager for the implementation of the provisions of these Instructions, as well as tasks and duties that are assigned to him and that are specific to the preparation and design of rules, regulations, cards, records and accounting vouchers, and their continuous development and update. The Department Manager shall also be responsible for managing the accounts, preparing financial data on a daily and periodic basis, and preparing the necessary decisions in accordance with the laws and regulations, administrative decisions and applied instructions, as well as in accordance with recognized accounting principles and standards.

Article 8:

The Department Manager shall be responsible for supervising the implementation of the financial control procedures in accordance with the following:

- A. Supervising the maintenance and organization of files, posting of accounting transactions resulting from various Unit activities, correctly and in accordance with recognized accounting principles by professional parties.
- B. Approving disbursement, transaction and receipt vouchers and verifying that they satisfy all financial conditions.
- C. Preparing the draft of the Unit's estimated budget in cooperation and coordination with the departments concerned, submitting it to the Manager and following up on its implementation after it is endorsed.
- D. Reviewing daily trial balance and daily statement of accounts and submitting them to the Manager for review and instructions.
- E. Supervising and verifying the preparation of periodic accounts reconciliation, and reviewing any outstanding entries and methods for resolving them.
- F. Preparing the balance sheet, closing financial statements and cash flow statement.
- G. Taking sufficient precautions and undertaking procedures capable of preserving the Unit's funds and assets in order to prevent any mishandling, embezzlement or negligence.
- H. Performing other assignments or tasks that the Manager assigns to him.

Article 9:

Departments concerned must abstain from disbursing any sums of money that do not meet all the accounting, financial and legal conditions, and should immediately report to the Manager any violations detected.

Chapter Three

Accounting and Financial Rules and Principles

Article 10:

Pursuant to the objectives intended from these instructions, the Unit shall adopt internationally recognized financial and accounting rules and principles in coordination with the Unit's certified auditors.

Article 11:

The Unit shall implement a comprehensive accounting system based on a group of manual and/or electronic records, including all vouchers that dedicate internal control systems , in addition to utilizing electronic systems (computers), and continually updating and upgrading them.

Article 12:

A detailed accounts manual shall be used in classifying accounts. The manual should be properly tabulated, reflecting symbols used to indicate the nature and type of accounts, and drawing distinction between accounts that are related of financial resources and their uses on one hand and expenses and revenues on the other.

Article 13:

Accounting rules and principles stated below shall apply, taking into consideration their continuity and uniformity. In the event of changing any of these principles, the change must be declared in the Unit's closing financial statements. The principles are:

- A. The double-entry concept shall be used in the preparation of the accounting vouchers.
- B. The accrual basis shall be used to assure relating expenses and revenues to the financial year.
- C. The rule of straight line depreciation shall apply to fixed assets, according to percentages specified by the Commission on various assets. Consumption is calculated on an annual basis and is posted on a monthly basis.

- D. Materials and supplies held in stock shall be evaluated on the basis of weighted average inventory method for the relevant financial year.
- E. The portfolio of stocks, bonds and loans owned by the Unit shall be evaluated in accordance with Standard (39) of International Accounting Standards. Differences appearing in financial statements shall be addressed at the end of the financial period(s).
- F. The Unit's assets and liabilities drawn in foreign currencies shall be evaluated on the basis of the current exchange rate at the financial year end. Differences resulting from exchange rates are recorded in Jordan Dinars and posted to Profit and Loss statements.
- G. Accounts of completed projects shall be closed against fixed assets accounts, and depreciation shall be calculated as of the date of the final completion certification and the commissioning of the project.
- H. Real estate investments shall be evaluated on an annual basis in accordance with Standard (40) of International Accounting Standards.
- I. Disclosure, transparency and fair value principles, in accordance with recognized accounting rules and principles are to be applied when preparing financial end of period statements, balance sheet and cash flow statement.

Chapter Four

Collectables

Article 14:

All forms and types of the Unit's revenues shall be collected by a revenue collection employee/s.

Article 15:

The revenue collection employee is prohibited from receiving any sum of money from any party unless he is provided with a receipt voucher showing the amount, method of payment, the person authorized to pay, or to present and sign checks that are drawn on behalf of the Unit. Under all circumstances, the revenue collection employee shall count the amount of money before the person of concern, verifying the correspondence of the information printed on the checks with the receipt vouchers, and asserting the integrity of the check components.

Article 16:

Receipt vouchers are issued against cash or checks received, including all information related to the receipt process, indicating number and date of the receipt voucher, and providing a copy of the receipt to the payee.

Article 17:

Received amounts, whether in the form of cash, postdated or current checks, shall be kept in double-control safes with twin keys. The financial controller shall keep one key and the collection employee shall keep the second. The safe shall be closed or opened only in the presence of the two people together. Amounts of money shall be transferred to banks the Unit deals with, either immediately on the same day or on the next working day at most. The money shall be entered in the Unit's accounts in those banks and shall not be used for any other purpose or reason. All employees shall be prohibited from keeping this money or mixing it with their own personal money.

Article 18:

It is prohibited that checks issued in the Unit's name be endorsed for the purpose of paying any of the Unit's expenses or debts whatever the reason.

Article 19:

All collection operations shall be subject to inspection by the internal auditor in the Unit. The internal auditor shall perform unscheduled and periodic stock-taking, during official working hours, of the Unit's cash and valuable assets at unspecified dates and times, and shall submit a written report to the Manager.

Article 20:

For the purpose of safe-keeping the Unit's cash funds kept by employees required to handle cash as part of their job, the following procedures shall be adopted:

- A. The Manager shall, with recommendation from the Department Manager, name the employee who shall be required to submit a financial or judicial guarantee, and the amount of that guarantee. The Unit shall pay all fees, stamps, and other expenses pertaining to the issue of the guarantee.
- B. The Unit shall draw mistrust insurance on employees who handle cash, and on cash kept in the safes and in transit from cashier to the banks the Unit deals with, and vice versa.

Article 21:

Collectables that arrive to the Unit erroneously or unrightfully shall be returned, upon the written approval of the Manager, and upon the recommendation of the Department Manager. This shall exclude the scraping of relevant receipt vouchers that have been kept beyond the specified legal term, unless otherwise decided by the Commission.

Chapter Five

Expenses

Revenue Expenses

Article 22:

Revenue expenses shall be divided according to their nature into:

- A. Justified expenses, that do not require a request for approval for disbursement.
- B. Non-justified expenses that require a request for approval, signed in accordance with the Unit's instructions for applied signatures.

Article 23:

Justified expenses include the following:

- A. Expenses resulting from the implementation of rules issued in accordance with the Unit's Regulation, its financial instructions, the Commission's decisions or the Manager's decisions, as well as taxes and fees. It is conditional that, prior to issuing the order of disbursement, a legal voucher be presented to allow for the disbursement of these expenses and for providing the service of relevance be verified. These expenses are:
 - Remunerations and transportation allowances for Commission members.
 - Salaries, allowances and remunerations for the Chairman, the Manager and the Unit's employees.
 - Salaries, allowances and remunerations for consultants and experts.
 - Salaries, allowances and remunerations for employees and contract staff.
 - External Auditors' fees.
 - Medical treatment and health insurance expenses in accordance with rules specified in related instructions and health insurance contracts with insurance companies.
 - The Unit's contribution and the employees' subscriptions to the insurances for old-age, disability, death, work injuries and diseases related to the profession in the Corporation for all employees in the Unit.

- End of service indemnities for all Unit employees in accordance with personnel codes and their contracts.
 - Taxes and fees.
 - The Unit's contribution to the provident fund.
- B. Services and materials that are uniformly priced, which are provided by public or private institutions. These are considered contracted by nature through billing, demands and official documents issued by the concerned parties. These are:
- Cost of fuel.
 - Cost of water.
 - Cost of electricity.
 - Cost of the post, telegraph, and telephone, telex, facsimile, electronic mail and other similar costs.
- C. Recurring expenses that result from contracts drawn with the approval of the relevant party in the Unit. They include:
- Rental contracts.
 - Assets (machines, tools, systems, etc.) maintenance contracts.
 - Life insurance contracts for the Chairman, the Manager and the employees of the Unit and insurance against mistrust and negligence.
 - Health insurance contracts for the Director, the Manager and the Unit's employees.
 - Insurance contracts for the Unit's buildings and its confinements.
 - Cleaning contracts for the Unit's buildings.
 - Any other contracts.

Article 24:

Expenses that were not stated in the previous Article shall be considered unjustifiable by stipulation, and hence, a request must be submitted by the concerned parties in the Unit, accompanied by the approval from the parties of specialty, in accordance with the list of permissible expenses set by the Commission. It is prohibited to contract or approve the disbursement of these expenses until a request for approval is in place using the applied form or its substitute.

Article 25:

- A. No expense shall be approved or disbursed unless the service contracted was actually performed, material submitted and work completed. Disbursement shall be supported by all the original documents and vouchers or approved copies of these vouchers for. Otherwise, and in case of absolute necessity, disbursement shall be made upon the approval of the party concerned.

- B. Subscriptions to newspapers, magazines, periodicals, books, ready-made software bought from abroad, shall be exempt from the rules of the above Article 25 A, and shall, conditionally, be paid for in advance and disbursed with the approval of the authorized party.
- C. In rare and justified cases and with the Manager's approval and the recommendation of the Department Manager, documents in-lieu of lost may be approved, duly signed, stamped with the original party's stamp, and stamped with the phrase: "Original vouchers lost. We have not received the amounts under these invoices or vouchers and we pledge to pay the amounts if proven otherwise in future".
- D. Procedures for expense disbursement, the Unit shall be organized in accordance with the decisions of the authorized party in this regard.

Article 26:

Administrative and organization expenses:

- A. Administrative and organization expenses shall be organized by relevant departments and sections according to their specialization as follows:
 - 1. Direct purchases.
 - 2. Expenses related to the Unit's owned or rented buildings.
 - 3. All maintenance and repair expenses and the like.
 - 4. All expenses resulting from equipping the Unit with furniture, tools, machines, publications, stationery and supplies.
 - 5. Expenses for heating, water, electricity, telephone, telexes, Reuter and Swift installation services, and expenses related to the installation of these services, in addition to expenses related to vehicles and insurance for the Unit's buildings, assets, real estate and purchases.
 - 6. Organization expenses.
 - 7. Other expenses.
- B. The administrative department, through its various sections, shall prepare the following expense transactions:
 - 1. Auditors and consultants' fees, experts and doctors in accordance with relevant contracts and decisions.
 - 2. Post, telegraph, telephone and telex expenses.
 - 3. Advertising and official holiday expenses.
 - 4. All administrative expenses that originate from this Unit's exercise of its work.
 - 5. Remunerations and transportation allowances for the Commission's Chairman and commissioners.

6. Salaries and remunerations for the Manager and the employees and the wages of daily-paid workers.
7. Incentives (for the Unit's employees).
8. All compensations and remunerations due to employees, including contract-employees, in accordance with personnel codes of the Unit or Labor Law.
9. Travel and transport allocations for the Chairman, the Manager and members of the Commission, and employees of the Unit assigned with official and scientific missions inside or outside the Kingdom.
10. Insurance premiums against death, accidents, health insurance and other insurances for the Chairman, Manager and employees of the Unit.
11. Unit's contribution to the provident fund.
12. Unit's participation in and contribution to the Social Security Law.
13. Expenses incurred for delegates sent on educational scholarships or training courses inside or outside the Kingdom.
14. Overtime wages.
15. Expenses for medical treatment for all employees in the Unit according to personnel codes and relevant agreements and instructions.
16. Organizing the necessary transactions for subscription to newspapers, magazine, book purchases and binding, printing and distribution of the Unit's publications and brochures and the subscription to foreign periodicals.

Investment Expenses

Article 27:

Banking and investment operations expenses:

- A. Banking and investment operations expenses include all expenses borne by the Unit as a result of exercising its basic duties outlined in the Unit's Regulations, investment strategy and policy as well as the instructions and decisions issued in relation to it and resulting from the investment of its funds.
- B. Investment expenses shall be verified by the concerned investment departments in the Unit using their transaction records and their transaction advices issued by banks and financial parties inside and outside the Kingdom.
- C. The concerned department shall organize the relevant accounting vouchers for these expenses and present them on a daily basis along with a statement of approval of daily activities that is sent to the accounting section to be posted in conformity with regulations.

Article 28:

When making investment decisions, the Unit shall observe the type of activity, amount involved, and types and sectors of investments that are earmarked in the estimated budget and the investment strategy and policy applicable. They are as follows:

- A. Investment through subscription in new or existing companies and dealing in shares through the Amman Stock Exchange in conformity with regulations.
- B. Various types of loans, corporate and government bonds of all types
- C. Deposits, certificates of deposit and treasury bills.
- D. The purchase and ownership of lands and real estate projects, in full, of all types ranging from building, trade centers, hotels and tourist establishments.
- E. Financing the purchase and/or the construction of real estate for the benefit of the government so that the ownership deeds are transferred to the government at the termination of the contract and after the Corporation receives its all its dues.
- F. Participation in investment funds managed by others.
- G. Other financial tools determined by the Commission.

Article 29:

The Commission shall set the authority to make investment decisions in a manner that achieves the Corporation's objectives, purpose and interest in accordance with the code for approving expenses.

Article 30:

Ownership documents of stocks and bonds, treasury bills, certificates of deposit, land and real estate registration ownership certificates, loan agreements and other documents shall be kept in secure safes that have double control. Documents shall be entered in regular registers and shall undergo quarterly inventory stock-taking by the internal auditor.

Article 31:

It shall be verified that investment decisions are made in conformity with regulations. Decision documents or copies of them shall be attached with the transaction documents for disbursing the value of these investments prior to the start of the disbursement procedure in accordance with stated instructions.

Article 32:

The concerned department shall carry out periodic reviews, and prepare a detailed report every three months about the portfolio of shares, guarantees, loans, bonds, treasury bills and deposits with all relevant material. Problems that could face some of the investments or loans shall be identified, as well as need for maintaining special allowances to meet potential losses. This is in addition to other suggestions that could assist in the development of the investment portfolio in a manner that would serve and achieve the Corporation's objectives and goals in general. This report shall hence be submitted to the Commission via the Manager.

Capital Expenses (Fixed Assets)

Article 33:

- A. Capital expenses (fixed assets) are those incurred in purchasing fixed assets for the Unit and maintaining their ownership for the optimum period of time for the purpose of work completion rather than for investment purposes. These include:
- Administrative lands.
 - Administrative buildings.
 - Machinery and equipment.
 - Vehicles.
 - Furniture.
 - Office furnishings.
 - Office equipment.
 - Lockers and safes.
- B. Article 13 of these instructions shall apply to depreciation of these assets.

Article 34:

- A. Amounts earmarked in the estimated budget shall be taken into consideration when making decisions to purchase fixed assets. The Commission shall be referred to for a decision in cases of extreme urgency to purchase fixed assets that are not earmarked in the estimated budget, along with a written recommendation from the Manager with a clarification of reasons.
- B. Fixed assets (capital expenses) shall be purchased in light of instructions about supplies and purchases endorsed by the Board.

Article 35:

The Purchasing and Supplies Committee shall have, with the Manager's approval, the right to acquire the assistance of experts and specialized technicians from inside or outside the Unit in order to benefit from their expertise in area. The Manager, upon the recommendation of this Committee, shall have the right to grant these experts and technicians from outside the Unit financial remunerations commensurate with their line of work.

Chapter Six

Mechanism of Disbursing and Monitoring Expenses

Article 36:

A request for approval of the expense shall be prepared with reference to the request of material, installations, maintenance, services or any other request by the various departments. No request for approval of the expense shall include more than one expense.

Article 37:

- A. Permission for travel for employees being sent on official missions inside or outside the Kingdom, or for studying or training is considered a request for approval of an expense. The request for permission shall be organized by the concerned employee's department prior to his departure and made by filling out a special form approved by the Manager.
- B. When approving and disbursing transportation allocations and travel expenses, cases and limitations outlined in the Unit's personnel codes shall be taken into consideration in light of the Manager's decision on that issue.
- C. The department shall pay the expenses of the employees departing abroad in accordance with a written request by the concerned party.

Article 38:

Payments in lieu of forfeited annual leaves and end of service indemnity shall be considered applicable by stipulation at the end of the term of service in accordance with the regulations stated in the Unit's personnel codes or the contracts of relevance.

Article 39:

With the exception of the Manager and the department directors, overtime wages shall be approved in accordance with the following regulations:

- A. The direct supervisor shall organize the request for assigning overtime work, clarifying the following:
 - The names of the employees performing the work.
 - The nature of the work being performed.
 - Any other important information.
- B. The designated application shall be approved in writing by the Manager or his deputy according to the recommendation of the top official or his deputy in the concerned department.

Article 40:

The following expense transactions shall be accompanied by the supporting documents and papers listed next to each:

- A. Salaries (first time): appointment decision stating the date of commencing work.
- B. Transportation allowances and travel expenses: travel permission, the decision to send the employee and letter of assignment.
- C. Overtime wages: the written assignment to work after working hours accompanied by a statement showing the monthly hours that the employee or hired person worked outside the official working hours, as well as a statement showing the working hours of the employee or hired person.
- D. Fees for official training courses and scientific missions: the decision to send the employee in addition to an invoice from the party organizing the course.
- E. Expenses for medical services: official invoice or claim for the value of payable medical services that are set by the Unit, accompanied by a doctor's visit forms, hospital admission forms, a medical prescription, laboratory tests, x-rays and ophthalmology tests.
- F. Hospitality expense: request to approve the expense and Commission's decision along with beneficiary's invoice.
- G. Auditor's: Commission's decision on the issue.
- H. Fees for consultants and experts: Agreement contract.
- I. Insurance on buildings and their contents, the Commission's assets, insurance for all the employees and hired personnel and insurance against personal mistakes, accidents and mistrust: decision of the authorized party as well as beneficiary's request, and copies of insurance policies.

- J. Expenses for the repair and maintenance of furniture, machines, equipments, vehicles and means of transportation, computers and personal computers, establishments and equipment and their maintenance: the decision of the authorized party, accompanied by the request for approval of the expense and other documents that prove the completion of work in accordance with the contracts drawn for this issue.
- K. Purchases: the decision of the authorized party accompanied by the request for approval of the expense and the minutes for receipt of supplies, the voucher of entering the supplies to store and the beneficiary's claim.
- L. Advertisements: the decision of the authorized party, accompanied by the request for approval of the expense and a copy of the newspaper where the advertisement was published and the beneficiary's invoice.
- M. Telephone, post, telegraph, water, electricity, heating fuel and means of transportation: an official bill or claim.
- N. Subscriptions to newspapers, magazine and books: the request for approval of the expense, voucher of receiving the books and copies of the request for and costs of subscribing to the newspapers and magazine.
- O. Any other voucher or document that is needed in order to disburse the expense.

Article 41:

- A. The head of the concerned section shall indicate where appropriate on the application form approving expenses, that the expenses have not yet been paid.
- B. The authorized party shall agree on the approval of the expenses according to their nature after verifying their validity and that they were completed in conformity with the regulations of these instructions, and shall hence be signed in the allocated place on the application prepared for this purpose, in preparation for starting the procedures of disbursement and the required accounting vouchers.

Article 42:

The department shall organize the disbursement orders and procedures and the required accounting transactions on the designated applications by referring to the expense approval memorandum that shall be prepared in conformity with regulations.

Article 43:

- A. Accounting transactions shall be prepared in light of the Unit's accounting manual and supported by the necessary documents that are issued by the Unit to settle its financial obligations.
- B. The Back-Office Support Section shall prepare accounting transaction vouchers, and the accounting section shall post them to the relevant accounts. An employee shall prepare the accounting transactions and another shall audit them in conformity with regulations.
- C. Transaction vouchers shall be approved by the manager of the department in the Unit.

Article 44:

All accounting transactions and financial statements shall be signed by at least two authorized people, one of whom is classified category A.

Article 45:

- A. Disbursement of any expense whether of revenue, investments or capital nature shall be prohibited unless it has allocations earmarked in the estimated budget and after the completion of the disbursement procedures outlined in these instructions or the disbursement decisions issued by the Manager. All disbursement transactions shall be subject to prior approval in accordance with the authorities specified in the these instructions.
- B. No single expenditure may be segmented under any circumstances and for any reason whatsoever. No expenditure shall be authorized unless it is approved in conformity with regulations.

Article 46:

The party incurring the expense shall prepare the obligation voucher either in the form of an application for assigning employees, or an application for requesting material or providing services or in the form of a letter addressed to the Manager, or any other approved application. This voucher shall be referred to the financial controller for notification that sufficient allocations are available or, in the case of insufficient funds, that a prior approval of the Board or Commission exists for incurring the expense (approving or authorizing the expense).

Article 47:

Payability, receipt and disbursement transactions shall be subject to audit after the transaction is done by the internal auditor who shall be responsible for verifying the correctness and integrity of documents, advices, supporting documents and accounting allocations as well as correct accounting and mathematical operations.

Article 48:

Salaries and monthly allowances shall be disbursed three days prior to the end of subject month and could be disbursed prior to that when necessary with a decision by the Chairman based on the Manager's recommendation.

Chapter Seven

The Estimated Budget

Article 49:

The estimated budget is the Unit's tool for proper financial planning and for achieving financial control. The Manager, department managers and the Unit's employees shall be responsible for implementing the budget's stages firsthand. Each department of the Unit shall abide by the instructions and decisions pertaining to it.

Article 50:

Upon the recommendation of the department manager, the Manager shall issue instructions for preparing the estimated budget for the following year, outlining its stages, the timetable set for the implementation of each stage, and setting the deadline for completing the draft estimated budget in preparation for submitting it to the financial committee for review and recommendations to the Commission.

Article 51:

The Unit's budget is prepared on an annual basis, taking into consideration that articles related to revenue expenditure be distributed over the months of the year.

Article 52:

Operations of assigning allocations in the estimated budget shall be subject to the instructions of the Commission in this regard as follows:

- A. The Commission is entitled to transfer allocations from one capital expenditure to another.

- B. The Chairman shall be entitled to transfer allocations from one current expenditure to another, or to a capital expenditure.
- C. No allocation for a capital expenditure shall be transferred to cover a current expenditure.
- D. Any other transfer operations within the estimated budget shall be presented to the Commission for approval.

Article 53:

The first stage of preparing the estimates for the estimated budget shall begin on the first day of October of every year. Upon the Manager's instruction, commencing the implementation of the estimated budget starts at the beginning of January of every year, following the Commission's endorsement.

Article 54:

No expenditure may be obligated if it is not stated in the estimated budget or if it exceeds the earmarked allocations. In addition, these allocations shall not be used for purposes other than what they were allocated for. In the event of the above mentioned cases, and only in matters of urgency, the Commission shall be referred to for a decision on this issue with a written recommendation from the Manager stating the reasons to that effect.

Article 55:

Disbursement from the estimated budget shall commence following its endorsement by the Commission. If the budget was not endorsed, the Chairman shall be entitled to order the spending by a ratio of 1/12 of the budget of the previous year until such endorsement is attained for the estimated budget.

Chapter Eight

Financial Authority

Article 56:

Financial authority is the financial limitations specified by these instructions or by the Commission's decisions for the various levels of management for the purpose of organizing the disbursement. Financial authority is used in accordance with the Commission's objectives, policies and requirements whether in relation to employees, purchases, services or other disbursement items stated in these instructions (whether they are revenue, investments or capital related) and are expressed in Jordanian Dinars.

Article 57:

When an authority of a certain level is attained, disbursement vouchers shall be presented to the higher level, and in the absence of the authorized person, his deputy or whoever is authorized in writing, shall assume the responsibility.

Article 58:

Financial authority shall be divided into three transitory levels, each level beginning when the previous level is completed. These levels are:

- A. The authority to commit; this is related to the approval and commitment of the expenditure.
- B. The authority to contract; this is related to contractual commitment with other parties as a result of initiating the expenditure.
- C. The authority to disburse; this is related to financial settlement and reconciliation resulting from contracting and commitment.

Article 59:

The authority to commit:

The Chairman, or who is authorized in writing by him, shall handle, in writing, the approval of requests for committing the expenditure (approving and authorizing the expenditure) in line with the recommendation of the initiating party, provided it is audited and authorized by the internal auditor, taking into consideration the supervisory hierarchy and the authorities stated in these instructions.

Article 60:

The authority to contract:

- A. Authority to select employees, whether permanent, temporary or on contract basis, shall be subject to the personnel codes applicable.
- B. Authority to purchase, awarding tenders and projects and signing relevant agreements shall be subject to the Commission's decisions and to the instructions regarding supplies and purchases, be they related to materials, work supplies, means of transportation, or services.

- C. Revenue, investments or capital expenditures shall be subject to decisions made by the Commission, the Chairman and the Manager in light of what was stated in the estimated budget, the applied investment strategy and policies and these instructions, as well as the codes for approving expenses set by the Board.
- D. The Manager shall be entitled to disburse amounts set for payment in accordance with contracts and agreements signed with other parties, as well as amounts resulting from the implementation of laws, regulations, codes, official instructions and compliance contracts issued by government and non-government parties. The Commission shall be obligated to disburse amounts by rule of law or rule of contract, whatever the value, except for amounts subject to negotiations, in which case the Commission shall be referred to for a decision.

Article 61:

Authority of Signatures

The department shall disburse the Chairman’s remunerations and the salaries of the Manager and the employees as well as allowances, remunerations and all other privileges. The department shall also disburse the cost of materials, supplies, various services and any other expenses or obligations, payables, or disbursements upon maturity in accordance with these instructions and with the authorities of the management levels authorized to sign on these transactions by the Chairman, the Manager or department managers. No sum of money shall be disbursed except in accordance with a financial transaction request or financial order signed by at least two authorized people.

Article 62:

Financial transactions, whether checks or payment orders from authorized signatories shall be signed as follows:

- A. All financial transactions amounting to JD15000 (fifteen thousand) or more shall carry three authorized signatures as follows:
 - The Chairman or his deputy.
 - The Manager or the person authorized to do his work.
 - One of the authorized signatories of Category A.
- B. All transactions amounting to JD5000 (five thousand) or more and less than JD15000 (fifteen thousand) shall carry three authorized signatures as follows:
 - The Manager or the person authorized to do his work.
 - The signatures of two of the authorized signatories of Category A.

- C. All transactions amounting to JD1000 (one thousand) or more and less than JD5000 (five thousand) shall carry three authorized signatures as follows:
 - The Manager or the person authorized to do his work.
 - One of the authorized signatory of Category A.
 - One of the authorized signatory of Category B.

- D. All transactions of less than JD1000 (one thousand) shall carry two authorized signatures as follows:
 - One of the authorized signatory of Category A.
 - One of the authorized signatories of Category B.

- E. An authorized signatory of a higher category shall be entitled to sign on financial transactions in the stead of a lower category.

- F. The Commission shall issue, with the recommendation of the Manager, a list of authorized signatories in the Unit, the A/B category of each signatures for all financial transaction. Banks, with which the Unit deals, shall be provided with a copy of this list with certified samples of the authorized signatures.

- G. The Manager shall have the right to authorize the department manager in writing with disbursement from the petty-cash, in accordance with a signed permission of disbursement in conformity with regulations, in order to pay for emergency miscellaneous expenses, in accordance with the disbursement instructions issued with regard to the petty-cash.

Chapter Nine

Cash Advances

Article 63:

The following cash advances shall be disbursed within the limits set for each:

- 1. Permanent advances:
 - A. The Chairman's approval on disbursing the permanent advances shall be acquired with the recommendation of the Manager upon the request of the concerned department or section. The advance is to be within the sums of money as outlined by the disbursement instructions set according to these instructions.

- B. The permanent advance shall be disbursed to cover recurrent petty-cash expenses, within small sums of money as outlined by the disbursement instructions set according to these instructions. These advances shall be replenished by presenting original disbursement vouchers and invoices that support the department's disbursement operations. The department shall replenish amounts equivalent to the value of these vouchers.
 - C. The permanent advance shall be handed over to the employee in charge, and shall be considered a trust in his custody. He shall supervise its disbursement and prepare statements to that effect. The employee shall be insured against mistrust, and the amount of the advance shall be insured against theft, fire, or loss for any reason. This advance shall be repaid on the last day of the financial year into the Unit's accounts in one of the banks.
2. Advances for specific purposes:
- A. Advances for specific purposes shall be provided to cover a certain activity or task and shall be terminated as soon as that task is completed.
 - B. This advance shall be settled after the completion of the task for which it was provided, and shall be closed and reconciled immediately.
 - C. The Chairman, or whoever he authorizes in writing, shall be the only authorized person to approve the specific-purpose advance, and this shall be done by a request from the concerned department or section with the recommendation of the Manager upon the concerned manager's request.
3. Advances for local purchases:
- A. Advances for local purchases shall be disbursed with the approval of the Manager to purchase certain materials from the local market, as long as the value of these materials are specified in accordance with Articles 61 and 62 of these instructions.
 - B. Advances for purchases shall be settled immediately after the arrival of the merchandize and the completion of the vouchers that support the purchase operation, which includes the obligation voucher (request for material), purchase recommendation, purchase order, the beneficiary's invoice and the receiver's receipt or the certificate of completion of work or completion of services.
 - C. If the agreements with local importers or contractors include the provision of advances towards imports or services they will be performing for the Unit, these advances shall be disbursed at the beginning of the implementation of these agreements and in accordance with conditions stated in the agreements.

D. The Chairman shall have the right to disburse advances to local importers or contractors in special and justified cases upon the recommendation of the Manager, as long as the advances are covered by an unconditional and upon request bank guarantee for the same value of the advance. The Chairman shall also inform the Commission regarding the advances.

4. Advances for contractors and/or suppliers:

A. If agreements or purchase orders with contractors and/or suppliers include the provision of advances from them at the expense of contracts and imports they will be performing for the Unit, these advances shall be disbursed to them at the beginning of the implementation of the agreement and in accordance with conditions stated in those agreements.

B. If the agreement or purchase order does not include the provision of advances to contractors and/or suppliers and the contractor and/or suppliers' requests an advance at the expense of the project or purchase order, the Chairman, if convinced of the contractor and/or supplier's request, shall be entitled to grant the advance on condition that it does not exceed 10 % of the value of the project or the purchase order.

C. Advances to contractors and/or suppliers are paid in accordance with conditions stated in the agreements and the purchase orders. In case the agreement and purchase order overlooks these conditions, the advance shall be paid from the value of the invoices submitted to the Unit at the same percentages with which the advances were awarded.

D. As a condition, the contractor or the supplier shall present a bank guarantee to cover the value of the advances throughout the contract implementation period. This guarantee shall be reduced gradually to correspond with payments of advances.

5. Advances to employees:

Advances shall be subject to the Commission's decisions and the instructions issued in accordance with personnel codes.

Chapter Ten

Deposits

Article 64:

Deposits are amounts of money payable to various parties that represent balances of non-active accounts for employees or debtors, or checks that were not cashed within six months of issue, and similar matters. Deposits also represent sums of money payable to certain parties that have been seized from balances payable to other parties in implementation of valid laws and regulations or agreements or in compliance with court orders or departments of implementation or any other party with executive authority.

Article 65:

Deposits shall be handled with extreme caution and care and shall only be disbursed to its rightful owner after verifying their personal identification cards or in accordance with certified official powers of attorney or by transferring them to their accounts in licensed banks. Cashed checks shall be stamped with the phrase: (to be cashed by the primary beneficiary only).

Article 66:

The department shall maintain statistical records corresponding to the deposits in the relevant section. Accounting records shall be recorded in conformity with regulations in accounting registers. No deposit shall be disbursed except after the concerned employee and the head of his section notarize the record specific to the deposit, and shall hence be signed by the internal auditor to validate it.

Article 67:

The department in the Unit shall keep the deposits in its records for fifteen full years. Two months prior to the end of this period, the Unit shall announce these deposits in the local newspapers to encourage their owners to claim them before they forfeit their right due to the statute of limitations.

Article 68:

Four months after the announcement, the department shall transfer the value of the unclaimed deposits to the Ministry of Finance in line with the valid Law of Government requisition of finances that have exceeded the statute of limitations valid to date.

Chapter Eleven

Cash Deposits

Article 69:

Cash deposits shall be paid to parties that request them to guarantee the completion of a certain commitment, in accordance with the laws, regulations, codes, instructions, and valid contracts. These deposits shall be subject to the authorities stated in these instructions or outlined in decisions issued by the Commission, the Chairman and the Manager. They shall be entered in the records and revealed in the financial data. They include the following:

Bank Deposits: paid to banks upon the issue of letters of credit or upon endorsement of merchandise in transit. Deposit amounts shall be retrieved upon settlement of shipping documents.

Short-term Deposits: paid to perform a temporary obligation and ends with the completion of the obligation, such as custom deposits that are paid to the customs department in return for providing it with original documents of the imported merchandise, and are retrieved when the Unit performs the required obligation.

Long-term Deposits: paid to guarantee the performance of a fixed, continuous obligation and shall be retrieved once the objective for which the deposit was paid is completed. These deposits are connected with permanent services related to the Unit's work, and shall not end except with the completion of this work, such as deposits for electricity, water, telephone, telex and the facsimile.

Chapter Twelve

Writing Off Debts

Article 70:

- A. No debt shall be written off until the Unit has exhausted all means possible to collect its value.
- B. The department manager shall recommend to the Manager to write off the debts that can no longer be collected, because of the lack of transferable or non transferable assets that can be acted upon, or after the debt has exceeded the statute of limitations, or due to the departure, bankruptcy of the debtor, or his death and the unavailability of an inheritance, or his residence abroad and the impossibility of finding out his address for a long time and the unavailability of funds for him in the country, or any other reason that is convincing to the department, the legal counselor and the internal auditor.

- C. Writing off debts shall be endorsed within the following financial authorities:
1. The Manager shall approve the writing off of debts that are less than JD1000 (one thousand), upon the recommendation of the department manager. The financial committee shall be informed of this matter.
 2. The Commission shall approve the writing off of debts that are JD1000 (one thousand) or more, upon the financial committee's recommendation which is in turn issued upon the recommendation of the Manager.

Chapter Thirteen

Financial Guarantees

Article 71:

Financial guarantees shall be provided to the Unit by others, either in the form of pledges, bank guarantees, certified checks, pecuniary or in kind deposits, to guarantee the performance of specific obligations, in accordance with valid laws and regulations or in line with agreements, contracts, tenders, credit facilities, and others. Department managers shall receive and maintain them, classifying them according to maturity dates, and shall deposit them in safes and log and enter them in accordance with statutory vouchers and follow up on them with departments of concern in the Unit and provide the Manager with quarterly reports about their status.

Article 72:

The Unit shall commit to provide financial guarantees required by prevailing laws and regulations. The department manager shall adopt the necessary procedures to issue them within the authorities specified in these instructions.

Article 73:

Financial guarantees submitted to the Unit shall meet the following conditions:

- A. The guarantee shall be issued or supported by an operating bank in the Kingdom acceptable to the Unit.
- B. The guarantee shall be unconditional and irrevocable, and not contingent upon any activity or event, unless otherwise stipulated by its contract.
- C. The guarantee shall be sufficient to cover the obligation to be performed.

D. The wording of the guarantee shall be in agreement with the wording specified by the Unit and shall directly cover the purpose for which it was issued.

E. The term of the guarantee shall be sufficient to cover the obligation to be performed.

Article 74:

In the event that the guaranteed party fails to implement the required obligation, the Unit shall seize the value of the guarantee or any part of it, in accordance with the recommendation of the concerned party in the Unit and with the approval of the authorized party, in a manner that covers the value of the unimplemented obligation.

Article 75:

The guarantee shall be extended upon the recommendation of the concerned party for another term or a specific period of time. In the event that the guaranteed party fails to respond to the request for extension, the guarantee shall be seized. Guarantees provided to enter bids shall be excluded from this, when the wish to extend shall be left to the bidder after the termination of the validity period of the offer for bid, unless the guarantee's validity period is less than the validity of the offer, in which case an extension shall be requested to be in line with the validity of the offer.

Article 76:

The bank guarantee shall be returned to the issuing or confirming party upon the written request of the concerned manager and the department manager, and in accordance with a letter addressed to the Manager informing him that the party guaranteed has fulfilled its obligations in full, and that there is no objection to returning the guarantee unless it is seized for other reasons. The guarantee provided to enter a bid shall not be paid back to the party that won the bid until it presents a valid successful implementation guarantee.

Article 77:

The Manager shall present to the financial committee the statements and financial reports listed below, covering the periods specified for each and stated next to each, in accordance with the valid laws and regulations, or the Unit's rules and instructions, or upon the request of the Commission, to be reviewed, endorsed and submitted to the Commission with its recommendations if need be:

A. A report on the progress and implementation of the estimated budget at the end of every three months covering the periods ending in March, June, October and December, in a detailed or summary format, according to the instructions and decisions of the Commission or the Manager, showing actual and estimated numbers, variations, deviations if any and their reasons.

- B. A statement of financial position and status of operations in line with applied accounting policies, reviewed by the external and internal auditors and endorsed by the Manager, the department manager, along with a financial analysis of it.
- C. The annual balance sheet, statement of financial results and cash flows prepared according to recognized financial principles, including notes to financial statements, compared to previous year accounts, audited by the Unit's certified external auditors. Such reports shall be prepared within a period of three months from year-end.
- D. Any financial, accounting or statistical estimates to be prepared on a quarterly or annual basis, in accordance with specific regulations or decisions by the Commission or any of its various committees, or the Manager.

Chapter Fourteen

Financial Control

Article 78:

The Manager and department manager shall be responsible for the Unit's accounts, its financial transactions, monitoring the implementation of rules of these instructions, and ensuring the implementation of requirements for control tools that are necessary to safeguard the Unit's accounts, transactions, rights and property. The department shall handle all procedures and precautions to safeguard the Unit's finances and safety.

Article 79:

The financial controller shall be responsible for using the proper tools of control over resources of financing and methods of using them, and shall submit periodic reports about them to the Manager.

Article 80:

The financial controller and the internal auditor shall be responsible for the proper performance of tasks assigned to them in accordance with the rules, regulations and decisions related to the tasks.

Article 81:

The Commission shall, at the beginning of every financial year, appoint a certified auditor to the Unit to study and examine the financial position, the final accounts, and the statement of cash flows. The auditor's fees shall be determined by a decision from the Commission.

Article 82:

- A. The internal auditor shall conduct a preliminary audit of all expenses and disbursement orders issued, and shall audit revenues and verify that financial statements, the data and accounting reports reflect the true position of the Unit, and that its executive departments have not exceeded the allocations earmarked in the estimated budget.
- B. The preliminary audit of expenses that do not exceed JD1000 (one thousand) and other expenses stipulated and specified by the Manager in his directives shall be excluded from this.

Article 83:

Financial, accounting and administrative operations in the Unit shall be subject to audit by the internal and external auditors in order to verify and determine that these operations have fulfilled all their conditions before they are endorsed and entered in the records or disbursed and cashed from the cashier.

Article 84:

The internal auditor shall audit the financial, accounting and administrative operations. This shall include all the departments and sections of the Unit in light of an auditing program that is prepared at the beginning of every year and that is approved by the Chairman. The auditor shall verify the integrity and accuracy of the implementation of laws, regulations and instructions.

Article 85:

- A. The Manager shall form inventory committees during the month of December of every year, with the participation of the financial controller and the internal auditor, to conduct an inventory count of the Unit's assets. These committees shall perform the duties assigned by the Manager and stated in the decision to form it.
- B. Inventory committees shall submit their reports to the Manager at a date no later than three weeks from the date of their formation.

Chapter Fifteen

General Provisions

Article 86:

The sale or write-off of supplies or materials shall be carried out in accordance with rules stated in the instructions regarding supplies and purchases that are set by the Commission.

Article 87:

Any change, amendment, omission, erasing or addition of any form, to any accounts, vouchers or financial records in the Unit is prohibited. In the event of a mistake, the necessary correction shall be made in accordance with proper accounting entries, or by crossing out the incorrect data in red and writing the correct data in blue, along with the signature of the employee who made the correction, and the signatures of the concerned department manager and at least one of the authorized signatories of Category B next to the corrections made.

Article 88:

Discrepancy in trusts, embezzlement cases, fraudulent action and forgery:

- A. In case of embezzlement, discrepancy, loss of the Unit's funds, or if fraudulent action or forgery of vouchers, records or other documents takes place, the employee concerned shall, through his department manager, inform the Manager immediately in order to adopt the necessary measures and form investigative committees to protect the Unit's rights.
- B. If the discrepancy or loss is proved to be the result of negligence or slackness, the employee concerned shall be fined with the amount of the discrepancy, charging the amount on his account, and a mechanism shall be set to retrieve the lost amount from the employee's salary, savings or compensation. Punitive measures that correspond with the level of negligence shall be adopted.
- C. The insurance company accredited to the Unit shall be informed of incidences of embezzlement, fraudulent actions and forgery that are perpetrated by employees who have insurance against mistrust. The employee concerned shall also be claimed for the discrepancy until a decisive decision is reached on the issue.
- D. If responsibility for the discrepancy could not be determined and the discrepancy could not be retrieved from the insurance company accredited to the Unit, the discrepancy shall be written-off by a decision from the Commission with the recommendation of the Manager.

Article 89:

The Unit's donations, whether pecuniary or in kind, shall be subject to the specific instructions set by the Commission where conditions and authority to donate are outlined.

Article 90:

Grants provided to the Unit by others shall be considered a source of revenue and shall be used for the purposes and objectives for which they were granted.

Article 91:

Amendments to the provisions of these instructions, and resolving cases that have no mention in these instructions shall be done by a Board decision, and the Board shall be entitled to deputize the Chairman with this assignment.

Article 92:

The Chairman shall issue the necessary decisions to implement the provisions of these instructions.

Effective as of __/__/2002

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Investment Unit Management

At the Social Security Corporation

Established upon the By-law No. (111) for 2001

**Issued upon the provisions of Article (76) of the Social Security Law
No. (19) for 2001**

Personnel Instructions

**Issued upon the Provisions of Article (14) of the Investing the Corporation's Funds
By-law No. (111) for 2001**

**Upon a resolution by the Corporation Board of Directors No. ()
In session No. () held on/...../2002**

Personnel Instructions For the Investment Unit

at the Social Security Corporation upon the provisions of Article (14) of the Investing the Corporation Funds By-law No. (111) for 2001 and upon the resolution of the Board No. () in their session No. () held on/...../2002.

Chapter One

Article (1)

These instructions shall be called the Personnel Instructions at the Investment Unit of the Social Security Corporation. Its provisions shall be applied to the Chairman, the Manager and the employees of the Unit of all classes and grades. They shall also be applied to employees upon contracts and shall be entered into force as of the date of being approved by the Board.

Definitions

Article (2)

Wherever they should occur, the following words and expressions shall have the meanings designated hereunder unless otherwise connoted by the context:

Corporation	:	The Social Security Corporation
Board	:	The Corporation's Board of Directors
The Commission	:	The Unit's Management Commission that was formulated in accordance with Article 7 of Regulation number 111 for the year 2001
The Unit	:	The apparatus responsible for managing the investment of the Corporation's funds
The Chairman	:	The Commission's Chairman
The Manager	:	The Unit's Executive Manager
Instructions	:	Personnel Instructions of the Unit
Committee	:	Committee of Human Resources formed upon the provisions of these instructions
Job Description	:	Duties and responsibilities of the job and the minimum qualifications and experience requirements to fill it.
Personnel	:	Group of jobs and classes at the Unit
Medical Reference	:	Doctor or doctors who are accredited by the Unit for medical purposes
Employee	:	Each person hired in any of the personnel jobs or against a contract and upon a resolution by the specialized reference upon the recommendation of the specialized committee.
Class	:	Group of jobs of certain classes and salaries upon these instructions.
Salary	:	The basic monthly salary which the employee takes upon the provisions of these instructions.

Total Salary	:	The salary subject to deductions according to the provisions of the valid Social Security Law.
Scholarship	:	To delegate the employee for study and training to get an academic degree from an accredited academic or training institution. This delegation is for a continuous period of time that exceeds eight months whether inside or outside the Kingdom.
Course	:	To delegate the employee for study and training for a continuous period; not less than one month and not more than eight months. This delegation is required to help the employee get academic knowledge or practical skill, or both, whether inside the Kingdom or abroad.
Assignment	:	To delegate the employee for a continuous period that does not exceed one month on an official or academic assignment or to attend a conference, seminar, symposium, an academic meeting, a visit, or exploration trip or some similar event whether the assignment should be inside or outside the Kingdom.
Delegate	:	The employee delegated in a scholarship, course or assignment according to the provisions of these instructions.

Chapter Two

The Unit Personnel

Article (3)

Employees at the Unit are:

- a- Employees in classes: these are the employees who are recruited in the personnel classes, from Class One to Class Four, to implement the specialized administrative, clerical, technical, and accounting jobs.
- b- Employees at the fifth class: those who are recruited to implement jobs not covered in Paragraph (a) of this Article. These include office boys, guards, operators, drivers, cleanliness workers, maintenance technicians or any other similar job.
- c- Employees upon contracts: These are the ones recruited and their employment conditions are stipulated upon contracts, the provisions and conditions of which are set by the specialized reference at the Unit.
- d- Employees for daily wages: These are the ones recruited upon a resolution by the specialized reference for daily wages.

Article (4)

- a- The provisions of these instructions shall be applied to each employee assigned in any of the jobs at the Unit and receives salary from the Unit budget.

- b- Employees against contracts shall be subject to the employment conditions set in the employment contracts. They shall also be subject to the provisions in these instructions in terms of all the points not stipulated in their employment contracts and to the extent that shall not contradict with the explicit texts in those contracts.
- c- The provisions of the valid Labor Law shall be applied to the employees for daily wages.
- d- The provisions of the valid Civil Status By-law shall be applied to the employees at the Unit in cases not stipulated in these instructions. The Commission shall practice powers of the Cabinet and the Prime Minister. The Chairman, however, shall practice the powers of the specialized minister, and the Manager shall practice the powers of the Secretary General.

Article (5)

- a- The permanent job grades at the Unit shall comprise fifteen grades. Their basic salaries and the highest grade as follows:

Class	Grades	Lowest salary/ Dinar	Highest salary/ Dinar
First	15	1000	1600
	14	870	1400
	13	755	1200
Second	12	655	1040
	11	545	870
	10	475	670
	9	415	660
Third	8	345	550
	7	300	480
	6	260	410
	5	225	355
Fourth	4	190	300
	3	165	260
	2	140	230
	1	120	200

b- The fifth class of employees shall comprise the following jobs and their salaries:

Class	Job	Lowest Salary/ Dinar	Highest Salary/ Dinar
Fifth	Technician (a)	125	330
	Bus Driver	100	300
	Technician (b)	75	260
	Car Driver	75	260
	Motorcycle Driver	72	225
	Operator, Gardner, Guard, Office Boy, Cook, Waiter, Cleaning worker	62	220

c- Upon the recommendation of the Manager, the Board shall decide the following at the beginning of each year:

- 1- A list of job formation and formations in the first to the fourth class.
- 2- Names and number of jobs in the fifth class.
- 3- Requirements of promotion from one grade to a higher grade in the first to the fourth classes and from one job to another in the fifth grade.

d- Employees against Contracts:

- 1- These are the ones recruited upon contracts in jobs set on the list of job formation at the Unit. They can also be recruited to assume specialized jobs that require high qualifications and distinguished experiences or both as needed by the Unit and it was not possible to define the salary for such jobs according to the provisions of these instructions. Conditions stipulated in the employment contracts shall apply to these people including the definition of their salaries, remuneration and annual raises...etc.
- 2- The employee against a contract shall be treated as the permanent employee according to the grade he's entitled to if he were in a permanent job according to his basic salary and in terms of what is not stipulated in the employment contract.
- 3- The Manager may recruit people to work at the Unit for daily wages. The valid Law of Labor shall apply to these people.

Article (6):

A job raise shall be set for each class and each grade as a percentage of the salaries stipulated in Paragraphs (a) and (b) of Article (5) on this List as follows:

Grade/Class	Job Raise
12-15	85%
9-11	75%
5-8	65%
1-4	50%
Fifth class	40%

Human Resources' Committee

Article (7)

Upon a resolution by the Commission, a committee shall be formed at the Unit called “the Human Resources’ Committee” with the Manager of the Administrative and Financial Unit as the Chairman and the membership of senior officials at the Unit. The Manager of the competent department shall join this Unit when discussing affairs of employees under operating under him. The Committee shall submit recommendations to the Manager in relation with the following issues:

- 1- Recruitment of employees as well as their promotion, salary amendment, service termination, disciplinary procedures, and their nomination to scientific scholarships and training courses.
- 2- Any power designated thereto upon the provisions of these instructions.
- 3- Cases related to human resources as handled in these instructions.
- 4- Any other subjects related to human resources referred thereto by the Manager. These shall include the preparation of the table of job classification at the Unit. This classification table includes names of jobs in each grade according to the job description and showing the number of positions at each job. The table shall be submitted to the Commission for approval.
- 5- Head of the personnel section shall be the secretary of this committee.
- 6- The Committee meeting shall be legal when attended by three of the Committee members with its chairman or the person acting therefor be one of them. The Committee shall conclude recommendations either by consensus or upon majority.

Recruitment (assignment) of Employees

Article (8):

- a- The job applications shall be submitted using the form set for this purpose by the Unit.

b- The applicant to any vacancy at the Unit must:

- Be a Jordanian national
- Be eighteen years old.
- Free from diseases, physical disabilities, mental problems that prevent him from doing the job or that may cause harm to the public safety to the employees of the Unit. This is to be proved by a resolution issued by a medical reference. The competent reference shall have the right in special cases to assign people who are not of full physical capacity. However, this assignment must be against a recommendation by a medical reference to prove that their health status does not prevent them from doing the jobs assigned thereto and that this status does not contradict with public safety.
- Be of a good reputation and conduct enjoying all civil rights and not judged with a misdemeanor or a felony.
- Have certificates and experiences that qualify him to occupy the job he has applied for according to the provisions of these instructions or any amendment introduced thereto.
- Pass the examination done by the Committee for recruitment purposes.

Article (9)

Assignment cannot be implemented at the Unit unless there is a vacancy. Assignment cannot take place upon a back date effect. Assignment of the employee at the Unit shall be valid as from the date of his assuming work thereat:

Article (10)

- a- Employees are assigned at any of the grades of the first class upon a resolution by the Commission upon the Manager's recommendation based on the Committee's recommendation.
- b- The other employees shall be assigned upon a resolution by the Manager based on the Committee recommendation.
- c- The assignment of employees against a contract shall be as follows:
 - 1- Upon a resolution by the Commission based on the Manager's recommendation based on a recommendation by the Committee if his total salary is equal to or exceeds the salary set for the employees of the first class.
 - 2- Upon a resolution by the Manager based on the Committee's recommendation if the total salary is less than what is stipulated in Clause (1) of this Article.

Article (11)

The certificate of birth issued by the Civil Status Department and submitted at recruitment shall be used to define the age of the employee and in case this certificate is not found, the record certificate issued by the Civil Status Department shall be adopted.

Article (12):

- a- The scientific certificates submitted to fill in the vacancy and issued by an institute, college or university must be accredited in the Kingdom. The Unit shall have the right to validate the truth of any certificate submitted thereto as well as verifying the compliance of such certificate with the provisions of this Article. The Unit shall also have the right to request an original copy of any certificate.
- b- The certificates for the purposes of these instructions shall be accredited by the competent concerned official parties.

Article (13):

- a- At assignment, the competence, technical competence, scientific certificates, work experience and the vacancy status shall all be observed in order to set the basic salary according to the following:
 - 1- Holders of General Secondary Study Examination certificates or its equivalence or graduates of institutes shall be assigned at the first, second, third or fourth grade.
 - 2- Holders of the BA certificates shall be assigned at the fourth, fifth or sixth grade.
 - 3- Holders of MA shall be assigned at the sixth, seventh or eighth grade.
 - 4- Holders of Ph.D. shall be assigned at the ninth or tenth grade.
- b- At assignment of employee in the fifth grade, certain issues must be observed including the vacancy availability, literacy competence and to be at least a third preparatory class graduate.¹

Article (14):

Assignment cannot take place in any of the 13, 14, 15 grades unless the person holds an MA at least. This applies to promotion to one of these grades also

¹ Kindly note that no more the Educational system has a third preparatory class. It must be now the ninth grade.

Article (15):

- a- When defining the grade where the person is assigned at any job, the years of experience he has spent in service at any party, governmental or civil agency, or others shall be observed if they are in line with the requirements of the job to be filled. These qualifications are usually obtained after the academic degree against which he is assigned.
- b- Years of experience which are in line with the job qualifications, whether inside or outside the Kingdom; in the public or the private sector, shall be calculated in light of competence, technical, scientific and work capacity of the employee and according to the vacancy. To this effect, the latest academic qualification or the experience following any previous academic qualification shall be considered depending on which is better for the interest of the employee to be assigned.
- c- The work experience provided with the job application shall be considered on condition that credentials are submitted prior to the issuance of the assignment resolution. Experience not mentioned in the application will not be considered.

Article (16):

- a- The employee assigned for the first time at the Unit shall be under a one-year probation period. The competent reference must issue the resolution to fix the employee in his job or to terminate his service at the end of the probation period. In case the employee is fixed in the job, the probation period shall be calculated as a real service for the employee. The authorized reference, however, shall have the right to terminate the employee service before the end of the probation period and with no need to explain reasons for that.
- b- Upon a resolution by the authorized reference, it shall be possible to terminate the service of the employee due to incompetence or due to misbehavior during the probation period. In this case, the employee cannot claim any indemnity and cannot be assigned again.
- c- If the employee who has not completed the probation period is re-assigned to the job, he will be put again under the probation period and will be viewed as a new employee. Every body who has spent more than three years outside the Unit shall be put under probation. The real service period for him shall be calculated as from the date of reassigning him.
- d- The employees are fixed in their jobs, or service of the non-fixed is terminated according to the reports received in relation therewith from their direct bosses and in light of the Unit's need therefor.

- e- In order to enforce the provisions of this Article, the period when the employee was stopped from work shall not be calculated within the probation period.

Article (17):

- a- The employee shall be committed to the following:
 - 1- Do tasks assigned thereto to the full competence, honesty and viability during office hours or on holidays and official Days if necessary for work.
 - 2- Observe timetables of work and designate the office hours to do duties of the job to best he can.
 - 3- Implement orders and instructions of his bosses and observe the supervising job hierarchy in terms of job communications.
 - 4- Apply laws, by-laws, regulations and resolutions related to his work. He must not violate the same.
 - 5- Contribute to the development of work given to him and submit any proposals to increase his job level.
 - 6- Inform his bosses of any violation, negligence, manipulation, or procedure that may harm the interest of the Unit. He must also inform them of any violation in the application of laws, by-laws, and regulations and of any failure, negligence or inertia of his employees in doing the job. The immediate boss who is informed of that violation, negligence or manipulation must inform the official in the higher position immediately.
 - 7- Act politely and in courtesy with the bosses and people operating under him as well as with the clients. He must maintain the decency and good reputation of the job.
 - 8- Work on developing the partnership trend in administration as well as the team spirit at work.
 - 9- Maintain absolute confidentiality in relation with his work at the Unit or in relation with the work of the Unit in general.
 - 10- Maintain the Unit interest, properties and all assets.
 - 11- Inform his immediate boss in case of any financial disruptions.

- b- The employee cannot assume his work at the Unit before making the oath of the Unit.

Article (18)

Subject to the disciplinary responsibility, the employee shall be prohibited from doing any of the following actions:

- a- Abuse his job and powers for a self interest or to serve any party (political party) objectives or interests or to participate in any demonstration, strike or picket (sit in).
- b- Practice trade bargains and direct trade transactions, or brokerage or taking a commission therefor unless such an action be related to his private property.
- c- Run for parliamentary or municipal elections unless after the ending his service at the Unit.
- d- Quit work or stop work without a prior permission by his boss.
- e- Disclose any data or information that are kept under regulations, resolutions of legislation of confidentiality or that must be kept confidential by virtue of their nature.
- f- Distribute any periodical or temporary publication or participate whether directly or indirectly in managing the same unless it should be published by the Unit.
- g- Work as an editor in a periodical or temporary publication or to subscribe whether directly or indirectly in managing it unless it should be published by the Unit.
- h- Abuse his job and powers for a personal interest, a personal profit or to accept gifts, tips, or grants from any person who has a financial relation or affair with the Unit.
- i- Accept any job beyond his official jobs unless upon a prior permit from the Manager in case of an overtime job at any department and upon a permit from the Chairman or the person authorized thereby if the job is at any other party.

Chapter Three

Annual Raises, Promotions and Remuneration

Article (19)

- a- Upon the recommendation of the Manager, the Commission shall set a percentage of 15% maximum each year from the total salaries of the employees of the past year in order to increase salaries.

- b- Upon the Manager's recommendation based on the Committee recommendation, the Chairman shall decide the required rules to distribute this rate and the amount of the salary raise due for each employee. The Chairman shall observe the job performance and the annual appraisal report of the employee and for a percentage of 15% maximum of his basic salary.
- c- This increase shall be disbursed on the first day of January of each year. A relative increase shall be disbursed to the employee for the period occurring between the date of his assignment and the thirty first day of December of that year.

Article (20):

- a- The bases of competition to fill any vacancy at the Unit shall be defined upon the regulations of the Commission based on the Manager's recommendation.
- b- If one of the Unit employees has been selected upon competition to fill the vacancy that is classified in a higher grade, he shall be promoted to the job upon a resolution by the Chairman based on the Manager's recommendation according to the Committee's recommendation. The promotion raise shall be given according to the following:
 - 1- A rate of 10% of the minimal salary for his current grade.
 - 2- The raise stipulated in Clause (1) of Paragraph (b) of this Article is given and the basic salary remains to be less than the minimal level of the salary of the grade to which the employee will be promoted. Then, the employee will be given the raise required to have his basic salary reach the minimal level of the salary of the grade gradually and not exceeding 10% of the basic salary each year.
 - 3- The employee shall be entitled to the promotion raise stipulated in Paragraph (b) of this Article in addition to the other annual raise he is entitled to.

Article (21)

Albeit of the content of Article (19,20) of these instructions, the basic salary of the employee cannot exceed the maximum level of the salary of his grade. Moreover, total raises given to the employee in the one year cannot exceed 15% of his basic salary.

Article (22)

If the applicant to fill in a vacancy at the Unit fulfills the scientific and practical requirements and enjoys capabilities, skills and experiences that exceed what is proved in his certificates and experience, the Commission can give him a salary at a higher grade than that which suits his certificates and experiences. This can be done upon a

recommendation by the Committee based on the advice of the Manager and according to the criteria set by the Commission to this effect.

Article (23)

- a- The employee shall be promoted to any of the first class grades upon a resolution by the Commission based on the advice of the Manager according to the Committee's recommendation.
- b- The employee shall be promoted to the other classes upon a resolution by the Manager based on the Committee's advice.

Article (24)

If the employee reaches the highest salary of the grade he occupies and he cannot be promoted for any reason, he shall be given the annual raise designated for him by the competent party for ten years maximum.

Appraisal of Employees' Performance

Article (25):

- a- Appraisal of employees' performance shall be done against annual reports that set the required estimations for that appraisal according to the provisions of these instructions. This appraisal shall include the employees' performance of their jobs and work duties, their competence and capabilities, accurate production, conduct during work, their relations with their seniors and people operating under them, and their relations will employees and other parties with whom the Unit deals.
- b- The annual report of the employee's performance shall be produced in one copy or more according to the form approved by the Manager for this purpose upon the recommendation of the Committee. However, the following must be observed:
 - 1- Appraisal of the direct Senior (boss) of the employee must be descriptive.
 - 2- The concerned manager who the direct boss is related with will be appraising the employee's performance and shall set his estimations and opinion in this appraisal.
 - 3- The Manager or this who he shall authorize in written shall set the final report on the employee's performance.
 - 4- All the phases of the report shall be in written. The employee cannot review the same unless his final report that the Manager or this who he shall authorize is producing is of fair or poor grade.

Article (26)

- a- Appraisal is done against any of the following grades:
 - 1- Excellent
 - 2- Very good
 - 3- Good
 - 4- Fair
 - 5- Poor

- b- Grades stipulated in Paragraph (a) of this Article shall be set according to the estimation of the grade of each datum, proceedings and remarks on the employee's performance according to the form used for the annual report.

Article (27)

Full accuracy must be observed and only truth should be maintained in recording data, proceedings and remarks. Performance must be organized and grades set upon a just and fair basis that is free from personal interests.

Article (28)

- a- The Manager or this who he shall authorize sends a copy of the annual report to the employee if his report is of a fair or poor grade. The employee shall have the right to contest (object) within ten days as from the working day following the day when he has received the report. The employee must clarify the reasons for his objection in specific and written terms. In case the employee does not object, the necessary procedures shall be taken to approve of the report within this period.

- b- If the employee shall object to the report, the Manager or this who he shall authorize must refer the report with the objection to the Committee.

- c- The Committee will have to issue their resolution concerning the contest (objection) within fifteen days as from being submitted thereto and must make their decision in this respect according to the information about the employee in the annual report. Such information, however, can be found in any other records, registers or files in the Unit and related to the employee in addition to statements of his previous seniors in relation with his performance during his service.

Article (29)

- a- When the annual reports on any year have become final, the Manager or this who he shall authorize audits the same in order to take the following procedures and resolutions in relation therewith:

- 1- If the grade in the annual report for any employee is of a fair or poor grade, the employee is served a written notice to draw his attention to the aspects of failure and reasons for that. He shall be requested to avoid the same. Should this recur in the following year, he shall be served a letter of warning requesting him to improve the level of his work, production and competence.
- 2- If the employee was served a letter of warning in the immediately previous year as stipulated in Clause (1) of the Paragraph and for the reasons set therein and his appraisal of the current year is fair or poor, his service at the Unit shall be terminated upon a resolution by the authorized recruitment party.
- 3- Resolutions and procedures stipulated in Clauses (1), (2) herein shall be made upon a decision by the Manager based on a recommendation by the Committee if they are of the second, third, fourth or fifth classes. However, if the employee is of the first class, the resolution shall be made by the Commission upon a recommendation by the Manager based on the Committee's recommendation.

Other Benefits and Rights

Article (30)

A bonus salary shall be disbursed to the Chairman, the Manager and all other employees. This salary shall equal a two month salary in the year based on the total salary. The first half of the bonus salary shall be paid in June whereas the second half shall be paid at the end of December each year. Days for which the employee is not entitled for a salary shall not be calculated in this salary for any reason if the period is more than one month.

Article (31)

- a- For each one working at the Unit, the following family allowance shall be paid:
 - 1- JD 10 for wife.
 - 2- JD 5 for each child and up to five children.
- b- Allowances shall be paid for one wife only.
- c- Family allowance shall not be paid in the following cases:
 - 1- The female employee – for her children if their father is alive and is not disabled from work.
 - 2- For the male employee for his wife who works at any department, corporation, of official public department operating under the government or a public shareholding company.

- 3- For any of the children of the male employee when they reach the age of eighteen.
- 4- This allowance shall not be paid if the employee's work is outside the Kingdom.

Article (32)

In special and emergence cases, the Manager shall have the right to ask the employee to do overtime hours after the official working hours of the Unit. This shall be in case of the interest of work and for a bonus of 125% of the total monthly salary. The Manager and managers of departments shall not be entitled to overtime payment.

Article (33)

- a- The Unit shall be responsible for the expenses of fixing phones and paying subscription fees; or, to give cellular phone and fix its fees to the Chairman and the Manager and any other employee that the Chairman shall deem as necessary to have a phone at home or a cellular to achieve interest of work. This shall be upon regulations issued by the Commission for this purpose.
- b- The Manager can provide uniform for the fifth class employees according to regulations issued for this purpose.
- c- The Unit shall provide, on its own expense, a collective insurance policy for its employees. The policy is a life insurance and personal accident insurance policy. The amount of the policy shall be five times as the total annual salary for each type of insurance. This insurance shall be upon regulations issued by the Commission based on the advice of the Manager.
- d- The Unit shall have the right to five housing loans for its Manager and employees according to the recommendation of the Manager. However, the bases of the loan; its amount and all the other relevant matters must be defined in the loan documents.
- e- In the draft budget, the Commission shall set the amount of support for the social activity committee for those working at the Unit.

Chapter Four

Movement, deputation, mandate and secondment

Article (34)

While observing the requirements of occupying any job, employees of the Unit are moved from their work place to another work place inside the Kingdom according to the requirements of work and the Unit interest as follows:

- a- Any Department Manager shall be moved from his job to another job of the same level upon a resolution by the Chairman based on the Manager's advice.
- b- Any other employee at the Unit shall be seconded from one job to another in the same grade upon a resolution by the Manager based on the advice of the concerned department manager.

Article (35)

- a- Should a job occupied by any employee of the first grade become vacant or should the employee who occupies it be absent on a delegation, course, or study leave or a non-paid leave; or if he's seconded, another employee from the same department can be assigned to do the job. If necessary, the employee can be deputized from another department to do the duties and tasks of that job for one year maximum.
- b- The employee shall be assigned upon a resolution by the Manager. In all cases, the employee must not be deputized for one job in the same time.
- c- The deputized employee shall assume the tasks and duties of the job that he's doing as a deputy in addition to doing the tasks and duties of his original job.

Article (36)

- a- The Chairman shall have the right to ask any person from the Unit or from outside to do special tasks that help improve and upgrade performance at the Unit. This will be for a financial reward to be set according to the Manager's advice.
- b- If the assigned person is one of the employees of the Unit, the tasks he's asked to do must not be incorporated within the tasks of his job and its responsibilities; and he shall not receive an overtime payment for that.

Article (37)

- a- Upon an advice by the Manager and a written approval by the employee who has spent five real continuous years serving the Unit, the Chairman shall have the right to second him to work at any ministry, governmental department, or official public corporation. This secondment must be upon their request for a period or periods not exceeding, as a total, two years during his service at the Unit.
- b- The seconded employee shall receive his total salary and all his financial rights from the Unit.

Article (38)

Upon the Manager’s recommendation, the Commission shall have the right to second the employee to work at any of the governmental departments and institutions, and local, regional or international commissions and organizations as well as companies where the government holds shares and the public institutions upon their request and after the approval of the employee as per the following requirements:

- a- The employee must have spent three actual years in service at the Unit.
- b- The secondment period must not exceed three years for the one time. The employee cannot be seconded after that period unless three actual years have passed as from the date of his secondment end. However, the secondment period must not exceed six years all over the period of his service at the Unit.
- c- The period that the employee has spent in secondment at the Unit shall be considered as service at the Unit and shall be calculated for the purposes of the annual raise and promotion entitlement.
- d- At all the period of secondment, the seconded employee shall not receive from the Unit any part of his salary and shall not be entitled to leaves for the secondment period. He shall not have any rights or benefits stipulated in these instructions including the saving fund and medical treatment.
- e- Upon the end of secondment, the employee shall be returned to the job he used to occupy or to another adequate job and for a salary that equals the salary he was entitled to if he was not seconded.
- f- The Manager shall be seconded upon a resolution by the Board based on an advice by the Commission. The provisions of secondment stipulated herein shall apply to the Manager in this case.

Chapter Five

Working hours and Leaves

Article (39)

The official working days at the Unit shall be five days a week on condition that the working hours be forty hours at least per week.

Article (40)

If the employee has to be absent from work for a legitimate excuse, he must inform his immediate senior of this within twenty four hours of absence. He must support this information by filling in the form set for this purpose once he returns back to his work place.

Article (41)

- a- The employee shall be deemed as dismissed from his job upon a resolution by the party authorized of recruitment in case he is absent from his work with no legitimate excuse for more than several fifteen days along the one year or for more than seven days in a row. However, the dismissal resolution must be preceded with a written notice sent in registered mail after an absence of ten days in the first case and three days in the second case. Serving the notice to the address of the employee as recorded in his file shall be considered a sufficient evidence to receiving the notice.
- b- The employee will be denied any salaries, raises, or remuneration for the period in which he is absent from his official job place without a legitimate excuse.

Article (42)

The employee will be entitled to the following leaves:

- a- annual leave
- b- sick leave
- c- emergency leave
- d- study leave
- e- maternity leave
- f- pilgrimage leave
- g- non paid leave (without salary or raises)

Article (43)

The employee shall have the right to have the leaves stipulated in Article (42) in these instructions. However, the interest and particulars of work at the Unit must be observed when approving of the requested leave.

Article (44)

- a- The Chairman, the Manager and the employees at the Unit shall be entitled to their annual leaves as follows:
 - 1- The Chairman: 30 working days
 - 2- The Manager : 30 working days

- 3- Employees of first class: 28 working days
 - 4- Employees of second class: 21 working days
 - 5- Employees of third and fourth classes: 18 working days.
- b- The annual leaves cannot be accumulated for any employee at excess of two successive years.
- c- The official holidays, religious days, and week-end days shall not be calculated among the annual leaves.

Article (45):

- a- The annual leave shall be given to the employees of the Unit at once (one time) according to the interest of the Unit while observing the interest and circumstances of the employee as much as possible. This must not contradict with the conditions of the Unit to implement work. In all cases, however, the employee must obtain not less than half the annual leave at once.
- b- The Unit shall pay to the employee whose service ends at the Unit for the annual leaves that he did not use unless the Unit has decided to give him these leaves at the end of his service. If the employee has taken leaves that exceed the days he is entitled to, the money paid for the unused leaves shall be refunded unless the service has terminated due to death or physical disability.
- c- When paying for the leaves stipulated in Paragraph (b) of this Article, it must be observed that the total accumulated leaves do not exceed what the employee is entitled to for two years. The employee must not be given any amount for days exceeding this period.
- d- The Unit shall have the right to call the employee from his ordinary leave before it is over if this shall be in favor of the work interest. The Manager shall have the right to compensate the employee for the reasonable expenses he has incurred due to that request.
- e- While observing Paragraphs (b) and (c), the employee who was denied the leave he's entitled to due to the conditions of work cannot request to be paid for it before the end of his service at the Unit.

Article (46)

The employee shall be entitled to the annual leave stipulated in these instructions as from the first day of January of each year unless he was recruited during the year. Then, he shall be entitled to the leave of that year for the period occurring between the date of his recruitment to the first day of January of the next year. The employee shall be given the leave upon a decision by the Manager or this who he shall assign for the purpose and according to the nature of work.

Article (47)

The employee shall not be entitled to the annual leave for the period when he is seconded or on a study leave or on a non-paid leave (no salary/no raises).

Article (48)

- a- the employee shall be given a sick leave upon a medical report issued by one of the accredited doctors and for a period of one week maximum.
- b- If the employee is not cured after the sick leave for one week due to the same disease, he shall be referred to the medical resource to extend his sick leave as deemed necessary.
- c- The sick leave will not be subtracted from the annual leave of the employee.

Article (49)

The employee on a sick leave shall receive his total salary for the first six months and half his total salary for the period he spends while sick after that for six months. The sick leave shall start as from the date set by the medical reference.

Article (50)

- a- If the employee is not cured from his disease at the end of the year stipulated in Article (49) herein, he will be re-examined by the medical reference. If this second examination shall reveal that he has an incurable disease, his service shall be terminated at the Unit upon a resolution by the Commission based on the Manager's advice which is based, in its turn, on the Committee's recommendation. This is in case the employee is of the first class. For other employees, the service shall be terminated upon the Committee's recommendation.
- b- If, when examining the employee at the end of the year stipulated in Article (49) herein, it was found that the employee's disease is curable but he cannot resume his work, the Commission shall have the right to extend his sick leave for another period. However, this period must not exceed six months without a salary and raises excluding the family allowance that must be paid in full in all cases.
- c- Service of the employee cannot be terminated due to his physical disability even if the medical reference decides that he has become disabled and cannot perform the tasks of his job and there would be no result for extending his sick leave unless he has given at least a six month sick leave. This sick leave must be for a full salary along with allowances (raises) as from the date fixed by the medical reference as the start of the sick leave.

- d- If the medical reference shall decide that the employee is disabled from work and cannot go on with his job, he shall be referred to the Corporation to take the decision related to the insurance benefit he's entitled to in compliance with the provisions of the valid Law of Social Security.

Article (51)

If the employee falls sick while outside the Kingdom on an official assignment or a legal leave, he will be entitled for a one week leave maximum upon a report of one doctor. The employee, in this case, must inform the Unit by cable, telex, or fax of his sickness as soon as possible and must send the medical report he has obtained.

Article (52)

Should the employee remain sick for more than one week while outside the Kingdom and has obtained a sick report as stipulated in Article (51) herein, he must obtain another medical report to the effect of his continuous sickness. The report must be issued by two doctors or by the hospital and must be legalized by the Jordanian Consul, if any. He must inform the Unit by cable, telex or fax of his sickness. He must also send the relevant report to be considered. In this case, the Unit shall have the right either to accept or reject the report. The employee, however, must avail himself at the Unit once he's back in the Kingdom in order to be examined. Provisions of Article (50) herein must be observed in this case.

Article (53)

The employee shall be denied his total salary upon a decision by the Commission based on the Manager's advice for the period in which he's absent from work due to sickness or injury. This is in case the disease emerges and the injury occurs due to a mistake he has made or to a failure on his side. The employee shall be deemed as making a mistake against others, misusing things, or doing something that violates the job honor. This includes substance abuse (alcohol and drugs), gambling, misdemeanor, and bad conduct.

Article (54)

- a- If there is an emergency case and the employee is not entitled to an ordinary leave, the Manager shall have the right to give the employee an emergency leave for a full salary and for a period or periods that do not exceed fourteen days in the year.
- b- The Manager shall have the right to give the employee who has used all his annual leave a non-paid leave for a period or periods that do not exceed two months a year depending on his conviction of the reasons calling for such a leave.

Article (55)

The employee shall have the right to give the employee, who wishes to go for pilgrimage, a pilgrimage leave for 21 days maximum and for a total salary. This does not exclude the annual ordinary leave of the employee. The pilgrimage leave, however, is given just for once to the employee along the period of his service at the Unit.

Article (56)

- a- Upon his request, the employee can be given a non-paid leave for a period of six months minimum and does not exceed three years as a total during his service at the Unit and in any of the following cases:
- 1- If the husband of the employee works outside the Kingdom or if he's on a study leave, seconded or delegated in a scholarship or course outside the Kingdom.
 - 2- If the circumstances of the employee's family shall call for such a leave.
 - 3- To the husband or wife if one of them is moved to assume a job outside the Kingdom.
 - 4- To the female employee if the family circumstances shall call for her to take care of her infant, husband or one of her parents in case they are sick and their health status requires that.
 - 5- To the male employee in order to take care of one of his parents or his wife or one of his children if they are sick. However, this must be proved in duly issued health reports.
 - 6- To the employee who presents a valid contract for work outside the kingdom and according to the following conditions:
 - His service at the Unit must be two years at least.
 - The contract must be with another government, international organization, regional organization, a public or private corporation, or a company.
 - The employee must not come back to his job before the end of the leave given to him upon the provisions of this Article even if he has finished his work contract before the end of that period.
- b- The leave shall be given in cases stipulated in Paragraph (a) in this Article on condition that it does not exceed ten year during the period of work that the employee has spent at the Unit. This leave can be given in parts (not at once)

- c- The leave stipulated in Paragraph (a) in this Article shall be given upon a decision by the Manager. The Unit shall be committed to return the employee to service in the grade he was in when starting the leave and for the salary he used to take. This leave shall be considered as an actual service by the employee.

Article (57)

- a- The employee shall submit the leave application in written- sick leave- and two days at least before the date fixed for the leave to begin. He must show in the application the period, date of commencement and the place where he will be spending the leave, his address there, and the end of the leave.
- b- The employee shall not have the right to leave his work before he receives a written notice of approval of the leave unless in mandatory cases approved by the competent reference.

Article (58)

If the employee does not come back to work at the Unit when the leave is over and without a legitimate excuse to convince the Committee and the Manager, he shall be deemed as losing his job as from the day following the end of the leave. This will be upon a decision by the Manager.

Article (59)

The pregnant employee shall be entitled to maternity leave for seventy continuous days before and after birth delivery. This leave shall be for a full salary upon a medical report from an accredited doctor. However, the period used after delivery must not be less than (2) days. That leave does not form a part of the annual or sick leave. If the female employee shall use more than 28 days before deliver, the excessive days shall be subtracted from the balance of her annual leaves or from her salary in case she has no annual leaves left.

Article (60)

If the employee is called for the military service or for the reserve service, he shall be deemed as a seconded employee and shall take his full salary from the Unit along the whole period of this service.

Article (61)

- a- Provisions of the sick, study, and pilgrimage leaves shall apply to the full time chairman at the Unit and to the Manager.
- b- The Commission shall decide upon the regulations of the study leaves.

- c- The other affairs of leaves shall be organized upon a decision by the Manager.

Medical Treatment

Article (62)

- a- The Unit shall provide the medical care for the employee and his family members. This is in case of the employee whose service ends upon his entitlement to the old age pension salary or due to disability according to provisions of the valid Law of Social Security on condition that the retired employee does not benefit from any other medical services.
- b- All the affairs related to medical care including the rate of paid by the employee shall be defined upon regulations issued by the Commission based on an advice by the Manager.

Article (63)

- a- Should the medical reference deems it necessary to treat an employee outside the Kingdom, the Unit shall be responsible for the expenses stated hereunder and in the maximum levels decided by the Commission upon an advice by the Manager for this purpose:
 - 1- Travel and medical care expenses if the residence is inside the hospital.
 - 2- Travel and medical care expenses and the equivalence of the travel allowance for each night he spends abroad if the residence is outside the hospital.
- b- If the medical reference shall deem it necessary to treat any member of the family of the employee covered with medical care outside the Kingdom, the Unit shall be in charge of 50% of the expenses of treatment, travel and medical care within the maximum levels decided by the Commission for this purpose and upon an advice by the Manager.

Chapter Six

Travel and Movement Allowances

Article (64)

- a- If an employee is asked to do an assignment outside his work place and inside the Kingdom, he shall be paid for each night he spends outside his work place the following travel allowance:

Grades/Classes	Travel Allowance in JD
14-15	30
10-13	24
5-9	20
1-4 and fifth class	16

- b- If the assignment is to the Capital or to Aqaba, the travel allowance stipulated in Paragraph (a) shall be increased in 50%.

Article (65)

- a- If any employee is given an assignment outside the Kingdom, he shall be paid for each night he spends in this assignment a travel allowance that includes all expenses he shall be in charge of as follows:

Travel allowances in JD

Grade/Class	For Countries of Class A	For countries of Class B
14-15	158	113
10-13	135	90
5-9	113	83
1-4 and fifth class	90	75

- b- The travel allowance set for the head of the selected delegation shall be increased in (50%) of this allowance on condition that the grade is not less than 14.

Article (66)

If the employee has been delegated to a course or scholarship outside the country, he shall be paid in addition to the study fees and book prices the following monthly allowances as follows:

Monthly allowances in Dinar

Grade/Class	For Countries of Class A	For countries of Class B
14-15	360	300
10-13	300	270
5-9	270	240
1-4 and fifth class	240	210

Article (67)

- a- The employee who is delegated to an assignment, course or scholarship outside the Kingdom shall get the travel tickets he’s entitled to according to his grade and at the expense of the Unit.
- b- Wife of the employee delegated to a scholarship shall get two-way travel tickets (economy class) for once only.
- c- The Unit shall be in charge of the travel tickets for the person delegated on the expense of another party if these tickets are not given to him from that party. This shall be according to the provisions of Article (70) herein.

Article (68)

If an employee is delegated in a course or scholarship outside the Kingdom, he shall be paid the travel allowance stipulated in Article (65) herein. The allowance shall be for two weeks; he will also be paid allowances he shall be entitled to for the rest of the period according to the provisions of Article (66) thereof.

Article (69)

The Unit can take the accommodation expenses for the delegated person within the amounts decided by the Commission for this purpose on condition that 50% be subtracted from the travel allowances or the monthly allowances he’s entitled to.

Article (70)

The person delegated in a mission, course or scholarship inside and outside the Kingdom shall be allowed to use the following transportation means:

Grade	Car	Plane	Train	Ship
14-15	Full	First	First	First
10-13	Full	Economy	First	First
1-9 and fifth class	One seat	Economy	Second	Second

Article (71)

If another party is in charge of the expenses of the assignment, course or scholarship or any part thereof, the employee shall be paid part of the travel allowances according to the regulations set by the Commission in this respect and upon the advice of the Manager.

Article (72)

- a- The Commission shall set the allowances of transportation and travel of the Chairman and the Manager should they be delegated to an official mission inside and outside the Kingdom.
- b- The employees of the Unit shall be subject to the governmental transportation by-law No. (56) for 1981 or any other by-law that comes after it or replaces it according to the content of Article (4) herein for the cases not stipulated herein.

Chapter Seven**Scholarships, assignments and training courses****Article (73)**

- a- The Chairman or the Manager shall be delegated to any task, course, scholarship or conference upon a resolution by the Commission.
- b- The employee shall be nominated and delegated to any scholarship or course inside or outside the Kingdom upon a resolution by the Manager based on a recommendation by the Committee.
- c- The employee shall be delegated to a mission whether inside or outside the Kingdom upon a resolution by the Manager.
- d- Upon a decision of the Manager, the employee delegated in a scholarship, course or task can be given an advanced payment on the expenses he is entitled to on condition that the advanced payment be of the amount he is entitled to for the whole period.
- e- Any special delegate shall be formed in the Unit upon a decision by the Manager. The Manager shall also nominate representatives of the Unit on the official delegates.
- f- Requirements of delegating employees to scholarships, courses and missions inside and outside the Kingdom and including the judicial bond (guarantee) shall be set according to a resolution issued by the Commission based on the recommendation by the Committee for this purpose.

Article (74)

The period of any delegation shall be set according to the period required to get the academic or training qualification. However, this period must not exceed four years. The Commission and upon an advice of the Manager and recommendation of the Committee shall have the right to extend the period to the period required to get a Ph.D.. The

delegation period, as a whole, must not exceed five years. Content of Paragraph © of Article (76) herein must be observed.

Article (75)

- a- The employee delegated to a scholarship inside the Kingdom and does not quit work at the Unit shall be committed, at the end of his scholarship, to serve at the Unit, any ministry, department or official public corporation. The commitment shall be transferred to these for the period stipulated to get the academic degree, certificate, or training qualification. In this case, he shall be paid his total salary, university fees, and prices of books.
- b- The employee delegated to a scholarship or course outside the Kingdom shall be committed at the end of his scholarship or course to serve at the Unit, any ministry, department or official public corporation where his commitment is transferred. He shall serve for as twice the period spent for the scholarship or course in case of the Ph.D. and for as three times the scholarship period in case of M.A.
- c- Provisions of Paragraph (b) of this Article shall be applied to the employee delegated in a scholarship or course inside the Kingdom if his delegation requires him to stop assume his job duties at the Unit.
- d- If the delegated employee resigns at the end of his scholarship or his work ends before completing the commitment period, he must pay all the costs of the scholarship spent by the Unit for the remaining period of commitment excluding the following:
 - 1- If the service of the employee has ended upon completion of legal age.
 - 2- If the service of the employee ends due to illness upon a resolution by the medical committee.

Article (76)

- a- the employee delegated in a scholarship or course inside the Kingdom shall be entitled to his total salary along the period needed for the scholarship.
- b- The employee delegated in a scholarship outside the Kingdom shall be entitled to the following:
 - his total salary for the first six months of the scholarship.
 - Three quarters of his total salary for the remaining period of his scholarship if he's married and half of it if he's single.
- c- In order to apply Paragraph (b) of this Article, the scholarship period must not exceed four full years. However, if the period is more than that, the delegated person shall not be paid any part of his salary for any period that exceeds four years whether or not the scholarship has been extended according to the provisions herein.

- d- The Unit shall have the right to request the parties operating in the filed of technical assistance programs in order to benefit from the study and training grants they provide at the Kingdom.

Article (77)

- a- The employee shall be given an assignment inside or outside the Kingdom upon a resolution by the Manager.
- b- The employee cannot accept any official invitation extended thereto in relation with an assignment inside or outside the Kingdom unless obtaining a written approval from the Manager to this effect. Such an invitation can be extended by governments, departments, institutions, foreign bodies, or companies.

Article (78)

Any other requirements or provisions related to the delegation of employees shall be set upon regulations issued by the Commission.

Chapter Eight

The Saving Fund

Article (79)

- a- A fund shall be established at the Unit called the Saving Fund. Subscription to this Fund shall be mandatory for the full time chairman, the manager and the employees of the Unit.
- b- A rate of 5% (ten percent)² shall be subtracted from the basic monthly salary of each member in the Fund. The Unit shall pay for this amount on a monthly basis. The amount gathered from both will be placed in a special account in name of the participant in the Fund.
- c- The full time chairman and the manager's subscription to the fund shall take place as from the date of their assuming job at the Unit. Subscription of the employee to the Saving Fund shall take place as from the date of being appointed in the Personnel.
- d- The Commission shall set the amount of the salary at which the chairman, the manager and the employees against contract shall be subject to the Saving Fund.

² Translated exactly as in the source text. In figures it is written 5% and in words (ten percent). It might be that the Unit shall pay ten percent!

Article (80)

Special and separate accounts shall be kept at the Unit for the money of the Saving Fund according to the bases set for this purpose.

Article (81)

The employee delegated to a scholarship and is not paid his salary; the employee seconded or on either a study leave or a non-paid leave shall be excluded from subscription to the Saving Fund all the period of the scholarship, secondment, or leave.

Article (82)

Matters related to the Saving Fund including the bases to invest its money, management and borrowing therefrom shall be set upon regulations issued by the Commission for this purpose.

Chapter Nine

Disciplinary Procedures

Article (83)

If the employee commits a violation of laws, by-laws, regulations and decisions enforced at the Unit or if he acts in a manner to cause distortion of responsibilities and powers assigned thereto, or if such an action violates the job ethics and the employee's duties, one of the following disciplinary penalties shall be imposed on him:

- a- written notice
- b- written letter of warning
- c- subtraction from the basic monthly month up to its one quarter maximum
- d- deny him the ordinary annual raise
- e- Decrease salary in terms of grade
- f- Dismissal

Article (84)

- a- All the penalties shall be imposed by the Manager upon the Committee's advice in their capacity as a disciplinary council. However, the dismissal penalty imposed on heads of departments shall be imposed upon a resolution by the Commission based on the advice of the Manager upon the Committee's recommendation.
- b- Upon an advice by the Committee, the Manager shall have the right to form an investigation committee to consider violations that call for such an investigation.

- c- The Manager shall have the right to request the specialized parties to prevent the employee referred to the investigation committee from departing from the Kingdom.

Article (85)

Service of the employee shall be terminated in any of the following cases:

- a- If sentenced by a competent court with a crime or misdemeanor such as bribe, robbery, theft, fraud, mistrust, false testimony or any other crime that violate the public moral. Also, in case of sentence with imprisonment by a competent court for three months or more for committing any crime. In any of such cases, the employee shall be deemed as legally dismissed as from the date of final sentence.
- b- If a decision is issued by the Disciplinary Committee to dismiss him and the Commission or the Manager ratifies the decision as necessary.
- c- If proved to commit a mistake or a serious action that harms the interest of the Unit and the competent party decides this.
- d- If penalized with a decrease of the salary and then commits another violation for which he has been penalized by one of the penalties stipulated herein in two successive years.
- e- If he no more fulfills one of the recruitment requirements stipulated herein.

Article (86)

- a- If a penal lawsuit is filed against is filed against the employee, no disciplinary procedures can be taken against him in relation with the penal charge against him until a final decision is issued in terms of the penal lawsuit.
- b- If the employee is proved innocent in the lawsuit filed against him according to Paragraph (a) in this Article; or if a sentence is issued to set him free from the charge against him, disciplinary procedures against him must be taken. This is in compliance with the provisions herein and for that violation he has committed. The adequate disciplinary penalty must be imposed on him in case of being condemned.

Article (87)

- a- In case the employee is referred to the investigation committee, to the Public Attorney or to the court, the manager shall have the right to stop him from work. Such an employee is entitled to a rate of the total salary that does not exceed half the salary as decided by the Manager. This applies to the whole period when the employee is stopped from work.

- b- If the procedures taken against the employee who has been stopped from work do not end in dismissal, he shall be entitled to his total salary for the whole period when he was stopped from work. This applies if such a period is nine months or less. However, if the period is more than nine months, he shall be given his whole salary for the first nine months and half the salary for the period exceeding nine months.

Article (88)

If the employee commits a deed or causes harm or loss to the Unit whether alone or in participation with others, he shall be held responsible for that harm or loss or any part thereof according to a decision by the Commission or the Manager based on the Committee's recommendation and as necessary.

Article (89)

- a- For any purpose set in these instructions, no disciplinary penalty imposed on the employee and has been executed against him will not be taken into consideration if it has been proved upon the provisions of Paragraph (b) of this Article that the employee's conduct, work and behavior were good and improved after imposing on him the penalty and the following periods have passed since then:
 - 1- one year at least if the penalty is a written notice.
 - 2- Two years at least if the penalty is the warning or subtraction from salary.
 - 3- Three years at least if the penalty is the denial of the ordinary annual raise or decrease of salary in the grade.
- b- Upon a recommendation by the Committee, the Manager shall issue his decision to the effect that penalties in Paragraph (a) in this Article will not be valid.

Article (90)

- a- If the investigation committee or commission formed in compliance with these instructions has found out that the violation charged to the employee referred thereto implies a penal crime, they must recommend referral of the employee with the investigation minutes, documents and other instruments to the Public Attorney or the competent court. This is meant to proceed further with the case according to provisions of Law. In this case, no disciplinary procedure can be taken against that employee and not procedure already taken can be resumed until the final judicial sentence is issued. In this case the employee is referred to the Public Attorney or to the competent court upon a resolution by the Commission if the employee is of the first class and upon a resolution by the Manager for other employees.

- b- Setting the employee free from the claim or lawsuit against him as stipulated in provisions of Paragraph (a) in this Article or the judgment that he is not responsible for what he was charged with will not prevent from taking the relevant disciplinary procedures against him or has been charged with by the Committee.

Chapter Ten

End of Service

Article (91)

In case the employee has become incapable of assuming his job duties, the Commission shall have the right to terminate his service upon an advice by the Manager based on the Committee's recommendation. However, he must be paid all his financial dues according to Paragraph (a) of Article (93) herein.

Article (92)

- a- Service of the employee shall be considered as ended in the Unit in any of the following cases:
 - 1- If completing sixty years of age for the male employee and fifty five years for the female employee. Upon the advice by the Manager, the Commission shall have the right to extend their service for five years maximum should either of them request that.
 - 2- If set on retirement according to the provisions of Article (44) of the valid Law of Social Security or any other text to replace or amend it.
 - 3- Provisional retirement with half pay (*Isteeda'*)
 - 4- Approval of resignation
 - 5-
 - 6- Losing job
 - 7- Deteriorated health status
 - 8- Sacking
 - 9- Dismissal
 - 10- Loss of Jordanian nationality

11- Cancellation of job

12- Death

- b- An employee wishing to resign must submit a written resignation one month at least as from the date of its becoming valid. However, the employee must carry on his job duties until receiving a written notice of approval.

Article (93)

- a- While observing the provisions of Paragraphs (b) and (c) in this Article, if the employee's service at the Unit ends for any reason excluding resignation, loss of job, sacking, or dismissal, the following indemnity shall be paid to the employee:
 - 1- amounts accumulated for his account at the Saving Fund.
 - 2- Total salary due to him till the end of service.
 - 3- Total salary of the annual leave due to him till the end of his service.
 - 4- Hid dues of annual remuneration for the service period at that year and according to Article (30) herein.
 - 5- The latest total monthly salary for each year he has spent in serving the Unit and as follows:
 - Total salary of one month for each year of service for the employee whose service at the Unit does not exceed ten years.
 - One month and a half total salary for each year of service for the employee whose service at the Unit exceeds ten years up to fifteen years maximum.
 - Total salary of two months for each year of service for the employee whose service in the Unit is fifteen years.
- b- If the service of the employee ends at the Unit with resignation and his service counts for five years or more, amounts stipulated in Paragraph (a) in this Article shall be paid thereto.
- c- If the employee's service ends in resignation and his service at the Unit was less than five years or if it ends with dismissal or losing the job or terminating service, he shall be paid his total contribution at the Saving Fund and its revenue only as well as what is stipulated in Clauses (2), (3) and (4) of Paragraph (a) in this Article.

Article (94)

Upon an advice by the Manager based on the Committee's recommendation, the Commission shall have the right to terminate service of the employee by sacking in any of the following cases:

- a- If it has been proved upon a report by the Manager based on a report by the competent Department Manager that the employee is no more capable of serving the Unit up to the required level and that the possibility to improve his work has become limited.
- b- If the employee's service at the Unit has reached or exceeded twenty years for the male employee and fifteen years for the female employee.
- c- If fulfilling the requirements of pension salary entitlement as stipulated in Article (44) of the Law of Social Security and its amendments whether or not there is a condition to apply for pension salary.
- d- If the Manager is convinced that there are special conditions for the employee that make him unable to go on with work.
- e- If one of the official institutions inside the Kingdom is in need for the services of the employee.

Article (95)

When the employee's service ends for no matter what reason, all the amounts due to the Unit and owed by the employee thereto shall be subtracted. These amounts include loans of the Saving Fund and installments due from the housing loans.

Chapter Eleven**Provisional Retirement****Article (96)**

- a- Upon an advice by the Manager, the Commission shall have the right to put an employee on provisional retirement for five years maximum to complete the period of time required for him to become entitled for the pension salary upon the provisions of the Law of Social Security.
- b- The employee put on provisional retirement shall receive half his salary during the concerned period.

- c- Provisional retirement period shall be considered as an actual service for the employee for the following purposes:
 - 1- To be covered with the share paid by the Unit on behalf of its employees according to the provisions of the Law of Social Security.
 - 2- Subscription at the Saving Fund.
 - 3- Coverage with medical care
 - 4- Entitlement to the end of service package.
- d- Monthly subscription fees paid to the Social Security Corporation on behalf of the employee put on the provisional retirement period shall be calculated for his total salary on date of being put on the provisional retirement. These shall be subtracted from that salary according to the provisions of this Law.
- e- Decision to put the employee on provisional retirement shall be deemed as a decision to legally terminate his service at the Unit when the provisional retirement period is over and with no need to issue any decision to this effect.

Chapter Twelve:

General Provisions

Article (97)

The Commission shall define the financial rights of the Chairman and the Manager in cases not stipulated in these instructions. These include remuneration, awards, and amounts accumulated in their name in the Pension Fund.

Article (98)

- a- Upon an advice by the Manager, the Commission shall issue the resolutions required for the implementation of the provisions herein.
- b- The Manager can authorize his powers stipulated in these instructions to any of the managers of departments on condition that such an authorization be in written and in specific terms.

These instructions shall enter into practice as from...../...../2002

Investment Unit Management

At the Social Security Corporation

Established upon By-law (111) for 2001

**Issued upon the provisions of Article (76) of the Social Security Law
No. (19) for 2001**

Expense Approval Instructions

Issued upon the provisions of Article (14) of the Unit By-law (111) for 2001

Upon a Resolution by the Corporation Board of Directors No. ()

At the Session No. () held on / /2002

Expense Approval Instructions

Of the Investment Unit Management At the Social Security Corporation

**Issued upon the provisions Article (14) of the Corporation's Investment Fund
By-Law No. (111) for 2001 upon the Board Resolution No. ()
At Session No. () held on / /**

Article (1)

These instructions shall be called “Instructions of Authorizing and Approving of revenue, capital and investment expenses at the Unit”. They shall apply to all expenses of the Unit and shall be valid as of the date of being passed by the Board.

Article (2)

Wherever they should occur, the following words and expressions in these instructions shall have the meaning designated next to each of them unless otherwise connoted by the Context:

Corporation	:	The Social Security Corporation
Board	:	The Corporation's Board of Directors
By-law	:	By-law of the Corporation's Investment Fund No. (111) for 2001
The Commission	:	The Unit's Management Commission that was formulated in accordance with Article 7 of Regulation number 111 for the year 2001
The Unit	:	The apparatus responsible for managing the investment of the Corporation's funds
The Chairman	:	The Commission's Chairman
The Manager	:	The Unit's Executive Manager
The Financial Manager	:	Manager of the Financial and Administrative Department at the Unit
Investment Committee	:	Committee for Investment formed upon a resolution by the Commission from Board members
Internal Investment Committee	:	The Committee formed by a resolution of the Chairman upon a recommendation of the Manager supported by advice from departments managers at the Unit

Article (3)

The Investment Committee shall be formed upon a resolution by the Commission according to the following:

- a- The Investment Committee shall comprise of five members of the Commission under the Chairmanship of the Chairman or the vice-chairman in case the former is absent.

The triple representation of the Board must be observed when forming the Committee.

- b- Meetings of the Committee shall be legal when attended by three members at least. However, one of these must be the chairman or the vice chairman.
- c- The Committee shall make its decisions and/or recommendations upon the attending majority. In case of equal votes, the opinion to which the meeting chairperson has voted shall be preponderant.
- d- The investment committee shall hold their meeting upon a request by the Chairman or the vice-chairman in case the former is absent.
- e- The Manager shall assign a secretary of the Committee to produce minutes of meetings and resolutions to be served to the concerned departments and duly implemented and kept at the Committee secretary in absolute confidentiality in a safe.

Article (4)

- a- The internal Investment Committee shall be formed upon a resolution by the Chairman upon a recommendation of the Manager of four managers of investment departments at the Unit. The Manager shall be chairman of such a committee.
- b- The Committee's Chairman shall assign a vice-chairman to preside over the Committee in case of the manager's absence.
- c- Meetings of the Committee shall be legal if attended by three members at least. However, one of them must be either the committee's chairman or vice-chairman.
- d- The Manager shall assign a secretary for this Committee from the Unit employees.
- e- The Committee shall hold its meetings upon a request by its Chairman. Studies and memos set for investment shall be delivered before the session is held in order for the members to review and study them thoroughly.
- f- Resolutions and/ or recommendations shall be made by the Committee upon the attending majority. In case votes are equal, the opinion to which the session's chairman votes shall be preponderant.

Article (5)

Duties of the internal investment committee shall be set at the following:

- a- Provide consultancy for the Commission, the investment committee, or the manager in terms of issues and policies related to investment.

- b- Make investment decisions according to powers set in the approval of investment expenses set in these instructions.
- c- Discuss and review investment transactions proposed according to these instructions and make the relevant decisions within the powers set in the approval of expenses designated thereafter.
- d- Submit advice to the Manager in relation with investment transactions within its powers or when requested to do so.
- e- Periodical revision of the investment transactions upon a request by the Manager.
- f- Study prices of company shares circulated on Amman Stock Exchange and recommend to the Manager to purchase or sell shares of those companies.
- g- Implement any other jobs assigned thereto by the Commission, Chairman or Manager.

Article (6)

When making decisions to approve expenses, amounts allocated in the draft budget, the investment strategy and policy adopted at the Unit, financial instructions, procurement instructions, personnel code and these instructions must be observed.

Article (7)

Powers and approval of revenue expenses at the Unit must be defined as follows:

- a- The Manager shall have the power to approve revenue expenses as follows:
 - Expenses that are legally justified regardless of the amount according to the provisions of Article (23) of the financial instructions.
 - Investment expenses approved by the authorized party and regardless of their amount.
 - Deposits eligible for payment and amounts received by mistake to the Unit, in accordance with Articles (21,70) of the financial instructions.
 - Overtime wages (excluding the Manager and department managers at the Unit)
 - Contractual expenses and other expenses approved by the authorized party regardless of their amount.

- Indemnities, remuneration, allocations and expenses due to workers at the Unit in compliance with laws, by-laws, regulations, bills, and decisions that are valid at the Unit.
 - Administrative expenses according to Articles (24, 26) of the financial instructions on condition that the amount of each expense item does not exceed JD 15,000 (fifteen thousand Dinars).
- b- The Chairman shall have the right to authorize and approve revenue expenses at the Unit as follows:
- Fees of consultants and experts and professionals who are hired for temporary periods of time.
 - Monthly entertainment expenses.
 - If the one expense item is over JD 15,000 (fifteen thousand Dinars) and does not exceed JD 50,000 (fifty thousand Dinars).
- c- The Commission can authorize and approve revenue expenses at the Unit as follows:
- Fees of external auditors.
 - Incentive packages for those working at the Unit
 - If the one expense items exceeds JD 50,000 (fifty thousand Dinars)
 - Any other administrative expense approved by the Commission.

Article (8)

While observing the amounts allocated in the draft budget and the instructions of procurement and supplies, and financial instructions being applied at the Unit, the powers of authorizing and approving capital expenses at the Unit shall be as follows:

- a- The Manager shall have the right to authorize and approve capital expenses the amount of which does not exceed JD 15,000 (fifteen thousand Dinars) for the one expense item.
- b- The Chairman shall have the right to authorize and approve capital expenses the amount of which exceeds JD 15,000 (fifteen thousand Dinars) up to JD 50,000 (fifty thousand Dinars) for the one expense item.
- c- The Commission shall have the right to authorize and approve capital expenses the amount of which exceeds JD 50,000 (fifty thousand Dinars) for the one expense item.

Article (9)

Powers of the Manager to authorize and approve investment expenses shall be as follows:

- a- Approval of purchasing and selling equity shares through the organized Amman Stock Exchange upon a recommendation by the Internal Investment Committee.
- b- I) Shares holding or subscription to stock at one of the new or existing companies or purchase of shares on the non-organized financial market for the maximum amount of JD 100,000 (one hundred thousand Dinars) for the one transaction.

II) Approval of capital installments payments called for shareholdings that have been already approved by the authorized party.
- c- Participation in joint investment funds or those that are fully owned by the Corporation/ Unit in terms of shares and/or financial securities, and open funds, at one of the banks or local institutions, to the amount of JD 250,000 (two hundred fifty thousand Dinars) per fund.
- d- I) Nomination of representatives of the Unit at ordinary and extraordinary general assemblies of companies.
- e- II) Selection and replacement of brokers at the Amman Stock Exchange.
- f- Approval of subscription to bonds and debentures that can be traded and are guaranteed by the Government or by banks for a maximum amount of JD 3,000,000 (three million Dinars) per the one transaction and upon the recommendation of the internal investment committee.
- g- The power to open and close accounts at banks, deposit and distribute current deposits and CDs among banks, as well as the renewal of deposits and subscription to deposit certificates, treasury bills, selling or discounting them, all while observing the amounts allocated in the draft budget and within the limits set in the investment policies and strategies adopted by the Unit.
- h- Approval of selling bonds and debentures.
- i- Approval of renting or consigning investment in real estate as follows:
 - Defining the rental fee, or the consignment fee, and turn key amount for shops and offices according to the market value.
 - Approval of scheduling the rental fee and consignment and turn key value into installments.
 - Approval of defining the increase rate in the rental fee in case of a change in the nature of profession or any other similar case.

- Approval of exempting tenants from the deferment interests incurred for rental fees on condition that the deferment period does not exceed (15) fifteen days.
- Approval of any other matters related to rental operations.

Article (10)

Powers of the internal investment committee in terms of authorizing and approving investment expenses shall be as follows:

- a- Share holding or subscription to stock in new and existing companies as well as the purchase of shares (other than the transactions of purchasing shares on the organized market) for any transaction of JD 100,000 (one hundred thousand Dinars) and up to JD 250,000 (two hundred fifty thousand Dinars)
- b- Participation in joint investment funds or the funds that are fully owned by the Corporation/ Unit, and open funds, at one of the local financial institutions. For any fund, the direct investment is at JD 250,000 (two hundred fifty thousand Dinars) and up to JD 500,000 (five hundred thousand Dinars).
- c- Subscription to development bonds and treasury bonds that can be traded, and are guaranteed by the Government, at a local financial institution. For any direct investment in funds, the amount is at JD 3,000,000 (three million Dinars) up to JD 5,000,000 (five million Dinars)
- d- Approval of granting loans or participation in syndicate loans, regardless if they are convertible into shares or not as follows:
 - To a maximum of JD 2,000,000 (two million Dinars) in case of participation in a syndicate loan or a bi-lateral loan for the government, or a loan covered by an acceptable bank or government guarantee.
 - To a maximum of JD 1,000,000 (one million Dinars) in case of a direct loan to the Government or covered by an acceptable bank or government guarantee.
 - Subscription to the development bonds and treasury bonds that can be traded and are issued by the Government or the Central Bank of Jordan.

Article (11)

Powers of the investment committee to authorize and approve investment expenses shall be defined by the following tasks:

- a- Subscription to stock or shareholding in public shareholding companies whether new or existing, and the purchase of shares (other than transactions of purchasing shares from the Stock Exchange) for any transaction the amount of which exceeds JD 250,000 (two hundred fifty thousand Dinars) but not exceeding JD 2,000,000 (two million Dinars).

- b- Subscription to bonds and debentures that can be traded and are guaranteed by the Government or any financial institution. As well as subscription to Treasury bills for any issuance, for which the subscription amount exceeds JD 5,000,000 (five million Dinars) up to JD 6,000,000 (six million Dinars).
- c- Participation in one of the investment funds owned by the Corporation/ participating Unit for amounts that exceed JD 500,000 (five hundred thousand Dinars) up to JD 1,000,000 (one million Dinars) per fund.
- d- I) Subscription to bonds and debentures issued by one of the public shareholding companies that are guaranteed by the Government or one of the banks for any issuance transaction with a maximum of JD 1,000,000 (one million Dinars)

II) Subscription to bonds and debentures issued by one of the limited liability companies that is not guaranteed up to JD 500,000 (five hundred thousand Dinars) upon a recommendation by the internal investment committee.
- e- Approval of selling shares of the unit or replacing them, for the non-listed companies at the organized Amman Stock Exchange, for amounts the which exceed JD 100,000 (one hundred thousand Dinars).
- f- Approval of granting loans or participation in syndicate loans, regardless whether or not they are convertible into shares, and within the following amounts per transaction:
 - Joint or bi-lateral loans given to the Government and are covered by a government or bank guarantee for amounts the value of which exceeds JD 2,000,000 (two million Dinars) up to JD 7,000,000 (seven million Dinars) per loan.
 - The direct loan given to the Government or covered by an acceptable government or bank guarantee for amounts that exceed JD 1,000,000 (one million Dinars) up to JD 4,000,000 (four million Dinars) per loan.
 - Joint or bi-lateral loans that are not covered with an acceptable government or bank guarantee up to JD 2,000,000 (two million Dinars) per loan.
 - If the loan is direct and not covered with an acceptable government or bank guarantee up to JD 500,000 (five hundred thousand Dinars) per loan.
 - If the loan is not covered by a Government guarantee or an acceptable bank, it is preferred to have a first degree mortgage to the benefit of the Unit, on condition that the one loan does not exceed (75%) of the mortgage amount.
- g- Approval of converting, an already given loan, along with its accrued interests and commissions, either wholly or in part, into in-kind shares at one of the companies or possessing real estate or lands for that, for a maximum amount of JD 1,000,0000 (one million Dinars) per transaction.

- h- Approval of purchasing and selling owned land and projects up to JD 500,000 (five hundred thousand Dinars) per transaction.
- i- Approval of allocating amounts for capital expenditure on owned projects for the purpose of establishing, expanding, developing, or renewing them and their assets. This includes all investment expenditure up to JD 1,000,000 (one million Dinars) per project.
- j- Approval of renting or consigning (an investment contract) owned projects as well as contracting the specialized management companies in relation with any owned project. This project's book value must not exceed JD 3,000,000 (three million Dinars) before depreciation.
- k- Approval of transferring any owned project or any pieces of land into in-kind shares in one of the companies up to JD 1,000,000 (one million Dinars) per transaction.
- l- Liquidation of a company or changing its nature of activity if the Corporation/ unit holds shares of 40% maximum of its capital.

Article (12)

Powers of the Commission to authorize and approve investment expenses at the Unit shall be as follows:

- a- Subscription to or holding shares in new or existing companies or purchasing shares (other than share purchase on the Stock Exchange) for any transaction that exceeds JD 2,000,000 (two million Dinars) up to JD 4,000,000 (four million Dinars).
- b- Participation in one of the investment funds that are wholly owned by the Corporation/ Unit, or are participating in, for more than JD 1,000,000 (one million Dinars) per fund up to JD 2,000,000 (two million Dinars).
- c- a- Subscription to bonds and debentures issued by one of the public shareholding companies, that are guaranteed by the Government or one of the banks, for amounts that exceed JD 6,000,000 (six million Dinars) up to JD 8,000,000 (eight million Dinars) per transaction.

b- Subscription to bonds and debentures issued by one of the limited liability companies, and are not guaranteed, for amounts that exceed JD 1,000,000 (one million Dinars) up to JD 2,000,000 (two million Dinars). It is preferable to secure a mortgage to the benefit of the Unit and that the loan must not exceed (75%) of the mortgage amount.
- d- Liquidation of one of the companies or changing the nature of its activity if the percentage of ownership is more than 40% of its capital.

- e- Approval of granting or participation in syndicate loans, regardless whether or not they are convertible into shares or not, as follows:
 - To participate in a joint or bi-lateral loan for amounts that exceed JD 7,000,000 (seven million Dinars) up to JD 10,000,000 (ten million Dinars). However, the loan must be granted to the Government or covered with an acceptable governmental or bank guarantee.
 - For a direct loan given to the Government or covered with an acceptable government or bank guarantee for amounts that exceed JD 4,000,000 (four million Dinars) up to JD 6,000,000 (six million Dinars) per loan.
 - To participate in a joint or bi-lateral loan that is not covered with an acceptable governmental or bank guarantee. The loan amount exceeds JD 2,000,000 (two million Dinars) per loan up to JD 3,000, 000 (three million Dinars) per loan. It is preferable that the mortgage is of the first degree to the benefit of the Unit and for a maximum of 75% of the mortgage amount.
 - For a direct loan the amount of which exceeds JD 500,000 (five hundred thousand Dinars) up to JD 1,000,000 (one million Dinars) if not covered by a guarantee or mortgage.
- f- Approval of purchasing and selling owned land and projects, the amount of which exceeds JD 500,000 (five hundred thousand Dinars) up to JD 1,000,000 (one million Dinars) per transaction.
- g- Approval of allocating amounts for capital expenditure on owned projects for the purposes of establishing, expanding, developing or renewing its assets, and all types of capital expenditure, for up to JD 2,000,000 (two million Dinars) per project.
- h- Approval of renting or consigning (an investment contract) projects owned by the Corporation/ Unit and contracting specialized management companies for any owned project, having a book value before depreciation the amount of JD 3,000,000 (three million Dinars). This applies for amounts that exceed JD 3,000,000 (three million Dinars) up to JD 5,000,000 (five million Dinars).
- i- Approval of transferring any owned project or land to in-kind shares in a company, for amounts that exceed JD 1,000,000 (one million Dinars) up to JD 3,000,000 (three million Dinars) per transaction.

Article (13)

The Commission shall assign Unit representatives (from among its members, the manager, or from among Unit managers) on the Board of Directors of Companies where it holds shares and upon the recommendation of the Manager.

Article (14)

- a- The Board shall exercise the power of authorizing and approving expenses in light of the estimated budget, taking into consideration the limits set in the investment policies and strategies for share underwriting, bonds, and fixed assets, for the amounts that exceed what's been set within the powers of the different committees, the manager, or the Commission in these instructions, and whether they are revenue, capital or investment expenses.
- b- In cases that the Board shall deem as necessary and achieve the interest of the Corporation/ Unit, the Board can exercise the power of making any decision in terms of authorizing and approving of expenses that are allocated in the Estimated Budget.

Article (15)

- a- Approval of the loan amount, interest rate and term, and all amendments thereafter, shall be issued by the party authorized to give the loans. This party shall have the right to delegate this power to the manager and on ad hoc basis (per transaction).
- b- Setting and amending loan commissions of all types shall be done by the Manager, unless the party authorized to give the loan has issued its resolution upon the existence of a certain commission. Then, the approval of that party must be solicited when amending the interest rate, unless that party has authorized the Manager to approve fixing or amending that commission or waiving it if necessary.
- c- The Manager shall have the power to approve loan agreements according to the provisions herein. He shall also have the right to set other conditions that are not stipulated by the authorized party when making its decision. This applies both at the time of approval of the loan and any other subsequent amendments.

Article (16)

- a- The Commission shall have the right to delegate any of its powers to the Chairman who shall have the right to delegate any of his powers to the Manager. The Manager shall have the right to delegate any of his powers to any manager at the Unit. All delegations should be specific and in writing in all cases.
- b- The authorized party endowed with the highest authority shall have the right to make any decision to authorize and approve an expense within the powers of a lower authority.
- c- The Manager shall have the right to delegate in writing the powers of authorizing and approving the disbursement and expenditure from petty cash to the financial manager and according to the instructions issued by the Commission to this effect.

These instructions shall be valid as from/...../2000

Investment Unit Management

At the Social Security Corporation

Established upon the By-law No. (111) for 2001

**Issued upon the provisions of Article (76) of the Social Security Law
No. (19) for 2001**

Supplies and Procurement Instructions

**Issued upon the Provisions of Article (14) of the Investing the Corporation's Funds
By-law No. (111) for 2001**

**Upon a resolution by the Corporation Board of Directors No. ()
In session No. () held on/...../2002**

Supplies and Procurement Instructions For the Investment Unit

at the Social Security Corporation upon the provisions of Article (14) of the Investing the Corporation Funds By-law No. (111) for 2001 and upon the resolution of the Board No. () in their session No. () held on/...../2002.

Article (1)

These instructions shall be called “Supplies and Procurement Instructions of the Investment Unit at the Social Security Corporation”. The provisions of these instructions shall be applied to the supplies and purchases of the Unit and shall be entered into force as of the date of being approved by the Board.

Article (2)

Wherever they shall occur, The following words and terms shall have the meaning opposite to each of them unless otherwise connoted by the context:

Corporation	:	The Social Security Corporation
Board	:	The Corporation’s Board of Directors
By-law	:	By-law of the Corporation’s Investment Fund No. (111) for 2001
The Commission	:	The Unit’s Management Commission that was formulated in accordance with Article 7 of Regulation number 111 for the year 2001
The Chairman	:	The Commission’s Chairman
The Unit	:	The apparatus responsible for managing the investment of the Corporation’s funds
The Manager	:	The Unit’s Executive Manager
Committee	:	The Supplies and Procurement Committee formed upon these instructions
Supplies	:	Supplies and purchases, articles, tasks, tools, furniture, machines, equipment, sets, stationery, works and any other materials or services that the Unit needs including insurance and maintenance of assets.
Section	:	The section that handles supplies needs at the Unit.
Contractor	:	Any natural or corporate body who provides supplies for the Unit.

Article (3):

The Section shall undertake the following tasks and powers:

- a- Prepare and set plans necessary to provide supplies, and define means of implementing the plan.

- b- Complete processes of purchasing supplies according to the provisions of these instructions.
- c- Keep supplies, store them in warehouses, and maintain them. Modern methods are to be used to achieve this, and to keep records and statistics cards.
- d- Develop the Section and improve it regularly, including the adoption of relevant standards to supplies, in particular those with recurrent use.
- e- Participate in the inventory of supplies on an annual basis or whenever needed.

Article (4)

- a- The Manager shall form a committee called (the Supplies and Procurement Committee). The committee shall include five of the senior employees of the Unit. The Administrative and Financial Manager shall be its chairman. The Committee shall practice the tasks and powers stipulated herein. The Manager shall assign a vice chairman for the committee.
- b- The Committee shall meet as needed upon an invitation by its chairman or its vice-chairman in case of the former's absence. The Committee shall meet to discuss items on the agenda and make the relevant decisions. The Committee's meetings shall be deemed as legal if attended by three members or more on condition that the Chairman be one of them.
- c- Decisions made by the Committee shall be made by majority. If the votes are equal, the opinion to which the Chairman votes shall be preponderant. The disagreeing member must explain, in written, the reasons for his disagreement.
- d- The Manager shall assign one of the employees at the Unit as a secretary of the Committee. Tasks of the Secretary shall be stipulated in the designation resolution.
- e- Decisions made by the Committee shall be subject to the ratification of the Manager. After being signed, the resolutions shall be kept according to the duly followed practices in a special register in a safe.

Article (5)

- a- While observing the amounts set in the estimated budget, supplies are purchased upon an application submitted to the Section showing the quantities requested for purchase, along with a comprehensive description of requirements.
- b- The application for the purchase of supplies shall be submitted in a reasonable time that is sufficient to complete the purchase process or the supply in the due course of time. No application described as URGENT shall be considered unless the case is that of an emerging need that cannot be expected or forecasted according to the estimation of the Manager or the person authorized by him.

- c- Approval of the purchase application shall be made in light of the expense approval instructions.

Article (6)

- a- The principle of competition shall be applied to all the transactions of purchasing supplies in order to solicit the best quality and best price and conditions. The capacity of the Contractor to be committed to supply according to the conditions and standards shall be observed during the period of time set for supply.

- b- Similar purchases cannot be segregated into several deals/ transactions.

Article (7)

If the standards of the supplies, their quality, and other specifications are equal for the offers, the person responsible for the purchase must observe the following:

- a- Give preference to supplies produced in the Kingdom, on condition that their prices are calculated on the basis of difference in preferential price set by the Cabinet.
- b- Give preference to supplies provided by the competitor who is a permanent resident of the Kingdom in case the prices are the same.

Article (8)

- a- Supplies can be purchased from outside the Kingdom in the following two cases:
 - 1- If the required commodity is not available in the Kingdom and it has been impossible to purchase it through a mail order.
 - 2- If the Committee recommends that the purchase of the required supplies from outside the Kingdom directly shall attain the interest of the Unit in terms of cost, quality and speed of provision.
- b- In case he shall approve of purchasing the required supplies from abroad, the Manager shall have the right to delegate an employee or more to outside the Kingdom to purchase them, according to either case stipulated in the Cases (1,2) of Paragraph (a) in this Article. However, the resolution to purchase supplies must be accompanied with a written approval by the authorized party according to the provisions herein.

Article (9)

Upon the approval of the party authorized to purchase, the Section can replace second hand supplies with new or second hand supplies upon the resolution of the Committee.

However, a fair price must be specified for the supplies replaced in line with the interest of the Unit.

Article (10)

While observing the powers to purchase supplies according to the provisions herein, the purchase process is done by invitations to tender. However, supplies can be bought according to one of the following methods:

- a- Direct purchase by bargaining with sellers, producers, or suppliers in any of the following cases:
 - 1- If prices of the supplies to be purchased are specified by the official authorities or if they are of internationally set prices.
 - 2- If the supplies required to face an emergent case do not permit the procedures of tender invitation or request quotations, to be by the Commission upon a recommendation by the Manager, based on the recommendation of the Committee.
 - 3- If the supplies cannot be provided except from one source.
 - 4- If the supplies are spare parts, accessories, or tools that are not available at more than one source in the same level of competence as proved in the technical report of the specialized and experienced people.
 - 5- If the purpose of purchasing supplies is to standardize the item or to reduce variation of equipment in order to provide maintenance and spare parts.
 - 6- Purchase services that include maintenance, repair, replacement, or inspection jobs, having that the volume of work is not known when purchasing the supplies.
 - 7- Purchase of entertainment services and its required supplies necessary for the Unit's works.
 - 8- If the tender is announced or quotations are acquired, but it was not possible to get adequate quotations from any of them, or if the prices are not reasonable; or it was not possible to get the whole amount of the supplies planned for purchase from the same supplier at the scheduled time.
 - 9- If the quantity of supplies to be purchased does not exceed JD 3,000 (three thousand Dinars).
- b- Requesting price quotations in any of the following cases:

- 1- If an emergency and urgent case shall necessitate the provision of supplies planned to be purchased, and it is hard to expect or predict this need, therefore a tender could not be produced, the case shall be handled according to the decision of the Manager upon a recommendation by the Committee.
- 2- If it has been impossible to obtain more than three offers for the supplies to be purchased.
- 3- If the amount of supplies to be purchased does not exceed JD 5000.
- 4- If no relevant and sufficient quotations are submitted for the tender announced and the authorized party is convinced of the necessity to purchase supplies by requesting price quotations.
- 5- If the Manager shall deem it necessary, upon a recommendation by the Committee, to request quotations of prices from certain parties for reasons related to professional competence or specialization.

Article (11)

- a- Supplies the value of which is JD 15,000 (fifteen thousand Dinars) or less for each purchase transaction, shall be purchased upon the Manager's approval according to the instructions he shall issue for this purpose.
- b- Supplies the value of which is more than JD 15,000 (fifteen thousand Dinars) up to JD 50,000 (fifty thousand Dinars) shall be purchased upon the Chairman's approval based on the recommendation of the Committee.
- c- Supplies the value of which is more than JD 50,000 (fifty thousand Dinars) and does not exceed JD 100,000 (one hundred thousand Dinars) shall be purchased upon the Commission's approval of based on the Manager's recommendation upon the Committee's recommendation.
- d- Supplies the value of which is more than JD 100,000 (one hundred thousand Dinars) shall be purchased upon the Board's approval according to the Committee's recommendation based on the Commission's recommendation.(???)

Article (12)

When announcing any tender, the Committee must take the following procedures:

- a- Set and specify requirements and specifications of supplies, equipment or services, to be purchased or provided, to meet the needs of the Unit. In the case of technical issues, opinion of specialists from inside or outside the Unit may be solicited.

- b- Announce the tender as decided by the Manager; either by publishing it in newspapers, or dispatching the tender invitation to the relevant parties that are capable and competent of providing the supplies, equipment or services. This must be done at least two weeks prior to receiving bids.
- c- Request bidders to submit samples of their proposals, if possible. These samples must be submitted to the Head of the Section, who signs to the effect of receiving them, to be considered by the Committee when opening the proposals. Bidders must also provide the financial bond that the Manager shall decide if he deems it necessary.
- d- Open the proposals with the attendance of the majority of the Committee members. The proposals must be studied and evaluated, and compared against each other in order to select the best proposal. The Committee must have their recommendations written down. At least three proposals must be submitted. If it is impossible to have three proposals, two can be accepted on condition that it is vindicated and reasons are specified.

Article (13)

- a- The final referral shall be set to whoever submits the best offer in terms of price and quality. The owner of the best offer must be of financial, commercial and technical competence.
- b- If the Committee shall discover that the lower (best) price does not satisfy the interest of the Unit, for reasons they anticipate with regards to quality or financial, commercial or technical incompetence of the person submitting the offer, they must specify the reasons, and the tender is awarded to the most convenient offer. The referral can be segregated among different offers according to the conditions of supplying the materials and services, as well as the judgment of the party authorized to make the decision.
- c- The Committee shall have the right to negotiate with the person with the most convenient offer, after opening the proposals, to reduce the price if they deem this as justified.
- d- The Committee shall have the right to re-announce the tender if they find out that the prices of offers coming to them are high or for any other reasons they shall deem as relevant and achieve the interest of the Unit.
- e- If need shall rise to get more materials than what is included in the tender invitation, the specialized committee shall have the right to approve it on condition that the value of the increase should not exceed 25% of the original tender amount.

Article (14)

If the bidder, who is awarded the final bid, shall abstain from or fail to deliver the required materials or services in due time, or if he is late in delivering a quantity of the original tender, or if he fails to submit any quantity in due time, or if it has been proved that he is providing supplies or performing services in a fraudulent way, the Manager shall have the right to take one or more of the following procedures:

- a- Confiscate the financial bond or part of it and record it to the account of the Unit.
- b- Purchase the supplies or services on the market for the prevailing prices and charge the difference in price on the abstaining bidder.
- c- Request the abstaining bidder to provide the required materials or to re-invite for the tender as deemed convenient by the Manager and charge the abstaining bidder with any plus difference in price.
- d- Request the abstaining bidder to make up for any harm or defect caused to the Unit.
- e- Deny the abstaining bidder the right to bid in any of the Unit's tenders for the period that the Unit shall deem as adequate.

Article (15)

The Manager or the person he authorizes in written shall be signing the contracts concluded with the contractors in compliance with the provisions of these instructions.

Article (16)

- a- The contracted supplies shall be supplied to the Unit whether they should be from inside or outside the Kingdom.
- b- The Section shall be receiving the purchased supplies if their amount does not exceed JD 3,000 (three thousand Dinars). These shall be received after being inspected to assure their compliance with the required specifications and requirements.
- c- The Manager shall form a committee to receive the supplies. The Committee shall have at least three members who are experts in this domain. The Committee shall undertake the task to receive supplies the amount of which exceeds JD 3,000 (Three thousand Jordanian Dinars) from the contractors.
- d- Upon an approval of the Manager, the receipt committee shall have the right to cooperate with the technicians and experts from outside the Unit if necessary. Upon the Manager recommendation. The Chairman, upon a recommendation by the Manager, shall have the right to give financial awards to those experts and technicians.

- e- The receipt Committee shall implement the following:
 - 1- Inspect supplies and materials once they arrive to verify the quantity and its compliance with the required specifications and requirements.
 - 2- Organize a statement of received supplies showing type, specifications, quantities and any remarks they exchange while receiving the supplies. The receipt committee members shall sign the statement.
 - 3- If the receipt committee shall find that the works implemented or the supplies purchased do not comply with the conditions agreed upon, they must submit a report on the matter to the Manager. The due amount will not be paid until the matter is settled.

Article (17)

Parties who provide the supplies or the services must submit an original invoice that is duly signed.

Article (18)

The Section shall prepare the required documents the inventory of supplies and verify them with the invoice and receipt statement. The supplies shall be entered into the warehouses in presence of one of the Receipt Committee members.

Article (19)

Supplies shall be entered into the records of the warehouse immediately after being received. However, they must be supported with the following documents:

- a- Entry document.
- b- Statement of the receipt committee for items the amount of which is more than JD 3,000 (three thousand Jordanian Dinars)
- c- The original invoice

Article (20)

Supplies will be stored in the designated warehouses in an organized order so that they will be ready for delivery upon request. Validity period and the nature of each item must be observed when placing items at stores.

Records and Registers

Article (21)

The Section and the warehouses shall keep the records and statistical cards of supplies. Methods and means they shall deem adequate will be followed to organize and monitor the movement of each type of the items; its distribution, and maintenance of accurate and precise data recorded.

Article (22)

The Warehouse keeper at the Unit shall be committed to the following:

- a- Submit a judicial bond in accordance with the valid financial instructions and the Manager's decision in this respect.
- b- Preparation of periodical reports on the status of supplies he keeps at least once every year. These reports must be supported by lists that include the out of use supplies, surplus items, missing items, and idle items.
- c- Monitor the balance of stationery of each item regularly and consistently. If the inventory is not at the relevant levels, he must submit an application to support the inventory at the warehouse with the necessary items.

Article (23)

It shall be prohibited to scratch, delete, change, or omit in the documents or cards of supplies. A mistake must be corrected using permanent red ink and in a clear manner. The person who introduces the amendment must sign it along with the head of the Section according to the duly followed practices.

Maintaining and Keeping Supplies

Article (24)

The Section must care for the maintenance of furniture, machines and other items within the assets of the Unit. It also needs to take all necessary and relevant procedures to keep and maintain these items.

Article (25)

For the maintenance of fixed assets, the Unit shall conclude agreements with the supplying party. If such agreements cannot be reached, contracts shall be signed with specialized technicians to do the required maintenance.

Article (26)

Each employee shall be responsible for machines, furniture, and tools assigned to him. He must keep and use them carefully. He must promptly advise of any damage or harm that occurs thereto in order to be maintained or repaired with no delay. In case of loss of such items for any reason, he must immediately inform the relevant people.

Sale, Destruction and Scraping of Supplies

Article (27)

Supplies are sold upon a recommendation by the Committee in the following cases:

- a- If they are a surplus.
- b- If they are damaged and cannot be used.
- c- If they are to be replaced with modern items or second hand items that are of a better productivity.

Article (28)

The Committee shall sell the supplies by auction, upon the approval of the Manager, if their current estimated value does not exceed JD 5000 (five thousand Dinars). Should the amount be more than this, the approval of the Chairman must be obtained.

Article (29)

Supplies that cannot be used or those that cannot be sold shall be destroyed as follows:

- a- The Section sets a list of supplies to be destroyed, showing type of supplies, date of purchase, purchase value, book value, current estimated value, description of status and the reason for destroying them.
- b- The Committee shall inspect the supplies to be destroyed before starting the destruction process. A report shall be prepared to the effect that these supplies can no longer be used, and that they were not able to sell them. The report shall be submitted to the Manager to obtain approval for the destruction if the estimated value of items to be destroyed is up to JD 2000 (two thousand Dinars). If it is more than that, the Chairman's approval must be obtained.

Article (30)

When selling or destroying any items that cannot be used or that are in surplus, they must be supported with a document to prove selling or destruction of these items, as necessary.

Article (31)

Supplies sold shall be delivered to the purchaser, after receiving their value, according to a duly produced receipt that shows number, date, and amount of the document upon which the price was received.

Lending and Gifting**Article (32)**

The Manager shall have the right to lend any of the unit's supplies to a ministry, a governmental agency, or a public corporation that may need the same. However, this lending must be duly reported in the records of supplies.

Article (33)

The Manager shall have the right to give as a gift any of the supplies at the Unit which estimated value does not exceed JD 1000 (one thousand Dinars). If the amount of the supplies to be gifted is more than that, the approval of the Commission upon the recommendation of the Manager, based on the Committee's recommendation, must be obtained. In all cases, supplies of the Unit can only be gifted to a ministry, governmental agency, official public institution, charities, sports clubs, cultural associations, and official guests of the Unit.

General Provisions**Article (34)**

The internal auditor of the Unit will implement a full inventory of the Unit's assets of different supplies. This inventory will be done whenever deemed necessary by the Manager who shall have the right to form a special committee for the purpose.

Article (35)

The Manager shall have the right to request a bank guarantee from the Warehouse keeper or any other employee having supplies under his responsibility. The guarantee amount must be relevant to the amount of the concerned supplies.

Article (36)

If there should arise any issue related to supplies and is not stipulated in these instructions, the case shall be submitted to the Board upon a recommendation from the Commission based on the Committee's recommendation to issue the a resolution to the matter.

Article (37)

Upon the recommendation of the Manager based on the recommendation of the Committee, the Commission shall have the right to issue the required resolutions to implement the provisions of these instructions.

These instructions shall be in effect as of...../...../2002

**Investment Unit Management
At
The Social Security Corporation
Established upon the By-Law No. (111) for the year 2001
Issued upon the provisions of Article (76) of the Law of Social Security**

No. (19) for the year (2001)

Internal Control Instructions

**Issued upon the provisions of Article (14) of the Unit By-law No. (111)
for the year 2001
Upon a Board of Directors' Resolution No. () in Session No. ()
Held on/...../2002**

Internal Control Instructions

Issued in compliance with Article (14) of the By-law of Investment of the Property of the Social Security Corporation No. (111) for the year 2001 upon the Board's resolution No. () in Session No. () held on/...../2002.

Article (1)

These instructions shall be called the "internal control instructions of the investment unit management at the Social Security Corporation). Provisions of these instructions shall be applied to all administrative, financial and investment issues and shall be valid as from the date of being passed by the Board.

Article (2)

The following words and expressions, wherever they should occur in these instructions, shall have the meanings designated opposite to them unless otherwise connoted by the context:

Corporation	:	The Social Security Corporation
The Commission	:	The Unit's Management Commission that was formulated in accordance with Article 7 of Regulation number 111 for the year 2001
The Unit	:	The apparatus responsible for managing the investment of the Corporation's funds
The Chairman	:	The Commission's Chairman
The Manager	:	The Unit's Executive Manager
The Committee	:	The auditing committee formed from the members of the Commission
The Auditor	:	Each employee who is assigned as an internal auditor at the Unit to do the auditing operations or internal/financial control.

Article (3)

There shall be assigned at the Unit an internal control cadre. Each employee working in this cadre shall be called an auditor. Chairperson of this cadre shall be functionally operating under the Chairman and administratively under the Manager.

This cadre shall comprise of a number of specialized people under the supervision of the internal auditor. Academic achievement for each of them must be at least B.Sc. in Accounting; preferably holding a CPA certificate. The internal control cadre Chairperson shall be assigned upon a resolution by the Board upon a recommendation by the Chairman supported with a recommendation by the Human Resource Committee at the Unit.

Article (4)

- a- The Commission shall form the audit committee from its members. The committee shall comprise three members with one assigned by the Commission as a chairperson of the committee. Chairperson of the audit cadre shall be a secretary to the audit Committee.
- b- The Committee shall meet on a regular basis upon an invitation by its chairperson and shall submit its reports to the Commission. However, the number of meetings held by the Committee must not be fewer than six per year.
- c- The meeting shall be considered as legal if attended by two of the members at least and one of them is the chairperson. Recommendations of the Committee shall be issued upon majority or in consensus if the meeting is incomplete.
- d- The Committee shall have the right to request any information from any employee at the Unit. All employees must fully cooperate with the Committee. The Committee can also solicit legal, investment, technical or administrative consultancy from any external consultant.
- e- The Committee secretary shall prepare a special record to document minutes of meetings and resolutions after being signed by the members.

Article (5)

The Committee shall be responsible for the following tasks:

- a- Study and discuss matters and remarks coming from the external auditor and/or the auditor, in addition to any other matters that the Committee deems as necessary to be discussed.
- b- Study any comments given by the external auditor in relation with the internal control procedures and the answers by the Unit Management to such comments.
- c- Study periodical and annual reports as well as the monthly financial position and the balance sheet before submitting them to the Commission. In addition, study the approved accounting policies and any other amendments thereto, and substantial amendments necessitated by the audit procedures. Also, study the commitment level to the regulations and decisions of the Commission, international accounting standards and practices, and the international audit standards. The Committee shall have the right to invite the external auditor or the auditor or the Manager's deputies for executive departments for discussion, consultation and exchange of views.

Article (6)

If the external auditor has reservation, if he expresses a contradictory opinion, or if he abstains from expressing opinion in his report on the financial data, he must explain the reasons for that clearly. He must also explain the impact of such reasons on the financial data and inform the Chairman of this. The Auditor must provide his opinion in terms of the external auditor's comments to the Chairman via the Manager and in written format.

Article (7)

The auditor in the Unit must be committed to the following:

- a- Implementation of the international audit standards and assuring the compliance of the executive cadres with the practices and rule of international accounting as well as commercial bases of accounting. Moreover, there is the compliance with the laws, by-laws, regulations and decisions issued by the Commission in terms of financial and administrative issues.
- b- Compliance with the professional conduct stipulated in the Law of Audit and the by-lay and regulations of the valid Jordanian Chartered Auditors' Association.
- c- Follow up on the development and updating of technical and scientific skills as well as coping with developments and changes in the auditing profession. This shall be done by means of continuous training courses held by the Jordanian Chartered Auditors' Association or any other party accredited thereby.

Article (8)

The Financial/ internal control must observe inspection, assurance, and validation of the correctness and type of financial transaction as well as the correctness and comprehensiveness of supporting documents and instruments They must also observe the sound accounting direction according to the Chart-of-Accounts used by the Unit, in addition to recording and posting them to manual and/ or electronic accounts, and balancing these accounts. This also includes ensuring the collection of the Unit's dues in their right values and correct times, and the safekeeping of the Unit's assets and belongings. Assets, property and set plans at the Unit must be maintained with the support of audit instruments through the executive departments and the job classifications approved for the purpose.

Article (9)

Internal control shall be defined as the evaluation activity to audit financial transactions and administrative decisions according to laws, by-laws, regulations and resolutions of the Commission, professional practices of the approved international accounting and audit standards. Scope of work for the internal control includes all activities,

administrative, financial and investment transactions at the several departments and sections of the Unit. Moreover, internal control is a control method which measures and evaluates the efficiency of such control in all domains of work at the Commission. Thus, these are developed and updated on a permanent and continuous basis.

Article (10)

Tasks and responsibilities of the Auditor:

- 1- Evaluate the compliance of all sections in the Unit with the plans and policies, and assuring that all the activities are being implemented in accordance with laws, by-laws, regulations and resolutions issued to this effect.
- 2- Validate the correctness of recording accounting transactions in books and registers as well as their entry to the Computer. Moreover, prepare reports and financial lists to assure their compliance with internationally known accounting rules and practices.
- 3- Evaluate the proficiency degree in using the financial and human resources as well as protecting the Unit's assets and resources. Also, assist in securing the optimal use of these resources to maximize benefit and prevent any contingent risks.
- 4- Assure the observance of the approved investment policy and the Commission's decisions in this respect including the observance of common investment principles.
- 5- Implement field supervision on control jobs in order to evaluate performance by comparing already achieved phases along with the estimated budget to establish any deviations and study the reasons therefore prior to proposing methods of correction, if required, taking into consideration that the auditor's task is of a control nature rather than executive or procedural.
- 6- Assure follow up on revenue collection on time, and recording them in the accounting registers and books.
- 7- Conduct studies, analyses, and tests related to financial issues upon the request of the Chairman or the Manager or if so required due by work.
- 8- Assure relevance of financial and accounting policies and that they observe the basic quality attributes of international accounting, including being: understandable, relevant, credible, and comparable.
- 9- The auditor shall exercise his tasks with parties that are subject to his control according to an annual plan prepared for this purpose according to Paragraph (b) of Article (16) in these instructions. The Chairman shall have the right to assign the auditor with any additional control tasks.

- 10- Assure the implementation of decisions issued by the Commission and the accuracy degree of implementation.
- 11- Follow up on procedures related to the implementation of the internal control reports.
- 12- Coordinate with external auditors of the Unit concerning the availability and exchange of information for the purpose of cooperation in implementing the audit and internal control instructions as well as their efficiency.
- 13- Produce periodical and monthly reports on control and audit, these reports may be produced if necessary and upon request. The reports will be submitted to the Chairman via the Manager with a copy presented to the Committee.

Article (11)

Control and audit processes shall be carried out at the Unit offices or at the venue that accommodates accounts, registers, and documents or the computer and which are subject for auditing and inventory.

Article (12)

- a- Information received by the Auditor as a result to implementing the work and the reports submitted to the Manager shall be treated in confidentiality.
- b- The Manager shall submit his reports to the Chairman immediately with a copy presented to the Committee.

Article (13)

Parties and Departments who receive the reports from the Chairman shall be committed to answer the same within two weeks as from the date of receiving such reports. Responses by the concerned party shall be enclosed with those of the auditor and submitted to the Chairman through the Manager.

Article (14)

The Chairman shall have the right to take relevant procedures, either directly or through the Manager, in order to maintain the Unit's property and assets in light of the reports he receives from the Auditor.

Article (15)

The concerned executive parties in the Unit must provide all necessary facilities to assure that the external or internal auditor implement the tasks assigned to them to the best level possible. They must provide the auditors with all resolutions, documents and registers if they request the same or if auditors are supposed to review them.

Article (16)

- a- The external auditor prepares an annual work program at the beginning of each year. He shall submit it to the Commission, upon a recommendation by the Committee, to be approved. This is done after the program is considered by the auditor. The external auditor must be committed to his program once it's approved by the Commission.
- b- The auditor shall set his annual work program at the beginning of each year and shall submit it to the Committee upon a recommendation by the Manager to be approved and adopted.

Article (17)

All financial payments shall be paid at the Unit against duly produced checks in accordance with the valid stipulations of financial instructions. However, this would not apply to the disbursements made from petty cash.

Article (18)

Financial payments shall be made upon duly produced instruments, documents and correct invoices. Copies or duplicate copies of invoices submitted for disbursement at the Unit shall not be approved except for exceptional cases and while observing the content of Article (50) of the valid financial instructions.

Article (19)

It shall be absolutely prohibited to segregate the one expense (disbursement) no matter what the reason may be. Procedures to disburse any expense cannot be furthered unless duly approved in accordance with laws, by-laws and valid financial instructions as well as the Commission's resolutions in this respect and upon completion of approval procedures to process the disbursement.

Article (20)

The auditor shall be committed to his independent thinking in terms of assignments and tasks he must implement. He must exert the required effort, be fully non-biased, and reasonably prudent with this professional conduct to implement his work. He must enjoy good practice, experience, scientific and practical proficiency as well as regularly updated technical and scientific information.

Article (21)

Segregation of financial powers must be observed in terms of expense permission and approval, repayment phases, accounting record produce and carrying them forward to the concerned accounts and the issuance of required checks for repayment. At least three employees from the Unit should participate in the process so that it holds the following signatures:

- a- The employee who starts the expense proceeding.
- b- The concerned section head
- c- The auditor
- d- Authorized signatures as stipulated in the financial instructions.

Article (22)

The Commission and the Unit management team must observe the following controls:

- a- Segregate the power of the investment decision from the powers of producing accounting records and registers, financial control, and bilateral control of safes and safe keeping.
- b- Written and speedy support of decisions and financial proceedings, deposit renewal and release when these decisions and procedures are taken over the phone.
- c- Separate job duties and observe decentralization of investment or financial decision making as they must not be confined to one person.
- d- Regular and independent keeping of financial and investment decisions and records at the Unit in places provided with control and safety means.

Article (23)

- a- Disbursement documents must hold the auditor's initials to assure his pre-auditing of all expenses and at all the technical, accounting ,legal and other levels. This applies to revenue, investment, or capital expenses. In addition, there must be a post-audit of the Unit revenues.
- b- Pre-auditing shall exclude expenses that do not exceed JD 1000 for the one expense and other expenses that are pre-approved as set by a resolution issued by the Manager.

Article (24)

- a- The Manager shall form an “inventory committee” in order to do the inventory for the assets of the Unit at the beginning of December each year. Assignments of the Committee shall be defined in the formation resolution. The committee shall include the auditor and shall submit the inventory report to the Manager before the end of December of each year.
- b- On a regular basis and during the year, the auditor shall implement a non-planned inventory of cash, temporary or permanent advances, and fixed assets of the Unit. Relevant reports shall be submitted on date to the Manager who in turn submits them to the Chairman.
- c- The cash advances provided by the Unit for the purpose of petty cash payments must be segregated from private funds of the person receiving this advance payment. Content of this paragraph shall apply to all the cash property of the Unit.

Article (25)

The Chairman shall have the right to issue resolutions and decisions he deems necessary to implement these instructions, so long that they do not contradict with the provisions of articles included therein.

These instructions shall become valid as from...../...../

Appendix

Financial, Personnel, Expense Approval, Supplies and Procurement and Internal Control Instructions in Arabic

2001 (111)

من قانون الضمان الاجتماعي (76) المادة

2001 لسنة (19) رقم

التعليمات المالية

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ادارة الوحدة الاستثمارية

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لائحة شؤون الموظفين

صادرة بالاستناد للمادة (14) من نظام استثمار اموال المؤسسة العامة للضمان الاجتماعي رقم (111) لسنة (2001) وبموجب قرار المجلس رقم () في جلسته رقم () .
المنعقدة بتاريخ / / 2002

الفصل الأول

المادة (1):

تسمى هذه اللائحة (لائحة شؤون الموظفين في الوحدة الاستثمارية في المؤسسة العامة للضمان الاجتماعي) وتسري احكامها على الرئيس والمدير و موظفي الوحدة في مختلف الفئات والدرجات والموظفين بعقود .و يعمل بها اعتبارا من تاريخ اقرارها من قبل المجلس .

تعريف

المادة (2):-

يكون للكلمات والعبارات التالية حيثما وردت في هذه اللائحة المعاني المخصصة لها أدناه ما لم تدل القرينة على خلاف ذلك

المؤسسة :	المؤسسة العامة للضمان الاجتماعي .
المجلس :	مجلس ادارة المؤسسة .
الهيئة :	هيئة ادارة الوحدة المؤلفة بموجب المادة (7) من نظام رقم (111) لسنة (2001) .
الوحدة :	الجهاز المسؤول عن ادارة استثمار اموال المؤسسة .
الرئيس :	رئيس الهيئة .
المدير :	المدير التنفيذي للوحدة .
اللائحة :	لائحة شؤون موظفي الوحدة .
اللجنة :	لجنة الموارد البشرية المؤلفة بمقتضى احكام هذه اللائحة واجبات الوظيفة ومسؤولياتها والحد الأدنى من المؤهلات العلمية والخبرات العملية اللازمة لاشغالها .
الملاك :	مجموعة الوظائف والدرجات في الوحدة .
المرجع الطبي :	الطبيب او الاطباء الذين تعتمدهم الوحدة للغايات الطبية .
الموظف :	كل شخص يعين بقرار من المرجع المختص بناء على تنسيب اللجنة المختصة في اي من الوظائف المدرجة في الملاك او بعقد .
الفئة :	مجموعة من الوظائف ذات درجات ورواتب محدد بـموجب هذه اللائحة .
الراتب :	الراتب الاساسي الشهري الذي يتقاضاه الموظف بموجب احكام هذه اللائحة .
الراتب الاجمالي :	الراتب الخاضع للاقتطاع وفقا لاحكام قانون الضمان الاجتماعي النافذ المفعول .

البعثة : ايفاد الموظف للدراسة والتدريب للحصول على مؤهل علمي من مؤسسة تعليمية او تدريبيه معترف بها مده متصله تزيد على ثمانية اشهر سواء كانت داخل المملكة او خارجها

الدورة: ايفاد الموظف للدراسة والتدريب لمدة متصله لاتقل عن شهر واحد ولا تزيد على ثمانية اشهر للدراسة او التدريب بغرض اكسابه معرفة علمية او مهارة عملية او كليهما سواء كانت داخل او خارجها.

المهمة : ايفاد الموظف لمدة متصله لا تتجاوز شهرا في مهمة رسمية او علمية او لحضور مؤتمر او ندوة او حلقة دراسية او لقاء علمي او للقيام بزيارة او جولة استطلاعية او ما يماثلها سواء كانت المهمة داخل المملكة او خارجها .

الموفد: الموظف الذي يوفد في بعثة او دورة او مهمة وفقا لاحكام هذه اللائحة.

الفصل الثاني

ملاك الوحدة

المادة(3):-

الموظفين في الوحدة هم:

- أ- الموظفون في الدرجات : وهم الذين يعينون في درجات الملاك من الفئة الاولى وحتى الفئة الرابعة للقيام بالاعمال الادارية والكتابية والفنية والمحاسبية المتخصصة.
- ب- الموظفون في الفئة الخامسة : وهم الذين يعينون للقيام بغير الاعمال المشار اليها في الفقرة(ب) من هذه المادة كالمراسلين والحراس ومأموري الهاتف وسائقي السيارات وعمال النظافة والصيانة او اي عمل مشابهه اخرى.
- ج- الموظفون بعقود: وهم الذين يجري تعيينهم وتحدد شروط استخدامهم بموجب عقود يتم تنظيم احكامها وشروطها من المرجع المختص في الوحدة .
- د- الموظفون بأجور يومية: وهم الذين يعينون بقرار من المرجع المختص بالتعيين في الوحدة لقاء اجور يومية.

المادة(4):-

- أ- تسري أحكام هذه اللائحة على كل موظف يعين في اي وظيفة من وظائف الوحدة والذين يتقاضون رواتبهم من موازنة الوحدة.
- ب- تسري على الموظفين بعقود شروط الاستخدام المبينة في عقود استخدامهم , كما تسري عليهم احكام هذه اللائحة في كل ما لم يرد عليه نص في عقود استخدامهم والى المدى الذي لا يتعارض مع صريح النص في تلك العقود.
- ج- تسري احكام قانون العمل الساري المفعول على الموظفين بأجور يومية.
- د- تطبيق احكام نظام الخدمة المدنية المعمول به على موظفي الوحدة في الحالات غير المنصوص عليها في هذه اللائحة وتمارس الهيئة صلاحيات مجلس الوزراء ورئيس الوزراء ويمارس الرئيس صلاحيات الوزير المختص كما يمارس المدير صلاحيات الامين العام .

المادة (5) :-

أ- تتكون درجات الوظائف الدائمة في الوحدة من خمس عشرة درجة وتحدد رواتبها الاساسية واعلى مربوطها على النحو التالي :-

الفئة	الدرجات	ادنى مربوطها بالدينار	اعلى مربوطها بالدينار
الاولى	15	1000	1600
	14	870	1400
	13	755	1200
الثانية	12	655	1040
	11	545	870
	10	475	670
	9	415	660
الثالثة	8	345	550
	7	300	480
	6	260	410
	5	225	355
الرابعة	4	190	300
	3	165	260
	2	140	230
	1	120	200

ب- تتكون الدرجة الخامسة من الموظفين في الوظائف المدرجة مسمياتها ورواتبها في الوحدة على النحو التالي:-

الفئة	الوظيفة	ادنى مربوطها بالدينار	اعلى مربوطها بالدينار
الخامسة	فني (أ)	125	330
	سائق باص	100	300
	فني (ب)	75	260
	سائق سيارة	75	260
	سائق دراجة نارية	72	225
	مأمور مقسم ، بستاني، حارس، مراسل، طاهي، سفرجي ، عامل تنظيفات	62	220

ج- يقرر المجلس بناء على تنسيب المدير في بداية كل سنة مايلي :-
1- جدول بتشكيلات الوظائف و التشكيلات من الفئة الاولى وحتى الفئة الرابعه

- 2- مسميات وعدد الوظائف في الفئة الخامسة
3- شروط الترفيع من درجة الى اعلى في الفئات من الفئة الاولى وحتى الرابعة , ومن وظيفة الى اخرى في الدرجة الخامسة

د- الموظفين بعقود :-

- 1- وهم الذين يعينون بموجب عقود بوظائف مدرجة في جدول تشكيلات الوظائف في الوحدة او لاشغال وظائف اختصاصية تتطلب مؤهلات عالية وخبرات مميزة او كليهما مما تستدعي حاجة الوحدة اليها ويتعذر تحديد الراتب المستحق لهذه الوظائف وفق احكام هذه اللائحة وتسري عليهم الشروط الواردة في عقود استخدامهم وتتضمن تحديد رواتبهم ومكافئاتهم وزياداتهم السنوية وخلافها 0
2- يعامل الموظف بعقد معاملة الموظف الدائم وفقا للدرجة التي يستحقها لو كان في وظيفة دائمه لراتبه الاساسي وفي ما لم يرد عليه نص في عقد الاستخدام 0
3- يجوز للمدير تعيين اشخاص للعمل في الوحدة لقاء اجور يومية وينطبق عليهم قانون العمل المعمول به 0

المادة(6):-

- تحدد علاوة وظيفة لكل فئة من الفئات والدرجات كنسبة من الرواتب المبينة في الفقرتين (أ) و (ب) من المادة الخامسة من هذه اللائحة على النحو التالي:-

علاوة الوظيفة	الدرجة/ الفئة
%85	15 -12
%75	11 -9
%65	8 -5
%50	4 -1
%40	الفئة الخامسة

لجنة الموارد البشرية

المادة (7):-

- تؤلف في الوحدة بقرار من الهيئة لجنة تسمى "لجنة الموارد البشرية" برئاسة مدير الدائرة الادارية و المالية واربعة من كبار موظفي الوحدة وينظم الى هذه اللجنة مدير الدائرة المختص عند بحث شؤون الموظفين الخاضعين لادارته وتتولى اللجنة تقديم توصياتها للمدير فيما يتعلق في الامور التالية:-

- 1- تعيين الموظفين وترفيعهم وتعديل رواتبهم وانهاء خدماتهم واتخاذ الاجراءات التأديبية بحقهم وترشيحهم للبعثات العلمية والدورات التدريبية 0
2- اي صلاحية منوطة بها بمقتضى احكام هذه اللائحة 0

- 3- الحالات الخاصة بالموارد البشرية التي تعالجها هذه اللائحة 0
- 4- اي موضوعات متعلقة بالموارد البشرية يحيلها اليها المدير ، ومنها اعداد جدول لتصنيف الوظائف في الوحدة متضمنا مسمياتها في كل درجة بما يتفق مع الوصف الوظيفي مبينا فيه عدد المراكز المقررة في كل وظيفة ورفعته للهيئة لأقراره 0
- 5- يتولى رئيس قسم شؤون الموظفين امانة سر هذه اللجنة 0
- 6- يكون اجتماع اللجنة قانونيا بحضور ثلاثة من اعضائها اقدمهم رئيسها او من يقوم بمهامه وتتخذ توصياتها بالاجماع او بالاكثرية

تعيين الموظفين

المادة (8):-

- أ- تقدم طلبات التعيين في الوظائف على النموذج المعد لهذه الغاية من قبل الوحدة 0
- ب- يشترط في المتقدم لاشغال اي وظيفة شاغرة في الوحدة ان يكون :-
- اردني الجنسية
 - قد اتم الثامنة عشرة من عمره 0
 - سالما من الامراض والعاهات البدنية والعقلية التي تمنعه من القيام بالعمل او تلحق الضرر بالسلامة العامة لموظفي الوحدة وذلك بموجب قرار من المرجع الطبي , وللمرجع المختص بالتعيين في حالات خاصة تعيين الاشخاص غير الحائزين على الاهلية البدنية الكاملة بناء على توصية من المرجع الطبي يؤكد ان حالتهم الصحية لا تحول دون قيامهم بالاعمال التي توكل اليهم ولا تتعارض مع السلامة العامة 0
 - ان يكون حسن السمعة والسلوك متمتعا بكامل حقوقه المدنية غير محكوم عليه بجناية او جنحة مخلة بالشرف او بالاداب العامة 0
 - ان يكون حاصلًا على الشهادات والخبرات التي تؤهله لاشغال الوظيفة التي تقدم اليها وفقا لاحكام هذه اللائحة او اي تعديل يطرا عليها 0
 - ان يجتاز الامتحان الذي تجريه اللجنة لغايات التعيين 0

المادة (9):-

- لا يجوز التعيين في ملاك الوحدة الا في مراكز شاغرة ولا يجوز ان يكون للتعين اثر رجعي ويعتبر تعيين الموظف في الوحدة من تاريخ مباشرته العمل فيها

المادة (10):-

- أ- يتم تعيين الموظفين في اي من درجات الفئة الاولى بقرار من الهيئة بناء على تنسيب المدير المستند الى توصية اللجنة 0
- ب- يتم تعيين بقية الموظفين بقرار من المدير بناء على توصية اللجنة 0
- ج- يكون تعيين الموظف بعقد على النحو التالي :-
- 1- بقرار من الهيئة بناء على تنسيب المدير المستند الى توصية اللجنة اذا كان راتبه الاجمالي يساوي او يتجاوز الراتب المحدد لموظفي الفئة الاولى 0
 - 2- بقرار من المدير بناء على توصية اللجنة اذا قل الراتب الاجمالي عما ورد في البند (1) من هذه المادة 0

المادة (11):-

تعتمد شهادة الولادة الصادرة عن دائرة الاحوال المدنية التي قدمت عند التعيين لبيان عمر الموظف وفي حالة عدم وجودها تعتمد شهادة القيد الصادرة عن هذه الدائرة 0

المادة (12):-

أ- يجب ان تكون الشهادات العلمية المقدمة لاشغال الوظيفة الشاغرة صادرة عن معهد او كلية او جامعة معترف بها في المملكة وللوحدة التحقق من صحة اي شهادة تقدم اليها واتفاقها مع احكام هذه المادة ولها ان تطلب تقديم النسخة الاصلية من اي شهادة .

ب- تتم معادلة الشهادات لغايات هذه اللائحة من قبل الجهات الرسمية ذات الاختصاص 0

المادة (13):-

أ- يراعى عند التعيين كفاءة الموظف وقدرته الفنية وشهادته العلمية وخبراته العملية والوظيفة الشاغرة وذلك لغايات تحديد الراتب الاساسي له وذلك حسبما يلي :-

- 1-يعين حاملو شهادة الدراسة الثانوية او ما يعادلها او خريجو المعاهد في الدرجة الاولى او الثانية او الثالثة او الرابعة
- 2- يعين حاملو شهادة البكالوريوس في الدرجة الرابعة او الخامسة او السادسة.
- 3- يعين حاملو شهادة الماجستير في الدرجة السادسة او السابعة او الثامنة .

4- يعين حاملو شهادة الدكتوراه في الدرجة التاسعة او العاشرة .

ب- يراعى عند تعيين الموظف في الفئة الخامسة توافر الشاغر وان يحسن القراءة والكتابة ولا يقل تحصيله العلمي عن الصف الثالث الاعادي على الاقل .

المادة (14):-

لا يجوز التعيين في اي من الدرجات 13.14.15 او الترفيع الى اي منهما الا اذا كان حائزا على الشهادة الماجستير على الاقل .

المادة (15):-

أ- تراعى عند تحديد الدرجة التي يعين فيها اي شخص في اي وظيفة سنوات الخبرة التي امضاها في الخدمة في اي جهة او مؤسسة حكومية او اهلية او غيرها اذا كانت تتفق مع متطلبات الوظيفة التي سيعين فيها ، وكانت قد اكتسبت بعد الحصول على المؤهل العلمي الذي يعين بموجبه 0

ب- تحسب سنوات الخبرة - التي تتفق مع متطلبات الوظيفة - سواء كانت داخل المملكة او خارجها في القطاع العام او اي القطاع الخاص في ضوء الكفاءة والقدرة الفنية والعلمية والعملية للموظف وفي ضوء الشاغر . ويعتمد في ذلك تحديد المؤهل العلمي الاخير او الخبرة اللاحقة لاي مؤهل علمي سابق ايهما افضل لمصلحته في التعيين 0

ج- تحتسب الخبرة العملية التي ترفق بطلب التعيين شريطة تقديم الوثائق الثبوتية لذلك قبل صدور قرار التعيين ولا تحسب اي خبرة لم ترد في الطلب 0

المادة (16):-

- أ- يكون الموظف المعين في الوحدة لأول مرة تحت التجربة لمدة سنة وعلى المرجع المختص بالتعيين ان يصدر قرارا بتثبيته او انتهاء خدماته عند انتهاء مدة التجربة وفي حالة تثبيته تعتبر مدة التجربة خدمة فعلية للموظف وللمرجع المختص انتهاء خدمة الموظف قبل انتهاء مدة التجربة دون حاجة لبيان الاسباب 0
- ب- يجوز بقرار من المرجع المختص بالتعيين انتهاء خدمة الموظف لعدم كفاءته او لسوء سلوكه خلال مدة التجربة ولا يحق له في هذه الحالة المطالبة باي تعويض نتيجة لذلك كما لا يجوز اعادة تعيينه مرة اخرى 0
- ج- اذا اعيد تعيين الموظف الذي لم يكمل مدة التجربة يوضع تحت التجربة من جديد حيث يعتبر موظف جديدا. كما يوضع تحت التجربة مجددا كل من امضى خارج الوحدة مدة تزيد على ثلاث سنوات وتحسب مدة خدمة الفعلية من تاريخ اعادة تعيينه .
- د- يتم تثبيت الموظفين او انتهاء خدمات غير المثبتين منهم في ضوء التقارير الواردة بحقهم من رؤسائهم المباشرين وفي ضوء حاجة الوحدة اليهم .
- هـ- لغايات تطبيق احكام هذه المادة لا تعتبر المدة التي تكون فيها يد الموظف مكفوفة عن العمل ضمن مدة التجربة 0

المادة (17):-

- أ- يلتزم الموظف بما يلي :-
- 1- القيام بالعمل المنوط به بكل كفاءة و امانة ونشاط في اوقات الدوام الرسمي 0 او ايام العطل والاعياد الرسمية اذا اقتضت طبيعة العمل ذلك 0
 - 2- مراعاة المواعيد المحددة للدوام وتكريس اوقات العمل للقيام بواجبات وظيفته على افضل وجه ممكن 0
 - 3- تنفيذ اوامر رؤسائه وتعليماتهم ومراعاة التسلسل الوظيفي الاشرافي في الاتصالات الوظيفية 0
 - 4- تطبيق القوانين والانظمة والتعليمات والقرارات المتعلقة بعمله وعدم مخالفتها 0.
 - 5- المساهمة في تطوير العمل الموكول اليه وتقديم اي اقتراحات لرفع مستواه الوظيفي 0
 - 6- تبليغ رؤسائه عن اي تجاوز او اهمال او تلاعب او اجراء يضر بمصلحة الوحدة او مخالفة في تطبيق القوانين والانظمة والتعليمات واللوائح وعن كل قصور او اهمال او تراخ في تأدية العمل وقع من قبل مرؤوسيه وعلى الرئيس المباشر الذي يبلغ بذلك التجاوز او الاهمال او التلاعب اعلام المسؤول الاعلى عنه فور ابهذا الامر 0
 - 7- التصرف بادب وكياسة مع رؤسائه ومرؤوسيه ومع الجمهور والمحافظة على شرف الوظيفة وحسن سمعتها 0
 - 8- العمل على تنمية اتجاه المشاركة في الادارة وروح الفريق في العمل 0
 - 9- المحافظة على السرية المطلقة فيما يتعلق بعمله في الوحدة او بعمل الوحدة بوجه عام .
 - 10- المحافظة على مصلحة الوحدة واموالها وسائر موجوداتها 0
 - 11- تبليغ رئيسه المباشر اذا وقع في ارتباك مالي 0

ب- لا يجوز للموظف مباشرة عمله في الوحدة قبل تأدية القسم الخاص بالوحدة 0

المادة (18):-

يحظر على الموظف تحت طائلة المسؤولية التأديبية الاقدام على اي من الاعمال التالية:-

- أ- استغلال وظيفته وصلاحياته لمنفعة ذاتية أو لخدمة اي اهداف او مصالح حزبية او الاشتراك في اي تظاهرة او اضراب او اعتصام 0
- ب- ممارسة المضاربات التجارية و مزاوله التجارة مباشرة او بالواسطة او تقاضي عمولة عنها , الا اذا كان العمل يتعلق برعاية املاكة الخاصة.
- ج- ترشيح نفسه للانتخابات النيابية او البلدية الا بعد انتهاء خدماته من الوحدة 0
- د- ترك العمل او التوقف عنه دون اذن من رئيسه 0
- هـ- الافشاء باي بيانات او معلومات صدر بشأن سريتها تعليمات او قرارات او تشريعات خاصة او يجب ان تظل مكفولة بطبيعتها 0
- و- توزيع اي مطبوعة دورية او مؤقتة او الاشتراك بصورة مباشرة او غير مباشرة في ادارتها الا اذا كانت تصدرها الوحدة 0
- ز- العمل محررا في مطبوعة دورية او مؤقتة او الاشتراك بصورة مباشرة او غير مباشرة في ادارتها الا اذا كانت تصدرها الوحدة 0
- ح- استغلال وظيفته وصلاحياته فيها لمنفعة ذاتية او ربح شخصي او قبول هدايا و اكراميات او منح من اي شخص له علاقة او ارتباط مالي بالوحدة او له مصلحة معها 0
- ط- قبول اي عمل خارج نطاق اعماله الرسمية الا بعد الحصول على تصريح مسبق من المدير اذا كان العمل الاضافي في اي دائرة وبتصريح من الرئيس او من يفوضه اذا كان لدى اي جهه اخرى 0

الفصل الثالث

الزيادات السنوية والعلاوات والمكافآت والترفيح

المادة (19) :-

- أ- تحدد الهيئة بناء على تنسيب المدير في كل عام نسبة مئوية لا تتجاوز 15% من مجموع رواتب الموظفين للسنة السابقة تخصص لزيادة الرواتب .
- ب- يقرر الرئيس بناء على تنسيب المدير المستند الى توصية اللجنة القواعد اللازمة لتوزيع هذه النسبة ومقدار الزيادة في الراتب الشهري المستحق لكل موظف مراعيًا بذلك ادائه الوظيفي وتقديره السنوي وبنسبة لا تتجاوز 15% من راتبه الاساسي .
- ج- تصرف هذه الزيادة في اليوم الاول من شهر كانون الثاني من كل سنة وتصرف للموظف زيادة نسبية عن المدة الواقعة بين تاريخ تعيينه والحادي والثلاثين من شهر كانون الاول من تلك السنة .

المادة (20) :-

- أ- تحدد اسس المشاركة في التنافس لملء اي وظيفة شاغرة في الوحدة بمقتضى تعليمات الهيئة بناء على تنسيب المدير .
- ب- اذا تم اختيار احد موظفي الوحدة نتيجة هذا التنافس لملء وظيفة شاغرة مصنفة بدرجة اعلى من الدرجة الحالية فيرقى الى درجة هذه الوظيفة بقرار من الرئيس بناء على تنسيب المدير المستند الى توصية اللجنة ويمنح زيادة الترقية حسب الترتيب التالي :-
- 1- ما نسبته 10% من الحد الادنى لراتب درجته الحالية .
- 2- اذا بقي الراتب الاساسي بعد منحه الزيادة المنصوص عليها في البند (1) من الفقرة (ب) من هذه المادة اقل من الحد الادنى لراتب الدرجة التي سيتم ترقيته لها فيمنح الزيادة اللازمة ليصل راتبه الاساسي للحد الادنى لراتب الدرجة تدريجيا بما لا

ج- يتجاوز ما نسبته 10% من راتبه الاساسي سنويا .
ما يستحق الموظف زيادة الترقية المنصوص عليها في الفقرة (ب) من هذه المادة اضافة الى ما يستحقه من الزيادة السنوية .

المادة (21):-

على الرغم مما ورد في المادتين (20.19) من هذه اللائحة لايحوز ان يتجاوز الراتب الاساسي للموظف الحد الاعلى لراتب درجته وان لا يتجاوز مجموع الزيادات التي تمنح له في السنة الواحدة 15% من راتبه الاساسي .

المادة (22):-

اذا توافرت في طالب التعيين في الوحدة معرفة علمية وعملية وقدرات ومهارات وخبرات تفوق ما ورد في شهاداته وخبراته فلهيئة بناء على توصية اللجنة و تنسيب المدير تحديد راتبه في درجة اعلى من الدرجة التي تناسب شهادته وخبراته وذلك وفق الاسس التي تضعها الهيئة لهذه الغاية 0

المادة (23):-

أ- يتم ترفيع الموظف الى اي من درجات الفئة الاولى بقرار من الهيئة بناء على تنسيب المدير المستند الى توصية اللجنة 0
ب- يتم ترفيع الموظف لبقية الفئات بقرار من المدير بناء على تنسيب اللجنة 0

المادة (24):-

اذا بلغ الموظف اعلى مربوط الدرجة التي يشغلها ولم يكن بالامكان ترفيعه لاي سبب من الاسباب فيمنح الزيادة السنوية التي تقرر له من الجبه المختصه لمدة عشر سنوات حدا اعلى 0

تقييم اداء الموظفين

المادة (25) :-

- أ- يتم تقييم اداء الموظفين لاعمالهم ومهامهم الوظيفية وكفاءاتهم وقدراتهم على اداء عملهم وانجازهم لها ودقة انتاجيتهم فيها وسلوكهم اثناء قيامهم بها وعلاقتهم مع رؤسائهم ومرؤوسيههم وزملائهم ومع الموظفين والجهات الاخرى التي تتعامل معها الوحدة بموجب تقارير سنوية تحدد فيها التقديرات الخاصة بذلك التقييم وفق احكام هذه اللائحة 0
- ب- ينظم التقرير السنوي لاداء الموظف على نسخة او اكثر وفق النموذج الذي يعتمده المدير لهذه الغاية بناء على توصية اللجنة على ان يراعى ما يلي :-
- 1- ان يكون تقييم الرئيس المباشر للموظف وصفا 0
 - 2- يتولى المدير المعني الذي يرتبط به الرئيس المباشر مراجعة اداء الموظف ويضع تقديراته ورأيه فيه 0
 - 3- يضع المدير او من يفوضه خطيا بذلك التقرير النهائي لاداء الموظف 0
 - 4- تكون جميع مراحل اعداد التقرير مكتوبة ولا يجوز اطلاق الموظف عليها الا اذا كان تقريره النهائي الذي يضعه المدير او من يفوضه بدرجة متوسط او ضعيف 0

المادة (26):-

أ- يتم التقييم باي من التقديرات التالية :-

- 1- ممتاز
- 2- جيد جدا
- 3- جيد
- 4- متوسط
- 5- ضعيف 0

ب- توضع التقديرات المنصوص عليها في الفقرة (أ) من هذه المادة على اساس تقدير علامة كل من البيانات والوقائع والملاحظات المتعلقة باداء الموظف وفق النموذج المعتمد للتقرير السنوي 0

المادة (27):-

يجب مراعاة الدقة التامة واعتماد الحقيقة دون غيرها في تدوين البيانات والوقائع والملاحظات والقيام بتنظيم الاداء ووضع التقديرات له على اساس من العدالة والتجرد من الاغراض الشخصية 0

المادة (28):-

أ- يرسل المدير او من يفوضه نسخة من التقرير السنوي الى الموظف اذا كان تقريره السنوي متوسط او ضعيف و له حق الاعتراض عليه خلال عشرة ايام من يوم العمل التالي لتسلمه اياه مع بيان اسباب اعتراضه بشكل محدد وخطي وفي حالة عدم اعتراضه عليه خلال هذه المدة تستكمل الاجراءات اللازمة لاعتماده 0

ب- اذا اعترض الموظف على التقرير يجوز للمدير او من يفوضه ان يحيل التقرير مع الاعتراض الى اللجنة 0

ج- يترتب على اللجنة ان تصدر قرارها في الاعتراض خلال خمسة عشر يوما من تاريخ تقديمه اليها وتتخذ قرارها في اي اعتراض استنادا لما ورد عن الموظف في التقرير السنوي وفي اي قيود اخرى او سجلات او ملفات في الوحدة تتعلق بالموظف بالاضافة الى شهادات رؤوسائه السابقين عن كيفية ادائه خلال مدة خدمته 0

المادة (29) :-

أ- بعد اكتساب التقارير السنوية عن اي سنة الصفة القطعية يقوم المدير او من يفوضه بتدقيقها لاتخاذ الاجراءات والقرارات التالية بشأنها :-

1- اذا كان التقدير الوارد في التقرير السنوي لاي موظف بدرجة متوسط او ضعيف يتم لفت نظره خطيا الى مظاهر تقصيره واسبابه ويطلب منه العمل على تلافيها واذا تكرر ذلك في السنة التالية فيتم توجيه انذار له يطلب منه تحسين مستوى عمله وانتاجه ورفع كفاءته 0

2- واذا كان الموظف قد انذر في السنة السابقة مباشرة وفقا لما ورد في البند (1) من هذه الفقرة وللاسباب الواردة فيه وكان تقدير ادائه للسنة الحالية بدرجة متوسط او ضعيف فيتم انتهاء خدماته من الوحدة بقرار من المرجع المختص بالتعيين 0

ب-تتخذ القرارات والاجراءات المنصوص عليها في البنود (1), (2) من هذه المادة بقرار من المدير بناء على توصية اللجنة اذا كان من الفئات الثانية او الثالثة او الرابعة او الخامسة اما اذا كان الموظف من الفئة الاولى فيتخذ القرار من الهيئة بناء على تنسيب المدير المستند الى توصية اللجنة .

المزايا والحقوق الأخرى

المادة (30):-

يصرف للرئيس و للمدير و لجميع الموظفين راتب اضافي يعادل راتب شهرين في السنة تعادل رواتبهم الاجمالية يدفع نصفه الاول في نهاية شهر حزيران والنصف الثاني في نهاية شهر كانون الاول من كل سنة ولا يدخل في حساب هذا الراتب الايام التي لا يستحق الموظف عنها راتباً لاي سبب كان اذا زادت هذه المدة عن شهر واحد 0

المادة (31):-

أ- يصرف لكل من يعمل في الوحدة العلاوة العائلية الشهرية التالية:-

- 1- عن الزوجة 10 دنانير.
 - 2- عن كل ولد ولغاية ثلاثة اولاد 5 دنانير 0
- ب- تدفع العلاوات عن زوجة واحدة فقط .

ج- لا تدفع العلاوة العائلية في الحالات التالية :-

- 1- الموظفة عن اولادها اذا كان والدهم على قيد الحياة وغير مقعد عن العمل 0
- 2- للموظف عن زوجته العاملة في اي دائرة او مؤسسة او سلطة رسمية عامة تابعة للحكومة او شركة مساهمة عامة 0
- 3- عن اي من اولاد الموظف بعد اكمال سن الثامنة عشر من عمره 0
- 4- لا تصرف هذه العلاوة اذا كان عمل الموظف خارج المملكة .

المادة (32) :-

في حالات خاصة واضطرارية للمدير ان يكلف الموظف بالعمل الاضافي بعد ساعات الدوام الرسمي للوحدة اذا اقتضت مصلحة العمل ذلك مقابل صرف تعويض نسبته 125% 0 من الراتب الشهري الاجمالي ويستثنى من صرف بدل العمل الاضافي للمدير ولمدراء الدوائر .

المادة (33):-

- أ تتحمل الوحدة نفقات تركيب الهواتف ورسوم الاشتراك فيها او صرف الخلوي (الهاتف النقال) وتحديد اجورها للرئيس والمدير ولاي موظف اخر يرى الرئيس ضرورة وجود هاتف في منزله او خلوي لديه وتقتضي مصلحة العمل وجود هذه الهواتف بحوزتهم وفق تعليمات تصدرها الهيئة بهذا الخصوص 0
- ب يجوز للمدير صرف ملابس للموظفي الفئة الخامسة وفقاً لتعليمات يصدرها لهذه الغاية 0
- ج تعقد الوحدة على نفقتها الخاصة تأميناً جماعياً لصالح موظفيها للتأمين على حياتهم و ضد الحوادث الشخصية التي يتعرضون لها بمبلغ يعادل خمسة امثال الراتب الاجمالي السنوي لكل نوع من نوعي التأمين بموجب تعليمات تصدرها الهيئة بناء على تنسيب المدير 0

- د للوحدة ان تمنح قروض اسكان للمدير و لموظفيها وفقا لتعليمات تصدرها الهيئة بناء على تنسيب المدير على ان تحدد فيها اسس منح القرض ومقداره وسائر الامور المتعلقة به 0
- هـ تحدد الهيئة في الموازنة التقديرية مقدار الدعم للجنة النشاط الاجتماعي للعاملين في الوحدة.

الفصل الرابع

النقل والوكالة والانتداب والاعارة

المادة (34):-

- مع مراعاة متطلبات اشغال اي وظيفة يتم نقل موظفي الوحدة او من مركز عمله الى مركز عمل اخر داخل المملكة وفقا لمتطلبات العمل ومصحة الوحدة عل النحو التالي :-
- أ- ينقل اي مدير دائرة من وظيفته الى اي وظيفة اخرى من المستوى نفسه بقرار من الرئيس بناء على تنسب المدير 0
- ب- ينقل اي موظف اخر في الوحدة من وظيفة الى وظيفة اخرى بالدرجة نفسها بقرار من المدير بناء على تنسيب مدير الدائرة المعني 0

المادة (35):-

- أ- اذا شغرت وظيفة من الوظائف التي يشغلها اي موظف من الفئة الاولى او تغيب شاغلها في بعثة او دورة او اجازة دراسية او اجازة دون راتب او كان معارا فيجوز تكليف موظف اخر من موظفي الدائرة نفسها او من دائرة اخرى عند الضرورة للقيام بمهام واعمال تلك الوظيفة بالوكالة لمدة لا تزيد على سنة واحدة 0
- ب- يتم تكليف الموظف بقرار من المدير ويشترط في جميع الحالات ان لا يكلف الموظف باكثر من وكالة واحدة في الوقت نفسه 0
- ج- يقوم الموظف الوكيل بمهام وواجبات الوظيفة التي يشغلها بالوكالة الى جانب قيامه بمهام وواجبات وظيفته التي يشغلها .

المادة (36):-

- أ- للرئيس تكليف اي شخص من داخل الوحدة او من خارجها للقيام بمهام خاصة تساعد على تحسين الاداء في الوحدة وتحديثه ورفع مستواه وذلك مقابل مكافآت مالية يحددها الرئيس بناء على تنسيب المدير 0
- ب- اذا كان المكلف من موظفي الوحدة فيشترط الا تتدرج المهام المكلف بها ضمن مهام وظيفته ومستولياتها ولا يتقاضى عنها بدل العمل الاضافي 0

المادة (37):-

- أ- للرئيس بناء على تنسيب المدير وبموافقة خطية من الموظف الذي امضى في خدمة الوحدة خمس سنوات فعلية متواصلة انتدابه للعمل في اي وزارة او دائرة حكومية او مؤسسة عامة رسمية بناء على طلبها مدة او مدد لا تزيد في مجموعها على سنتين خلال خدمته في الوحدة 0
- ب- يتقاضى الموظف المنتدب راتبه الاجمالي وسائر حقوقه المالية من الوحدة 0

المادة (38):-
للهيئة بناء على تنسيب المدير اعارة الموظف للخدمة الى اي الدوائر والمؤسسات الحكومية والهيئات والمنظمات المحلية او الاقليمية او الدولية او الشركات التي تساهم فيها الحكومة او المؤسسات العامة وذلك بناء على طلبها وبعد موافقة الموظف ضمن الشروط التالية:-

- أ- ان يكون الموظف قد امضى ثلاث سنوات فعلية في خدمة الوحدة 0
- ب- ان لا يتجاوز مدة الاعارة ثلاثة سنوات للمرة الواحدة ولا يجوز اعارة الموظف بعد تلك المدة الا بعد مرور ثلاث سنوات فعلية على تاريخ انتهاء اعارته الاخيرة شريطة الا تتجاوز مدة الاعارة ستة سنوات طيلة مدة خدمته في الوحدة 0
- ج- تعتبر المدة التي يمضيها الموظف معاراً خدمة في الوحدة وتحسب لغايات استحقاق الزيادة السنوية والترافع 0
- د- لا يتقاضى الموظف المعار طيلة مدة اعارته من الوحدة اي جزء من راتبه ولا يستحق اي اجازات عن مدة اعارته و اي حقوق او امتيازات نصت عليها هذه اللائحة بما في ذلك صندوق الادخار والمعالجة الطبية 0
- هـ- يعاد الموظف عند انتهاء اعارته الى وظيفته التي كان يشغلها او الى وظيفة مناسبة اخرى و براتب يعادل راتبه الذي كان يستحقه لو لم يتم اعارته .
- و- تتم اعارة المدير بقرار من المجلس بناء على تنسيب الهيئة وتنطبق عليه احكام الاعارة المنصوص عليها في هذه اللائحة 0

الفصل الخامس

الدوام والاجازات

المادة (39):-
يكون الدوام الرسمي في الوحدة خمسة ايام في الاسبوع على الا يقل عدد ساعاته عن اربعين ساعة اسبوعياً 0

المادة (40):-
اذا اضطر الموظف للتغيب عن العمل بعذر مشروع فعليه ان يخطر رئيسه المباشر بذلك خلال اربع وعشرين ساعة من تغيبه وان يؤكد هذه الاخطار بتعبئة النموذج المقرر لهذه الغاية حال التحاقه بمركز عمله 0

المادة (41):-
أ- يعتبر الموظف مفصولاً من وظيفته بقرار من المرجع المختص بالتعيين اذا تغيب عن عمله دون عذر مشروع اكثر من خمسة عشر يوماً متفرقة خلال السنة الواحدة او اكثر من سبعة ايام متصلة على ان يسبق قرار الفصل ارسال اذار خطي بالبريد المسجل بعد غياب عشرة ايام في الحالة الاولى وثلاثة ايام في الحالة الثانية ويعتبر ارسال الانذار على عنوان الموظف المبين في ملفه بيئنة كافية على تسلم الانذار 0

ب- لا يستحق الموظف اي رواتب او علاوات او مكافآت عن المدة التي يتغيب فيها عن مركز عمله الرسمي دون عذر مشروع 0

المادة (42):-

يستحق الموظف الاجازات التالية :-

- أ- الاجازة السنوية.
- ب- الاجازة المرضية.
- ج- الاجازة العرضية .
- د- الاجازة للدراسة .
- هـ- اجازة الامومة .
- و- اجازة الحج.
- ز- الاجازة دون راتب وعلوات.

المادة (43):-

يحق للموظف الحصول على الاجازات المنصوص عليها في المادة (42) من هذه اللائحة على ان تراعى مصلحة ومقتضيات العمل في الوحدة عند الموافقة على منح الاجازة المطلوبة.

المادة (44):-

أ- يستحق الرئيس والمدير والموظفون في الوحدة اجازاتهم السنوية على النحو التالي :-

- 1- الرئيس 30 يوم عمل
 - 2- المدير 30 يوم عمل
 - 3- موظفو الفئة الاولى 28 يوم عمل
 - 4- موظفو الفئة الثانية 21 يوم عمل
 - 5- موظفو الفئتين الثالثة والرابعة 18 يوم عمل
- ب- لا يجوز جمع الاجازات السنوية لاي موظف اكثر مما يستحق عن سنتين متتاليتين 0
- ج- لا تحسب العطل الرسمية والاعياد الدينية وايام العطل الاسبوعية من الاجازات السنوية

المادة(45):-

أ- تمنح الاجازة السنوية لموظفي الوحدة دفعة واحدة وتعطى وفقا لما تقتضيه مصلحة الوحدة مع مراعاة مصلحة الموظف وظروفه ما أمكن وبما لا يتعارض مع ظروف الوحدة في انجاز العمل . وفي جميع الحالات يجب ان يحصل الموظف على ما لا يقل عن نصف الاجازة السنوية دفعة واحدة.

ب- تدفع الوحدة للموظف الذي تنتهي خدمته بدل اجازاته السنوية غير المستعملة ما لم تقرر منحه هذه الاجازات في نهاية خدمته . واذا كان الموظف قد اجيز باكثر من عدد الايام المستحقة فيسترد ما تم دفعه بدل الزيادة ما لم تكن الخدمة قد انتهت بسبب الوفاة او عدم اللياقة الصحية .

ج-يراعى عند دفع بدل الاجازات المشار اليها في الفقرة (ب) من هذه المادة الايزيد مجموع الاجازة المتجمعة عن ما يستحقه الموظف عن سنتين وبحيث لا يمنح الموظف اي بدل عما زاد عن هذه المدة.

د-يحق للوحدة استدعاء الموظف من اجازته العادية قبل انقضاء مدتها اذا اقتضت مصلحة العمل ذلك , وللمدير تعويض الموظف عن النفقات المعقولة التي تكبدها من جراء ذلك .

هـ- لا يجوز للموظف الذي رفض طلب منحه الاجازة التي يستحقها نظرا لظروف ومصالحة العمل , المطالبة ببدلها قبل انتهاء خدمته في الوحدة وذلك مع مراعاة الفقرتين (ب) و(ج) من هذه المادة .

المادة(46):-

يستحق الموظف الاجازة السنوية المنصوص عليها في هذه اللائحة ابتداء من اليوم الاول من شهر كانون الثاني من السنة , اما اذا تم تعيينه في خلال السنة فيستحق اجازة تلك السنة وذلك عن المدة الواقعة بين تاريخ تعيينه واليوم الاول من شهر كانون الثاني للسنة التالية كما تمنح للموظف بقرار من المدير او من يفوضه بذلك وحسب طبيعة العمل .

المادة (47):-

لا يستحق الموظف الاجازة السنوية عن المدة التي يكون فيها معارا او في اجازة دراسية او اجازة دون راتب وعلوات.

المادة(48):-

أ- يمنح الموظف اجازة مرضية بموجب تقرير طبي صادر عن احد الاطباء المعتمدين لمدة لا تزيد على اسبوع.
ب- اذا لم يشف الموظف بعد الاجازة المرضية لمدة اسبوع بسبب المرض نفسه فيحال الى المرجع الطبي لتمديد اجازته المرضية للمدة التي يراها ضرورية.
ج- لا يتم حسم الاجازة المرضية من الاجازة السنوية للموظف .

المادة(49):-

يتقاضى الموظف المجاز اجازة مرضية راتبه الاجمالي عن الاشهر الستة الاولى ونصف راتبه الاجمالي عن المدة التي يقضيها في المرض بعد ذلك لمدة ستة اشهر . ويعتبر بدء مدة الاجازة المرضية من التاريخ الذي يحدده المرجع الطبي.

المادة(50):-

أ- اذا لم يشف الموظف من مرضه بعد انتهاء السنة المبينة في المادة(49) من هذه اللائحة فنتم اعادة معاينته من اللجنة الطبية , واذا وجدت لدى معاينته مرة ثانية ان مرضه غير قابل للشفاء تنتهي خدمته من الوحدة بقرار من الهيئة بناء على تنسيب المدير المستند الى توصية اللجنة اذا كان من موظفي الفئة الاولى وبقرار من المدير المستند الى توصية اللجنة لبقية الموظفين .
ب- اذا وجد المرجع الطبي لدى معاينة الموظف بعد مرور السنة المشار اليها في المادة(49) من هذه اللائحة ان مرضه قابل للشفاء ولكنه ليس قادرا على استئناف عمله فللهيئة تمديد اجازته المرضية لمدة اخرى لا تتجاوز ستة اشهر بدون راتب وعلوات باستثناء العلاوات العائلية التي يجب ان تدفع كاملة في جميع الاحوال .
ج- لا يجوز انهاء عمل الموظف لعدم لياقته الصحية ,ولو قرر المرجع الطبي انه اصبح عاجزا عن القيام بمهام وظيفته وانه لا فائدة ترجى من تمديد اجازته المرضية الا بعد ان يكون قد منح اجازة مرضية لا تقل عن ستة اشهر براتب كامل مع العلاوات وذلك من التاريخ الذي يحدده المرجع الطبي بداية لمدة اجازته المرضية.
د- اذا قرر المرجع الطبي ان الموظف عاجز عن العمل وغير قادر على مواصلة عمله يحال الى المؤسسة لاتخاذ القرار الخاص بصرف المنفعة التأمينية المستحقة له استنادا لاحكام قانون الضمان الاجتماعي النافذ المفعول .

المادة (51):-

إذا أصيب الموظف بمرض وكان خارج المملكة بمهمة رسمية أو إجازة قانونية فيستحق إجازة مرضية لا تتجاوز أسبوعاً واحداً بناءً على تقرير من طبيب واحد، وعلى الموظف في هذه الحالة أن يعلم الوحدة برقياً أو بالتلکس أو بالفاکس بمرضه بأسرع وقت ممكن وأن يرسل إليها التقرير الطبي الذي حصل عليه.

المادة (52):-

إذا استمر مرض الموظف لمدة تزيد على أسبوع وهو خارج المملكة وكان قد حصل على تقرير طبي وفقاً لما جاء في المادة (51) من هذه اللائحة، فعليه الحصول على تقرير طبي آخر باستمرار مرضه بشهادة طبيين اثنين أو من مستشفى وأن يصدق التقرير من القنصل الأردني أن وجد وأن يعلم الوحدة برقياً أو بالتلکس أو بالفاکس بحالته المرضية، ويرسل إليها التقرير الخاص بذلك للنظر فيه، وللوحدة في هذه الحالة الموافقة عليه أو رفضه وعلى الموظف أن يقدم نفسه إلى الوحدة فور عودته إلى المملكة لفحصه على أن تراعى أحكام المادة (50) من هذه اللائحة.

المادة (53):-

يحرم الموظف من راتبه الاجمالي بقرار من الهيئة بناءً على تنسيب المدير عن المدة التي يتغيب خلالها عن العمل بسبب مرضه أو إصابته وذلك إذا نشأ المرض أو حدثت الإصابة بسبب خطأ ارتكبه أو تقصير منه ويعتبر الموظف قد ارتكب خطأً مع الغير أو أساء استعمال الأشياء التي يتعامل بها أو أقدم على أي عمل لا يليق بشرف الوظيفة كتناول المشروبات الروحية وتعاطي المخدرات والمقامرة وغير ذلك من الأعمال المخلة بالشرف والآداب العامة وسوء السلوك.

المادة (54):-

أ- في الحالات الطارئة، يجوز للمدير في حالة عدم استحقاق الموظف إجازة عادية منحه إجازة عرضية براتب كامل لمدة أو مدد لا تزيد في مجموعها على أربعة عشر يوماً في السنة.
ب- للمدير منح الموظف الذي استنفذ إجازته السنوية إجازة بدون الراتب الاجمالي لمدة أو مدد لا تزيد في مجموعها على شهرين في السنة إذا اقتنع في الأسباب الموجبة لذلك.

المادة (55):-

للمدير منح الموظف الذي يرغب في قضاء فريضة الحج إجازة حج لا تزيد مدتها على (21) يوماً براتب اجمالي وذلك بالإضافة إلى الإجازة العادية السنوية التي يستحقها وتمنح هذه الإجازة للموظف مرة واحدة فقط طيلة مدة خدمته في الوحدة 0

المادة (56):-

أ- يجوز منح الموظف بناءً على طلبه إجازة بدون راتب لمدة لا تقل عن ستة أشهر ولا تتجاوز في مجموعها ثلاثة سنوات خلال خدمته في الوحدة في أي من الحالات التالية :-

- 1- إذا كان زوج الموظفة يعمل خارج المملكة أو كان في إجازة دراسية أو معاراً أو موفداً في بعثة أو دورة خارج المملكة 0
- 2- إذا اقتضت ظروف أسرة الموظف ذلك 0
- 3- للزوج أو لزوجته إذا نقل أحدهم إلى وظيفة خارج المملكة 0

4- للموظفة اذا اقتضت ظروف الاسرة ان تتفرغ للعناية لطفلها الرضيع او لزوجها او باحد والديها اذا كان اي منهم مريضا وكانت احوالهم الصحية تستدعي ذلك 0

5- للموظف بقصد العناية باحد والديه او زوجته او احد ابناؤه اذا كان اي منهم مريضا بموجب تقارير صحية اصولية 0

6- للموظف الذي يقدم عقدا ساري المفعول للعمل خارج المملكة وذلك وفقا للشروط التالية:-

- ان لا تقل مدة خدمته في الوحدة عن سنتين
- ان يكون العقد مع حكومة اخرى او منظمة دولية او اقليمية او مؤسسة عامة او خاصة او شركة 0
- ان لا يعود الموظف الى وظيفته قبل انتهاء الاجازة التي منحت له بمقتضى احكام هذه المادة حتى ولو انهى عقد عمله قبل انتهاء تلك المدة 0

ب- تمنح الاجازة في الحالات المنصوص عليها في الفقرة (أ) من هذه المادة شريطة ان لا تزيد على عشر سنوات خلال مدة عمل الموظف في الوحدة ويجوز منحها له مجزئة 0

ج- تمنح الاجازة المنصوص عليها في الفقرة (أ) من هذه المادة بقرار من المدير وتكون الوحدة ملزمة باعادة الموظف الى الخدمة بالدرجة التي كان فيها عند بدء الاجازة وبالراتب الذي كان يتقاضاه ، ولا تعتبر هذه الاجازة خدمة فعلية للموظف 0

المادة (57):-

- أ- يقدم الموظف طلب الاجازة خطيا باستثناء -الاجازة المرضية - وقيل يومين على الاقل من التاريخ المحدد لبدء الاجازة يبين فيها مدتها وتاريخ بدئها والمكان الذي سيقضيها وعنوانه وانتهائها 0
- ب- لا يجوز للموظف ترك عمله قبل ان يتسلم اشعارا خطيا بالموافقة على الاجازة الا في الحالات الاضطرارية التي يوافق عليها المرجع المختص 0

المادة (58):-

اذا لم يعد الموظف للعمل في الوحدة بعد انتهاء مدة الاجازة فورا دون عذر مشروع تقتنع به اللجنة والمدير ، و يعتبر الموظف فاقد لوظيفته اعتبارا من اليوم التالي لانتهاء اجازته بقرار من المدير 0

المادة (59):-

تستحق الموظفة الحامل اجازة امومة لمدة سبعين يوما متصلة قبل وبعد الوضع براتب كامل بناء على تقرير طبي من طبيب معتمد على ان لا تقل المدة المستعملة بعد الوضع (42) يوما ولا تشكل تلك الاجازة جزءا من الاجازة السنوية او المرضية . واذا استخدمت الموظفة اكثر من (28) يوما قبل الوضع فتحسم الايام الزائدة من رصيد اجازتها السنوية او من راتبها في حالة استنفادها لرصيد اجازتها السنوية .

المادة (60):-

اذا استدعي الموظف لخدمة العلم او للخدمة الاحتياطية فيعتبر بحكم الموظف المنتدب ويستوفي راتبه الاجمالي من الوحدة طيلة مدة هذه الخدمة 0

المادة (61):-

- أ- يسري احكام الاجازات المرضية والدراسية والحج على الرئيس المتفرغ للعمل في الوحدة والمدير 0
ب- تقرر الهيئة تعليمات الاجازات الدراسية .
ج- تنظم الشؤون الاخرى للاجازات بقرار من المدير .

المعالجة الطبية

المادة (62):-

- أ- تؤمن الوحدة الرعاية الطبية للموظف وافراد عائلته الذي تنتهي خدمته باستحقاق راتب تقاعد الشيخوخة او الاعتلال وفق احكام قانون الضمان الاجتماعي الساري المفعول وشريطة الا يكون الموظف المتقاعد مستفيدا من اي خدمات طبية اخرى 0
ب- تحدد جميع الشؤون المتعلقة بالرعاية الطبية بما في ذلك نسبة مساهمة الموظف بها بموجب تعليمات تصدرها الهيئة بناء على تنسيب المدير 0

المادة (63):-

- أ- اذا رأى المرجع الطبي ضرورة معالجة موظف خارج المملكة فتتحمل الوحدة النفقات المبينة ادناه وبالحدود العليا التي تقررها الهيئة بناء على تنسيب المدير لهذه الغاية النفقات التالية :-

- 1- نفقات السفر والرعاية الطبية اذا كانت الإقامة داخل المستشفى 0
2- نفقات السفر والرعاية الطبية وما يعادل علاوة السفر عن كل ليلة يقضيها في الخارج اذا كانت الإقامة خارج المستشفى 0

- ب- اذا رأى المرجع الطبي ضرورة معالجة اي فرد من افراد عائلة الموظف المشمول بالرعاية الطبية خارج المملكة فتتحمل الوحدة 50% من نفقات معالجة السفر والرعاية الطبية ضمن الحدود العليا التي تقررها الهيئة لهذه الغاية بناء على تنسيب المدير 0

الفصل السادس

علاوات ومخصصات الانتقال والسفر

المادة (64):-

- أ- اذا كلف موظف للقيام بمهمة خارج حدود مركز عمله داخل المملكة تدفع له عن كل ليلة يقضيها خارج مركز عمله علاوة السفر التالية :-

علاوة السفر بالدينار الاردني	الدرجات/ الفئة
30	15-14
24	13-10
20	9-5
16	4-1 والفئة الخامسة

ب- اذا كان التكاليف الى العاصمة او العقبة تزداد علاوة السفر الواردة في الفقرة (أ) بنسبة 50%0

المادة (65):-

أ- اذا كلف اي موظف بمهمة خارج المملكة تدفع له عن كل ليلة يقضيها في هذه المهمة علاوة سفر شاملة جميع النفقات التي يتكبدها وذلك على النحو التالي :-

علاوات السفر بالدينار

الدرجة/الفئة	للدول من صنف أ	للدول من صنف ب
15-14	158	113
13-10	135	90
9-5	113	83
4-1 والفئة الخامسة	90	75

ب- تزداد علاوة السفر المقرر لرئيس الوفد المسمى بنسبة (50%) من هذه العلاوة شريطة ان لا تقل درجته عن الدرجة (14) 0

المادة (66):-

اذا اوفد موظف في دورة او بعثة خارج المملكة فتدفع له بالاضافة الى الرسوم الدراسية واثمان الكتب مخصصات شهرية على النحو التالي :-

المخصصات الشهرية بالدينار

الدرجات /الفئة	للدول من صنف أ	للدول من صنف ب
15-14	360	300
13-10	300	270
9- 5	270	240
4-1 والفئة الخامسة	240	210

المادة (67):-

أ- تصرف للموظف الموفد في مهمة او دورة او بعثة خارج المملكة على نفقة الوحدة تذاكر السفر المستحقة له حسب درجته 0

ب- تصرف لزوجة الموظف الموفد في بعثة تذاكر سفر بالدرجة السياحية ذهابا وايابا لمرة واحدة فقط0

ج- تتحمل الوحدة تذاكر السفر للموفد على نفقة جهة اخرى اذا لم تصرف له هذه التذاكر من تلك الجهة وذلك وفقا لاحكام المادة(70) من هذه اللائحة0

المادة (68):-
إذا أوفد موظف في دورة أو بعثة خارج المملكة فتدفع له علاوة السفر المنصوص عليها في المادة (65) من هذه اللائحة لمدة اسبوعين بالإضافة الى المخصصات التي يستحقها عن باقي المدة وفقا لاحكام المادة (66) منها 0

المادة (69):-
يجوز للوحدة ان تتحمل نفقات المنامة للموفد ضمن المبالغ التي تحددها الهيئة لهذه الغاية شريطة حسم نسبة 50% من علاوات السفر او المخصصات الشهرية المستحقة له 0

المادة (70):-
يسمح للموفد في مهمة او دورة او بعثة داخل المملكة وخارجها استعمال وسائل النقل التالية :-

الدرجة	السيارة	الطائرة	القطار	الباخرة
14-15	كاملة	اولى	اولى	اولى
10-13	كاملة	سياحية	اولى	اولى
1-9 والفئة الخامسة	مقعد	سياحية	ثانية	ثانية

المادة (71):-
إذا تكلفت جهة اخرى بنفقات المهمة او الدورة او البعثة او بأي جزء منها فيدفع للموظف جزء من علاوات السفر او مخصصاته وفق التعليمات التي تقررها الهيئة بهذا الشأن بناء على تنسيب المدير 0

المادة (72):-
أحدد الهيئة مخصصات الانتقال والسفر للرئيس والمدير اذا اوفد في مهمة رسمية داخل وخارج المملكة .
ب- يطبق على موظفي الوحدة نظام الانتقال والسفر الحكومي رقم (56) لسنة 1981 او اي اخر بعد له او يحل محله وفق ما ورد في المادة (4) من هذه اللائحة للحالات غير المنصوص عليها في هذه اللائحة 0

الفصل السابع

البعثات والمهمات والدورات التدريبية

المادة (73):-
أ- يوفد الرئيس او المدير الى اي مهمة او دورة او بعثة او مؤتمر بقرار من الهيئة 0
ب- يتم ترشيح الموظف وايفاده لاي بعثة او دورة داخل المملكة او خارجها بقرار من المدير بناء على توصية اللجنة 0
ج- يتم ايفاد الموظف في مهمة سواء داخل المملكة او خارجها بقرار من المدير 0
د- يجوز بقرار من المدير منح الموظف الموفد في بعثة او دورة او مهمة سلفة على النفقات التي يستحقها على ان لا يتجاوز مقدار السلفة ما يستحقه عن كامل هذه المدة 0
هـ- يشكل اي وفد خاص في الوحدة بقرار من المدير كما يسمى المدير ممثلي الوحدة في الوفود الرسمية 0

و- تنظم شروط اجراءات التحاق الموظفين بالبعثات والدورات والمهمات داخل المملكة وخارجها بما فيها الكفالة العدلية بموجب قرار تصدره الهيئة بناء على توصية اللجنة لهذه الغاية 0

المادة (74):-

تحدد المدة الخاصة باي بعثة وفقا للمدة المقررة للحصول على المؤهل العلمي او التدريبي المطلوب شريطة ان لا يتجاوز اربع سنوات على انه يجوز للهيئة بناء على تنسيب المدير وتوصية اللجنة تمديدها الى المدة المقررة للحصول على درجة الدكتوراه على الا تزيد مدة البعثة في مجموعها على خمس سنوات مع مراعاة ما ورد في الفقرة(ج) من المادة (76) من هذه اللائحة 0

المادة (75):-

أ- يلتزم الموفد في بعثة داخل المملكة دون ان ينقطع خلالها عن عمله في الوحدة بعد انتهاء بعثته بالخدمة في الوحدة او باي وزارة او دائرة او مؤسسة رسمية عامة ينقل الالتزام اليها وبمدة مساوية للمدة المقررة للحصول على الدرجة العلمية او الشهادة او المؤهل التدريبي ويدفع له في هذه الحالة راتبه الاجمالي والرسوم الجامعية واثمان الكتب 0

ب- يلتزم الموفد في بعثة او دورة خارج المملكة بعد انتهاء بعثته او دورته بالخدمة في الوحدة او باي وزارة او دائرة او مؤسسة رسمية عامة ينتقل التزامه اليها مدة تعادل مثلى المدة التي استغرقتها البعثة او الدورة اذا كانت لشهادة الدكتوراه وثلاثة امثال المدة لشهادة الماجستير 0

ج- تطبق احكام الفقرة (ب) من هذه المادة على الموفد في بعثة او دورة داخل المملكة اذا كان ايفاده يقتضي انقطاعه عن القيام بواجباته وظيفته في الوحدة 0

د- اذا استقال الموفد بعد انتهاء بعثته او انتهى عمله قبل اكمال مدة التزامه فيتعين عليه دفع كامل تكاليف البعثة التي انفقتها الوحدة عليه عن المدة المتبقية من الالتزام باستثناء ما يلي:-

1- اذا انتهت خدمة الموظف بسبب اكمال السن القانوني 0

2- اذا انتهت خدمة الموظف بسبب المرض بموجب قرار من اللجنة الطبية 0

المادة (76):-

أ- يستحق الموفد في بعثة او دورة داخل المملكة راتبه الاجمالي طيلة المدة التي تستغرقها البعثة 0

ب- يستحق الموفد في بعثته خارج المملكة ما يلي :-

- راتبه الاجمالي عن الاشهر الستة الاولى من مدة البعثة 0

- ثلاثة ارباع راتبه الاجمالي عن المدة المتبقية من بعثته اذا كان متزوجا ونصفها اذا كان اعزبا 0

ج- لغايات تطبيق الفقرة (ب) من هذه المادة يشترط ان لا تزيد مدة البعثة على اربع سنوات كاملة اما اذا زادت مدتها على ذلك فلا يدفع للموفد اي جزء من راتبه عن اي مدة تزيد عن السنوات الاربعة سواء تم تمديد البعثة او لم تمدد بمقتضى احكام هذه اللائحة 0

د- للوحدة ان تطلب من الجهات المختصة ببرامج المساعدات الفنية الاستفادة من المنح الدراسية والتدريبية التي ترد الى المملكة

المادة(77):-

أ- يتم تكليف الموظف بمهمة داخل المملكة او خارجها بقرار من المدير .
ب- لا يجوز للموظف ان يقبل اي دعوة رسمية توجه اليه تتعلق بمهمة داخل المملكة او خارجها من قبل الحكومات او الدوائر او المؤسسات او الهيئات الاجنبيه او الشركات الا بعد الحصول على موافقة خطية من المدير .

المادة(78):-

تحدد بمقتضى تعليمات تصدرها الهيئة اي شروط او احكام اخرى تتعلق بايفاد الموظفين .

الفصل الثامن

صندوق الادخار

المادة(79):-

أ- ينشأ في الوحدة صندوق يسمى (صندوق ادخار) يكون الاشتراك فيه الزاميا للرئيس المتفرغ والمدير وموظفي الوحدة .
ب- يحسم من الراتب الاساسي الشهري لكل عضو تابع للصندوق (5%) عشرة بالمئة وتُدفع الوحدة شهريا لحساب العضو مقابل هذا المبلغ حيث يودع المبلغ المتجمع من الجهتين في حساب خاص باسم المشترك في الصندوق.
ج- يبدأ اشتراك الرئيس المتفرغ والمدير من تاريخ مباشرتهما العمل في الوحدة والموظف في صندوق الادخار من تاريخ تثبيته في الملاك.
د- تحدد الهيئة مقدار الراتب الذي يخضع فيه الرئيس والمدير وموظفو العقود لصندوق الادخار .

المادة (80):-

تمسك في الوحدة حسابات خاصة مستقلة لاموال صندوق الادخار وفق الاسس المقررة لهذه الغاية 0

المادة (81):-

يستثنى الموظف الموفد في بعثة دون راتب او المعار او المجاز اجازة دراسة او اجازة دون راتب من الاشتراك في صندوق الادخار طيلة مدة البعثة او الاعارة او الاجازة 0

المادة(82):-

تنظم الشؤون المتعلقة بصندوق الادخار بما في ذلك اسس استثمار امواله وادارته والاقتراض منه بمقتضى تعليمات تصدرها الهيئة لهذه الغاية 0

الفصل التاسع

الاجراءات التأديبية

المادة (83):-

اذا ارتكب الموظف مخالفة للقوانين والانظمة والتعليمات والقرارات المعمول بها في الوحدة او اقدم على عمل تصرف من شأنه الاخلال بالمسؤوليات والصلاحيات المنوطة به او

عرفلتها او الاساءة الى اخلاقيات الوظيفة وواجبات الموظف وسلوكه فتفرض عليه اي من العقوبات التأديبية التالية :-

- أ- التتبية الخطي
- ب- الانذار الخطي
- ج- الحسم من الراتب الشهري الاساسي بما لايزيد على ربعه.
- د- حجب الزيادة السنوية العادية.
- هـ- تنزيل الراتب في الدرجة.
- و- الفصل .

المادة (84):-

- أ- تفرض جميع العقوبات من المدير بناء على تنسيب اللجنة باعتبارها مجلسا تاديبيا باستثناء عقوبة الفصل بالنسبة لمدرء الدوائر فتفرض بقرار من الهيئة بناء على تنسيب المدير المستند الى توصية اللجنة 0
- ب- للمدير بناء على تنسيب اللجنة تشكيل لجنة تحقيق للنظر في المخالفات التي تستوجب ذلك 0
- ج- للمدير ان يطلب من الجهات المختصة منع الموظف المحال الى لجنة التحقيق من مغادرة المملكة 0

المادة (85):-

- تنتهي خدمة الموظف بالفصل في اي من الحالات التالية :-
- أ- اذا حكم عليه من محكمة مختصة بجناية او جنحة مخلة بالشرف كالرشوة او الاختلاس او السرقة او التزوير وسوء استعمال الامانة والشهادة الكاذبة واي جريمة اخرى مخلة بالاخلاق العامة او حكم عليه بالحبس من محكمة مختصة مدة ثلاثة اشهر فاكثر لارتكابه اي جريمة من الجرائم ، ويعتبر الموظف في اي حالة من هذه الحالات مفصولا حكما اعتبارا من تاريخ اكتساب الحكم الدرجة القطعية 0
 - ب- اذا صدر قرار من اللجنة التأديبية بفصله و مصادقة الهيئة او المدير عليه حسب مقتضى الحال 0
 - ج- اذا ثبت ارتكابه ذنبا او خطأ فادحا يضر بمصلحة الوحدة وقررت الجهة المختصة ذلك 0
 - د- اذا عوقب بتنزيل الراتب في الدرجة ثم ارتكب مخالفة اخرى تمت معاقبته عليها باحدى العقوبات النصوص عليها في هذه اللائحة خلال سنتين متتاليتين .
 - هـ- اذا فقد احد شروط التعيين المنصوص عليها في هذه اللائحة 0

المادة (86):-

- أ- اذا اقيمت دعوى جزائية ضد الموظف فيجب ان لا تتخذ بحقه اي اجراءات تأديبية ناشئة عن التهمة الجزائية الموجهة اليه لحين صدور قرار قطعيامبرم في الدعوى الجزائية 0
- ب- ان تبرئة الموظف من الدعوى الجزائية التي قدمت ضده بموجب الفقرة (أ) من هذه المادة او الحكم بعدم مسؤوليته لما اسند اليه لا تحول دون اتخاذ الاجراءات التأديبية اللازمة بحقه بمقتضى احكام هذه اللائحة عن المخالفة التي ارتكبتها وفرض العقوبة التأديبية المناسبة عليه اذا تمت ادانته بها 0

المادة (87):-

أ- للمدير كلف يد الموظف عن العمل اذا احيل للجنة التحقيق او الى المدعي العام او الى المحكمة وللموظف المكفوفه يده عن العمل الحق في ان يتقاضى نسبة من الراتب الاجمالي لا تزيد على النصف حسبما يقرره المدير وذلك عن كامل المدة الكفوفه يده فيها عن العمل 0

ب- اذا لم تسفر الاجراءات المتخذة بحق الموظف المكفوفه يده عن فصله فيستحق راتبه الاجمالي عن المدة التي كانت يده فيها مكفوفه اذا كانت تلك المدة تسعة اشهر او اقل اما اذا زادت المدة عن تسعة اشهر فيعطى راتبه الاجمالي في الاشهر التسعة الاولى ونصف الراتب عن المدة الزائدة عن تسعة اشهر 0

المادة (88):-

اذا باشر الموظف او تسبب في الحاق اي ضرر او خسارة بالوحدة سواء بمفرده او بالاشتراك مع غيره فيتحمل الموظف مسؤولية ذلك الضرر او تلك الخسارة او اي جزء منها بمقتضى قرار تتخذه الهيئة او المدير بناء على توصية اللجنة وحسب مقتضى الحال 0

المادة (89):-

أ- لا تؤخذ في الاعتبار لاي غاية من الغايات المقصودة بهذه اللائحة اي عقوبة تأديبية اوقعت على الموظف وتم تنفيذها بحقه اذا ثبت بمقتضى احكام الفقرة (ب) من هذه المادة ان سلوكه وعمله وتصرفاته بعد ايقاع تلك العقوبات كانت جيدة وتحسنت عما كانت عليه ومضى على ايقاعها المدد التالية :-

- 1- سنة واحدة على الاقل اذا كانت العقوبة التنبيه الخطي 0
- 2- سنتان على الاقل اذا كانت العقوبة الانذار او الحسم من الراتب 0
- 3- ثلاث سنوات على الاقل اذا كانت العقوبة حجب الزيادة السنوية العادية او تنزيل الراتب في الدرجة 0

ب- يصدر المدير بناء على توصية اللجنة قراره بعدم سريان اثر العقوبات المنصوص عليها في الفقرة (أ) من هذه المادة .

المادة (90):-

أ- اذا تبين للجنة او هيئة التحقيق المشكلة بموجب هذه اللائحة ان المخالفة التي اسندت الى الموظف المحال اليها بسببها تتطوي على جريمة جزائية يترتب عليها التنسيب باحالة الموظف مع محاضر التحقيق التي اجريت معه والاوراق والمستندات الاخرى المتعلقة بالمخالفة الى المدعي العام المختص او الى المحكمة المختصة للسير في القضية وفقا لاحكام القانون ولا يجوز في هذه الحالة اتخاذ اي اجراء تاديبى بحق ذلك الموظف او الاستمرار في اي اجراء تم اتخاذه الى ان يصدر الحكم القضائي القطعي في الشكوى او الدعوى الجزائية التي قدمت ضده وتتم احالة الموظف في هذه الحالة الى المدعي العام او الى المحكمة المختصة بقرار من الهيئة اذا كان الموظف من موظفي الفئة الاولى وبقرار من المدير لباقي الموظفين .

ب- ان تبرئة الموظف من الشكوى او الدعوى التي وردت ضده بمقتضى احكام الفقرة (أ) من هذه المادة او الحكم بعدم مسؤليته عما اسند اليه لا يحول من اتخاذ الاجراءات التأديبية المناسبة عليه او ادين بها من اللجنة .

الفصل العاشر

انتهاء خدمة الموظف

المادة (91):-

إذا أصبح الموظف غير قادر على اداء واجباته الوظيفية فللهيئة بناء على تنسيب المدير المستند الى توصية اللجنة انتهاء خدماته على ان تدفع له جميع حقوقه المالية بموجب الفقرة (أ) من المادة (92) من هذه اللائحة 0

المادة(92):-

أ- تعتبر خدمة الموظف منتهية في الوحدة بأي من الحالات التالية.
1- اذا اكمل الستين من العمر للموظف والخامسة والخمسين للموظفة وللهيئة بناء على تنسيب المدير تمديد خدمة كل منهما سنويا لمدة لا تزيد على خمس سنوات اذا طلب اي منهما ذلك.

2- اذا احيل على التقاعد وفقا لاحكام المادة(44) من قانون الضمان الاجتماعي النافذ المفعول او اي نص اخر يحل محله او يعدله.

3- الاستيداع.

4- الموافقة على الاستقالة.

5- فقدان الوظيفة.

6- عدم الياقة الصحية.

7- التسريح.

8- الفصل.

9- فقدان الجنسية الاردنية.

10- الغاء الوظيفة.

11- الوفاة.

ب- على الموظف الذي يرغب في الاستقالة تقديمها خطيا قبل شهر على الاقل من تاريخ نفاذها وعلى ان يستمر في اداء واجباته الوظيفية الى ان يتسلم اشعارا خطيا بالموافقة عليها .

المادة(93):-

أ- مع مراعاة احكام الفقرتين (ب) و(ج) من هذه المادة، اذا انتهت خدمة الموظف في الوحدة لاي سبب من الاسباب باستثناء الاستقالة او فقدان الوظيفة او الاستغناء عن الخدمة او الفصل، فتدفع له التعويضات التالية:-

1- المبالغ المتجمعة لحسابه في صندوق الادخار.

2- الراتب الاجمالي المستحق له حتى تاريخ انتهاء الخدمة.

3- الراتب الاجمالي للاجازة السنوية المستحقة له حتى تاريخ انتهاء خدمته.

4- ما يستحق من المكافآت السنوية عن مدة خدمته في تلك السنة بمقتضى

المادة(30) من هذه اللائحة .

5- الراتب الشهري الاجمالي الاخير عن كل سنة قضاها في خدمة الوحدة، وعلى

النحو التالي :-

- راتب شهر اجمالي عن كل سنة من سنوات الخدمة للموظف الذي لا تتجاوز مدة خدمته في الوحدة عشر سنوات .

- راتب شهر ونصف اجمالي عن كل سنة من سنوات خدمته للموظف الذي تزيد مدة خدمته في الوحدة على عشرة سنوات ولا تتجاوز خمس عشرة سنة.
- راتب شهرين اجماليين عن كل سنة من سنوات الخدمة للموظف الذي تتجاوز مدة خدمته في الوحدة خمس عشرة سنة.

ب- اذا انتهت خدمة الموظف من الوحدة بالاستقالة وكان له خدمة خمس سنوات فاكثر فيدفع له المبالغ المنصوص عليها في الفقرة (أ) من هذه المادة.

ج- اذا انتهت خدمة الموظف بالاستقالة وكانت مدة خدمته في الوحدة اقل من خمس سنوات , او اذا انتهت بالعزل او فقد الوظيفة او الاستغناء عن خدمته فيدفع له مجموع مساهماته في صندوق الادخار فقط وعائداتها وما ورد في البنود (2) و(3) و(4) من الفقرة (أ) من هذه المادة.

المادة(94):-

يجوز للهيئة بناء على تتسيب المدير المستند الى توصية اللجنة انهاء خدمة الموظف بالتسريح في اي من الحالات التالية:-

- أ- اذا تبين بموجب تقرير من المدير بناء على تقرير من مدير الدائرة المختص بأن الموظف لم يعد قادرا على خدمة الوحدة بالمستوى المطلوب وان امكانية تحسين عمله قد اصبحت محدودة.
- ب- اذا بلغت او تجاوزت خدمة الموظف في الوحدة مدة عشرين سنة والموظفة خمسة عشرة سنة .
- ج- اذا استوفى الشروط اللازمة لغايات استحقاق راتب التقاعد المنصوص عليها في المادة(44) من قانون الضمان الاجتماعي وتعديلاته بغض النظر عن شرط طلب تخصيص راتب التقاعد .
- د- اذا اقتنع المدير ان ظروفها خاصة للموظف اصبحت تحول دون امكانية استمراره في خدمة الوحدة.
- هـ- اذا كانت احدى المؤسسات العامة الرسمية داخل المملكة بحاجة الى خدمات الموظف .

المادة(95):-

تقتطع من المبالغ المستحقة للموظف عند انتهاء خدمته لاي سبب كان جميع المبالغ المستحقة للوحدة على الموظف بما في ذلك قروض صندوق الادخار والاقساط المستحقة من قروض الاسكان .

الفصل الحادي عشر

الاستيداع

المادة(96):-

- أ- للهيئة بناء على تتسيب المدير احالة اي موظف على الاستيداع مدة لا تتجاوز خمس سنوات لاستكمال المدة اللازمة لاستحقاقه راتب التقاعد بموجب احكام قانون الضمان الاجتماعي .
- ب- يتقاضى الموظف المحال على الاستيداع نصف راتبه خلال مدة الاستيداع.
- ج-تعتبر مدة الاستيداع خدمة فعلية للموظف وذلك للغايات التالية :-

- 1- شموله بالمساهمة التي تتحملها الوحدة عن موظفيها وفقا لاحكام قانون الضمان الاجتماعي.
 - 2- اشتراكه في صندوق الادخار.
 - 3- شموله بالرعاية الطبية.
 - 4- استحقاقه لمكافأة نهاية الخدمة.
- د- يجري احتساب الاشتراكات الشهرية التي تدفع لمؤسسة الضمان الاجتماعي عن الموظف المحال على الاستيداع عن راتبه الاجمالي بتاريخ احالته على الاستيداع ويجري اقتطاعها من ذلك الراتب شهريا حسب احكام هذا القانون.
- هـ- يعتبر قرار احالة اي موظف على الاستيداع قرارا بانتهاء خدماته حكما من الوحدة بعد انتهاء مدة الاستيداع وذلك دون حاجة الى اصدار اي قرار بذلك .

المادة(97):-

تحدد الهيئة حقوق الرئيس والمدير المالية في غير الحالات المنصوص عليها في هذه اللائحة بما في ذلك المكافآت والتعويضات والمبالغ المتجمعة لهما في صندوق الادخار .

المادة(98):-

- أ- تصدر الهيئة بناء على تنسيب المدير القرارات اللازمة لتنفيذ احكام هذه اللائحة .
- ب- يجوز للمدير تفويض صلاحياته المنصوص عليها في هذه اللائحة لاي من مدراء الدوائر على ان يكون التفويض خطيا ومحددا.

يعمل بهذه اللائحة اعتبارا من / / 2002 .

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ادارة الوحدة الاستثمارية

في

المؤسسة العامة للضمان الاجتماعي

اسست بموجب النظام رقم(111) لسنة 2001

صادر بموجب المادة (76) من قانون الضمان الاجتماعي

رقم (19) لسنة 2001

لائحة اجازة واعتماد النفقات

الصادرة بمقتضى احكام المادة(14) من نظام الوحدة رقم (111)

لسنة 2001

بموجب قرار مجلس ادارة المؤسسة رقم () في الجلسة رقم () المنعقدة

بتاريخ

2002 / /

2002/9/14

لائحة اجازة واعتماد النفقات

لهيئة وادارة الوحدة الاستثمارية في المؤسسة العامة للضمان الاجتماعي صادرة بمقتضى المادة(14) من نظام استثمار اموال المؤسسة رقم(111) لسنة 2001 وبموجب قرار المجلس رقم() في جلسته رقم () المنعقدة بتاريخ / /

المادة(1)

تسمى هذه اللائحة (لائحة اجازة واعتماد النفقات الايرادية والراسمالية و الاستثمارية في الوحدة) وتسري على جميع النفقات في الوحدة ويعمل بها اعتبارا من تاريخ اقرارها من قبل المجلس .

المادة(2)

يكون للكلمات والعبارات التالية حيثما وردت في هذه التعليمات المعاني المبينة ازاء كل منها ما لم تدل القرينة على خلاف ذلك :

- المؤسسة : المؤسسة العامة للضمان الاجتماعي .
- المجلس : مجلس ادارة المؤسسة .
- النظام : نظام استثمار اموال المؤسسة رقم (111) لسنة 2001 .
- الهيئة : هيئة ادارة الوحدة المؤلفة بموجب المادة (7) من النظام .
- الوحدة : الجهاز المسؤول عن ادارة استثمار اموال المؤسسة .
- الرئيس : رئيس الهيئة .
- المدير : المدير التنفيذي للوحدة .
- المدير المالي : مدير الدائرة الادارية و المالية في الوحدة .
- لجنة الاستثمار : لجنة الاستثمار المشكلة بقرار من الهيئة من اعضاء المجلس .
- اللجنة الداخلية للاستثمار : اللجنة المشكلة بقرار من الرئيس بناء على تنسيب المدير من مدراء الدوائر في الوحدة .

المادة(3)

- تشكل لجنة الاستثمار بقرار من الهيئة حسبما يلي :-
- أ- تتألف لجنة الاستثمار من خمسة اعضاء من الهيئة برئاسة الرئيس او نائبه في حالة غيابه و على ان يراعى في تشكيلها التمثيل الثلاثي في المجلس .
 - ب- تكون اجتماعات اللجنة قانونية اذا حضرها ثلاثة اعضاء على الاقل على ان يكون ادهم الرئيس او نائبه .
 - ج- تتخذ اللجنة قراراتها و/ او توصياتها بأغلبية الحضور وفي حالة تساوي الاصوات يرجح الرأي الذي صوت الي جانبه رئيس الجلسة .
 - د- تعقد لجنة الاستثمار اجتماعاتها بناء على طلب من رئيسها او نائبه في حالة غيابه .
 - هـ- يعين المدير مقرر اللجنة يتولى اعداد المحاضر والقرارات و ابلاغها للدوائر المعنية لتنفيذها حسب الاصوال وحفظها لدى مقرر اللجنة بسرية مطلقة وفي قاصة حديدية .

المادة(4)

- أ- تشكل اللجنة الداخلية للاستثمار بقرار من الرئيس بناء على تنسيب المدير من اربعة من مدراء دوائر الاستثمار في الوحدة ويكون المدير رئيسا لها .

- ب- يعين الرئيس نائبا لرئاسة هذه اللجنة في حالة غياب المدير .
- ج- تكون اجتماعات اللجنة قانونية اذا حضرها ثلاثة اعضاء على الاقل على ان يكون احدهم رئيسها او نائبه .
- د- يعين المدير مقررًا لهذه اللجنة من موظفي الوحدة .
- هـ- تعقد هذه اللجنة اجتماعاتها بناء على طلب رئيسها ويتم توزيع الدراسات والمذكرات المعدة للاستثمارات قبل انعقاد الجلسة ليتسنى لاجرائها الاطلاع عليها ودراستها بشكل كاف .
- و- تتخذ قراراتها و/او توصياتها باغلبية الحضور وفي حالة تساوي الاصوات يرجح الرأي الذي صوت الي جانبه رئيس الجلسة .

المادة (5)

- تحدد واجبات اللجنة الداخلية للاستثمار بالمهام التالية :-
- أ- تقديم المشورة للهيئة او اللجنة الاستثمارية او المدير في المسائل والسياسات المتعلقة بالاستثمار .
- ب- اتخاذ قرارات الاستثمار في ضوء صلاحيات اجازة واعتماد نفقات الاستثمار المقرر في هذه اللائحة .
- ج- مناقشة ومراجعة العمليات الاستثمارية المقترحة طبقا لهذه اللائحة واتخاذ القرارات اللازمة بشأنها في حدود صلاحيات اجازة واعتماد النفقة الممنوحة لها .
- د- تقديم المشورة للمدير بشأن العمليات الاستثمارية التي تقع ضمن صلاحياتها او عندما يطلب منها ذلك .
- هـ- المراجعة الدورية لاداء الانشطة الاستثمارية عند طلب المدير .
- و- دراسة اسعار اسهم الشركات المتداولة في سوق عمان المالي والتنسيق للمدير بالشراء او البيع لاسهم تلك الشركات .
- ز- القيام بأي اعمال اخرى تكلف بها من قبل الهيئة او الرئيس او المدير .

المادة (6)

عند اتخاذ قرارات اعتماد النفقات تراعى المبالغ المرصودة في الموازنة التقديرية واستراتيجية وسياسة الاستثمار المعتمدة في الوحدة والنظام والتعليمات المالية وتعليمات اللوازم والمشتريات ولائحة شؤون الموظفين وهذه اللائحة .

المادة (7)

- تحدد صلاحيات واجازة اعتماد النفقات الايرادية في الوحدة كما يلي :-
- أ- للمدير صلاحية الموافقة على النفقات الايرادية كالتالي :
- النفقات المبررة حكما ومهما بلغت قيمتها وفقا لاحكام المادة(23) من التعليمات المالية .
 - نفقات الاستثمار الموافق عليها من الجهة صاحبة الصلاحية مهما بلغت قيمتها .
 - الامانات قيد الدفع والمقبوضات الواردة للوحدة بطرق الخطأ وفقا للمادتين (67,21) من التعليمات المالية .
 - اجور العمل الاضافي (باستثناء المدير ومدراء الدوائر في الوحدة) .
 - نفقات العقود والنفقات الاخرى الموافق عليها من الجهة صاحبة الصلاحية مهما بلغت قيمتها .

- التعويضات والمكافآت والمخصصات والنفقات التي تستحق للعاملين في الوحدة بموجب القوانين واللائحة والتعليمات واللوائح والقرارات النافذة في الوحدة .
- النفقات الادارية وفقا للمادتين (26,24) من التعليمات المالية وشريطة الا تتجاوز قيمة النفقة الواحدة (15.000) خمسة عشر الف دينار .
- ب- للرئيس اجازة واعتماد النفقات الايرادية في الوحدة كما يلي :
 - اجور المستشارين والخبراء والفنيين لفترات مؤقتة .
 - نفقات الضيافة الشهرية .
- اذا كانت قيمة النفقة الواحدة (15.000) خمسة عشر الف دينار فاكثر ولا تتجاوز (50.000) خمسين الف دينار .
- ج- للهيئة اجازة واعتماد النفقات الايرادية في الوحدة كما يلي :
 - اجور مدققي حسابات الوحدة الخارجيين .
 - الحوافز التشجيعية للعاملين في الوحدة .
- اذا كانت قيمة النفقة الواحدة اكثر من (50.000) خمسين الف دينار ولغاية (100.000) مائة الف دينار .
- اي نفقات ادارية اخرى تقررها الهيئة في ضوء التعليمات المالية وتعليمات اللوازم والمشتريات النافذة .

المادة(8)

- مع مراعاة المبالغ المرصودة في الموازنة التقديرية وتعليمات اللوازم والمشتريات والتعليمات المالية النافذة في الوحدة تحدد صلاحيات اجازة واعتماد النفقات الرأسمالية في الوحدة كالتالي:
- أ- للمدير اجازة واعتماد النفقات الرأسمالية التي لا تتجاوز قيمتها (15.000) خمسة عشر الف دينار للنفقة الواحدة .
 - ب- للرئيس اجازة واعتماد النفقات الراسمالية التي تكون قيمة النفقة الواحدة تزيد عن (15.000) خمسة عشرة الف دينار ولغاية (50.000) خمسين الف دينار .
 - ج- للهيئة اجازة واعتماد النفقات الرأسمالية التي تكون قيمة النفقة الواحدة تزيد عن (50.000) خمسين الف دينار ولغاية (100.000) مائة الف دينار .
 - د- للمجلس اجازة واعتماد النفقات التي تتجاوز قيمة النفقة الواحدة مائة الف دينار .

المادة(9)

- تكون صلاحيات المدير في اجازة واعتماد النفقات الاستثمارية كما يلي :-
- 1- الموافقة على شراء وبيع اسهم الشركات من خلال سوق عمان المالي النظامي بناء على تنسيب اللجنة الداخلية للاستثمار .
 - 2- أ- المساهمة في او الاكتتاب في الشركات الجديدة او القائمة او شراء الاسهم في السوق المالي غير النظامي بحد اقصى قدره (100.000) مائة الف دينار للعملية الواحدة .
 - ب- الموافقة على سداد اقساط رأس المال المستدعاه لمساهمات سبق الموافقة عليها من الجهة صاحبة الصلاحية .
 - 3- المشاركة في صناديق الاستثمار المشترك او المملوك بالكامل من المؤسسة /الوحدة في الاسهم و/او الاوراق المالية والمفتوح لدى احد البنوك او المؤسسات المحلية لغاية(250.000) مئتان وخمسون الف دينار للصندوق الواحد .
 - 4- أ- تسمية ممثلي الوحدة في الهيئات العامة العادية وغير العادية للشركات .
 - ب- اختيار الوسطاء في سوق عمان المالي واستبدالهم .

- 5- الموافقة على الاككتاب في السندات واسناد القروض القابلة للتداول والمكفولة من الحكومة او البنوك بحد اقصى قدرة (3) ثلاثة ملايين دينار للعملية الواحدة بناءا على تنسيب لجنة الاستثمار الداخلية .
- 6- صلاحية فتح واغلاق الحسابات مع البنوك وايداع وتوزيع الودائع والحسابات الجارية والخاضعة لاشعار بين البنوك وتجديد الودائع و الاككتاب بشهادات الايداع واذونات الخزينة وبيعها او خصمها مع مراعاة التقيد بالمبالغ المرصودة في الموازنة التقديرية و ضمن الحدود المقررة في استراتيجية وسياسة الاستثمار المعتمدة في الوحدة .
- 7- الموافقة على بيع السندات واسناد القرض 0
- 8- الموافقة على تأجير او تضمين العقارات الاستثمارية على النحو التالي:
- أ- تحديد بدل الايجار او الضمان والمفتاحية للمحلات و المكاتب حسب اسعار السوق 0
- ب- الموافقة على تقسيط بدل الايجار و الضمان و المفتاحية
- ج- الموافقة على تحديد نسبة الزيادة على بدل الايجار في حال تغيير طبيعة المهنة او في اي حالة مشابهة 0
- د- الموافقة على اعفاء المستأجرين من فوائد التأخير في الدفع لبدل الايجار بحيث لا تزيد مدة التأخير عن (15) خمسة عشر يوم.
- هـ- الموافقة على اي امور اخرى تتعلق بعمليات التأجير .

المادة(10)

- تكون صلاحيات اللجنة الداخلية للاستثمار في اجازة واعتماد النفقات الاستثمارية كما يلي :-
- 1- المساهمة او الاككتاب في الشركات الجديدة والقائمة وشراء الاسهم (خلاف عمليات شراء الاسهم في السوق النظامي) لاي عملية قيمتها (100.000) مائة الف دينار ولغاية (250.000) مئتان وخمسون الف دينار .
- 2- المشاركة في صناديق الاستثمار المشترك او المملوك بالكامل من المؤسسة / الوحدة والمفتوح لدى احد المؤسسات المالية المحلية لاي صندوق قيمة الاستثمار المباشر فيه (250.000) مئتان وخمسون الف دينار ولغاية (500.000) خمسمائة الف دينار .
- 3- الاككتاب في سندات التنمية وسندات الخزينة القابلة للتداول المكفولة من الحكومة او اي بنك او مؤسسة مالية لاي عملية تزيد قيمتها عن (3) ثلاثة ملايين دينار ولغاية(5) خمسة ملايين دينار .
- 4- الموافقة على منح او المشاركة في منح القروض بغض النظر عما اذا كانت قابلة للتحويل لاسهم ام لا على النحو التالي :
- أ- بحد اقصى قدرة (2) مليوني دينار في حالة المشاركة من خلال قرض مشترك او ثنائي للحكومة او مغطى بكفالة حكومية او مصرفية مقبولة .
- ب- بحد اقصى قدرة (1) مليون دينار في حالة قرض مباشر للحكومة او مغطى بكفالة حكومية او مصرفية مقبولة .
- 5- الاككتاب في سندات التنمية وسندات الخزينة القابلة للتداول والصادرة من الحكومة او البنك المركزي الاردني.

المادة(11)

- تحدد صلاحيات لجنة الاستثمار في اجازة و اعتماد نفقات الاستثمار بالمهام التالية :-
- 1- الاككتاب او المساهمة في الشركات المساهمة العامة الجديدة او القائمة وشراء الاسهم (خلاف عمليات شراء الاسهم من السوق المالي) لأي عملية تزيد قيمتها عن (250.000) مئتان وخمسون الف دينار ولا تتجاوز (2) مليوني دينار.

- 2- الاكتتاب في السندات واسناد القرض القابلة للتداول والمكفولة من الحكومة أو اي مؤسسة مالية وكذلك الاكتتاب باذونات الخزينة لاي اصدار تزيد قيمة الاكتتاب فيه عن (5) خمسة ملايين ولغاية (6) ستة ملايين دينار.
- 3- المشاركة في احد صناديق الاستثمار المملوكة من المؤسسة / الوحدة المشتركة للمبالغ التي تزيد عن (500.000) خمسمائة الف دينار ولغاية (1) مليون دينار للصندوق الواحد .
- 4- أ- الاكتتاب في السندات والاسناد الصادرة عن احدى الشركات المساهمة العامة المكفولة من الحكومة او احد البنوك لأي عملية اصدار بحد اعلى مقدار (1) مليون دينار .
- ب-الاكتتاب في السندات والاسناد الصادرة عن احدى الشركات ذات المسؤولية المحدودة وغير المكفولة لغاية (500.000) خمسمائة الف دينار بناء على تتسيب اللجنة الداخلية للاستثمار .
- 5- الموافقة على بيع حصص ومساهمات الوحدة او استبدالها للشركات غير المدرجة في سوق عمان المالي النظامي للمبالغ التي تزيد قيمتها عن (100.000) مئة الف دينار .
- 6- الموافقة على منح او المشاركة في منح القروض بغض النظر عما اذا كانت قابلة للتحويل لاسهم او غير قابلة للتحويل في حدود المبالغ التالية للعملية الواحدة :
- أ- القروض المشتركة او الثنائية الممنوحة للحكومة مغطاة بكفالة حكومية او مصرفية مقبول للمبالغ التي تزيد قيمتها عن (2) مليوني دينار ولغاية مبلغ (7) سبعة ملايين دينار للقرض الواحد .
- ب- القرض المباشر الممنوح للحكومة او مغطى بكفالة حكومية او مصرفية مقبول للمبالغ التي تزيد قيمتها عن (1) مليون دينار و لغاية مبلغ (4) اربعة ملايين دينار للقرض الواحد .
- ج- القروض المشتركة او الثنائية وغير المغطاه بكفالة حكومية او مصرفية مقبولة لغاية مبلغ (2) مليوني دينار للقرض الواحد.
- د- اذا كان القرض مباشر وغير مغطى بكفالة حكومية او مصرفية مقبولة لغاية مبلغ (500.000) خمسمائة الف دينار للقرض الواحد .
- هـ- اذا كان القرض غير مغطى بكفالة من الحكومة او من بنك مقبول يفضل ان يكون مقابل رهن لصالح الوحدة من الدرجة الاولى وعلى ان لا يتجاوز القرض الواحد (75%) من قيمة الرهن .
- 7- الموافقة على تحويل قرض ممنوح وفوائده وعمولاته المتركمة كلياً او جزئياً الى حصص عينية في احدى الشركات او الحصول على عقارات او اراضي مقابل ذلك بحد اقصى مقدارة (1) مليون دينار للعملية الواحدة .
- 8- الموافقة على شراء وبيع الاراضي والمشاريع المملوكة لغاية (500.000) خمسمائة الف دينار للعملية الواحدة .
- 9- الموافقة على تخصيص المبالغ للانفاق الرأسمالي على المشاريع المملوكة لغاية اقامتها او توسعتها او تطويرها او تجديد موجوداتها وكافة انواع الانفاق الاستثماري بما لا تتجاوز (1) مليون دينار للمشروع الواحد .
- 10- الموافقة على تاجير او تضمين (عقد استثمار) المشاريع المملوكة وكذلك على التعاقد مع شركات الادارة المتخصصة لأي مشروع مملوك لا يتجاوز قيمته الدفترية قبل مخصص الاستهلاك (3) ثلاثة ملايين دينار .
- 11- الموافقة على تحويل اي مشروع مملوك او اي اراضي الى حصص عينية في احدى الشركات بما لا يتجاوز (1) مليون دينار للعملية الواحدة .

12- تصفية احدى الشركات او تغيير طبيعة نشاطها اذا كانت المؤسسة / الوحدة مساهمة فيها بنسبة لا تزيد عن (40%) من رأسمالها .

المادة(12)

تحدد صلاحيات الهيئة في اجازة واعتماد النفقات الاستثمارية في الوحدة كما يلي :-

- 1-الاكتتاب او المساهمة في الشركات الجديدة او القائمة او شراء الاسهم (خلاف عمليات شراء الاسهم في السوق المالي) لأي عملية تزيد على (2) مليوني دينار فاكثر ولغاية (4) اربعة ملايين دينار .
- 2- المشاركة في احد صناديق الاستثمار المملوكة كلياً في المؤسسة / الوحدة او المشتركة باكثر من (1) مليون دينار في الصندوق الواحد ولغاية (2) مليوني دينار .
- 3- أ- الاكتتاب في السندات واسناد القرض الصادرة عن احدى الشركات المساهمة العامة والمكفولة من الحكومة او من احد البنوك للمبالغ التي تزيد عن (6) ستة مليون دينار و لغاية (8) ثمانية مليون دينار للعملية الواحدة .
ب- الاكتتاب في السندات واسناد القرض الصادرة عن احدى الشركات ذات المسؤولية المحدودة وغير المكفولة للمبالغ التي تزيد قيمتها عن (1) مليون دينار ولغاية(2) مليوني دينار ويفضل ان يكون ذلك مقابل رهن من الدرجة ولصالح الوحدة على ان لا يتجاوز القرض الواحد (75%) من قيمة الرهن .
- 4- تصفية احدى الشركات او تغيير طبيعة نشاطها اذا كانت نسبة المساهمة فيها اكثر من (40%) من رأسمالها .
- 5- الموافقة على منح او المشاركة في منح القروض بغض النظر عما اذا كانت قابلة للتحويل لاسهم او لا على النحو التالي :-
أ- للمشاركة في قرض مشترك او ثنائي للمبالغ التي تزيد قيمتها عن(7) سبعة ملايين دينار ولغاية (10) عشرة ملايين دينار شريطة ان يكون القرض ممنوحاً للحكومة او مغطى بكفالة حكومية او مصرفية مقبولة.
ب- لقرض مباشر ممنوح للحكومة او بكفالة حكومية او مصرفية مقبولة للمبالغ التي تزيد قيمتها عن (4) اربعة ملايين دينار ولغاية (6) ستة ملايين دينار للقرض الواحد .
ج- للمشاركة بقرض مشترك او قرض ثنائي غير مغطى بكفالة حكومية او مصرفية مقبولة تزيد قيمته عن (2) مليوني دينار للقرض الواحد ولغاية (3) ثلاثة ملايين دينار وتفضل ان يكون الرهن من الدرجة الاولى لصالح الوحدة وبما لا يتجاوز نسبته (75%) من قيمة الرهن .
د- القرض مباشر الذي تزيد قيمته عن (500.000) خمسمائة الف دينار ولغاية (1) مليون دينار اذا كان غير مغطى بكفالة او رهن .
- 6- الموافقة على شراء وبيع الاراضي والمشاريع المملوكة التي تزيد قيمتها عن (500.000) خمسمائة الف دينار ولغاية (1) مليون دينار للعملية الواحدة .
- 7- الموافقة على تخصيص مبالغ للانفاق الرأسمالي على المشاريع المملوكة لغاية اقامتها او توسعتها او تطويرها او تجديد موجوداتها وكافة انواع الانفاق الرأسمالي ولغاية مبلغ (2) مليوني دينار للمشروع الواحد .
- 8- الموافقة على تأجير او تضمين(عقد استثمار) المشاريع المملوكة للمؤسسة / الوحدة والتعاقد مع شركات الادارة المتخصصة لاي مشروع مملوك اجمالي قيمته الدفترية قبل

مخصص الاستهلاك (3) ثلاثة ملايين دينار وذلك للمبالغ التي تزيد قيمتها عن (3) ثلاثة مليون دينار و لغاية (5) خمسة ملايين دينار .

9- الموافقة على تحويل اي مشروع مملوك او اوراضي الى حصص عينية في احدى الشركات التي تزيد قيمتها عن (1) مليون دينار و لغاية (3) ثلاثة ملايين دينار للعملية الواحدة .

المادة(13)

تعيين الهيئة ممثلي الوحدة(من اعضائها او المدير او من مدراء الوحدة) في مجالس ادارة الشركات التي تساهم بها بناء على توصية المدير .

المادة(14)

أ- يمارس المجلس صلاحية اجازة واعتماد النفقات في ضوء ما ورد في الموازنة التقديرية مع مراعاة الحدود الواردة في تعليمات اللوازم والمشتريات و استراتيجية وسياسة الاستثمار للاكتتاب بالاسهم او المساهمة في الشركات او الاقراض او شراء السندات والاسناد او الموجودات الثابتة للمبالغ التي تزيد قيمها عما تم تحديده من صلاحيات للجان المختلفة او المدير او الهيئة في هذه اللائحة و سواء كانت نفقات ايرادية او رأسمالية او استثمارية.

ب- في الحالات التي يراها المجلس ضرورية وتحقق مصلحة المؤسسة /الوحدة له ان يمارس صلاحية اتخاذ اي قرار في اجازة واعتماد لنفقات مرصودة في الموازنة التقديرية.

المادة(15)

أ- تتم الموافقة على مبلغ القرض وسعر الفائدة واجله وتعديلاته من قبل الجهة صاحبة الصلاحية في منح القرض ويجوز لتلك الجهة تفويض تلك الصلاحية للمدير لكل عملية على حده .

ب- يكون تحديد وتعديل عمولات القرض بمختلف انواعها للمدير الا اذا كانت الجهة صاحبة الصلاحية في منح القرض قد اتخذت قرارها بناء على وجود عمولة معينة فتأخذ موافقة تلك الجهة عند تعديل تلك العمولة ما لم تكن تلك الجهة قد فوضت المدير بصلاحية الموافقة على تحديد او تعديل تلك العمولة او التنازل عنها عند الضرورة في حينه .

ج-تكون للمدير صلاحية الموافقة على اتفاقيات القروض طبقا لاحكام هذه اللائحة وكذلك تحديد الشروط الاخرى وذلك في لم يرد به نص من قبل الجهة صاحبة الصلاحية عند اتخاذ قرارها سواء عند الموافقة على منح القرض او على اي تعديلات لاحقة بها

المادة (16)

أ- للهيئة ان تفوض اي من صلاحياتها للرئيس وله ان يفوض اي من صلاحياته للمدير, وللمدير ان يفوض اي من صلاحياته لاي مدير في الوحدة وشريطة ان يكون التفويض في جميع الحالات محددًا وخطيا .

ب- للجهة صاحبة الصلاحية الأعلى ان تتخذ اي قرار باجازة واعتماد نفقة ضمن صلاحيات الجهة الأدنى منها .

ج- للمدير ان يفوض خطيا المدير المالي صلاحيات اجازة واعتماد الصرف والانفاق من صندوق المصاريف النثرية في ضوء التعليمات التي تقررها الهيئة لهذه الغاية .

يعمل بهذه التعليمات اعتبارا من / / 2000

ادارة الوحدة الاستثمارية

في

المؤسسة العامة للضمان الاجتماعي

اسست بموجب نظام رقم (111) لسنة 2001

الصادر بموجب المادة (76) من قانون الضمان الاجتماعي

رقم (19) لسنة 2001

تعليمات اللوازم و المشتريات

الصادر بمقتضى احكام المادة(14) من نظام استثمار اموال المؤسسة رقم(111)

لسنة 2001

بموجب قرار مجلس ادارة المؤسسة رقم () في الجلسة رقم () المنعقدة

بتاريخ

2002 / /

2002/9/14

تعليمات اللوازم و المشتريات

للوحدة الاستثمارية في المؤسسة العامة للضمان الاجتماعي الصادرة بمقتضى المادة رقم (14) من نظام استثمار اموال المؤسسة رقم (111) لسنة 2001 وبموجب قرار المجلس رقم () في جلسته رقم () المنعقدة بتاريخ / / 2002.

المادة (1):-

تسمى هذه التعليمات (تعليمات اللوازم و المشتريات للوحدة الاستثمارية في المؤسسة العامة للضمان الاجتماعي) وتسري احكامها على لوازيم ومشتريات الوحدة والعمل بها اعتبارا من تاريخ اقرارها من قبل المجلس .

المادة(2):-

يكون للكلمات والعبارات التالية حيثما وردت في هذه التعليمات المعاني المبينة ازاء كل منها ما لم تدل القرينة على خلاف ذلك :-

- المؤسسة : المؤسسة العامة للضمان الاجتماعي .
- المجلس : مجلس ادارة المؤسسة .
- النظام : نظام استثمار اموال المؤسسة رقم (111) لسنة 2001.
- الهيئة : هيئة ادارة الوحدة المؤلفة بموجب المادة (7) من النظام .
- الرئيس : رئيس الهيئة .
- الوحدة : الجهاز المسؤول عن ادارة استثمار اموال المؤسسة .
- المدير : المدير التنفيذي للوحدة .
- اللجنة : لجنة اللوازم و المشتريات المشكلة بموجب هذه التعليمات .
- اللوازم : اللوازم و المشتريات والمواد والمهام والادوات والاثاث والالات والمعدات والاجهزة والقرطاسية والاشغال وايه مواد اخرى او خدمات تحتاجها الوحدة بما فيها التامين على الموجودات وصيانتها .
- القسم : القسم المختص باللوازم التي تحتاجها الوحدة .
- المتعهد : اي شخص طبيعي او اعتيادي يتولى توريد اللوازم الى الوحدة .

المادة(3):-

- يتولى القسم المهام والصلاحيات التالية :-
- أ- اعداد ووضع الخطط اللازمة لتوفير اللوازم وتحديد وسائل تنفيذها .
 - ب- اتمام عمليات شراء اللوازم وفق احكام هذه التعليمات .
 - ج- حفظ اللوازم وتخزينها في المستودعات وصيانتها واتباع الوسائل الحديثة في تحقيق ذلك ومسك سجلاتها وبطاقاتها الاحصائية.
 - د- تطوير القسم وتحديثه باستمرار بما في ذلك اعتماد مواصفات مناسبة للوازم وخاصة ذات الاستعمال المتكرر منها .
 - هـ- المشاركة في اجراء الجرد السنوي لرصيد اللوازم او كلما دعت الحاجة الى ذلك .

المادة(4):-

- أ- يشكل المدير لجنة تسمى (لجنة اللوازم و المشتريات) من خمسة من كبار موظفي الوحدة ويكون المدير الاداري والمالي رئيسا لها وتمارس هذه اللجنة المهام والصلاحيات المنصوص عليها في هذه التعليمات ويحدد المدير نائبا لرئيس اللجنة .
- ب- تجتمع اللجنة حسب الحاجة بدعوة من رئيسها او نائبه في حالة غيابه للنظر في الامور المدرجة على جدول اعمالها واتخاذ القرارات المناسبة بشأنها وتكون اجتماعاتها قانونية اذا حضرها ثلاثة اعضاء او اكثر على ان يكون احدهم رئيسها .
- ج- تصدر قرارات اللجنة بالأكثرية واذا تساوت الاصوات يرجح الرأي الذي صوت بجانبه رئيس اللجنة وعلى العضو المخالف ان يبين اسباب مخالفته خطيا .
- د- يعين المدير احد موظفي الوحدة سكرتيرا لهذه اللجنة ويحدد مهامه في قرار تعيينه .
- هـ- تكون قرارات اللجنة خاضعة لمصادقة المدير ويتم حفظ القرارات بعد توقيعها حسب الاصول في سجل خاص في قاصة حديدية .

المادة(5):-

- أ- مع مراعاة المبالغ المصدرة في الموازنة التقديرية يتم شراء اللوازم بطلب يقدم الى القسم يتضمن تحديد الكميات المطلوب شراؤها وبيانها وافيا بمواصفاتها .
- ب- يقدم طلب شراء اللوازم قبل وقت كاف لاتمام عملية الشراء او التوريد في الوقت المناسب و لا ينظر في اي طلب يوصف بالاستعجال الا اذا كانت هذه الحالة ناشئة عن حاجة طارئة يصعب توقعها او التنبؤ بها وفق تقدير المدير او من يفوضه .
- ج- تتم الموافقة على طلب الشراء في ضوء لائحة اجازة واعتماد النفقات .

المادة(6):-

- أ- يطبق مبدأ المنافسة في جميع عمليات شراء اللوازم للحصول على اكثرها جودة وفضلها سعرا وشروطا مع مراعاة قدرة المتعهد على تنفيذ الالتزام بالتوريد حسب الشروط والمواصفات خلال المدة المحددة للتوريد .
- ب- لا يجوز تجزئة المشتريات المتشابهة المراد شراؤها الى صفقات متعددة .

المادة(7):-

- اذا تساوت المواصفات في اللوازم المعروضة ودرجة جودتها وشروطها الاخرى فعلى الجهة المختصة بالشراء مراعاة ما يلي :-
- أ- اعطاء الافضلية للوازم المنتجة في المملكة على ان تحسب اسعارها على اساس فارق السعر التفضيلي الذي يقرره مجلس الوزراء .
- ب- اعطاء الافضلية للوازم المعروضة من المنافس المقيم في المملكة بصورة دائمة اذا تساوت الاسعار .

المادة(8):-

- أ- يجوز شراء اللوازم من خارج المملكة مباشرة في الحالتين التاليتين :-
- 1- اذا لم تتوافر السلعة المطلوب شراؤها في المملكة وتعذر شراؤها عن طريق المراسلة .
 - 2- اذا اوصت اللجنة ان شراء اللوازم المطلوبة من خارج المملكة مباشرة يحقق مصلحة الوحدة من حيث الكلفة والجودة وسرعة التوريد .
- ب- للمدير في حالة موافقته على شراء اللوازم المطلوبة من خارج المملكة ايفاد موظف او اكثر الى خارج المملكة لشراؤها في اي من الحالتين المنصوص عليهما في الحالتين (2.1) من الفقرة

(أ) في هذه المادة على ان يقترن قرار شراء اللوازم بموافقة خطية من الجهة صاحبة الصلاحية وفق احكام هذه التعليمات .

المادة(9):-

يجوز للقسم بموافقة الجهة ذات الصلاحية بالشراء بتبديل لوازم مستعملة بلوازم اخرى جديدة او مستعملة بناء على قرار اللجنة وعلى ان يتم تحديد سعر عادل للوازم المتبادلة بما يتفق ومصلحة الوحدة .

المادة(10):-

مع مراعاة صلاحية شراء اللوازم وفق احكام هذه التعليمات تتم عملية الشراء بطرح عطاءات , الا انه يجوز شراء لوازم باحدى الطريقتين التاليتين :-

أ- الشراء المباشر بالتفاوض مع البائعين او المنتجين او الموردين في اي من الحالات التالية :-

- 1- اذا كانت اللوازم المطلوب شراؤها محددة الاسعار من قبل السلطات الرسمية او ذات اسعار محددة عالميا .
- 2- اذا كانت اللوازم المطلوبة لمواجهة حالة طارئة لا تسمح بالقيام بإجراءات طرح عطاء او استدراج عروض توافق عليها الهيئة بناء على تنسيب المدير المستند الى توصية اللجنة.
- 3- اذا كانت اللوازم لا يمكن توريدها الا من مصدر واحد .
- 4- اذا كانت اللوازم قطعاً تبديلية او اجزاء مكملة او ادوات لا تتوافر لدى اكثر من مصدر واحد بدرجة الكفاءة ذاتها بناء على تقرير فني من ذوي الاختصاص والخبرة .
- 5- اذا كان الغرض من شراء اللوازم توحيد الصنف او التقليل من تنوع الاجهزة لتوفير الصيانة والقطع التبديلية .
- 6- شراء خدمات تشتمل على اعمال صيانة او اصلاح او استبدال او فحص دون ان يكون حجم العمل معلوما عند شراء اللوازم .
- 7- شراء خدمات الضيافة وموادها اللازمة لاعمال الوحدة .
- 8- اذا طرح العطاء او استدرجت عروض ولم يكن بالمستطاع الحصول من خلال اي منها على عروض مناسبة او لم تكن الاسعار معقولة او عند عدم الحصول على كامل الكمية من اللوازم المراد شراؤها من المورد نفسه وفي الوقت المحدد .
- 9- اذا كانت كمية اللوازم المراد شراؤها لا تزيد على (3.000) ثلاثة الاف دينار .

ب- استدراج عروض اسعار في اي من الحالات التالية :-

- 1- اذا دعت حاجة طارئة ومستعجلة للوازم المراد شراؤها يصعب توقعها او التنبؤ بها ولا تسمح بطرح عطاء وفق ما يقرره المدير بناء على تنسيب اللجنة .
- 2- اذا لم يتوافر اكثر من ثلاثة عروض للوازم المطلوب شراؤها .
- 3- اذا كانت قيمة اللوازم المراد شراؤها لا تزيد على خمسة الاف دينار .
- 4- اذا لم تقدم عروض كافية ومناسبة للعطاء المطروح واقتنعت الجهة ذات الصلاحية بضرورة شراء اللوازم عن طريق استدراج عروض اسعار .
- 5- اذا رأى المدير بناء على تنسيب اللجنة ضرورة استدراج عروض من جهات معينة لاسباب تتعلق بالكفاءة المهنية او التخصص .

المادة(11):-

- أ- يتم شراء اللوازم التي تبلغ قيمتها (15.000) خمسة عشر الف دينار فاقل لكل عملية شراء بموافقة المدير وفقا للتعليمات التي يصدرها لهذه الغاية .
- ب- يتم شراء اللوازم التي تزيد قيمتها عن (15.000) خمسة عشر الف دينار ولغاية (50.000) خمسين الف دينار بموافقة الرئيس بناء على تنسيب اللجنة .
- ج- يتم شراء اللوازم التي تزيد قيمتها عن (50.000) خمسين الف دينار ولا تتجاوز (100.000) مئة الف دينار بموافقة الهيئة بناء على تنسيب المدير المستند الى توصية اللجنة .
- د- يتم شراء اللوازم التي تزيد عن (100.000) مئة الف دينار بموافقة المجلس بناء على تنسيب اللجنة المستند الى توصية الهيئة .

المادة(12):-

على اللجنة عند طرح اي عطاء اتخاذ الاجراءات التالية :-

- أ- اعداد وتحديد المواصفات والشروط الخاصة باللوازم والتجهيزات او الخدمات المطلوب شراؤها او تأمينها بما يوفر حاجة الوحدة , وفي القضايا ذات الصفة الفنية يؤخذ رأي الفنيين في داخل الوحدة او خارجها .
- ب- الاعلان عن طرح العطاء بالطريقة التي يقررها المدير اما بالنشر في الصحف او ارسال دعوة العطاء للجهات ذات العلاقة التي تعهد فيها القدرة والكفاءة على تقديم اللوازم او التجهيزات او الخدمات وذلك قبل الموعد المحدد لقبول العطاء بمدة لا تقل عن اسبوعين .
- ج- الطلب الى المناقصين تقديم عينات العروض المقدمه من قبلهم اذا كان ذلك ممكنا وتسلم هذه العينات الى رئيس القسم الذي يوقع على استلامها وذلك لدراستها من قبل اللجنة عند فتح العروض وعلى المناقصين كذلك تقديم الضمانة المالية التي يقررها المدير اذا رأى ذلك ضروريا .
- د- فتح العروض بحضور اكثر اعضاء اللجنة ودراستها والمفاضلة فيما بينها واختيار العرض الافضل وتدوين توصياتها ويشترط في العروض المقدمة الا تقل عن ثلاث عروض الا اذا تعذر ذلك فيمكن الاكتفاء بعرضين اثنين شريطة ان يبرر هذا الامر وتحديد الاسباب .

المادة(13):-

- أ- تتم الاحالة القطعية على صاحب العرض الافضل من حيث الاسعار والجودة المطلوبة وتوافر الكفاءة المالية والتجارية والفنية بصاحب العرض .
- ب- اذا تبين للجنة بأن السعر الاقل لا يتناسب مع مصلحة الوحدة لاسباب تقدرها من حيث الجودة او عدم الكفاءة المالية والتجارية والفنية لصاحب العرض فعليها ان تذكر هذه الاسباب وتحيل العطاء على صاحب العرض الانسب ويجوز تجزئة الاحالة بين اصحاب العروض تبعا لظروف تأمين المواد والخدمات وتقدير الجهة المختصة باتخاذ القرار .
- ج- للجنة مفاوضة صاحب العرض الانسب بعد فتح العطاءات لتخفيض سعره اذا رأته مبررا لذلك .
- د- للجنة اعادة طرح العطاء اذا تبين لها ان اسعار العروض الواردة اليها مرتفعة او لاي اسباب اخرى تراها مناسبة وتحقق مصلحة الوحدة .

هـ- اذا اقتضت الحاجة الحصول على مواد اضافية زيادة عما هو في دعوة العطاء للجهة المختصة باحالة العطاء الموافقة على ذلك شريطة الا تتجاوز قيمة تلك الزيادة في المواد (25%) من قيمة العطاء الاصلي .

المادة(14):-

اذا استتف المناقص الذي تقررت الاحالة القطعية عالية عن تنفيذ العطاء او تأخر عن تقديم المواد او الخدمات المطلوبة في وقتها المحدد او تأخر في تقديم كمية من اصل العطاء او عجز عن تقديم اي كمية في وقتها المحدد او اذا ثبت بان احد المناقصين قدم للوحدة المواد او قام بأداء خدمات بطريقة الغش فللمدير اتخاذ واحد او اكثر من الاجراءات التالية :-

- أ- مصادرة الضمانة المالية او جزء منها وقيدها ايرادا لحساب الوحدة .
- ب- شراء اللوازم او الخدمات من الاسواق التجارية بالاسعار الرائجة والعودة على المناقص المستتف بفرق الزيادة في السعر .
- ج- تكليف المناقص المستتف في السعر بتقديم المواد المطلوبة او اعادة طرح العطاء حسبما يراه المدير مناسباً والعودة على المناقص المستتف لاي فرق في الزيادة في السعر .
- د- مطالبة المناقص المستتف بالتعويض عن اي عطل او ضرر لحق بالوحدة .
- هـ- حرمان المناقص المستتف من الدخول في مناقصات الوحدة للمدة التي تراها مناسبة .

المادة(15):-

يتولى المدير او من يفوضه بذلك خطياً التوقيع على العقود التي تبرم مع المتعهدين وفقاً لاحكام هذه التعليمات .

المادة(16):-

- أ- تورد باسم الوحدة اللوازم المتعاقد عليها سواء كانت من داخل المملكة او خارجها.
- ب- يتولى القسم تسلم اللوازم المشتراه اذا كانت قيمتها لا تزيد عن (3.000) ثلاثة الاف دينار بعد فحصها والتأكد من عددها ومطابقتها للمواصفات والشروط المطلوبة .
- ج- يشكل المدير لجنة تسلم اللوازم من ثلاثة موظفين على الاقل من ذوي الخبرة في هذا المجال تتاطب بها مهمة تسلم اللوازم من المتعهدين والتي تزيد قيمتها عن (3.000) ثلاثة الاف دينار .
- د- للجنة التسلم بموافقة المدير , الاستعانة بالفنيين والخبراء من خارج الوحدة اذا دعت الحاجة لذلك وللرئيس بناء على تنسيب المدير منح مكافآت مالية لهؤلاء الخبراء والفنيين .
- هـ- تتولى لجنة التسلم القيام بما يلي :-
 - 1- فحص اللوازم والمواد حال وصولها للتأكد من عددها ومطابقتها للمواصفات والشروط المطلوبة .
 - 2- تنظيم محضر باللوازم المستلمة يبين فيه نوعها و اوصافها وكمياتها والملاحظات التي تتبادل اليها اثناء عمليات التسلم ويوقع اعضاء لجنة التسلم على المحضر .

3- اذا تبين للجنة الاستلام ان الاعمال المنفذة او اللوازم المشتراة غير مطابقة للشروط المتفق عليها , فعليها ان تقدم تقريراً بذلك للمدير وتوقف تسديد قيمتها حتى يبيت الامر فيها .

المادة(17):-

على الجهات التي تورد اللوازم او الخدمات تقديم فاتورة اصلية موقعة حسب الاصول.

المادة(18):-

يتنظم القسم المستندات اللازمة بعد جرد اللوازم ومطابقتها على الفاتورة ومحضر التسلم ويتم ادخالها الى المستودعات بحضور احد اعضاء لجنة الاستلام .

المادة(19):-

يتم ادخال اللوازم في قيود المستودع بعد تسلمها مباشرة على ان تكون معززة بالوثائق التالية:-

- أ- مستند الادخال .
- ب- محضر لجنة التسلم التي تزيد قيمتها عن (3.000) ثلاثة الاف دينار .
- ج- الفاتورة الاصلية .

المادة(20):-

تخزن اللوازم في المستودعات الخاصة بها بطريقة منظمة بحيث تكون جاهزة للتسليم عند الطلب مع مراعاة مدة صلاحيتها للاستعمال وطبيعة كل نوع منها عند تخزينها لهذه المستودعات .

القيود والسجلات

المادة (21):-

يحتفظ القسم والمستودعات بالسجلات والبطاقات الاحصائية الخاصة باللوازم وتعتمد الوسائل والطرق التي تراها مناسبة لتنظيم وضبط حركة كل نوع منها وتوزيعها والمحافظة على صحة ودقة البيانات المدونة فيها .

المادة(22):-

يلتزم امين المستودع في الوحدة بما يلي :-
أ- تقديم كفالة عدلية وفقاً للتعليمات المالية النافذة وقرار المدير لهذا الشأن .
ب- اعداد تقارير دورية عن وضع اللوازم التي في عهده مرة في السنة على الاقل على ان تكون معززة بقوائم تتضمن اللوازم غير الصالحة للاستعمال والمواد الفائضة عن الحاجة والناقصة والراكدة .
ج- مراقبة رصيد مخزون القرطاسية من كل مادة دورياً وبصورة مستمرة واذا تبين نقص في المخزون عن الحدود المناسبة يقدم طلب لدعم مخزون المستودع بالمواد اللازمة .

المادة(23):-

يحظر الحك او المحو او التغيير او الكشط في السجلات او المستندات او البطاقات الخاصة باللوازم ويتم تصحيح اي خطأ فيها بالحبر الاحمر الثابت وبشكل واضح

ويوقع عليه من قام في التعديل (التصحيح) اللازم ورئيس القسم وذلك وفق الاصول المرعية .

صيانة اللوازم والمحافظة عليها

المادة(24):-

على القسم الاهتمام بصيانة الاثاث والالات وغيرها من موجودات الوحدة واتخاذ الاجراءات اللازمة والكفيلة بالمحافظة عليها وصيانتها .

المادة(25):-

تعقد الوحدة اتفاقيات لصيانة الموجودات الثابتة مع الجهة التي وردتها واذا تعذر ذلك يتم التعاقد مع فنيين مختصين لصيانتها .

المادة(26):-

يعتبر كل موظف مسؤولا عن الالات والاثاث والادوات التي بعهدته من حيث المحافظة عليها واستعمالها بكل دقة وعناية والتبليغ فورا عن كل عطب او تلف يصيبها لتدارك صيانتها او اصلاحها دون تأخير ويلزم التبليغ كذلك في حالة فقدانها لاي سبب من الاسباب .

بيع اللوازم واتلافها وشطبها

المادة(27):-

يتم بيع اللوازم بناء على تنسيب اللجنة في الحالات التالية :-

- أ- اذا كانت فائضة عن الحاجة .
- ب- اذا كانت تالفة وغير قابلة للاستعمال .
- ج- اذا كانت ستستبدل بأجهزة حديثة او اجهزة مستعملة افضل انتاجا .

المادة(28):-

تتولى اللجنة بيع اللوازم بالمزايدة بموافقة المدير اذا كانت قيمتها التقديرية الحالية لا تتجاوز (5000) خمسة الاف دينار وبموافقة الرئيس اذا زادت قيمتها عن ذلك .

المادة(29):-

يتم اتلاف اللوازم التي لا تصلح للاستعمال او التي يتعذر بيعها وفق الاصول التالية:
أ- ينظم القسم قائمة باللوازم المراد اتلافها , تبين منها نوع اللوازم وتاريخ شرائها وقيمتها الشرائية والدفترية والتقديرية الحالية ووصف حالتها والسبب في اتلافها .
ب- تفحص اللجنة اللوازم المطلوب اتلافها قبل المباشرة بعملية الاتلاف وتنظم تقريرا بشأنها تبين فيه ان اللوازم قد اصبحت بحالة لا يستفاد منها وانه قد تعذر بيعها ويرفع التقرير الى المدير للحصول على موافقته المسبقة على الاتلاف اذا كانت القيمة التقديرية للمواد المراد اتلافها لا تزيد عن (2000) الفين دينار اما اذا زادت عن ذلك فيجب الحصول على موافقة الرئيس .

المادة(30):-
عند بيع او اتلاف اي لوازم غير صالحة للاستعمال او فائضة عن الحاجة يجب ان تعزز مستندات اخراجها بوثيقة تثبت بيعها او اتلافها حسب مقتضى الحال .

المادة(31):-
تسلم اللوازم المباعة الى المشتري بعد قبض ثمنها بموجب مستند اخراج اصولي يثبت عليه رقم وتاريخ وقيمة المستند الذي تم بموجبه قبض الثمن .

الاعارة والاهداء

المادة(32):-
للمدير ان يعير اي لوازم الى الوزارات او الدوائر الحكومية او المؤسسات العامة التي تكون بحاجة اليها على ان يثبت ذلك في سجلات اللوازم حسب الاصول .

المادة(33):-
للمدير ان يهدي اي من لوازم الوحدة والتي لا تزيد قيمتها التقديرية على (1.000) الف دينار واذا زادت قيمة اللوازم المراد اهداؤها عن ذلك تؤخذ موافقة الهيئة بناء على تنسيب المدير المستند الى توصية اللجنة , وفي جميع الاحوال لا يجوز اهداء لوازم الوحدة الا للوزارات او الدوائر الحكومية او المؤسسات العامة الرسمية او الهيئات الخيرية والنوادي الرياضية والروابط الثقافية وضيوف الوحدة الرسميين .

احكام عامة

المادة(34):-
يجري المدقق الداخلي للوحدة جردا كاملة لموجودات الوحدة من اللوازم المختلفة كلما رأى المدير ذلك ضروريا وله ان يشكل لجنة جرد لهذا الغرض .

المادة(35):-
للمدير ان يطلب تقديم كفالة بنكية من امين المستودع او اي موظف اخر يحتفظ بعهدته باللوازم بمبلغ يتناسب مع مقدار ما بعهدته منها .

المادة(36):-
اذا نشأت اي حالة خاصة باللوازم غير منصوص عليها في هذه التعليمات فيتم رفعها الى المجلس بتوصية من الهيئة المستندة الى تنسيب اللجنة لاصدار القرار الذي يراه مناسبا بشأنها.

المادة(37):-
للهيئة بناء على تنسيب المدير المستند الى توصية اللجنة اصدار القرارات اللازمة لتنفيذ احكام هذه التعليمات.

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