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PERSONNEL REGULATIONS  
OF THE ISLAMIC ORGANIZATION FOR FOOD SECURITY

# **PERSONNEL REGULATIONS OF THE ISLAMIC ORGANIZATION FOR FOOD SECURITY**

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# PERSONNEL REGULATIONS OF THE ISLAMIC ORGANIZATION FOR FOOD SECURITY

## CHAPTER: I SCOPE AND DEFINITIONS

### ARTICLE 1: SCOPE

The present regulations shall be called "Regulations for the Personnel of the Islamic Organisation for Food Security" and shall be applicable to the personnel of the Secretariat of the Organisation and its subsidiary organs, for the purpose of providing an uniform, comprehensive, and effective system of personnel administration for the Islamic Organisation for Food Security.

### ARTICLE 2: DEFINITIONS

In these regulations the following terms shall have the meaning hereunder assigned to them:

2-1 "ORGANISATION": The Islamic Organisation for Food Security (IOFS).

2-2 "STATUTE": The Statute of the Organisation.

2-3 "SECRETARIAT": The Secretariat of the Organisation.

2-4 "DIRECTOR GENERAL": The Director General of the Organisation.

2-5 "SUBSIDIARY ORGANS": Centres, offices or institutions established in the framework of the Organisation which are subsidiary to it or are under its supervision.

2-6 "POST": A set of duties and responsibilities assigned to the staff member and approved in the budget of the Secretariat or in any of the Subsidiary Organs.

2-7 "STAFF MEMBER": Every individual holding a permanent post in the Secretariat or in the Subsidiary Organs.

2-8 "TEMPORARY STAFF": Any individual appointed for a specific duty by a limited period of contract in the Secretariat or in the subsidiary organs.

2-9 "COUNTRY OF ORIGIN": The State of which the staff member is a national.

2-10 "HEADQUARTERS": The Country where the Secretariat or subsidiary organ is located.

2-11 "OIC": the Organisation of Islamic Cooperation.

2-12 "GENERAL ASSEMBLY": the General Assembly of the Organisation.

2-13 "EXECUTIVE BOARD": the Executive Board of the Organisation.

2-14 "OIC CHARTER": the Charter of the OIC

## CHAPTER: II

### DUTIES AND PRIVILEGES

#### ARTICLE 3:

The Islamic Organisation for Food Security is a specialized institution of the OIC and it is an international organization. Staff members of the Organisation are international officials in accordance with the provisions of Article 3 of the Statute and Article 34 of the OIC Charter. In the exercise of their functions, they shall commit themselves to serving the interest of the Organisation and to conducting themselves in accordance with integrity and impartiality.

#### ARTICLE 4:

The Director General shall be the highest authority in the Secretariat and its subsidiary organs established in accordance with a General Assembly decision. He shall be responsible to the Executive Board and the General Assembly for conducting the activities of the Secretariat and subsidiary organs and for implementing the provisions of the present regulations.

#### ARTICLE 5:

The staff members of the Secretariat and its subsidiary organs are subject to the authority of the Director General and shall be responsible to him for every aspect of their functions in the implementation of the Organisation's aims and objectives.

#### ARTICLE 6:

In the discharge of his duties, the staff member shall:

6-1 Put the interest of the Organisation above all other interests and perform his duties honestly, assiduously, with devotion, neutrality, accuracy and sincerity.

6-2 Strictly abide by the provisions of the present Regulations as well as the instructions of the Director General.

6-3 Be courteous in dealing with the senior and junior staff members, as well as with others.

6-4 Co-operate with other staff members to ensure high performance.

6-5 Strictly observe the working hours.

#### ARTICLE 7:

The staff member shall not:

7-1 Receive or seek instructions from any quarter outside the Organisation.

7-2 Divulge any information acquired in the performance of his duties, particularly, if it is, either by its very nature or due to relevant instructions, classified.

7-3 Keep for personal use any classified document of the Organisation.

7-4 Use any official information or document for private purposes.

7-5 Engage in any activity incompatible with the Organisation's objectives.

7-6 Make any public statement, deliver any lecture, accord any interview to be carried by the mass media in any form, or publish any articles or books, without the prior written approval of the Director General.

7-7 Accept any decorations, rewards or grants, from whatever source, without the written approval of the Director General.

7-8 Engage in any other paid for activities, save in such exceptional cases as may be authorized by the Director General.

7-9 Behave in any way that may be detrimental to his post and his status as an international official.

#### ARTICLE 8:

8-1 In the exercise of their duties the Director General and the staff members of the Organisation shall enjoy diplomatic privileges and immunities in accordance with both the provisions of the OIC Charter Article 34, paragraph 3 and the Article 2, paragraph 1 of the Statute.

8-2 The Director General shall endeavour to conclude immunities and privileges agreements with the host countries of the Subsidiary Organs where the staff members are posted.

#### ARTICLE 9:

9-1 The diplomatic Privileges and immunities shall be granted to the staff members in the interests of the Organisation and for accomplishment of the tasks assigned to them. They in no way, may absolve the staff member from discharging his obligations or abiding by the local laws and regulations.

9-2 The Director General shall have the authority to lift the staff member's immunity in such cases as are provided for in the Headquarters Agreement of the Organisation and similar agreements signed with the host countries of the subsidiary organs.

## CHAPTER: I I I

### POST CLASSIFICATION

#### ARTICLE 10:

10-1 The Director General may create posts in accordance with the provisions of the present Regulations and upon approval of the General Assembly.

Creation of posts in the Subsidiary Organs shall be undertaken in consultation with the concerned Directors General upon approval of the General Assembly.

10-2 Posts other than that of the Director General which is elected post, shall be divided into the following categories:

1. Directors General Category as follows:

- 1 (one) for position of Assistant Director General; and
  - Any further appointments at the level of DG positions shall have an expressive approval of the General Assembly.
2. First Category: for Principal posts staff who are responsible for conceiving, planning, managing and monitoring the activities.
3. Second Category: for Professional posts staff who are responsible for developing, implementing and supervising activities and those with specialist functions, with a minimum of B.A. degree.
4. Third Category: for Administrative posts staff who include administrative assistants, clerks, secretaries, typists, technicians and drivers, with a minimum of Secondary School certificate.
5. Fourth Category: for Support Service posts staffs (Auxiliary staff) that are general services staff performing routine duties of implementation, e.g. messengers, cleaners, maintenance men, watch men, etc.

10-3 Each category shall be subdivided into grades. The grades include posts that are similar in terms of their degree of difficulty, required aptitude and ensuing duties and responsibilities, even where they differ in the nature of the activities involved. Each category comprises the following Grades, classified in the descending order:

1. Director General: Grade DG
2. Principal Category: Grades D.2 and D.1
3. Professional Category: Grades P.4, P.3, P.2 and P.1
4. Administrative Category: Grades A.4, A.3, A.2 and A.1
5. Support Category: Grades S.4, S.3, S.2 and S.1

Remunerations relating to each category are specified in Annex I.

10-4 Each grade allows a certain number of increments:

Director General Grade DG: Twenty-five increments

Principal Category Grades:

Grade D2 and D1: Twenty-five increments

Professional Category Grades:

Grade P4, P3, P2 and P1: Twenty-five increments

Administrative Category Grades:

Grade A4, A3, A2 and A1: Twenty-five increments

Support Category Grades:

Grade S4, S3, S2 and S1: Twenty-five increments

On the condition that, in all cases, only one step increment shall be granted annually after reaching step sixteen (16).

#### ARTICLE 11:

Job descriptions of the various posts in the Organisation shall be made and shall specify:

11-1 The title of the post.

11-2 Summary of the job and its obligations

11-3 A general description of its duties and tasks.

11-4 The requisite competencies

11-5 Educational qualifications and experience needed for the said post in line with the Qualifications Rules annexed to these Regulations (Annex II).

11-6 Performance requirements and expectations

11-7 The Financial Category where the post is placed according to the salary scales annexed to the present Regulations.

## CHAPTER: I V

### APPOINTMENT

#### ARTICLE 12:

The Director General shall be appointed in accordance with the provisions of the Article 15, paragraph 2 of the Statute and the relevant resolution of the General Assembly.

#### ARTICLE 13:

13-1 The personnel of the Organisation, other than those referred to in Article 12, shall be appointed by the Director General in accordance with the provisions of Article 15, paragraph 1 and Article 16 of the Statute and with the provisions of these Regulations, while observing geographical distribution and keeping in conformity with the Qualifications Rules as given in Annex II of the present Regulations.

On recruitment, the Director General shall set up a consultation with the Consultative Committee for initial study, verify and submit recommendations on the relevant application forms received to facilitate the process.

13-2 Appointments of the Directors General and the staff members of Subsidiary Organs shall be undertaken in accordance with the respective (Framework) Statutes of the subsidiary organs concerned.

13-3 Appointments of the Directors General and Principal Category staff members (D-1 and D-2) at the Secretariat and Subsidiary Organs shall be done by selection for four years, including the probationary period.

At the completion of the four years, the contract may be renewed annually for a maximum of seven years from the date of assumption of duty, after which the staff member may not work in the Secretariat or in its subsidiary organs in any position whatsoever.

13-4 Appointments in the Professional and Administrative categories shall be on a permanent basis.

13-5 Appointments to Support Service Posts in Category Four shall be made through local recruitment on a permanent basis.

#### ARTICLE 14:

14-1 Appointment to a post shall be made only after the post has been created in accordance with the rules contained in Article 10-1 of the present Regulations and for which necessary allocations have been provided for in the budget.

14-2 In all cases, advertisements of vacant positions must contain the conditions of appointment thereto in accordance with the Qualifications Rules as attached to the present Regulations (Annex II).

#### ARTICLE 15:

In addition to the provisions contained in the preceding articles, an appointee to the Organisation must meet the following conditions:

15-1 To be a Muslim national of one of the Member States of the Organisation in accordance with the provisions of article 15-7.

15-2 To have completed eighteen years of age and below sixty-three, according to the calendar in force in his country of origin. The first day of the seventh month of his/her year of birth shall be considered as his/her date of birth if his/her identity card does not specify his/her day of birth.

The Director General may abolish the requirement of being below sixty-three years of age, if need be, provided it is confined to the strictest limits and in specific cases of rare expertise which the Organisation is in dire need of.

15-3 To fulfil the requisite qualifications for holding the post in accordance with the Qualifications Rules annexed to the present Regulations.

15-4 To be free of diseases and infirmities that may hinder the exercise of his duties.

15-5 Not having been convicted of a felony or a crime against honour or trust.

15-6 Not having been removed from any job for disciplinary reasons.

15-7 To be either nominated by his State or his State should have no objection to his appointment in the Organisation.

15-8 The conditions stated in this Article shall be supported with official documents certified by competent authorities.

#### ARTICLE 16:

The following procedures shall be followed regarding appointment:

16-1 Appointments to the posts of the Director Generals, First and Second Categories shall be made by means of advertising the vacant post through Foreign Ministries of Member States.

16-2 Appointments to posts of the Third and Fourth Categories shall be made by the Director General directly through selection.

#### ARTICLE 17:

In case more than one candidate meet all the requirements of the post, preference for appointment shall be given to the most qualified, then to citizens of lesser represented Member state, then to the longest graduated, then to the oldest.

#### ARTICLE 18:

The Director General shall issue the decision of appointment of the staff member which shall contain the terms and conditions governing the post, its duties and obligations.

#### ARTICLE 19:

The date of commencement of the appointment of a staff member shall be deemed to be the date of his joining the duty. If he fails to report for duty without a legitimate reason, to be assessed by the competent authority, within thirty days from the date of notification of his entry, the said appointment shall be considered null and void.

**ARTICLE 20:**

20-1 The Director General will take the following oath at an open session of the General Assembly:

"IN THE NAME OF ALLAH, THE COMPASSIONATE, THE MERCIFUL, CONSCIOUS OF MY DUTY TO THE TRUE RELIGION AND TO THE MUSLIM UMMAH, I SWEAR TO ALMIGHTY ALLAH THAT I SHALL DISCHARGE THE DUTIES OF MY POST IN THE ISLAMIC ORGANISATION FOR FOOD SECURITY WITH HONESTY, SINCERITY AND LOYALTY."

20-2 The remaining staff members of the Organisation shall take a similar oath before the Secretary General.

**ARTICLE 21:**

21-1 The staff member who is granted permanent appointment shall undergo a probationary period of one year, renewable once, starting from the date of his joining. The Director General shall have the right to terminate his services during this period or upon its completion, if his aptitude for the post is not confirmed.

21-2 In the case of staff members at the Subsidiary Organs of the Organization outside the headquarters, similar decisions shall be taken upon the recommendation of the Directors General concerned.

**ARTICLE 22:**

In case of change in his educational, social and professional status, the staff member must submit the relevant statements and documents within thirty days from the occurrence of such changes. The submitted educational certificates shall be obtained from university/institute accredited by the relevant authorities of the State where the university/institute is located.

## CHAPTER: V

### INTERIM ASSIGNMENT, TRANSFER AND SECONDMENT

#### ARTICLE 23: INTERIM ASSIGNMENT

The Director General may, when necessary, assign a staff member, on temporary basis and without compensation, to posts at the same or higher levels than those of his post within the same category provided that this shall not infringe upon the principle of promotion to vacant post.

#### ARTICLE 24: TRANSFER

24-1 The Director General may, after consultations with the Directors General of the subsidiary organs concerned, transfer a staff member of the First and Second Categories from the Secretariat to the subsidiary organs and vice-versa and from one subsidiary organ to another.

24-2 Transfer referred to in paragraph 24-1 shall be for a period not exceeding two successive years, and renewable once.

24-3 The transferred staff member shall receive travel expenses for himself and his family members in accordance with the provisions of these regulations.

#### ARTICLE 25: SECONDMENT

25-1 The Director General may approve the secondment of a staff member of the Organisation to a Member State or to any other organisation working in the framework of the OIC. If the staff member is working in a subsidiary organ, the Director General will approve the secondment after consultation with the Director General of the subsidiary organ concerned.

25-2 Secondment shall be for a maximum period of one year and shall be applicable to the staff member who has spent at least two years in service.

25-3 The post of the staff member concerned shall remain vacant during the secondment period. The vacancy may, however, be filled on a temporary basis.

25-4 The salary of a seconded staff member, travel expenses for himself and his family members and all financial obligations incurred by the secondment shall be borne by the party to which the staff member is seconded.

25-5 Conversely, the Director General may approve the secondment of a staff member of a Member State or from any other organisation working in the framework of OIC to the Organisation, upon due advertisement, specifying the required expertise and field of specialization, as long as no person with the same qualification is on the staff of the Organisation. The Member State of the secondee would second any candidate deemed qualified, taking into consideration benefits to be provided by the such Member State and selection must be based on geographical spread and appropriate qualification. Such a secondment position, which shall be called as external secondment, shall be announced and filled in accordance of the provisions of this Regulation. Upon appointment of an external secondee, the provisions of these Personal Regulations, except Chapter VIII, shall be fully abided. If the staff member is working in a subsidiary organ, the Director General will approve the secondment after consultation with the Director General of the subsidiary organ concerned.

25-6 All payments will be borne by the Member States.

25-7 The Terms of Reference of the external secondment shall be binding on the external secondee and shall not be transferred to a permanent post in Secretariat or its subsidiary organs.

#### ARTICLE 26:

The transfer or secondment shall not infringe upon any of the rights of the staff member.



## **CHAPTER: VI**

### **PROMOTION**

#### **ARTICLE 27:**

Promotion of a staff member shall be subject to the following:

27-1 Availability of a vacant post, in the next higher grade.

27-2 Must have spent at least four years in his present grade.

27-3 Must satisfy the minimum qualification requirements as indicated in the Qualifications Rules annexed to these Regulations (Annex II).

27-4 The confirmation of the aptitude of the staff member for promotion shall be established by his obtaining "very good" mark in the performance report for the preceding year and the average evaluation of his work in the reports for the other years in his present grade is at least "Good".

27-5 Verification should be made against the conditions stipulated in the previous paragraphs of this Article through the Consultative Committee provided for in Article 13-1, which shall submit its recommendations concerning the promotion of the staff members from a lower to the higher grade which follows it immediately within the framework of the grades of the same category.

27-6 Those applying from a lower to the higher grade that comes immediately after it, from amongst those sanctioned by the Consultative Committee referred to in the previous paragraph, shall sit for a professional competition organized by the Secretariat for this purpose.

#### **ARTICLE 28:**

If the number of staff members eligible for promotion exceeds the number of vacant posts, preference shall be given to those with higher qualifications and more efficient than to the most senior in the service, then to the oldest.

#### **ARTICLE 29:**

On promotion, the staff member shall be entitled to the initial salary of the grade to which he is promoted. If his salary before promotion is already higher than the initial salary of the grade to which he is promoted, he shall be entitled to the salary step immediately higher or he shall be entitled to one more step if the increase of salary is less than or equivalent to the amount of a step increment of the concerned Category.

#### **ARTICLE 30:**

The Director General may formulate the criteria governing other promotion procedures.

#### **ARTICLE 31:**

Promotion shall be effective from the date stated in the relevant decision.

## **CHAPTER: VII**

### **PERFORMANCE REPORTS**

#### **ARTICLE 32:**

Annual performance evaluation reports shall be undertaken for all staff members, except in case of the Director General, the Assistant Directors General and the Directors General of Subsidiary Organs, during the last two months of each fiscal year for which the performance evaluation report is made.

#### **ARTICLE 33:**

In preparing performance evaluation reports the following procedure shall be observed:

33-1 The evaluation process shall be conducted objectively and consistently to measure staff performance and be documented by using the necessary performance evaluation forms, by the staff member's immediate supervisor, discussed with the staff member concerned, and approved by the officer superior to the reporting officer to be submitted to the Department on HR issues which is needed to confirm the staff member's assessment regarding his/her abiding and adhering to the rules and observing working hours.

33-2 The performance of a staff member will be evaluated in the report as: Excellent, Very Good, Good, Satisfactory or Unsatisfactory.

33-3 The immediate supervisor evaluating a staff member as "excellent or unsatisfactory" shall report in writing the justification for such evaluation to be attached to the evaluation report.

33-4 The performance evaluation reports and their attachments, if any, shall be retained in the service file of staff members.

33-5 Performance evaluation of staff members in the Subsidiary Organs shall be undertaken in accordance with the Statutes of the Organs concerned.

#### **ARTICLE 34:**

34-1 The Director General shall appoint the Consultative Committee to review the performance evaluation reports and submit to him recommendations as to any annual step increment, promotion, training or development programs to be considered for each staff member concerned, as well as regarding the cases of those staff members who have obtained the rating of "Unsatisfactory" in their reports and have filed an appeal to them. The affected staff members may appeal this decision before the the Consultative Committee that shall submit its recommendations to the Director General along with its justifiable opinion on the objection of the concerned staff member. The decision of the Director General shall be final.

34-2 The results of the performance evaluation process shall be used for staff members training and development programs, promotion and salary increment.

34-3 Staff members who are not constantly meeting the required performance standards shall be denied annual step increments or promotion.

## CHAPTER: VIII

### SALARIES, INCREMENTS, ALLOWANCES AND OTHER FINANCIAL PROVISIONS

#### ARTICLE 35: SALARIES

35-1 The staff member shall be entitled, upon appointment, to the initial step in the grade to which he is appointed, in accordance with the salary scales annexed to the present Regulations.

35-2 The staff member may be appointed at a higher salary than the initial step in the grade if so justified by his qualifications and experience.

35-3 The staff members of the Organisation are entitled a cost-of-living allowance in addition to their basic salaries. The cost-of-living allowance will be calculated on the basis of average of the last twelve months data circulated by the UN office of the International Civil Service Commission (ICSC), six months before the start of Financial Year and submitted to General Assembly for consideration and approval.

#### ARTICLE 36:

36-1 The staff member shall not be entitled to a salary for days he has not worked, unless otherwise stipulated in the present Regulations.

36-2 No amount may be withheld from the salary of a staff member except for payment of a debt confirmed either officially or by a final court decision, and the amount withheld shall not exceed one-fourth of the salary except for payment of an alimony.

36-3 In the event of accumulated debts, priority shall be given to alimony payments that have been decided by a court of law.

#### ARTICLE 37:

37-1 If a staff member is suspended from duty pending investigation by the competent authority, he shall receive half pay during the period of suspension. If he is acquitted, his remaining entitlements, for the period of suspension, shall be disbursed to him. If however he is punished in a manner other than dismissal, the Director General shall decide the amount to be disbursed to the staff member out of the remaining part of his entitlements.

37-2 A staff member held in temporary custody shall be deemed to be suspended from duty, and the provisions of the foregoing paragraph shall apply to him.

37-3 A staff member shall not receive a salary for the period spent in prison in compliance with a final court sentence. The Executive Board may establish an Advisory Committee to determine whether the official should be removed from service or maintained.

#### ARTICLE 38: ANNUAL SALARY INCREMENT

Subject to a minimum rating of "Good" in his performance evaluation report and subject to the recommendations of the Consultative Committee provided for in Article 34-1, a staff member shall be entitled to an annual salary increment upon completion of one year's service in his same grade, in accordance with the salary scales annexed to the present Regulations.

In similar terms, a staff member shall be entitled to two annual salary increments in the case of exceptional performance rate of "Excellent", subject to transparent, specific and well defined criteria.

#### ARTICLE 39: HOSPITALITY EXPENDITURES

The hospitality expenditures for exclusive use of Director General may be stipulated in the budget.

#### ARTICLE 40: FAMILY ALLOWANCE

A staff member, if married, shall receive a monthly allowance of US\$200 for spouse and US\$100 for every child to a maximum of five children.

#### ARTICLE 41: EDUCATION ALLOWANCE

A staff member shall be entitled to an education allowance for a maximum of five children regularly attending an educational establishment, subject to the following conditions:

41-1 The allowance shall cover tuition fees within the limit of 10,000 US Dollars per child, per annum.

The payment of allowance shall be dependent on the submission of original document providing that the payment has been made, including official receipt(s) of tuition fees.

41-2 The allowance is entitled to the children between the ages of 5 and 18 years.

41-3 No allowance is due in case of children:

- a) Pursuing studies by correspondence
- b) Pursuing special courses
- c) Enrolled for a Vocational Training Course

41-4 The staff member shall be entitled to school books allowance amounting to 200 US Dollars for elementary school, 400 US Dollars for secondary and 500 US Dollars university level on each child per annum subject to the submission of original and new certificate indicating the child's attendance at school.

41-5 For a child who is either disabled or requires special teaching needs, a payment to a private teacher or a special educational trainer can be made with similar terms as Article 41-1, subject to a Medical Conclusion to ascertain the child's state of health, attach a curriculum duly approved by the educational institution and submit official receipt of the specialist teacher's fee.

#### ARTICLE 42: INSTALLATION GRANT

Excepting the Director General, the Assistant Secretaries General and other staff member shall receive equivalent to two months of basic salary, as an installation allowance, at the time of freshly appointed to a post. Re-election of

the staff member to the same post or a change in the employment conditions shall not entitle him/her a payment of installation allowance, unless he/she is relocated from the country of original posting to another country.

**ARTICLE 43: TRANSPORT ALLOWANCE**

43-1 Each of the Director General and Assistant Director General shall be provided with a car and a driver for their official use.

43-2 The Directors General of the Subsidiary Organs of the Organisation outside the headquarters' country, each shall be provided with a car and a driver for their official use.

43-3 All staff members, other than those specified in above paragraphs, shall be entitled to a monthly transport allowance, at the rates fixed in the schedule annexed hereto. (Annex-III).

**ARTICLE 44: ACCOMMODATION AND RELATED ALLOWANCES**

44-1 In the event, no accommodation is provided by the host government, the Director General shall be entitled to a furnished accommodation.

44-2 The Assistant Director General shall be entitled to:

a) US\$ 100 per month, for maintenance,

b) US\$ 160 per month, for utilities.

44-3 All staff members, other than the Director General, shall be entitled to an annual housing allowance, equivalent to 40% of their respective annual basic salary. The order of granting of housing allowance will be determined by a separate internal regulation.

44-4 Excepting the Fourth Category staff, newly appointed staff members, in the event of arriving at the place of work for the first time to assume their duties, shall be granted hotel accommodation (bed and breakfast only) for a period not exceeding two weeks for Assistant Directors Generals and one week for other staff members.

**ARTICLE 45: OVERTIME**

45-1 The Director General may, by a formal decision, assign work, outside the official working hours, to incumbents of Administrative and Support Service Categories so as to accomplish urgent tasks that cannot be completed during office hours. The number of these staff members must be kept to a strict minimum.

45-2 Compensation for such overtime work shall be computed on the basis of one hour and a half for each hour put in during normal working days, and two hours for each hour, put in during official holidays and festivals. No overtime compensation shall be paid in addition to travelling allowance during official missions.

45-3 Compensation for overtime work in a given month shall not exceed 25% of the monthly basic salary. The Director General may, however, in limited and extreme cases of necessity, increase such compensation to a maximum of 50%.

**ARTICLE 46: BONUS**

The Director General may grant, once a year, encouragement bonus up to one month basic salary to the staff members starting from Directors General category to Support Service category who have rendered services to the Organization, and have done outstanding work or valuable research or submitted practical proposals leading to the improvement of work procedures, to efficiency or rationalization of the Organization's expenses, provided that the numbers of recipients do not exceed 10% of the total number of staff in each category within the limits of the amount adopted in the budget, subject to criteria set by the Director General.

## CHAPTER: IX

### OFFICIAL HOLIDAYS AND ANNUAL LEAVE

#### ARTICLE 47: OFFICIAL HOLIDAYS

47-1 The following days shall be considered official holidays for the staff members of the Organization who are working in the Republic of Kazakhstan:

- Anniversary day of the establishment of the Organization,
- National Day of the host country,
- From 26<sup>th</sup> of Ramadan to 5<sup>th</sup> of Shawal for Eid-el-Fitr,
- From 6<sup>th</sup> to 14<sup>th</sup> Dhul-Hijja for Eid-el-Adha.

47-2 Staff members of subsidiary organs shall be entitled to official holidays on the day marking the anniversary of the Organisation, for the feasts of Eid-el Fitr and Eid-el Adha and on the national days of the host countries, on condition that such holidays do not exceed fifteen days a year.

#### ARTICLE 48: ANNUAL LEAVE

48-1 The staff member shall be entitled to an annual leave of 29 working days with full salary.

48-2 The staff member shall not be entitled to annual leave before completing six months of service.

48-3 Leave dates shall be determined by reconciling the desire of the staff member and the exigencies of duty.

48-4 A staff member shall not be entitled to accumulate his ordinary leave for more than two years including the current one. In the event the stipulated annual leave of a staff member is not approved because of the exigencies of work, he shall be given the choice of, either accumulating it or getting financial compensation for it. Such a compensation shall be calculated on the basis of staff member's basic salary.

#### ARTICLE 49: EMERGENCY LEAVE

A staff member shall be entitled to emergency leave with full pay in the following cases:

49-1 The staff member may, with the approval of his immediate supervisor, be granted emergency leave provided that such leave shall not exceed a total of 7 days per annum and 2 days each time.

49-2 A staff member shall be granted special leave, the duration of which is to be fixed by the Director General, in the event of a relative spouse, children, parent(s), brother(s) and sister(s) die(s).

49-3 A staff member shall be granted special leave up to one month when called up, in emergency situation, for military service, in his country.

#### ARTICLE 50: SICK LEAVE

50-1 A staff member may be granted sick leave, not exceeding 15 (fifteen) working days within a year, on condition that:

- a) The staff member should produce a medical report to the effect that he/she is unable to perform his duties, stating the nature of the illness and the probable duration of incapacity;
- b) In case of an outpatient sickness, the staff member should not leave the duty station; and
- c) Any sick leave days, exceeding the above limit, will be considered as annual leave or leave without pay.

50-2 A staff member, upon submitting a medical report duly certified by a medical institution, may be granted sick leave on condition that:

- a) The Director General may refer the case to a Medical Advisory Committee, prior to his possible approval;
- b) The official is entitled to his entire monthly salary, if this absence does not exceed 60 days. In case the period of absence exceeds this limit, the official is entitled for half of his monthly salary for the second additional period equal to the maximum of 60 days. If his absence exceeds the total of 120 days, the official can go on a further period of leave of 30 days without pay, after which his case shall be decided by the Director General;
- c) With the provision that the medical certificate should be signed by a medical committee.
- d) The concerned staff member should not leave the duty station in the case of outpatient sickness.

50-3 In the event of continued illness, the staff member shall be referred to an approved medical committee to determine to what extent, he can continue to work.

#### ARTICLE 51: MATERNITY LEAVE

51-1 A female staff member shall be entitled to a 70 days maternity leave with full pay before the childbirth, starting date of which shall be determined on the basis of an approved medical report according to the legislation of the host country and 56 days maternity leave with full pay after the childbirth.

51-2 A male staff member shall be entitled to a 7 days paternity leave with full pay.

#### ARTICLE 52: WIDOWHOOD LEAVE "IDDAH"

A female staff member shall be entitled to an Iddah leave of four months and ten days with full pay, starting from the date of death of her husband.

#### ARTICLE 53: HAJJ PERFORMANCE LEAVE

53-1 A staff member shall be entitled to a four weeks special leave with full pay to perform the obligation of Hajj, once during his period of service with the Organisation.

53-2 This period may, however, be reduced to two weeks in case of staff members of Subsidiary Organs, situated in the Kingdom of Saudi Arabia.

53-3 A staff member shall not be eligible for this leave unless he has held his post for at least one year.

**ARTICLE 54: LEAVE WITHOUT PAY**

A staff member may be granted sabbatical leave without pay for a maximum period of one year by the Director General provided that he has already served not less than three years.

During the period of leave without pay, all financial rights and privileges of the staff member which are stipulated in these Regulations, shall be suspended.

## CHAPTER: X

### TRAVEL

#### ARTICLE 55:

55-1 The Director General, the Assistant Director General, and members of their families, who are their legal dependents, travel in First Class.

55-2 The Advisors to the Director General, the Directors General, the Ambassadors who have previously represented their countries as ambassadors, and Heads of Departments at the Secretariat and members of their families, who are their legal dependents, shall travel in Business Class. Other staff members and their family members shall travel in Economy Class.

55-3 The Secretariat shall explore all the possibilities through competitive bidding (such as the most direct route, excursion rate, special rate, etc.) to obtain the best tariffs in each case, while preparing the travel plans.

55-4 The Advisors to the Director General, the Directors General, the Ambassadors who have previously represented their countries as ambassadors, and Heads of Departments at the Secretariat, who are entitled to travel in Business Class as stipulated by Article 55-2, shall be, exceptionally, entitled to travel in First Class during the official missions only that require more than six hours flight time in one sector.

55-5 Staff members in the Principal Category (D1 and D2), who are entitled to travel in Economy Class as stipulated by Article 55-2, shall be, exceptionally, entitled to travel in Business Class during the official missions only that require more than six hours flight time in one sector.

#### ~~ARTICLE 56:~~

~~The Organisation shall cover the cost of return ticket in economy class (student rate or excursion rate, whichever is less) for children of the staff members studying abroad, once every two years so as to enable them to visit their parents. The cost of the visit shall be covered, during the year when the staff member is not entitled to home passage. The cost of return ticket shall not exceed the air passage between the country of origin of the staff member and his place of work.~~

#### ARTICLE 57: TRAVEL ON APPOINTMENT AND TERMINATION OF SERVICE

Upon appointment of a staff member, with the exception of those belonging to the Fourth Category, the Organisation shall pay, travel expenses (in keeping with the provisions in Article 55-3) plus 50 Kilos of accompanied baggage for him and 30 Kilos for his wife and 10 Kilos for each child up to a maximum of five children by air, from his home country or country of residence to his place of duty. For reimbursement, the staff member concerned shall provide the ticket stub and/or the original receipt. Upon termination of service, similar passage shall be provided.

#### ARTICLE 58: TRAVEL ON TRANSFER

The institution to which the staff member has been transferred shall bear the travel expenses of the transferred staff member and his family members.

#### ARTICLE 59: TRAVEL ON HOME LEAVE

59-1 The Organization shall pay the travel expenses of the staff member, with the exception of those belonging to the fourth category, and his family members who are residing with him, once every two years, for home leave and return to his duty station. The Organization may grant travel tickets or disburse their cash value. (Taking into consideration the provisions in Article 55).

59-2 In the event that the staff member wishes to travel to a country other than his home country, the Secretariat shall bear the cost of the ticket if it is less than or equal to the price of the ticket to his home country.

#### ARTICLE 60: TRAVEL ON OFFICIAL MISSION

60-1 The staff member of the Secretariat shall undertake official missions solely for the purpose of furthering the aims and objectives of the Organisation consistent with decisions of the General Assembly.

60-2 The Director General may send staff members on official missions both within and outside the headquarters country. The number of delegates in such official missions shall be kept to the bare minimum within the limit of the funds allocated for this purpose.

60-3 The Director General shall issue a decision stating the name and grade of the delegated staff member, the nature, the destination and duration of the mission and whether the mission is to be carried out at the expense of the Organisation or at the invitation of another party. No staff member shall proceed to an official mission or stay longer after the mission without a prior approval of the Director General. The Directors General of Subsidiary Organs shall duly inform the Director General of their official missions.

60-4 The Organisation shall pay the travel expenses of the staff member on a mission if such expenses are not assumed by the host country/agency or other organisations to which he is assigned. (Taking into consideration of Article 55).

60-5 The per diem allowance for official travel shall be paid at the rates set out in Annex IV to these Regulations. An advance shall be made on the mission account which shall be settled upon return of the staff member from the mission.

60-6 Upon completion of an official mission the head of delegation shall submit a report on the results of the said mission.

60-7 After the completion of an official mission, the copy of the ticket and/or boarding pass shall be returned and the travel advance shall be settled as soon as possible.

**ARTICLE 61: TRANSPORTATION OF MORTAL REMAINS**

61-1 Upon the death of a staff member, the Organisation shall pay all the expenses of preparation and transportation of the dead body, and the expenses of travel of his family members to their home country.

61-2 Upon the death of a family member, residing with the staff member, the Organisation shall pay the expenses of preparation of the dead body and of its transportation to his country, in addition to the return air passage of the staff member accompanying the body.

**ARTICLE 62: TRANSPORTATION OF PERSONAL EFFECTS**

62-1 On termination of a staff member's service, the Organisation shall pay for flight of a staff member from his place of work to his home country or to his country of permanent residence, also transportation of 80 kg luggage per each family member.

62-2 The party to which a staff member is transferred shall bear the cost of transporting his personal effects to his place of work according to provisions of the preceding paragraph (62-1).



## **CHAPTER: XI**

### **HEALTH CARE**

#### **ARTICLE 63:**

The Organisation shall provide health care for:

63-1 All staff members and the family members specifically mentioned in Article 66.

63-2 The staff members residing overseas by virtue of their work and their families residing with them.

63-3 The staff members sent on official missions outside the Headquarters' country as well as the officials on paid leave with their families.

#### **ARTICLE 64:**

The Organisation shall bear all medical expenses incurred with the exception of the following, unless the illness was caused by or during the service:

- a) Esthetical laser operation and alike
- b) False teeth, installation of dentures, cleaning of teeth
- c) Plastic surgery
- d) Elimination of earlier permanent bodily defect
- e) Compensatory aids
- f) Cost of escorts at hospitals
- g) Unauthorized regular check-ups
- h) Any other expenses not relating to the treatment.

#### **ARTICLE 65:**

65-1 The Organisation shall determine the insurance company to undertake health care through medical insurance of staff members and their families.

65-2 Decisions relating to outside treatment of staff members of Subsidiary Organs and their family members will be taken in consultation with the Directors General concerned.

#### **ARTICLE 66:**

For the purpose of the health care, the family of the staff member means:

- a) The spouse
- b) Sons under the age of eighteen years or if they have reached that age and are still pursuing their studies, up to the age of twenty-five.
- c) Daughters (unmarried, divorced or widowed) provided they have no other means of subsistence.
- d) Physically disabled parents provided they have no other means of subsistence.

#### **ARTICLE 67:**

A staff member shall be under obligation to reimburse the expenses paid for treatment in case of established abuse, by him of the rights prescribed in the present Regulations in addition to the disciplinary measures stipulated in the present Regulations.

#### **ARTICLE 68:**

The Organisation shall bear the expenses of treatment of staff member in the service of the Organisation if he incurred illness or injury - in such cases the treatment of the staff member shall continue until complete recovery even if the period involved extends beyond the end of service of the staff member in the Organisation. Such treatment shall not interfere with the right of a staff member to receive other benefits as stipulated in other Articles of present Regulations.

#### **ARTICLE 69:**

69-1 If a staff member in the service incurred illness or injury resulting in partial disability which does not seriously affect the level of his performance, the Organisation shall pay a suitable compensation to the staff member after a Medical Advisory Committee composed of three doctors accredited to the Organisation, examines the staff member for assessment of the degree of disability.

69-2 The amount of suitable compensation shall be determined with the approval of the Executive Board of the Organisation.

#### **ARTICLE 70:**

70-1 If the illness or injury is incurred during the tenure of service results in total disability or death, the Organisation shall pay a compensation to the staff member or his heirs equivalent to five percent of the total salaries received by the staff member during his period of service in the Secretariat with a minimum amount of two thousand U.S. Dollars.

70-2 The payment of compensation in the event of total disability shall be made with the approval of the Executive Board after subjecting the disabled staff member to examination by a Medical Advisory Committee consisting of three doctors accredited to the Organisation for assessment of his degree of disability.

70-3 The above mentioned compensation shall not adversely affect the right of a staff member to receive other benefits as provided for under other Articles of present Regulations.

## CHAPTER: XII

### **DISCIPLINARY MEASURES**

#### ARTICLE 71: DISCIPLINARY COMMITTEE

71-1 The Executive Board shall establish an ad-hoc disciplinary committee comprised, equally, of representatives of the administration and representatives elected by the staff composed to study disciplinary cases referred to it under the terms of paragraphs c, d, e and f of Article 73-1.

71-2 The Director General shall lay down the detailed provisions governing the conduct of the activities of the disciplinary committee, taking into account the right of each staff member to object to the disciplinary procedure stipulated in article 73-1 and paragraphs 6,7 and 8 of Article 75 of these regulations, after the decision has been issued.

#### ARTICLE 72:

The Director General shall seek the advice of the Disciplinary Committee before taking action under any of the paragraphs c, d, e and f of Article 73-1.

#### **ARTICLE 73:**

The Director General shall, upon the recommendation of the disciplinary committee, take disciplinary action against a staff member who violates the present Regulations and rules of the OIC and when the conduct of the staff member warrants such an action

73-1 The disciplinary measures shall be according to the following order:

- a) A written notice by the immediate superior.
- b) A written warning by the immediate superior of the staff member.
- c) Withholding of the forthcoming annual increment for a period of one year.
- d) Demoting to a lower step or grade
- e) Final warning by the Director General
- f) Termination of service by a decision of the Director General.

73-2 The Director General shall decide, according to the nature of the violation, which of the measures contained in Paragraphs d, e and f should be taken as disciplinary action.

#### **ARTICLE 74:**

The Director General must initiate an investigation before giving a final written warning to the staff member concerned.

## CHAPTER: XIII

### TERMINATION OF SERVICE

#### ARTICLE 75:

The services of a staff member shall be terminated for any one of the following reasons:

75-1 Abolition of the post

75-2 Certified physical disability

75-3 Resignation

75-4 Retirement

75-5 Death

75-6 A decision by the Director General given on grounds other than disciplinary such as an "unsatisfactory" grade in two consecutive or three non-consecutive performance reports.

75-7 Disciplinary dismissal

75-8 Loss of any of the basic requirements for appointment.

75-9 A staff member shall be considered as having resigned in case of unjustified absence from duty for an uninterrupted period of fifteen days or a total of thirty inconsecutive days in one year.

#### ARTICLE 76:

The decision to terminate the services of a staff member shall be issued by the Director General. Such a decision in the case of staff members in Subsidiary Organs shall be taken upon the recommendation of the Directors General concerned.

#### ARTICLE 77:

The abolition of a post shall be based on a decision by the General Assembly. The staff member concerned shall be given three months' notice prior to the date set for abolition of the post.

#### ARTICLE 78:

78-1 The application for resignation shall be addressed in writing to the Director General through immediate superior of the staff member so applying.

78-2 The submitted resignation shall state the desired effective date of the resignation with a notice period of not less than one month.

78-3 The Director General may accept the resignation or reduce the advance notification period, or may defer it for a period not exceeding two months from the date of submission.

78-4 The resignation shall be decided upon within the above-mentioned period, and in the absence of such a decision, shall be considered acceptable upon expiration of the said notice.

78-5 The staff member must continue to discharge his duties until the date fixed by the authority for the coming into effect of the resignation subject to the periods indicated above.

78-6 The resignation of a staff member suspended from duty or under investigation cannot be accepted until the case is decided upon.

78-7 A staff member shall be considered as having resigned at the date of the loss of any of the basic requirements of appointment stipulated in Article 15, during the service.

#### ARTICLE 79:

79-1 The retirement age for a permanent staff member is reached after completing twenty-five (25) years of service in the IOFS or at the age of sixty-three, whichever comes earlier. The Director General may, when the exigencies of the service so require, extend the service of the staff member beyond the retirement age

79-2 The period of additional service referred to in Article 79-1 can be extended for a maximum of five years (up to age of 68, or up to a total service of 30 years, whichever comes earlier), and such a period shall not be taken into account in the calculation of the end of service indemnity.

#### ARTICLE 80:

Indemnity for end of service to be paid to the staff members in the different cases shall be as follows:

80-1 In the cases of the expiry of the contract, abolition of post, certified physical disability, resignation, retirement and death, the staff member concerned shall be paid, for each year of service, an amount equal to the salary of two months. Payment in case of death shall be made to his legal heirs.

80-2 In the cases where a staff member is dismissed by the decision of the Director General for reasons other than disciplinary ones, such as an "unsatisfactory" grade in two consecutive or in three nonconsecutive years in the performance reports, the staff member concerned shall be paid a termination indemnity equivalent to salary of one month for each year of service during which he obtained an unsatisfactory grade, while maintaining his right to receive an indemnity equivalent to the salaries of two months for each one of the other years.

80-3 In the cases where the staff member is dismissed from service in accordance with the provisions of paras 7 and 8 of Article 75, the staff member concerned shall be entitled to an end of service indemnity equivalent to the salary of one month for each year of service.

#### ARTICLE 81:

81-1 A staff member shall be entitled to a termination indemnity as stipulated in Article 80 provided he has completed two or more years of service.

81-2 In the calculation of the termination indemnity, the fraction of a month of service shall be rounded up to a full month.

81-3 The termination indemnities stipulated in Article 80 of the present Regulations shall be calculated on the basis of the last month salary of the staff member concerned, excluding any of the allowances provided for under these Regulations.

**CHAPTER: XIV**  
**PENSION SCHEME**  
**ARTICLE 82:**

The officials of the Organisation enjoy all the privileges and benefits granted to them by the Pension Scheme adopted by the General Assembly.

## CHAPTER: XV

### MISCELLANEOUS PROVISIONS

#### ARTICLE 83:

Without prejudice to the provisions of Article 66 the phrase "family of a staff member" whenever it appears in the present Regulations, mean the following: the spouse, sons under the age of eighteen years or if they have reached that age but still are pursuing their studies - until they complete twenty five years of age, daughters (unmarried, divorced or widowed), any special-need child and the parents provided that they have no other means of subsistence.

#### ARTICLE 84:

The Director General may, in exceptional cases, conclude short term contracts to be called consultancy contracts, preferable with citizens of OIC Member States, in accordance with the following conditions:

- a) The required functions must be of a highly special nature,
  - b) Non-availability of qualified personnel in the OIC to do the work,
  - c) The consultant shall not handle any executive function in the OIC,
- c) This function shall be in line with OIC annual budget.

#### ARTICLE 85:

85-1 The Director General may delegate some of his authorities and powers to the Assistant Director General, and to Directors General of Subsidiary Organs. The Assistant Directors General and Directors General may, as well, delegate part of their authorities to their immediate subordinates.

85-2 Any such delegation of powers shall be enacted by a decision specifying its duration and the responsibilities to be delegated. The decision shall be circulated to all the departments of the Secretariat and the Directors General of the Subsidiary Organs concerned.

#### ARTICLE 86:

The Director General shall fix the working days and office hours at the Secretariat, the Subsidiary Organs and the OIC Missions, taking into account the working days and office hours in the respective host countries of all these entities of the Organization.

#### ARTICLE 87:

The personnel of the Organisation may establish an association with the purpose of consolidating relations among themselves and consulting together over their affairs. The resources of the association shall be drawn from the contributions of its members. The association shall exercise its activities in accordance with a statute to be drawn up by it and be approved by the Director General.

#### ARTICLE 88:

88-1 The present Regulations shall come into force as of the date of their adoption by the General Assembly.

88-2 The provisions of the present regulations shall be applicable to the staff members of the Organisation who are appointed after approval of these Regulations and also to those whose contracts are renewed with the exception of the Articles relating to the conditions of the appointment.

88-3 The Director General shall issue the decisions and instructions necessary for the implementation of the present regulations.

#### ARTICLE 89: COMMITTEE ON THE SETTLEMENT OF DISPUTES

A staff member may object to an administrative order or a disciplinary penalty taken against him, before an Administrative Committee for dispute settlement composed of: a representative of the member state assuming the chairmanship of the Executive Board, a representative of the member state assuming the chairmanship of the General Assembly, a representative of the host country, a representative of the OIC and the staff member or his representative. The Administrative Committee submits its recommendation to the Director General whose decision in this connection shall be final.

## ANNEX – I

## MONTHLY SALARY SCALE OF THE STAFF MEMBERS OF THE IOFS SECRETARIAT

(USD)

CATEGORY/GRADES	INITIAL SALARY	MAXIMUM SALARY	MONTHLY INCREMENT (ON ANNUAL BASIS)	STEP (ON ANNUAL BASIS)
DIRECTOR GENERAL			Fixed	
DEPUTY DIRECTOR GENERAL				
PRINCIPAL CATEGORY				
D2				
D1				
PROFESSIONAL CATEGORY				
P4				
P3				
P2				
P1				
ADMINISTRATIVE CATEGORY				
A4				
A3				
A2				
A1				
SUPPORT SERVICE CATEGORY				
S4				
S3				
S2				
S1				

## ANNEX-II

## QUALIFICATION RULES

Title	Grade	Reading&Writing Ability	Elementary School Certificate	Secondary School Certificate	High School Degree	Post Secondary Degree	Bachelor's Degree	Master's Degree	Ph. D
Directors General	DG						18	14	10
Principal Posts	D2						16	12	8
	D1						12	8	4
Professional Posts	P4						-	-	4
	P3						-	4	Entry
	P2						4	Entry	
	P1						Entry		
Administrative Posts	A4					Entry			
	A3				4				
	A2			4	Entry				
	A1			Entry					
Support Service Posts	S4		4						
	S3		Entry						
	S2	4							
	S1	Entry							



ANNEX – III

MONTHLY TRANSPORTATION ALLOWANCE TO THE STAFF MEMBER

CATEGORY	USD
FIRST CATEGORIES (Principal Posts)	500
SECOND CATEGORIES (Professional Posts)	400
THIRD CATEGORIES (Administrative Posts)	400
FOURTH CATEGORIES (Support Service Posts)	300

ANNEX – IV

TRAVEL ALLOWANCE TO THE STAFF MEMBER OF THE IOFS SECRETARIAT ON OFFICIAL MISSION

CATEGORY	IN THE HOST COUNTRY	OUTSIDE THE HOST COUNTRY
DIRECTORS GENERAL	350	500
FIRST CATEGORIES (Principal Posts)	300	400
SECOND CATEGORIES (Professional Posts)	250	350
THIRD CATEGORIES (Administrative Posts)	200	300
FOURTH CATEGORIES (Support Service Posts)	150	250