



THE REPUBLIC OF THE UNION OF MYANMAR

THE RULES AMENDING THE CIVIL SERVICE PERSONNEL RULES

THE REPUBLIC OF THE UNION OF MYANMAR
THE UNION CIVIL SERVICE BOARD

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9th June , 2017

The Republic of the Union of Myanmar
The Union Civil Service Board
Notification No.35/ 2017
The 15th Waxing Day of Nayone, 1379 M.E.
(9th June, 2017)

The Union Civil Service Board hereby issues the following rules in exercise of the power conferred by sub-section (a) of Section 76 of the Civil Service Personnel Law with the approval of the Union Government.

1. These rules shall be called **the Rules Amending the Civil Service Personnel Rules.**
2. Rule 2 of the Civil Service Personnel Rules shall be substituted as follows:
 - “2. The provisions in these rules shall apply to the service personnel entitled to the pay and allowances disbursed out of the State Budget. Although the Defence Service Personnel and members of the Myanmar Police Force are the Civil Service Personnel, these rules shall not apply to them according to the nature of their work and duties.”
3. In Rule 3 of the Civil Service Personnel Rules:
 - (a) Sub-rule (b) shall be deleted.
 - (b) Sub-rule (d) shall be substituted as follows;
 - “(d) Probation means the appointment to an initial post of one category of staff in the organizational set-up by putting on probation for a period with particular conditions to train to acquire skill needed for the staff before confirmation of the appointment.”

4. The expression “Ministry of Labour, Employment and Social Security” in clause (i) of sub-rule (a) of Rule 19 and Rule 217 of the Civil Service Personnel Rules shall be substituted by the expression “Ministry of Labour, Immigration and Population”.

5. The expression “sub-rule (d) of Rule 20” in sub-rule (b) of Rule 21 and sub-rule (a) of Rule 22 of the Civil Service Personnel Rules shall be substituted by the expression “sub-rule (e) of Rule 20” respectively.

6. The expression “Head of the Ministry and the Organization” in ‘sub-rule (a) of Rule 27 of the Civil Service Personnel Rules and the expression “Head of the Services Personnel Organization” in Rule 18, sub-rule (f) of Rule 28, sub-rules (b) and (c) of Rule 62, Rule 63 and Rule 159 of the Civil Service Personnel Rules shall be substituted by the expression “Head of the Ministry and the Organization or Head of the Services Personnel Organization”, the expression “Head of the Services Personnel Organization” in clause (ii) of sub-rule(h) of Rule 210 of the Civil Service Personnel Rules shall be substituted by the expression “Head of the Ministry and the Organization” and the expression “Heads of the Ministry and the Organization” in sub-rule(b) of Rule 222 of the Civil Service Personnel Rules shall be substituted by the expression “Heads of the Services Personnel Organization” respectively.

7. In Rule 35 of the Civil Service Personnel Rules:

(a) Sub-rule (b) shall be substituted as follows;

“(b) Depending on the work nature of the post, written test or both written test and practical test, and then personal interview shall be done.”

(b) Sub-rule (f) shall be substituted as follows;

“(f) In preparing evaluation report, rating and comment as

prescribed in the Form (16) shall be provided initially by the immediate supervisor and then evaluation shall be done by successively higher supervisor and finalized, confirmed and signed by the head of the services personnel organization or an authorized person assigned by the Region or State Government.”

(c) Clause (iii) of sub-rule (h) shall be substituted as follows;

“(h) In evaluating and rating:

(iii) a short description of evaluation as prescribed in the Form (16) shall be given for below average and outstanding grades.”

8. The expression “of the Union Government” in sub-rule (e) of Rule 37 of the Civil Service Personnel Rules shall be deleted.

9. The expression “ shall make a waiting list” in Rule 39 of the Civil Service Personnel Rules shall be substituted by the expression “shall make a waiting list as prescribed in the Form (17).”

10. The expression “ shall make a waiting list” in Rule 40 of the Civil Service Personnel Rules shall be substituted by the expression “shall make a waiting list as prescribed in the Form (18).”

11. The expression “who are under departmental inquiry” in Rule 41 of the Civil Service Personnel Rules shall be substituted by the expression “who are under departmental enquiry”.

12. The expression “If he frees from the penalty only when the list is no longer valid, he shall take the assessment test again” in Rule 44 of the Civil Service Personnel Rules shall be substituted with the expression “ If he does

not free from the penalty at the time of the list is no longer valid, he shall take the assessment test again.”

13. In Rule 46 of the Civil Service Personnel Rules:

- (a) Sub-rule (b) shall be substituted as follows;
 - “(b) shall be selected in accordance with the waiting list made by the personal profile, marks for term of service and performance evaluation report as prescribed in the Form (18).”
- (b) Sub-rule (c) shall be substituted as follows;
 - “(c) the evaluation report for promotion of civil service personnel at the rank of time scale pay (160,000kyats-2000kyats-170,000kyats) to (180,000kyats-2000kyats – 190,000kyats), shall initially be prepared as prescribed in the Form (19) by the officer at the rank of time scale pay (200,000kyats-2000kyats-210,000kyats) from the relevant services personnel organization and the comment shall be added by the head of the services personnel organization and then shall be finalized, confirmed and signed by the Head of the Ministry and the Organization.”
- (c) Sub-rule (d) shall be substituted as follows;
 - “(d) if there is no officer at the rank of time scale pay (200,000kyats-2000kyats-210,000kyats) in the organizational set-up of the relevant services personnel organization the team led by the official at the rank of the time scale pay (180,000kyats-2000kyats-190,000kyats) who is in charge of the administrative

department and comprising other officers of the same rank shall prepare the initial evaluation report as prescribed in the Form (19) and the comment shall be added by the head of the services personnel organization.”

(d) Sub-rule (e) shall be substituted as follows;

“(e) the evaluation report for promotion of civil service personnel from the rank of time scale pay (180,000kyats-2000kyats-190,000kyats) to the rank of time scale pay (200,000kyats-2000kyats-210,000kyats) shall be prepared by the head of the services personnel organization as prescribed in the Form (19) and the comment shall be added by the higher level of the former and then shall be finalized, confirmed and signed by the Head of the Ministry and the Organization.”

14. After the expression “evaluation” in clause (iii) of sub-rule (f) of Rule 47 of the Civil Service Personnel Rules, the expression “as prescribed in the Form (19) shall be inserted”.

15. The expression “the head of the relevant services personnel organization may promote appropriately by exercising his authority” in Rule 48 of the Civil Service Personnel Rules shall be substituted with the expression “the head of the Ministry and the Organization or the head of the services personnel organization may agree to promote with approval of the Qualification Inspection Board.”

16. Rule 80 of the Civil Service Personnel Rules shall be substituted as follows:

“80. When the end of the calendar year, earned leaves which were left in the leave record shall be saved but it shall not exceed two months.”

17. Rule 101 of the Civil Service Personnel Rules shall be substituted as follows:

- “101 (a) Female service personnel shall be entitled to the maternity leave for six months from the starting date of the leave.
- (b) Maternity leave;
- (i) shall not be granted as a continuation of other kinds of leave.
 - (ii) if requested with the evidence of the medical certificate, may be followed by other kinds of leave.
 - (iii) in the condition of miscarriage, shall be granted for not more than six weeks on submission of the evidence of the medical certificate.
 - (iv) in the condition of likelihood of miscarriage, shall not be granted but only other appropriate kind of leave may be granted.
 - (v) in the case of pre-eclampsia or eclampsia, the appropriate kind of leave shall be granted for not more than six weeks on submission of the evidence of the medical certificate without debiting against maternity leave.
 - (vi) for the birth of a twin or more than two babies, six weeks shall be granted as additional maternity leave to care for the babies after the date immediately at the end of ordinary maternity leave.
- (c) if the husband of the concerned female giving birth is a civil service personnel, he shall be granted for two weeks to care for the baby. This two weeks shall be treated as on duty and granted with full pay.

18. Rule 152 of the Civil Service Personnel Rules shall be substituted as follows:
- “152 (a) Either the Union Government, or an authorized government department or government organization assigned by the Union Government may, with the approval of the Union Government, designate the townships where regional allowance shall be granted and amend it from time to time.
- (b) Civil service personnel who perform duties in the townships designated under sub-rule (a) shall be entitled to the regional allowance at the rate specified by the Ministry of Planning and Finance from time to time.
19. In the Civil Service Personnel Rules:
- (a) The introductory part of the Rule 153 shall be deleted.
- (b) Sub-rule (a) of Rule 153 shall be substituted as follows;
- “(a) The regional allowance is granted only when civil service personnel reside in the designated townships and either;
- (i) They have been transferred by the relevant department, or
- (ii) They are sent to do project, do research, survey or such kind of work for a minimum period exceeding four months, assigned as associated duties or perform as duties,
- (iii) In line with the stipulations prescribed by the Ministry of Planning and Finance from time to time.”
- (c) Sub-rule (d) of Rule 153 shall be substituted as follows;
- “(d) If civil service personnel have to go from the township where the regional allowance is granted to the township

where the regional allowance is not granted for the purpose of attending national commemoration ceremony or performing assigned duty, attending a meeting or a departmental training or taking part in the interdepartmental or national competition or travel on duty within the country or abroad where the costs for accommodation and meal will not be borne by the relevant country or organization, they are entitled to the regional allowance where the costs for accommodation and meal will be borne by the relevant country or organization in foreign country, regional allowance shall be granted only for a period not more than four months.”

20. After the expression “service personnel is guilty” in sub-rule (b) of Rule 170 of the Civil Service Personnel Rules, shall be inserted the expression “according to the sufficient evidence”.

21. The expression “who has attained the age of 55” in sub-rule (b) of Rule 233 of the Civil Service Personnel Rules shall be deleted.

(Sd.) Win Thein

Chairperson

The Union Civil Service Board

Qualifications Assessment Form for the Assistant Director**Post Level and Below****[Rule 35(f),(h)(3)]**----- **Ministry/Organization**----- **Department / Enterprise / Office**----- **Date From** ----- **Date to** ----- **of Assessment
of Qualification****1. Personnel Profile**

- (a) Name -----
- (b) Nationality and Religion -----
- (c) Place of birth -----
- (d) Name of Father -----
- (e) Age(Date of birth) -----
- (f) Citizenship Scrutiny Card No.-----
- (g) Prominent Mark -----
- (h) Current Designation-----
- (i) Receiving date of Current Post and Term of Post -----
- (j) How to obtain the Current Occupation -----
- (k) Open competition or Direct appointment -----
- (l) Date of first appointment and total term of service-----
- (m) Receiving date of gazette officer post and total Official service
term -----
- (n) Department / Division / Section -----

2. Educational Background

Status of Completion Certificates for Basic Education and Higher Education	Name of School and Subjects	Year of Passing Examination and Outstanding
(a) Primary		
(b) Middle		
(c) High		
(d) University/College		
(e) Additional Diploma/Degree		
(f) Studying of other Subjects* In the Country/Foreign Country**		
(g) Departmental Examination/ Courses		
(f) Hobby		

* Subjects mean University Subjects.

** Delete words that are not concerned.

3. The Facts of Rating and Evaluation

No.	Cause	Marks for rating and evaluation (Full Marks 10 Marks)		
		Immediate	Higher	Final
1	Conscientiousness			
2	Proficiency			
3	Reliability			
4	Eagerness to learn			
5	Industriousness			
6	Innovativeness			
7	Compliance with office and workplace disciplines			
8	Volunteering			
9	Good relationship			
10	Leadership			
	Total Mark			

Immediate Supervisor

Signature

Name

Designation

Department

Date

Higher Supervisor Signature -----
(Head of Service Name -----
Personnel Organization) Designation -----
Department -----
Date -----

Finalized Supervisor Signature -----
(Head of Service Name -----
Personnel Organization) Designation -----
Department -----
Date -----

4. The Description of Rating and Evaluation

(The Description of Evaluation shall be given for those who get 3 Marks and below or 9 Marks and above for each fact.)

Name of service personnel who was Evaluated Person -
Designation

1. Conscientiousness Reliability
2. Proficiency
3. Reliability
4. Eagerness to learn
5. Industriousness

- 6. Innovativeness
- 7. Compliance with office and workplace disciplines
- 8. Volunteering
- 9. Good relationship
- 10. Leadership

Signature of Immediate Supervisor/ -
Higher Supervisor / Finalized Supervisor -
Name -
Designation -
Department -

Date: -----

Waiting List Form **Form (17)**
[Civil Service Personnel Rules, Rule 39]

----- Ministry/ Organization
 ----- Post from ----- Post to Waiting List for Promotion

No.	Name	Current Office/ Department	Marks for Term of Service (100)Marks	Marks for Rating and Evaluation (100)Marks	Marks for Written test/ Practical test/ Both written and practical test (100)Marks	Marks for the personal interview (50)Marks	Total Marks	Remark

Qualification Inspection Board

Chairperson	Member(2)
Name -	Name -
Designation -	Designation -

The Person who Confirms the Waiting List (Head of Ministry and Organization/ Head of Services Personnel Organization)
[Rules 28(f)]

Waiting List Form **Form (18)**

[Civil Service Personnel Rules, Rule 40, Rule 46 (b)]

----- Ministry/ Organization

----- Post from ----- Post to Waiting List for Promotion

No.	Name	Current Office/ Department	Marks for Term of Service (100)Marks	Marks for Rating and Evaluation (100)Marks	Total Marks	Remark

Qualification Inspection Board

Chairperson	Member(1)	Member(2)
Name -	Name -	Name -
Designation -	Designation -	Designation -

The Person who Confirms the Waiting List (Head of Ministry and Organization/ Head of Services Personnel Organization)

[Rules 28(f)]

**Qualifications Assessment Form for the Deputy Director
or Director Post Level**

[Rule 46 (c) (d)(e), 47 (f) (3)]

----- **Ministry/Organization**

----- **Department / Enterprise / Office**

----- **Date From -----Date to ----- of Qualification Assessment**

1. Personnel Profile

- (a) Name -----
- (b) Nationality and Religion -----
- (c) Place of birth -----
- (d) Name of Father -----
- (e) Age(Date of birth) -----
- (f) Citizenship Scrutiny Card No.-----
- (g) Prominent Mark -----
- (h) Current Designation-----
- (i) Receiving date of Current Post and Term of Post -----
- (j) How to obtain the current occupation -----
- (k) Open competition or direct appointment -----
- (l) Date of first appointment and total term of service -----
- (m) Receiving date of gazette officer post and total official service
term -----
- (n) Department / Division / Section -----

2. Educational Background

Status of Completion Certificates for Basic Education and Higher Education	Name of School and Subjects	Year of Passing Examination and Outstanding
(a) Primary		
(b) Middle		
(c) High		
(d) University/College		
(e) Additional Diploma/Degree		
(f) Studying of other Subjects* In the Country/Foreign Country**		
(g) Departmental Examination/ Courses		
(f) Hobby		

* Subjects mean University Subjects.

** Delete words that are not concerned.

3. The Facts of Rating and Evaluation

No.	Cause	Marks for rating and evaluation (Full Marks 20 Mark)		
		Immediate	Higher	Final
1	Leadership			
2	Reliability			
3	Proficiency			
4	Enthusiasm			
5	Good Relationship			
	Total Mark			

Immediate Supervisor	Signature	-----
	Name	-----
	Designation	-----
	Department	-----
	Date	-----
Higher Supervisor (Head of Services Personnel Organization)	Signature	-----
	Name	-----
	Designation	-----
	Department	-----
	Date	-----
Finalized Supervisor (Head of Services Personnel Organization)	Signature	-----
	Name	-----
	Designation	-----
	Department	-----
	Date	-----

4. **The Description of Rating and Evaluation**

(The Description of Evaluation shall be given for those who get 7 Marks and below or 16 Marks and above for each fact.)

Name of service personnel who was Evaluated Person -
Designation

1. Leadership
2. Reliability
3. Proficiency
4. Enthusiasm
5. Good Relationship

Signature of Immediate Supervisor/ -
Higher Supervisor / Finalized Supervisor -
Name -
Designation -
Department -

Date: -----