

Ministry of Health
Central Administration for
Pharmaceutical Affairs
General Directorate for Pharmaceutical
Inspection
Department of Pharmacies & Warehouse
Inspection



Code No. FM-IPW-07



وزارة الصحة
الإدارة المركزية للشؤون الصيدلانية
الإدارة العامة للتفتيش
الصيدلي
التفتيش على الصيدليات والمخازن

Circular Letter No. (5) of 2013

Distinguished Dr./ Undersecretary of the Ministry at the Directorate of Health Affairs in the Governorate of

“Pharmacy Department”

Greetings, to begin with:

Further to the Circular Letter No. (1) of 2010, defining the requirements for selecting a pharmacist inspector, and given the fact that the job of a pharmacist inspector has a high status and a susceptible position, some special requirements for selecting an inspector shall be specified herein as follows:

- 1- An inspector must be of a good reputation and good conduct.
- 2- A pharmacist inspector must be beyond reproach.
- 3- A pharmacist inspector must receive an appropriate training through courses on Pharmaceutical Inspection procedures offered by the General Manager of Pharmacy and the Manager of Pharmaceutical Inspection at the Directorate. When passing such courses, the job nominee shall be granted a time-limited Judicial Police Identity Card which shall be issued by the Pharmacy Department to which he reports, in accordance with the Circular Letter No. (3) on July 8th, 2010. After the expiry of this Identity card, the inspector shall be reassessed before a new one is issued.
- 4- An inspector must not have a public pharmacy in the district in which he has been appointed as a pharmacist inspector.
- 5- The Manager of Pharmacy Department and the Manager of Pharmaceutical Inspection at the Directorate shall specify the districts that an inspector shall be assigned to inspect, taking into consideration his relatives' pharmacies. The Manager of Pharmacy Department shall be responsible for taking all precautions necessary for ensuring inspection integrity. In the event of any complaints in this regard, neutral committees shall be formed.
- 6- A pharmacist inspector shall be assessed every 6 months to find out how good he is at adherence to the organizing rules of pharmacy inspection, work efficiency, and accomplishment of the tasks assigned to him. In the event of inspector failure, he shall be redeployed to some health departments other than Pharmaceutical Inspection.

The Manger of Pharmaceutical Inspection and the General Manager of Pharmacy Department at the Directorate shall also observe the following:

- 1- Inspection of a pharmaceutical institution shall be in presence of a committee consisting of more than one inspector. It may not be conducted solely by one inspector.
- 2- Examining all inspection reports on various pharmaceutical institutions in which serious breaches have been recorded by both the Manger of Pharmaceutical Inspection and the General Manager of Pharmacy Department and approving these reports specially if some of them are presented to various supervisory bodies.
- 3- If a violation is proven to be committed by a pharmacist inspector and it proves to be a serious offence, the involved pharmacist inspector shall be driven away from the Pharmaceutical Inspection. In addition, Undersecretary of the Ministry of Health and the General Manager of Pharmacy at the Directorate shall be vested with the powers to redeploy pharmacist inspectors to districts which they shall inspect, whenever necessary, for the interests of work and its efficiency.

For your kind knowledge and attention.

Please accept our best regards.

Manager of Department of
Pharmacies and Warehouses
Inspection
(signed)
Dr. Hossam El Din Mostafa

General Manager of General Directorate
for Pharmaceutical Inspection
(signed)
Dr. Madiha Ahmed Ibrahim

Chairperson of Central
Administration for Pharmaceutical
Affairs
(signed)
Prof. Hanan Mohammed Al-Leithi

Ministry of Health
Central Administration for
Pharmaceutical Affairs
General Directorate of
Pharmaceutical Inspection
Department of Pharmacies and
Warehouses Inspection



إدارة التفتيش على الصيدليات ومخازن الأدوية

Code No. FM-GID-02

Circular Letter No. (3) of 2014

Distinguished Dr./ Undersecretary of the Ministry at the Directorate of Health Affairs in the Governorate of

"Pharmacy Department"

Greetings, to begin with:

Further to the Circular Letter no. (5) of 2013 addressed to your honor regarding requirements to be fulfilled when selecting a pharmacist inspector.

In view of what has been observed regarding variant and non-unified methods and criteria used for selecting pharmacist inspectors in the Departments of Health Affairs in the Governorates and in view of the objective of the Central Administration for Pharmaceutical Affairs to set rules and regulations for the selection of pharmacist inspectors in such a way that ensures standardization of performance criteria on which assessment of inspectors is based throughout the Republic for enhancing pharmacy profession level and inspection efficiency to assure the implementation of the regulatory rules by various pharmaceutical institutions, control the Egyptian drug market, protect patient health against any counterfeit drugs and prevent various pharmaceutical institutions from having drugs that do not conform to specifications, THEREFORE Pharmacy Departments in the Departments of Health Affairs in the Governorates, whenever necessary to include new pharmacists to work as pharmacy inspectors, shall abide by the following:

- 1- Announcement for the vacant positions of pharmaceutical inspections shall be visibly posted in the Directorate of Health Affairs. The applicant shall fulfill the conditions prescribed in the Circular Letter no. (5) of 2013.
- 2- The deadline of applying for the vacant position shall be clearly set, provided that it shall be not less than two weeks from date of posting the announcement on the noticeboard of the Directorate. Application shall be submitted by a request addressed to the doctor, undersecretary of the Ministry at the directorate. The application shall be delivered to his office. The applicant shall receive the reference number and date of the received document. Any other documents shall not be requested unless the application-submitting period ends.
- 3- When the application-submitting period ends, a CV of each applicant shall be requested accompanied by a profession status statement issued by the personnel department of the entity to which he belongs.
- 4- Central Administration for Pharmaceutical Affairs shall be corresponded with all applicants' CVs and profession status statements so that it can peruse, examine and consider them.

Page 1 of 2

Tel.: +202 – 23684288 +202 – 23648769
Website: www.eda.mohp.gov.eg

+202 – 25354100 Ext.: 1506 Fax: +202 – 23684194
version:01 Email: madeha.ahmad@eda.mohp.gov.eg

Ministry of Health
Central Administration for
Pharmaceutical Affairs
General Directorate of
Pharmaceutical Inspection
Department of Pharmacies and
Warehouses Inspection



وزارة الصحة
الإدارة المركزية للشئون الصيدلية
الإدارة العامة للتفتيش الصيدلي
إدارة التفتيش على الصيدليات ومخازن الأدوية

Code No. FM-GID-02

5- An applicants' interview day shall be decided by a five- membered committee (consisting of three of the Central Administration for Pharmaceutical Affairs, the Manager of Pharmacy Department, and the Manager of Inspection at the Directorate).

6- The interview findings and the applicants' final results shall be presented to the doctor, undersecretary of the Ministry at the Directorate to approve and issue a resolution to join passed candidates to pharmacist inspectors' team in the directorate.

7- A Judicial Police Identity Card shall be issued for newly- enrolled inspectors only after passing the appropriate test prepared by the Central Administration for Pharmaceutical Affairs in coordination with the Manager of Pharmacy Department, and the Manager of Inspection at the Directorate. The fact that a Judicial Police Identity Card is not issued shall not preclude the payment of financial benefits for their supervisory work, since newly-enrolled inspectors undertake these tasks together with senior inspectors.

8- For senior inspectors, they shall be regularly assessed by the Central Administration for Pharmaceutical Affairs in coordination with the Manager of Pharmacy Department, and the Manager of Inspection at the Directorate to assess their adherence to the organizing rules of pharmaceutical inspection, their efficiency at work, their accomplishment of the tasks assigned. A pharmacist inspector may not do any inspections without his Judicial Police Identity Card being issued. We shall be informed by the test date as well as the names of the candidate inspectors' names to be tested in this period.

In the case of inspectors' failure, they shall be redeployed to some health departments other than Pharmaceutical Inspection. In addition, if a violation is proven to be committed by a pharmacist inspector and it proves to be a serious offence, the involved pharmacist inspector shall be immediately driven away from the Pharmaceutical Inspection.

For your kind knowledge and attention; for taking proper action in the light of the above-mentioned guidelines.

Please accept our best regards.

Manager Department of Pharmacies
and Warehouses Inspection

(signed)

Dr. Hossam El Din Mostafa

General Manager of General Directorate
for Pharmaceutical Inspection

(signed)

Dr. Madiha Ahmed Ibrahim

Chairman of Central Administration
for Pharmaceutical Affairs

(signed)

Dr. Hoda Abdel Khaleq

Page 2 of 2

Tel.: +202 – 23684288 +202 – 23648769
Website: www.eda.moHP.gov.eg

+202 – 25354100 Ext.: 1506 Fax: +202 – 23684194
version:01 Email: madeha_ahmad@eda.moHP.gov.eg



Circular Letter No. (6) of 2017

Distinguished Dr./ Undersecretary of the Ministry at the Directorate of Health Affairs in the Governorate
of

(Pharmacy Department)

Having perused the ministrel resolution No. (391) of 2012.

Having perused the Circular Letter No. (3) of 2014 concerning selection of pharmacist inspectors in the
Directorates.

In view of what has been observed regarding the fact that there are some pharmacists who were not elected in
accordance with the previous Circular Letters while they perform the missions of pharmacist inspectors in the
directorates, the following rules shall be observed:

- 1- In the event that any official entity requires nominating some pharmacists for checking on pharmaceutical
institutions, a candidate shall be a pharmacist inspector who is a holder of a Judicial Police Identity Card and his
task shall be conducted by reference to Pharmacy Department in the Directorate.
- 2- In the case of work need for new inspectors, they shall be selected in accordance with the Circular Letter No.
(3) of 2014 by the competent committee of the Central Administration for Pharmaceutical Affairs.
- 3- Assessment of inspectors shall be regularly repeated every six months pursuant to the abovementioned Circular
Letter by the competent committee of the Central Administration for Pharmaceutical Affairs and in accordance
with work conditions.
- 4- A Judicial Police Identity Card shall be issued six months after the approval for their enrolment as pharmacist
inspectors and after they pass the first assessment.
- 5- The test shall be held again and a new chance shall be provided for those who were excluded from the position
of pharmacist inspectors or those made excuses for not performing the inspection mission after passing the test
but they are desirous to join the inspection team.

A person who violates the aforementioned rules shall expose himself to administrative accountability in
accordance with the opinion of the legal affairs' department in this regard.

Manager of the Department of
Governmental Inspection
(signed)
Dr. Salwa Fahim Zahran

General Manager of General Directorate
for Pharmaceutical Inspection
(signed)
Dr. Mostafa El Sayed

Chairman of Central Administration
for Pharmaceutical Affairs
(signed)
Dr. Rasha Ziyadah

Ministry of Health
Central Administration for
Pharmaceutical Affairs
General Directorate of
Pharmaceutical Inspection
Department of Governmental
Inspection



وزارة الصحة
الإدارة المركزية للشئون الصيدلانية
الإدارة العامة للتفتيش الصيدلي
إدارة التفتيش الحكومي

Code No. FM-IGS-01

A Memorandum for submission to

the Assistant of the Minister of Health and Population Concerning the Selection of Pharmaceutical Leaders and Inspectors in the Directorates of Health Affairs

Subject: Selection of Pharmaceutical Leaders and Inspectors of Pharmacy Departments in the Directorates of Health Affairs in the governorates of Arab Republic of Egypt.

Key Points:

First:

1- Pursuant to Circular Letter No. (3) of 2014, a committee was formed to supervise the selection process of pharmacist inspectors in the directorate and to assess them. Accordingly, the committee was formed of three members from the Central Administration for Pharmaceutical Affairs, the General Directorate of Pharmaceutical Inspection and the General Directorate of Licensing. The committee shall include Manager of Pharmacy Department and Manager of Inspection in the Directorate in which inspectors shall be selected. This committee has assessed and selected inspectors in two governorates, namely Dakahlia Governorate and Alexandria Governorate. The assessment and selection the new inspectors are in progress at both Al Menoufia and Assiut.

2- In light of what has been practically accomplished in the selection process of inspectors, and for ensuring impartial selection and institutionalized and standardized procedures,

The committee purposes the following:

- ❖ A resolution shall be issued on forming the committee of the Central Administration for Pharmaceutical Affairs which is composed of the Department of Government Inspection, Department of Pharmacies and Warehouses Inspection in the General Directorate of Inspection and the Department of Follow up of Governmental Affairs in the General Directorate of Pharmaceutical Licensing.

This committee shall include two additional members, namely The Manager of the General Directorate of Pharmaceutical Affairs and the Manager of General Directorate of Inspection in the governorate, and it shall implement the following tasks:

1- Reviewing the needs of the directorate and other departments in the governorate as regards inspectors and the methods of their redeployment.

2- Reviewing the procedures of inspector position announcement and ensuring the due process of these procedures.

**Ministry of Health
Central Administration for
Pharmaceutical Affairs
General Directorate of
Pharmaceutical Inspection
Department of Governmental
Inspection**



وزارة الصحة
الإدارة المركزية للشئون الصيدلانية
الإدارة العامة للتفتيش الصيدلي
إدارة التفتيش الحكومي

Code No. FM-IGS-01

- 3- Reviewing the required information at the pharmacists' CVs which are received from the Directorate of Health Affairs, provided that the correctness of all data included in the CVs and profession status statements shall be confirmed before approval and sending to the Central Administration for Pharmaceutical Affairs. The Pharmacy Departments in the Directorates must adhere to provide the committee with any information or data it requests concerning the nominees.
- 4- The committee shall select the inspectors on the basis of the following principles:
 - ❖ The CVs shall be assessed by the committee.
 - ❖ The committee members shall conduct interviews with the nominees to assess them.
- 5- The nominees shall be ranked in accordance with their overall assessment.
- 6- The required number of inspectors shall be taken from the top ranked nominees.
- 7- The nominees shall not be accepted unless they score a rating of more than 60 % in the interview and a rating of 60% in the overall assessment.
- 8- The following items shall be assessed in the CVs: Years of experience which are assessed according to the number of years, from one year to a maximum of 15 years/ Graduation Grade/ Postgraduate studies/ Training courses and penalties. The last two annual reports' grade shall not be less than 'Excellent'. In the case of any penalties issued during the previous years, they shall be mentioned.
- 9- The following items shall be assessed in the interview: The personal features which qualify him to work as an inspector, professional skills, experience and professional information.
- 10- The committee shall ensure the proper organization of the interview in terms of its place, time and manner.
 - ❖ As of issuance of the Circular Letter No. 3 of 2014, the appointment of any pharmacist as a pharmacist inspector in the General Directorate of Pharmacy or its affiliated departments in the governorate shall be null and void if his appointment violates the above-mentioned procedures. This matter shall be presented to the Undersecretary of the Minister to take the proper action concerning nullifying any violating procedures adopted in the appointment of inspectors.
 - ❖ The Pharmacy Directorate in the governorate shall adhere to sending an annual statement of the inspectors' names along with their respective redeployment to Department of Follow up of Governmental Affairs in the General Directorate of Pharmaceutical Inspection the Administration of Inspecting Follow up in the Directorates in General Administration of Inspection.

Second: Pursuant further to your letter concerning coordination with the Central Administration for Pharmaceutical Affairs in appointing leaders in pharmacy departments in the Directorates of Health Affairs in the

Page 2 of 3

**Ministry of Health
Central Administration for
Pharmaceutical Affairs
General Directorate of
Pharmaceutical Inspection
Department of Governmental
Inspection**



وزارة الصحة
الإدارة المركزية للشئون الصيدلانية
الإدارة العامة للتفتيش الصيدلي

إدارة التفتيش الحكومي

Code No. FM-IGS-01

governorates (Manager of Pharmacy Department- Manager of Department of Inspection - Manager of Medical Supply), a committee shall be formed, with the support of the Central Administration for Pharmaceutical Affairs in this regard, of three members from the managers of Department of Government Inspection, Department of Pharmacies and Warehouses Inspection in the General Directorate of Inspection and Department of Follow up of Governmental Affairs in the General Directorate of Pharmaceutical Licensing. Members of the directorate leaders in the governorate shall join this committee by the knowledge of undersecretary of the Minister of Health and Population. Assessment shall be conducted in accordance with the appropriate method adopted in the selection of inspectors.

Proposed recommendation: The issue is forward to your honor to direct to take the proper action at your discretion.

Please accept our best regards.

Manager of the Department of
Governmental Inspection
(signed)
Dr. Salwa Fahim Zahran

Manager of Department of Pharmacies
and Warehouses Inspection
(signed)
Dr. Hossam El Din Mostafa

General Manager of General Directorate
for Pharmaceutical Inspection
(signed)
Dr. Madiha Ahmed Ibrahim

Opinion and Notation: Agree with the content of the memorandum.

Assistant of the Minister of Health for Pharmaceutical Affairs

(Signed)

Prof. Tariq Salman

Ministry of Health
Central Administration for
Pharmaceutical Affairs
General Directorate of
Pharmaceutical Licensing
Department of Follow up of
Governmental Affairs



Code No. FM-LFG-01

His honorable professor/ the Assistant of the Minister of Health and Population for Pharmaceutical Affairs
Greetings; to begin with:

We have the honor to submit for your consideration the Criteria for Assessing Applicants for the Pharmacist Inspector Position

Criterion	Pass	Good	Very good	Excellent	Years of experience as of graduation date	Graduate Scientific Degrees after Bachelor of Science		
						Diploma	MS	PHD
Assessment Grade	2	3	4	5	From one year to a maximum of 15 years (one grade for each experience year)	2	3	5

Assessment grades shall be combined and converted so that the highest score of an assessment grade of an applicant's CV shall be (10) grades. An interview shall be conducted to assess the personal features in terms of integrity, emotional stability and personal skills so that the highest score of the interview shall be (10) grades.

An applicant must obtain a minimum of 6 grades out of the total interview score of 10 to passing the interview. The final total grades obtained by an applicant must be minimum of 12 grades out of 20 in the rating of both the interview and the CV assessment. The applicants who pass the interview and obtain the required final total grades shall be ranked according to their assessment grades and this rating shall be submitted to the Manager of Pharmacy Department to be handed over to his honorable the Undersecretary of the Ministry at the Directorate to take whatever action he deems appropriate regarding this subject.

A Committee Member of Inspectors Selection

(Dr. Mohab Ahmed)

Manager of the Department of
Follow up of Governmental Affairs
(signed)
(Dr. Suhair Mohamed Al-Taweel)

General Manager of General Directorate
for Pharmaceutical Licensing
(signed)
(Dr. Azza Ahmed Yassin)

Page 1 of 1



Directorate of Health Affairs (First Level)

A Description Card of a Typical Position

Position Title: Manager of the Department of Pharmacovigilance and Pharmaceutical Inspection
Card No. 102525

Occupational Group: Specialized Positions

Specific Group: Pharmaceutical Positions

Class: First

General Description

- This position is placed on the top of positions in the Department of Pharmacovigilance and Pharmaceutical Inspection in the General Administration for Pharmacy at the directorate at the first/distinguished level.
- The position is concerned with supervising the instructions, regulations and laws pertaining to proper functioning of drugs and pharmacy in government units and private sector.

Duties and Responsibilities

- The incumbent shall work under the general direction of the competent chairperson, who thoroughly reviews their functions with a view to ensure that all rules and instructions are observed.
- The incumbent shall directly supervise the personnel working with him and shall review their work thoroughly.
- He shall check on and inspect the pharmacies and the governmental and private health units.
- He shall supervise the units' implementation of rules, regulations and organizing laws of drugs and pharmacy business and adoption of the necessary procedures.
- He shall participate in the licensing procedures of pharmacies.
- He shall prepare reports, statistics and data relevant to the area of the position activity.
- He shall fulfil any other similar functions that are assigned to him and that are in the scope of the position duties and responsibilities.

Position Requirements

A Bachelor of Science in Pharmacy
Serving an intervening period of 6 years at least in a position of the immediate lower class.
Passing the specialized training courses in the area of the position activity.
Proficiency of a foreign language.
Ability to handle and use computer.

stamp



Directorate of Health Affairs (First Level)

A Description Card of a Typical Position

Position Title: General Manager of the General Administration of Pharmacy

Card No.: 103486

Occupational Group: Senior Management Positions

Specific Group: Senior Management Positions

Class: General Manager

General Description

- This position is placed on the top of positions in the General Administration of Pharmacy in the directorate at the first/distinguished level.
- The position is concerned with setting detailed programs for achieving the tasks, supervising their accomplishment and reviewing them in the field of pharmacy affairs.

Duties and Responsibilities

- The position incumbents shall work under the general direction of the competent chairperson, who thoroughly reviews their work with a view to ensure that all rules and instructions are observed.
- The incumbent shall directly supervise the personnel reporting to him, technically supervise pharmaceutical affairs in different health units.
- He shall review the indices of drugs, medical devices, sera and vaccines in coordination with the deputy director of the governorate and shall approve them from the director of the governorate.
- He shall provide the governorate needs of drugs, medical devices, sera and vaccines, follow the pharmaceutical situation of the governorate in both governmental and private sectors and work on redressing the situation in accordance with the relevant organizing instructions.
- He shall supervise reviewing the inventory of drug, medical devices and chemical products.
- He shall supervise the performance of pharmaceutical services and the units of both government and private sectors.
- He shall issue the licenses for pharmaceutical institutions and implement the Pharmacy Law and all instructions issued by the Ministry in the field of pharmaceutical affairs.
- He shall participate in preparing and implementing training programs for workers in the area of the position activity.
- He shall provide his proposals regarding pharmacy distribution and follow up the implementation of training programs for workers in the area of the position activity as regards implementing the instructions and laws concerning drug and pharmaceutical affairs in both government and private sectors in accordance with the centrally mandated amendments.
- He shall participate in preparing the reports and statistics relevant to the area of the position activity.
- He shall fulfil any other similar functions that are assigned to him and that are in the scope of the position duties and responsibilities.

Position Requirements

Serving an intervening period of 2 years at least in one of the immediate first class positions.
Passing the training courses required for holding the position in accordance with the provisions of Law No. (5) of 1996.
Capability of leadership and direction.
A high level of competence in a foreign language.
Ability to handle and use computer.

stamp



**ARAB REPUBLIC OF EGYPT
MINISTRY OF HEALTH
MINISTER'S OFFICE CABINET**

**جمهورية مصر العربية
وزارة الصحة
قطاع شئون مكتب الوزير**

Highly Urgent

Date: June 15th., 2016

The Honorable Assistants of Prof. Minister of Health

The Honorable Advisors of Prof. Minister of Health

The Honorable Chairpersons of Sectors

The Honorable Chairpersons of Authorities and Institutions

The Honorable Ministry Undersecretaries/ Managers of Directorates of Health Affairs in all Governorates

Greetings; to begin with,

In the framework of the permanent coordination between the various institutions of the country of Egypt, in the light of the critical phase that the country experiences, and in view of what has been observed regarding the fact that there are some Egyptian and foreign entities working in the country (e.g. Non-Government Organizations, Trading and Industry Chambers, etc.) have obtained some statistical information or data related to the internal affairs situations (be they economic, security-oriented, social, etc.) which may harm the Egyptian national security,

THEREFORE, kindly take the proper action for not providing any information or statistical data, or whatever to any entity (be it a government agency, a foreign body, a media institution, or a Non-Government Organization) without referring to the MINISTER'S OFFICE to take the necessary actions in this regard.

Please accept our best regards.

Chairman

Minister's Office Sector

(signed)

Dr. Mohammed Fath-Allah

- 4- To be cooperative with his superiors and his colleagues.
- 5- To implement any position-related tasks assigned to him, whenever required by the interest of work, even if they are outside official working hours.
- 6- To preserve the property and money of the unit he works at and to observe its maintenance.
- 7- To notify the unit he works at of his residential address, social status and any change that they may undergo within a period of no more than one month from the date of modification.
- 8- To meticulously and faithfully carry out orders directed to him within the limits set by the applicable laws, regulations and systems.
- 9- To adhere to the items contained in the Code of Conduct and Civil Service Ethics.

Article (150)

The employee shall not violate laws, regulations, resolutions and the applicable systems, and he is particularly prohibited from the following:

- 1- Performing actions that are inconsistent with impartiality, objectiveness, and position commitment within the official work hours.
- 2- Disclosing any information with which he has been acquainted by virtue of his position if it is confidential in its nature or if it is under instructions that explicitly require that privacy, without a written permission of the competent chairperson. This obligation shall remain applicable even after leaving service.
- 3- Failure to respond to the contestations of the Central Auditing Organization or its correspondences in general, or delay of response thereto. It shall be considered as a lack of response if an employee gives an answer whose purpose is to delay and procrastinate.
- 4- Abstaining, without a plausible excuse, from providing the Central Auditing Organization with the accounts along with their supporting instruments within the specified deadlines, or with papers, documents, etc. that it requires and that it has the right to audit, review or peruse in accordance with its law of establishment.
- 5- Abstaining from providing the Central Agency for Organization and Administration with the data and documents or whatever papers and instruments,



etc. that it requires and that it has the right to audit, review or peruse in accordance with its law of establishment.

- 6- Failure to respond to the correspondences of the Central Agency for Organization and Administration, or delay of response thereto. It shall be considered as a lack of response if an employee gives an answer whose purpose is to delay and procrastinate.
- 7- Keeping for himself the original copy of an official paper or removing an original copy from the files designated for its safekeeping, even if this original copy is related to a mission assigned to him, or keeping a copy of any official or confidential document.
- 8- Disclosing any statement or declaration about his position functions by means of media and communication, unless he has a written authorization from the competent chairperson.
- 9- Combining his position with another job that he can perform either directly in person or indirectly by proxy if it may harm his performance of the position duties or if it is inconsistent with the position requirements.
- 10- Performing work for others in return for a wage or a remuneration, even outside official working hours, except with a permission from the competent authority. However, an employee may, in return for a wage or a remuneration, perform the missions of guardianship, custodianship, stewardship for absentees or judicial assistance in the event that the person under guardianship or custodianship, the absentee, or the person for whom a judicial assistant is appointed is a kinsman to whom he is related by blood or marriage kinship till the fourth degree.
- 11- Practicing any partisan or political work, collecting donations or contributions in favor of parties or groups, publicizing or promoting them in the place of his position or in connection with its performance.
- 12- Being engaged in organizing meetings in workplace without permission of the competent authority or whomever it delegates, without prejudice to the provisions of trade unions laws.
- 13- Exploitation of his position influence.
- 14- Mistreatment of the service receiving public, deliberate sluggishness or delay in service performance, or abuse of authority.



15- Misuse of work tools or devices, tampering with the assets and property of the work entity or negligence that results in the loss of one of the financial rights of the state, the employees and those dealing with the entity.

16- Receiving gifts, commission, service or loan in return for practicing his position duties.

17- Performing any activity or committing any behavior that would disturb public security or undermine social peace or practicing any action that may make him lose his good reputation and good conduct that are prerequisite for holding and maintaining public positions.

Referral to investigation and its procedures:

Article (151)

An employee shall be referred to investigation, as regards the violations brought against him, with the approval of one of his administrative superiors, whose occupational level is not below that of a general manager.

Article (152)

Before initiating investigation with the employee, he shall be notified in writing in a manner which confirms his knowledge that there is a decision to refer him to investigation through a summons that includes the following data:

Four-element Name:

National Identity Card:

Title of the position he holds:

Subject of the violation brought against him:

The authority which has decided to refer him to investigation and the date of its decision:

The place and date of investigation outset, provided that the period of initiating investigation shall not exceed ten days from the date of the delivery of the decision of referral to investigation.