



Human Resources and
Social Development

Training Regulations in the Civil Service

(Issued under Civil Service Council Resolution No. (16) dated
19/02/1398 AH)

In the name of Allah, the Most Gracious, the Most Merciful

(The Civil Service Council resolution for approving the Regulations)

Kingdom of Saudi Arabia

The Civil Service Council

General Secretariat

Resolution No. (16)

Dated 19/02/1398 AH

The Civil Service Council:

Based on paragraph (b) of Article (9) of the Civil Service Council Law issued by Royal Decree No. (M/48) dated 10/07/1397 AH and Article (39) of the Civil Service Law issued by Royal Decree No. (M/49) dated 10/07/1397 AH.

Having considered the memorandum of the General Secretariat of the Civil Service Council No. (8) dated 07/01/1398 AH prepared on the subject;

decided the following

Approving the draft of the Training Regulations attached to this decision.

Deputy Prime Minister

Chairman of the Civil Service Council

Fahd bin Abdulaziz

Training Regulations

34/1

Training shall aim at raising the competence of State employees to the extent that they can better perform their work duties by attending training courses or seminars or working on gaining experience in a public and private agency, whether inside the Kingdom or abroad.

34/2

The Government entities shall enable their employees to receive training in their respective fields of competence, and shall ensure they are on a sabbatical to training in programs whose nature requires that based on the recommendation of the training agency.

34/3

The Government agencies shall determine their employees' training needs and cooperate with the competent training agencies.

34/4

A committee concerned with training affairs shall be formed in "the Ministry of Civil Service" to be called the "Training Committee" as follows:^{1,2}

1- Minister of Civil Service	Chairman
2- General Manager, the Institute of Public Administration	Member
3- Undersecretary of the Ministry of Planning	Member
4- Undersecretary of the Ministry of Higher Education	Member
5- Secretary General of the Manpower Council (this post was subsequently abolished)	Member
6- Deputy Governor of the General Organization for Technical Education and Vocational Training	Member
7- General Manager, the Central Department of Organization and Administration at the Ministry of Finance	Member

The Committee may seek the assistance of such specialists as it deems appropriate.

34/5

The Training Committee shall have the following competencies:

- A. Formulating the general policy for training the employees.
- B. Coordinating between training centers for employees, follow-up their activities, giving advice to them, and studying the extent to which government agencies benefit from them.
- C. Accepting or rejecting scholarship applications for training abroad, regardless of the duration of the training.
- D. Determining the duration of training for the employee on scholarship abroad.
- E. Approval of training grants.

34/6

The Training Committee shall meet at the invitation of its Chairman approximately once a month, and whenever necessary. The meeting shall be considered valid in the presence of the majority of the members, provided that the Chairman or his deputy is among them. In addition, the Committee shall take its decisions by the majority of those present, and in the event of equality, the side with which the Chairman voted shall prevail.

34/7

Training centers for employees may not be established except after the approval of the Training Committee. No government agencies may organize courses for their employees if these courses are available in the central training bodies inside the Kingdom or if these internal bodies can hold and implement such courses individually or in cooperation with the concerned authority.

34/8

All grants received by government agencies from foreign entities shall be referred to the Training Committee.

34/9

Scholarships shall not be granted outside the Kingdom in courses or programs that are equaled inside the Kingdom, or that can be provided by Training Committee inside the Kingdom, whatever its period, except in cases that the government agency deems to be excluded.

34/10

Scholarships shall not be granted outside the Kingdom to learn foreign languages if there are institutes in the kingdom that meet this purpose.

34/11

Employees grant scholarships abroad for training are required to:

- A. complete at least one (1) year in government service, unless there are sufficient justifications for cases that the government agency deems to be exempt from this requirement
- B. meet the conditions of the training course for which he is nominated.
- C. know the language in which the course is conducted to be able to benefit from the course within its

34/12

The decision of granting scholarships for training abroad shall be issued by the competent minister based on the approval of the Training Committee. The decision shall include the training period so that it begins during the seven days preceding the commencement date of the course, or the date of attendance at the training headquarters, and ends within the seven days following the date of the end of the course.

34/13

The scholarship period for training abroad may not be extended beyond the specified period except after the approval of the Chairman of the Training Committee.

34/14

An employee on scholarship for training abroad may not change the training body or the scheduled program except after the approval of the Chairman of the Training Committee.

34/15

The employee shall be granted a scholarship to train outside the Kingdom, whatever his qualification, and shall be paid an assignment allowance for the first thirty days. With regard to the excess period, the employee shall be paid the monthly reward paid to the university student granted a scholarship in the same country, along with his monthly salary.

34/16

The employee who is granted a scholarship to train outside the Kingdom shall be paid the allowances paid to the university student granted a scholarship, if the period of training is six (6) months and more, and shall be paid half of such allowances if the period of training is less than six (6) months.

34/17

If the employee is granted a scholarship to train outside the Kingdom, under a grant, he shall not be paid the allowances set forth in the two articles (15-16). If the expenses of the grant are less than such allowances, the employee shall be paid the difference.

34/18

The government agencies shall pay training fees and treatment expenses for its scholars outside the Kingdom, provided that the employee who is granted a scholarship to train outside the Kingdom, in terms of treatment

34/20

The employee who is granted a scholarship to train outside the Kingdom for one or more years, if he successfully passed the training course, shall be paid an amount equivalent to a monthly reward, in return for luggage and books transportation expenses.

34/21

The government entity may cancel the employee's scholarship for training abroad if the interest so requires, and inform the Training Committee of the justifications for cancellation. The Training Committee may decide not to calculate the period that the employee keeps in training for promotion or competition, and it may also decide to recover the allowances and allowances paid to him during training if he breaches the training duties or the reason for the termination of training is due to him³.

34/22

The Cultural Attachés outside the Kingdom shall supervise the employees who are trained in their areas of competence.

34/23

The employee who is granted a scholarship to train inside the Kingdom in a city other than the one in which he works shall be paid (100%) of his monthly salary, in addition to his salary.⁽⁴⁾⁽⁵⁾⁽⁶⁾⁽⁷⁾⁽⁸⁾

34/24

An employee who joins a training course within the country in which his place of work is located shall be paid a monthly bonus equivalent to (30%) of his monthly salary.⁹

34/25

The employee who enrolls in a training course inside the Kingdom shall be paid a monthly transportation allowance in the same amount equivalent to the monthly transportation allowance determined for his rank.

³ Civil Service Council Resolution No. (721) dated 04/07/1402 AH was issued by adding the last provision to this article.

⁴ Civil Service Council Resolution No. (721) dated 04/07/1402 AH was issued by adding the last provision to this article.

34/26

If the training program inside the Kingdom requires that the trainee shall travel outside the training place or the Kingdom, the trainee shall be treated as the assigned employee

34/27

The Training body inside the kingdom must notify the agencies to which the trainee is affiliated with their reports upon the end of their training.

34/28

The trainee may not leave his training location except with an acceptable excuse.

34/29

- A. The employee who is granted a scholarship to train inside the Kingdom, for a period not exceeding ninety (90) days, shall be paid a deportation allowance equivalent to the allowance paid to the employee assigned to a mission for such period, in return for the deportation of the employee and his family and luggage.
- B. The employee who is granted a scholarship for training abroad, whatever the duration of the training, shall be provided with a round-trip ticket.

34/30

Based on the recommendation of the training body, a reward of one month's salary shall be paid to the one who excels in training courses inside the kingdom. The Training Committee determines the controls for determining the superior trainees⁽¹⁰⁾⁽¹¹⁾⁽¹²⁾⁽¹³⁾.

34/31

The agency at which the employee works shall bear all the financial burdens of training mentioned herein.

34/31

The training period shall be included in the period of service.

Resolutions, Orders, and Instructions issued in connection with these Regulations

1- Payment of fees to training agencies that require relevant fees:

Royal Decree No. 3/b/16697 dated 04/11/1415 AH was issued approving government agencies to continue paying fees to Saudi universities in the event of carrying out scientific studies and services, as well as paying fees to the Arab Center for Security Studies (recently, Naif University for Security Sciences) as Arab specialized organization that charges such fees from its enrollees from all Arab countries without discrimination.

2- Payment of training fees for some training agencies inside the Kingdom:

The Resolution of the Civil Service Employees Committee and Deputation No. (18/125/TB) dated 22/08/1418 AH was previously issued in its meeting No. (120) held on 22/03/1418 AH, where it decided the following:

First: Training fees can be paid to community service centers, Naif Academy (i.e. Naif University for Security Sciences) whether or not the committee approves the enrollment of its employees.

Second: To pay the training fees for enrollment in the training programs implemented by the private sector and the Chambers of Commerce, the prior approval of the Committee is required to enroll the employees in these programs.

3- Dealing with educators (Education staff) upon enrollment to a training course:

Civil Service Council Resolution No. (741) dated 30/09/1403 AH was issued to deal with the education staff upon the enrollment to a training course financially in accordance with Articles 34/23 and 34/24 of the Training Regulations.

4- The application of the Training Regulations to those who receive their training in Saudi universities:

The Council of Ministers Resolution No. (1144) dated 29/06/1396 AH., was issued to implement the Training Regulations for employees who receive their training in the universities of the Kingdom, which is agreed upon with the Ministry of Education.

5- Remuneration for members of the Training Committee:

The Council of Ministers Resolution No. (925) dated 07/08/1404 AH, was issued stipulating that remuneration be paid to the chairman, members, and secretary of the training committee of shall be amounting to (SAR 300) for each session during working hours and (SAR 500) if attendance was outside working hours, with a maximum of (1500) per year.

6- The country does not bear the visa fees of other countries or the costs of a medical examination:

The Ministry of Civil Service and the Ministry of Finance were consulted and agreed in accordance with the Minister of Finance's Letter No. 3/6211 dated 27/05/1417 AH., that there is nothing to authorize the disbursement of these and similar amounts as long as they are not reflected in the Implementing Regulations of the Civil Service Law, the Training Regulations or related Regulations. If such claims had been accepted,

Rewards, allowances, and bounces that are paid to the employee who is granted a scholarship for training abroad according to Royal Decree No. (19851) dated 28/08/1401 AH.

Rewards, allowances, and bounces		If the training period is more than (6) months		If the training period is less than (6) months	
1.	Monthly salary with all allowances except remote areas allowance	The salary is paid in full by his knowledge after deduction of retirement, and allowances are added to him, except for the allowance for remote areas		The salary is paid in full by his knowledge after deduction of retirement, and allowances are added to him, except for the allowance for remote areas	
2.	Assignment allowance	For the first (30) days		. For the first (30) days	
3.	Monthly bonus calculated after the first (30) days	First category countries (SAR 3250) ¹⁴	Second category countries (SAR 2000)	First category countries (SAR 3250)	Second category countries (SAR 2000)
4.	Books allowance	(SAR 1700)	(SAR 1200)	(SAR 850) for one time only	(SAR 600) for one time only
5.	Clothing allowance	(SAR 4000) annually	(SAR 2000) annually	(SAR 2000) for one time only	(SAR 1000) for one time only
6.	A monthly reward for transferring the luggage and books for the employee who is granted a scholarship for training for one year or more, if he passes the course successfully	(SAR 3250)	(SAR 2000)		
7.	Allowance for printing papers and reports	(SAR 3000)		(SAR 1500)	
8.	Treatment allowance for single	(SAR 4000)		(SAR 2000)	
9.	Treatment allowance for the employee who accompanies his wife	(SAR 8000)			
10.	Boarding tickets	Round trip ticket.		Round trip ticket.	
11.	If the training period is more than (6) months, the employee who accompanies his wife and children shall be entitled to the following allowances:	<p>A. Passenger ticket for wife and children.</p> <p>B. (50%) for the employee who accompanies his wife</p> <p>C. (25%) of the monthly reward for each child, provided that it does not exceed (50%) of the monthly reward.</p> <p>D. (SAR 2000) for each child as a treatment allowance.</p> <p>E. According to Resolution No (54) dated 25/03/1405 AH, the state shall bear the expenses of treatment for an emergency, chronic and incurable diseases, pregnancy, childbirth, and custody of the child.</p> <p>F. Paying an amount of (SAR 10,000) for each of the third and fourth children accompanying the employee, according to Royal Decree No. 9122 / MB dated 16/12/1427 AH.</p>			

