

Ministry of Labour,
Migration and Employment of
Population of the Republic of
Tajikistan
May 12, 2021, No49



Ministry of Finance
of the Republic of Tajikistan

May 12, 2021, No70

Joint Order
on the Standard Procedure for Determining and Paying Wages to Employees of the
Real Sectors of the Economy and Other Organizations and Institutions Financed by
the State Budget of the Republic of Tajikistan

070.020.010

In accordance with paragraph 8 of the Decree of the Government of the Republic of Tajikistan dated August 31, 2020, No. 469 "On measures to implement the decree of the President of the Republic of Tajikistan dated August 4, 2020, No. 1580"

w e d i s p o s e:

1. To approve the Standard procedure for determining and paying wages to workers in the real sectors of the economy and other organizations and institutions financed from the state budget of the Republic of Tajikistan (attached).

2. The ministries of labor, migration and employment of the population, finance, agriculture, energy and water resources, industry and new technologies, transport and other ministries and agencies that have in their subordination organizations, institutions financed from the state budget (except for the spheres of education and science, health care and social protection of the population and culture), take and be guided by the provisions of this model order.

3. The ministries of finance and labor, migration and employment of the population of the Republic of Tajikistan, to implement the following measures:

- carrying out explanatory work on the implementation of an integrated system of wages in the real sectors of the economy of the Republic of Tajikistan;

- establish monitoring of the implementation process associated with improving the wage system for workers in the real sectors of the economy of the Republic of Tajikistan.

4. Relevant ministries and departments of the Republic of Tajikistan to develop and approve their own procedure for paying wages of workers in their industry, taking into account the new salary scheme after state registration in the prescribed manner and as soon as possible to agree with the Ministry of Labor, Migration and Employment of the Population of the Republic of Tajikistan and the Ministry of Finance Republic of Tajikistan.

5. The Department of Labor Relations and Living Standards of the Ministry of Labor, Migration and Employment of the Population of the Republic of Tajikistan to ensure the state registration of this standard procedure with the Ministry of Justice of the Republic of Tajikistan.

6. This standard procedure is carried out within the approved payroll.

7. This standard procedure shall be put into effect after state registration and official publication.

8. Control over the implementation of this joint order shall be entrusted to the deputy ministers of labor, migration and employment of the population and finance of the Republic of Tajikistan (supervisors of the sphere).

Minister of Labor, Migration
and employment
Republic of Tajikistan

Minister of Finance
Republic of Tajikistan

_____ Amonzoda Shirin

_____ Qahhorzoda Faiziddin

Agreed with:
Federation of Independent
trade unions of Tajikistan

_____ Nematzoda Maliksho

Annex
to the joint Order of the
Minister of Labor, Migration and Employment
of the Population of the Republic of Tajikistan
dated 12.05.2021, No.49 and
the Minister of Finance
of the Republic of Tajikistan
dated 12.05.2021, No.70

Standard procedure
for determining and paying wages to workers in the real sectors of the
economy and other organizations and institutions financed from the state
budget of the Republic of Tajikistan

1. GENERAL PROVISION

1. The standard procedure for determining and paying wages to workers in the real sectors of the economy and other organizations and institutions financed from the state budget of the Republic of Tajikistan (hereinafter referred to as the Procedure) was developed on the basis of paragraph 8 of the resolution of the Government of the Republic of Tajikistan dated August 31, 2020, No. 469 in order to stimulate talented specialists, maintaining their high level, qualifications and initiative through the implementation of a transparent and fair mechanism and payment of wages, increasing the level of independence of organizations and institutions financed from the state budget.

2. The provision of this order applies only to workers in agriculture, energy and water resources, industry and new technologies, transport, housing and communal services, environmental protection, forestry and other organizations and institutions financed from the state budget of the Republic of Tajikistan.

3. This procedure does not apply to workers in the field of education and science, health care, social protection of the population and culture.

**2. SIZE OF MONTH SALARIES OF MANAGING EMPLOYEES AND
SPECIALISTS AND STANDARDS FOR FORMING STRUCTURAL UNITS AND
RATIO OF NUMBER BETWEEN PROFESSIONS**

4. The size of the monthly official salaries of executives and specialists of organizations and institutions under the ministries and agencies of the real sectors of the economy and other organizations and institutions financed from the state budget of the Republic of Tajikistan, determination and payment is made in accordance with the new scheme of monthly official salaries:

(somoni)

№	Job titles (professions)	Republican level	GBAO, regions and Dushanbe city	City level	District level
1.	Head, chief	2377	1800	-	-
2.	Deputy Head, Chief	1877	1500	-	-
3.	Head of Department	1400	1250	1127	1051

4.	Deputy Head of Department	1250	1127	1051	950
5.	Head of division	1127	1051	950	850
6.	Head of sector	1000	950	850	800
7.	Chief Specialist	900	855	800	760
8.	Leading Specialist	810	770	720	684
9.	Specialist	729	693	648	616

5. When drawing up the staffing table of executives and specialists in real sectors of the economy, financed from the state budget for the formation of their internal structural divisions with the volume of work, areas of activity, the volume and complexity of the tasks and responsibilities, functions and powers assigned to them, taking into account the total current number of staff units, the following provision must be strictly observed:

1) The formation of structural units is formed according to the following standards:

- department of at least 7 staff units;
- division of not less than 4 and not more than 6 staff units;
- sector of not less than 2 and not more than 3 staff units.

2) The population ratio is determined as follows:

- management positions (heads and deputy heads, head of department and his deputies, head of division and head of sector) make up no more than 26 percent of the total staffing of budgetary organizations and institutions;

- positions of the chief specialist - no more than 35 percent of the total staffing of budgetary organizations and institutions;

- leading specialist positions - no more than 25 percent of the total staffing of budgetary organizations and institutions;

- specialist positions - no more than 14 percent of the total staffing of budgetary organizations and institutions.

6. The procedure for financial reporting of the payment of wages of executives and specialists of organizations and institutions under the ministries and departments of the real sectors of the economy, financed from the state budget, is carried out in the estimate of income and expenses of organizations and institutions for the corresponding financial year in accordance with the budget economic classification 2.1.1.1. "Salary" and 2.1.2.1. "Contributions/deductions for social needs".

3. SIZE OF MONTH SALARIES AND FORMATION OF UNITS OF TECHNICAL AND MAINTENANCE PERSONNEL

7. The size of the monthly official salaries of technical and service personnel of organizations and institutions under the ministries and agencies of the real sectors of the economy, financed from the state budget, is determined and payments are made in accordance with the new scheme of monthly official salaries:

(somoni)

№	Job titles (professions)	Republican level	GBAO, regions and Dushanbe city	City level	District level
1.	Reception manager, household	912	867	823	782
2.	Inspector-assistant	912	867	823	782
3.	Inspector clerk, site or network worker	701	666	632	601
4.	Archive worker	806	766	727	691
5.	Library manager, badge inspector	806	766	727	691
6.	Commandant	653	620	589	560
7.	Carpenter, joiner	653	620	589	560
8.	Electrician	653	620	589	560
9.	Technician	653	620	589	560
10.	Cashier	806	766	727	691
11.	Heating system master, heating network service locksmith	787	747	710	674
12.	Auxiliary worker, worker on current repair of buildings and structures	623	592	562	534
13.	Freight forwarder, supplier	790	750	713	677
14.	Elevator	608	608	578	578
15.	Electric gas welder	654	621	590	561
16.	Boiler Master	609	609	579	579
17.	Driver	633	633	601	601
18.	Mechanic technician	567	567	540	540
19.	Warehouse Manager	806	766	727	691
20.	Traffic controller, mechanic-controller	760	722	686	652
21.	Chief mechanical engineer	836	794	754	717
22.	Mechanic	786	747	710	674
23.	Plumber	654	621	590	590
24.	Engineer	727	691	656	624
25.	Car repair master	654	621	590	590
26.	Chief Forester	694	694	661	661
27.	Forester	583	583	555	555
28.	Veterinarian	638	638	606	576
29.	Courier	563	563	550	550
30.	Janitor	563	563	550	550
31.	Gardener, florist	563	563	550	550
32.	Watchman	608	608	608	608
33.	Cleaner	539	539	539	539

8. The formation of structural subdivisions of employees of technical and service personnel of organizations and institutions under the ministries and agencies of the real sectors of the economy, financed from the state budget, is carried out on the basis of an employment agreement (contract), taking into account the amount of work in agreement with the Ministry of Finance of the Republic of Tajikistan.

9. The salary of employees of technical and service personnel of organizations and institutions under the ministries and departments of the real sectors of the economy, financed from the state budget, the name of the profession, which is approved by the Government of the Republic of Tajikistan, is determined on the basis of an employment agreement (contract), but not less than the current minimum wage and not more than a month's official salary specified in the scheme in paragraph 7 of this standard procedure in agreement with the Ministry of Finance of the Republic of Tajikistan.

10. The procedure for financial reporting of the payment of wages and salaries of employees of technical and service personnel of organizations and institutions under the ministries and departments of the real sectors of the economy, financed from the state budget, is carried out in the estimate of income and expenses of organizations and institutions for the corresponding financial year in accordance with the budget economic classification 2.2.2.1. "Payment of wages of employees of technical and service personnel" and 2.2.2.2. "Contributions / deductions for social needs".

11. The staffing table of employees of technical and service personnel of organizations and institutions under the ministries and agencies of the real sectors of the economy, financed from the state budget, is developed and approved separately.

4. PAYMENT OF INCREMENTS FOR MONTHLY OFFICIAL SALARIES

12. For managing employees and specialists, technical and service personnel of organizations and institutions under the ministries and agencies of the real sectors of the economy, financed from the state budget, in addition to the monthly official salary, the following payments established by the legislation of the Republic of Tajikistan are made:

1) allowances:

- for work in unfavorable natural and climatic conditions of work (in high-mountainous, desert and waterless areas);
- for work in special working conditions (on hard and harmful work, on especially hard and especially harmful work);
- when performing work in conditions other than normal (when working on weekends and holidays, at night, and others);

2) compensation payments:

- during the performance of state and public duties, professional development, being on business trips;
- for unused vacation;
- severance pay upon dismissal.

13. The procedure for calculating regional coefficients, coefficients for work in desert, waterless areas and in high mountain areas is carried out in accordance with the decree of the Government of the Republic of Tajikistan dated May 3, 2014, No. 303, depending on the location of organizations and institutions, is carried out in the amount of two indicators for calculations and instructions on calculating district coefficients

for work in desert, waterless areas and in high mountain areas approved by a joint order of the Ministry of Labor, Migration and Employment of the Population of the Republic of Tajikistan in agreement with the Ministry of Finance of the Republic of Tajikistan dated October 7, 2014, No. 280 and the Ministry of Justice that passed state registration on January 7, 2015, No. 256 "b".

14. The size of the indicator of the calculation is established in accordance with the Law of the Republic of Tajikistan on the state budget of the Republic of Tajikistan for the corresponding financial year.

15. The amount of the increment to the official salary for regional coefficients, coefficients for work in desert, waterless areas and in high mountain areas in accordance with the resolution of the Government of the Republic of Tajikistan dated May 3, 2014, No. 303, accrual and payments are made according to the following scheme:

Cities and regions	District coefficient (в процентах)	Coefficient for high mountainous areas (percentage)	Total (in percents)	Two indicators for calculations	The amount of additional payment per staffing unit
Khorog city	20%	15%	35%	120 somoni	42 somoni
Rushan district	20%	15%	35%	120 somoni	42 somoni
		18%	38%		45,6 somoni
		20%	40%		48 somoni
		30%	50%	Unlimited	50 percent of salary
Shugnan district	20%	15%	35%	120 somoni	42 somoni
		18%	38%		45,6 somoni
		20%	40%		48 somoni
		30%	50%	Unlimited	50 percent of salary
Ishkashim district	20%	15%	35%	120 somoni	42 somoni
		18%	38%		45,6 somoni
		20%	40%		48 somoni
		30%	50%	Unlimited	50 percent of salary
Roshtkala district	20%	15%	35%	120 somoni	42 somoni
		18%	38%		45,6 somoni
		20%	40%		48 somoni
		30%	50%	Unlimited	50 процентов от заработной платы

Darvaz district	20%	15%	35%	120 somoni	42 somoni
		18%	38%		45,6 somoni
		20%	40%		48 somoni
Vanj district	20%	15%	35%	120 somoni	42 somoni
		18%	38%		45,6 somoni
Murghab district	20%	30%	50%	Unlimited	50 percent of salary
Nurek city	15%	-	15%	120 somoni	18 somoni
Rogun city	15%	-	15%	120 somoni	18 somoni
Shamsiddin Shohin district	-	15%	15%	120 somoni	18 somoni
		18%	18%		21,6 somoni
Sangvor district	-	15%	15%	120 somoni	18 somoni
		18%	18%		21,6 somoni
Tajikabad district	-	15%	15%	120 somoni	18 somoni
Lakhsh district	-	15%	15%	120 somoni	18 somoni
		18%	18%		21,6 somoni
Varzob district	-	15%	15%	120 somoni	18 somoni
		18%	18%		21,6 somoni
Rasht district	-	15%	15%	120 somoni	18 somoni
Penjikent city	-	15%	15%	120 somoni	18 somoni
		18%	18%		21,6 somoni
		20%	20%		24 somoni
Aini district	-	15%	15%	120 somoni	18 somoni
		18%	18%		21,6 somoni
		20%	20%		24 somoni
Kuhistoni Mastchoh district	-	15%	15%	120 somoni	18 somoni
		18%	18%		21,6 somoni
		20%	20%		24 somoni
Devashtich district	-	15%	15%	120 somoni	18 somoni
Passes					
Shahristan	-	30%	30%	Unlimited	30 percent of salary
Anzob					
Haburabad					

Note:

- the allowance for regional coefficients, coefficients for work in desert, waterless areas and in high mountainous areas (except for infantrymen, villages and villages located at an altitude of over 3000 meters above sea level) is set in the amount of two indicators for calculations;

- on the territory of dekhots, settlements and villages located at an altitude of more than 3000 meters above sea level, the district coefficient is calculated, the coefficient for work in high mountain areas is carried out without restrictions on the monthly wages of workers;

- Shahristan, Anzob and Khaburabad passes located at an altitude of over 3000 meters above sea level, a coefficient increase for work in the highlands is calculated in the amount of 30 percent without limitation of the monthly wages of workers.

16. In accordance with article 77 of the Labor Code of the Republic of Tajikistan, the duration of work at night is considered from 22:00 to 6:00 in the morning, unless another procedure is established by the legislation of the Republic of Tajikistan.

17. Drivers of official cars of organizations and institutions under the ministries and agencies of the real sectors of the economy financed from the state budget of the Republic of Tajikistan are provided with an extra charge for irregular working hours in the amount of 25 percent, having the first class of 25 percent and having the second class of 10 percent of the official salary. For mechanic technicians with a first class driver's license, an additional 25 percent and a second class 10 percent of the official salary are established.

18. The procedure for calculating and paying the allowance for work at night for the watchman in accordance with the current legislation is charged from 10 pm to 6 am. The monthly salary of the watchman is 608 somoni. If an employee has 10 working days per month, then his one working day is 60 somoni 80 diram. When divided by 24 working hours (per day), the hourly wage is 2 somoni 53 diram. Of these, 50 percent for work at night is 1 somoni 27 diram and for 8 hours of work at night a day is 10 somoni 16 diram. If to multiply it by 10 working days, the employee's allowance per month is 101 somoni 60 diram.

5. FINAL PROVISIONS

19. Issues related to taxes and taxation of the payroll of employees of organizations and institutions under the ministries and agencies of the real sectors of the economy, financed from the state budget, are regulated by the Tax Code of the Republic of Tajikistan.

20. The calculation of the average wage for the payment of labor leaves, dismissal benefits, benefits for temporary disability and in other cases related to the payment of the average wage (except for calculating the pension) is made in accordance with the Procedure for calculating the average earnings due to an employee in all cases (production guarantee payments when performing state or public duties, when paying for vacation time, when paying wages during the transfer to another job), with the exception of average earnings when assigning a pension, approved by the Government of the Republic of Tajikistan on June 1, 2007, No. 313. 21. Samples of staffing tables for managers and specialists of organizations and institutions are given in attachment 1, the staffing table for employees of technical and maintenance personnel of organizations and institutions in attachment 2 and a certificate on monitoring the number of employees in organizations and institutions in attachment 3.