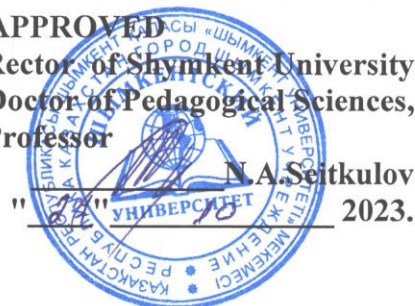
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APPROVED
 Rector of Shymkent University
 Doctor of Pedagogical Sciences,
 Professor




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 "27" УНИВЕРСИТЕТ 2023.


**REGULATIONS ON MILITARY REGISTRATION OF PERSONS OBLIGED
 FOR MILITARY SERVICE AND CONSCRIPTS**

**SHYMKENT UNIVERSITY QUALITY MANAGEMENT SYSTEM PROVISIONS of the
 UNIVERSITY 01 - 09- 2023**

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1. APPLICATION AREA

1.1 These regulations on military registration of persons liable for military service and conscripts determine the procedure for maintaining military registration of persons liable for military service and conscripts in the Republic of Kazakhstan and the provision of public services.

1.2 The Regulation is a normative document that forms the academic policy of Shymkent University and the internal quality assurance system; all structural divisions are required to comply with the requirements of the Regulation.

2. REFERENCE DOCUMENTS

2.1 The Law of the Republic of Kazakhstan "On Education" dated October 24, 2011 No. 487- VI (with amendments and additions as of 10.07.2023, No. 19-VIII).

2.2 The Labor Code of the Republic of Kazakhstan dated November 23, 2015 No. 414-V (with amendments and additions as of 07/04/2023, No. 15-VIII of the Law of the Republic of Kazakhstan).

2.3 The Charter of the University.

3. NAMES, DEFINITIONS AND ABBREVIATIONS

SHU- Shymkent University

4. DESCRIPTION OF THE PROCEDURE

4.1 General provisions

Conscripts and conscripts are subject to military registration, with the exception of:

- 1) women who do not have a military accounting specialty;
- 2) persons released from military duty in accordance with the Law of the Republic of Kazakhstan dated February 16, 2012 "On military service and the status of military personnel" (hereinafter – the Law);
- 3) persons serving a sentence of imprisonment;
- 4) permanently residing outside the Republic of Kazakhstan.

4.2 The purpose of military registration is to determine the availability of conscripts and conscripts in the interests of their effective use to ensure the defense and security of the state.

4.3 The main tasks of military accounting are:

1) determination of the quantitative and qualitative composition of the resources of conscripts and conscripts available in the Republic of Kazakhstan to ensure the organized conscription of citizens of the Republic of Kazakhstan (hereinafter referred to as citizens) for military service and measures for mobilization in the Republic of Kazakhstan;

2) training and accumulation of military specialists from among the conscripts and conscripts to ensure the recruitment and mobilization deployment of the Armed Forces, other troops and military formations of the Republic of Kazakhstan.

4.4 The duration of stay of citizens on military registration is determined in accordance with the Law.

By age, military service personnel are divided into categories of accounting:

1) the first category consists of:

reserve officers – up to and including 50 years of age;

sergeants (foremen), soldiers (sailors) of the reserve – up to and including 40 years;


2) the second category consists of:

reserve officers – from 51 to 60 years old inclusive;

sergeants (foremen), soldiers (sailors) of the reserve – from 41 to 50 years old inclusive.

Women who are liable for military service are registered in the second category:

reserve officers – up to and including 45 years of age;

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sergeants (foremen), soldiers (sailors) of the reserve – up to and including 35 years old.

Military personnel discharged from military service and citizens arriving in reserve, having the military ranks "foreman", "chief ship's petty officer", "ensign", "mich-man", "senior ensign", "senior midshipman" are on the military register of the second category up to 50 years inclusive.

4.5 Military registration of persons liable for military service is divided into general and special. Persons liable for military service who are not reserved for state bodies and organizations during mobilization, martial law and wartime are on general military registration. Persons liable for military service who are reserved for state bodies and organizations are on special military registration.

4.6 Military registration of persons liable for military service and conscripts is carried out at their place of residence or temporary stay (for a period exceeding three months) by local military administration bodies of districts (cities of regional significance). In populated areas where there are no local military administration bodies, military registration is provided by administrators of villages, settlements, and rural districts.

Full-time students are registered for military service with the local military command body at the location of the educational institution. The organization and provision of military registration of military personnel and conscripts is carried out by local executive bodies (of regions, cities of republican significance and the capital, districts, cities of regional significance).

4.7 Male citizens of the Republic of Kazakhstan who turn seventeen years old in the year of registration at the recruiting station are subject to initial registration for military service with the local military authorities of the district (city of regional significance) from January to March of the current year. Removal of a citizen from military registration in the event of a change of residence is carried out by the local military authorities of the district (city of regional significance) after the citizen has been registered for military service at the new place of residence. Citizens recognized by the medical (military medical) commission as unfit for military service with exclusion from military registration are not accepted for military registration.

4.8 Local military authorities of the district (city of regional significance) remove the following citizens from military registration:


- 1) conscripted into military service and sent to the troops;
- 2) enrolled cadets in military and special educational institutions;
- 3) convicted persons to serve their sentences in institutions of the penal enforcement system.

4.9 Conscripts and conscripts must:

1) appear at a set time and place on a call (summons) from the Mayor's office of the district (city of regional significance) or akimat of a village, settlement, rural district, carrying a certificate of registration (military ID), an identity card of a citizen of the Republic of Kazakhstan and a military certificate (if any), or an electronic document identity cards and driver's license (if any) from the digital documents service;

2) inform the local military administration body of the district (city of regional significance) or other body carrying out military registration within seven working days about the change of surname, first name, patronymic (if any), marital status, health status (recognition as a disabled person of the first or second group), place of residence, education, place of residence jobs and positions;

3) in cases of loss (damage) of a military ID, a certificate of registration to a conscription station, contact a State corporation or a portal within seven working days to resolve the issue of obtaining a duplicate.

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5. Military registration documents

5.1 Military registration documents are divided into personal military registration documents of conscripts and conscripts, personal documents of reserve officers of special state bodies, basic accounting documents and reference documents.

5.2 Personal military registration documents include:


- 1) for military service: military ID of a reserve officer of the Armed Forces of the Republic of Kazakhstan (hereinafter – military ID of a reserve officer);
military ID of a reserve officer of special state bodies;
military ID of a sergeant, soldier (hereinafter referred to as the military ID of a sergeant, soldier);
temporary certificate of a reserve officer (instead of a military ID) (hereinafter – temporary certificate of a reserve officer);
temporary certificate of sergeants and reserve soldiers (instead of a military ID) (hereinafter – temporary certificate of sergeants and reserve soldiers);
certificate of deferral from conscription during the period of mobilization, martial law and in wartime;
- 2) for conscripts – certificates of registration to the recruiting station (hereinafter referred to as the certificate of registration).

5.3 The main accounting documents include:

- the conscript's personal file (hereinafter referred to as the conscript's personal file);
- military service record card (hereinafter referred to as the account card);
- personal card of form no. T-2 (hereinafter referred to as the personal card);
- primary accounting cards (hereinafter referred to as the primary accounting card);
- registration and service card (for officers);
- notification of the enlistment of a person liable for military service on special military registration.

5.4 Military registration documents must contain the following information about a citizen:

- 1) individual identification number (hereinafter - IIN)
- 2) surname, first name and patronymic (if any);
- 3) military rank;
- 4) date of birth;
- 5) nationality (indicated at the request of the person);
- 6) place of residence or temporary stay;
- 7) marital status;
- 8) education;
- 9) place of work;
- 10) fitness for military service for health reasons;
- 11) basic anthropometric data;
- 12) military service;
- 13) military training;
- 14) knowledge of foreign languages;
- 15) the presence of a driver's license;
- 16) availability of military accounting and civilian specialties;
- 17) the presence of a sports category or a sports title.

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6. Registration of citizens at recruiting stations

6.1 Male citizens who turn 17 years old in the year of registration are assigned to conscription sites annually from January to March.

The postscript is organized and conducted by the relevant local executive bodies together with the local military administration bodies of the district (city of regional significance) in order to accept citizens for military registration, determine their number, category of fitness for military service, establish the level of education, the specialty received and the level of physical fitness.

On the basis of data on the registration of citizens to the conscription sites of the local military administration of the district (city of regional significance), preliminary distribution of conscription resources by types and types of troops of the Armed Forces, other troops and military formations of the Republic of Kazakhstan is carried out, preliminary selection of candidates for training in military-technical and other military specialties in specialized organizations of the Ministry of Defense of the Republic of Kazakhstan (further – the Ministry) and select persons who wish to enroll in military and special educational institutions.

The registration of citizens to conscription sites is carried out by local military authorities of the district (city of regional significance) for their permanent or temporary residence.

6.2 Before the registration of citizens to the conscription sites, the local military authorities of the district (city of regional significance) annually carry out preparatory work:

1) annually, by November 1, the list of legal entities of the district (city) is clarified through the district (city) statistical bodies and/or state revenue bodies;

2) annually, by December 1, they request from legal entities of the district (city) lists of citizens who are subject to registration to the conscription site.

3) check the accounting documents for compliance with the submitted lists of citizens subject to registration to conscription sites received from legal entities;

4) compare the lists of citizens subject to registration, compiled at the place of residence of citizens with similar lists of citizens received from legal entities at the place of work or study;

5) annually, until December 25, on the basis of verified lists, a consolidated list of citizens subject to registration to the conscription site is compiled.

6.3 Students of higher educational institutions who have completed military training under the reserve officers program are transferred to the military registration of reserve officers to the local military authorities of the district (city of regional significance) at the place of military registration.

Military departments for students who have passed the final exams:

make an entry in the certificate of registration "Passed military training (name of the educational organization). He is worthy of being awarded the military rank of reserve officer in the military accounting specialty (name of the military accounting specialty)", which is signed by the head of the military department and certified with an official seal;


the officer's personal file is formed, which contains the following basic documents: service record, registration card, badge, attestation sheet, application for assignment of officer rank, characteristics, an extract from the order on assignment of officer rank, which are sent to local military authorities at the place of military registration;

a personal list in the form is sent to the local military authorities at the place of military registration.

Local military authorities:

upon receipt of personal files and a personal list for students, these recruits are transferred to the military registration of reserve officers;

the date and number of the order for the assignment of officer rank, the registration number of the nominal list are entered into the conscript's account card and then transferred to the archive;

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in the accounting and alphabetical book, an entry is made on the assignment of an officer's rank, the date and number of the order for the assignment of military rank and the place of storage of the conscript's account card.

Students who have been awarded the military rank of an officer receive a military reserve officer's card.

If necessary, in order to confirm the completion of training in reserve officer programs, citizens are issued a certificate in the form upon their application by military departments of educational institutions.

6.4 The transfer from the military register of conscripts recognized unfit for military service in peacetime, limited fit in wartime, as well as those released from conscription for military service in peacetime for the reasons provided for in Article 36 of the Law, to the registration of military service is carried out on the basis of a decision of the district (city) conscription commission, confirmed by the decision of the regional draft commission.

Citizens who were not called up for military service upon reaching the age of 27 for various reasons and who did not arrive on call to draft commissions are transferred to the register of military service by the decision of district (city) draft commissions without passing a medical examination. Based on the decision of the district (city) draft commissions, an extract from the book of protocols of the district (city) draft commission is made in accordance with the form. Their fitness for military service is determined upon their appearance at the local military administration bodies.