

INSTRUCTIONS

- 1 - Abstaining from smoking in the lifts
- 2 - Not to press strongly on the buttons allocated for reserving the lifts, and the press should be for one time only on reserving the floor (storey) and it is not allowed to press on more than a button at one time.
- 3 - Not to use the lifts with more than the weight decided for.
- 4 - Not to touch or use any device of the extinguishing or electrical device unless by the approval of the responsible officials or on necessary.
- 5 - In case of noticing a damage in any device the maintenance section should be informed by a written notice.

Secondly : The Furniture :

- 1 - To preserve the furniture and devices and using them properly and not to expose them into the damage or quick consumption and to move or transfer same from their fixed places.
- 2 - Not to stick, fix, hang any paper, board or any other thing on the walls or furniture except by the approval and supervision of Directorate of the Ministry's Diwan.
- 3 - Transacting gently and quietly in the course of :
 - opening the doors and closing same.
 - opening the windows and curtains as well as closing them.
 - using the cock (tap), taking into account of not pouring the water absolutely on the grounds and passages.

Thirdly : Telephone Devices :

- 1 - To abridge in the telephone calls, and not to use the telephone unless for the official purposes except on dire necessity.
- 2 - Not to exert oneself the telephone by repetitive calls and should give suitable time periods between a call and another.

- 3 - Not to change a place of the telephone except by the approval and supervision of the Directorate of Ministry's Diwan (headquarters).
- 4 - Not to open the telephone or repair it and the maintenance section should be notified on the occurrence of a damage by a written notice.

Article 2

Firstly- The Minister or whom he authorizes may decide to amerce any person from staff of the Ministry the value of the damage occurred by him in the Ministry's buildings, its furniture or its devices or its other requirements by his intent or by his culpable negligence to it or by his diversement to the instructions and the proper rules in force and this shall not prejudice with whatever shall occur to the creator of injury towards discipline responsibility according to the law.

Secondly :

- 1 - Cost of the damage shall be estimated according to the current prices on its occurrence.
- 2 - Amount of the amercement shall be paid all at once and it may be paid by monthly installments which is to be cut from the salary if the amount exceeds to 20 dinars.
- 3 - If creator of the injury is not from the personnel of the Ministry then legal procedures shall be taken against him to amerce him value of the injury.

Article 3- These Instructions shall be enforced as from the date of its publication in the Official Gazette.

Minister of Justice

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