

**Kingdom of Cambodia
Nation Religion King**

Royal Government of Cambodia
No. 019/ANK/BK

**ANUKRET
ON THE ORGANIZATION AND FUNCTIONING OF
THE SECRETARIAT OF STATE OF THE CIVIL SERVICE**

The Royal Government of Cambodia

- Referring to the 1993 Constitution of the Kingdom of Cambodia;
- Referring to Reach Kret of September 24, 1993 on the Appointment of the First Prime Minister and the Second Prime Minister of the Royal Government of Cambodia;
- Referring to Reach Kret of November 1, 1993 on the formation of the Royal Government of Cambodia;
- Referring to Reach Kram No. 02/NS/RKM/94 of July 20, 1994 promulgating the Law on the Organization and Functioning of the Council of Ministers;
- Referring to Reach Kret No. NS/RKT/1094/83 of October 24, 1994 on the Reorganization of the Composition of the Royal Government of Cambodia;
- Referring to Reach Kret No. NS/RKT/1094/90 of October 31, 1994 on the Reorganization of the Composition of the Royal Government of Cambodia;
- Referring to Reach Kram No. NS/RKM/0196/024 of January 24, 1996 on the Establishment of the Secretariat of State for Civil Service;
- Referring to Anukret No. 20/ANK/BK of April 30, 1996 on the Organization and Functioning of Ministries and State Secretariats;
- Pursuant to the proposal of the Secretary of State for Civil Service, and the resolution of the Council of Ministers.

IT IS HEREBY DECIDED

**Chapter 1
General Provisions**

Article 1: The organization and functioning of the Secretariat of State for Civil Service, its general departments, and Institutions shall be determined by this Anu-kret.

**Chapter 2
Missions and Organization**

Article 2: The Secretariat of State for Civil Service shall be mandated by the Office of the Council of Ministers to manage state civilian personnel within the framework of the civil service.

Article 3: The Secretariat of State for Civil Service shall be responsible for:

- studying, developing, and following up the implementation of legislation and regulations relating to the management of state personnel;
- prior advice from the Secretary of State for Civil Service regarding any creation or modification of the structural organization of the administration,
- managing of jobs and foresee management,
- preparing, proposing, and following up policies on human resource development and professional training of state public agents;
- submitting to the Ministry of the Economy and Finance consolidated proposals for annual staff budget from proposals of various ministries, and following up of their implementation;
- overseeing the regularity of the organization and processing of competitive entry examinations in the civil service in accordance with Article 15 of the General Statutes of Civil Servants;

- overseeing the drafting of decisions, in particular the Krets, regarding personnel management as proposed by ministries and state secretariats; ministerial prakas shall bear a visa of the Secretariat of State for Civil Service;
- producing management data on the status of the State human resources and reviewing complaints brought by civil servants regarding the civil service prior to submission to the litigation committee;
- studying the preparation of projects and proposals regarding remuneration policies of civil servants;
- maintaining a central administrative management personnel records.

Article 4: The organizational structure of the Secretariat of State for Civil Service shall be as follows:

- Advisory Department;
- General Inspectorate;
- Financial and Administrative Management Department;
- General Management of the Civil Service Department subdivided into three departments and two bureaus.

The organizational chart for the Secretariat of State of the Civil Service shall be attached in the annex to this Anu-kret.

Chapter 3 The Advisory Department

Article 5: The Advisory Department of the Secretary of State shall be in charge of the missions provided by Anukret 020/ANK/BK of April 30, 1996 on the Organization and the Functioning of Ministries and the Secretariats of State.

Chapter 4 General Inspectorate

Article 6: The General Inspectorate of the Secretariat of State for Civil Service shall be responsible for:

- administrative control of management of state agents, particularly concerning the respect for procedures and the implementation of the regulations,
- advising administrations concerning the management of human resources of the state,
- reporting to the Secretary of State concerning the implementation of the regulations and guidelines in order to improve policy making in such matters.

The General Inspectorate shall be administered by a inspector general assisted by a deputy inspector generals and inspectors.

Chapter 5 The Administration and Finance Department

Article 7: The Administration and Finance Department shall be responsible for:

- a) on administrative matters:
 - coordination of activities between the different organs of the Secretariat,
 - management of administrative management documents and the Secretariat's mail,
 - ensuring the efficiency, administrative security, and supervision of the social activities within the Secretariat,
 - recapitulation and preparation of activity reports for the Secretariat.
- b) on personnel management matters:
 - administrative management of civil servants and agents of the Secretariat,
 - preparation of administrative management actions concerning the bodies,
 - plans for positions and human resources of the Secretariat,
 - conception of training policies, and implementation, follow-up, and evaluation of the training needs of personnel,
 - preparation of statistics and production of decision making tools for personnel management.
- c) in the area of equipment management:
 - centralization of equipment needs, planning of expenses, and management of repair work relating to the equipment of the Secretariat,

- management of furniture, real estate, and equipment stocks, and the establishment of inventories,
 - management of the garage and of the cars provided by the State to the Secretariat, as well as related expenses such as fuel, and spare part distribution,
 - reception and distribution of equipment to various departments of the Secretariat and the maintenance of files and accounting materials,
 - technical control of public acquisition operations.
- d) in the area of financial and accounting management:
- preparation of the draft budget of the Secretariat of State and follow-up of its implementation,
 - centralization and coordination of budgetary expenses,
 - monitoring the management of special accounts,
 - centralization and coordination of the Secretariat's expenses,
 - management of accounts for public acquisition costs.

Chapter 6

General Management Department of the Civil Service

Article 8: The General Management Department of the Civil Service shall be in charge of the coordination of operational management activities of the Secretariat.

This includes:

- Department of Regulations and Administrative Litigation,
- Department of Employment Studies and Personnel Training,
- Department of Administrative Control and Management Personnel,
- Bureau of Archives,
- Bureau of Data Processing.

The General Management Department shall be headed by a general director assisted by a deputy general director(s).

Each department shall be headed by a director assisted by a deputy director(s).

Article 9: The Department of Regulations and Administrative Litigation shall be responsible for the following duties:

- coordination, control of development, and follow-up concerning regulations relating to management procedures for the personnel of ministries;
- study, development, and evolution of proposals concerning regulations relating to the general statutes of civil servants, as well as control of the validation of the proposals of the ministries concerning specialized statutes,
- provide prior advice concerning any innovation or modification concerning the structural organization of the administration,
- study proposals concerning civil agent remuneration policies,
- prepare statements of cases before jurisdictions in the event of administrative litigation.

Article 10: The Department of Employment Studies and Personnel Training shall be responsible for the following duties:

- management of the estimated position profiles, staff, and their geographic locations. Follow-up of its short, medium, and long-term evolution. It shall be based on the management of job descriptions, staffs and their geographic locations as determined by the different ministries. This table shall be established according to the general policy and objectives assigned to the Civil Service,
- redefinition of job responsibilities according to the foreseeable evolution of jobs,
- conception and implementation of training programs of public agents within the framework of job management.

To fulfill these duties, the department shall:

- coordinate and cooperate with the various ministries concerned on actions of professional training and on the job training of public agents,
- take into consideration adjustments to the education policy in the medium and long term.
- cooperate with the Royal School of Administration in the training program,

- control the consistency of the organization and the processing of competitive entry examinations for the civil service;
- establish management data on state human resources and action proposals.

Article 11: The Department for Administrative Control and Personnel Management shall be responsible for the following duties:

- verification of the administrative validity of drafts of decisions of personnel management, including krets and anukrets, according to particular statutes and regulations, and granting visas by the head manager of the department on such decisions to submit them for the signature of the Prime Minister,
- control of the administrative validity of management decisions concerning civil servants determined by prakas of the Ministries, then submitting them to the Secretary of State for a visa;
- maintenance of the record of permanent civil servants that shall be centralized at its level,
- recapitulation of changes concerning civil servants and families.

Article 12: The Bureau of Archives shall be responsible for keeping the central administrative archives of the state civilian personnel. Each file shall provide for the career plan of the civil servant and shall contain an official copy of all decisions of the management.

Article 13: The Bureau of Data Processing shall be particularly in charge of:

- management of information resources for the State Secretariat,
- ensuring computer correspondence between various ministries concerning the management of administrative personnel,
- ensuring the maintenance of software and computer installation equipment for the State Secretariat.

Chapter 7 Financial Control Unit

Article 14: The Financial Control Unit shall be established by the Minister of Economy and Finance pursuant to the conditions provided in Anukret 081/ANK/BK of November 16, 1995 on the financial control of budgeted expenditures within ministries.

Chapter 8 Final Dispositions

Article 15: The organization and the functioning of the Secretariat of State for Civil Service at the central administration levels lower than the department level shall be determined by a *Prakas* of the Secretary of State for Civil Service.

Article 16: Any provision contrary to this Anu-kret shall be null and void.

Article 17: The Co-Ministers in charge of the Office of the Council of Ministers, the Secretary of State for Civil Service, ministers, and state secretaries of relevant ministries and institutions shall be responsible for implementing this Anu-kret from the date of its signature.

Phnom Penh, May 28, 1997

First Prime Minister
Norodom Ranariddh

Second Prime Minister
Hun Sen