

Kingdom of Cambodia
Nation Religion King

Ministry of Social Affairs, Veterans,
and Youth Rehabilitation

No: 395

Phnom Penh, 6 September 2005

Prakas
On
The Organization and Functioning of District-Khan Office of Social Affairs, Veterans and
Youth Rehabilitation

Minister of Social Affairs, Veterans, and Youth Rehabilitation

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Decides

- Praka 1: This *Prakas* determines the role, duty, structure and duty division of district-Khan Office of Social Affairs, Veterans and Youth Rehabilitation as prescribed in *Prakas* No. 359 dated on 16 August 2005 on the Organization and Functioning of provincial-municipal Office of Office of Social Affairs, Veterans and Youth Rehabilitation.
- Praka 2: The district-khan Office of Social Affairs, Veterans and Youth Rehabilitation has a duty to implement and coordinate the activity of provincial-municipal Office of Social Affairs, Veterans and Youth Rehabilitation in the district-Khan.
- Praka 3: Structure and Organization:
The district-khan Office of Social Affairs, Veterans and Youth Rehabilitation is led by one director whose position is equal to Chief of provincial-municipal office and assisted by a number of deputy directors as needed.

The structure and organization of district-khan Office of Social Affairs, Veterans and Youth Rehabilitation are divided into 3 sections:

- a. Administration Section
- b. Social Affairs and Youth Rehabilitation Section
- c. Veterans Section

Each section has the following duties:

A. Administration Section:

- Is responsible for the office's administrative work that includes:
 - o Incoming-outgoing letters
 - o Formalities, security, order, internal rule
- Manages property, movable and immovable property
- Pays salary for civil servants
- Coordinates other works of the office.

B. Social Affairs and Youth Rehabilitation Section

- Collects information with regard to the situation of vulnerable people in the district-khan, including homeless, children who commit vices, old people who lack dependency, abandoned orphans, prostitutes, people affected by natural disaster, fire, storm, flood, etc.

- Controls payroll ledger and settles policy allowances for pensioners, disabled persons according to the duty given by the office.
- Follows up the status and living of the pensioner, disabled person and their family
- Implements the office's homeless reintegration program.

C. Veterans Section

- Controls the statistics of all types and all ages of disabled persons in district-khan.
- Controls the statistics of disabled persons who have already received training and who have not received training.
- Controls the statistics of disabled persons who have and have not received treatment services.
- Controls payroll ledger and settles payment of policy allowances for entitled veterans and their family who are to receive the state's policy allowances according to the task given by the office.

Praka 4: Division of Duty

In case the district-khan Office of Social Affairs, Veterans and Youth Rehabilitation has a director and deputy director, the division of duty shall be implemented as the following:

- Office director takes an overall responsibility and takes charge in administration section, social affairs section and youth rehabilitation or veterans section.
- Office deputy director takes charge in one specialization section.

Praka 5: Deployment of civil servants to perform their work at district-khan Office of Social Affairs, Veterans and Youth Rehabilitation:

The office must take into account and use all possibility to allocate one to three office civil servants to each district-khan Office of Social Affairs, Veterans and Youth Rehabilitation.

The ministry encourages provincial-municipal Office of Social Affairs, Veterans and Youth Rehabilitation to accept the assigned officials at ministry, institution, unit who intend to move to serve the work at district-khan Office of Social Affairs, Veterans and Youth Rehabilitation.

In case of urgency and shortage of staff, district-khan Office of Social Affairs, Veterans and Youth Rehabilitation must submit a proposal for using the permanent officials.

Praka 6: This *Prakas* is effective from the date of signing.

Copied to:

[signature and seal]
Ith Samheng, Minister

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