

**Kingdom of Cambodia  
Nation Religion King**

Royal Government of Cambodia  
No. 020/ANK/BK

**ANUKRET  
ESTABLISHING THE GENERAL PRINCIPLES OF THE PROCEDURES FOR THE MANAGEMENT  
OF CIVIL SERVANTS**

**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. 06/NS/94 of October 30, 1994 promulgating the Law on the General Statutes of the Civil Service of the Kingdom 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 Reach Kram No. NS/RKM/0196/18 of January 24, 1996, promulgating the Law on the Establishment of the Ministry of Economy and Finance;
- Referring to Anukret No.082/ANK/BK of November 16, 1995 on the General Regulations for Public Accounting.
- Pursuant to the proposal of the Secretary of State for Civil Service and a resolution of the Council of Ministers.

**IT IS HEREBY DECIDED**

**Chapter 1**

**Administrative and Financial Procedures for the Management of Civil Servants**

**Article 1:** Drafts of decisions concerning the management of civil servants, including Krets, Anukrets and Prakas, shall be undertaken at the central administration level by the concerned Director of Human Resources Management, on standard computerized documentation specifying particularly the identification number of the employee. Commencing from the date of implementation of the pilot system for computerized management, decisions written on stencils or with any manual support shall be considered void.

**Article 2:** The above-mentioned decisions shall be subject to financial and administrative controls handled respectively by the Secretariat of State for Civil Service and by the Financial Control Service of the Ministry of Economy and Finance. Such controls shall be undertaken by visas. If they concern Krets or Anukrets, visas shall appear in the citations of the texts. If they concern Prakas, visas shall be affixed directly on texts to the left of the signature of the Minister concerned.

**Article 3:** Salaries and benefits provided to civil servants shall be settled and paid by the accountant of the Treasury without a prior order to pay. Settlement shall be realized through a central computer supporting the management system under the control of the Treasury acting as the public accountant. It shall ensure the control of payroll operations by checking supporting vouchers, then after having produced the payrolls, forward them to each Department of Human Resources Management concerned.

Regulating orders shall be printed by the computer simultaneously with the payrolls, which shall be signed by the financial controller. They shall then be signed by the Minister's comptroller or the Governor's concerned.

Payment shall be made by paying agents under the control of the Treasury.

**Article 4:** Prakas of the Minister of Economy and Finance and of the Secretary of State for Civil Service shall establish implementation procedures for this Anukret, and particularly a detailed description of applicable procedures for each type of management decision.

## **Chapter 2**

### **Transitional Measures**

**Article 5:** During the testing period of the computerized system of administrative management, and in the event that the implementation of this system is not ultimately realized, then the existing manual system shall remain in force.

**Article 6:** In the beginning, the new management system shall be put into place within the ministries that are already equipped. Regarding the ministries that are not already equipped with computer terminals in their own management services, self-service equipment shall be put at their disposal by the Secretariat of State for Civil Service.

**Article 7:** Procedures for managing civil servants shall not come into effect, within each ministry, until after their own validation of the data contained in the computerized database, which shall be subject to the control and supervision of the Secretariat of State for Civil Service.

## **Chapter 3**

### **Final Dispositions**

**Article 8:** All provisions contrary to this Anukret are hereby repealed.

**Article 9:** The Co-Ministers in charge of the Office of the Council of Ministers and all ministers and secretaries of state concerned shall be responsible for the enforcement of this Anukret from the date of its signature.

Phnom Penh, May 28, 1997

First Prime Minister  
Norodom Ranariddh

Second Prime Minister  
Hun Sen