

KINGDOM OF CAMBODIA**Nation - Religion - King**

The Royal Government
39/ANK/BK

ANUKRET

on

the General Principles of Procedures for Management of Civil Servants

- *Having seen the Constitution of the Kingdom of Cambodia;*
- *Having seen Reach Kret No. NS/RKT/1198/72 of November 30, 1998 on the Appointment of the Royal Government of Cambodia;*
- *Having seen Reach Kram No. 02/NS/94, dated July 20, 1994, promulgating the Law on the Organization and Functioning of the Council of Ministers;*
- *Having seen Reach Kram No. 06/NS/94 of October 26, 1994, promulgated the Law on the Statute of Civil Servants of the Kingdom of Cambodia;*
- *Having seen Reach Kram No. NS/RKM/01967/24 of January 24, 1996, promulgated by the Law on the Creation of the State Secretariat for Public Services;*
- *Having seen Reach Kram No. NS/RKM/01967/18 of January 24, 1996, promulgated by the Law on the Creation of the Ministry of Economy and Finance;*
- *Having seen Anukret No. 82/ANK/BK of November 16, 1995 on the General Regulations of Public Accounting;*
- *Having seen Anukret No. 20/ANK/BK of May 28, 1997 on the General Principles for Management of Civil Servants;*
- *Pursuant to the proposal of the State Secretariat for Public Services;*

HEREBY DECIDES**Chapter 1****Procedures for Administrative and Financial Management of Civil Servants****Article 1:**

The Administrative and Financial Management of Civil Servants, including change of administrative and family status shall be done through information technology system.

Article 2:

A department of personnel at the central administration shall draft separate regulations for administrative management of civil servants, including draft royal decrees, draft sub-decrees, draft prakas by using information technology standard that indicated identity numbers of civil servants. From the time of operation of management system of information technology, the separate regulations which published other than the legitimate documents of information technology shall be deemed void.

Article 3:

Administrative validity of separate regulation in form of Prakas shall be reviewed by the State Secretariat for Public Services and budgetary validity shall be verified by the financial controller and approval visa of each institution shall be endorsed on the left of interested director's signature on such regulations. Administrative validity of draft regulation in of Anukret and Royal Decree shall be reviewed by the State Secretariat for Public Services and budgetary validity shall be verified by the financial controller and approval visa of Council of Ministers and shall be recorded in all contexts.

Chapter 2**Payment of Salaries by Information Technology****Article 4:**

The salaries and remuneration payable to the civil servants shall be paid and settled by the Treasury accountant without any prior order for payment. The payment shall be made through computerized method at the central level that maintains management system under the control of the Treasury who functions as a public accountant. Such

public accountant shall review the flows of salaries based on certified letters. After preparation of the salary payroll shall be sent to the each relevant personnel department. Treasury warrant shall be made by the ordonnateur or institution director at the same time of salary payroll and shall have approval visa of the financial controller. Payments shall be made by payment agent under the supervision of the Treasury.

Article 5:

The Minister of Economy and Finance and Secretary of State for Public Services shall define a formality and detail instructions for application of this Anukret and procedure for application of separate regulations for its respective management.

Chapter 3
Transitional Measures

Article 6:

After the completion of civil servant census all ministries, institutions, provinces and municipalities shall use new salary payrolls.

Article 7:

The ministry or institution which uses the new salary payroll in compliance with information technology system shall request for approval visa from the State Secretariat for Public Services as to any change of administrative status or monthly change of family status of the civil servants. The State Secretariat for Public Services shall report the above status to the Council of Ministers.

Article 8:

During the transitional period in which the use of information technology system has not been conclusive the use of current documentation system remains in force.

Article 9:

This Anukret shall repeal and replace Anukret No. 20/ANK/BK of May 28, 1997 on the general principles of procedures for management of civil servants. Any provisions that are contrary to this Anukret shall be deemed abrogated.

Article 10:

The Minister in charge of the Council of Ministers, the relevant Minister and Secretary of State shall effectively implement this Anukret from the date of signature.

Phnom Penh, April 27, 2000

Prime Minister: **Hun Sen**

Having submitted to Samdech

Prime Minister for signature.

Secretary of State for Public Services: **Pich Bunthin**