



(Unofficial translation)

**PRAKAS
ON
The Establishment of Offices under Divisions of Phnom Penh Capital Hall,
Establishment of Offices under Sala Khan; and the Determination of Roles, Duties
and Working Procedures of these Offices**

Deputy Prime Minister, Minister of the Ministry of Interior

- Having seen the Constitution of the Kingdom of Cambodia;
- Having seen Royal Decree No. NS/RKT/0908/1055 dated 25 September 2008 on the Appointment of the Royal Government of Kingdom of Cambodia;
- Having seen Royal Kram No. 02 NS/94 dated 20 July 1994 promulgating the Law on the Organization and Functioning of the Council of Ministers;
- Having seen the Royal Kram No. 06 NS/94 dated 30 October 1994 promulgating the Law on Common Statute of the Civil Servants in Kingdom of Cambodia;
- Having seen Royal Kram No. NS/RKM/0196/08 dated 24 January 1996 promulgating Law on the Establishment of Ministry of Interior;
- Having seen Royal Kram No. NS/RKM/0508/017 dated 24 May 2008 promulgating Law on Administrative Management of the Capital, Provinces, Municipalities, Districts, and Khans;
- Having seen Royal Kram No. NS/RKT/030/05 dated 19 March 2001 promulgating Law on Administrative Management of the Communes/ Sangkats;
- Having seen Royal Decree No. NS/RKT/1208/1429 dated 31 December 2008 on the Establishment of National Committee for Sub-National Democratic Development;
- With reference to Sub-Decree No 215 OrNKR.BK dated 14 December 2009 on Roles, Duties and Working Relationship of the Phnom Penh Capital Council and Board of Governors, and the Khan Council and Board of Governors of the Phnom Penh Capital;
- With reference to decision of NCDD third meeting dated 15 September 2009.

DECIDES

Chapter 1

The Divisions and Offices under the Capital Hall (Sala Reachtheani)

Section 1

The Establishment of Offices and Roles and Duties of the Offices under the Divisions of the Capital Hall

Article 1:

Sala Reachtheani is the working office of the Capital Council and Board of Governors.

The Sala Reachtheani shall be regularly opened according to public working hours.

During working hours, people have the rights to:

- Communicate and interact with the members of the council or board of governors
- Receive information on the requests and other issues from provincial administration;
- Participate in providing comments or suggestions on any issues.

In between working hours or official public holidays, the Capital council and board of governors shall ensure an appropriate number of staff and officials of its administration to be present in the office in order to receive or address urgent or special requests.

Article 2:

Based on 58 of the sub-decree No 215 OrNkr.BK dated 14 December 2009 on Roles, Duties and Working Relationship of the Phnom Penh Capital Council and Board of Governors, and the Khan Council and Board of Governors of the Phnom Penh Capital, the Sala Reachtheani shall compose of divisions as followings:

- Administration Division
- Planning and Investment Division
- Finance Division
- Urbanization Division
- Human Resource Management Division
- Inter-Sectoral Division
- Law and Human Right Affair Division
- Waste Management Division.

Each division shall perform its roles and duties as stated in the article 58 of the sub-decree No 215 OrNkr.BK dated 14 December 2009 on Roles, Duties and Working Relationship of the Phnom Penh Capital Council and Board of Governors, and the Khan Council and Board of Governors of the Phnom Penh Capital.

Each division shall be composed of offices as determined in this Prakas.

Each office shall be led by one (01) chief and have a maximum two (02) deputy chiefs as assistants.

The conditions for appointment of director or deputy directors of each division shall based on a separate statute of sub-national administration personnel.

Article 3:

The **Administration Division** has subordinated offices as follows:

- Protocol and Documentation Office
- Public Relation and International Cooperation Office
- Report Consolidation and Information Office
- Statistic and Civil Registration Office
- Council Secretary Office.

Each office is the secretariat to the director of the Administration Division and has roles and duties as followings:

1. Protocol and Documentation Office:

- Receive and distribute incoming and outgoing letters, telephones, faxes;
- Receive the request for legalization of letters and other documents;
- Be responsible for management and maintain the official stamp;
- Be responsible for the library and its documentation;
- Prepare weekly activity schedule of the Capital board of governors;
- Maintain security and public order in Sala Reachtheani.

2. Public Relation and International Cooperation Office:

- Communicate, receive and provide information to the public who come to communicate with members of the Sala Reachtheani;
- Be responsible for protocol and prepare for greeting ceremonies for national and international delegations who visit the Sala Reachtheani; and cooperate in organizing national ceremonies, inaugurations of achievements, meetings and other ceremonies of the province;
- Engage in friendship with province and municipality partners;
- Prepare memorandum of understanding documents or other agreements between Phnom Penh Capital and province and municipality partners; and between Capital and international organizations;
- Cooperate and receive support from province and municipality friendship and from national and international organizations; and
- Monitor and evaluate cooperation between the Phnom Penh Capital and province and municipality partners and international organizations.

3. Report Consolidation and Information Office:

- Collect information about public opinion and events that will be used as a basis for preparation of information for the Capital council and board of governors so that they be addressed on time;
- Collect information on the general situation of all sectors, reports from divisions, from Khans and Sangkats within the Capital as a basis for preparing weekly, monthly, semester and annual reports;
- Prepare and display information on the public information boards;
- Cooperate in preparing information or other programs for broadcasting on radio, television and other media;
- Prepare newsletters, magazines and the homepage of the Capital administration;
- Prepare and manage information technology system of the Capital administration; and
- Prepare meeting and minutes of the meeting of the Capital board of governors.

4. Statistic and Civil Registration Office:

- Responsible for the Census and management of population statistics in the Capital;
- Analyze and evaluate income situation and migration of the people in the Capital;

- Support, follow up, monitor and promote civil registration;
- Monitor and issue Khmer nationality identification cards in accordance with determined procedures;
- Conduct research, analyze and evaluate births, marriages and deaths for the purpose of civil registration;
- Review, monitor and evaluate marriage registration of Cambodian citizens with foreigners;
- Disseminate legal instruments related to population statistic and civil registration; and
- Study and assess the needs related to means and materials for civil registration in the Capital.

5. Council Secretary Office

- Prepare agenda, invitation letters and minutes of meetings of the Capital council and its committees;
- Cooperate in preparing documents for each agenda of the meetings of the Capital council and its committees;
- Maintain minutes of the meetings, Deika, decisions and other documents of the council and its committees;
- Organize meeting venue of the Capital council and council committees;
- Cooperate with relevant divisions and offices of Sala Reachtheani and media in order to disseminate information to the public on results and decisions of the meetings as well as other information of Capital council and their committees; and
- Cooperate in organizing dissemination forums in Khans within the Capital and prepare reports on the output of the forums.

Article 4:

The **Planning and Investment Division** has subordinated offices as follows:

- Planning Office
- Local Support Office
- Investment Office
- Poor's Community Development Office

Each office is the secretary to the director of the Planning and Investment Division, and has the following roles and duties:

1. Planning Office:

- Cooperate and coordinate in preparing annual workplan and budget of the Capital;
- Cooperate and coordinate in preparing the draft of the Capital five (05) year development plan and three (03) year rolling investment program;
- Cooperate in implementing of the five (05) year development plan and three (03) rolling investment program of the Capital;
- Cooperate in preparing progress reports on the implementation of the development plan and the investment program of the Capital;
- Communicate and cooperate with departments and units regarding data, maps and priority needs of the Khans and Sangkats;
- Manage contracts and monitor the implementation of the contracts in the Capital investment programs;

- Manage, monitor and consolidate reports on the implementation of contracts signed between the Capital administration and implementing agencies;
- Cooperate in conducting feasibility studies for projects, prepare designs, cost estimates and prepare project proposals;
- Review progress reports on the implementation the Khan and Sangkat development plans.

2. Local Support Office

- Coordinate and support to Khans and Sangkats in the formulation of five (05) year development plan and three (03) year rolling investment program;
- Coordinate and provide support to Khans and Sangkats in the formulation and implementation of their projects;
- Support Khans and Sangkats in study of projects, prepare designs, cost estimation and prepare proposals;
- Review legality of Deika and decisions of the Khans and Sangkats;
- Monitor and evaluate work performance of the Khan and Sangkat councils in the implementation of legal framework and administration of tasks of the Khans and Sangkats;
- Support Khans in reviewing legality of Deika and decisions of Sangkats;
- Study on establishment, dissolution, division, integration and change of names of villages, Sangkats and Khans; and the relocation of Sala Khan and Sangkat Office (Sala Sangkat);
- Coordinate and promote effective cooperation from ministries, institutions, departments, units, NGOs, international organizations, private sector and other development partners to support capacity development of Khan and Sangkat administrations and assist in mobilizing resources for development of the Khans and Sangkats.

3. Investment Office

- Cooperate with departments and units in reviewing and providing comments to encourage investments in the Capital;
- Cooperate with departments and units in monitoring and implementation of mechanisms to encourage investments in the Capital;
- Cooperate in studies on principles, policies to promote investments in the Capital;
- Prepare programs, contents and investment documents;
- Review and provide comments on investments and development proposals of the private sector and other stakeholders within the jurisdiction of the Capital.

4. Poor's Community Development Office

- Study and establish Poor's Communities;
- Manage data of the Poor's communities;
- Formulate participatory community development plans;
- Promote ownership of the communities in the formulation of development projects and mobilization of resources from stakeholders;
- Monitor and evaluate development projects and use of Poor's Community development fund;

- Organize programs to exchange experience within community and from one community to other community;
- Credit provision on small business for the Poor's Communities;
- Development statute of getting loan and payment back to the credit;
- Monitor and evaluate use of the credit;
- Tasks related to one village one product and find market for the products;
- Study on locations and problems related to the settlement of the Poor's communities;
- Study and seek partners for development of infrastructure and settlement of the Poor's Communities;
- Seek and provide credit on construction of settlement for the Poor's Communities.

Article 5:

The **Finance Division** has subordinated offices as follows:

- Finance Office
- Accounting Office
- Property Management Office
- Procurement Office

Each office is the secretary to director to the Finance Division, and has the following roles and duties:

1. Finance Office

- Prepare annual budget and medium term expenditure framework of Capital administration;
- Cooperate and prepare financial procedures and use of the Capital administration budget;
- Monitor and evaluate the implementation of the procedures and the usage of the Capital administration budget;
- Cooperate and prepare legal instruments on revenue collection in accordance with predetermined principles;
- Take action to promote all kinds of revenue collection for the budget of the Capital administration;
- Prepare all mandates for cash withdrawal and all requests for expenses;
- Prepare financial reports.

2. Accounting Office

- Manage petty cash revenues, petty cash advances and accounts of the Capital administration;
- Register and manage all kinds of revenues of the Capital;
- Prepare reports on incomes, expenditures and budgets by account of the Capital administration;
- Prepare and make salary payments to officials and staff of Sala Reachtheani;
- Receive request for payment (mandate) and prepare documents for cash withdrawals;
- Review and make payments for all expenses;
- Manage equipment/ materials and other assets warehouse; and
- Cooperate and prepare reports on budget payments of the Capital.

3. Property Management Office

- Manage all kinds of movable, immovable properties of the Capital administration;
- Prepare and manage inventory list of movable and immovable properties;
- Cooperate in preparing principles for administration of moveable immovable properties; and
- Prepare documents for liquidation, sale, lease and investment of all kinds of properties of the Capital administration.

4. Procurement Office

- Manage procurement tasks of the Capital administration; and
- Prepare reports on procurements.

Article 6:

The **Urbanization Division** has subordinated offices as follows:

- Urbanization Office
- Development and Construction Management Office

Each office is the secretary to director to the Urbanization Division, and has the following roles and duties:

1. Urbanization Office

- Cooperate in development of master plan on land-use and land-used plan for the Capital;
- Review and provide comments on development projects in order to align with the master plan on land-use and land-used plan;
- Monitor, evaluate and prepare reports on the implementation of master plan on land-use, land-used plan and construction plan;
- Identify strategies for formulation and development of settlement in the Capital;
- Analyze and evaluate the population growth and socio-economic problems related to the settlement;
- Manage and develop gardens, parks and public lights.

2. Development and Construction Management Office

- Tasks related to land titling
- Tasks related new constructions and renovations;
- Review and provide comments on violation on constructions;
- Manage old constructions and heritages in the Capital;
- Cooperate in identifying principles for development, maintenance and reparation of transportation infrastructures in the Capital;
- New settlement, maintenance of order, urbanization and solution of land conflicts outside court system.

Article 7:

The **Human Resource Management Division** has subordinated offices:

- Personnel Management Office
- Capacity Development Office

Each Office is the secretary to the director of the Human Resource Management Division, and has the following roles and duties:

1. Personnel Management Office:

- Prepare plans for use of civil servant body and personnel of the Capital administration;
- Recruitment of officials and staff, officials and staff in their probation period and permanent employment of officials and staff in the civil servant body;
- Prepare and maintain personnel files of officials and staff of the Capital administration;
- Develop roles, duties and administrative procedures of the division and offices of Sala Reachtheani; and monitor and evaluate their implementation;
- Prepare terms of reference for officials and staff; and monitor and evaluate their implementation;
- Study and prepare plan for use and recruitment of technical advisors and all types of contract staff;
- Review and provide comments on requests for appointment of positions, change of duties and staff movement; and leave requests of all officials and staff of the Capital administration;
- Review, research and provide comments on personnel scoring and recommendations on promotion and upgrade of officials and staff of Sala Reachtheani;
- Prepare and maintain files of officials and staff who reach retirement age and maternity leave, putting the civil servant body outside their own institution putting outside the position, putting outside the supervision, keep vacant with no salary and transfer of body;
- Prepare requests for awarding decorations, medals and letter of appreciation for officials and staff of the Capital administration and/or other persons who contribute to the administration;
- Make requests in the implementation of policy for personnel benefits for officials and staff who have resigned from their positions, lost their ability to perform on a professional basis and/or have deceased;
- Prepare requests for establishment or rearrangement or dissolution of divisions or offices of Sala Reachtheani;
- Review and provide comments on the request for establishment or rearrangement or dissolution of offices of Sala Khan;
- Review and provide comments in identifying composition of committees, sub-committees and working groups of the Capital council and board of governors.

2. Capacity Development Office:

- Study and define strategies and programs for capacity development to officials and staff of the Capital administration;
- Conduct training need assessment and prepare training programs for officials and staff of the Capital administration;
- Cooperate and prepare training documents and materials and conduct training for officials and staff of the Capital administration;
- Provide comments on selection and assignment of officials and staff to participate in study tours, exchange visits and short or long courses in the country or abroad;
- Disseminate organic laws, laws, legal instruments, administrative and financial procedures; and roles, duties of divisions and offices, including terms of reference for staff and officials.

Article 8:

The **Inter-Sectoral Division** has subordinated offices:

- Economic and Social Affair Office
- Commercial Advertisement Office

Each office is the secretary to the director of the Inter-Sectoral Division, and has the following roles and duties:

1. Economic and Social Affair Office

- Manage statistic on all of types of businesses and productions /firms in the Capital;
- Cooperate with the departments and units in the implementation of economic and social affairs in accordance with delegation from the ministries and institutions;
- Study and make comments on development of economic sector and business activities in the Capital;
- Determine principles of management of markets and slaughterhouses;
- Cooperate and coordinate in the review of functions, responsibilities and resources to be transferred to the Capital administration as well as transfer of functions and resources to Khans and Sangkats;
- Cooperate and coordinate to promote service delivery on education, health and hygiene in the Capital;
- Cooperate in education and dissemination of information on disease prevention and public health services;
- Cooperate and coordinate in solving problems related to assistance relief work for the poor people, retirees, handicaps, orphans, vagabonds, homeless people;
- Take actions to prevent damage from natural disaster, social incidents and other emergencies;
- Solve problems related to labor, jobs and vocational training;
- Promote healthcare for women and children;
- Promote gender mainstreaming in all social activities;
- Facilitate and create good environment for the people regarding cultural beliefs, religions and traditions in the Capital;
- Coordinate inter-sectors activities in order to promote a good environment for all types of local economic activities and promote investments and development of private sector in the Capital.

2. Commercial Advertisement Office

- Develop provisions related to installation of commercial advertisement posters, electricity boxes, banners, trade marks and mobile advertisements;
- Review and provide comments on locations of commercial advertisements;
- Prepare statistic on commercial advertisements in order to develop short term and long term commercial advertisement plan and formulate master plan on commercial advertisement.

Article 9:

The **Law and Human Right Affair Division** has subordinated offices:

- Public Safety Office
- Law Affair and Local Conflict Resolution Office

Each office is the secretary to the director of the Law and Human Right Affair Division, and has the following roles and duties:

1. Public Safety Office

- Define principles and measures on usage of transportation means in the Capital and coordinate their implementation;
- Define principles and measures on traffic safety in the Capital and facilitate their implementation;
- Manage the traffic system and all kinds transportation within the Capital;
- Determine principles and measures in the prevention of crime and put in measure to minimize crimes as well as maintain safety in the Capital;
- Cooperate and research addicted people and prepare policies on the prevention and fighting against addicted substances;
- Manage My Opportunity Center and other centers for treating drug addicts;
- Cooperate and coordinate with youth rehabilitation centers for drug addicted people in the Capital;
- Participate in meeting of the [Capital Military Steering Committee](#) and monitor the implementation of decisions of the meeting.

2. Law Affair and Local Conflict Resolution Office

- Abuse of power within the Capital jurisdiction;
- Receive, review and provide comments on local conflict resolution;
- Receive, review and provide comments on complaints of the people about the administrations within the Capital jurisdiction;
- Provide comments on implementation of delegated power related to the implementation and respect of laws;
- Conduct dissemination of laws, monitor and evaluate awareness and implementation of law;
- Educate, disseminate and promote awareness about the human rights and respect of human rights;
- Participate in the meeting of the Capital Military Steering Committee and cooperate in monitoring of the implementation decisions of this meeting.

Article 10:

The **Waste Management Division** has subordinated offices:

- Environmental Impact Monitoring and Technique Office
- Waste Collection and Management Office

Each office is the secretary to the director of the Waste Management Division, and has the following roles and duties:

1. Environmental Impact Monitoring and Technique Office

- Manage data on waste;
- Formulate waste management plan;

- Develop principles and measures for waste management;
- Communicate with relevant institutions and development partners to promote waste management;
- Disseminate and educate the public in order to promote awareness and participation in the waste management;
- Cooperate with expertise and local authorities in order to prevent from environmental impact caused by the waste;
- Solve environmental disputes caused by the waste.

2. Waste Collection and Management Office

- Manage waste disposal places;
- Manage activities related to waste collection and transport services;
- Manage waste recycle and processing;
- Manage liquid waste pumping and storage;

Article 11:

Besides roles and duties of the divisions of Sala Reachtheani as stated in Paragraph 2, Article 2 of this Prakas and the roles duties of the offices described in Articles 3, 4, 5, 6, 7, 8, 9 and 10 of this Prakas, each division and the subordinated office may receive additional permanent duties as necessary.

The administration director shall make requests to the Capital board of governors in order to get approval from its council, on the assignment of the additional permanent duties to any divisions and offices.

In the implementation of daily tasks, if there are any urgent and new tasks which are not determined in the specific duties of the division and office, the administration director shall immediately request advice from the governor in order to assign those tasks to a specific division and/or office to take charge according to established procedures. The administrative director, then, shall report on this to the Capital council. After implementation, if the new tasks are found to be permanent in nature, the administration director shall implement the principles as stated in paragraph 1 and 2 of this Article.

Each office shall administer its roles and duties in accordance with existing laws, legal instruments and determined procedures and terms of reference.

Article 12:

Besides the above divisions and offices, the Capital board of governors may request to the Capital council to create, reorganize or dissolve one or a number of divisions or offices as necessary.

In the event that there is a need to establish additional divisions or offices, these divisions or offices shall not duplicate roles and duties with the division or office that have been established by the sub-decree No 215 OrNKr.BK dated 14 December 2009 on Roles, Duties and Working Relationship of the Phnom Penh Capital Council and Board of Governors, and the Khan Council and Board of Governors of the Phnom Penh Capital and offices established by this Prakas.

Based on decision from its council, the Capital governor shall make request to the Minister of Ministry of Interior for review, decision and /or prepare formality for creating or dissolving or reorganizing the above divisions or offices.

Section 2

Working Procedures of the Divisions and Subordinated Offices

Article 13:

Each division shall be under direct responsibility, supervision and management of the director of the division.

Each director of the division shall be responsible and accountable to the administrative director of Sala Reachtheani.

The administrative director of Sala Reachtheani shall be responsible and accountable to the board of governors and its council.

Article 14:

The each office shall be under direct responsibility, supervision and management of the chief of the office.

Each chief of the office shall be responsible and accountable to the director of its division and the administration director of Sala Reachtheani.

Article 15:

Based on provisions as stated in the sub-decree No 215 OrNKr.BK dated 14 December 2009 on Roles, Duties and Working Relationship of the Phnom Penh Capital Council and Board of Governors, and the Khan Council and Board of Governors of the Phnom Penh Capital and principles as stated in this Prakas, the Capital administration director with the assistance from the human resource management division as a secretary shall lead and coordinate all divisions of Sala Reachtheani to determine administrative procedures for divisions and subordinated offices under each division as well as to define terms of reference for division director and deputy director, chief and vice chief of the offices, officials and staff of all offices under divisions of Sala Reachtheani for submitting to the board of governors and the council for review and approval.

The Capital administration director with assistance of the finance division as a secretary shall determine financial procedures for the use of materials and budgets of the Sala Reachtheani divisions and offices for submitting to the Capital board of governors and the council for review and approval.

The administrative and financial procedures including terms of reference for officials and staff shall be signed by the Capital governor.

The Capital board of governors shall lead the administration director to regularly conduct monitoring and evaluation on the implementation of the procedures and terms of reference of personnel; and prepare a report to its council.

Article 16:

All tasks within its jurisdiction, the Capital board of governors shall lead and instruct the administration director in assigning tasks to the divisions and offices in conducting studies, research and provide comments in accordance with the principles of the existing laws and legal instruments and administrative and financial procedures. Results of the studies and research then shall be sent to the administration director for submission to the responsible deputy governor for

review and to make comments in accordance with formality, procedures and its authority before submitting them to the Capital governor for review and approval.

The directors of divisions and chiefs of offices shall administer officials and staff in each office to implement their jobs based on existing laws, legal instruments and based on administrative and financial procedures and their terms of reference.

Article 17:

The administration director shall define meeting schedules with the administration deputy directors, directors and deputy directors of the divisions, chiefs and vice chiefs of the offices of Sala Reachtheani.

The director of each division shall define meeting schedules with chiefs and vice chiefs of the offices.

The above meeting is a joint meeting to review results, progress or challenges in order to identify directions, measures or ask for advice from different tiers of the administration for review and final solution.

Minutes of these meetings shall be prepared.

Article 18:

The Capital board of governors shall lead and provide instructions to the administration director in preparing design of a plan for a training program and capacity development, to the directors and deputy directors of the divisions, chiefs and vice chiefs of the offices and officials and staff of Sala Reachtheani, on professional skills and professional ethics as well as roles and duties, administrative and financial procedures and terms of reference of the officials and staff in order to improve work effectiveness in the Sala Reachtheani.

Chapter 2

The Offices under the Khan Governor Office (Sala Khan) of the Phnom Penh Capital

Section 1

The Establishment of the Offices and Roles, Duties of the Offices under Sala Khan of the Phnom Penh Capital

Article 19:

The Sala Khan is the working office of the Khan Council and Board of Governors.

The Sala Khan shall be open according to public working hours.

During working hours, people have the right to:

- Communicate and work with the Khan council and board of governors
- Receive information on the requests and other materials from the Khan administration; and
- Participate in providing comments or suggestions on any other issues.

In between working hours or on official public holidays, the Khan council and board of governors shall ensure an appropriate number of staff and officials of its administration to be in the office in order to receive or address urgent or special requests.

Article 17:

Based on 58 of the sub-decree No 215 OrNkr.BK dated 14 December 2009 on Roles, Duties and Working Relationship of the Phnom Penh Capital Council and Board of Governors, and the Khan Council and Board of Governors of the Phnom Penh Capital, each Sala Khan shall compose of offices as follows:

- Administration and Finance Office
- Planning and Development Office
- Inter-Sectoral Office

Each office shall be led by one (01) chief and one (01) vice chief as an assistant.

The conditions for the appointment of the chief of the office and vice chief of Sala Khan and deployment of the officials and staff in the offices of Sala Khan shall be based on the Statute for Personnel of Sub-National Administration.

The above offices shall serve as a secretariat for the Khan council and board of governors on the following duties:

1. Administration and Finance Office:

- Administrative tasks, letters, public relation and protocols;
- Manage and maintain the official Khan stamp as determined procedures;
- Manage population statistics and civil registrations;
- Manage personnel, body, salaries and benefits of officials and staff of Sala Khan;
- Cooperate in preparing administrative and financial procedures and terms of reference of the officials and staff of Sala Khan;
- Provide training and capacity development to officials and staff of Sala Khan;
- Study and provide comments on creation, reorganization and dissolution of offices of Sala Khan;
- Financial affairs and asset management of Khan administration;
- Prepare draft agenda, content for each agenda and documents of the meetings of the Khan council and its committees;
- Prepare and distribute invitation letters, venue and taking minutes of all meetings of the council and its committees, and meetings of the board of governors;
- Receive and properly distribute letters and documents to the Khan councilors, governor and deputy governors as well as ministries, departments, institutions, departments, units, offices and relevant people;
- Maintain in good order and with safety all documents and legal instruments of the Khan council, board of governors and Khan administration;
- Prepare monthly, quarterly, semester, and annual reports;
- Prepare and display information on the information boards and find other means to disseminate information to the public within the Khan;
- Cooperate in the preparation for dissemination and consultative forums at Sangkats within the Khan.

2. Planning and Development Office:

- Study and prepare development plan and investment programs in order to include into the five (05) year development plan and three (03) rolling investment program of the Capital;
- Implement projects and development programs of Khan;
- Assess and provide comments on capacity of Sangkat councils and the needs for support;
- Respond to requests, suggestions and challenges of Sangkats;
- Support Sangkat councils in the preparation and implementation of Sangkat development plans;
- Coordinate and support development cooperation and service delivery in Sangkats of Khan;
- Other tasks required by laws, legal framework and as required by the Khan council and board of governors.

3. Inter-Sectoral Office:

- Take responsibility for tasks related to land and construction;
- Take responsibility for tasks related to economic and social affairs, culture, religion, environment, waste, hygiene and gardens in accordance with delegation from the Capital administration;
- Implement functions and duties relegated from the Capital administration;
- Public order, law and human right affairs;
- Abuse of power and local conflict resolution.

Article 21:

Besides roles and duties of the offices as stated in Article 20 of this Prakas, each office may receive additional permanent duties as necessary.

The administration director shall make requests to the Khan board of governors in order to get approval from its council, on the assignment of the additional permanent duties to any offices.

In the implementation of daily tasks, if there are any urgent and new tasks which are not defined as part of specific duties of the offices, the administration director shall immediately request the advice from the governor in order to assign those tasks to a specific office to take charge according to procedures. The administration director, then, shall report on this to the council. After the implementation of these new tasks, if they are found to be permanent duties in nature, the administration director shall implement the principles as stated in paragraph 1 and 2 of this Article.

Each office shall administer its roles and duties in accordance with existing laws, legal instruments, procedures and terms of reference.

Article 22:

Besides the above offices, the Khan board of governors may request to the municipal council to create, rearrange or dissolve one or a number of offices as necessary.

In the event that there is a need to establish additional offices, these offices shall not contain roles and duplicated roles and duties with the offices that have been established by this Prakas.

Based on decision from its council, the Khan governor shall make a request to the Capital governor in order to request to the Minister of Ministry of Interior for review, decision and /or prepare formally the creation or dissolution or rearranging the above division or offices.

Section 2

Working Procedures of the Offices under Sala Khan

Article 23:

Each office shall be under direct responsibility, supervision and management of the chief of the office.

Each chief of the office shall be responsible and accountable to the administration director of Sala Khan.

The administration director of Sala Khan shall be responsible and accountable to the board of governors, governor and its council.

Article 24:

Based on provisions as stated in the sub-decree No 215 OrNKr.BK dated 14 December 2009 on Roles, Duties and Working Relationship of the Phnom Penh Capital Council and Board of Governors, and the Khan Council and Board of Governors of the Phnom Penh Capital and principles as stated in this Prakas, the Khan administration director with the assistance from the Administration and Finance Office as a secretariat shall lead and coordinate all offices of Sala Khan to determine financial and administrative procedures, use of materials and budgets for the offices of Sala Khan as well as to define terms of reference for chiefs, vice chief of the offices, officials and staff of Sala Khan for submitting to the Khan board of governors and the council for review and approval.

The administrative and financial procedures including terms of reference for officials and staff shall be signed by the Khan governor.

The Khan board of governors shall lead the administrative director to regularly conduct monitoring and evaluation on the implementation of the procedures and terms of reference; and prepare a report for its council.

Article 25:

All tasks within the jurisdiction of the Khan administration, the Khan board of governors shall lead and instruct the administration director in assigning tasks to the offices in conducting studies, research and provide comments in accordance with the principles of the existing laws and legal instruments and administrative and financial procedures. Results of the studies and research then shall be sent to the administration director for submission to a responsible deputy governor for review and comment in accordance with formality, procedures and its authority before submitting them to the Khan governor for review and approval.

The chiefs of the offices shall administer officials and staff in each office to implement their jobs based on existing laws, legal instruments and based on administrative and financial procedures and the determined terms of reference.

Article 26:

The Khan administration director shall define meeting schedules with the administration deputy directors, chiefs and vice chiefs of the offices of Sala Khan to review results, progress or challenges in order to identify directions, counter measures or ask for advice from different tiers of the administration's leaders for review and solution.

Minutes of each meeting shall be prepared and shall be reported to the Khan council and board of governors.

Chapter 3 Transitional Provisions

Article 27:

The functional remuneration of the directors and deputy directors of the divisions, chiefs and vice chiefs of the offices of Sala Reachtheani, and chiefs and vice chiefs of the offices of Sala Khan shall be implemented in accordance with the article 145 of the sub-decree No 215 OrNkr.BK dated 14 December 2009 on Roles, Duties and Working Relationship of the Phnom Penh Capital Council and Board of Governors, and the Khan Council and Board of Governors of the Phnom Penh Capital.

Article 28:

In the absence of a separate Statute on Sub-National Administration Personnel, the Capital governor with approval from the Capital council, shall propose appointment of officials for the positions of director and deputy directors of the divisions, and chiefs and vice chiefs of the offices of Sala Reachtheani to the minister of the Ministry of Interior for review and approval in accordance with determined principles and procedures. With regard to the proposal for appointment of the chief and vice chiefs of the offices of Sala Khan, the Capital governor based on a request from the Khan governor and with approval from the Khan council shall make a request to the Minister of the Ministry of Interior for review and approval in accordance with determined principles and procedures.

The ranks of the civil servants that have qualifications for the above positions shall be determined as follows:

- Director of division shall hold a rank from chief middle rank civil servant (Neay Kram Kar) and above of the middle rank civil servant body of the Ministry of Interior;
- Deputy director of division shall hold a rank from the principal middle rank civil servant (Neay Kram Kar Doem Kser) and above of the middle rank civil servant body of the Ministry of Interior;
- Chief of offices of Sala Reachtheani shall hold a rank from the principal middle rank civil servant (Neay Kram Kar Doem Kser) and above of the middle rank civil servant body of the Ministry of Interior;
- Vice chief of offices of Sala Reachtheani shall hold a rank from the middle rank civil servant (Kram Kar) and above of the middle rank of civil servant body of the Ministry of Interior;
- Chief of offices of Sala Khan shall hold a rank from middle rank civil servant (Kram Kar) and above of the middle rank civil servant body of the Ministry of Interior;
- Vice chief of offices of Sala Khan shall hold a rank from chief of secretary (Neay Lekha Thika) and above of the secretary body of the Ministry of Interior.

Article 29:

In the integration of present officials and staff of Sala Reachtheani, Sala Khan into the new structure of this Prakas, the provincial council and board of governors, the municipal council and board of governors and the district council and board of governors shall implement the article 144 of the sub-decree No 215 OrNkr.BK dated 14 December 2009 on Roles, Duties and Working Relationship of the Phnom Penh Capital Council and Board of Governors, and the Khan Council and Board of Governors of the Phnom Penh Capital.

**Chapter 5
Final Provisions****Article 30:**

Any provisions that are contradicted to this Prakas shall be abrogated.

Article 31:

The Phnom Penh Capital council and board of governors, the Khan council and board of governors of the Phnom Penh Capital; and all units under the Ministry of Interior shall implement this Prakas from the date of signature onwards.

Phnom Penh Capital, 30 December 2009

Deputy Prime Minister, Minister of the Ministry of Interior

Sar Kheng

Copy to:

- Office of the Council of Ministers
- State Secretariat for Civil Service
- All Ministries/ Institutions
- Cabinet of Prime Minister
- Cabinet of Deputy Prime Minister
- As Article 31
- Royal Affair
- Archives