



(Unofficial translation)

**PRAKAS
ON**

The Establishment of Offices under Divisions of Sala Khet, Establishment of Offices under Sala Krong and Establishment of Offices under Sala Srok; 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. 216 OrNKR.BK dated 14 December 2009 on Roles, Duties and Working Relationship of the Provincial Council and Board of Governors, Municipal Council and Board of Governors and District Council and Board of Governors;
- With reference to decision of NCDD third meeting dated 15 September 2009.

DECIDES

Chapter 1

The Divisions and Offices under the Provincial Hall (Sala Khet)

Section 1

The Establishment of Offices and Roles and Duties of the Offices under the Divisions of Sala Khet

Article 1:

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

The Sala Khet 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 provincial 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. 216 OrNkr.BK dated 14 December 2009 on Roles, Duties and Working Relationship of the Provincial Council and Board of Governors, Municipal Council and Board of Governors and District Council and Board of Governors, the Sala Khet shall compose of divisions as followings:

- Administration Division
- Planning and Investment Division
- Finance Division
- Human Resource Management Division
- Inter-Sectoral Division.

Each division shall perform its roles and duties as stated in the article 58 of the Sub-decree No. 216 OrNkr.BK dated 14 December 2009 on Roles, Duties and Working Relationship of the Provincial Council and Board of Governors, Municipal Council and Board of Governors and District Council and Board of Governors.

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 provincial board of governors;
- Maintain security and public order in Sala Khet.

2. Public Relation and International Cooperation Office:

- Communicate, receive and provide information to the public who come to communicate with members of the Sala Khet;
- Be responsible for protocol and prepare for greeting ceremonies for national and international delegations who visit the Sala Khet; 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 province and province and municipality partners; and between province and national and international organizations;
- Cooperate and receive support from province and municipality friendship and from national and international organizations; and
- Monitor and evaluate cooperation between province 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 provincial 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 municipalities, districts and communes and Sangkats in district 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 provincial administration;
- Prepare and manage information technology system of the provincial administration; and
- Prepare meeting and minutes of the meeting of provincial board of governors.

4. Statistic and Civil Registration Office:

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

5. Council Secretary Office

- Prepare agenda, invitation letters and minutes of meetings of the council and council committees;
- Cooperate in preparing documents for each agenda of the meetings of the 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 provincial council and council committees;
- Cooperate with relevant divisions and offices of Sala Khet and media in order to disseminate information to the public on results and decisions of the meetings as well as other information of provincial council and their committees; and
- Cooperate in organizing dissemination forums at municipalities and districts within the province 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

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 province;
- Cooperate and coordinate in preparing the draft of the provincial 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;
- Cooperate in preparing progress reports on the implementation of the development plan and the investment program;
- Review report on the implementation of development plans of the municipal, district, commune and Sangkat development councils;
- Compile and update data related to the provincial, municipal, district, commune and Sangkat development projects;
- Communicate and cooperate with departments and units on data, maps and priority needs of the province, municipalities, districts, communes and Sangkats;

- Review and make recommendations to the provincial governor regarding endorsement on the development plans by the municipalities, districts, communes and Sangkats;
- Manage contracts and monitor the implementation of the contracts in the provincial investment programs; and
- Cooperate in conducting feasibility studies for projects, prepare designs, cost estimates and prepare project proposals.

2. Local Support Office

- Coordinate and support to municipalities, districts, communes and Sangkats in the formulation of five (05) year development plan and three (03) year rolling investment program;
- Coordinate and provide support to municipalities, districts, communes and Sangkats in the implementation of the development plan, the investment program and projects as requested;
- Support the municipalities, districts, communes and Sangkats in study of projects, prepare designs, cost estimation and prepare proposals;
- Prepare, manage, monitor and consolidate reports on the implementation of all contracts signed by the Provincial Administration and implementing agencies;
- Follow up, monitor, evaluate and support capacity building and work performance of the municipal, district, commune and Sangkat councils;
- Study and evaluate response to the needs of the commune and Sangkat councils by the provincial council, municipal councils and district councils; and response to the needs of the municipal and district councils by the provincial council;
- Support to the municipalities and districts in reviewing legality of Deika and decisions of the communes and Sangkats;
- Review legality of Deika and decisions of the municipal and district councils; and
- Study on establishment, dissolution, division, integration and change of names of villages, communes and Sangkats, districts and municipalities; and the relocation of Sala Krong, Sala Srok, Commune Office (Sala Khum) and Sangkat Office (Sala Sangkat) within the province.

3. Investment Office

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

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 provincial administration;
- Cooperate and prepare financial procedures and use of the provincial administration budget;
- Follow up, monitor, and evaluate the implementation of the procedures and the usage of provincial 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 provincial administration;
- Review all mandates for cash withdrawal and all requests for expenses;
- Research all sources of revenues of Sala Khet;
- Provide support to municipalities and districts in the preparation and implementation of municipal and district budgets;
- Provide support to municipalities and districts so that they can provide support to Communes and Sangkats on preparation and implementation of budgets;
- Review and make recommendations to the provincial governor on the endorsement of budgets of the municipalities, districts, communes and Sangkats; and
- Prepare financial reports.

2. Accounting Office

- Manage petty cash and accounts of the provincial administration;
- Register and manage all kinds of revenues;
- Prepare reports on incomes, expenditures and budgets of the provincial administration;
- Prepare and make salary payments to officials and staff of Sala Khet;
- 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 provincial budget payments.

3. Property Management Office

- Manage all kinds of movable, immovable properties of the provincial administration;
- Prepare and manage inventory list of movable and immovable properties;
- Prepare principles for administration of moveable immovable properties; and

- Prepare procedures of liquidation, sale, lease and investment of all kinds of properties of the provincial administration.

4. Procurement Office

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

Article 6:

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

- Personnel Management Office
- Capacity Development Office

Each Office is the secretariat 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 , officials and staff of the provincial 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 provincial administration;
- Develop roles, duties and administrative procedures of the division and offices of Sala Khet; 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 provincial administration;
- Review, research and provide comments on personnel scoring and recommendations on promotion and upgrade of officials and staff of Sala Khet;
- 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;
- Support to municipalities and districts on the management of officials and staff of the municipalities, districts, communes and Sangkats;
- Research and provide comments on personnel sanctions, removal of personnel from their position and removal of officials and staff from the administration;
- Prepare requests for awarding decorations, medals and letter of appreciation for officials and staff of the provincial 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 Khet;
- Review and provide comments on the request for establishment or rearrangement or dissolution of offices of Sala Krong and Sala Srok; and
- Review and provide comments in identifying composition of committees, sub-committees and working groups of the council and board of governors.

2. Capacity Development Office:

- Research and define strategies and programs for capacity development to officials and staff of the provincial administration;
- Conduct training need assessment and prepare training programs for officials and staff of the provincial administration;
- Cooperate and prepare training documents and materials and conduct training for officials and staff of the provincial 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; and
- Cooperate and support in capacity development for officials and staff of municipal, districts, commune and Sangkats administrations.

Article 7:

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

- Economic and Social Affair Office
- Development Management and Construction Office
- Legal Affair and Public Safety Office

Each office is the secretariat 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 province;
- Cooperate with relevant departments and units in accordance with delegation from the ministries, in monitoring and evaluation of all types of businesses and productions/ firms;
- Study and make comments on local economic development and business activities in the province;
- Determine principles of management of markets and slaughterhouses;
- Cooperate and coordinate in the review of functions, responsibilities and resources to be transferred to the provincial administration;
- Cooperate and coordinate in the review of functions, responsibilities, and resources to be transferred to the municipalities, districts, communes and Sangkats;

- Cooperate and coordinate to promote service delivery on education, health and hygiene in the province;
- Cooperate in education and dissemination of information on disease prevention and public health services;
- Take measures to protect public properties, maintain cultural properties, national heritage and environmental and natural resources;
- 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 province;
- 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 province.

2. Development Management and Construction Office

- Cooperate in developing the provincial land management plan;
- Review and provide comments on development projects to make them consistent with the provincial land management plan;
- Implement tasks related to land ownership rights,
- Monitor, evaluate and prepare reports on the implementation of the provincial land management plan and construction plan;
- Determine principles for management older buildings and heritage sites in the province;
- Review and make comments on any violations of construction work;
- Cooperate in determining principles in development, maintenance and reparation of all transportation infrastructure within the province;
- Implement tasks related to new settlements, maintaining order, urbanization and conflict resolution outside the court system.

3. Legal Affair and Public Safety Office

- Define principles and measures on usage of transportation means in the province and coordinate their implementation;
- Define principles [guidelines] and measures on traffic safety in the province and facilitate their implementation;
- Manage the traffic system and all kinds transportation within the province;
- Determine principles and measures in the prevention of crime and put in measure to minimize crimes as well as maintain safety in the province;
- Cooperate and research addicted people and prepare policies on the prevention of drug abuse and put in measures to minimize drug use;
- Manage centers for treating drug addicts;
- Take charge of abuse of power within the provincial jurisdiction;
- Receive, review and provide comments on local conflict resolution;
- Receive, review and provide comments on complaints of people about the administrations within the provincial jurisdiction;

- Disseminate laws and legal instruments, monitor and evaluate their understanding and implementation of the laws;
- Educate, disseminate and promote understanding and respect of human rights; and
- Participate in meeting of the Provincial Security Steering Committee and monitor the implementation of decisions of the meeting.

Article 8:

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

The administration director shall make requests to the provincial 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 offices to take charge according to established procedures. The administrative director, then, shall report on this to the council. After implementation, if the new tasks are found to be permanent in nature, the administrative 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 9:

Besides the above divisions and offices, the provincial board of governors may request to the provincial 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. 216 OrNkr.BK dated 14 December 2009 on Roles, Duties and Working Relationship of the Provincial Council and Board of Governors, Municipal Council and Board of Governors and District Council and Board of Governors” and offices established by this Prakas.

Based on decision from its council, the provincial 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 10:

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 Khet.

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

Article 11:

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 Khet.

Article 12:

Based on provisions as stated in the Sub-decree No. 216 OrNKR.BK dated 14 December 2009 on Roles, Duties and Working Relationship of the Provincial Council and Board of Governors, Municipal Council and Board of Governors and District Council and Board of Governors” and principles as stated in this Prakas, the provincial administrative director with the assistance from the human resource management division as a secretary shall lead and coordinate all divisions of Sala Khet to determine administrative procedures for divisions and subordinated offices under each division as well as to define terms of reference for director, deputy director, chief and vice chief of the offices, officials and staff of all offices for submitting to the board of governors and the council for review and approval.

The provincial 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 Khet divisions and offices for submitting to the 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 provincial governor.

The provincial board of governors shall lead the administrative 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 13:

All tasks within its jurisdiction, the provincial board of governors shall lead and instruct the administrative 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 administrative 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 provincial 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 14:

The administrative 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 Khet.

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 15:

The 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 Khet, 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 Khet.

Chapter 2**The Offices under the Municipal Governor Office (Sala Krong)****Section 1****The Establishment of the Offices and Roles, Duties of the Offices under Sala Krong****Article 16:**

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

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

During working hours, people have the right to:

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

In between working hours or on official public holidays, the municipal 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. 216 OrNkr.BK dated 14 December 2009 on Roles, Duties and Working Relationship of the Provincial Council and Board of Governors, Municipal Council and Board of Governors and District Council and Board of Governors, District Council and Board of Governors, each Sala Krong shall compose of offices as follows:

- Administration and Finance Office
- Planning and Sangkat Support Office
- Municipality Development 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 and deployment of the officials and staff in the offices shall be based on the Statute for Personnel of Sub-National Administration.

The above offices shall serve as a secretariat for the municipal 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 municipal stamp;
- Manage population statistics and civil registrations;
- Manage personnel, body, salaries and benefits of officials and staff of Sala Krong;
- Cooperate in preparing administrative and financial procedures and terms of reference of the officials and staff of Sala Krong;
- Provide training and capacity development to officials and staff of Sala Krong;
- Study and provide comments on creation, rearrangement and dissolution of offices of Sala Krong;
- Prepare draft agenda, content for each agenda and documents of the meetings of the municipal 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 municipal 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 municipal council, board of governors and municipal 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 municipality;
- Cooperate in the preparation for dissemination and consultative forums at Sangkats within the municipality;
- Study and provide comments on the legality of decisions made by Sangkat councils;
- Take responsibility for financial tasks, budget and property management of the municipal administration;
- Manage petty cash of the municipality;
- Cooperate in monitoring and payments of all expenses; and
- Be responsible for procurement, audit and financial reports of the municipality.

2. Planning and Sangkat Support Office:

- Study and prepare the municipal five (05) year development plan and three (03) year rolling investment programs;
- Implement projects and development programs; and facilitate development cooperation and service delivery between Sangkats within the municipality;
- Study, evaluate and provide comments on capacity of Sangkat councilors and the needs for their support;
- Respond to requests, suggestions and challenges of Sangkats;
- Support Sangkat councils in the preparation and implementation of Sangkat development plans;
- Communicate and cooperate with relevant institutions and units on modification of data, maps and priority needs of Sangkats and municipality;
- Enter and update data related to municipalities and Sangkats;
- Review reports on the implementation of municipal and Sangkat development plans;
- Mobilize resources for development of the municipality and Sangkats;
- Review conditions of Sangkats in order to receive functions and resources; and
- Monitor and evaluate the use of municipal and Sangkat investment funds.

3. Municipal Development Office:

- Cooperate with relevant departments and units in conducting research and provide comments on development of the municipality;
- Cooperate in preparing land-use master plan and land use plan in accordance with the special situation of the municipality;
- Be responsible for tasks related to land ownership, construction of buildings and renovation of buildings including cooperation in solving violation of construction work;
- Study and assess the situation of temporary settlements, development of new settlement areas and construction of these settlements;
- Study and analyze of population growth, local economic growth, poverty in the municipality and impact its on development of the municipality;
- Implement the transferred or delegated functions and duties;
- Cooperate study and coordinate delegation of functions and resources to Sangkats;
- Take responsibility for public order, legal and human rights affairs;
- Take responsibility for conflict resolution in the municipal jurisdiction in accordance with exiting laws and procedures;
- Take responsibility for tasks related to economic development, social affairs, culture, religion and protection of environment, natural resources, heritage, resorts, historic sites that are defined by the laws and legal instruments.

Article 18:

For those municipalities in which operate an one window office and ombudsman office citizen needs to be established, shall implement the legal instruments on the establishment and functions of these offices.

Article 19:

Besides roles and duties of the offices as stated in Article 17 of this Prakas, each office may receive additional permanent duties as necessary.

The administration director shall make requests to the municipal 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 administrative 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 administrative 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 20:

Besides the above offices, the municipal 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 municipal governor shall make a 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 Krong****Article 21:**

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 administrative director of Sala Krong.

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

Article 22:

Based on provisions as stated in the Sub-decree No. 216 OrNKR.BK dated 14 December 2009 on Roles, Duties and Working Relationship of the Provincial Council and Board of Governors, Municipal Council and Board of Governors and District Council and Board of Governors” and principles as stated in this Prakas, the municipal administrative director with the assistance from the Administration

and Finance Office as a secretariat shall lead and coordinate all office of Sala Krong to determine financial and administrative procedures, use of materials and budgets for the offices of Sala Krong as well as to define terms of reference for chiefs, vice chief of the offices, officials and staff of Sala Krong for submitting to the municipal 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 municipal governor.

The municipal 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 23:

All tasks within the jurisdiction of the municipality, the municipal board of governors shall lead and instruct the administrative 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 administrative 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 municipal 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 24:

The municipal administrative director shall define meeting schedules with the administration deputy directors, chiefs and vice chiefs of the offices of Sala Krong 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 municipal council and board of governors.

Chapter 3

The Offices under the District Governor Office (Sala Srok)

Section 1

The Establishment of the Offices and Roles, Duties of the Offices under Sala Srok

Article 25:

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

The Sala Srok shall open according to public working hours.

During working hours, people have the rights to:

- Communicate and interact with the council and board of governors

- Receive information on the requests and other works from district administration; and
- Participate in providing comments or suggestions on any issues.

In between working hours or official public holidays, the district 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 26:

Based on 58 of the Sub-decree No. 216 OrNkr.BK dated 14 December 2009 on Roles, Duties and Working Relationship of the Provincial Council and Board of Governors, Municipal Council and Board of Governors and District Council and Board of Governors, District Council and Board of Governors, each Sala Srok shall be comprised of offices as follows:

- Administration and Finance Office
- Planning and Commune/Sangkat Support Office
- Inter-Sectoral Support 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 office chief and vice chief and deployment of the officials and staff in the offices of Sala Srok shall be based on the Statute for Personnel of Sub-National Administration.

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

1. Administration and Finance Office:

- Conduct administrative tasks, issue letters, conduct public relations and other protocols;
- Manage and maintain the official municipal stamp;
- Population statistic and civil registrations;
- Manage personnel, , salaries and benefits of officials and staff of Sala Srok;
- Cooperate in preparing administrative and financial procedures and terms of reference of the officials and staff of Sala Srok;
- Provide training and capacity development to officials and staff of Sala Srok;
- Study and provide comments on creation, reorganization and dissolution of offices of Sala Srok;
- Prepare a draft agenda, content for each agenda and documents of the meeting of the district council and its committees;
- Prepare and distribute invitation letters, venue and 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 district councilors, governor and deputy governors as well as ministries, departments, institutions, departments, units, offices and relevant people;

- Maintain properly with safety all documents and legal instruments of the district council, board of governors and district administration;
- Prepare monthly, quarterly, semester, and annually reports;
- Prepare and display information on the information boards and find other means to disseminate information to the public within the district;
- Cooperate in the preparation for dissemination and consultative forums at communes and Sangkats within the district;
- Study and provide comments on the legality of decisions made by commune and Sangkat councils within the district;
- Take responsibility for financial tasks, budget and property management of the district administration;
- Manage petty cash of the district;
- Cooperate in monitoring and payments to all expenses; and
- Take responsibility for procurement, audit and financial reports of the district.

2. Planning and Commune/Sangkat Support Office

- Study and prepare the district five (05) year development plan and three (03) year rolling investment programs including components of the plan that are managed and provide joint oversight by same councils, different categories of the councils, ministries, institutions, departments or offices and units of the government and development partners;
- Implement projects and development programs; and facilitate development cooperation and service delivery between communes and Sangkats within the district;
- Support the communes and Sangkats to analyze and evaluate their development process within the district;
- Support the communes and Sangkats within the district in their preparation of budgets;
- Cooperate in reviewing and providing recommendations to the district governor on endorsement of commune and Sangkat budgets;
- Study, evaluate and provide comments on capacity development of the commune and Sangkat councils within the district; and the needs for their support;
- Respond to requests, suggestions and challenges of communes and Sangkats within the district;
- Support commune and Sangkat councils within the district in the preparation and implementation of commune and Sangkat development plans;
- Communicate and cooperate with relevant institutions and units on modification of data, maps and priority needs of the district and communes and Sangkats within the district;
- Enter and update data related to district, communes and Sangkats;
- Review reports on the implementation of municipal, commune and Sangkat development plans;
- Mobilize resources for development of the district, communes and Sangkats;
- Support communes and Sangkat within the district to enable them to receive more functions and resources; and
- Monitor and evaluate the use of district, commune and Sangkat investment funds.

3. Inter-Sectoral Office

- Study and provide comments on the formulation of strategies and establishment of structures, systems and resources in order to receive functions, duties and resources which have been assigned or delegated in accordance with determined laws and legal instruments;
- Be responsible for land and construction tasks including application for land tenure, construction, reparation, dismantling and renovations of buildings;
- Implement the transferred or delegated functions and duties;
- Cooperate study and coordinate delegation of functions [public services?] and resources to Sangkats;
- Take responsibility for public order, legal and human rights affairs;
- Take responsibility for conflict resolutions in the district jurisdiction in accordance with exiting laws and procedures;
- Take responsibility for tasks related to local economy, social affairs, culture, religions and protection of environment, natural resources, heritage, resorts, historic sites that are defined by the laws and legal instruments.

Article 27:

For those districts in which one window office and ombudsman office citizen need to be established, districts shall implement the legal instruments on the establishment and functioning of these offices.

Article 28:

Besides roles and duties of the offices as stated in Article 26 of this Prakas, each office may receive additional permanent duties as necessary.

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

In the implementation of daily tasks, if there are any urgent and new tasks which are not determined in the specific duties of the offices, the administration director shall immediately request advice from the governor in order to assign those tasks to a specific office to take charge according to procedures. The administrative director, then, shall report on this to the council. After the implementation of the new tasks, if these tasks are found to be permanent duties in nature, the administrative director shall implement the principles [guidelines?] 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 29:

Besides the above offices, the district board of governors may request the district council to create, reorganize 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 duplicated roles and duties with the offices that have been established by this Prakas.

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

Section 2

Working Procedures of Offices under Sala Srok

Article 30:

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 administrative director of Sala Srok.

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

Article 31:

Based on provisions as stated in the Sub-decree No. 216 OrNkr.BK dated 14 December 2009 on Roles, Duties and Working Relationship of the Provincial Council and Board of Governors, Municipal Council and Board of Governors and District Council and Board of Governors, District Council and Board of Governors” and principles as stated in this Prakas, the district administrative director with the assistance from the Administration and Finance Office as a secretary shall lead and coordinate all offices of the Sala Srok to determine financial and administrative procedures, use of materials and budgets for the offices of Sala Srok as well as to define terms of reference for chiefs, vice chief of the offices, officials and staff of Sala Srok for submitting to the district 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 district governor.

The district 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 to its council.

Article 32:

All tasks within the jurisdiction of the district, the district board of governors shall lead and instruct the administrative 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 administrative director for submission to a responsible deputy governor for review and comment in accordance with procedures and its authority before submitting these materials to the district governor for final 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 33:

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

Minutes shall be prepared and shall be reported to the district council and board of governors.

Chapter 4 Transitional Provisions

Article 34

The functional remuneration of the directors and deputy directors of the divisions, chiefs and vice chiefs of the offices of Sala Khet, and chiefs and vice chiefs of the offices of Sala Krong and Sala Srok shall be implemented in accordance with the article 207 of the Sub-decree No. 216 OrNkr.BK dated 14 December 2009 on Roles, Duties and Working Relationship of the Provincial Council and Board of Governors, Municipal Council and Board of Governors and District Council and Board of Governors.

Article 35:

In the absence of a separate Statute on Sub-National Administration Personnel, the provincial governor with approval from the provincial 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 Khet 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 Krong and chief and vice chiefs of Sala Srok, the provincial governor based on a request from the municipal and district governor and with approval from the municipal and district 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 Khet 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 Khet 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 Krong and Sala Srok 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 Krong and Sala Srok shall hold a rank from chief of secretary (Neay Lekha Thika) and above of the secretary body of the Ministry of Interior.

Article 36:

In the integration of present officials and staff of Sala Khet, Sala Krong and Sala Srok 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 206 of the Sub-decree No. 216 OrNkr.BK dated 14 December 2009 on Roles, Duties and Working Relationship of the Provincial Council and Board of Governors, Municipal Council and Board of Governors and District Council and Board of Governors.

Chapter 5 Final Provisions

Article 37:

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

Article 38:

The provincial council and board of governors, the municipal council and board of governors and the district council and board of governors 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 38
- Royal Affair
- Archives