

MINISTRY OF INTERIOR

ROYAL GOVERNMENT OF CAMBODIA

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**PRAKAS (DECLARATION)**

**DECLARATION NO. 031 ON THE ROLES,  
RESPONSIBILITIES AND ORGANIZATIONAL STRUCTURE  
OF THE PROVINCIAL AND MUNICIPAL ADMINISTRATIONS**

*Phnom Penh, February 15, 1994*

- Seen the Constitution of the Kingdom of Cambodia;
- Seen the Royal Decree of His Majesty the Kingdom of Cambodia, Samdech Preach NORODOM SIHANOUK VARMAN, dated November 1, 1993 on the Formation of the Royal Government;
- Seen the Sub-decree No. 16 dated December 20, 1993, on the Organization and Functioning of the Ministry of Interior; and
- Pursuant to the exigent needs of the Ministry

**IT IS HEREBY DECIDED**

**ARTICLE 1:**

The provincial and municipal administrations of the Kingdom of Cambodia shall be under the jurisdiction of the Minister of Interior and shall be the representatives of the Royal Government in the administration of the provinces and municipalities with respect to administrative and political matters in order to guarantee public order and security, as well as to protect the civil rights and improve the living conditions of the people.

**ARTICLE 2:**

The roles and responsibilities of the provincial and municipal administrations shall be as follows:

- to disseminate, monitor, and implement the policies of the Royal Government, Royal Decrees, sub-decrees, declarations, and other rules and regulations.
- to provide reports to the Ministry of Interior public opinions, events, and other the overall situation of the provinces and municipalities.
- to have authority, with regards to the civil servants in the provinces and municipalities:
  - to sanction and recommend
  - to propose promotion and appointment
  - to authorize leave of absence
- to coordinate and monitor activities of provincial and municipal officials
- to have authority over the *Srok, Khan, Khum, Sangkat* administrations and the staff whose salaries are drawn from the national budget or the provincial and municipal budgets, if any.
- to appoint chiefs of *Khum* and *Sangkat* by the provincial and municipal order "*Deku*" upon to the recommendations of the chiefs of *Srok* and *Khan*.

- to encourage or sanction the chiefs of *Khum* and *Sangkat*. In the event of severe sanctions, it shall obtain the prior approval of the Minister of Interior.
- The provincial and municipal as legal entity can institute legal proceedings, receive grants and donations.
- to set up measures to maintain public order, security and health.
- to order police officers to investigate a crimes and offenses.
- to monitor and order officials of *Srok*, *Khan*, *Khum*, and *Sangkat*, in executing court orders.
- to administer provincial and municipal prisons.
- to conduct population census and maintain such statistics.
- to register citizens eligible to vote.
- to control and issue identity cards for cambodian and foreign nationals in the provinces and municipalities
- to control and issue certificates of births, marriages and deaths of foreign nationals.
- to control and issue the civilian weapon permits.
- to prepare draft national budget and provincial or municipal budgets, if any
- to manage their budget expenditure upon delegation of the Minister.
- to manage provincial and municipal budget expenditure, if any.
- to manage and monitor provincial, municipal, *Khum*, and *Sangkat* budgets according to the Financial Law.
- to manage and utilize the real and personal properties of the provinces and municipalities according to the laws.
- to ssuie certificates of ownership and land titles.
- to monitor pricing of goods and merchandises in the provinces and municipalities according to the laws.
- to set up socio-economic programmes from time to time according to the policies of the Royal Government and the special circumstances of the provinces and municipalities.
- to issue licenses for commercial, handicraft and business activities according to the laws.
- to select per province a high-ranking buddhist monk and a vice-chief buddhist monk to submit for nomination to the Ministry of Cults and Religious Affairs.
- to set up measures to protect and maintain the culture, patrimony, and environment of the nation.
- to implement other roles and responsibilities as delegated by the Ministry.

**ARTICLE 3:**

The provincial and municipal administration shall be governed by:

- A Governor of province or municipality
- A First Deputy
- A Second Deputy
- A Third Deputy

The Governor and the First Deputy shall have power of delegation and shall decide all matters based on the consensus principle. In the event of absence of the Governor, the First Deputy shall decide all matters based on the consensus principle with the Second Deputy. In the event of absence of the First Deputy, the Governor shall decide all matters based on the consensus principle with the Third Deputy.

**ARTICLE 4:**

The City Hall shall be the administrative center provinces and municipalities and shall have the following organizational structure:

- Cabinet
- General Secretariat
- Finance Unit
- Inspection Unit

The Finance Unit and the Inspection Unit shall be under the direct supervision of the First Deputy.

The General Secretariat headed by a General Secretary shall be under the direct supervision of the Second Deputy.

The Cabinet headed by a Cabinet Chief shall be under the direct supervision of the Third Deputy.

**4.01. Roles and responsibilities and organizational structure of the Cabinet**

**a. Roles and Responsibilities:**

- to transmit orders and instructions of the Governor to the Secretary General, the Chief of Finance Unit, the Police commissioner, and to the offices of *Srok, Khan, Khum or Sangkat*.
- to propose appointments, promotions and transfers of civil servants.
- to submit reports on public opinions, events, and other the overall situation of the provinces and municipalities to the provincial and municipal governors for his review, comments, and signatures prior to sending them to the Ministry of Interior.
- to prepare work programs, official visits, meetings, and conferences of the provincial and municipal administration.
- to review and prepare rules of regulations prior to submission to the provincial and municipal administration.
- to report on news information pertaining to the provinces and municipalities
- to issue travel pass and maintain the official seal of the provinces and municipalities.
- to transmit correspondences.

**b. Organizational Structure**

- Procedure and Documentation Office
- Personnel Office
- Central Office
- Public Relations Office
- News Office
- General Affairs Office
- Social Affairs Office
- Radio Communication Office
- Encoding Office

**4.02. Roles and responsibilities and organizational structure of the General Secretariat:**

**a. Roles and Responsibilities:**

- to monitor political, economic and land use situations in the provinces and municipalities.
- to supervise activities of political parties and social associations according to the laws.

- to monitor border activities or border violations and reporting such information to the Governor.
- to administer provincial and municipal prisons according to the laws and principles of human rights, and report on criminals and convicts to the Governor.
- to prepare for the governor's signature all business and trade licenses.
- to set up the measures to prevent and suppress violation of the laws and economic sabotages.

**b. Organizational Structure**

- Political Bureau
- Economic Bureau
- Court and Prison Bureau
- Real Estate Bureau

**4.03. The roles and responsibilities and the organizational structure of the Finance Unit.**

**a. Roles and Responsibilities:**

- to prepare draft budget to be included in the national budget as well as the provincial and municipal budget, if any
- to control payment formalities prior to submission for the Governor's signature
- to control expenditures on convicts, hospitals and public tenders.
- to control other expenditures (reception, party, national celebrations, and equipment).
- to control the prices of goods.
- to prepare specifications for public tenders in the provinces and municipalities.

**b. Organizational Structure**

- Revenue Bureau
- Disbursement Bureau
- Accounting Bureau

**4.04. Roles and responsibilities of the Inspection Unit.**

- to monitor and supervise activities of officials of the provincial, municipal, *Srok, Khum and Sangkat* administration at the request of the Governor.
- The Inspection Unit shall be under the direct supervision of the First Deputy. It shall be headed by an inspector who shall be assisted by a number of staff to be determined by the Governor.

**ARTICLE 5:**

The Governor shall co-operate with the commanding officer of the military garrison and the local military unit in the province or municipality in order to ensure the security and safety of people.

**ARTICLE 6:**

The provincial or municipal police station shall be under the supervision of the Governor. The roles and responsibilities and the organizational structure of the provincial or municipal police station shall be set by a Declaration of the Ministry of Interior.

**ARTICLE 7:**

The roles and responsibilities of the Chief of *Srok* and *Khan*:

- to administer *Srok* and *Khan* in implementing activities in order to guarantee public order and security, as well as to protect the civil rights and improve the living conditions of the people.
- to establish living facilities in accordance with the geography, tradition, religion and the way of life of people.
- to preside over meetings of *Srok* and *Khan* with the relevant units within the jurisdiction.
- to disseminate, monitor, and implement laws, orders and other rules and regulations.
- to exercise his function as the administrative police and judicial police.
- to have authority over civil servants under his jurisdiction.
- to oversee chiefs of *Srok* and *Khan*.
- to register and make records of certificates of births, marriages and deaths and to maintain such records.
- to reconcile civil disputes, impose sanctions on petty offenses.
- to represent of *Srok* and *Khan* before the court.
- to administer taxation of *Srok* and *Khan* according to the law.
- to administer land records.
- to conduct population census and maintain such statistics.
- to register citizens eligible to vote.
- to maintain inventory of domestic animals.
- to maintain inventory of means of transport and vehicles.
- to oversee religious affairs.
- to provide reports to the Governor on the overall situation and political, economic and social welfare events of *Srok* and *Khan*.

**ARTICLE 8:**

The organizational structure of *Srok* and *Khan* shall be determined by the Ministry of Interior upon to the recommendations of the Governor.

**ARTICLE 9:**

The roles and responsibilities, and organizational structure of the Municipality of Phnom Penh shall be determined separately.

**ARTICLE 10:**

The Cabinet Chief, Director General of Administration, Director General of the National Police, Secretary General of the Ministry of Interior, and all governors shall be responsible for implementing this Declaration.

**ARTICLE 11:**

This Declaration shall enter into force from the date of its signature.

Phnom Penh, February 15, 1994

Co-Minister of Interior

Co-Minister of Interior

Signature and Seal  
SAR KHENG

Signature and Seal  
YOU HOCKRY

MINISTRY OF INTERIOR  
ROYAL GOVERNMENT OF CAMBODIA

**ANNEX**  
**OF THE DECLARATION (PRAKAS) NO 031 DATED FEBRUARY**  
**15, 1994 ON THE FUNCTIONS OF THE GOVERNORS AND VICE-**  
**GOVERNORS OF THE PROVINCES, MUNICIPALITIES AND OF**  
**THEIR SUBORDINATE SERVICES**

*Phnom Penh, February 15, 1994*

**1. GOVERNOR OF THE PROVINCE OR MUNICIPALITY:**

- to represent the state's Central Authority in the administration of land and water territories within the limits of the boundaries of each province and municipality.
- to be responsible before the Minister of Interior and the Royal Government.
- to administer the political and administrative fields of the whole province and municipality, in order to maintain public order and social security.
- to protect the rights and freedom and to organize land reform and to ameliorate the living standards of the citizens, in order to develop provinces, municipalities, districts, communes and *sangkats*.
- to comply with regulations, and working programs set forth by the Ministry of Interior.
- to comply with programs and policies of the Royal Government.
- to disseminate for the implementation and oversee the implementation of laws, royal orders, royal decrees, sub-decrees, declarations, and rules and regulations.
- to have hierarchic powers over all officials in provinces and municipalities, such as to give scores, evaluations, to make proposals for the promotion of ranks, make recommendation, to nominate and propose for appointment, transfer, commendation, punishment, removal from function, and to give leave permissions.
- to arrange, promote and supervise activities of the officials of different departments and services in the provinces and municipalities.
- to have hierarchic powers on the administration of the districts (*sroks*, *khans*), communes and *sangkats* (wards or quarters), and officials along the vertical line below the Ministry of Interior.
- to appoint chiefs of communes and *sangkats* by provincial or municipal decisions following proposals of the chiefs of districts (*sroks*, *khans*).
- to grant commendations and take disciplinary actions against the chiefs deputy-chiefs of *sangkats* (wards or quarters) communes.
- to administer citizens registration, and voter registration.
- to control and grant identity cards to citizens and aliens.
- to control and grant authorizations on the use of weapons to civilians.
- to administer the prisons and collaborate with the Ministries of Justice, of Health and other relevant ministries to implement correctly this work in compliance with the laws.
- to command police commissioners and officers in the titles as authorities of judicial police and of administrative police.
- to oversee the human rights practice of National Police force towards citizens, prisoners and convicted persons.

- the provincial and municipal administrations are moral entities, who shall have the rights to sue and to defend in front of the courts, and to receive legacies.
- to prepare annual budgetary plans of the provinces and municipalities.
- to be the 2nd rank person to make orders of payment of national budgets, whose the rights has been transferred (procured) to him from the minister (who is the initial person to make orders of payment); and to be the person who shall make orders of payment of provincial and municipal budgets, if they exist.
- to manage and control on budgets of the province, municipality, communes and sangkats in order to comply with the Financial Law.
- to urge and oversee the collection of taxes and fees of all kinds in the province and municipality.
- to control prices of important goods in the province and municipality to make sure they are in conformity with the prices quotation of the royal government.
- to administer and use real and personal assets of the province and municipality in conformity with the provisions of the law.
- to issue authorizations for commercial businesses, small industries, handicrafts and other businesses as set forth by the law.
- to carry out measures for the maintenance and protection of cultural heritage and national patrimonies.
- to nominate chief and deputy-chief of monks of the province and municipality and requested to the ministry of religious affairs for appointment.
- to encourage and promote education, maintenance of hygiene and welfare of the citizens.
- to make out contacts with foreign guests for the development of the province and municipality.
- to sign on documents concerning with important issues of the province and municipality.
- to provide information and report to the minister of interior of the current political, economic and social events and situations in the province and municipality.

## 2. FIRST DEPUTY-GOVERNOR OF THE PROVINCE/MUNICIPALITY:

- to be responsible in front of the governor of the province/ municipality.
- to work jointly with the governor of the province/municipality for examining and making decision on all issues on the basis of unanimous "consensus".
- when the provincial or municipal governor is absent, the 1st Deputy-governor shall have right to replace him and to decide on all matters on the basis of unanimous "consensus" with the 2nd Deputy- governor.
- the First Deputy-governor of the province and municipality shall head directly the Inspection Team and the Finance Team, and to manage all general affairs in the limit of power given by the governor.

### 2.1. INSPECTION TEAM:

- The Inspection Team shall be under direct advice of the 1st Deputy-governor of the province and municipality, and headed by an Inspector with a number of assistants as specified by the provincial or municipal governor.
- to follow up and control the working activities and performances of the civil servants of the province or municipality, districts and communes or sangkats (wards, quarters).

- to go down to see and to report to the superior, on all the manifestations which concerned with administrative officials in the province or municipality.

## **2.2. FINANCE TEAM:**

- to prepare the annual budgetary plan of the province or municipality.
- to control the advance money orders and to submit them to the governor of the province and municipality for signature.
- to control all expenses.
- to make purchasing orders of things.
- to control the prices of goods of all kinds, by collaborating with the general secretariat.
- to control tax accounts and revenues of all kinds.
- to prepare letters submitting for signature of the governor of the province or municipality, to remind and urge up the collection of taxes of all kinds which due to be paid for both the previous year and the current year.

### **2.2.1. OFFICE OF REVENUE:**

- to receive lists of accounts of incomes from taxes, national budget, provincial or municipal budget and communes or sangkats' budgets, if there are.
- to examine the lists of accounts of revenue from taxes of all kinds.
- to take the census and to administer all sources of revenue of all kinds.
- to pursue and to control all the networks sources of revenues which will go to the national budget.
- to prepare letters relevant to revenues.
- to make quarterly, semester, and yearly reports on the situation of the income from taxes and all revenues.

### **2.2.2. OFFICE OF EXPENSES:**

- to check all the orders for payment.
- to control the payrolls of all the civil servants in the province or municipality.
- to prepare letters concerning with expenses.
- to check the lists of accounts of expenses before they are submitted to the chief of the Finance Team.
- to make up a list and to propagate the norms standards concerning with the bids.
- to write minutes and prepare contracts for the bids.
- to set up annual budgetary plans of the province and municipality.
- to prepare provincial or municipal decisions to appoint agents for the issuance of salary.
- to make quarterly, semester and yearly reports on the situation of the all expenses of budget.

### **2.2.3. OFFICE OF ACCOUNTING:**

- to make orders for payment and payrolls for all the civil servants in the province and municipality.
- to make orders for payment to all the suppliers.



### 3. SECOND DEPUTY GOVERNOR OF THE PROVINCE OR MUNICIPALITY:

- to be in charge of the general secretariat.
- to conduct on political, economic, land survey, courts and prisons affairs.

#### 3.1. GENERAL SECRETARIAT:

- to follow up and gain information about the border limits, boundaries or any infringement of the borders, then to report those information to the 2nd Deputy-governor of the province or municipality.
- to follow up the evolution of the political, economic situation in the province or municipality.
- to prepare necessary regulations and formalities for the creation of private associations for submitting to the higher levels and to follow up the activities of those associations and political parties as to what has been specified by the law.
- to follow up on the issues of administration if the aliens and cultural, religious, traditional and customary activities of the ethnic people.
- to examine the proposed provincial or municipal decisions regarding the granting of authorizations for opening commercial businesses, small industries, handicrafts and other businesses, and then to forward them to the provincial or municipal governor for signature thereon.
- to control on prices of important goods of the province or municipality so that to comply with the prices quoted by the royal government.
- to control all kinds of economic crimes and subversions.
- to control, in collaboration with other ministries concerned on all authorization papers and documents and business contracts of all the dancings, hotels and restaurants.
- to receive reports and other documents which are concerning with the administration of provincial or municipal prisons.
- to await to receive orders from the 2nd Deputy-governor for supervising on matters concerning the provisions of security protection for the prison, prisoners and convicted, of supply of foods and other stuffs, of medical care and of the maintenance of health sanitation for prisoners and convicted; in collaboration with the ministry of Justice, ministry of health and other concerned institutions.
- to receive report and to examine formalities forwarded from chief of Land Survey Department to the province and municipality, in order to submit them to higher level for consideration and decision and for signature on the matters concerning with the administration of the land, the occupation and use of the land and houses, the issuance of the immobilization certificates and the house and land lease contracts.
- to examine formalities of applications asking for permissions to repair and to built houses and other buildings.
- to make requests for the promotion of ranks to all staff members under the general secretariat.
- to examine all papers of norms and of other problems which are concerning with the general secretariat, before they are submitted to the 2nd deputy-governor.
- to accomplish any other jobs which may be assigned by the 2nd Deputy-governor of the province or municipality.

### **3.1.1. OFFICE OF POLITICAL AFFAIRS:**

- to receive from every sources in the province or municipality letters, reports and complaints concerning political issues from all places in the province or municipality, such as subversive actions, political offenses, public demonstrations.
- to report on the political situation inside the province or municipality.
- to report of the activities of political parties and associations.
- to report about the border line, boundaries, or any infringement or violation of the border line.
- to make up a list of using the weapons of all the civilians in the province or municipality.
- to receive and examine identity cards, before they are submitting to the governor of the province or municipality for signature.
- to receive claims for birth registration of the foreigners.
- cannot have power to make an-y decision or to sign on any document at all.

### **3.1.2. OFFICE OF ECONOMIC AFFAIRS:**

- to follow up on the applications of economic rules.
- to prepare proposed provincial or municipal decisions on granting of authorizations for the opening of commercial businesses, small industries, handicrafts and other businesses.
- to receive applications and to prepare letters granting permissions to install commercial signboards of business entities and their advertisements.
- to prepare letters of granting permissions for the transportation of products inside and outside the province or municipality in compliance with the provisions of the law.
- to receive and solve the complaints relating to the selling of foodstuffs which effect the health of the citizens.
- to receive reports and statistics on economic field.
- to report immediately of all kinds of economic crimes and subversions.
- to make out the minutes on the investigations of economic crimes.
- cannot have power make any decision or sign on any paper at all.

### **3.1.3. OFFICE OF COURTS AND PRISONS AFFAIRS:**

- to receive complaints and to make recommendations submitting to the higher levels for examination and decision thereon and to transfer those complaints to the proper competent services.
- to receive reports and files of cases concerning with offenses.
- to make arrangements and to urge the dispatch of courts' orders to both parties.
- to receive reports on the situations of the prisoners, convicted persons in the prisons then to report these to the secretary general.
- to receive reports from the prison guards about the prisoners and the convicted who had fled from prisons.
- to centralize reports on all the works of the districts, communes and sangkats (wards or quarters), concerning with affairs of courts and prisons for the secretary general.
- to make out a minute regarding the finding of abandoned children on public roads, the to announce publicly to all places to find out their parents (sponsors).

- to receive applications for adoption of children which are submitted through the chiefs of the communes or sangkats of the residences of the applicants or from which of the children to be adopted.
- cannot have power to make any decision or to sign on any dossiers at all.

#### 3.1.4. OFFICE OF LAND SURVEY AFFAIRS:

- to receive reports and formalities from the chief of Land Survey Service of the province and municipality, and which of land administration matters from the districts, before they are submitted to the higher levels.
- to receive complaints on land cases.
- to receive applications for land titles.
- to make up minutes and contracts on the leases State's lands and buildings to privates or the leases of buildings from the privates for the State.

#### 4. THIRD DEPUTY GOVERNOR:

- to be in charge of the cabinet.
- to conducts control and check of:
  - \* the matters regarding the receptions and dispatches of all the norms and standards papers and telegrams.
  - \* the works of public relations.
  - \* the works of personnel, of press, social actions, general affair send the centralization of reports of the occurrence, events and general situations of all over the province or municipality, for the governor of the province or municipality.

#### 4.1. CABINET:

- to transmit the orders and instructions of the governor and deputy-governor of the province or municipality to different offices of the provincial or municipal governor's office.
- to follow up the implementation of the orders and all the norms and standards papers which were sent to all the districts, communes and sangkats (quarters), and to all the chiefs of various services which are being installed in the province and municipality.
- to prepare working programs, visit trips, meetings, assemblies, agenda for meetings, minutes of meetings and other celebrations.
- to examine and prepare norms and standards papers and other orders, before submitting them to the governor of the province or municipality.
- to manage all the incoming and outgoing letters and to keep the provincial or municipal seal.
- to manage duty shifts, in order to maintain the good order and security inside the governor office of the province and municipality.
- to be responsible for confidential letters which are for communicating mutually inside the province or municipality and to manage to have proper secrecy.
- to take responsibility of staff members whom are their subordinates.
- to make proposals for the transfers, appointments, promotions to all staff members under the competence of the province or municipality.
- to control and check for the business authorizations of buses and taxi and to take the census of the vehicles inside the province or municipality.

- to urge up the process of taking the census of population in the communes, sangkats, districts province or municipality.
- to encourage and promote the religious, educational, health care, sanitation, cultural, traditional affairs and protection of national patrimonies.
- to follow up public opinions, occurrences, events and situations of over all the province and municipality then to pass information, and to centralize monthly, quarterly, bi-annual and yearly reports for the higher levels.

#### **4.1.1. OFFICE OF ORDER AND DOCUMENTATION:**

- to be responsible for the incoming and outgoing letters and the clerks.
- to distribute incoming letters to any relevant offices according to the inscription of the chief of cabinet.
- to transmit orders and instructions of the governor of the province or municipality to the chiefs of various services and of the districts.
- to prepare dossiers for submitting to the chief of the cabinet.
- to be responsible for sealing, and keeping the seal and documentation.
- to manage the cleaning and decoration inside the premises of the provincial and municipal governor's office.
- to prepare meeting room and services whenever there is a meeting.
- to manage the duty shifts in order to provide order and security in the provincial or municipal office.
- cannot have power to decide on any matter or to sign on any dossier at all.

#### **4.1.2. OFFICE OF PUBLIC RELATIONS:**

- to receive guests of all kinds, who are coming to contact with the provincial or municipal governor's office.
- to provide hospitality to national and international guests at all times.
- to excerpt all kinds of information which have been given from various sources and then report them to the chief of cabinet.
- to avoid from telling the guests any confidential or any sensitive issues of the province and municipality.
- to report the activities of this office to the Chief of cabinet.
- cannot have power make any decision on any matter or sign on any dossier at all.

#### **4.1.3. OFFICE OF PERSONNEL:**

- to keep dossiers and personal records of all the staff members.
- to be responsible for the dissemination for implementation of various royal decrees, sub-decrees, ordinances(Prakas) and all other norms and standards which are concerning with affairs of the personnel of the cadres' frame of the province or municipality.
- to write letters of correspondences and other letters of certifications concerning with the affairs of personnel.
- to issue mission orders for all over in the province or municipality.
- to make provincial or municipal decisions for appointment, making proposals and suggestions for the transfer, promotion, punishment, removal form office of subordinate staff members, for the chief of the cabinet.

- to make provincial or municipal decisions for appointment of the chiefs of the sangkats, communes and vice-chiefs of communes, upon the proposals from the chiefs of the districts sroks and khans).
- to receive applications for leave- permissions and for transfers of places of works of the civil servants in the province or municipality, and then submit them to the chief of the cabinet.
- to report daily weekly and monthly to the chief of the cabinet.
- cannot have power to decide on any matter or sign on any dossier at all.

#### 4.1.4. OFFICE OF CENTRALIZATION:

- to receive reports from all other offices in the cabinet and from the general secretariat, financial team, inspection team, from districts and other services in the province or municipality.
- to examine and consider carefully the reports received and analyze them.
- to concentrate and make conclusions on all the situations reported above for the chief of the cabinet who will submit it to the governor of the province or municipality for approval then put signature thereon and send it forward to the ministry of interior as to due time.
- to write the minutes of the meeting for all the meetings of the province or municipality.

#### 4.1.5. OFFICE OF INFORMATION:

- to have duty to follow up all the newspapers, radios, televisions which may say anything that would effect the province or municipality, in order to reporting it to the chief of cabinet.
- to take pictures and collect information whenever there are national ceremonies or other important celebrations or when during the visits of the governor of the province or municipality.
- to prepare texts and pictures regarding the visits of the provincial or municipal governor and of the developments of the province and municipality, in order to send them to the radio, television for broadcasts.

#### 4.1.6. OFFICE OF GENERAL AFFAIRS:

- to receive applications for the granting of authorizations to all means of transports in the province and municipality to do their businesses.
- to receive miscellaneous complaints regarding to the businesses of all kinds of means of transports.
- to take census of all kinds of means of transports which exist in the province or municipality.
- to receive applications and to grant permissions for the celebrations of weddings in the provincial or municipal town.
- to keep all the files concerning with the general affairs.
- to make up the lists and statistics of the citizens who have rights to vote.
- to receive applications for certifications on the certificates or other papers.
- to centralize reports of what are concerning with the general affairs, for the chief of cabinet.

#### **4.1.7. OFFICE OF SOCIAL ACTION AFFAIRS:**

- to take census and make up a list of pagodas and of the chiefs, deputy-chiefs of monks, the monks, preachers, nuns, and all the pagoda commissions in all the province or municipality.
- to receive applications for permissions to celebrate feasts.
- to receive applications submitted by the monks or the preachers for decisions.
- to receive requests for the authorizations to build up any new pagoda, Catholic church, or Islamic temple.
- to take census and set up a list of the hospitals, health officers, patients and to receive complaints from all the state's and private's hospitals in the province and municipality.
- to receive reports about various contagious diseases.
- to receive applications for permissions to open up drugstores and dispensaries in the province and municipality.
- to take census of schools, middle high-schools, high schools and faculties, teachers, professors, and students, and to receive reports for all educational establishments of the State and privates.
- to take census of all the illiterate people, sportsmen, artists, workers, orphans, widowed women, former disabled soldiers, in the province or municipality.
- to take census and make up a list of all the monuments and temples, and other national patrimonies, tourist sites, and all the tourists in the province or municipality.
- to keep the dossiers and documents concerning with social action affairs.
- cannot have power to make decision on any matter or sign on any dossiers at all.

#### **4.1.8. OFFICE OF RADIO COMMUNICATIONS:**

- to administer and use the radio communication with efficacy.
- to receive and transmit on time, the telegrams and information from the province or municipality to the ministry, and from the ministry to the province or municipality.
- to maintain internal secrecy.

#### **4.1.9. OFFICE OF CIPHER CODES:**

- to manage and use the cipher codes works with efficiency.
- to receive and transmit on time the telegrams of the royal government, ministries and of the provincial and municipal governor's office.
- to keep internal secrecy

#### **REMARKS:**

All the offices stated in this above annex, shall have duties to keep respectively all the files of documents relevant to the speciality of each office for a period of two (2) years, before they are transferred to the Office of Order and Documentation.

But for the offices which are subordinated to the ministry of Finance shall have to keep the files of its own documents for always.

#### **5. THE DISTRICT CHIEF:**

- to be responsible in front of the governor of the province or municipality.

- to protect the rights and freedom to manage the land reform and to improve the agglomerations in conformity with their geographical situations, their traditions and customs, their technical norms, and to heighten the living standard of the citizens, in order to move forwards to develop the districts areas on all fields.
- to disseminate for implementing and to follow up the application of the laws and regulations.
- to arrange, urge up and to supervise the activities of all the specialize units in the districts.
- to have hierarchie power over all the civil servants in the districts.
- to be sponsors over all the chiefs of communes or sangkats.
- to take responsibility of making duplications of birth registration certificates and to keep files of the birth registration certificates of previous year.
- to take census and to administer the registration and statistics census of population.
- to prepare a list of the people who got rights to vote.
- to command to inspector and officers of police, in the title as justice police and administrative police.
- to coordinate and to urge up the implementation of all the court's orders.
- to be responsible for the conciliation of civil cases and to impose fines on who committed minor crimes.
- to be as administrator of the taxation, of making up a list for all taxes and fees, and to receive power to collect taxes and fees and to transfer them to the treasury.
- to control the list of the domestic animals.
- to control the list of the means of transports and all kinds of vehicles.
- to control and to sign on matters regarding the lands at district level.
- to encourage and to promote religious, educational, health care, traditional and cultural affairs and national patrimonies.
- to report of the occurrences, events and situations of politics, economy and social, in the district to the governor of the province or municipality.
- to give signatures on dossiers relevant to the affairs of the districts.
- to accomplish other duties given by the governors of the province or municipality.

Phnom Penh, February 15, 1994

THE CO-MINISTERS OF INTERIOR

Signature and seal  
SAR KHENG

Signature and seal  
YOU HOCKRY