

**KRET DATED DECEMBER 1, 1997****ON THE GENERAL PRINCIPLES OF ORGANIZATION OF THE STATE CIVIL SERVICE**

Translation certified by the Council of Jurists

CS-RKT-1297-273

We,

Preahbath Samdech Preah Norodom Sihanouk Reach Harivong Uphato Suchea Visothipong Akamohaborasrat Nikarodom Thammik Mohareacheathirea Boromaneat Boromabopit Preah Chau Krong Kampuchea Thipdey,

- having seen the 1993 Constitution of the Kingdom of Cambodia;
- having seen Kret dated September 24, 1993 on the appointment of the First Prime Minister and the Second Prime Minister of the Royal Government of Cambodia;
- having seen the Kret dated November 1, 1993 on the appointment of the Royal Government of Cambodia;
- having seen Kram NS-RKM-0794-002 dated July 20, 1994 on the organization and functioning of the Council of Ministers;
- having seen Kret NS-RKT-1094-083 dated October 24, 1994 on the modification of the composition of the Royal Government of Cambodia;
- having seen Kram NS-RKM-1094-006 dated October 30, 1994 on the [Common Statute of Civil Servants](#) of the Kingdom of Cambodia;
- having seen Kret NS-RKT-1094-090 dated October 31, 1994 on the modification of the composition of the Royal Government of Cambodia;
- having seen Kret CS-RKT-0897-147 dated August 7, 1997 on the modification of the composition of the Royal Government of Cambodia;

upon the proposal of the First Prime Minister, the Second Prime Minister and the Secretary of State of the Civil Service and with the approval of the Council of Ministers during its meeting on November 21, 1997,

order:

**CHAPTER 1****GENERAL PROVISIONS**

Article 1:

Civil servants shall be grouped into civil service bodies subdivided into grades. These bodies shall be ranked in categories.

**CHAPTER II****CATEGORIES**

Article 2:

Bodies shall be ranked in four categories (A, B, C and D) according to the minimum education required to join a body and to the classification of the jobs of such body. Each body shall be mandatorily ranked pursuant to its particular statute into one of the four categories.

Article 3:

Category A shall include functions regarding direction, inspection, studies and advice as well as all functions of responsibility. The minimum educational level required to enter a body in Category A shall be a secondary education diploma (baccalaureate) plus 4 years of studies certified by a degree. Some particular statutes may, if necessary, impose a minimum educational level at or above a secondary education plus 6 years of studies certified by a degree. In such case, the civil servant shall be granted a step increase.

Article 4:

Category B shall include functions regarding the preparation of the work to be undertaken by officials and of implementation of their decisions. The minimum educational level required to enter a body in Category B shall be a secondary education diploma (baccalaureate) plus 2 years of studies certified by a degree.

Article 5:

Category C shall include functions regarding secretarial services as well as administrative functions requiring a particular skill or know-how. The minimum educational level to enter a body in Category C shall be a secondary education diploma (baccalaureate).

Article 6:

Category D shall include functions regarding simple administrative responsibilities. There shall be no requirement for a secondary education for entry into a body in this Category.

Article 7:

Minimum levels of education defined in Articles 3, 4 and 5 of this Kret shall be applicable to students recruited from outside the civil service, starting from the day of publication of this Kret.

Article 8:

Civil servants presently working shall be reclassified into the new civil service bodies. An inter-ministerial committee shall be created by anukret and shall propose to the Government the principles for reclassifying these employees.

### **CHAPTER III**

#### **CIVIL SERVICE BODIES**

Article 9:

A body shall be a group of employees with similar qualification or training called to undertake, during their careers, the same jobs or the same types of jobs in a given ministry.

Article 10:

Each body shall be ruled by a particular statute prepared jointly by the Minister concerned and the Secretary of State of the Civil Service. Particular statutes shall be passed by kret, the Executive Committee for Administrative Reform, and the Council of Jurists having been consulted.

Article 11:

The particular statute shall serve to create a body and to organize the career of its employees according to the provisions of the common Statute of Civil Servants and these provisions. It shall include the following provisions:

- attachment of the body to a ministry,
- classification of the body into a category,
- general mission of the body,
- positions that may be undertaken by the employees of the body,
- minimum qualifications required to enter the body and the procedures concerning the external or internal competitive examinations,
- guidelines concerning the probationary period,
- structure of the body (division of the body into grades and the definition of the positions that may be undertaken at each grade),
- rules concerning step and grade promotion.

Article 12:

An [anukret](#) shall determine the customary content of a particular statute as well as the method to follow to establish the bodies.

### **CHAPTER IV**

#### **GRADES**

Article 13:

A grade is a level within the hierarchy of a body. Each body shall be subdivided into three hierarchical grades. Each grade shall correspond to jobs or a series of jobs in ascending responsibility.

Article 14:

Any employee recruited from outside the civil service shall mandatorily become a permanent employee at the first grade of a body.

Article 15:

Employees shall normally spend their careers, during their professional life, within the first grade, and being regularly promoted in steps in accordance with the provisions of the common statute and of the particular statute of their body.

Article 16:

A promotion to the second and third grades shall be reserved for the most meritorious employees. Such promotion shall be subject to vacancies within the grade and shall be undertaken either through placement on a promotion list, obtaining a certificate of long-term training from the Royal School of Administration (or from a vocational school recognized by the particular statute), or by competitive examination.

Promotions to the second grade of a body shall be subject to employees having reached the fourth step of the first grade. Promotions to the third grade of a body shall be subject to employees having reached the fourth step of the second grade.

A promotion to a higher grade shall entitle the promoted employee to undertake positions corresponding to such grade as provided by the particular statute.

Article 17:

Guidelines for the transition of current employees to a new grade within a body and transition provisions shall be prescribed by anukret.

## CHAPTER V

### STEPS

Article 18:

Each grade shall be subdivided into steps that shall bear an index that shall provide the level of remuneration.

Article 19:

The first grade shall be subdivided into 14 steps. The second and third grades shall be subdivided into 10 and 6 steps, respectively.

Article 20:

Civil servants shall normally be promoted one step every 2 years, subject to seniority bonuses resulting from merit, or where necessary, the difficulty, level of responsibility, or the remote nature of some positions. Particular statutes shall prescribe the jobs that may be entitled to a seniority bonus.

## CHAPTER VI

### FINAL PROVISIONS

Article 21:

The First and Second Prime Ministers shall be in charge of the implementation of this Kret.

Article 22:

This Kret shall be enforced from the date of its signature.

Made in Phnom Penh on December 1, 1997

In the name of His Majesty the King and by order of,

The Interim Chief of State

Chea Sim

Presented for the signature of His Majesty the King,

The First Prime Minister,

Ung Huot

The Second Prime Minister

Hun Sen

Presented for the signature of the First Prime Minister and the Second Prime Minister,

Prak Sok