



Kingdom of Cambodia
Nation Religion King


Ministry of Economy and Finance
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Ref.: 032សហវេទ.ស.ជាន

Directive
on
Salary Payment to Civil Servants within Ministries/Institutions
at Central Administration and Provincial-Municipal Departments

Referring to decision No. 01 *វ្យក*, dated January 4, 1995, of the Royal Government on the Reform of Public Administration, and to circular No. 01 *សវ*, dated January 28, 1995, of the Royal Government on Civil Servant Counting throughout the Kingdom of Cambodia

After the cooperation of counting all civil servants across the Kingdom of Cambodia on February 7, 1995, some provincial-municipal ministries/institutions have made late payment of salary to their subordinate civil servants with no clear understanding of the basis of salary payment.

To push for salary payment to civil servants in time and with success, the Ministry of Economy and Finance would like to make the following instructions:

1. Step 1: Salary shall only be paid to civil servants who have civil servant slips and payment certificates done on February 7, 1995.
2. Step 2: For civil servants absent with exact reasons such as:
 - Those who are having a short-term or long-term course with legal letters of assignment
 - Those who have been allowed to take a long leave, maternity leave, or sick leave or those who have been permitted to have overseas treatment
 - Those who have been allowed to undertake missions with correct mission orders
 - Some civil servants working in such remote areas as northeast, other insecure provinces, or provinces lacking means of travel, which cannot travel on time for processing civil servant slips and payment certificates
 - Those with various legal letters or decisions

The civil servants absent with such reasons as stated above still continue to receive salary payment as usual, but the unit head who directly supervises those concerned persons shall make a report and take responsibility for the reasons with the signature of the personnel manager and accounting manager's representatives authorized to sign the civil servant slips and payment certificates done on February 7, 1995, and there shall also be certification from ministers and secretaries of state. With respect to ministries/institutions at central administration and provincial-municipal departments,

there shall be certification from provincial-municipal governors, and a copy of the report shall be sent to the commission of civil servant examination at the council of ministers for information.

3. Step 3: Civil servants issued with letters of cadre acknowledgment from the council of ministers or state secretariats of public service, and appointed by provincial-municipal ministries/institutions, shall be included in the salary table in order to be reported to the council of ministers "commission of civil servant examination "for payment decisions.
4. Civil servants absent with no reason are not allowed to receive salary payment albeit with complaints after the counting day; they shall await the decision of the commission of civil servant examination at the council of ministers.

In accordance with the directive, provincial-municipal ministries/institutions shall pay attention to the salary payment for subordinate civil servants in time.

Cc:

- General Secretariat of the National Assembly
- Council of Ministers
"for information"
- All Ministries-Institutions
- All Provinces-Municipalities
"for implementation"
- Archives

Phnom Penh, February 22, 1995

Senior Minister
Minister of Economy and Finance
(Signe and stamped)

KEAT CHHON