



English Translated

**KINGDOM OF CAMBODIA
NATION RELIGION KING**

Royal Government of Cambodia

No.183 ANK.BK

SUB-DECREE

ON

**THE FUNCTIONS AND STRUCTURE OF KHAN ADMINISTRATION
OF PHNOM PENH CAPITAL**

ROYAL GOVERNMENT OF CAMBODIA

- Having seen the Constitution of the Kingdom of Cambodia
- Having seen Royal Decree No. NS/RKT/0918/925, dated September 6, 2018, on the Appointment of the Royal Government of the Kingdom of Cambodia
- Having seen Royal Kram No. NS/RKM/0618/012, dated June 28, 2018, promulgating the Law on the Organization and Functioning of the Council of Ministers
- Having seen Royal Kram No. NS/RKM/0196/08, dated January 24, 1996, promulgating the Law on the Establishment of the Ministry of Interior,
- Having seen Royal Kram No. NS/RKM/0508/017, dated May 28, 2008, promulgating the Law on the Management of the Capital/Provincial, Municipal/District, Khan Administrations
- Having seen Royal Decree No. NS/RKT/1208/1429, dated December 31, 2008, on the Establishment of the National Committee for Sub-National Democratic Development
- Having seen Sub-decree No. 215 ANK.BK, dated December 14, 2009, on the Roles, Duties and Professional Relations between the Council of Phnom Penh Capital Board of Governors and the Council of the Khan Board of Governors of Phnom Penh
- Having seen Sub-decree No. 109 ANK.BK, dated August 19, 2015, on the Organization and Functioning of the Ministry of Interior
- Having seen Sub-decree No. 114 ANK.BK, dated September 7, 2015, on the Determination of the Management Structure and Positions in the Management Structure of the National/Sub-National Line Ministries
- Having seen Sub-decree No. 18 ANK.BK, dated February 8, 2017, on the Establishment of the One-Window Service Mechanisms for Providing Administrative Services at the Sub-National Administrations

- Having Sub-decree No. 19 ANK.BK, dated February 8, 2017, on the Establishment of the Ombudsman Office at the Sub-National Administrations
- As per the Request of the National Committee for Sub-National Democratic Development (NCDD)

HEREBY DECIDES:

CHAPTER 1

GENERAL PROVISIONS

Article 1:

This Sub decree aims to promote the efficiency of administration management, public service delivery and local development at Phon Penh capital level.

Article 2:

The objective of the Sub decree herewith is to determine:

- Functions, structures, roles, duties, working relations and accountability of the Khan administrations
- Functions, roles and responsibilities of the Phnom Penh Capital Administration and the delegation of the Functions from the Phnom Penh Capital Administration to Khan administrations.

Article 3:

The sub-decree herewith applies to all Khan administrations and Phnom Penh Capital Administration across the Kingdom of Cambodia.

CHAPTER 2

FUNCTIONS OF KHAN ADMINISTRATIONS

Article 4:

Khan administrations shall perform the functions which determine by the Law on Administrative Management of the Capital Provinces, Municipalities Districts, Khans and functions delegated from the Phnom Penh Capital Administration as stated in Article 48 of this Sub-decree.

In addition to the functions stated in the Paragraph 1 of this Article, Khan administrations shall perform function as agency of ministries, institutions, capital administration, line departments and other units in accordance with the effective regulations or under the agreement between ministries, institutions, capital administration, line departments, other units and Khan administrations.

Article 5:

Khan administrations have the duties to manage, administer and implement the functions delegated from Phnom Penh Capital Administration in accordance with guidelines, procedures, service standards and conditional resources as well as other resources mobilized from other legal sources in order to implement the functions in an effective manner.

Guidelines, procedures and service standards for managing, administering and implementing the delegated functions shall be determined by respective sector ministries, institutions or by Phnom Penh capital administration.

Article 6:

The Capital Administration shall review its functions in order to transfer appropriate functions to Khan administrations in accordance with the Law on Administrative Management of Capital Provincial, Municipal, District and Khan and the government's decentralized and deconcentrated policies.

CHAPTER 3

ESTABLISHMENT, ROLES, DUTIES AND WORKING PROCEDURES OF OFFICES AND UNITS

OF KHAN ADMINISTRATIONS

SECTION 1

ESTABLISHING OFFICES AND UNITS OF KHAN ADMINISTRATIONS

Article 7:

Each Khan administration shall have the following offices and units :

- Administrative and Personnel Office
- Planning and Finance Office
- Procurement Unit
- Council Secretariat Office
- Education, Youth and Sport Office
- Land Management, Urban Planning, Construction and Land Office
- Legislation and Local Conflict Mediation Office
- Public Work, Transport, Sanitation, Environment and Public Order Office
- Economy and Community Development Office
- Social Affairs and Social Well-being Office
- One-Window Service Office.

Article 8:

Organizational Structure of Khan Administrations is specified in Annex 1 of this Sub-decree.

Article 9:

Each office and unit of Khan administrations shall be led by one (01) chief and maximum 02 vice chiefs as assistant.

Appointment of chief and vice chief offices and units of Khan administrations shall comply with the conditions set forth in annex 2 of this sub-decree and in accordance with the principles and procedures of the personnel management of sub-national administrations in force.

The appointment of the above management positions shall be given priority to female personnel.

Article 10:

Khan administration shall have appropriate number of personnel in each office and unit; and shall ensure appropriate female personnel based on the need of each Khan administrations and also based on Gender Equity National Policy as well as encouraging of disable people.

The Ministry of Civil Service cooperates with the Ministry of Interior and the Ministry of Economy and Finance in consultation with the Phnom Penh Capital administration and Khan administrations under the coordination of the NCDD shall determine the number of personnel for Khan administration and shall support the Capital Administration and Khan administration in the management, execution and utilization of personnel.

Article 11:

Ministry of Civil Service and related ministries under the coordinated direction of the NCDD ensure that civil service personnel of Khan administration are included in the particular statute of each body, with all encouragement of management position, professional position, level of position, and other personnel benefits to the district administration personnel.

The civil service personnel of Khan administration shall be in a body in accordance with the professional qualifications and experience of each personnel as defined in the particular statute of body.

Article 12:

Phnom Penh Capital Administration, in consultation with Khan administrations or upon request of Khan administrations, based on the scope of the work, the economic potential and/or the priority of each Khan administration, may propose to establish, delete, and modify offices and units to the Ministry of Interior for review and propose to the Royal Government for approval,

The proposals for the establishment, deletion and modification of offices and units shall be subject to the conditions and criteria set forth by the Ministry of Interior in consultation with the Ministry of Civil Service, the Ministry of Economy and Finance and related ministries.

The additional offices and units shall not have the functions, roles and duties overlapping with those established under Article 9 of this Sub-Decree.

In the case of the establishment of additional offices and units separated from the office and/or any units, the functions, roles and duties of the new offices and the units shall be transferred from the original offices and units.

SECTION 2

ROLES, DUTIES OF OFFICES AND UNITS

OF KHAN ADMINISTRATION

Article 13:

Administrative and Personnel Office shall perform its role as assistant to Khan administration for personnel and administrative work and shall have duties to manage the following tasks:

- Administration, documentation, information, protocol, public relations and International Cooperation;
- Civil registrations;
- Managing and maintaining of stamp, documents, and legal documents of Khan Administration;
- Review and modification of the Khan administration structure
- Managing, administering and employing personnel of Khan administrations as authorized by the Capital Administration

- Khan administrations' human resource capacity training and development
- Monthly, quarterly, semesterly and annual reports of Khan administrations
- Other tasks assigned by the Khan governors.

Article 14:

Planning and Finance Office shall perform its role as assistant to Khan administration and shall have the duties to manage the following tasks:

- Preparing and implementing the five (05) year development plan, three (03) year rolling investment program and annual workplan and budget of Khan administration
- Studying, developing and implementing projects of Khan administration
- Monitoring and evaluating the implementation of the five (05) year development plan, three (03) year rolling investment program, annual workplan and budget and development projects of Khan administration
- Population statistics
- Guiding and promoting the collection of local data at Sangkat level and data at Khan level as scheduled
- Managing and finding support for processing data at Sangkat level and data at Khan level
- Finance and property management of Khan administration
- Financial report of Khan administration
- Provide support to Sangkat administrations within Khans as delegated by the Capital Administration
- Other tasks assigned by Khan Governor.

Article 15:

Procurement Unit shall perform its role as assistant to Khan administration for public procurement and shall have the duties to manage the following tasks:

- Preparing annual procurement plans;
- Preparing bidding documents, procurement advertisements, providing bidding documents, receiving bidding proposals, maintaining bidding proposals, arranging the place for and opening bidding proposals;
- Preparing bid opening reports and minutes;
- Preparing and coordination in the technical evaluation of bidding proposal
- Preparing contracts and notifications on contract awards;
- Publicizing bidding results;
- Monitoring contract implementation and preparing procurement reports on procurement implementation; and
- Other tasks as assigned by the district governor.

Article 16:

Council Secretariat Office shall perform its role as assistant to Khan administration on secretary work for Khan council and have the duties to manage the following tasks:

- Organizing ordinary and extraordinary meetings of the council;
- Taking minutes of council meetings;
- Organizing the dissemination and consultation forum of the council;
- Managing, maintaining and storing council files/documents;
- Publicizing council decisions and documents; and
- Other tasks as assigned by council chairperson and district governor.

Article 17:

The education, youth and sport office shall act as the secretariat of Khan administration in education, youth and sport tasks and shall have duties in managing, supporting, coordinating, monitoring and evaluation of functions as following:

- Early childhood education affairs;
- Primary education affairs;
- Secondary education affairs;
- Non formal education affairs;
- Youth development affairs;
- Physical education and sport affairs; and
- Other tasks as assigned by district governor.

Article 18:

Land Management, Urban Planning, Construction and Land Office shall act as the secretariat of Khan administration in land management, urban planning, construction and land tasks and shall have the following functions:

- Land management and urban planning
- Land work
- Construction work
- Housing
- Other tasks assigned by Khan governor.

Article 19:

Legislation and Local Conflict Mediation Office shall perform its role as assistant to Khan administration for work related to legislation and mediation of local conflicts out of court system, and shall have the duties to manage the following function :

- Researching, preparing and giving suggestions for the preparation of legal regulations of Khan administration
- Disseminating laws and regulations to officials, personnel and people within the jurisdiction of the Khan administration
- Giving legal consultation for the people

- Organizing legal and mediation skills training for Sangkat administrations within Khan
- Accepting complaints and mediating conflicts at the local level within the jurisdiction of Khan administration in accordance with the law
- Other tasks assigned by Khan governor.

Article 20:

Public Works, Transport, Hygiene, Environment and Public Order Office shall perform its role as assistant to Khan administration on public works, transport, hygiene, environment and public order tasks and have duty to perform several functions as follow:

- Public works and transport;
- Waste and solid waste management in urban areas management;
- Sewage system and treatment system management;
- Smoke, noise, and air pollution management;
- Planting, management and maintenance of trees and public parks;
- Public lighting management;
- Public parking management;
- Public order ; and
- Other works upon assigned by the Khan Governor.

Article 21:

Economy and Community Development Office shall perform its roles as assistant of Khan administration on economic development, providing public services and community development and have duty to perform several functions as follows:

- Industrial and handicraft works;
- Mines and energy works;
- Tourism works;
- Commerce works;
- Agriculture, forestry and fisheries works;
- Water resources works;
- Posts and telecommunications work;
- Community development works; and
- Other works upon appointment by the Khan Governor.

Article 22:

Social Affairs and Social Well-being Office shall perform its role as assistant of Khan administration on social affairs and social well-being works and have duty to perform several functions as follows:

- Social work, Veterans and Youth Rehabilitation
- Health affairs
- Women's affairs

- Cult and religious affairs
- Vocational training affairs
- Disaster affairs
- Cultural and fine art affairs
- Other tasks as assigned by the district governor.

Article 23:

The One Window Service office shall act as the secretariat of Khan administration in the area of administrative service delivery and be responsible for:

- Receiving and providing administrative services to citizens within the jurisdiction of the Khan administration;
- Collection and payment of administrative fees in accordance with established policies and procedures
- Providing information and publicity related to the provision of administrative services
- The keeping , maintenance and administration of documents related to the provision of administrative services
- Other tasks as assigned by the district governor.

Article 24:

The specific sub-functions or activities of each function of the Khan administration in relation to the provision of public services and the local development of each respective sectors are set forth in Annex 3 of this Sub-Decree.

Khan administration can further determine the role and obligation for each office and unit based on real specific situation and need of each Khan.

SECTION 3

**WORKING PROCEDURES OF OFFICES AND UNITS
OF KHAN ADMINISTRATION**

Article 25:

Each office and unit shall carry out the functions in accordance with the laws and regulations are in force.

Khan administration shall develop specific term of reference for each personnel based on the duties of each office and unit and the applicable guidelines.

The term of reference of each personnel shall get agreement from the Capital Administration.

Each personnel of each office and unit shall perform his/her roles and duties in accordance with the term of reference.

If necessary, the Ministry of Interior, in collaboration with the Ministry of Civil Service and related institutions, can provide further guidance on setting up the above term of references

Article 26:

Khan administration may arrange for agency in each office and unit to be in charge of a specific tasks or sectors, depending on the situation of each Khan.

The organization of the agency in charge of a specific tasks or sectors shall be determined by the Khan administration's decision.

Article 27:

Each office and unit shall develop periodically plan activities and reports in accordance with established guidelines and to hold regular meetings to oversee the work carried out, identify challenges to be addressed, and determine the direction to be followed.

Article 28:

The head of each office and unit shall ensure that personnel in their offices and units regularly perform their roles, duties, term of references, compliance with the internal regulations and professional code of conduct.

Khan administration shall organize the daily personnel attendance and determine the internal regulations and professional codes of conduct for Khan administration personnel.

Article 29:

The head of each office and unit shall manage, execute, and perform the work related to personnel, finance, property and administrative affairs in accordance with the prescribed administrative procedures, financial procedures and term of references.

Article 30:

Khan administration shall establish a detailed working procedure for the offices and units of Khan administration to ensure the effectiveness of the management and performance of its functions in accordance with the principles laid down by the Law on the Administrative Management of Capital, Provincial, Municipal and District, this sub-decree and related regulations are in force.

CHAPTER 4

OMBUDSPERSON OFFICE

Article 31:

The Ombudsperson Office at Khan level established by Sub-Decree 19 ANK.BK dated 08 February 2017 on the establishment of the Ombudsperson of SNA, shall carry out the roles, duties, working procedures and standard in accordance with the Legal Regulation in force.

CHAPTER 5

WORKING RELATIONS

SECTION 1

WORKING RELATIONS BETWEEN

KHAN ADMINISTRATION AND PHNOM PENH CAPITAL ADMINISTRATION

Article 32:

Khan Administration shall be under the supervision and management of the Phnom Penh Capital Administration.

Article 33:

The working relations between Khan administration and Phnom Penh Capital Administration are:

- The Capital administration is responsible for legality check of decision and related activities of function implementation delegated to Khan administration.
- The Capital administration has the authority to provide endorsement on certain tasks of the Khan administration in accordance with the laws and regulations
- The Capital administration is responsible for providing support in relation with finance, personnel, means, equipment, technical matter, intervention and capacity development for Khan administration
- The Capital administration is responsible for monitoring, evaluating and inspecting the function implementation and resources of Khan administration
- The board of governors of Phnom Penh Capital Administration shall direct and coordinate with Khan board of governors to ensure public order and security, human rights, and law enforcement in each Khan's jurisdiction.
- The Capital administration can consult and cooperate on a number of necessary tasks with Khan administration to ensure the effectiveness of public service delivery and local development.
- Khan administration has an agency function role for the Capital Administration and shall report regularly to the Capital Administration to consolidate and report to the Ministries and Institutions in accordance with the provisions of the law and the applicable legal norms.
- Other communications activities as required by applicable law and regulation and as applicable.

SECTION 2

WORKING RELATIONS BETWEEN KHAN ADMINISTRATION AND SANGKAT ADMINISTRATION WITH IN KHAN

Article 34:

Sangkat and Khan administration shall be under the supervision and management of the Capital administration.

Khan administration can provide support and supervise Sangkat administration through delegation from the Capital administration.

Article 35:

Working relations between Khan administration and Sangkat administration include:

- Khan administration is responsible for providing support to Sangkat administration in developing and implementing development plan, investment activities and projects or other activities through delegation power from Capital administration;
- Khan administration can consult and cooperate in development and providing public services with Sangkat administration and facilitate in addressing any request, suggestion and challenges of Sangkat administration according to the request or recommendation from Sangkat administration or if necessary;

- Khan administration studies and suggests to Capital administration regarding the capacity and needs for support of Sangkat administration;
- Khan administration is responsible for monitoring, supervising, evaluating and inspecting on performance of tasks of Sangkat administration through delegation from Capital administration;
- Khan Board of Governors shall lead and guide Sangkat chief in Khan to ensure public security, safety, and order; and
- Other relations as determined by applicable laws and regulations and as deemed necessary.

SECTION 3

WORKING RELATIONS BETWEEN KHAN ADMINISTRATION AND OTHER SUB-NATIONAL ADMINISTRATIONS

Article 36:

The working relations between Khan administration and other sub-national administrations includes:

- Khan administration may facilitate consultations and collaboration with other sub-national administrations to implement functions, projects, programs and address needs and challenges related through joint management mechanism or issuance joint deika or decision;
- Khan administration can work with other sub-national administrations to share information, knowledge, skills and lessons learned
- Other communications activities as required by applicable law and regulation and as applicable.

SECTION 4

WORKING RELATIONS BETWEEN KHAN ADMINISTRATION AND PRIVATE SECTOR AND CIVIL SOCIETY

Article 37:

The working relations between Khan administration and the private sector and civil society operating within its jurisdiction includes:

- Khan administration may facilitate and encourage the private sector and civil society to participate in the formulation and implementation of a five (5) year development plan, a three-year (3) investment program, a project plan or programs of Khan administration;
- Khan administration can facilitate the establishment of partnerships with the private sector and civil society to jointly promote public service delivery and local development in response to people's priority needs;
- Khan administration can provide support to the private sector and civil society in providing public services and local development to availability of the resources of Khan administration;

- Khan administration encourages private sector and civil society to initiate citizen needs and requests for Khan administration to issue deika or decision or provide remedial interventions;
- Khan administration shall hold regular meetings with the private sector and civil society to contribute to the resolution of the challenges.

CHAPTER 6

ACCOUNTABILITY

SECTION 1

ACCOUNTABILITY TO CITIZENS

Article 38:

Khan administration shall be accountable directly to the people in fulfilling their roles, duties within their jurisdiction in accordance with the constitution, laws and regulations.

Article 39:

In direct accountability to citizens within its jurisdiction, Khan administration shall establish mechanisms, means and procedures for providing information to citizens, receiving citizen feedback and consulting with citizens to ensure that all the decisions and actions of Khan administration response to the needs of the citizens in effective, transparency, inclusive and social equity.

SECTION 2

ACCOUNTABLE TO THE GOVERNMENT, MINISTRIES, INSTITUTIONS AND PHNOM PENH CAPITAL ADMINISTRATION

Article 40:

Khan administration shall be accountable to the Royal Government, ministries, institutions, and Phnom Penh Capital administration in carrying out their roles and duties in its jurisdiction.

Article 41:

In making accountability to the Royal Government, ministries, institutions, and Phnom Penh Capital administration, Khan administration shall ensure that all its decisions and activities or actions are in compliance with national policies, laws, regulations and standard of services.

Any decisions made that are not in compliance with national policies, laws and regulations or in the framework of authority determined by laws, regulations and authority from delegation, such decisions are invalid.

Phnom Penh Capital administration shall guide or intervene if necessary, in order for khan administration to amend or abrogate its decisions that was made illegally.

The Ministry of Interior shall guide or intervene, if necessary, in order for Phnom Penh Capital administration to take measure to guide khan administration to amend or abrogate its decisions that was made illegally.

Article 42:

Khan Governor shall be accountable to the Royal Government, Ministry of Interior, Ministries and institutions, and Phnom Penh Capital administration in the implementation of the functions within its jurisdiction.

SECTION 3
INTERNAL ACCOUNTABILITY

Article 43:

Governor and Board of Governors shall be accountable to their councils for implementation of the council's bylaws and decisions.

Article 44:

The committees of the council and the Ombudsmen Office are directly accountable to their councils.

Article 45:

The administration director shall be directly accountable to council, governor, and board of governors.

Article 46:

The chief of offices and head of units shall be directly accountable to the administration director.

Article 47:

All personnel of the Khan administration shall be directly accountable to their chief of offices and head of units and shall be indirectly accountable to the administration director, governor, board of governors and the council according to the hierarchy.

CHAPTER 7
**FUNCTIONS, ROLES, AND RESPONSIBILITIES OF PHNOM PENH CAPITAL ADMINISTRATION,
MINISTRIES AND INSTITUTIONS**

Article 48:

The Phnom Penh Capital administration shall perform its current functions in accordance with the Law on Administrative Management of the Capital, Provinces, Municipalities, Districts, and Khans, Sub-Decree No. 215 dated on 14 December 2009 on Functions, Responsibilities and Working Relations of Council, Phnom Penh Capital Board of Governors and Council and Khan Board of Governors of Phnom Penh and applicable regulations, and perform functions that have been transferred as determined in Annex 3 of this Sub-Decree.

The Phnom Penh Capital administration shall delegate functions as determined in Annex 3 of this Sub-Decree and other necessary functions of the Phnom Penh Capital administration to each Khan administration according to real situation of each Khan in order to manage, execute and implement within its jurisdiction as an agent of the Phnom Penh Capital administration.

The delegation of the above functions shall be done through by-law of the Phnom Penh Capital administration.

Article 49:

The Phnom Penh Capital administration shall ensure management, execution and implementation of delegated functions as determined in Annex 3 of this Sub-Decree through the assignment of responsibilities to any or several divisions of the Phnom Penh Capital administration for facilitation, supporting, monitoring and evaluation on the performance of the delegated functions of each Khan administration.

The Phnom Penh Capital administration shall carry out study and review its organizational structure to ensure effectiveness and efficiency of management, execution, and performance of functions determined by law, regulations, and delegated functions from the Royal Government and ministries and institutions.

The NCDD shall lead, facilitate, and provides technical and legal support on the study and revision of organizational structure of the Phnom Penh Capital administration.

Article 50:

Ministries and institutions of the Royal Government have duty to develop policy, strategic plan, technical standard, and service standard to serve as a foundation for guiding Capital administration and Khan administration in performance of functions in respective sectors.

Each ministry and institution shall be responsible before the Royal Government and National Assembly on sector under its jurisdiction.

Ministries and institutions shall cooperate with the NCDD and the Ministry of Interior to implement the provisions of this Sub-Decree related to roles and responsibilities of each ministry and institution and other tasks related to Capital and Khan administration.

Article 51:

The Capital administration shall be accountable and responsible to ministries and institutions of each sector and shall ensure effectively and efficiently management, execution, and implementation of the delegated functions in accordance with national policy, strategic plan and technical standard in order to contribute in achieving vision, purpose and target of each sector.

Article 52:

The Ministry of Interior is responsible for leading, guiding, orienting, facilitating, supporting, monitoring and evaluation the Capital administration and Khan administration in order to ensure that Capital administration and Khan administration manage, execute, and implement its function properly in accordance with the Law on Administrative Management of the Capital, Provinces, Municipalities, Districts, and Khans, regulations and this Sub-Decree.

CHAPTER 8

TRANSITIONAL PROVISIONS

Article 53:

From the date this Sub-Decree takes effect until 31 December 2019, the Khan administration and sector offices at Khan level shall continue to follow the current structure and management system.

Article 54:

The NCDD shall lead and coordinate with relevant ministries and institutions, Capital administration and Khan administration in arranging for materials related to finance, properties, personnel, preparation of legal documents, dissemination, training and other necessary works to ensure Khan administration can start functioning and its duties and responsibilities follow this structure and management system as defined in the Sub-Decree from 01 January 2020 onwards.

The NCDD shall prepare activities plan and budget in setting out in specific timeframe and the responsible ministries and institutions responsible for the preparation and implementation of the necessary tasks as defined in paragraph 1 of this article.

Article 55:

Any relevant office or unit of ministries and institutions at Khan level shall be integrated into the structure of the Khan administration as follows:

- Transfer the office of education, youth and sport of the ministry of education, youth and sport at Khan level to education, youth and sport office of Khan administration;
- Transfer the office of land management, urban planning, construction and land of the Ministry of Land Management, Urban Planning and Construction at Khan level to land management, urban planning, construction and land office of the Khan administration;
- The information office of the Ministry of Information shall be integrated into administration and personnel office of Khan administration;
- The planning and statistic office of the Ministry of Planning shall be integrated into the planning and finance office of Khan administration;
- The justice service center of the Ministry of Justice shall be integrated into the office of legislation and conflict mediation of Khan administration;
- The public works and transportation office of the Ministry of Public Works and Transportation and environment office of the Ministry of Environment shall be integrated into the office of public works, transportation, hygiene, environment and public order of Khan administration;
- The office of commerce of the Ministry of Commerce, the office of rural development of the Ministry of Rural Development, the office of agriculture of the Ministry of Agriculture, Forestry and Fisheries, the office of industry and handicraft of the Ministry of Industry of Handicraft, the office of mines and energy of the Ministry of Mines and Energy, the office of tourism of the Ministry of Tourism, the office of Water Resources and Meteorology of the Ministry of Water Resources and Meteorology, and the office of posts and telecommunications of the Ministry of Posts and Telecommunications shall be integrated into the office of economics and community development of Khan administration; and
- The office of social affairs, veterans and youth rehabilitation of the Ministry of Social Affairs, Veterans and Youth Rehabilitation, the office of labour and vocational training of the Ministry of Labour and Vocational Training, the office of women affairs of the Ministry of Women Affairs, the office of culture and fine arts of the Ministry of Culture and Fine Arts and the office of cult and religion of the Ministry of Cult and Religion shall be integrated into the office of social affairs and welfare of Khan administration.

Article 56:

The current offices and units of Khan administration shall be integrated into the new Khan administration structure as follows:

- The office of administration and finance shall be integrated into the office of administration and finance and/or the office of council secretariat and/or the office of planning and finance of the new structure of Khan administration;

- The inter-sector office shall be integrated into the office of legislation and local conflict mediation, and/or the office of economy and community development and/or the office of social affairs and welfare and/or the office of public works, transportation, hygiene, environment and public order of the new structure of Khan administration;
- The office of planning and development shall be integrated into the office of planning and finance of the new structure of Khan administration;
- Procurement unit shall be integrated into the procurement unit of the new structure of Khan administration; and
- The One Window Service Office shall be integrated into the One Window Service Office of the new structure of Khan administration.

Article 57:

Personnel, property and documents of current offices and units integrated into the new structure of Khan administration shall be transferred under the management of the new offices or units as defined in Article 55 and Article 56 of this Sub-Decree.

Capital administration shall coordinate and support the actual transfer of personnel, property and documents as defined in paragraph 1 of this article.

Article 58:

Personnel transferred to work with respective Khan administration shall:

- Under management of the Phnom Penh Capital administration in accordance with the principles and procedure of the personnel management of sub-national administration
- Remain the current category of permanent appointment before transfer to the Khan administration until the re-arrangement in accordance with Article 11 of this Sub-Decree
- The category, grade, rank, salary, and other allowances will not lower than current category, grade, rank, salary and other allowances that staff used to receive before transferring.

Article 59:

The transfer of personnel during the process of integrating sector offices into management structure of Khan administration shall be based on the following principles:

- The chief and vice chief of the office of Education, Youth and Sport and the office of Land Management, Urban Planning, Construction and Land shall continue to serve as chief and vice chief of the two offices. In case that any office does not have a chief or vice chief of office, the decision to appoint the chief and vice chief shall be subject on the conditions set forth in Annex 2 of this Sub-Decree;
- The chief of Economy and Community Development office, Social Affairs and Welfare office and Public Works, Transportation, Hygiene, Environment and Public Order office will be appointed from among candidate's chief of sector offices and/or office chief of Khan administration who are currently holding this position. Any current sector office chief who is not appointed as office chief under new management structure shall be appointed as vice chief of the cluster office. The vice chief all sector offices of the integrated offices shall be appointed as the vice chief of that cluster office;

- Chief and vice chief of Procurement Unit and One Window Service Office of current Khan administration shall continue to hold that position as chief and vice chief of the Procurement Unit and One Window Service Office in the new management structure of Khan administration;
- The appointment of chief and vice chief of other offices and units as defined in three bullet points above of this article shall be selected from chief or vice chief offices who is integrated into the new structure. The appointment of these positions is based on competence, knowledge, skills and work experiences;
- Personnel transferred from sector offices shall be integrated into offices related to their field of expertise; and
- In case that the function of any sector is transferred, and no personnel is transferred with, the Khan administration shall be responsible to arrange personnel for responsible that function. In this case, the sector ministries, institutions must provide immediate training to nominated officials.

Article 60:

NCDD in consultation with relevant ministries/institutions shall decide on arrangement of personnel transfer and managerial position for the offices and units of the Khan administration during the integration stage.

Following the integration, the appointment and termination of any positions for offices and units of Khan administration shall be in accordance with the principles, regulation and procedures of the personnel management of sub-national administration.

NCDD shall establish the inter-ministerial working group comprising the Ministry of Interior, the Ministry of Civil Services, the Ministry of Economy and Finance, the NCDD-S, and other relevant ministries/institutions to assist the NCDD in preparing these tasks.

Article 61:

The Ministry of Economy and Finance in collaboration with relevant ministries/institutions under coordination of the NCDD shall define the financial resources and properties to be transferred to the Capital administration for administering of the functions as set out in Annex 3 of this Sub-Decree from January 2020 onwards.

Capital administration shall transfer these resources to each Khan administration for implementing delegated functions as defined in Article 48 of this Sub-Decree.

CHAPTER 9

FINAL PROVISIONS

Article 62:

All provisions contradicting to the content of this Sub-Decree shall be abrogated.

Article 63:

The Minister in charge of the office of Council of Ministers, Minister of Economy and Finance, Chairman of NCDD, Minister of Interior, ministers of all relevant ministries, institutions, the chairperson of Capital Councils, Capital Board of Governors, Khan Councils, Khan Board of Governors, and Sangkat Councils of Phnom Penh Capital shall be responsible for implementing this Sub-decree from the date of signature.

Phnom Penh, Date: 02 December 2019

Prime Minister

[signature and stamp]

Samdech Akka Moha Sena

Padei Techo HUN SEN

Respectfully submitted to

Samdech Akka Moha Sena Padei Techo, Prime Minister, to sign
Deputy Prime Minister, Minister of Interior and Chairman NCDD

[signature]

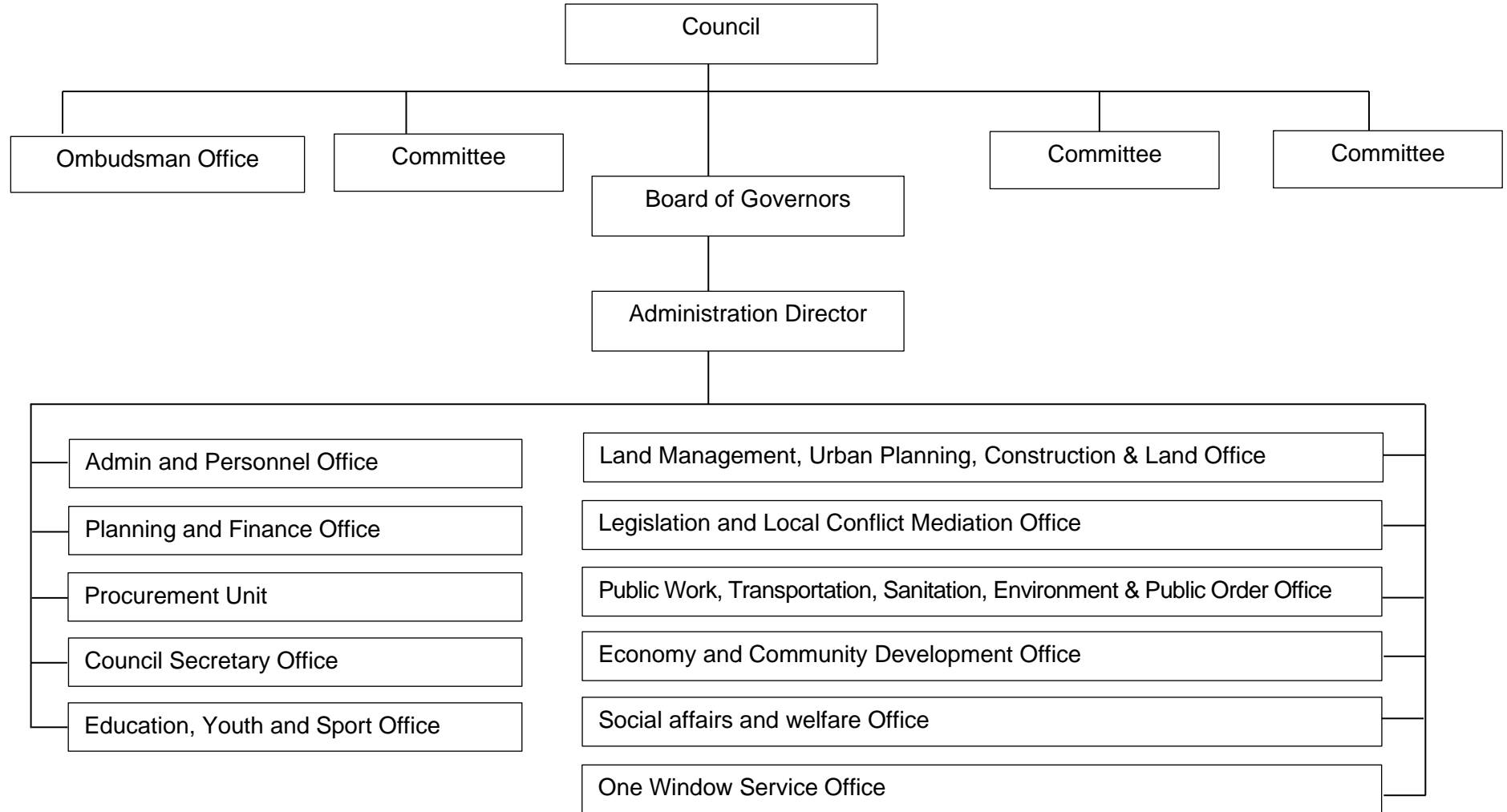
Samdech Krola Hom Sar Kheng

cc:

- Ministry of the Royal Palace
- Secretariat-General of the Constitutional Council
- Secretariat-General of the Senate
- Secretary-General of the National Assembly
- Cabinets of Prime Minister
- Cabinets of Samdech, H.E and Mrs. H.E Deputy Prime Ministers
- As in Article 63
- Royal Gazette
- Filing-Achieves

Annex 1: Organizational Structure of Khan Administration

Attached to Sub-decree No. 183 ANK.BK, dated 2 December 2019, on the Functions and Structure of Khan Administration of Phnom Penh



Annex 2: Requirements and Qualifications for each Positions of Khan Administration
Attached to Sub-decree No. 183 ANK.BK, dated 2 December 2019, on the Functions and Structure
of Khan Administration of Phnom Penh Capital

Position	Category/grade	Qualifications
Deputy Director of Khan Administration	Grade 2 Category B	<ul style="list-style-type: none"> - At least 04-year work experience or 03-year work experience for candidates of Category A - Have experiences and ability in leadership and management - Be initiatives - Possess morality, kindness and professionalism - Good solidarity and responsibility at work - Be in good health.
Chief of Office	Grade 2 Category B	<ul style="list-style-type: none"> - At least 04-year work experience or 03-year work experience for candidates of Category A - Have experiences and ability in leadership and management - Be initiatives - Have knowledge, experiences on technical works related to functions of the designated office. - Possess morality, kindness and professionalism - Good solidarity and responsibility at work - Be in good health.

<p>Chief of Procurement Unit</p>	<p>Grade 2 Category B</p>	<ul style="list-style-type: none"> - At least 04-year work experience or 03-year work experience for candidates of Category A - Hold associate 's degree in Economy or Finance - At least 03-year experience in Economy or Finance - Be trained in public procurement certified by the Ministry of Economy and Finance - Possess morality, kindness and professionalism - Good solidarity and responsibility at work - Be in good health.
<p>Vice Chief of office or Vice Chief of Procurement Unit</p>	<p>Grade 3 Category B</p>	<ul style="list-style-type: none"> - At least 03-year work experience or 02-year work experience for candidates of Category A - Have work experiences and performance capacity - Be initiatives - Have knowledge, experiences on technical works related to functions of the designated office. - Possess morality, kindness and professionalism - Good solidarity and responsibility at work - Be in good health.

Annex 3: List of Functions of Phnom Penh Administration

Attached to Sub-decree No. 183 ANK.BK, dated 2 December 2019, on the Functions and Structure of Khan Administration of Phnom Penh

FUNCTIONS	SUB-FUNCTIONS/ACTIVITIES
1. FUNCTIONS TO BE ASSIGNED TO	
A. LAND MANAGEMENT, URBAN PLANNING, CONSTRUCTION AND LAND	
1. Land management and urban planning	1. Develop land used master plan at Khan level and a detailed urbanization planning in any area within Khan.
2. Land	<ol style="list-style-type: none"> 1. Transfer ownership of unregistered properties 2. Protect state's private and public land by taking prevention measure again intrusion or land grabbing.
1. Construction	<ol style="list-style-type: none"> 1. Issuance of permission license for construction, renovation, dismantlement, or new construction site, and granting utility certificate for residential constructions with maximum surface of 500 square meters and with maximum of 4 floors including the ground floor (E0, E1, E2, E3) 2. Issuance of permission license for construction, renovation or dismantlement of fence with maximum of 3 meters height measured from the ground of the fence. 3. Renew permission license for construction, dismantlement, renovation, new construction site, and construction utility certificate for building with maximum surface of 500 square meters and with maximum of 4 floors including the ground floor (E0, E1, E2, E3) 4. Issuance of letter to suspend the construction activity which do not comply with the applicable regulations.
2. Housing	<ol style="list-style-type: none"> 1. Review and provide comments for local social land concession plan 2. Prevent against temporary construction on state's land illegally occupied within Khan.

B. RURAL DEVELOPMENT	
3. Rural road development	1. Construction, repair, and maintenance of rural roads, bridges, sewage systems, etc
4. Clean water management and supply	1. Construction, renovation, and maintenance of clean water supply systems in rural areas.
5. Management and provision of sanitation services in rural areas	1. Construction, repair, and maintenance of public toilets. 2. Outreach on promotion of rural sanitation 3. Subsidies for the construction of poor households' toilets.
6. Management of community markets	1. Establishment and management of community markets.
C. WATER RESOURCES	
1. Irrigation	1. Management, Construction, repair, and maintenance of distribution canals. 2. Construction, repair, and maintenance of small-scale irrigation systems. 3. Establishment and management of water user farmer communities of small-scale irrigation systems.
2. Management buffer zone of rivers, streams, canals, dams	1. Management and protection buffer zone/sides of rivers, streams, canals, dams.
3. Management of water pumping stations	1. Establishment and management of water pumping stations.

D. ENVIRONMENT AND NATURAL RESOURCES SECTOR

1. Management of natural protected area system	<ol style="list-style-type: none">1. Management of natural protected area system<ul style="list-style-type: none">– Organize and implement action plan on management of natural protection area system– Take action to patrol, control, investigate, and crackdown natural resources offences, any activities damaging or affecting negatively, and forest fire in the protected area– Control export and import of wild flora and fauna, seeds, and samples from/into the protected areas– Collect and provide data related to socio-economic and environmental sector in the protected area and biodiversity conservation corridor for land use mapping– Participate in boundary demarcation, setting up boundary poles, maintaining boundary poles, determining control area and implement a management plan of protected area in Khan geography– Participate in research and identify potentials and propose to establish new protected areas– Mobilize resources and cooperate with relevant stakeholders to support protection, conservation and rehabilitation of biodiversity, development of capacity to manage, to conserve and to develop natural resources
2. Management of community protected areas	<ol style="list-style-type: none">2. Establishment, management and support community protected areas<ul style="list-style-type: none">– Conduct feasibility study on the establishment of community protected areas, endorse, and recognize the establishment of community protected areas in the sustainable use zones and community areas approved officially by Ministry of Environment as well as facilitate to develop structure and statute for community protected areas– Manage and develop community protected areas and community based eco-tourism– Support, follow-up, monitor, evaluate, and update community protected areas– Study, assess, and identify potential areas to establish community based eco-tourism

	<ul style="list-style-type: none"> – Preserve and conserve cultural heritages in the protected areas – Check, monitor, and report on the situation of natural heritage areas – Promote and increase participation in conservation of traditions and customs and contribute to improve livelihood of indigenous communities residing within and adjacent to the protected areas. – Update, manage data, and monitor the implementation of eco-tourism investment project activities – Disseminate laws, guidelines, and regulations related to eco-tourism investment projects to relevant stakeholders – Cooperate to mobilize supports and encourage local communities in organizing eco-tourism community development projects – Cooperate to conduct studies and set up boundary demarcation, facilitate to define boundary poles of eco-tourism investment projects
3. Environmental Protection Measurements	<ol style="list-style-type: none"> 1. Management of sewage system and wastewater treatment system 2. Waste and solid waste management in urban areas
4. Dissemination	<ol style="list-style-type: none"> 1. Dissemination legal regulations and increase knowledge and awareness related to environment <ul style="list-style-type: none"> – Disseminate laws, principles, regulations, and information related to natural protected areas and environment to citizens and relevant stakeholders – Facilitate and call for implementation of environment-friendly activities at educational establishments, entities, and local authorities such as environment-friendly schools, environment-friendly pagodas, environment-friendly communes/Sangkat and environment-friendly hospitals – Facilitate and take a lead to conduct all events related environment
5. Sustainable development	<ol style="list-style-type: none"> 1. Sustainable development <ul style="list-style-type: none"> – Mainstream climate resilience

	<ul style="list-style-type: none"> – Mainstream sustainable city development works and green development concepts in urban planning process – Monitor and evaluate on sustainable city development and green development works and participate in clean city and sustainable city competition – Collect and manage data of biodiversity, ecosystem and biosafety – Mainstream awareness and enforce the implementation of legal regulations and national policies in order to ensure functions, services and value of biodiversity and ecosystem.
E. MINES AND ENERGY SECTION	
1. Mineral resources	<ol style="list-style-type: none"> 1. Permit and registration of license of mineral resources handicraft for land excavation service or mobile land excavation service with surface of no more than 0.5 hectare and depth of no more than 03 meters or excavational operations with surface of no more than 01 hectare and depth of no more than 01 meter. 2. Registration of business depot location of sand-mines, pebbles, and construction stone
2. Energy	<ol style="list-style-type: none"> 1. Management and permit for installation of electronic machines for battery recharge service with energy of no more than 25 kilowatt hours.
3. Petroleum	<ol style="list-style-type: none"> 1. Management and permit for selling white gas in cans or gallons businesses with volume of no more than 45 kilograms 2. Management and permit for selling and changing motor oil businesses
F. AGRICULTURE, FORESTRY AND FISHERIES SECTOR	
1. Agriculture	<ol style="list-style-type: none"> 1. Dissemination on agricultural techniques (rice, crops and vegetables) <ul style="list-style-type: none"> – Disseminate on techniques of crop planting which is well-prepared and officially recognized by specialized entities at national level – Facilitate and support the establishment of agricultural groups and communities

	<p>2. Implementation of activities related to agronomy and land management for crops</p> <ul style="list-style-type: none"> – Collect and manage data of cultivated lands for all types of crops – Evaluate cultivated areas which are affected or damaged by natural disaster – Monitor, observe, and provide information on destruction issues by evil composition on crops <p>3. Implementation of activities related agro-industrial crops</p> <ul style="list-style-type: none"> – Collect and manage data of cultivated lands for agro-industrial crops
<p>2. Animal health and animal productions</p>	<p>1. Implementation of activities related animal health and animal productions</p> <ul style="list-style-type: none"> – Monitor animal health in order to determine intervention, protection, prevention, and rescue measures when natural disaster happens – Monitor and promote activities related to animal productions and veterinary health – Collect and update data related to animals, ranch management, animal feed stores, animal drugs, slaughterhouses and village animal health agents and observe data of all types of animals – Disseminate on technique of productions and veterinary health and animal food, and biogas furnace to animal owners/farmers – Monitor on businesses related to animals, animal food, animal drugs and products originated from animals at slaughterhouses, processing places of products originated from animals and ranch management – Manage veterinary clinics – Manage information of animal diseases and implement preliminary safety measures
<p>3. Forestry</p>	<p>1. Implementation of activities related to forestry</p> <ul style="list-style-type: none"> – Educate and raise awareness and understanding of citizens on the importance of management, maintenance, protection, and development of forest resources

	<ul style="list-style-type: none"> – Establish, manage, and support community forestry – Manage traditional nomadic farming of local communities on registered collective land ownership of indigenous communities – Protect, control, and crackdown forest offenses
4. Fishery	<ol style="list-style-type: none"> 1. Implementation of activities related to fisheries <ul style="list-style-type: none"> – Protect, control, and crackdown fisheries offenses – Educate and raise awareness to citizens on the importance of sustainable management, conservation, and development of fisheries resources – Establish, support, and manage community fisheries
5. Provision of administrative services	<ol style="list-style-type: none"> 1. Agricultural section <ul style="list-style-type: none"> – Manage and issue license for businesses related to wholesale and retail agricultural equipment 2. Animal hygiene section <ul style="list-style-type: none"> – Manage and issue certification for animal hygiene and products originated from animals 3. Fresh water section <ul style="list-style-type: none"> – Aquaculture in ponds with surface of more than 5,000 square meters to 10,000 square meters – Aquaculture in cages with surface of more than 15 square meters to 50 square meters – Aquaculture in enclosed areas with surface of more than 2,000 square meters to 5,000 square meters – Aquaculture of snakehead and giant snakehead in ponds with surface of more than 200 square meters to 1,000 square meters – Aquaculture of snakehead and giant snakehead in enclosed areas with surface of more than 100 square meters to 500 square meters

	<ul style="list-style-type: none"> – Aquaculture of snakehead and giant snakehead in cages with surface of more than 15 square meters to 150 square meters – Aquaculture of snakehead and giant snakehead from 5,000 heads to 10,000 heads <p>4. Maritime section</p> <ul style="list-style-type: none"> – Aquaculture in cages with surface of more than 20 square meters to 50 square meters – Aquaculture of shrimp farms or ponds with surface of more than 5,000 square meters to 10,000 square meters – Aquaculture of all types of maritime plants with surface of more than 5,000 square meters to 10,000 square meters – Aquaculture of all types of maritime animals with surface of more than 3,500 square meters to 10,000 square meters
G. PUBLIC WORKS AND TRANSPORTS SECTOR	
1. Tasks related to road	<ol style="list-style-type: none"> 1. Management of roadsides of national roads and capital roads in urban areas 2. Construction, repairing, and maintenance of roads in Khan and urban roads in Khan
2. Provision of administrative services	<ol style="list-style-type: none"> 1. Management, registration, and issuance of license for businesses related to motorcycle fixing, recycling, and installation garages 2. Management and issuance of license for ferries 3. Motorcycle services (legal registration, changes, duplication, and third copy of registration cards) 4. Tricycles and motorcycles with trailer services (registration of tricycles, motorcycles with trailer, and motorcycles, changes, duplication and third copy of registration cards) 5. Technical check of tricycles and motorcycles with trailer (providing, duplication and third copy of certification of technical check)
H. INDUSTRY AND HANDICRAFT SECTOR	

1. Clean water supply	1. Management of piped clean water supply business (receive license directly from the Ministry of Industry and Handicraft)
2. Provision of administrative services	1. Management and legal registration of handicrafts, small enterprises without risks and having investment fund equivalent of 80 million riels or below (establishment or legal registration, issuance of permission certification, addition of new products, expansion of productions, changes of handicraft locations, changes of handicraft owners (transfer of ownership), changes of handicraft name and requesting copies of the documents) 2. Services for garages related to repairing electronic devices, car wash, and motorcycle wash
I. COMMERCE SECTOR	
1. Businesses, services, and commerce	1. Issuance of license for businesses, services, and commerce 2. Issuance of license for businesses related to all types of metals and valuable gems for jewelries
2. Label price on goods	1. Checking of price label on all types of goods and services and recording necessary commodity price index for daily livelihood
3. Marketing	1. Market research for citizen's products
J. TOURISM SECTOR	
1. Management of eco-tourism areas and tourist attraction sites	1. Management and development of eco-tourism areas and tourist attraction sites
2. Provision of administrative services	1. Guest house that consists of 08 rooms or below 2. Renting rooms 3. House with rooms for rent

	<ol style="list-style-type: none"> 4. Cafeterias and restaurants for tourists from 50 people/chairs or below (except those with standards or owned by foreigner) 5. Cafeterias and restaurants in Khan from 50 people/chairs or below (including food stalls, restaurants selling noodle-coffee and barbeque restaurants) 6. Means of transportation for tourists including tourist bus from 05 chairs or below, tourist motorbikes, motorbikes for rent or tourist tricycle 7. Karaoke that consists of 05 rooms or below 8. Therapy massage houses that consists of 05 beds or 05 chairs or below 9. Snooker houses that consists of 05 tables or below
K. SOCIAL AFFAIRS, VETERANS AND YOUTH REHABILITATION SECTOR	
1. Orphans and vulnerable children	<ol style="list-style-type: none"> 1. Management of cases of orphans and vulnerable children <ul style="list-style-type: none"> – Manage and define identification of victims of human trafficking, victims of sex trafficking, and child sexual abuse – Manage, search, and estimate vulnerable families – Manage, monitor, and close cases of vulnerable children who were integrated into communities – Disseminate national policies and minimum standards for protection of the rights of victims of human trafficking, victims of sex trafficking, and child sexual abuse
2. Victims and vulnerable people	<ol style="list-style-type: none"> 1. Management and identification of victims and vulnerable people <ul style="list-style-type: none"> – Collect and manage data of victims of disasters, the poor, and family in communities – Collect and manage data of homeless people – Manage, define identification, and monitor people with HIV/AIDS – Manage, define identification, and monitor poor pregnant women and children under 2 years old in poor families

<p>3. People with disabilities</p>	<p>1. Management of people with disabilities and provision of information on labour rehabilitation services</p> <ul style="list-style-type: none"> – Manage and compile data of poor disabled people, general people with disabilities, disabled women, disabled children and disabled athletes – Manage and provide information on services for people with disabilities – Manage and provide information on request for labour rehabilitation services to disabled people
<p>4. National Fund for Veterans and National Social Security Fund</p>	<p>1. Management and identification of potential National Fund for Veterans and National Social Security Fund for civil servants</p> <ul style="list-style-type: none"> – Manage data of retirees (retirees who are old, new, change residence, die, or was removed) – Manage statistics, monitor, and check situation of all types of veterans and their families – Manage and request for transfer of residence of veterans and their families – Manage and request to permanently remove veterans who passed away – Manage data of people who lost professional capability – Manage dependents of retirees and people who lost professional capability or dependents of passed away retirees and people who lost professional capability with having wife and children – Manage and request to remove veterans and their families whose social security fund validity has expired – Manage and request to remove veterans and their families who did not withdraw their social security fund without explaining any reason – Manage and request to add or remove dependents of veterans and their families in order to receive monthly subsidized regime – Manage and receive proposal of veterans and their families who renounce their social security fund – Cooperate with Cambodian Veteran Association in adding or removing any veteran member from Cambodian Veteran Association

	<ul style="list-style-type: none"> – Manage veterans' information for accessing to health services or other services from the State – Cooperate with partner banks in managing payment of social security fund
5. Veterans and their families	<ol style="list-style-type: none"> 1. Management and identification of veterans and their families <ul style="list-style-type: none"> – Collect data on livelihood status and needs of veterans and families of those who sacrificed their lives – Provide services to meet the real needs of veterans and families of those who sacrificed their lives – Manage data of veterans and families who received a house
6. Rehabilitation center	<ol style="list-style-type: none"> 1. Management and cooperation with Rehabilitation Center of Capital <ul style="list-style-type: none"> – Manage data of minors in conflict with the law – Manage and monitor minors who have received rehabilitation because of drug addiction after integration into communities
7. Older People's Association	<ol style="list-style-type: none"> 1. Management of data of older people in community <ul style="list-style-type: none"> – Manage and collect data of members of Older People's Association – Disseminate statute of Older People's Association – Follow-up, monitor, and evaluate the use of contribution of Older People's Association
8. Checking on child care centers of Non-Government Organizations	<ol style="list-style-type: none"> 1. Checking on child care centers of non-governmental organizations
L. WOMEN AFFAIRS SECTOR	
1. Women and children	<ol style="list-style-type: none"> 1. Facilitation, prevention, and addressing violence against women and children and trafficking of women and children 2. Management and collection of women and children data in local communities

	3. Education and dissemination on women's and children's rights to promote social morals and gender equity
M. LABOUR AND VOCATIONAL TRAINING SECTOR	
1. Employment and labour market service	1. Dissemination of employment service and labour market information.
2. Provision of administrative services	<ol style="list-style-type: none"> 1. Register of an establishment record (with employees less than 8 persons) 2. Register of a payroll ledger record (with employees less than 8 persons) 3. Record of young workers register from aged 12 to below 15 years old (with employees less than 8 persons) 4. Record of young worker register from aged 15 to below 18 years old (with employees less than 8 persons) 5. Issuance of visa for companies who request to employ young worker (with employees less than 8 persons)
N. CULT AND RELIGION SECTOR	
1. Cult and religion	<ol style="list-style-type: none"> 1. Checking and issuance of visa for request to frock a monk/nun 2. Establishment of Achar committee and pagoda committee 3. Cooperation with monastic code of conduct committee to address any matter at pagodas 4. Promotion of activities related to Buddhist religion and other religions 5. Facilitation of any religious activities and events 6. Prevention of anarchical fund-raising
O. CULTURE AND FINE ARTS SECTOR	
1. Culture and fine arts	<ol style="list-style-type: none"> 1. Protection and preservation of historical sites in local areas 2. Maintenance, protection, and promotion of cultural assets in local areas

	<ol style="list-style-type: none"> 3. Prevention of any destructive activities on cultural assets, distribution of filming videos which affect to national customs and traditions 4. Inspiring people and the mass in local areas to participate in cultural activities and organization of national festivals 5. Regular prevention against the destruction, stealing, and illegal trafficking of cultural products 6. Enforcement and expansion of culture at pagodas
<p>2. Provision of administrative services</p>	<ol style="list-style-type: none"> 1. Other performances (unofficial) <ul style="list-style-type: none"> – National concerts at public places – Theatre performance with selling tickets – All forms of theatre performance – Entertainment dance businesses with selling tickets 2. Movies and video screening (advertisement for public events and guests) 3. Movies and video selling and renting businesses <ul style="list-style-type: none"> – CD, VCD and DVD selling and renting stores – CD, VCD and DVD selling building 4. Business sign <ul style="list-style-type: none"> – All types of signs of 4 square meters or below – Advertising posters – Pictures or sign panels of 4 square meters or below – Advertising banners 5. Issuance of license (produce signs, panels, and advertising panels) 6. Speaker businesses (renting speakers and loudspeakers)

	<ol style="list-style-type: none"> 7. Book selling businesses (book centers with surface of below 50 square meters) 8. Art molding businesses <ul style="list-style-type: none"> – Production location and selling of sculptures and cement molding – Production location and selling of plaster sculptures – Painters 9. Photography businesses (houses or buildings for printing, photographing, and recording videos) 10. Hair salon, nail salon, and dress wedding businesses (shops)
P. POSTAL AND TELECOMMUNICATIONS SECTOR	
1. Postal and telecommunications	<ol style="list-style-type: none"> 1. Check and report on any crimes related to illegal use of equipment, telecommunication facilities, and illegal businesses 2. Monitor and check any activity related to postal and telecommunication infrastructure constructions in geography of Khan with cooperation with telecommunication operators 3. Report on quality level and areas that not access to postal and telecommunication services 4. Collect data of number of mobile phone antenna towers, microwave radios, telecommunication repairing and selling locations, and coffee and internet halls 5. Record data of number of operators or postal branches and telecommunication operators, and companies supplying internet services 6. Advertise and promote the use of telecommunication technology and information in public entities and communities
Q. HEALTH SECTOR	
1. Provision of administrative services	<ol style="list-style-type: none"> 1. Issuance permit for opening, renewal and relocation of prenatal and postnatal cabinet/clinic. 2. Issuance permit for opening, renewal and relocation of physical therapy cabinet/clinic

	<ol style="list-style-type: none"> 3. Issuance permit for opening, renewal and relocation of health care cabinet/clinic 4. Issuance permit for opening, renewal and rename of pharmacists or change the responsible person for sub-pharmacy “A” 5. Issuance permit for renewal of sub-pharmacy ‘B’ 6. Issuance of permit for opening, renewal and relocation of dental care clinic 7. Issuance of permit for opening, renewal and relocation of general health treatment clinic. 8. Issuance of certificate to certify on food hygiene in restaurants and local cafeterias or tourist cafeterias that contains maximum of 50 people
R. LEGALIZATION, ADMINISTRATIVE AND CIVIL REGISTRATION WORKS	
<p>1. Legalization</p>	<ol style="list-style-type: none"> 1. Verification on original copy of all documents: <ul style="list-style-type: none"> – Certificate of accreditation – Provisional certificate of level 1 secondary-education or lower-secondary education, provisional certificate of level 2 secondary-education or upper-secondary education, and certificate of completion for Grade 12 – Certificate of tax registration (value-added tax), business license and patent certificate – Letter of ownership transfer for unregistered property – Letter of accreditation for level 1 secondary-school exam results – Certificate of level 2 secondary-education (complementary classes), certificate of upper-secondary education, certificate of pedagogy, certificate of junior-secondary education, certificate of higher-education teaching. – Transcription of upper- secondary school exam results. – Certificates of bachelor’s degree, certificate of Associate degree. – Provisional certificate of bachelor’s degree or of Associate degree

	<ul style="list-style-type: none"> – Letter of accreditation – Id cards, residence books, family record books – Vehicle registration cards and driving license – Transcription – Request letter for verification of secondary school-general education
2. Administration	1. Issuance of permit for land filling of privately-owned land with the area below 10,000 square meters.
3. Civil registration	<ol style="list-style-type: none"> 1. Copy of birth certificate or birth certificate 2. Copy of marriage certificate or marriage certificate 3. Copy of death certificate or death certificate
II. FUNCTIONS TO BE DELEGATED	
A. EDUCATION SECTOR	
1. Management of Early Childhood Education	<ol style="list-style-type: none"> 1. Management of Pre-school Personnel <ul style="list-style-type: none"> – Review and provide comments regarding the transfer of pre-school teacher within the Capital and across Capital and provinces; the needs of pre-school teacher; the promotion; rewarding; certificate of appreciation; and other incentives to education personnel – Review and approve the redeployment of pre-school teachers in Khan – Propose for appointment, change, and termination of school management committee position – Review and approve leave request, maternity leave and sick leave for school management committee and education personnel as defined regulation – Monitor the performance of pre-school teacher and the management of pre- school

	<ul style="list-style-type: none"> – Manage education personnel through information technology system – Disseminate legal instruments related to management of early childhood education in school – Monitor the attendance and sanction 1st degree disciplinary – Review, provide comment and propose for sanction 2nd degree disciplinary to Department of Education, Youth and Sport.
	<p>2. Management of pre-school students</p> <ul style="list-style-type: none"> – Promote, facilitate, instruct, support and consolidate the tasks related to student enrollment campaign, recording students' statistics, household mapping, and monitoring of students' attendance – Instruct the arrangement of students and teachers according to norms – Arrange, consolidate and manage data of passed, failed and drop out students, poor students, marginalized students, disabled students, and transition students within jurisdiction.
	<p>3. Planning</p> <ul style="list-style-type: none"> – Review and agree on 5-year school strategic development plan and annual operation plan of each school in order to submit to Department of Education, Youth and Sport – Monitor and evaluate the implementation of annual operation plan of each school.
	<p>4. Management of finance and properties</p> <ul style="list-style-type: none"> – Promote, facilitate, support and verify school budget plan preparation – Monitor the implementation of school budget – Review and consolidate school financial statement – Review, verify and submit school inventory list to Department of Education, Youth and Sport.
	<p>5. Management of goods, building, construction, renovation, infrastructure maintenance and other services</p> <ul style="list-style-type: none"> – Prepare pre-school name list

	<ul style="list-style-type: none"> – Collect and consolidate the list of needs for school construction and renovation – Propose for construction and major renovation based on the school needs – Facilitate, support and monitor the management of goods, building, construction, renovation, infrastructure maintenance and other services of pre-school education.
	<p>6. Management of public pre-school program</p> <ul style="list-style-type: none"> – Propose for expansion of school/pre-school class – Promote, facilitate, monitor and support public pre-school program – Consolidate the report on public pre-school program.
	<p>7. Management of private pre-school program</p> <ul style="list-style-type: none"> – Promote, facilitate, monitor and support private pre-school program – Review and approve the request for issuance of licenses for opening, renewing, temporary suspending and invalidating the national and international curriculum of private pre-school or pre-school class – Monitor and evaluate the implementation of legal framework of private pre-school – Consolidate the report on private pre-school program.
	<p>8. Management of inclusive learning program and multilingual program (for Khan administration with ethnic minority)</p> <ul style="list-style-type: none"> – Facilitate establishment of multilingual program and find teachers for ethnic minority – Facilitate establishment of inclusive learning program at pre-school level – Monitor and support the implementation of multilingual and inclusive learning program.
	<p>9. Management of nutrition program</p> <ul style="list-style-type: none"> – Collect and consolidate request of food for nutrition program for school

	<ul style="list-style-type: none"> – Monitor the implementation of nutrition program at school – Mobilize relevant stakeholders to support nutrition program at school. <p>10. Management of scholarship program for poor children at school</p> <ul style="list-style-type: none"> – Facilitate, monitor and support scholarship program for poor children at school – Collect data and consolidate report on the implementation of scholarship program for poor children at school – Mobilize relevant stakeholders to support the implementation of scholarship program for poor children at school. <p>11. Management of Parental education program in conjunction with public pre-school program and community pre-school program</p> <ul style="list-style-type: none"> – Facilitate and support the implementation of parental education program in conjunction with public pre-school program and community pre-school program.
<p>2. Management of primary education</p>	<p>1. Management of primary education personnel</p> <ul style="list-style-type: none"> – Review and provide comments regarding the transfer of primary teachers within the Capital and across Capital and provinces; the needs of primary teacher; the promotion; rewarding; certificate of appreciation; and other incentives to education personnel – Review and approve the redeployment of primary teachers in Khan – Propose for appointment, change, and termination of school management committee position – Review and approve all types leave request in accordance with defined regulation then submit to school management committee and education personnel – Manage education personnel through information technology system – Disseminate legal instruments related to management of primary education in school – Monitor the attendance and sanction 1st degree disciplinary

	<ul style="list-style-type: none"> – Review, provide comment and propose for sanction 2nd degree disciplinary to Department of Education, Youth and Sport.
	<p>2. Management of contracted primary school teacher</p> <ul style="list-style-type: none"> – Review and provide comments on the needs of contracted primary school teacher and request of category for contracted primary school teacher – Arrange and decide on the recruitment and termination of contract of contracted primary school teacher – Review and approve on all types of leave request in accordance with defined regulation – Arrange, monitor, support and train contracted primary school teacher.
	<p>3. Management of student</p> <ul style="list-style-type: none"> – Promote, facilitate, instruct, support and consolidate the tasks related to student enrollment campaign, recording students' statistics, household mapping, and monitoring of students' attendance – Instruct the arrangement of students and teachers according to norms – Arrange, consolidate and manage data of passed, failed and drop out students, poor students, marginalized students, disabled students, and transition students within jurisdiction.
	<p>4. Planning</p> <ul style="list-style-type: none"> – Review and agree on 5-year school strategic development plan and annual operation plan of each school in order to submit to Department of Education, Youth and Sport – Monitor and evaluate the implementation of annual operation plan of each school.
	<p>5. Management of finance and properties</p> <ul style="list-style-type: none"> – Promote, facilitate, support and verify school budget plan preparation – Monitor the implementation of school budget – Review and consolidate school financial statement

	<ul style="list-style-type: none"> – Review, verify and submit school inventory list to Department of Education, Youth and Sport.
	<p>6. Supply of main textbook</p> <ul style="list-style-type: none"> – Collect, consolidate and submit the school’s need of main textbook to the Department of Education, Youth and Sport – Facilitate distribution of main textbook to schools – Monitor the use and maintenance of main textbook at schools.
	<p>7. Management of goods, building, construction, renovation, infrastructure maintenance and other services</p> <ul style="list-style-type: none"> – Prepare primary school name list – Collect and consolidate the list of needs for school construction and renovation – Propose for construction and major renovation based on the school needs – Facilitate, support and monitor the management of goods, building, construction, renovation, infrastructure maintenance and other services of primary education.
	<p>8. Management of school management committee operation</p> <ul style="list-style-type: none"> – Promote, support, review and approve the establishment of school management committee – Monitor and support the operation of school management committee.
	<p>9. Management of School Cluster Development Committee</p> <ul style="list-style-type: none"> – Lead and facilitate the establishment and termination of school cluster – Lead the arrangement and election of cluster – Monitor and support performance of School Cluster Development Committee – Monitor and evaluate study result at school cluster – Arrange and monitor the competition between cluster and cluster and between school and school.

	<p>10. License Issuance</p> <ul style="list-style-type: none"> – Review and provide comments on the request for issuance of licenses for opening, renewing, temporary suspending and invalidating private primary schools – Monitor and evaluate the implementation of legal framework and operation of private primary school.
	<p>11. Management of Child Friendly School Program</p> <ul style="list-style-type: none"> – Promote, facilitate and support school in implementing Child Friendly School Program – Manage and support trainer team and monitor at Khan level.
	<p>12. Management of multilingual program (for Khan with ethnic minority)</p> <ul style="list-style-type: none"> – Facilitate the establishment of bilingual program and find teachers for ethnic minority – Monitor and support the implementation of multilingual program.
	<p>13. Management of accelerated learning program</p> <ul style="list-style-type: none"> – Facilitate with school to collect and manage statistics of student or children to enroll and arrangement of class for student – Monitor and support the accelerated learning program.
	<p>14. Management of School Feeding Program</p> <ul style="list-style-type: none"> – Collect and consolidate request of food for school feeding program – Monitor the implementation of school feeding program – Mobilize relevant stakeholders to support school feeding program.
	<p>15. Management of special education program</p> <ul style="list-style-type: none"> – Facilitate and support the implementation of special education program – Collect and consolidate report on special education program.

	<p>16. Management of scholarship program for poor student</p> <ul style="list-style-type: none"> – Identify poor student and propose for scholarship to the Department of Education, Youth and Sport – Facilitate, monitor and support scholarship program for poor student – Collect and consolidate report on scholarship program of poor student.
	<p>17. Management of health and hygiene education program</p> <ul style="list-style-type: none"> – Facilitate, monitor and support the implementation of safety, health and hygiene education program – Collect and consolidate report on safety, health and hygiene education program.
<p>3. Management of non-formal education</p>	<p>1. Management of personnel</p> <ul style="list-style-type: none"> – Recruit and appoint focal trainer (01 focal trainer per Sangkat who civil servant teacher is recruited from primary school teacher or lower secondary school teacher) – Facilitate and promote non-formal education work.
	<p>2. Recruitment and management of contracted teacher</p> <ul style="list-style-type: none"> – Propose request for the need of contracted teacher to the Department of Education, Youth and Sport – Arrange and decide on the recruitment and termination of contracted teacher (literacy, re-entry program and learning community center teacher and primary equivalent program teacher) – Propose the use of contracted teacher attached with self-declaration, curriculum vitae of contracted teacher and bank account number according to the guideline) – Review and approve all types of leave request according to defined regulations – Arrange, monitor, support and train contracted teacher.
	<p>3. Mobilization and management of students, learners and participants</p> <ul style="list-style-type: none"> – Consolidate statistics of illiterates and drop-out students and submit to the Department of Education, Youth and Sport

	<ul style="list-style-type: none"> – Promote, facilitate, instruct, support and consolidate the tasks related to the campaign for student enrolment in non-formal education program – Arrange students and teacher in class according to the norm – Issue certification of accreditation: literacy program, re-enrollment program and income generation program – Monitor and consolidate attendance list, test result, exam result and prepare reports related to non-formal education program according to the defined regulation.
	<p>4. Preparation of Activity Plan</p> <ul style="list-style-type: none"> – Arrange and/or review and approve 5-year non-formal education development plan (5 years) and submit to the Department of Education, Youth and Sport – Review and approve annual operation planning of non-formal education program.
	<p>5. Management of finance and properties</p> <ul style="list-style-type: none"> – Promote, facilitate, support and verify school budget plan preparation for community study center – Monitor, verify and submit the inventory list of community study center to Department of Education, Youth and Sport – Arrange, manage and mobilize fund for the operation of non-formal education – Arrange, facilitate and support the establishment of community study center.
	<p>6. License Issuance</p> <ul style="list-style-type: none"> – Review and approve the request for issuance of licenses for opening, renewing, temporary suspending and invalidating training class related to life skill, livelihood and foreign languages less than 01 year. – Monitor and evaluate the implementation of legal framework.
	<p>7. Management of goods, building, construction, renovation, infrastructure maintenance and other services</p>

	<ul style="list-style-type: none"> – Prepare community study center name list – Collect and consolidate the list of needs for community study center construction and renovation – Propose for construction and major renovation for community study center – Facilitate, support and monitor the management of goods, building, construction, renovation, infrastructure maintenance and other services.
	<p>8. Management of vocational literacy program</p> <ul style="list-style-type: none"> – Facilitate the establishment of professional literary program and find teachers – Monitor and support the implementation of professional literary program – Review and consolidate report of professional literary program.
	<p>9. Management of post-literary program</p> <ul style="list-style-type: none"> – Facilitate, monitor and support establishment of library and reading center.
	<p>10. Management of primary education equivalent program and preparation class</p> <ul style="list-style-type: none"> – Facilitate the establishment of primary education equivalent and supplementary program – Monitor, consolidate and support the implementation of primary education equivalent and supplementary program.
	<p>11. Management of income generation program</p> <ul style="list-style-type: none"> – Facilitate the establishment of income generation program – Monitor and support the implementation of income generation program.
	<p>12. Management of re-enrollment program</p> <ul style="list-style-type: none"> – Collect data, facilitate and establish re-enrollment class at primary school and integrate successful graduate student into general education system

	<ul style="list-style-type: none"> – Monitor and support the implementation of re-enrollment program at primary school.
<p>4. Administrative works supporting general secondary education establishments</p>	<p>1. Administrative works</p> <ul style="list-style-type: none"> – Disseminate guidelines, legal instruments and policy to school – Instruct school in the arrangement and management of administrative letter log book, staff attendance and other administrative books – Provide comments and support the arrangement of environmental work, school master plan and hygiene work at school – Manage statistics of teachers and students at secondary school – Promote competition for clean school, good model school principal and teacher – Prepare appointment letter and review appointment of new teacher, transferred teacher at school according to appointment letter of the Department of Education, Youth and Sport – Monitor performance of teacher – Consolidate report at secondary school according to the defined regulation – Check the semester exam work – Facilitate and support secondary school.
	<p>2. Management of personnel</p> <ul style="list-style-type: none"> – Propose the appointment and termination of school management committee – Review, evaluate and propose for promotion, rewarding, certificate of appreciation, and other incentives for good teacher and good school principal to the Department of Education, Youth and Sport – Review and approve maternity leave, retirement, resignation, job movement, sick leave without pay, work accident, death and leave request from 7 day up to the Department of Education, Youth and Sport – Review and approve leave up to 07 days

	<ul style="list-style-type: none"> – Consolidate the needs of teacher and propose to the Department of Education, Youth and Sport – Review and provide comment on the sanction administrative disciplinary to secondary education personnel – Manage data of secondary education personnel and report on the situation of personnel to the Department of Education, Youth and Sport – Monitor the performance of teacher – Monitor and verify payroll, subsidiary salary and other allowances.
	<p>3. Planning, Finance and Properties</p> <ul style="list-style-type: none"> – Instruct the school to develop school development plan and budget plan – Review and consolidate the operation planning of school of Khan to the Department of Education, Youth and Sport – Instruct on procedure or principle for budget utilization (expenditure category, registration and payment procedure...) – Monitor school operating budget utilization – Collect and prepare achievement report as defined regulations – Allocate and disseminate budget matrix at each step based on budget matrix of the Department of Education, Youth and Sport – Propose scholarship for poor student to the Department of Education, Youth and Sport – Consolidate the income and expense statement of school to the Department of Education, Youth and Sport – Review, verify and submit the school inventory list to the Department of Education, Youth and Sport.
<p>5. Youth Development</p>	<p>1. Youth development</p> <ul style="list-style-type: none"> – Disseminate guideline, law and regulations related to youth development

	<ul style="list-style-type: none"> – Monitor, instruct and encourage the school to establish and functioning the Cambodian Children Council and Cambodian Youth Council – Give instruction on role and responsibility of school principal, teacher and student in charge of Cambodian Children Council and Cambodian Youth Council – Mobilize, facilitate and cooperate with partners for vocational training and other life skills to members of Cambodian Children Council and Cambodian Youth Council – Address the issues related to youth and children at school such as: drop-out, absence, drug related issues – Collect and manage data of Cambodian Children Council and Cambodian Youth Council for consolidating and compile report as defined regulations. – Facilitate and lead students to participate in exchange program at national and international level – Promote school to establish the study club for Cambodian Children Council and Cambodian Youth Council – Collect the needs of youth development in community and propose to the Department of Education, Youth and Sport.
<p>6. Physical Education and sport</p>	<p>2. Physical education and sport</p> <ul style="list-style-type: none"> – Promote the implementation of physical education during study hour and part-time sport at educational establishment – Organize and exercise and play sport for public health in community – Promote, facilitate and cooperate in preparing equipment, renovating sport field at school and in community – Promote and cooperate to encourage youth to play at least one type of sport at school and in community – Disseminate and instruct the guidelines, legal instruments and techniques related to physical education and sport

	<ul style="list-style-type: none">– Collect and prepare statistics of sport field, sport club, specialized officials, sportsmen and women, mass exercise and sport player for health, semi-professional sport and professional sport– Promote and cooperate to organize sport competition at school, at Khan level and to participate in competition at Capital and national level– Collect the needs of physical education trainer and professional sport trainer and submit request to the Department of Education, Youth and Sport– Mobilize fund for sport development from stakeholders– Monitor, evaluate and consolidate the report on physical education and sport at school and in community as defined regulations– Review and approve on the request of license for opening, validation of gym club and sport equipment business.
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