

Kingdom of Cambodia  
Nation Religion King

Ministry of Social Affairs, Veterans,  
and Youth Rehabilitation  
No: 359

Prakas  
On  
The Organization and Functioning of Provincial-Municipal Department of Social Affairs,  
Veterans and Youth Rehabilitation

Minister of Social Affairs, Veterans, and Youth Rehabilitation

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Decides

Praka 1: This *Prakas* determines the organization and functioning of district-Khan Department of Social Affairs, Veterans and Youth Rehabilitation and that of units under the department, which include department offices, centres and district-khan offices.

Praka 2: Provincial-municipal DoSVY has the duty to:

- Implement guidelines, action program, policies, *Prakas*, circulars and other directives of MoSVY.
- Coordinate with local, provincial, municipal, district, khan authorities to implement their professional tasks given by the ministry:

A: Administration

- Manage and lead the department's offices and centre as well as district-khan office of social affairs, veterans and youth rehabilitation.
- Directly take charge in administrative, financial and technical works of the ministry.
- Make a monthly, quarterly, semi-annual and annual report based on the ministry's planning and directive.
- Prepare a budget plan for all expenses of all offices.
- Make up a plan for developing a program, project and other activities of provincial-municipal DoSVY for the ministry as instructed.
- Disseminate MoSVY's guidelines, policies to all sections under the department and to all local units under the province-municipality, national and international organizations and community groups.
- Provide training, knowledge and professional skill to civil servants to perform their functions in accordance with the ministry's plan.
- Prepare and implement internal regulations of the department according to the instruction of the ministry.
- Follow up, control and assess the programs, activities of other national and international organizations that have signed the agreement with MoSVY and are conducting their activities in the provinces-municipalities.
- Be responsible for making assessment, appreciation, requesting for promotion, retirement, dismissal, discipline of civil servants of the department in accordance with the ministry's guidelines.
- Control materials, supplies, movable and immovable objects under the management competency of the department.

- Cooperate with provincial and municipal authorities to perform all works prescribed in the duty given by the ministry and other necessary work of the province-municipality.
- Cooperate with all relevant authority and organization to resolve every complaint of the citizen or complaint directed to the department.
- Together with provincial-municipal leadership, be responsible for the management and use of the ministry's state budget transferred each year to the province-municipality and make a regular report to the ministry.
- Strictly carry out inspection and internal audit in accordance with the instruction of the ministry.
- Implement other duties given by the ministry.

#### B. Social Affairs

- Carry out policies and lead and manage all of state social services so as to help vulnerable people and poor people such as old people who have no one to depend on, disabled persons, street people, orphans, street children, prostitutes, people living with HIV/AIDS and people infected by an extreme communicable disease, poorest people in the community.
- Implement a Policy on Family and Old People.
- Prepare social services for caring, protecting and educating orphans, child victims of trafficking, children infected by HIV/AIDS, children with disability and foster abandoned infants.
- Implement the physical rehabilitation policy and support the living condition of all kinds of disabled persons.
- Cooperate with relevant organizations to take legal measures to prevent the acts of prostitution, human trafficking, child rape and fight against HIV/AIDS.
- Cooperate with all relevant organizations to help victims of natural disaster and other causes.
- Regularly settle the retirement pension and disability pension for civil servants transferred by the ministry to the department's control.
- Prepare social insurance scheme for civil servants who are performing their assignments.
- Prepare social insurance scheme of the late civil servant's child.
- Cooperate in partnership with NGOs, national and international organizations that are working on social affairs for example in the province-municipality to exchange information, indicate, instruct and provide social services.
- Mobilize participation in social solidarity activity; encourage and build partnership with humanitarian organization, local community to create social support funds to help all kinds of vulnerable people.

#### C. Veteran Affairs

- Implement national policy on veterans.
- Prepare and integrate the veterans and their family into the community; improve their living standard without discrimination through vocational training, creation of jobs and employment.
- Educate, advice the veterans to understand the obligation value, the family, community and society role in order to develop themselves.
- Control pension scheme and disability scheme for soldiers of the Royal Cambodian Armed Forces as determined by the Law on Pension Scheme and Disability Scheme for Militants of the Royal Cambodian Armed Forces.
- Control and settle policy allowances for those who have sacrificed themselves, died, disappeared, become disabled and family members of the Royal

Cambodian Armed Forces, National Police Forces, civil servants, paramilitary, militias who have sacrificed themselves for the nation.

#### D. Youth Rehabilitation

- Supervise children aged from 7 to below 18 who have committed offenses, who are delinquent and homeless, and who have committed vice in the province-municipality; educate, correct them to become good citizens.
- Manage the youth rehabilitation centre; admit, supervise, education and train children who have committed the wrongdoing.
- Cooperate with relevant organizations, national and international organizations to create an educational and training program for juveniles.
- Cooperate with relevant organizations to organize vocational training for prisoners in the prisons.
- Manage the drug addicts rehabilitation centre and integrate those victims into the community.

#### Praka 3: Structure of Provincial-Municipal Department

The provincial-municipal DoSVY has the following offices and units:

1. Office of Administration and Staff
2. Office of Finance and Planning
3. Office of Social Welfare
4. Office of Child Welfare and Youth Rehabilitation
5. Office of Pension
6. Office of Veterans
7. Centre for Profession Development of Disabled Persons, which has equal rank to office deputy chief of provincial-municipal department
8. Orphanage Centre which has equal rank to office deputy chief of provincial-municipal department
9. The rehabilitation centre which has equal rank to office deputy chief of provincial-municipal department
10. Social Affairs Centre which has equal rank to office deputy chief of provincial-municipal department
11. The Youth Rehabilitation Centre which has equal rank to office deputy chief of provincial-municipal department
12. The Drug Addict Rehabilitation Centre which has equal rank to office deputy chief of provincial-municipal department
13. The Veterans Development Centre which has equal rank to office deputy chief of provincial-municipal department
14. District-Khan Office of Social Affairs, Veterans and Youth Rehabilitation which has equal rank to office deputy chief of provincial-municipal department.

Provincial-municipal DoSVY is led by one director whose position is equal to department Deputy Director and assisted as needed by a number of deputy directors whose position is equal to office chief of the department.

Duty of each office and unit is the following:

1. Office of Administration and Staff is tasked to assist the department in the following work:

##### A. Administration Section

- Incoming-outgoing letter

- Forwarding internal letter other sources
- Archiving documents
- Developing, preparing texts, other administrative letters and cooperation documents
- Protocol and hygiene
- Security
- Cooperate with provincial-municipal authority to perform any work assigned by the department and other necessary work of the province-municipality.

#### B. Staff Section

- Control Administration Section of Civil Servants; make the assessment for the ministry so as to give appreciation, promotion, change of duty, suspension, advice for correction, discipline, deletion from the name list, dismissal from the state framework.
- Develop and implement the department's internal regulation.
- Provide vocational training, knowledge and capacity building for civil servants so that they are able to perform the work assigned by the ministry.
- Resolve administration dispute occurred in the department, centre and unit under the department.
- Control legal background and mission of civil servants.
- Implement other duties assigned by the department.

The Office of Administration and Staff is led by one office chief and assisted by a number of deputy chiefs.

2. Office of Finance and Planning is tasked to assist the department in the following works:

#### A. Finance Section

- Make a budget plan for all expenses to be paid for the works and paid by other units under the department control.
- Control inventory, supplies, movable and immovable assets under the supervision of the department.
- Make a plan for use and distribution of materials, supplies and oil to units under the department.
- Prepare salary for the civil servants.
- Cooperate with relevant office to make a plan for care, maintenance of buildings, transportation means and other usable materials.
- Assist the department in controlling, using the state budget transferred by the ministry each year to the province-municipality.
- Make a report for the ministry routinely about the use of the state budget and expenses of the units that cooperate with the office.
- Implement other duties assigned by the department director.

#### B. Planning Section

- Develop a plan for development program, project as well as other activities of the department in accordance with the instruction of the ministry.
- Prepare, manage statistics for all assign units under the department's control by cooperating with other relevant offices to classify and set direction for development.
- Compile documents about the activities and works in social affairs conducted by the province-municipality and submit it to the ministry for dissemination.

- Make a plan for organizing a workshop, an annual congress of the department.
- Make a weekly, monthly, quarterly, semi-annual and annual report based on the planning and instruction of the ministry.
- Implement other works assigned by the department director.

The Office of Finance and Planning is led by one chief and assisted by a number of deputy chiefs.

3. Office of Social Welfare is tasked to assist the department in the following works:

A. Social Welfare Section

- Help groups of vulnerable people and poorest people in the local areas such as homeless people, women who have been trafficked into prostitution, people with HIV/AIDS, and street people by appealing to generous people and cooperating with international organizations to provide humanitarian aids.
- Cooperate with other units; prepare an emergency program to help people who have suffered from disaster such as fire, storm, flood, etc.
- Cooperate with relevant authorities, organizations to take legal actions in order to decrease the street children, to prevent the act of prostitution, human trafficking and to fight against HIV/AIDS.
- Coordinate the work of the social affairs centre.
- Cooperate with local authority and relevant organizations to organize International Day on Family on 15 May every year.
- Monitor, assess the outcome of the implementation of program that supports groups of vulnerable people, which is run by other NGOs that have signed MOU with the ministry.

B. Rehabilitation Section

- Collect information, data of all kinds and all ages of disabled persons throughout the province-municipality.
- Try to understand the needs of disabled persons in the province-municipality.
- Manage resources and rehabilitation affairs throughout the province-municipality.
- Coordinate the work of the rehabilitation centre.
- Coordinate and improve the work of the profession development centre for disabled persons; facilitate and expand the business, handicraft for disabled persons.
- Coordinate all kinds of disabled persons so that they will receive rehabilitation services.
- Help find markets for their produce.
- Cooperate with the information department to disseminate information concerning prevention from disability.
- Implement other duties assigned by the department director.

The Office of Social Welfare is led by one chief and assisted by a number of deputy chiefs.

4. Office of Child Welfare and Youth Rehabilitation is tasked to assist the department in the following works:

A. Child Welfare Section

- Implement legal provisions concerning child welfare.

- Provide care and protection services for abandoned child orphans, infant orphans in the centre.
- Coordinate and improve the work of the orphanage.
- Examine and instruct on the administration of children in the state-run centre and NGO-run centre or association-run centre in the province-municipality so that it comes along with the ministry policy.
- Cooperate with relevant units, national and international organizations to improve the provision of services to children.
- Cooperate with relevant authority and organizations to organize International Children Day on 1 June every year.
- Implement other duties assigned by the department director.

#### B. Youth Rehabilitation Section

- Implement policies, legal provisions concerning the administration of youth rehabilitation.
- Guide the administration of the youth rehabilitation centre as well as coordinate with guardians, unit authority concerned so that the centre is able to provide vocational training as well as refer the children to their guardians.
- Cooperate with relevant organizations and organization partners to initiate measures to educate, prevent delinquency, vagrancy, conflict in the law, and illegal use of addicted drugs committed by children.
- Implement other duties assigned by the department director.

The Office of Child Welfare and Youth Rehabilitation is led by one chief and assisted by a number of deputy chiefs.

#### 5. Office of Pension is tasked to assist the department in the following works:

- Manage files of pensioners and disabled persons.
- Control and prepare a [allowance/benefit] scheme for the family of the late pensioner and that of the disabled person.
- Control and prepare a [allowance/benefit] scheme for children of the late civil servants and late national policemen.
- Prepare a policy budget plan to pay to the people under the control of the Office of Pension and make a payroll ledger in cooperation with the Office of Finance to settle the policy allowance for those people.
- Implement other duties assigned by the department director.

The Office of Pension is led by one chief and assisted by a number of deputy chiefs.

#### 6. Office of Veterans is tasked to assist the department in the following works:

##### A. Veteran Pension Section

- Prepare, develop all documents concerning veterans after the recognition has been made in the announcement from the ministry.
- Settle a policy scheme for veterans, issued by the ministry, inter-ministry and the Royal Government.
- Control the available statistics of disabled persons, families of the fallen in the local areas.
- Make an annual budget proposal for a policy allowance for disabled persons, the fallen and make a monthly payroll ledger for settling a policy allowance for the entitled disabled persons, fallen, deceased and missing people.

- Control and routinely prepare a pension scheme and a disability scheme for the soldiers of the Royal Cambodian Armed Forces in cooperation with the Office of Finance and Planning.
- Resolve all problems faced by the entitled disabled persons, the family of the fallen, deceased and missing people.
- Implement other duties assigned by the department director.

#### B. Veteran Development Section

- Study and investigate the needs of the disabled persons and veterans' family.
- Provide vocational training and help find a job for the veteran.
- Take an actual statistics of the entitled disabled persons, family of the fallen in the community so as to classify them and set direction for improvement.
- Study and make a plan to expand the daily job for the entitled veterans to ensure their living in the community.
- Organize and formulate an association of veterans in the local area, which will help ease the difficulty faced by the veterans and create veteran salvation fund.
- Organize other veterans' events.
- Implement other duties assigned by the department director.

The Office of Veterans is led by one chief and assisted by a number of deputy chiefs.

#### 7. Centre for Profession Development of Disabled Persons

- Prepare a professional training program for disabled persons to meet the market need and social environment.
- Develop an internal regulation of the centre.
- Develop documents for training.
- Recruit candidates for training.
- Prepare an assessment and final exam.
- Prepare and provide a study certificate.
- Cooperate with other provincial-municipal training school to exchange experiences with each other for improving the work.

The Centre for Profession Development of Disabled Persons is under the Office of Social Welfare and led by one director who has an equal position to office deputy chief of provincial-municipal department.

#### 8. Orphanage Centre has the following duties:

- Admit, control, foster, take care of children who have no one to depend on, who were abandoned, and who are children of prisoners who lack dependants by providing survival needs, protection, education, development in accordance with the Convention on the Rights of the Child.
- Be responsible for the provision of supplies as determined by the state scheme and possibility of the centre.
- Pay attention to provide education, general knowledge training, technical skills for children so that they become good citizens in the society and are able to survive by themselves in the future.
- Constantly monitor and assess the status of children.
- Pay attention to increase the living of children based on increasing production and other sources of income.
- Communicate and closely cooperate with other units, NGOs, international organizations aiming to develop orphans.

- Make a report about the outcome of the implementation of the work as well as make up a plan and set a future direction and submit them to the department and the ministry.

The Orphanage Centre is under the Office of Child Welfare and led by a centre director whose position is equal to provincial-municipal office deputy chief.

9. Centre for Rehabilitation has the following duties:

- Implement the planning, program, physical, professional and employment rehabilitation for all kinds of disabled persons and refer them to the community so that they can conduct a suitable living.
- Make artificial limbs, other equipments that help shape the body and provide movement therapy for disabled persons.
- Research appropriate technology in order to make equipment that helps shape the body, artificial limbs, wheelchairs, sticks, artificial lenses, foot in accordance with the actual situation of the country, especially pay attention to local raw materials that are available, cheap and in good quality.
- Pay attention to upgrade technique of rehabilitation agency to produce artificial limbs.
- Closely cooperate and coordinate with international organizations that have signed a protocol with the ministry for implementing the rehabilitation program.
- Organize sports program for disabled persons.

The Centre for Rehabilitation is under the Office of Social Affairs and led by a centre director whose position is equal to provincial-municipal office deputy office chief.

10. Centre for Social Affairs has the following duties:

- Admit, control people who lack dependants, homeless people, prostitutes the authority has handed over to for education, correction, vocational training and refer back to the community.
- Admit a temporary stay of widows and their children who are infected or affected by HIV/AIDS.
- Prepare a budget plan, materials to start the centre.
- Communicate with national and international humanitarian organizations and other aid sources to support the centre's program and activities.
- Prepare a reintegration program to reintegrate the people under the centre's supervision into the community.
- Communicate and cooperate with social service networks at all levels when doing the reintegrating and monitor the development of the reintegrated people.

The Centre for Social Affairs is under the Office of Social Welfare and led by one centre director whose position is equal to provincial-municipal office deputy chief.

11. Centre for Youth Rehabilitation

- Cooperate with local authority, competent unit, parent(s), guardian(s) and NGOs to admit children aged from 7 to below 18 who have committed offenses, and who are delinquents, homeless, drug addicts for supervision, education, correction.

- Prepare educational program and accommodation of child victims in accordance with problems they have had.
- Develop internal regulation of the centre to ensure the rights of the child and compliance with other legal provisions of the state.
- Supervise, monitor the development of children in the centre.
- Provide health care and living scheme determined by the state and other assistance.
- Prepare cultural, arts, sports, entertainment activities.
- Prepare and implement vocational training program in which production and business are made to generate income to sustain the living of children in the centre.
- Prepare formalities to refer children to their family and guardian.

The Centre of Youth Rehabilitation is under the Office of Child Welfare and Youth Rehabilitation and led by one centre director whose position is equal to provincial-municipal office deputy chief.

12. Centre for Drug Addict Rehabilitation has the following duties:

- Admit drug addicts for education, correction, and get rid of using drug.
- Seek other measures or learn from other experiences to dilute addicted substances that affect the addicts under the centre's supervision.
- Provide vocational training for drug addicts under the centre's supervision so that they will have skills to start their jobs when they leave the centre.
- Implement other procedures to ensure the centre's process as determined by the ministry.

The Centre for Drug Addicts Rehabilitation is under the Office of Child Welfare and Youth Rehabilitation and led by one centre director whose position is equal to provincial-municipal office deputy chief.

13. Centre for Veteran Development has the following duties:

- Develop an action plan and work plan of the centre, including admission and referral of veterans and family, provision of vocational training, conduct of small-scale business and handicraft to generate income and improve the living in the society.
- Develop projects for the ministry; request an annual budget for veterans and family development project.
- Manage material resources and budget of the centre.
- Implement other procedures to ensure the process of the centre as determined by the ministry.

The Centre for Veteran Development is under the Office of Veterans and led by one centre director whose position is equal to provincial-municipal office deputy chief.

14. District-Khan Office of Social Affairs, Veterans and Youth Rehabilitation  
The district-khan Office of Social Affairs, Veterans and Youth Rehabilitation has a duty to implement and coordinate the activities of provincial-municipal Office of Social Affairs, Veterans and Youth Rehabilitation in the district and khan:

A. Social Affairs and Youth Rehabilitation

- Collect information on the situation of vulnerable people in district and khan, including homeless, children who have committed vices, old people who lack dependants, child orphans, abandoned children, prostitutes, victims of natural disaster, fire, storm, flood, etc.
- Manage payroll ledger and settle payment of policy allowance for pensioners, disabled persons according to the assignment of the department.
- Follow up the situation and living of pensioners, disabled persons and family.
- Implement department's reintegration program of homeless people

B. Veteran Affairs

- Manage statistics of all kinds and all ages of disabled persons in the district-khan.
- Manage statistics of disabled persons who have and have not already received training.
- Manage statistics of disabled persons who have and have not received treatment services.
- Administer payroll ledger and settle payment of policy allowance for entitled veterans and family that are entitled to receive the state policy scheme in accordance with the assignment of the department.

The district-khan Office of Social Affairs, Veterans and Youth Rehabilitation is led by one center director whose position is equal to provincial-municipal office deputy chief and assisted by a number of deputy chiefs.

Praka 4: The establishment, organization, and functioning of the centre as prescribed in *Praka 3* above shall be determined by a *Prakas* of MoSVY. Provincial-municipal DoSVY examines the actual situation and make up a request to the ministry for a set up of the centre.

Praka 5: Any provision contrary to this *Prakas* shall be considered null and void.

Praka 6: This *Prakas* is effective from the date of signing.

Copied to:

Phnom Penh, 16 August 2005

[signature and seal]  
Ith Samheng, Minister

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Annex

Department Director

Deputy Director  
Office of Admin and Staff  
Office of Finance and Planning

Deputy Director  
Office of Social Welfare

- Centre for Social Affairs
- Centre for Rehabilitation
- Center for Profession Development of Disabled
- Office of Child Welfare and Youth Rehabilitation
  - Orphanage Centre
  - Youth Rehabilitation Centre
  - Drug Rehabilitation Centre
- Office of Pension
- Office of Veterans
- Centre for Veteran Development

District-Khan Office of Social Affairs, Veterans and Youth Rehabilitation