

KINGDOM OF CAMBODIA
NATION RELIGION KING



MINISTRY OF HEALTH

No. 926 អ.ស.អ (H-PD)

Phnom Penh, date 17 September 2012

PRAKAS
ON
THE ORGANIZING AND FUNCTIONING OF THE SUBORDINATE
BUREAUS OF THE LEGISLATION DEPARTMENT OF GENERAL
DIRECTORATE DEPARTMENT OF ADMINISTRATION AND FINANCE
OF MINISTRY OF HEALTH



MINISTER OF THE MINISTRY OF HEALTH

- Having seen the Constitution of the Kingdom of Cambodia;
- Having seen the Royal decree NS/RKT/0908/1055 dated 25 September, 2008 on the appointment of the Royal Government of the Kingdom of Cambodia;
- Having seen the Royal Kram No. 02/NS/94 dated 20 July, 1994, promulgated Law on Organizing and Functioning of the Council of Ministers;
- Having seen the Royal Kram NS/RKM/0196/06 dated 24 January, 1996 promulgated the Law on Establishment of the Ministry of Health;
- Having seen Sub decree No. 20 ANK/BK, dated 30 April, 1996 on the Organizing and Functioning of the ministries and State Secretariats;
- Having seen Sub-decree 67 ANK/BK dated 22 October, 1997 on the Organizing and Functioning of the Ministry of Health;
- Having seen Sub decree No. 110 ANK/BK, dated 27 July, 2012 on the Establishment of the Legal Department of the Ministry of Health;
- Refer the Requirement of Ministry of Health;

HEREBY DECIDES:

Provisions

Clause 1: Legislative Department has three (3) Subordinate Bureaus. Those are included:

- 1. Legislative Bureau;**

2. Health Conflict and Research Bureau (Bureau for Health Conflict and Research) **and**

3. Administrative Bureau

Each Bureau shall be chaired by one (1) Chief with numbers of Vice-bureau Chiefs as required.

Clause 2: Role and function of the each bureau as follows:

A. Legislation Bureau

- Manages, distributes and file all documents of the bureau;
- Provide training and distribution of legal instruments, laws and policies that are relating to health sector;
- Collaborate with relevant Ministry's departments and or institutions to prepare, organize and develop draft Law, Sub-decree, Ministry's Prakas, Ministry's Circular, Ministry's Order and Ministry's Decision including rules and regulation and policy relating to Health;
- Reviews, recommends and revises draft law, legal texts and other rules and regulations of Ministry of Health;
- Monitor and evaluate the implementation of the law, rules and regulations relating to Health and make a report to its department;

B. Bureau for Health Conflict and Research

- Manages, Distributes legal documents and filing those legal doc- of the bureau;
- Receives and review case-file, then recommend about the conflict, complaint, of either a criminal, civil or administrative cases in health sector;
- Collaborate with other units of the Ministry of Health to conduct on site investigation of the case or health conflict;
- Participate when applying court decision or summons that related to health sector;
- Provide comment on grievance procedure when dealing with case of health conflict;
- Collaborate with relevant units in monitoring the implementation of the law and other legal instrument on health;
- Survey and follow up if any situation that occur and may violate the competence of the Ministry;
- Other tasks assigned to by the Departmental Head;

C. Administrative Bureau

- Manages, distributes and file all documents of the department;
- Manage Ministry's Library and distribute royal gazettes manuals;
- Manage name list of civil servant and personnel's document of the Department,

- Prepare Invitation letter(s), organize meeting room (Meeting facility), attend the meeting and taking the minutes of the meeting;
- Facilitate all administrative works of the department;
- Manage and distribute draft and circulate administrative letter and filing all files of the department in order;
- Manage, secure and enforce the implementation of the Internal Regulations and keep hygiene of the department;
- Prepare the work-agenda and schedule for departmental leaders and responsible for protocol;
- Develop short term, medium term and long term plan of the department;
- Prepare annual budget for the department;
- Supervision and Supply, Accounting works, listing of moveable and non-moveable assets, inventory of all equipment and tools of the department;
- Compiling and storing all legal documents that are relating to Health;
- Other works as assigned to by the head of department.

This Sub-decree aims at determining the provisions on professional ethics for Department of Administration and Finance in accordance with the Sub-decree No. 67 ANK-BK, dated 22 October, 1997 on the Organizing and functioning of the Ministry of Health.

Ministry of Health

Annex, Prakas No., PK/ MOH, date..... Month....., year 2012

ORGANIZATIONAL CHART OF MOH

