

**Royal Government of Cambodia  
Ministry of Interior**



No: 6606/PRK



**Kingdom of Cambodia  
Nation Religion King**



**Prakas  
on  
Capacity Development for Civil Servants  
at Ministry of Interior and Sub-National Administrations**

**Deputy Prime Minister and Minister of Interior**

- Having seen Constitution of Kingdom of Cambodia;
- Having seen Royal Decree No. NS/RKT/0918/925 dated 06 September 2018 on Appointment of Royal Government of Kingdom of Cambodia;
- Having seen Royal Kram No. NS/RKM/0618/012 dated 28 June 2018 on Promulgation of Law on Organization and Functioning of Council of Ministers;
- Having seen Royal Kram No. NS/RKM/0196/08 dated 24 January 1996 on Promulgation of Law on Establishment of Ministry of Interior;
- Having seen Royal Kram No. NS/RKM/0301/05 dated 19 March 2001 on Promulgation of Law on Administrative Management of Commune and Sangkat;
- Having seen Royal Kram No. NS/RKM/0508/017 dated 24 May 2008 on Promulgation of Law on Administrative Management of Capital, Provinces, Municipalities, Districts, and Khans;
- Having seen Sub-Decree No. 109/ANK/BK dated 19 August 2015 on Organization and Functioning of Ministry of Interior;
- Having seen Sub-Decree 192/ANK/BK dated 14 September 2016 on Establishment of National School of Local Administration; and
- With reference to the request of Director General of General Department of Administration, Ministry of Interior

**DECIDES**

**CHAPTER 1**

**General Provision**

**Article 1 :**

The purpose of the Prakas is to develop capacity of the civil servants working at Ministry of Interior and Sub-National Administrations and therefore they have professional capacity to perform the tasks and provide public services to the people effectively.

**Article 2 :**

The objective of the Prakas is to set the key principles to strengthen the capacity development activities for the civil servants at Ministry of Interior and Sub-National Administrations.

**Article 3 :**

The Prakas has the scope that applies for the civil servants who are working at the entities under Ministry of Interior and the Administrations of the Capital, Provinces, Municipalities, Districts, Khans, Communes, and Sangkats.

**Article 4 :**

Capacity development refers to the implementing process of enhancing the capacity of the civil servants by developing their knowledge, skills and ability to work; and subsequently changing the attitude and behavior to work in order to improve the current performance and allow the civil servants to be ready for the future changes.

## **CHAPTER 2**

### **About Capacity Development**

**Article 5:**

Every capacity development activity requires the certificate of learning issued by the institutions which provide the activities, and the content and attendance hours for the activities shall be specified in it as well.

In case that the proces of capacity development is conducted by the entities under Ministry of Interior or Sub-National Administrations, the certificates shall be issued by Ministry of Interior, or the entities under Ministry of Interior or Sub-National Administrations and followed as the attached in the annex of the Prakas as a sample.

**Article 6 :**

In case that the civil servants at Ministry of Interior and Sub-National Administrations attend in capacity development process without receiving the certificate of learning, they shall request Training Department of General Department of Administration, Ministry of Interior to review and evaluate it, attaching the timetable of capacity development activities and the training documents. If the capacity development activities cover the sufficient criteria, General Department of Administration, Ministry of Interior shall issue a certificate for the concerned personnel.

In necessary case, Ministry of Interior can set out the procedures for the review and evaluation in order to issue the certificate.

**Article 7:**

Every civil servant at Ministry of Interior and Sub-National Administrations shall attend the obligatory capacity development program that is prepared by Ministry of Interior.

The civil servants who have position at Ministry of Interior and Sub-National Administrations shall attend other capacity development activities which are conducted by Ministry of Interior, Sub-National Administrations, and/or other entities and institutions for at least 30 hours per year.

**Article 8 :**

National School of Local Administration shall develop the obligatory capacity development program which meets the actual needs of the civil servants at Ministry of Interior and Sub-National Administrations to perform the roles and duties.

National School of Local Administration and/or Training Department of General Department of Administration and/or Sub-National Administrations shall conduct other capacity development activities. These activities enable every civil servant at Ministry of

Interior and Sub-National Administrations to join capacity development activities annually, according to the number of hours defined in Article 7 of the Prakas. It is to ensure that the capacity of civil servants is enhanced in line with the changes on policy, socio-economy and technology.

Besides the capacity development activities mentioned above, each Sub-National Administration shall prepare the others which respond to the actual needs of each administration, if necessary.

**Article 9:**

The heads of the entities under Ministry of Interior and Sub-National Administrations shall provide the favorable conditions for the subordinate to receive capacity development activities as stated in Article 7 of the Prakas.

The heads of the entities under Ministry of Interior and Sub-National Administrations shall encourage the subordinate to do self-study and research at their workplaces for creation of the leaning culture of learning which aims to upgrade the capacity of the civil servants.

**Article 10:**

Every review and evaluation of civil servants' performance for grade and rank promotion, and/or appointment for a certain position shall be considered based on the requirement to attend capacity development activities along with the conditions, qualification, and/or other criteria as specified in the laws and regulations in force.

### CHAPTER 3

#### Capacity Development Data Management

**Article 11:**

Every capacity development activities of the civil servants at Ministry of Interior shall be recorded properly and clearly in the capacity development database management system which is managed by Training Department of General Department of Administration, Ministry of Interior.

The civil servants at Ministry of Interior who has joined capacity development activities shall contact Training Department of General Department of Administration, Ministry of Interior through the head of his/her entity in order to record the data of the capacity development activities into the capacity development database management system of Ministry of Interior.

**Article 12:**

Every capacity development activity of the civil servants working at the Administrations of the Capital, Provinces, Municipalities, Districts, and Khans; and Communes and Sangkats shall be recorded properly and clearly in the capacity development database management system which is managed by the concerned Capital, Provincial, Municipal, District, and Khan Administrations.

The civil servants at the Administrations of the Capital, Provinces, Municipalities, Districts, Khans; and Communes and Sangkats who has joined capacity development activities shall contact the entity in charge of capacity development at the concerned Capital, Provincial, Municipal, District, and Khan Administrations through the head of the entity in order to record the data of the capacity development activities into the capacity development database management system of the Capital, Provincial, Municipal, District, and Khan Administrations.

**Article 13:**

General Department of Administration, Ministry of Interior shall coordinate with the relevant entities to ensure that the capacity development database management system of the civil servants at Ministry of Interior and Sub-National Administrations is created, used and managed effectively, safely, and sustainably.

**CHAPTER 4**

**Final Provision**

**Article 14:**

Any provisions contrary to the Prakas shall be abrogated.

**Article 15:**

Secretary General of General Secretariat; Director General of General Department of Administration; Director General of General Department of Logistics and Finance; Director of National School of Local Administration; Heads of entities under Ministry of Interior; Capital and Provincial Councilors; Capital and Provincial Boards of Governors; Municipal, District, and Khan Councilors; Municipal, District, and Khan Boards of Governors; Commune and Sangkat Councilors; Commune Chiefs; Sangkat Chiefs; and relevant stakeholders shall be responsible for the implementation of the Prakas in accordance with their respective roles from the date of signature herein.

Phnom Penh, 26 October 2018

**Deputy Prime Minister and Minister of Interior**

*Stamped and Signed*

**Samdech Krolahom Sar Kheng**

**Recipients:**

- Office of Council of Ministers
- Ministry of Economy and Finance
- Ministry of Civil Service
- Cabinet Office of Samdech Akka Moha Sena Padei Techo  
Prime Minister
- Cabinets of H.E. Deputy Prime Ministers
- N.C.D.D. Secretariat
- As in Article 15
- Royal Gazette
- Archive

Ministry of Interior  
General Department of  
Administration



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## CERTIFICATE OF LEARNING

Certifies that

Trainee whose name: ..... Name in Latin Letters: .....

Has successfully completed

**Training Course on « Decentralized Management of Commune/Sangkat Administration »**

For 30 hours at Ministry of Interior from 16 to 20 July 2018.

Date	Month	Year	B.E.2562
Phnom Penh, Date	Month	2018	

Director General

**The content of training course:**

- Commune/Sangkat Administrative Management
- Commune/Sangkat Administrative Affairs
- Commune/Sangkat Financial Management System
- Commune/Sangkat Planning System
- Selection of Village Chief