



**Kingdom of Cambodia
Nation Religion King**



Royal Government of Cambodia
No.: 67 ANKr.MK

**Sub Decree
(Anukret)
on
Organization and Functioning of
Ministry of Health**



Royal Government of Cambodia

- Having seen Constitution of the Kingdom of Cambodia
- Having seen Royal Decree dated 24th September, 1993 on nomination of First and Second Prime Ministers,
- Having seen Royal Decree dated 01st November, 1993, on the appointment of Royal Government of Cambodia,
- Having seen Royal Kram No. 02/NS/94, dated 20th July, 1994, on organization and functioning of the Council of Ministers,
- Having seen Royal Decree No. NS.RKT/1094/43, dated 24th October, 1994, and Royal Decree No. NS/RKT/1094/90, dated 31st October, 1994, on the revision of membership of Royal Government of Cambodia,
- Having seen Royal Kram NS.RKM/0196/06, dated 24th January, 1996, on the establishment of Ministry of Health,
- Having seen Royal Decree No. ChS/RKT/0897/147, dated 07th August, 1997, on the revision of membership of Royal Government of Cambodia,
- Having seen Sub Decree No. 20.ANKrBK, dated 30th April, 1996 on the organization and functioning of Ministries and Secretariat of State,
- Based on the request of the Minister of Health
- Base on the approval of the Council of Ministers' Meeting dated 17th July, 1997,

**Hereby Decides:
Chapter 1:
General Provision**

Article 1: This Sub-decree is to organize units of Ministry of Health and determine the mission of the Ministry and functions of all Directorate General and Departments.

Chapter 2: Mission and Structure

Article 2: Ministry of Health has been rendered mission by Royal Government of Cambodia to lead and manage in health sector of the Kingdom of Cambodia.

Article 3: Ministry of Health has the roles and duties as stated below:

- Determine the health policies based on the basic program of the Royal Government of Cambodia aiming to promote the health and well-being of the citizens,
- Plan and develop strategies for health sector,
- Develop regulations to ensure the maximum of the public and private health quality,
- Monitor, remind and administer and evaluate technical and administrative works of health units in accordance with the law and regulations which have been officially promulgated for implementation,
- Study and search for other means for development in health sector, and manage the human resources, equipments, finance, and health information in accordance with the public health system at the central level, provincial, municipal, capital, district, Khan (quarter), commune and Sangkat,
- Develop prevention program and medical care aiming to eliminate or reduce the cause which develops disease in the country,
- Coordinate the existing resources based on the needs in order to acquired good outcomes,
- Manage health production, business and distribute drug and medical and paramedical equipments to all public and private units,
- Control the safety of food,

Article 4: Ministry of Health has the structure as the followings:

1. Central Level,
 - 1.1. Ministry,
 - A. Cabinet,
 - B. Inspectorate,
 - C. Directorate of Administration and Finance,
 - D. Technical Directorate of Health,
 - 1.2. Institutions that are under the supervision of the Ministry which its position equal to department,
 1. Preah Noromdom Sihanouk Hospital,
 2. Preah Kossamak Hospital,

3. Preah Angduong Hospital,
 4. Kunthak Bopha Hospital,
 5. National Pediatric Hospital,
 6. National Center for Health Promotion,
 7. National Maternal and Child Health Center,
 8. National Center for Tuberculosis and Leprosy Control,
 9. National Center for HIV/AIDS, Dermatology and STDs,
 10. National Center for Parasitology, Entomology and Malaria Control,
 11. National Blood Transfusion Center,
 12. Central Drug Store,
 13. Laboratory for Drug Quality Control,
 14. Traditional Medicine Research Center,
 15. National Institute of Public Health,
- 1.3. Public institutions have the administrative vocations which are under the supervision of the Ministry:
- Calmette Hospital
- 1.4. Public institutions have the economic vocation which are under the supervision of the Ministry:
- Pharmaceutical Firm
- 1.5. University of Health Sciences has its subordinate units:
- Faculty of Medicine,
 - Faculty of Pharmacy,
 - Faculty of Dentistry,
 - Technical School of Medical Care,
- 1.6. Institution which has public service missions: Institute of Pasteur which is within the conventional framework.
2. Base unit: Provincial and capital health departments.
Organizational Structure of Ministry of Health is stipulated in the appendix of this Sub-decree.

Chapter 3: Cabinet of Minister

Article 5: The Cabinet of the Minister is in charge of all the missions which are determined in Sub-decree No. 20 ANK.BK, dated 30th April, 1996 as listed in the reference above on the organization and functioning of the Ministries and State Secretariat.

Chapter 4: Directorate of Inspection

Article 6: Directorate of Inspection of Ministry of Health is responsible for the conduct of:

- Regular inspection to all units which are under the supervision of the Ministry of Health,
- Produce report for Minister on the functioning of the units which have been inspected, and provide ways for improvement of the functioning of those units,
- Practice duties randomly according to the assignment with truth of the Minister,

Directorate of Inspection shall be led by one Director General and assisted by one or more Deputy Director Generals when necessary.

Chapter 5: Directorate General of Administration and Finance

Article 7: Directorate General of Administration and Finance shall:

- Supervise and manage other subordinated departments,
- Coordinate all the technical works of the subordinated units of the Ministry of Health and other units concerned with finance, accounting, administration and personnel,
- Study, evaluate, facilitate, promote, and motivate units or personnel who are under the supervision of the Ministry of Health,

Article 8: Directorate General of Administration and Finance shall be led by one Director General and assisted by one or more Deputy Director Generals as necessary.

This Directorate General has 3 subordinated departments:

- Department of Administration,
- Department of Personnel,
- Department of Budget and Finance,

Article 9: Department of Administration shall:

- Coordinate activities of all units at central-level, and between central-level and local level that are under Ministry's supervision,
- Manage and circulate administrative documents of the Ministry,
- Ensure effectiveness, safety of administration and manage social tasks of the Ministry,
- Summarize and produce report of the works and other activities of the Ministry,

Article 10: Department of Personnel shall be responsible for:

- Management of administrative section, officers and agents of the Ministry by communicating with Secretariat of public functions,
- Prepare all administrative letters for management of professional career,
- Develop program for specialized position, human and resources of the Ministry
- Prepare statistics for personnel management and operational schedule,
- Organizing and develop tasks, labor fees (salary), benefits, and social allowance policy,

Article 11: Department of Budget and Finance shall be responsible for:

- Budgeting for the Ministry, monitoring and drawing the attention on transaction of the budget,
- Collect the incomes in accordance with the financial law,
- Collect and categorize budget divisions,
- Monitor and review the management of special account,
- Collect and coordinate every expenditure of the Ministry
- Manage the deposit accounting for the implementation of the public procurement,
- Grouping all the needs, and formulate plan of expenditure, supervise all the repairing works of Ministry's materials and equipment,
- Manage moveable and immovable assets, stock of goods, and make inventory list
- Supervise the garage and state's vehicles which were given to the Ministry, and formulate the plan for expenditure and division of fuel/gasoline and spare parts,
- Receive and distribute tools/equipment to provincial-capital units,
- Permanently hold memorandum slip and accounting matter,
- Information technology, financial activities and deposit account,
- Monitor operational techniques, and public procurement,

Chapter 6: Technical Directorate General of Health

Article 12: Directorate General of Health shall be in charge of the followings:

- Prepare and put into practice of health policies and strategies aiming to ensure the promotion of quality of health prevention and treatment of those health units in order to improve people's health,
- Coordinate between health units of both the public and private,
- Manage all national health programs,
- Lead and manage all public health units,
- Formulate development plan based on health specialization and techniques,
- Coordinate and facilitate international donation aids aiming to develop health sector,
- Control the safety of food and feeding,

Directorate General of Health shall include an International Relation Office which consists of the following function:

- Search for financing,
- Coordinate activities of bilateral, multilateral and international assistance,
- Oversight missions of experts and advisors,
- Coordinate with regional and international organizations,

Article 13: Directorate General of Health led by one Director General, assisted by one or more Deputy Director Generals as necessary,

Directorate General of Health has its subordinated departments as stated below:

- Department of Planning and Health Information,
- Department of Preventive Medicine,
- Department of Hospitals,
- Department of Human Resources Development,
- Department of Drugs, Food, Medical equipments and cosmetics,
- Department of Communicable Diseases Control,

Article 14: Department of Planning and Health Information shall be in charge of the followings:

- Develop health policies, health plan, and to follow up and remind the implementation of these policies and plan,
- Collect information, statistics, and conduct a research on economy for health that shall be helpful for formulating health policies and strategies,
- Disseminate scientific and technical documents,
- Arrange the publication of reports,
- Study and evaluate both technical and economic aspects of investment project which are the sources for domestic or foreign expenditure in accordance with the framework for health development,

Article 15: Department of Preventive Medicine shall be in charge of the followings:

- Amend and update promptly all activities of public health programs, Evaluate those programs, on the level of outcomes and impacts for preventing public health, especially maternal and infant's health,
- Monitor, control, and research on chronic non-infectious diseases,
- Consider appropriate policies, prepare directive and coordinate health education program, rehabilitation, nutrition and hygiene. For this task, the Department shall conduct a survey on nutrition and to promote the dissemination of directive and advices through health systems,
- Coordinate hygiene and health education and quarantine,
- Coordinate the study, seeking for preventive measures, and improve people's health,
- Organize vaccination campaign,

Article 16: Department of Hospital shall be responsible for the followings:

- Prepare text and put into practice of directive on management of service aiming to promote quality of medical, paramedical and dentistry,
- Monitor and evaluate the implementation of medical, paramedical and dentistry units of both public and private sectors,
- Monitor and control blood transfusion unit,
- Receive and install medical equipment,
- Manage and set schedule for maintaining hospital's equipments,
- Record and register daily of all supply to the hospital,
- Develop and put into practice a program for nursing care,

Article 17: Department of Human Resources Development shall be in charge of the followings:

- Develop plan and monitor in all sectors of basic education on health,
- Participate in identifying the number of health staffs that are needed to be trained,
- Develop training plan for health officers aiming to improve medical capacity of all fields in accordance with the Ministry's requirement and policy,
- Assess the needs for training of staff,
- Coordinate curriculums of the University of Health Sciences, and of all Technical School of Medical Care,
- Coordinate curriculums such as clinical practices and refresh training,
- Monitor and evaluate health professional capacity,

Article 18: Department of Drugs, Food, Medical equipments and Cosmetics,

- Prepare and implement national policies on drugs, food, medical equipments and cosmetic,
- Develop legal instrument for managing and controlling the products, products put on sale in the market and the uses of drugs and medical equipment,

A. Drugs:

- Project the needs of drugs for public entities,
- Arrange and examine formality of application for running drug business,
- Facilitate the process for receiving medicines donated from various organizations
- Control quality of drug to ensure the reasonable prices and good quality for consumers,
- Prepare and examine registration formalities and provide visa for drugs,

B. Food:

- Prepare and examine the safety procedure of food,

C. For Cosmetic:

- Prepare and examine the safety procedure of cosmetic,

D. Medical Equipments:

- Project the needs of medical equipments for public units,
- Prepare and examine the formalities of application for running business in medical equipment,
- Facilitate the process for receiving medical equipment donated from various organizations,

Article 19: Department of Communicable Disease Control shall be in charge of the followings:

- Prepare and put into practice of policies and guideline for the implementation of activities aiming to reduce all kinds of communicable diseases,
- Monitor and evaluate activities of medical survey and conduct a research of all communicable diseases,
- Prepare and put into practice of national plan for controlling of all kinds of communicable diseases,

Article 20: Central-level units which have been listed in point 1-2 and 1-4 of Article 4 shall comply with their specialty based on its respective field as stipulated in this Sub decree.

Article 21: Administrative and technical management of Pasteur Institute shall implement in accordance with the agreement made between Ministry of Health and Pasteur Institute, Paris.

Chapter 7:

Base Units

Article 22: There is one provincial-capital health department at each province/capital which shall be in charge of implementation and coordination of Ministry's activities.

Chapter 8:

Financial Control Unit

Article 23: Financial control unit shall be established by Minister for Economy and Finance based on conditions as stipulated in Sub-decree No. 81, dated 16th November, 1995, on the establishment of Financial Control Institutions on the expenditure of the ministries.

Chapter 9:

Final Provisions

Article 24: The organization and functioning of the central administration of the Ministry, which are lower level than the departmental level shall be determined by the Prakas of the Minister for Health.

Article 25: Any provision which is contrary to this sub decree shall be abrogated.

Article 26: Co-ministers who are in charge of the Council of Ministers, Minister of Health, concerned Ministers, and Secretaries of State shall be responsible for implementing this Sub-decree respectively.

Article 27: This Sub-decree is enacted from the date of signature hereafter.

Phnom Penh, 22nd October 1997

1st Prime Minister
(Signature)
Ung Huot

2nd Prime Minister
(Signature)
Hun Sen

Presented to:

- 1st Prime Minister
- 2nd Prime Minister

Minister for Health
(Signature)
Chea Thang

CC:

- *Cabinet of His Majesty the King*
- *Secretariat General of National Assembly*
- *Cabinet of 1st Prime Minister*
- *Cabinet of 2nd Prime Minister*
- *All Ministries, and central institutions*
- *All Provincial-capital halls*
- *As mentioned in Article 26*
- *Document, archives*

ORGANIZATION CHART OF MINISTRY OF HEALTH HEADQUARTERS

28/7 Mr. Vinay K. Singh

