Republic of Cameroon Peace - Work - Fatherland



MINISTRY OF PUBLIC HEALTH

# USER'S GUIDE FOR COMPILING HUMAN RESOURCES WORKING DOCUMENTS

Elaborated With The Technical Support of the Ministry of Public Service and Administrative Reform



2023 Edition

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Elaborated With The Technical Support of the Ministry of Public Service and Administrative Reform (MINFOPRA)



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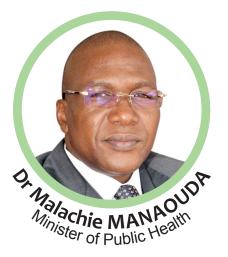
## H.E. Paul BIYA President of the Republic of Cameroon

«The modernization of society is also that of the administration, which has not always been able to adapt to the new democratic order, having retained a very directive attitude, not in accordance with its fundamental mission which is to be at the service of the citizens»

Head of State's New Year Message to the Nation, 31 December 2002.



Chief Dr. Joseph DION NGUTE Prime Minister, Head of the Government





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User's Guide for Compiling Human Resources Working Documents

## PREFACE

In order to provide effective and lasting responses to the variors challenges it faces, the Ministry of Public Health has embarked on a vast project, that of transforming the Cameroonian health system, one of the priorities whose priority focus is improving the management of its human resources. This improvement, which takes into account the training for the production of qualified personnel adapted to the current requirements of the profession, also concerns the training, management of salaries and the careers of the public officials placed at its disposal.

To do this, our ministry had to align itself with the guidelines issued at the highest level of the State regarding the urgency of administrative reform. Indeed, in one of his messages to the Nation, the President of the Republic, His Excellency Paul BIYA recalled, and I quote: "the modernization of society is also that of the administration, which has not always been able to adapt to the new democratic order, having retained a very directive attitude, not in accordance with its fundamental mission which is to be at the service of the citizens". This modernization of the administration calls for the need to improve procedures and tools to better adapt them to its raison d'être, which is to offer quality services to its citizens. Instruction No. 003/CAB/PM of 24 January 2001 given by the Head of Government, which prescribed the implementation of the reform relating to the rationalization of deadlines and procedures for processing files in the public services and the choice of the development of the human resources management procedures manual within the framework of the administrative reform of the National Governance and Anti-Corruption Programme in Cameroon reflects it sufficiently.

It is in this vein that the Ministry of Public Health has undertaken to develop its human resources management procedures manual which exhaustively defines all career management, salaries and training procedures. This approach aims not only to increase the performance of the services in charge of human resources management, but also to optimize the performance of staff by minimizing the movements of State agents whose rapidity of processing their variors files is now guaranteed.

While hoping that the delays often observed in the liquidation of some files will become a thing of the past in the near future, I world like to thank all those who contributed to the drafting of this important document. I invite all users and staff of the ministry of which I am in charge and involved in the management of human resources, to make good use of the manual, for greater transparency, diligence and efficiency.

Elaborated in collaboration with human resources management actors and with the technical support of MINFOPRA experts, this Procedures Manual for the Management of Human Resources is the culmination of a process initiated at the Ministry of Public Health in 2018.

We would like to thank all stakeholders for their contributions and multi-faceted support in developing and adopting this Procedures Manual for the Management of Human Resources.

The Minister of Public Health

Dr MANAOUDA Malachie

## **DEFINITION OF KEY TERMS**

Direct ascendant	Father and mother
Salary card-index updating	Permanent process to regularize the financial situation of State agents in the salary card index.
Advancement in incremen- tal position	Promotion to a higher position of a State agent who meets all seniority requirements of the previous position
Addendum to a contract	Modification of a contract due to a new event in the administrative situation of a State agent covered by the Labour Code
Beneficiary	A person who has a right due to his relationship with the author deceased in retirement.
Rightful claimant	a person who has a right due to his relationship with the employee who died in active service.
Bonus in incremental posi- tion	Bonus of one (01) or two (02) incremental po- sition(s) (according to the category) to a State agent after obtaining a new title, a new qualifi- cation or a new reward.
Statement of amounts owed	Document that summarizes the financial situa- tion a State employee at a given time of his/ her career. The situation may constitute a debt or a claim.
Death benefits	Monetary allowance granted in a single pay- ment, regardless of the time or place.
Quintupled death benefits	Monetary allowance granted to the rightful claimants of a deceased civil servant after pro- fessional accident attributable or occurred be- cause or during a service.
Administrative certificate	Document that regularizes the financial situa- tion of a State agent who has been dismissed.

Composition of file	Constitutive documents of the file, essential to start the procedure. They shall be listed out completely. For example: copies of birth certi- ficate and diplomas to be compiled for the ab- sorption procedure.
Requirements to be met by the beneficiary	Requirements to be met by the applicant to benefit from a given service or for the proce- dure to be launched. They can derive from re- ference texts or from practice. A file that does not meet these requirements may be rejected. Example: be aged above 17 and less than 35 years old to be absorbed in Public Service.
Overall processing time or deadline	Time taken to process the whole procedure, from the launching to availability of the instru- ment or service to the beneficiary.
Secondment	Position of civil servant temporarily placed away from his work station to serve with a pu- blic institution, constitutional institution or in- ternational organization.
Benefits	Elements constituting the salary of a State agent.
Deductions	Taxes imposed to the salary of a State agent.
Salary card-index	Database with all information on the payroll of the State personnel.
User's guide	Document in which a certain number of infor- mation useful for the user to receive a service or a benefit are recorded. It is also a collection of essential procedures of an administration and consists only of the cover pages of the Procedures Manual.
Initiator of the procedure	Natural or legal person who initiates the pro- cess of issuing the benefit or instrument ex- pected of the user. Examples : The person concerned, Administration.

Diagramme	Scheme or graphic picture of a sequence of operations which enables to clarify and summarise information.
Authorization	Payment phase.
Procedures Manual: (APM/ HRMPM/TPM. etc.)	A document validated by the competent au- thority, which describes in detail each proce- dure of an organization. It specifically provides a complete list of the instruments, products or services expected of the organization, as well as the modalities and steps necessary to obtain them. Procedures may be related to: Adminis- trative aspects (Administrative Procedures Ma- nual); Human resources management (Human Resources Management Procedures Manual); Technical specifications (Technical Procedures Manual).
Placement on secondment	Situation of a State agent transferred to an Ad- ministration different from his/her own or in a public institution, a constitutional institution or an international organization especially for State agents covered by the Labour Code.
Placement on Reserve	Position of a Civil servant who is being tem- porarily placed outside his/her work station, cease to benefit from the rights to salary, pro- motion and pension during that period.
Pension	Monthly allowance to a State agent who has reached the age-limit in his cadre.
Salary enrolment	Enrolment of a State agent into the salary card-index
Process	
Rationalisation	
Reclassification	When a State agent is awarded a positive change in grade after fulfilling certain conditions (for example, from category B1 to B2, A1 to A2).

Recruitment by qualifica- tions	Integration of a personnel holding a diploma giving access to one of the State Civil Service bodies
Management rule	A defined description of the employment du- ties or constraints leading to the delivery of a document or service. It provides a means of reducing or increasing the impact of risk, and of making rational decisions.
Reinstatement of salary	An action undertaken by a competent autho- rity to restore the salary of a suspended civil servant.
Quality manager	A key actor in the file processing chain, ensu- ring that standards are met and that the service provided to users is of the highest quality.
Reversement	Change of body of a personnel following a change of title, seniority (see procedure for change of body) or the deletion of a category in a civil service body
Precarious Services	Performance of services with a public adminis- tration as a non-civil servant (contractual deci- sion-maker) before integration
Simplification of administra- tive procedures	A series of concrete and pragmatic measures aimed at improving relations between the administration and users. This involves eli- minating documents or procedures that are frequently required and whose relevance is no longer proven after analysis. It also invol- ves harmonising the terms and conditions and deadlines of administrative procedures. It also involves the implementation of e-administra- tion.
Salary	Remuneration of a civil servant
Suspension of salary	An action undertaken by a competent autho- rity which observes an irregularity in the work of a civil servant.
User	A person who uses a public service.

User	A natural or legal person who is in need of the products or services of an organisation. It can also be referred to as customer-citizen. It is about methodical and logical organisation to improve the efficiency or effectiveness of an activity.
Procedure	According to the ISO standard (included in the essential principles and vocabulary), a proce- dure is a detailed method of carrying out an activity or a process. It responds to the fol- lowing questions: who does what, when and how in the organisation.

## **ACRONYMS AND ABBREVIATIONS**

ANH	Attestation of Non-Housing
BAFS	Bureau for the Updating of the Payroll Card-Index
PB	Pensions Bureau
BPABGS	Bureau for Medical, Administrative, Biomedical and Sa- nitation Engineering Personnel
BPI	Nursing Personnel Bureau
BPM	Medical Personnel Bureau
BPMS	Health Technicians Bureau
BR	Petitions Bureau
C/SIGIPES	Unit for the Integrated Management of Personnel and Payroll Database System (SIGIPES Unit)
C/SSPD	Head of the Salaries and Sundry Allowances Service
СВ	Bureau Head
СВР	Head of the Pensions Bureau
CBSPFPD	Head of the Salaries and Sundry Allowances Bureau
FC/MOH	Financial Control to the MOH
ID Card	National Identity Card
HS	Service Head
CSCL	Head of the Mail and Liaison Service
DHR	Department of Human Resources
RDPH	Regional Delegation of Public Health
IGSPL	Inspectorate General of Administrative Services
MINEFOP	Ministry of Employment and Vocational Training
MINFI	Ministry of Finance
MINFOPRA	Ministry of Public Service and Administrative Reform

МОН	Ministry of Public Health
SAO	Reception and Orientation Service
SDACL	Sub-Department of Reception, Mail and Liaison
SDP	Sub-Department of the Personnel
SDSP	Sub-Department of Salaries and Pensions
SG	Secretariat General
SIGIPES	System for the Integrated Management of State Person- nel and Payroll
РМО	Prime Minister's Office
ABGS	Administrative, Biomedical and Sanitation Personnel Service
MHPS	Medical and Health Personnel Service
SR	Head of the Referrals Service

## INTRODUCTION

The Government is committed to a process of modernizing public administration which is based particularly on the rationalization of organic frameworks, the dematerialization of procedures and the decentralization of Human Resources management. With regard to the decentralization of human resources management, thanks to Decree No. 2012/079 of 9 March 2012 on the regime for the devolution of the management of State personnel and payroll, public administrations have benefited from a transfer of skills in terms of career, payroll and personnel management, thus implying the mastery of the related procedures by the officials in charge of processing this type of file.

The transfer of skills thus enshrined shorld be accompanied by a framework for the related procedures. However, it shorld be noted that most of the administrations concerned, such as the Ministry of Public Health, do not have a procedures manual in this area. The consequences of this situation are the incompleteness of the files submitted by users, the slowness and disparities in the processing of files, as well as the deteriorating quality of services provided to users.

Hence the need to develop a procedures manual, a management and framework tool, which summarizes and describes in telegraphic style, the operating methods of activities within an organization, and which serves as a compass for anyone involved in the performance of the variors tasks to which it applies. It defines the triptych: who does what, when and how.

This document moderates the procedures in terms of career management, salaries, training, as well as the modalities for the dematerialization of procedures and the devolution of SIGIPES

### I. Background and rationale

The management of State human resources is the responsibility of the Ministry of Public Service. It is based on a legal system consisting in particular of :

- Law No. 2018/012 of 11 July 2018 relating to fiscal regime of the State and other public entities
- Law No. 92/07 of 14 August 1992 on the labor code;
- Decree No. 78/484 of 9 November 1978 to set the common provisions applicable to State employees covered by the Labor Code;
- Decree No. 94/199 of 7 October 1994 on the general status of the public service, amended and supplemented by Decree No. 2000/287 of 12 October 2000;

- the variors instruments on special status ;

Civil servants are recruited by the Ministry of Public Service and put at the disposal of other administrations.

By Decree No. 2012/079 of 9 March 2012 on the regime for the devolution of the management of State employees and salaries, public administrations have benefited from a transfer of powers in terms of career management, salaries and staff. These powers, in accordance with article 5 of the said decree, relate to:

- i. Acts of promotion: advancement in grade of civil servants and State employees under the Labour code; advancements in class; grade allowances for civil servants and State employees under the Labour code;
- ii. Acts of position: secondment, except civil servants belonging to the general administration corps; end of secondment, except civil servants belonging to the general administration corps; leave of absence, except servants belonging to the general administration corps; end of leave of absence, except civil servants belonging to the general administration corps; extended leave of absence, the except civil servants belonging to the general administration corps; suspension of the effects of the employment contract.
- iii. Acts of Pension: normal retirement of a civil servant; early retirement, after formal opinion from the Minister in charge of public service; old-age pension for State employees under by the Labour code; disability pension for civil servants and state employees under the Labour code; reversionary pension; State employee survivors' pension under the Labour code.
- iv. Other acts of settlement of rights: death benefit; quintupled death benefit, after formal opinion of the Minister in charge of the public service; death benefit with reimbursement of deductions; death allowance; old-age allowance; survivors allowance; reimbursement of pension deductions.

#### v. Disciplinary acts:

- a. Concerning civil servants: written warning; reprimands to be recorded in the file; delay in advancement for a period of one year, after consulting the permanent disciplinary board of the Public Service; downgrading of one or two grades at most; downgrading of class;
- b. Concerning State employees under the Labour code: warning; reprimand; suspension from 01 to 08 days.

vi.Personnel database updating operations: deployment within the same Ministry or attached Services; transfer within the same Ministry or attached Services; appointments.

Within the Ministry of Public Health, human resources management is provided by the Human Resources Department, which comprises forr sub-departments, namely:

- the SIGIPES Project Management Unit;
- the Sub-Department of Personnel;
- the Sub-Department of Human Resources Development;
- the Sub-Department of Salaries and Pensions.

This department handles a large volume of files to be processed in view of the number of personnel of the Ministry of Public Health and the diversity of devolved services and superEndorsesd structures.

Despite the efforts made, the processing of files due to its centralization is marred by many complaints, with the following consequences particularly:

- excessively long processing times;
- lack of mastery of procedures;
- overcrowding of services;
- delays in advancement and financial management;
- the recurrence of fraud;
- Corruption;
- increase in the domestic debt.

In order to tackle these difficulties, with the support of the AFD through the C2D, the MOH initiated in 2011 a movement to rationalize the management of its personnel, which resulted in the general census of health personnel, the drafting of the human resources development plan and a procedures guide for users.

In 2017, with the support of the SPRA/MINFOPRA, a user's guide for the Ministry of Public Health was drawn up which ortlined certain procedures for processing human resources files.

With the commitment of the Ministry of Public Health to the humanization of care for social dustice and the effective implementation of decentralization, it is imperative to accelerate the reform of human resorrce management within the ministry. Therefore, a certain number of challenges must be addressed, notably :

- Control of the workforce;

- Data base/Card-index up-dating;
- Automation of financial management and advancements;
- Dematerialization of procedures;
- Devolvement of human resources management.

These different challenges dustify the development of this procedures manual.

The procedures manual for human resources management of the Ministry of Public Health, a formal framework for codifying the processing of files, is part of a global process which aims to implement a clear human resources management plan and operating procedures, with a view to making the different categories of staff more responsible for the performance of their respective tasks and to increase their level of performance.

## II. Objectives of the manual

#### II.1 General objective

The general objective is to codify and disseminate the human resource management procedures of the MOH, with a view to improving performance and the services provided to users.

### II.2 Specific objectives

These include:

- identifying all the human resources management procedures of the Ministry of Public Health;
- harmonizing and rationalizing the processing of files;
- promoting best practices in human resorrce management.

## III. Methodological note

The work methodology relating to the development of this manual focused arornd the identification of the stakeholders and the instruments in force in the field of human resources management, the definition and validation of the procedures. The process required the organization of technical working sessions and workshops.

### III.1 Identification of stakeholders

It consisted of identifying the administrations involved in human resources management procedures. They are:

#### - THE PRIME MINISTER'S OFFICE Administrative and Regulatory Affairs Division.

#### - MINFOPRA :

- Permanent Secretariat for Administrative Reform;
- Department of Career Management;
- Department of State Human Resources Development;
- Division of Regulations, Forecast and Staff Control.
- MINFI :
  - Department of Personnel Expenditure and Pensions;
  - Financial control to the MOH;
  - Specialized Treasury office to the MOH.
- MINEFOP
- MINTSS
- MOH :
  - Secretariat General;
  - Department of Human Resources;
  - Legal Affairs and Litigation Division;
  - Sub-Department of Reception, Mail and Liaison;
  - Communication Unit;
  - IT Unit;
  - Translation Unit.
  - Follow-up Unit.

#### III.2 Identification of regulatory instruments

This includes listing the variors regulatory instruments applicable in this area. The following three (03) are the most common:

- Law No. 69/LF/18 of 10 November 1969 establishing an old-age, disability and death pension insurance scheme;
- Law No. 77-11 of 13 July 1977 on compensation and prevention of work activities and occupational diseases;
- Law No. 92/007 of 14 August 1992 on the Labour Code;

- Law No. 2018/012 of 11 July 2018 relating to fiscal regime of the State and other public entities;
- Decree No. 2001 on the special status of civil servants in the health corps;
- Decree No
- . 74/759 of 26 August 1974, to organize the civil pension system;
- Decree 77/41 of 03 February 1977 setting the powers and organization of financial controls, amended and supplemented by Decree No. 2013/066 of 28 February 2013;
- Decree No. 78/484 of 09 November 1978 to lay down common provisions applicable to State employees under the Labor Code;
- Decree No. 94/199 of 07 October 1994 on the General Status of the Public Service of the State amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2020/375 of 07 July 2020 on the General Regulations of Public Accornting;
- Decree No. 2020/7951/PM of 30 December 2020 to harmonize the retirement age of State employees under the Labor Code;
- Decree No. 2000/692/PM of 13 September 2000 to lay down the procedures for exercising the civil servant's right to health;
- Decree No. 2012/079 of 09 March 2012 on the regime for the devolution of the management of State personnel and salaries;
- Order No. 236/CAB/PR of 09 November 1978 to set the procedure for granting civil and military pensions, life annuities, death benefits and death allowance;
- Circular Letter No. 004/AB/PR of 20 August 1991 relating to official endorsement.
- Instruction No. 003/CAB/PM of 24 January 2001 relating to the rationalization of deadlines and procedures for processing files in public services;
- The provisions of the Circular letter on the execution of the State budget and public entities for the financial year;

#### III.3 Categorization of procedures

It consisted of an exhaustive inventory of human resources management procedures, notably:

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Procedure	No. 01/DHR:	Recruitment based on qualification	42
Procedure	No. 02/DHR:	Advancement in incremental position for civil servants	46
Procedure	No. 03/DHR:	Advancement in incremental position for staff covered by the Labour Code	47
Procedure	No. 04/DHR:	Increment bonus for a category A civil servant	49
Procedure	No. 05/DHR:	Increment bonus following a reward	51
Procedure	No. 06/DHR:	Increment bonus of a civil servant of category B, C or D	52
Procedure	No. 07/DHR:	Increment bonus for staff covered by the Labour Code	54
Procedure	No. 08/DHR:	Advancement in class for a category A civil servant	56
Procedure	No. 09/DHR:	Advancement in class for category B, C or D civil servants	57
Procedure	No. 10/DHR:	Reclassification of a category A civil servant based on qualification	58
Procedure	No. 11/DHR:	Reclassification of a category A civil servant following a competitive entrance examination	60
Procedure	No. 12/DHR:	Reclassification of a category A civil servant based on qualification	61
Procedure	No. 13/DHR:	Reclassification of a category A category B1 civil servant following a competitive entrance examination	62
Procedure	No. 14/DHR:	Reclassification of a State employee covered by the Labour Code	63
Procedure	No. 15/DHR:	Advancement in grade	65
Procedure	No. 16/DHR:	Return to the service of origin	67
Procedure	No. 17/DHR:	Addendum to the work contract (change in name, date of birth, etc.)	69
Procedure	No. 18/DHR:	Administrative leave of a civil servant	72
Procedure	No. 19/DHR:	Annual or biennial leave of State employees covered by the Labour Code	73
Procedure	No. 20/DHR:	Notification of leave for a State employee	74
Procedure	No. 21/DHR:	Sick leave	76
Procedure	No. 22/DHR:	Maternity leave	78
Procedure	No. 23/DHR:	Placement of a civil servant on reserve	79
Procedure	No. 24/DHR:	Placement of a civil servant on secondment	81
Procedure	No. 25/DHR:	End of secondment of a civil servant	82

PROCED	URES FOR C	AREER MANAGEMENT	
Procedure	No. 26/DHR:	Suspension of the effects of the contract	83
Procedure	No. 27/DHR:	Authorization of absence	85
Procedure	No. 28/DHR:	Assumption/Resumption of duty of a State employee	87
Procedure	No. 29/DHR:	Transfer of a contract worker of the State to a Public Establishment, a constitutional institution or a Regional and Local Authority.	89
Procedure	No. 30/DHR:	Transfer for health reasons	81
Procedure	No. 31/DHR:	Transfer for family reunion	93
Procedure	No. 32/DHR:	Posting following return from study leave	95
Procedure	No. 33/DHR:	Written warning to a civil servant of the central level	98
Procedure	No. 34/DHR:	Written warning to a civil servant of the central level covered by the Labour Code	99
Procedure	No. 35/DHR:	Reprimand of a civil servant of the central level to be recorded in the file	100
Procedure	No. 36/DHR:	Reprimand of a State employee covered by the Labour Code from the central level to be recorded in the file	101
Procedure	No. 37/DHR:	Authorisation to sit for a competitive examination	104
Procedure	No. 38/DHR:	Placement on internship	106
Procedure	No. 39/DHR:	Authorisation to sit for a competitive examination	108
Procedure	No. 40/DHR:	Modification/Amendments of internship period	110
Procedure	No. 41/DHR:	End of the internship period	112
Procedure	No. 42/DHR:	Cancellation of the internship	114
Procedure	No. 43/DHR:	Authentication of titles and certificates	118
Procedure	No. 44/DHR:	Granting of training scholarships	119
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# SECTION I : PROCEDURES FOR CAREER MANAGEMENT

PROCEDURES FOR CAREER MANAGEMENT					
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# Chapter 1: Recruitment of civil servants

### I.1.1 Recruitment based on qualification

### PROCEDURE NO. 01/DHR : RECRUITMENT BASED ON QUALIFICATION

# **NATURE OF THE INSTRUMENT / DOCUMENT / SERVICE :** Transmission slip for the documents addressed to the Minister of Public Service and Administrative Reform.

**INITIATOR OF THE PROCESS :** Person concerned.

WHERE TO DEPOSIT THE FILE : Reception and Orientation Service.

### **STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT :** Office of the competent personnel.

### **REFERENCE INSTRUMENTS :**

- Decree No. 94/199 of 07 October 1994 on the General Status of the Public Service as amended and supplemented by Decree No.2000/287 of 12 October 2000;
- Decree No.2001/145 du 03 July 2001 on the Special Status of civil servants in the health corps;
- Decree No. 2012/079 of 09 March 2012 to lay down the regulations governing the devolution of the management of State personnel and salaries;
- Decree No.2013/093 of 03 April 2013 to organize the Ministry of Public Health;

### **REQUIREMENTS**:

- Be on duty at the MOH ;
- Be holder of a qualification (diploma) giving access to a speciality of the health corps;
- Be a Cameroonian by nationality;
- Be seventeen (17) years of age at least and thirty-five (35) years at most;
- Be physically fit to assume the required position;
- Having never been convicted of any of the offences listed in Article 13 of the General Rules and Regulations of the Public Service.

### **COMPOSITION OF THE FILE :**

- Stamped application addressed to MINFOPRA c/o MOH ;
- Certified true copy of the academic and professional diplomas;
- Attestation of presentation of original of the required certificates;

- Certified copy of birth certificate;
- Curriculum vitae;
- Certificate of non-conviction (Report No. 3);
- Two information sheets;
- Ten-year commitment;
- Medical certificate;
- Attestation of registration to the National Order;
- Copy of marriage certificate (if applicable);
- Certificate of individuality (if applicable);
- Certificate of nationality;
- Decision or instrument launching of the competitive examination;
- Press release publishing the results of the competitive examination;
- Minutes of publication.

### SIGNATORY OF THE INSTRUMENT/DOCUMENT : The Minister

DEADLINE : 12 days.

**DISSEMINATION MODE :** Notification and withdrawal at SDACL or at the RDPH. **AUTHORITY IN CHARGE OF COMPLIANCE :** Head of the Referral Service at the MOH.

## Chapter 2 : Promotion Instrument

### I.2.1 Advancement in incremental position for civil servants

# PROCEDURE NO. 02/DHR : ADVANCEMENT IN INCREMENTAL POSITION FOR CIVIL SERVANTS

### **NAME OF THE INSTRUMENT/DOCUMENT/SERVICE** : Decree laying down an advancement in grade.

#### **INITIATOR OF THE PROCEDURE** : Administration.

#### **PLACE TO SUBMIT THE FILE** : None<sup>1</sup>

### **STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT** : Bureau in charge.

#### **REFERENCE INSTRUMENTS:**

- Decree No. 94/199 of 07 October 1994 on the General Status of the Public Service as amended and supplemented by Decree No.2000/287 of 12 October 2000;
- Decree No. 2012/079 of 09 March 2012 to lay down the regulations governing the devolution of the management of State personnel and salaries;
- Decree No.2013/093 of 03 April 2013 to organize the Ministry of Public Health;

### **REQUIREMENTS** :

- Be a civil servant ;
- Have two years of seniority.

### **COMPOSITION OF THE FILE :**

- Last advancement ;

### **SIGNATORY OF THE INSTRUMENT/DOCUMENT :** The Minister.

### **DEADLINES** : Twelve (12) days.

**DISSEMINATION MODE :** Notification and withdrawal at SDACL or at the Regional Delegation of Public Health.

### **AUTHORITY IN CHARGE OF COMPLIANCE :**

- Inspector General of Administrative Service;
- Head of the Referral Service at the MOH.

### 1 Automation of career files

# *I.2.2 Advancement in incremental position for staff covered by the Labour Code*

### PROCEDURE NO. 03/DHR : ADVANCEMENT IN INCREMENTAL POSITION FOR STAFF COVERED BY THE LABOUR CODE

# **NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE :** Order to grant advancement in incremental position for staff covered by the Labour Code.

**INITIATOR OF THE PROCEDURE :** Administration.

### **PLACE TO SUBMIT THE FILE :** None<sup>2</sup>.

### **STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT :** Bureau in charge.

### **REFERENCE INSTRUMENTS :**

- Law No.92/007 of 14 August 1992 on the Labour Code;
- Law No. 2018/012 of 11 July 2018 relating to fiscal regime of the State and other public entities;
- Decree No. 78/484 of 9 November 1978 to lay down common provisions applicable to State employees covered by the Labour Code as amended and supplemented by Decree No.82/100 of 3 March 1982;
- Decree No.94/199 of 7 October 1994 on the General Status of the Public Service as amended and supplemented by Decree No.2000/287 of 12 October 2000;
- Decree No.2000/692/PM of 13 September 2000 to lay down the procedures for exercising the civil servant's right to health;
- Decree No.2012/079 of 9 March 2012 to lay down the regulations governing the devolution of the management of State personnel and salaries;
- Decree 2013/093 of 3 April 2013 to organise the Ministry of Public Health;

### **REQUIREMENTS :**

- Be a staff covered by the Labour Code;
- Have two (2) years of seniority in the previous incremental position.

<sup>2</sup> Automation of career acts

### **COMPOSITION OF THE FILE :**

- None.

### **SIGNATORY OF THE INSTRUMENT/DOCUMENT :** The Minister.

**DEADLINES :** twelve (12) days.

**DISSEMINATION MODE :** Notification and withdrawal at SDACL or at the Regional Delegation of Public Health.

- Inspector General of Administrative Services;
- Unit for the Coordination of Structures in charge of career management;
- Head of the Referrals Service at the MOH.

### I.2.3 Bonuses for civil servants

### I.2.3.1 Civil servants of category A

### PROCEDURE NO. 04/DHR : INCREMENT BONUS FOR A CATEGORY A CIVIL SERVANT

### **NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE :** Order to grant increment bonus to a category A civil servant.

**INITIATOR OF THE PROCEDURE :** State employee.

#### PLACE TO SUBMIT THE FILE : SDACL or RDPH.

### **STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT :** Bureau in charge.

### **REFERENCE INSTRUMENTS :**

- Decree No.94/199 of 7 October 1994 on the General Status of the Public Service as amended and supplemented by Decree No.2000/287 of 12 October 2000;
- Decree No.2000/692/PM of 13 September 2000 to lay down the procedures for exercising the civil servant's right to health;
- Decree No.2012/079 of 9 March 2012 to lay down the regulations governing the devolution of the management of State personnel and salaries;
- Decree 2013/093 of 3 April 2013 to organise the Ministry of Public Health;

### **REQUIREMENTS:**

- Be a civil servant;
- Have completed at least a two-year specialized course in his/her field of activity;
- Have received a reward entitling to increment bonus (official testimony of satisfaction, honour roll, certificate of excellence).

### **COMPOSITION OF THE FILE :**

- An application stamped at the current rate addressed to MOH;
- Absorption instrument (decree/Order);
- True certified copy of the last advancement in incremental position;
- Copy of the authorization to sit for the competitive entrance examination;
- Order to grant study leave;
- End of study leave instrument;
- Order to grant an extension of the study leave (where necessary);

- Notice to launch the competitive entrance examination;
- Press release publishing the names of successful candidates (results of the competitive entrance examination);
- Report on the graduation (successful candidates);
- Copy of the professional certificate;
- Attestation of presentation of the original copies of the certificates;
- Attestation of effective presence at the duty post;
- Document attesting to the authenticity of the certificate.

#### **SIGNATORY OF THE INSTRUMENT/DOCUMENT :** The Minister.

**DEADLINES :** Thirty (30) days.

**DISSEMINATION MODE :** Notification and withdrawal at SDACL or at the Regional Delegation of Public Health.

- Inspector General of Administrative Services (IGAS);
- Unit for the Coordination of Structures in charge of career management;
- Head of the Referrals Service of the MOH.

### PROCEDURE NO. 05/DHR : INCREMENT BONUS FOLLOWING A REWARD

### **NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE :** Order to grant increment bonus following a reward.

#### **INITIATOR OF THE PROCEDURE :** Administration.

#### PLACE TO SUBMIT THE FILE : SDACL or RDPH.

### **STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT :** Bureau in charge.

#### **REFERENCE INSTRUMENTS:**

- Decree No.94/199 of 7 October 1994 on the General Status of the Public Service as amended and supplemented by Decree No.2000/287 of 12 October 2000;
- Decree No.2000/692/PM of 13 September 2000 to lay down the procedures for exercising the civil servant's right to health;
- Decree No.2012/079 of 9 March 2012 to lay down the regulations governing the devolution of the management of State personnel and salaries;
- Letter granting a reward to a civil servant (official testimony of satisfaction, honour roll, certificate of excellence);

### **REQUIREMENTS :**

- Be a civil servant;
- Have received a reward entitling to increment bonus (official testimony of satisfaction, honour roll, certificate of excellence).

### **COMPOSITION OF THE FILE :**

- An application stamped at the current rate addressed to MOH;
- Absorption instrument (decree/Order);
- Last advancement in incremental position of the beneficiary.

### SIGNATORY OF THE INSTRUMENT/DOCUMENT : The Minister.

### **DEADLINES :** Thirty (30) days.

**DISSEMINATION MODE :** Notification and withdrawal at SDACL or at the Regional Delegation of Public Health.

- Inspector General of Administrative Services;
- Head of the Referrals Service of the MOH.

### PROCEDURE NO. 06/DHR : INCREMENT BONUS OF A CIVIL SERVANT OF CATEGORY B, C OR D

### **NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE :** Order to grant increment bonus to a civil servant of Category B, C or D.

**INITIATOR OF THE PROCEDURE :** State employee.

#### PLACE TO SUBMIT THE FILE : SDACL or RDPH.

### **STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT :** Bureau in charge.

### **REFERENCE INSTRUMENTS:**

- Decree No.94/199 of 7 October 1994 on the General Status of the Public Service as amended and supplemented by Decree No.2000/287 of 12 October 2000;
- Decree No.2000/692/PM of 13 September 2000 to lay down the procedures for exercising the civil servant's right to health;
- Decree No.2012/079 of 9 March 2012 to lay down the regulations governing the devolution of the management of State personnel and salaries;
- Decree 2013/093 of 3 April 2013 to organise the Ministry of Public Health;

### **REQUIREMENTS:**

- Be a civil servant;
- Have completed at least a two-year (2) specialized course in his/her field of activity.

### **COMPOSITION OF THE FILE :**

- Stamped application addressed to the MOH;
- Absorption instrument (Order);
- True certified copy of the last advancement in incremental position;
- Copy of the authorization to sit for the competitive entrance examination;
- Order to grant study leave;
- End of study leave instrument;
- Order to grant an extension of the study leave (where necessary)
- Notice to launch the competitive entrance examination;
- Press release publishing the names of successful candidates (results of the competitive entrance examination);
- Copy of the professional certificate;

- Attestation of presentation of the original copies of the certificates;
- Attestation of effective presence at the duty post.

### **SIGNATORY OF THE INSTRUMENT/DOCUMENT :** The Minister.

### **DEADLINES : Fifty** (15) days.

**DISSEMINATION MODE :** Notification and withdrawal at SDACL or at the Regional Delegation of Public Health.

- Inspector General of Administrative Services;
- Unit for the Coordination of Structures in charge of career management;
- Head of the Referrals Service of the MOH.

### *I.2.4 Increment bonus for staff covered by the Labour Code*

### PROCEDURE NO. 07/DHR : INCREMENT BONUS FOR STAFF COVERED BY THE LABOUR CODE

### **NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE :** Order to grant increment bonus to a personnel covered by the Labour Code.

**INITIATOR OF THE PROCEDURE :** State employee.

#### **PLACE TO SUBMIT THE FILE :** SDACL or RDPH.

### **STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT :** Bureau in charge.

#### **REFERENCE INSTRUMENTS:**

- Law No.92/007 of14 August1992 on the Labour Code;
- Law No. 2018/012 of 11 July 2018 relating to fiscal regime of the State and other public entities;
- Decree No. 78/484 of 9 November 1978 to lay down common provisions applicable to State employees covered by the Labour Code as amended and supplemented by Decree No.82-100 of 3 March 1982;
- Decree No.94/199 of 7 October 1994 on the General Status of the Public Service as amended and supplemented by Decree No.2000/287 of 12 October 2000;
- Decree No.2000/692/PM of 13 September 2000 to lay down the procedures for exercising the civil servant's right to health;
- Decree No.2012/079 of 9 March 2012 to lay down the regulations governing the devolution of the management of State personnel and salaries;
- Decree 2013/093 of 3 April 2013 to organise the Ministry of Public Health;

#### **REQUIREMENTS:**

- Be a staff covered by the Labour Code;
- Have two years of seniority in the previous incremental position.

### **COMPOSITION OF THE FILE :**

- Stamped application addressed to the MOH;
- True certified copy of the last advancement in incremental position.

### SIGNATORY OF THE INSTRUMENT/DOCUMENT : The Minister.

**DEADLINES :** Thirty-five (35) days.

**DISSEMINATION MODE :** Notification and withdrawal at SDACL or at the Regional Delegation of Public Health.

- Inspector General of Administrative Services;
- Unit for the Coordination of Structures in charge of career management;
- Head of the Referrals Service of the MOH.

### I.2.5 Advancement in class for a civil servant

### I.2.5.1 Category A civil servant

### PROCEDURE NO. 08/DHR : ADVANCEMENT IN CLASS FOR A CATEGORY A CIVIL SERVANT

### NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE : Order

to grant advancement in class of a Category A civil servant.

**INITIATOR OF THE PROCEDURE :** State employee.

PLACE TO SUBMIT THE FILE : See online platform for career instruments.

**STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT :** Bureau in charge.

### **REFERENCE INSTRUMENTS :**

- Decree No.94/199 of 7 October 1994 on the General Status of the Public Service as amended and supplemented by Decree No.2000/287 of 12 October 2000;
- Decree No.2000/692/PM of 13 September 2000 to lay down the procedures for exercising the civil servant's right to health;
- Decree No.2012/079 of 9 March 2012 to lay down the regulations governing the devolution of the management of State personnel and salaries;
- Decree 2013/093 of 3 April 2013 to organise the Ministry of Public Health;

### **REQUIREMENTS** :

- Be a civil servant;
- Have a two-year (2) seniority in the last incremental position of the previous class.

### **COMPOSITION OF THE FILE :**

- Certified true copy of the last advancement in class or incremental position;
- Attestation of effective presence at the duty post.

### SIGNATORY OF THE INSTRUMENT/DOCUMENT : The Minister.

**DEADLINES :** Thirty-five (35) days.

**DISSEMINATION MODE :** Notification and withdrawal at SDACL or at the Regional Delegation of Public Health.

- Inspector General of Administrative Services;
- Unit for the Coordination of Structures in charge of career management;
- Head of the Referrals Service of the MOH.

### I.2.5.2 Category B, C or D civil servants

### PROCEDURE NO. 09/DHR : ADVANCEMENT IN CLASS FOR CATEGORY B, C OR D CIVIL SERVANTS

**NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE :** Order to grant advancement in class to a civil servant of Category B, C or D.

**INITIATOR OF THE PROCEDURE :** State employee.

PLACE TO SUBMIT THE FILE : See online platform for career instruments.

### **STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT :** Bureau in charge.

### **REFERENCE INSTRUMENTS :**

- Decree No.94/199 of 7 October 1994 on the General Status of the Public Service as amended and supplemented by Decree No.2000/287 of 12 October 2000;
- Decree No.2000/692/PM of 13 September 2000 to lay down the procedures for exercising the civil servant's right to health;
- Decree No.2012/079 of 9 March 2012 to lay down the regulations governing the devolution of the management of State personnel and salaries;
- Decree 2013/093 of 3 April 2013 to organise the Ministry of Public Health;

### **REQUIREMENTS:**

- Be a civil servant;
- Have a two-year (2) seniority in the last incremental position of the class.

### **COMPOSITION OF THE FILE :**

- Last advancement of the previous class;
- Attestation of effective presence at the duty post.

### SIGNATORY OF THE INSTRUMENT/DOCUMENT : The Minister.

**DEADLINES :** Fifty (15) days.

**DISSEMINATION MODE :** Notification and withdrawal at SDACL or at the Regional Delegation of Public Health.

- Inspector General of Administrative Services;
- Unit for the Coordination of Structures in charge of career management;
- Head of the Referrals Service of the MOH.

### I.2.6 Reclassification of a category A civil servant

### I.2.6.1 Category A civil servant

### PROCEDURE NO. 10/DHR : RECLASSIFICATION OF A CATEGORY A CIVIL SERVANT BASED ON QUALIFICATION

### **NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE :** Transmission slip of documents addressed to MINFOPRA.

**INITIATOR OF THE PROCEDURE :** State employee.

PLACE TO SUBMIT THE FILE : Mail and Liaison Service.

### **STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT :** Bureau in charge.

### **REFERENCE INSTRUMENTS:**

- Decree No.94/199 of 7 October 1994 on the General Status of the Public Service as amended and supplemented by Decree No.2000/287 of 12 October 2000;
- Decree No.2012/079 of 9 March 2012 to lay down the regulations governing the devolution of the management of State personnel and salaries;
- Decree 2013/093 of 3 April 2013 to organise the Ministry of Public Health;

### **REQUIREMENTS :**

- Be a category A1 civil servant;
- Have a new professional qualification in his/her field of activity.

### **COMPOSITION OF THE FILE :**

- An application stamped at the current rate addressed to the MOH;
- Absorption instrument (decree/Order);
- Last advancement order;
- Copy of the new certificate obtained;
- Attestation of presentation of the original copies of the certificates;
- Attestation of effective presence at the duty post of less than three (3) months;
- Recent pay slip.

### **SIGNATORY OF THE INSTRUMENT/DOCUMENT :** The Minister.

### **DEADLINES :** Ninety (90) days.

**DISSEMINATION MODE :** Notification and withdrawal at SDACL or at the Regional Delegation of Public Health.

- Inspector General of Administrative Services;
- Unit for the Coordination of Structures in charge of career management;
- Head of the Referrals Service of the MOH.

### PROCEDURE NO. 11/DHR : RECLASSIFICATION OF A CATEGORY A CIVIL SERVANT FOLLOWING A COMPETITIVE ENTRANCE EXAMINATION

### **NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE :** Mail enclosure slip for processing the Decree of transmission to MINFOPRA

### **INITIATOR OF THE PROCEDURE :** State employee.

#### PLACE TO SUBMIT THE FILE : Mail and Liaison Service.

### **STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT :** Bureau in charge.

#### **REFERENCE INSTRUMENTS:**

- Decree No.94/199 of 7 October 1994 on the General Status of the Public Service as amended and supplemented by Decree No.2000/287 of 12 October 2000;
- Decree No.2012/079 of 9 March 2012 to lay down the regulations governing the devolution of the management of State personnel and salaries;
- Decree to appoint the Minister of Public Health;
- Decree 2013/093 of 3 April 2013 to organise the Ministry of Public Health;

### **REQUIREMENTS:**

- Be a category A1 civil servant;
- Have succeeded in the professional entrance examination.

### **COMPOSITION OF THE FILE :**

- None.

### **SIGNATORY OF THE INSTRUMENT/DOCUMENT :** The Minister.

#### **DEADLINES :** Ninety (90) days.

**DISSEMINATION MODE :** Notification and withdrawal at SDACL or at the Regional Delegation of Public Health.

- Inspector General of Administrative Services;
- Unit for the Coordination of Structures in charge of career management;
- Head of the Referrals Service of the MOH.

### I.2.6.2 Category B, C or D civil servants

## PROCEDURE NO. 12/DHR : RECLASSIFICATION OF A CATEGORY A CIVIL SERVANT BASED ON QUALIFICATION

### **NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE :** Mail enclosure slip of the file to MINFOPRA.

**INITIATOR OF THE PROCEDURE :** State employee.

PLACE TO SUBMIT THE FILE : Mail and Liaison Service.

### **STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT :** Bureau in charge.

### **REFERENCE INSTRUMENTS :**

- Decree No.94/199 of 7 October 1994 on the General Status of the Public Service as amended and supplemented by Decree No.2000/287 of 12 October 2000;
- Decree No.2012/079 of 9 March 2012 to lay down the regulations governing the devolution of the management of State personnel and salaries;
- Decree 2013/093 of 3 April 2013 to organise the Ministry of Public Health;

### **REQUIREMENTS :**

- Be a Category B, C or D civil servant;
- Have a new professional qualification in his/her field of activity.

### **COMPOSITION OF THE FILE :**

- An application stamped at the current rate addressed to the MOH;
- Absorption instrument (decree/Order);
- Last advancement order;
- Copy of the new certificate obtained;
- Attestation of presentation of the original certificates;
- Attestation of effective presence at the duty post of less than three (3) months;
- Recent pay slip.

### SIGNATORY OF THE INSTRUMENT/DOCUMENT : MINFOPRA

**DEADLINES :** Ninety (90) days.

**DISSEMINATION MODE :** Notification and withdrawal at SDACL or at the Regional Delegation of Public Health.

- Inspector General of Administrative Services;
- Unit for the Coordination of Structures in charge of career management;
- Head of the Referrals Service of the MOH.

### PROCEDURE NO. 13/DHR : RECLASSIFICATION OF A CATEGORY A CATEGORY B1 CIVIL SERVANT FOLLOWING A COMPETITIVE ENTRANCE EXAMINATION

### **NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE :** Mail enclosure slip of the file to MINFOPRA.

#### **INITIATOR OF THE PROCEDURE :** State employee.

PLACE TO SUBMIT THE FILE : Mail and Liaison Service.

### **STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT :** Bureau in charge.

#### **REFERENCE INSTRUMENTS :**

- Decree No.94/199 of 7 October 1994 on the General Status of the Public Service as amended and supplemented by Decree No.2000/287 of 12 October 2000;
- Decree No.2012/079 of 9 March 2012 to lay down the regulations governing the devolution of the management of State personnel and salaries;
- Decree 2013/093 of 3 April 2013 to organise the Ministry of Public Health;

#### **REQUIREMENTS** :

- Be a category B1 civil servant;
- Have succeeded in the professional entrance examination.

#### **COMPOSITION OF THE FILE :**

None.

#### SIGNATORY OF THE INSTRUMENT/DOCUMENT : MINFOPRA

#### **DEADLINES**: Ninety (90) days.

**DISSEMINATION MODE :** Notification and withdrawal at SDACL or at the Regional Delegation of Public Health.

- Inspector General of Administrative Services;
- Unit for the Coordination of Structures in charge of career management;
- Head of the Referrals Service of the MOH.

# *I.2.7 Reclassification of a State employee covered by the Labour Code*

### PROCEDURE NO. 14/DHR : RECLASSIFICATION OF A STATE EMPLOYEE COVERED BY THE LABOUR CODE

### **NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE :** Mail enclosure slip of the file to MINFOPRA or Decision.

**INITIATOR OF THE PROCEDURE :** State employee.

PLACE TO SUBMIT THE FILE : Mail and Liaison Service.

### **STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT :** Bureau in charge.

### **REFERENCE INSTRUMENTS :**

- Law No.92/007 of14 August1992 on the Labour Code;
- Decree No. 78/484 of 9 November 1978 to lay down common provisions applicable to State employees covered by the Labour Code as amended and supplemented by Decree No.82-100 of 3 March 1982;
- Decree No.94/199 of 7 October 1994 on the General Status of the Public Service as amended and supplemented by Decree No.2000/287 of 12 October 2000;
- Decree No.2000/692/PM of 13 September 2000 to lay down the procedures for exercising the civil servant's right to health;
- Decree No.2012/079 of 9 March 2012 to lay down the regulations governing the devolution of the management of State personnel and salaries;
- Decree 2013/093 of 3 April 2013 to organise the Ministry of Public Health;

### **REQUIREMENTS :**

- Be a State employee covered by the Labour Code;
- Have a new professional qualification in his/her field of activity.

### **COMPOSITION OF THE FILE :**

- An application stamped at the current rate addressed to the MOH;
- Recruitment instrument (Decision or Work contract);
- Last advancement instrument;
- Copy of the recruitment certificate;
- Copy of the new certificate obtained;
- Two information sheets;
- Attestation of presentation of the original copies of the certificates;

- Attestation of effective presence at the duty post of less than three (3) months.

### **SIGNATORY OF THE INSTRUMENT/DOCUMENT :** MINFOPRA/MOH.

**DEADLINES :** twelve (12) days.

**DISSEMINATION MODE :** Notification and withdrawal at SDACL or at the Regional Delegation of Public Health.

- Inspector General of Administrative Services;
- Unit for the Coordination of Structures in charge of career management;
- Head of the Referrals Service of the MOH.

### I.2.8 Advancement in grade

### PROCEDURE NO. 15/DHR : ADVANCEMENT IN GRADE

### **NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE :** Mail enclosure slip for transmission to MINFOPRA.

**INITIATOR OF THE PROCEDURE :** State employee.

PLACE TO SUBMIT THE FILE : Mail and Liaison Service.

### **STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT :** Bureau in charge.

### **REFERENCE INSTRUMENTS :**

- Decree No.94/199 of 7 October 1994 on the General Status of the Public Service as amended and supplemented by Decree No.2000/287 of 12 October 2000;
- Decree No.2000/692/PM of 13 September 2000 to lay down the procedures for exercising the civil servant's right to health;
- Decree No.2012/079 of 9 March 2012 to lay down the regulations governing the devolution of the management of State personnel and salaries;
- Decree 2013/093 of 3 April 2013 to organise the Ministry of Public Health;

### **REQUIREMENTS:**

- Be a civil servant;
- Be 40 years old or above;
- Having never advanced in grade;
- Be at the 7th incremental position of the second class of the grade;
- Have two years (2) seniority at the 7th incremental position of the second class of the grade.

### **COMPOSITION OF THE FILE :**

- An application stamped at the current rate addressed to the MOH;
- Absorption instrument (Decree or Order);
- True certified copy of the last advancement;
- Reclassification instrument (where necessary);
- Attestation of effective presence at the duty post.

### SIGNATORY OF THE INSTRUMENT/DOCUMENT : MINFOPRA.

### **DEADLINES :** twelve (12) days.

**DISSEMINATION MODE :** Notification and withdrawal at SDACL or at the Regional Delegation of Public Health.

- Inspector General of Administrative Services;
- Unit for the Coordination of Structures in charge of career management;
- Head of the Referrals Service of the MOH.

### I.2.9 Return to the service of origin

### PROCEDURE NO. 16/DHR : RETURN TO THE SERVICE OF ORIGIN

### **NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE :** Mail enclosure slip for transmission to MINFOPRA.

**INITIATOR OF THE PROCEDURE :** State employee.

PLACE TO SUBMIT THE FILE : Mail and Liaison Service.

### **STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT :** Bureau in charge.

### **REFERENCE INSTRUMENTS :**

- Decree No.94/199 of 7 October 1994 on the General Status of the Public Service as amended and supplemented by Decree No.2000/287 of 12 October 2000;
- Decree No.2000/692/PM of 13 September 2000 to lay down the procedures for exercising the civil servant's right to health;
- Decree No.2012/079 of 9 March 2012 to lay down the regulations governing the devolution of the management of State personnel and salaries;
- Decree 2013/093 of 3 April 2013 to organise the Ministry of Public Health;

### **REQUIREMENTS :**

- Be a civil servant;
- Be 40 years old or above;
- Having never advanced in grade;
- Have two years (2 seniority at the 7th incremental position of the second class of the grade.

### **COMPOSITION OF THE FILE :**

- Stamped application addressed to the MINFOPRA S/C MOH;
- Absorption instrument;
- True certified copy of the last advancement in incremental position;
- Reclassification instrument (where necessary);
- Attestation of effective presence at the duty post;
- Professional mark sheet of the last year of promotion and the following year;

### SIGNATORY OF THE INSTRUMENT/DOCUMENT : MINFOPRA.

**DEADLINES :** twelve (12) days.

**DISSEMINATION MODE :** Notification and withdrawal at SDACL or at the Regional Delegation of Public Health.

- Inspector General of Administrative Services (IGAS);
- Unit for the Coordination of Structures in charge of career management;
- Head of the Referrals Service of the MOH.

### I.2.10 Addendum to the work contract

### PROCEDURE NO. 17/DHR : ADDENDUM TO THE WORK CONTRACT (CHANGE IN NAME, DATE OF BIRTH, ETC.)

### **NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE :** Mail enclosure slip for transmission to MINFOPRA.

**INITIATOR OF THE PROCEDURE :** Person concerned.

PLACE TO SUBMIT THE FILE : Mail and Liaison Service.

### **STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT :** Bureau in charge.

### **REFERENCE INSTRUMENTS :**

- Law No.92/007 of14 August1992 on the Labour Code;
- Law No. 2018/012 of 11 July 2018 relating to fiscal regime of the State and other public entities;
- Decree No. 78/484 of 9 November 1978 to lay down common provisions applicable to State employees covered by the Labour Code as amended and supplemented by Decree No.82-100 of 3 March 1982;
- Decree No.2000/692/PM of 13 September 2000 to lay down the procedures for exercising the civil servant's right to health;
- Decree No.2012/079 of 9 March 2012 to lay down the regulations governing the devolution of the management of State personnel and salaries;
- Decree 2013/093 of 3 April 2013 to organise the Ministry of Public Health;

### **REQUIREMENTS :**

- Be a contract worker;
- Have a new professional qualification in his/her field of activity.

### **COMPOSITION OF THE FILE :**

- A stamped application addressed to the MINFOPRA c/o the MOH;
- Recruitment Decision;
- Last advancement instrument;
- Copy of the recruitment certificate;
- Copy of the new certificate obtained;
- Two information sheets;
- Recent pay slip;
- Attestation of presentation of the original copies of the certificates;
- Attestation of effective presence at the duty post.

### SIGNATORY OF THE INSTRUMENT/DOCUMENT : MINFOPRA.

**DEADLINES :** twelve (12) days.

**DISSEMINATION MODE :** Notification and withdrawal at SDACL or at the Regional Delegation of Public Health.**AUTHORITY IN CHARGE OF COMPLIANCE :** 

- Inspector General of Administrative Services;
- Unit for the Coordination of Structures in charge of career management;
- Head of the Referrals Service of the MOH.

# Chapter 3 : Position instrument

### I.3.1 Administrative leave of a civil servant

### PROCEDURE NO. 18/DHR : ADMINISTRATIVE LEAVE OF A CIVIL SERVANT

**NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE :** certificate of administrative annual leave for some civil servants working at the MOH and planning of leave.

**INITIATOR OF THE PROCEDURE :** Administration.

**PLACE TO SUBMIT THE FILE :** None.

**STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT :** Bureau in charge.

#### **REFERENCE INSTRUMENTS:**

- Law No.92/007 of14 August1992 on the Labour Code;
- Decree No. 78/484 of 9 November 1978 to lay down common provisions applicable to State employees covered by the Labour Code as amended and supplemented by Decree No.82-100 of 3 March 1982;
- Decree No.94/199 of 7 October 1994 on the General Status of the Public Service as amended and supplemented by Decree No.2000/287 of 12 October 2000;
- Decree No.2000/689/PM of 13 September 2000 to fix the scheme for the administrative annual leave of civil servants.
- Decree No.2012/079 of 9 March 2012 to lay down the regulations governing the devolution of the management of State personnel and Salaries.
- Decree 2013/093 of 3 April 2013 to organise the Ministry of Public Health;

### **REQUIREMENTS:**

- Be a civil servant;
- Having worked effectively for at least one year.

### **COMPOSITION OF THE FILE :**

- None.

**SIGNATORY OF THE INSTRUMENT/DOCUMENT :** The Minister.

**DEADLINES :** twelve (12) days.

**DISSEMINATION MODE :** Notification and withdrawal at SDACL or at the Regional Delegation of Public Health.

- Inspector General of Administrative Services;
- Head of the Referrals Service of the MOH.

# *I.3.2 Annual or biennial leave of State employees covered by the Labour Code*

### PROCEDURE NO. 19/DHR : ANNUAL OR BIENNIAL LEAVE OF STATE EMPLOYEES COVERED BY THE LABOUR CODE

# **NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE :** Decision or addendum authorizing annual leave for some State employees of the MOH covered by the Labour Code.

**INITIATOR OF THE PROCEDURE :** Administration.

#### **PLACE TO SUBMIT THE FILE :** None.

## **STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT :** Bureau in charge.

#### **REFERENCE INSTRUMENTS :**

- Law No.92/007 of14 August1992 on the Labour Code;
- Decree No. 78/484 of 9 November 1978 to lay down common provisions applicable to State employees covered by the Labour Code as amended and supplemented by Decree No.82-100 of 3 March 1982;
- Decree No.2000/689/PM of 13 September 2000 to fix the scheme for the administrative annual leave of civil servants.
- Decree No.2012/079 of 9 March 2012 to lay down the regulations governing the devolution of the management of State personnel and salaries;
- Decree 2013/093 of 3 April 2013 to organise the Ministry of Public

#### **REQUIREMENTS :**

- Be a State employee covered by the Labour Code;
- Having worked effectively for at least one or two years.

#### **COMPOSITION OF THE FILE :**

- None.

#### **SIGNATORY OF THE INSTRUMENT/DOCUMENT :** The Minister.

**DEADLINES :** twelve (12) days.

**DISSEMINATION MODE :** Notification and withdrawal at SDACL or at the Regional Delegation of Public Health.

- Inspector General of Administrative Services;
- Head of the Referrals Service of the MOH.

### *I.3.3 Notification of leave for a State employee*

#### PROCEDURE NO. 20/DHR : NOTIFICATION OF LEAVE FOR A STATE EMPLOYEE

### **NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE :** Leave Decision. **INITIATOR OF THE PROCEDURE :** The person concerned.

#### **PLACE TO SUBMIT THE FILE :** SDACL.

# **STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT :** Bureau in charge.

#### **REFERENCE INSTRUMENTS :**

- Law No.92/007 of14 August1992 on the Labour Code;
- Law No. 2018/012 of 11 July 2018 relating to fiscal regime of the State and other public entities;
- Decree No. 78/484 of 9 November 1978 to lay down common provisions applicable to State employees covered by the Labour Code as amended and supplemented by Decree No.82-100 of 3 March 1982;
- Decree No.2000/689/PM of 13 September 2000 to fix the scheme for the administrative annual leave of civil servants;
- Decree No.94/199 of 7 October 1994 on the General Status of the Public Service
- as amended and supplemented by Decree 2000/287 of 12 October 2000;
- Decree No.2012/079 of 9 March 2012 to lay down the regulations governing the devolution of the management of State personnel and salaries;
- Decree 2013/093 of 3 April 2013 to organise the Ministry of Public Health;

#### **REQUIREMENTS** :

- Be a State employee;
- Having received a Decision authorizing annual leave.

#### **COMPOSITION OF THE FILE :**

- Unstamped application;
- Leave Decision.

#### **SIGNATORY OF THE INSTRUMENT/DOCUMENT :** The Minister.

#### **DEADLINES :** twelve (12) days.

**DISSEMINATION MODE :** Notification and withdrawal at SDACL or at the Regional Delegation of Public Health.

- Inspector General of Administrative Services;
- Unit for the Coordination of Structures in charge of career management;
- Head of the Referrals Service of the MOH.

### I.3.4 Sick leave

### PROCEDURE NO. 21/DHR : SICK LEAVE

### **NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE :** Decision authorizing sick leave for a State employee.

**INITIATOR OF THE PROCEDURE :** The person concerned.

#### **PLACE TO SUBMIT THE FILE :** SDACL.

# **STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT :** Bureau in charge.

#### **REFERENCE INSTRUMENTS**

- Law No.92/007 of 14 August1992 on the Labour Code;
- Decree No. 78/484 of 9 November 1978 to lay down common provisions applicable to State employees covered by the Labour Code as amended and supplemented by Decree No.82-100 of 3 March 1982;
- Decree No.94/199 of 7 October 1994 on the General Status of the Public Service as amended and supplemented by Decree No.2000/287 of 12 October 2000;
- Decree No.2000/692/PM of 13 September 2000 to organise and lay down the functioning of Health Boards;
- Decree No.2000/692/PM of 13 September 2000 to lay down the procedures for exercising the civil servant's right to health;
- Decree No.2012/079 of 9 March 2012 to lay down the regulations governing the devolution of the management of State personnel and salaries;
- Decree 2013/093 of 3 April 2013 to organise the Ministry of Public Health;

#### REQUIREMENTS

- Be a State employee;
- Be suffering from a persistent illness duly diagnosed by a qualified medical practitioner;
- Be unable to perform his/her duties.

#### **COMPOSITION OF THE FILE**

- An application stamped at the current rate addressed to MOH for a ninety-day (90) sick leave or to MINFOPRA s/c MOH asking for a sick leave of more than ninety (90) days;
- Medical certificate issued by the attending physician for sick leave not exceeding ninety (90) days;
- Minutes of the health board having jurisdiction for a ninety-day (90) sick leave maximum.

User's Guide for Compiling Human Resources Working Documents

**SIGNATORY OF THE INSTRUMENT/DOCUMENT :** The MOH for ninety (90) days sick leave or to MINFOPRA for sick leave above 90 days.

**DEADLINES :** 12 (twelve) days.

**DISSEMINATION MODE :** notification and withdrawal at SDACL or at the Regional Delegation of Public Health.

- Inspector General of Administrative Services;
- Unit for the Coordination of Structures in charge of career management;
- Head of the Referrals Service of the MOH.

### I.3.5 Maternity leave

### PROCEDURE NO. 22/DHR : MATERNITY LEAVE

### **NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE :** Decision authorizing Maternity leave.

**INITIATOR OF THE PROCEDURE :** The person concerned.

#### PLACE TO SUBMIT THE FILE : SDACL.

# **STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT :** Bureau in charge.

#### **REFERENCE INSTRUMENTS :**

- Law No.92/007 of 14 August1992 on the Labour Code;
- Law No. 2018/012 of 11 July 2018 relating to fiscal regime of the State and other public entities;
- Decree No. 78/484 of 9 November 1978 to lay down common provisions applicable to State employees covered by the Labour Code as amended and supplemented by Decree No.82-100 of 3 March 1982;
- Decree No.94/199 of 7 October 1994 on the General Status of the Public Service as amended and supplemented by Decree 2000/287 of 12 October 2000;
- Decree No.2012/079 of 9 March 2012 to lay down the regulations governing the devolution of the management of State personnel and salaries;
- Decree 2013/093 of 3 April 2013 to organise the Ministry of Public Health;

#### **REQUIREMENTS:**

- Be a female State employee;
- Be at least six (6) months pregnant.

#### **COMPOSITION OF THE FILE :**

- Certificate attesting to six (6) months pregnancy;
- Stamped application addressed to the Minister.

#### **SIGNATORY OF THE INSTRUMENT/DOCUMENT :** The Minister.

#### **DEADLINES**: 12 days.

**DISSEMINATION MODE :** Notification and withdrawal at SDACL or at the Regional Delegation of Public Health;

- Inspector General of Administrative Services;
- Unit for the Coordination of Structures in charge of career management;
- Head of the Referral Service at the MOH.

### I.3.6 Placement of a civil servant on reserve

#### PROCEDURE NO. 23/DHR : PLACEMENT OF A CIVIL SERVANT ON RESERVE

### **NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE :** Order placing a civil servant on reserve.

**INITIATOR OF THE PROCEDURE :** The person concerned.

**PLACE TO SUBMIT THE FILE :** Reception and Orientation Service.

# **STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT :** Bureau in charge.

#### **REFERENCE INSTRUMENTS :**

- Decree No.94/199 of 7 October 1994 on the General Status of the Public Service as amended and supplemented by Decree No.2000/287 of 12 October 2000;
- Decree No.2000/692/PM of 13 September 2000 to lay down the procedures for exercising the civil servant's right to health;
- Decree to appoint the Minister of Public Health;
- Decree No.2012/079 of 9 March 2012 to lay down the regulations governing the devolution of the management of State personnel and Salaries.

#### **REQUIREMENTS :**

- Be a civil servant except for civil servants in the corps of General Administration and Magistrates;
- Have at least five (5) years of seniority.

#### **COMPOSITION OF THE FILE :**

- A motivated application stamped at the current rate addressed to MOH;
- Recruitment instrument;
- Attestation of effective presence at the duty post;
- Last advancement in incremental position;
- Recent pay slip.

#### **SIGNATORY OF THE INSTRUMENT/DOCUMENT :** The Minister.

**DEADLINES :** twelve (12) days.

**DISSEMINATION MODE :** Notification and withdrawal at SDACL or at the Regional Delegation of Public Health.

- Inspector General of Administrative Services;
- Unit for the Coordination of Structures in charge of career management;
- Head of the Referrals Service of the MOH.

### *I.3.7 Placement of a civil servant on secondment*

#### PROCEDURE NO. 24/DHR : PLACEMENT OF A CIVIL SERVANT ON SECONDMENT

### **NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE :** Order authorizing the placement of a civil servant on secondment

**INITIATOR OF THE PROCEDURE :** The person concerned.

**PLACE TO SUBMIT THE FILE :** Reception and Orientation Service.

### **STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT :** Bureau in charge.

#### **REFERENCE INSTRUMENTS :**

- Decree No.94/199 of 7 October 1994 on the General Status of the Public Service as amended and supplemented by Decree No.2000/287 of 12 October 2000;
- Decree No.2000/692/PM of 13 September 2000 to lay down the procedures for exercising the civil servant's right to health;
- Decree No.2012/079 of 9 March 2012 to lay down the regulations governing the devolution of the management of State personnel and salaries;
- Decree 2013/093 of 3 April 2013 to organise the Ministry of Public Health;

#### **REQUIREMENTS** :

- Be a civil servant except for civil servants in the corps of General Administration and Magistrates;
- Have at least five (5) years of seniority.

#### **COMPOSITION OF THE FILE :**

- An application stamped at the current rate addressed to MOH;
- Recruitment instrument;
- Letter of agreement in principle of the host structure;
- Attestation of effective presence at the duty post (for secondment);
- Last advancement in incremental position.

#### SIGNATORY OF THE INSTRUMENT/DOCUMENT : The Minister.

**DEADLINES :** twelve (12) days.

**DISSEMINATION MODE :** Notification and withdrawal at SDACL or at the Regional Delegation of Public Health.

- Inspector General of Administrative Services (IGAS);
- Unit for the Coordination of Structures in charge of career management;
- Head of the Referrals Service of the MOH

### I.3.8 End of secondment of a civil servant

#### PROCEDURE NO. 25/DHR : END OF SECONDMENT OF A CIVIL SERVANT

### **NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE :** Order on the end of secondment.

**INITIATOR OF THE PROCEDURE :** The person concerned.

PLACE TO SUBMIT THE FILE : Reception and Orientation Service.

# **STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT :** Bureau in charge.

#### **REFERENCE INSTRUMENTS:**

- Decree No. 94/199 of 07 October 1994 on the General Status of the Public Service as amended and supplemented by Decree No.2000/287 of 12 October 2000;
- Decree No.2000/692/PM of 13 September 2000 to lay down the procedures for exercising the civil servant's right to health;
- Decree No.2013/093 of 03 April 2013 to organize the Ministry of Public Health;

#### **REQUIREMENTS** :

- Be on secondment.

#### **COMPOSITION OF THE FILE :**

- Inspector General of Administrative Services (IGAS);
- Unit for the Coordination of Structures in charge of career management;
- Head of the Referrals Service of the MOH.

#### **SIGNATORY OF THE INSTRUMENT/DOCUMENT :** The Minister.

#### **DEADLINES :** twelve (12) days.

**DISSEMINATION MODE :** Notification and withdrawal at SDACL or at the Regional Delegation of Public Health.

- Inspector General of Administrative Services (IGAS);
- Unit for the Coordination of Structures in charge of career management;
- Head of the Referrals Service of the MOH.

### *I.3.9* Suspension of the effects of the contract

### PROCEDURE NO. 26/DHR : SUSPENSION OF THE EFFECTS OF THE CONTRACT

**INITIATOR OF THE PROCEDURE :** The State employee concerned.

PLACE TO SUBMIT THE FILE : Reception and Orientation Service.

# **STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT :** Bureau in charge.

#### **REFERENCE INSTRUMENTS:**

- Law No.92/007 of 14 August 1992 on the Labour Code;
- Law No. 2018/012 of 11 July 2018 relating to fiscal regime of the State and other public entities;
- Decree No. 78/484 of 9 November 1978 to lay down common provisions applicable to State employees covered by the Labour Code as amended and supplemented by Decree No.82-100 of 3 March 1982;
- Decree No.94/199 of 7 October 1994 on the General Status of the Public Service as amended and supplemented by Decree No.2000/287 of 12 October 2000;
- Decree No.2000/692/PM of 13 September 2000 to lay down the procedures for exercising the civil servant's right to health;
- Decree No.2012/079 of 9 March 2012 to lay down the regulations governing the devolution of the management of State personnel and salaries;
- Decree 2013/093 of 3 April 2013 to organise the Ministry of Public Health;

#### **REQUIREMENTS:**

- Be a State employee covered by the Labour Code;
- Have at least five (5) years of seniority.

#### **COMPOSITION OF THE FILE :**

- A motivated application stamped at the current rate addressed to MOH;
- Recruitment instrument;
- Attestation of effective presence at the duty post;
- Last advancement in incremental position.

#### **SIGNATORY OF THE INSTRUMENT/DOCUMENT :** The Minister.

#### **DEADLINES :** twelve (12) days.

**DISSEMINATION MODE :** Notification and withdrawal at SDACL or at the Regional Delegation of Public Health.

- Inspector General of Administrative Services (IGAS);
- Unit for the Coordination of Structures in charge of career management;
- Head of the Referrals Service of the MOH.

### I.3.10 Authorization of absence

### PROCEDUE NO. 27/DHR : AUTHORIZATION OF ABSENCE<sup>3</sup>

## **NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE :** Authorization of absence.

**INITIATOR OF THE PROCEDURE :** The person concerned.

**PLACE TO SUBMIT THE FILE :** Secretariat of the hierarchical superior.

# **STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT :** Bureau in charge.

#### **REFERENCE INSTRUMENTS :**

- Law No.92/007 of 14 August 1992 on the Labour Code;
- Law No. 2018/012 of 11 July 2018 relating to fiscal regime of the State and other public entities;
- Decree No. 78/484 of 9 November 1978 to lay down common provisions applicable to State employees covered by the Labour Code as amended and supplemented by Decree No.82-100 of 3 March 1982;
- Decree No.94/199 of 7 October 1994 on the General Status of the Public Service as amended and supplemented by Decree No.2000/287 of 12 October 2000;
- Decree No.2012/079 of 9 March 2012 to lay down the regulations governing the devolution of the management of State personnel and salaries;
- Decree 2013/093 of 3 April 2013 to organise the Ministry of Public Health;

#### **REQUIREMENTS:**

- Be a State employee;
- Secretariat of the hierarchical superior.

#### **COMPOSITION OF THE FILE :**

- Motivated and unstamped application addressed to the MOH;
- Supporting documents.

#### **SIGNATORY OF THE INSTRUMENT/DOCUMENT :** The Minister.

**DEADLINES :** twelve (12) days.

**DISSEMINATION MODE :** Notification and withdrawal at SDACL or at the Regional Delegation of Public Health.

<sup>3</sup> These procedures include authorizations of absence and special leave for civil servants and State employees covered by the Labour Code

- Inspector General of Administrative Services;
- Unit for the Coordination of Structures in charge of career management;
- Head of the Referrals Service at the MOH.

### I.3.11 Assumption/Resumption of duty of a State employee

#### PROCEDURE NO. 28/DHR : ASSUMPTION/RESUMPTION OF DUTY OF A STATE EMPLOYEE

### **NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE :** Certificate of assumption/resumption of duty.

**INITIATOR OF THE PROCEDURE :** The person concerned.

PLACE TO SUBMIT THE FILE : Reception and Orientation Service.

**STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT :** Bureau in charge.

#### **REFERENCE INSTRUMENTS:**

- Law No.92/007 of 14 August1992 on the Labour Code;
- Law No. 2018/012 of 11 July 2018 relating to fiscal regime of the State and other public entities;
- Decree No. 78/484 of 9 November 1978 to lay down common provisions applicable to State employees covered by the Labour Code as amended and supplemented by Decree No.82-100 of 3 March 1982;
- Decree No.94/199 of 7 October 1994 on the General Status of the Public Service as amended and supplemented by Decree No.2000/287 of 12 October 2000;
- Decree No.2012/079 of 9 March 2012 to lay down the regulations governing the devolution of the management of State personnel and salaries;
- Decree 2013/093 of 3 April 2013 to organise the Ministry of Public Health;
- Decree No.2012/079 of 9 March 2012 to lay down the regulations governing the devolution of the management of State personnel and Salaries.

#### **REQUIREMENTS :**

- Be a State employee;
- Having received an authorization for study leave, placement on reserve, secondment, annual leave, etc.

#### **COMPOSITION OF THE FILE :**

- stamped application at the current rate addressed to the Minister of Public Health;
- Instrument authorizing placement on reserve or posting at the MOH.
- Certificate obtained at the end of the training course (for resumption

of duty following end of study leave);

- Instrument on the end of placement on reserve (for resumption of duty following end of reserve or secondment);
- Certificate of leave (for resumption of duty following return from annual leave);
- Instrument reinstating the State employee who had faced disciplinary sanctions.

#### **SIGNATORY OF THE INSTRUMENT/DOCUMENT :** The Minister.

**DEADLINES :** twelve (12) days.

**DISSEMINATION MODE :** Notification and withdrawal at SDACL or at the Regional Delegation of Public Health.

- Inspector General of Administrative Services;
- Head of the Referral Service at the MOH.

# *I.3.12 Transfer of a contract worker of the State to a Public Establishment, a constitutional institution or a Regional and Local Authority.*

#### PROCEDURE NO. 29/DHR : TRANSFER OF A CONTRACT WORKER OF THE STATE TO A PUBLIC ESTABLISHMENT, A CONSTITUTIONAL INSTITUTION OR A REGIONAL AND LOCAL AUTHORITY.

### **NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE :** Order to post a State employee.

**INITIATOR OF THE PROCEDURE :** The person concerned.

**PLACE TO SUBMIT THE FILE :** Reception and Orientation Service/Regional Delegation of Public Health.

**STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT :** Bureau in charge.

#### **REFERENCE INSTRUMENTS:**

- Law No.92/007 of 14 August 1992 on the Labour Code;
- Law No. 2018/012 of 11 July 2018 relating to fiscal regime of the State and other public entities;
- Decree No.78/484 of 09 November 1978 to set the common provisions applicable to State employees covered by the Labour Code as amended and supplemented by Decree No.82-100 of 03 March 1982;
- Decree No. 94/199 of 07 October 1994 on the General Status of the Public Service as amended and supplemented by Decree No.2000/287 of 12 October 2000;
- Decree No.2000/692/PM of 13 September 2000 to lay down the procedures for exercising the civil servant's right to health;
- Decree No. 2012/079 of 09 March 2012 to lay down the regulations governing the devolution of the management of State personnel and salaries;
- Decree No.2013/093 of 03 April 2013 to organize the Ministry of Public Health;

#### **REQUIREMENTS:**

- Be a State employee covered by the Labour Code;
- Have stayed at least three (3) years at the duty post.

#### **COMPOSITION OF THE FILE :**

- Stamped application at the current rate addressed to the Minister of Public Health;
- Instrument authorizing placement on reserve or posting at the MOH.
- Certificate obtained at the end of the training course (for resumption of duty following end of study leave);
- Instrument on the end of placement on reserve (for resumption of duty following end of reserve or secondment);
- Certificate of leave (for resumption of duty following return from annual leave);
- Instrument reinstating the State employee who had faced disciplinary sanctions..

#### SIGNATORY OF THE INSTRUMENT/DOCUMENT : The Minister

#### **DEADLINES :** 90 days.

**DISSEMINATION MODE :** Notification and withdrawal at SDACL or at the Regional Delegation of Public Health.

- Inspector General of Administrative Services;
- Head of the Referrals Service of the MOH.

### I.3.13 Transfer for health reasons

### PROCEDURE NO. 30/DHR : TRANSFER FOR HEALTH REASONS

**INTITULÉ DE L'ACTE/DU DOCUMENT :** Order to post a State employee. **INITIATOR OF THE PROCEDURE :** The person concerned.

**PLACE TO SUBMIT THE FILE :** Mail and Orientation Service of the MOH or Regional Delegation of Public Health.

# **STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT :** Bureau in charge.

#### **REFERENCE INSTRUMENTS :**

- Law No.92/007 of 14 August 1992 on the Labour Code;
- Law No. 2018/012 of 11 July 2018 relating to fiscal regime of the State and other public entities;
- Decree No.78/484 of 09 November 1978 to set the common provisions applicable to State employees covered by the Labour Code as amended and supplemented by Decree No.82-100 of 03 March 1982;
- Decree No. 94/199 of 07 October 1994 on the General Status of the Public Service as amended and supplemented by Decree No.2000/287 of 12 October 2000;
- Decree No. 2000/686/PM of 13 December 2000 relating to the organization of health boards;
- Decree No.2000/692/PM of 13 September 2000 to lay down the procedures for exercising the civil servant's right to health;
- Decree No. 2012/079 of 09 March 2012 to lay down the regulations governing the devolution of the management of State personnel and salaries;
- Decree No.2013/093 of 03 April 2013 to organize the Ministry of Public Health;

#### **REQUIREMENTS:**

- Be a civil servant or State employee covered by the Labour Code;
- Introduce a medical file.

#### **COMPOSITION OF THE FILE :**

- An application stamped at the current rate addressed to MOH;
- Recruitment instrument;
- Attestation of effective presence at the duty post;
- Certificate of resumption of duty;

- Copy of the medical file.

#### **SIGNATORY OF THE INSTRUMENT/DOCUMENT :** The Minister.

**DEADLINES :** Sixty (60) days

**DISSEMINATION MODE :** Notification and withdrawal at SDACL or at the Regional Delegation of Public Health.

- Inspector General of Administrative Services;
- Head of the Referrals Service of the MOH.

### I.3.14 Transfer for family reunion

### PROCEDURE NO. 31/DHR : TRANSFER FOR FAMILY REUNION

INTITULÉ DE L'ACTE/DU DOCUMENT : Order to transfer a State employee.

**INITIATOR OF THE PROCEDURE :** The person concerned.

**PLACE TO SUBMIT THE FILE :** Reception and Orientation Service/Regional Delegation of Public Health.

# **STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT :** Bureau in charge.

#### **REFERENCE INSTRUMENTS :**

- Law No.92/007 of 14 August 1992 on the Labour Code;
- Law No. 2018/012 of 11 July 2018 relating to fiscal regime of the State and other public entities;
- Decree No.78/484 of 09 November 1978 to set the common provisions applicable to State employees covered by the Labour Code as amended and supplemented by Decree No.82-100 of 03 March 1982;
- Decree No. 94/199 of 07 October 1994 on the General Status of the Public Service as amended and supplemented by Decree No.2000/287 of 12 October 2000;
- Decree No.2000/692/PM of 13 September 2000 to lay down the procedures for exercising the civil servant's right to health;
- Decree No. 2012/079 of 09 March 2012 to lay down the regulations governing the devolution of the management of State personnel and salaries;
- Decree No.2013/093 of 03 April 2013 to organize the Ministry of Public Health;

#### **REQUIREMENTS :**

- Be a civil servant or State employee covered by the Labour Code;
- Be legally married.

#### **COMPOSITION OF THE FILE :**

- Stamped application at the current rate addressed to the Minister of Public Health;
- Instrument authorizing placement on reserve or posting at the MOH.
- Certificate obtained at the end of the training course (for resumption of duty following end of study leave);
- Instrument on the end of placement on reserve (for resumption of duty following end of reserve or secondment);

- Certificate of leave (for resumption of duty following return from annual leave);
- Instrument reinstating the State employee who had faced disciplinary sanctions.

#### **SIGNATORY OF THE INSTRUMENT/DOCUMENT :** The Minister.

**DEADLINES :** sixty (60) days.

**DISSEMINATION MODE :** Notification and withdrawal at SDACL or at the Regional Delegation of Public Health.

- Inspector General of Administrative Services;
- Head of the Referrals Service of the MOH.

### I.3.15 Posting following return from study leave

#### PROCEDURE NO. 32/DHR : POSTING FOLLOWING RETURN FROM STUDY LEAVE

### **NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE:** Decision to post a staff

**INITIATOR OF THE PROCEDURE :** The person concerned.

PLACE TO SUBMIT THE FILE : Reception and Orientation Service.

## **STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT :** Bureau in charge.

#### **REFERENCE INSTRUMENTS :**

- Law No.92/007 of 14 August 1992 on the Labour Code;
- Decree No. 78/484 of 9 November 1978 to lay down common provisions applicable to State employees covered by the Labour Code as amended and supplemented by Decree No.82-100 of 3 March 1982;
- Decree No.94/199 of 7 October 1994 on the General Status of the Public Service as amended and supplemented by Decree No.2000/287 of 12 October 2000;
- Decree No.2000/698 of 13 September 2000 to fix the scheme for the permanent training of civil servants;
- Decree No.2012/079 of 9 March 2012 to lay down the regulations governing the devolution of the management of State personnel and Salaries;
- Decree 2013/093 of 3 April 2013 to organise the Ministry of Public Health;

**REQUIREMENTS :** Having resumed duty.

#### **COMPOSITION OF THE FILE :**

- An application stamped at the current rate addressed to the au Minister;
- Recruitment instrument;
- Order to grant study leave;
- End of study leave instrument;
- Redeployment sheet.

#### SIGNATORY OF THE INSTRUMENT/DOCUMENT : The Minister.

**DEADLINES :** sixty (60) days.

**DISSEMINATION MODE :** Notification and withdrawal at SDACL or at the Regional Delegation of Public Health.

- Inspector General of Administrative Services;
- Head of the Referrals Service of the MOH.

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# **Chapter 4 : Discipline**

# *I.4.1 Written warning to a civil servant of the central level to be recorded in the file*

#### PROCEDURE NO. 33/DHR : WRITTEN WARNING TO A CIVIL SERVANT OF THE CENTRAL LEVEL

**NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE :** letter on the written warning to a civil servant.

**INITIATOR OF THE PROCEDURE :** Administration (immediate superior).

#### **PLACE TO SUBMIT THE FILE :** None.

# **STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT :** Bureau in charge.

#### **REFERENCE INSTRUMENTS :**

- Decree No.94/199 of 7 October 1994 on the General Status of the Public Service as amended and supplemented by Decree No.2000/287 of 12 October 2000;
- Decree No.2012/079 of 9 March 2012 to lay down the regulations governing the devolution of the management of State personnel and salaries;
- Decree 2013/093 of 3 April 2013 to organise the Ministry of Public Health;
- Order No.0100/A/MSP of 14 April 1999 on the Rules and Regulations of the Central Services of the MOH.

#### **REQUIREMENTS:**

- Be a State employee covered by the Labour Code;
- Having failed to fulfil his/her professional duties;
- Having already received a warning.

#### **COMPOSITION OF THE FILE :**

- None.

#### **SIGNATORY OF THE INSTRUMENT/DOCUMENT :** The Minister.

#### **DEADLINES :** twelve (12) days.

**DISSEMINATION MODE :** Notification and withdrawal at SDACL or at the Regional Delegation of Public Health.

- Inspector General of Administrative Services;
- Head of the Referrals Service of the MOH

# *I.4.2 Written warning to a State employee of the central level covered by the Labour Code to be recorded in the file*

#### PROCEDURE NO. 34/DHR : WRITTEN WARNING TO A CIVIL SERVANT OF THE CENTRAL LEVEL COVERED BY THE LABOUR CODE

**NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE :** letter on the written warning addressed to a civil servant.

**INITIATOR OF THE PROCEDURE :** Administration (immediate superior). **PLACE TO SUBMIT THE FILE :** None.

**STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT :** Bureau in charge.

#### **REFERENCE INSTRUMENTS :**

- Law No.92/007 of 14 August 1992 on the Labour Code;
- Law No. 2018/012 of 11 July 2018 relating to fiscal regime of the State and other public entities;
- Decree No. 78/484 of 9 November 1978 to lay down common provisions applicable to State employees covered by the Labour Code as amended and supplemented by Decree No.82-100 of 3 March 1982;
- Decree No.2012/079 of 9 March 2012 to lay down the regulations governing the devolution of the management of State personnel and salaries;
- Decree 2013/093 of 3 April 2013 to organise the Ministry of Public Health;
- Order No.0100/A/MSP of 14 April 1999 on the Rules and Regulations of the Central Services of the MOH.

#### **REQUIREMENTS :**

- Be a State employee covered by the Labour Code;
- Having failed to fulfil his/her professional duties;

#### **COMPOSITION OF THE FILE :**

None.

SIGNATORY OF THE INSTRUMENT/DOCUMENT : The Minister.

#### **DEADLINES :** 12 days.

**DISSEMINATION MODE :** Notification and withdrawal at SDACL or at the Regional Delegation of Public Health.

- Inspector General of Administrative Services;
- Head of the Referrals Service of the MOH.

# *I.4.3 Written warning to a civil servant from the central level to be recorded in the file*

#### PROCEDURE NO. 35/DHR : REPRIMAND OF A CIVIL SERVANT OF THE CENTRAL LEVEL TO BE RECORDED IN THE FILE

**NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE :** letter on the reprimand to a civil servant to be recorded in the file.

**INITIATOR OF THE PROCEDURE :** Administration (immediate superior).

#### PLACE TO SUBMIT THE FILE : None.

# **STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT :** Bureau in charge.

#### **REFERENCE INSTRUMENTS:**

- Decree No.94/199 of 7 October 1994 on the General Status of the Public Service as amended and supplemented by Decree No.2000/287 of 12 October 2000;
- Decree No.2012/079 of 9 March 2012 to lay down the regulations governing the devolution of the management of State personnel and salaries;
- Decree 2013/093 of 3 April 2013 to organise the Ministry of Public Health;
- Order No.0100/A/MSP of 14 April 1999 on the Rules and Regulations of the Central Services of the MOH MOH;

#### **REQUIREMENTS:**

- Be a civil servant;
- Having failed to fulfil his/her professional duties.

#### **COMPOSITION OF THE FILE :**

– None.

#### SIGNATORY OF THE INSTRUMENT/DOCUMENT : The Minister.

#### **DEADLINES :** twelve (12) days.

**DISSEMINATION MODE :** Notification and withdrawal at SDACL or at the Regional Delegation of Public Health.

- Inspector General of Administrative Services;
- Head of the Referrals Service of the MOH.

# *I.4.4 Reprimand of a State employee covered by the Labour Code from the central level to be recorded in the file*

#### PROCEDURE NO. 36/DHR : REPRIMAND OF A STATE EMPLOYEE COVERED BY THE LABOUR CODE FROM THE CENTRAL LEVEL TO BE RECORDED IN THE FILE

**NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE :** letter on the reprimand to a civil servant to be recorded in the file.

INITIATOR OF THE PROCEDURE : Administration (immediate superior).

#### PLACE TO SUBMIT THE FILE : None.

## **STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT :** Bureau in charge.

#### **REFERENCE INSTRUMENTS :**

- Law No.92/007 of 14 August 1992 on the Labour Code;
- Decree No. 78/484 of 9 November 1978 to lay down common provisions applicable to State employees covered by the Labour Code as amended and supplemented by Decree No.82-100 of 3 March 1982;
- Decree No.94/199 of 7 October 1994 on the General Status of the Public Service as amended and supplemented by Decree No.2000/287 of 12 October 2000;
- Decree No.2012/079 of 9 March 2012 to lay down the regulations governing the devolution of the management of State personnel and Salaries;
- Decree 2013/093 of 3 April 2013 to organise the Ministry of Public Health;
- Order No.0100/A/MSP of 14 April 1999 on the Rules and Regulations of the Central Services of the MOH.

#### **REQUIREMENTS:**

- Be a State employee covered by the Labour Code;
- Having failed to fulfil his/her professional duties.

#### **COMPOSITION OF THE FILE :**

None.

#### SIGNATORY OF THE INSTRUMENT/DOCUMENT : The Minister.

#### **DEADLINES :** twelve (12) days.

**DISSEMINATION MODE :** Notification and withdrawal at SDACL or at the Regional Delegation of Public Health.

- Inspector General of Administrative Services;
- Head of the Referrals Service of the MOH.

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# **Chapter 5 : Training**

### I.5.1 Internship

# PROCEDURE NO. 37/DHR : AUTHORISATION TO SIT FOR A COMPETITIVE EXAMINATION

### **NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE :** Mail enclosure slip of the file to MINFOPRA.

**INITIATOR OF THE PROCEDURE :** The person concerned.

PLACE TO SUBMIT THE FILE : Reception and Orientation Service.

**STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT :** Training and Internship Service.

#### **REFERENCE INSTRUMENTS:**

- The Constitution;
- Finance Law of the Republic of Cameroon for the current fiscal year;
- Law No. 2018/012 of 11 July 2018 relating to fiscal regime of the State and other public entities;
- Decree No.75/791 of 18 December 1975 to lay down the index scaling of various cadres of the Public Service in Cameroon;
- Decree No.94/199 of 7 October 1994 on the General Status of the Public Service, amended and supplemented by Decree No.2000/287 of 12 October 2000;
- Decree No.2000/698 of 13 September 2000 to fix the scheme for the permanent training of State employees;
- Decree No.2001/145 of 3 July 2001 on the Special Status of civil servants of the corps of Public Health;
- Decree 2001/145 of 9 March 2013 to organise the Ministry of Public Health;
- Decree No.2011/408 of 9 December 2011 to organise the Government, amended and supplemented by Decree No.2018/190 of 2 March 2018;
- Decree No.2012/079 of 9 March 2012 to lay down the regulations governing the devolution of the management of State personnel and salaries;
- Decree 2013/093 of 3 April 2013 to organise the Ministry of Public Health;
- Decree 2019/002 of 9 December 2011 to reshuffle the Government;
- Circular Letter No. The Minister of..... on the instructions related to the implementation, monitoring and control of the Execution of the State Budget, administrative establishments, Regional and Local Authorities and other agencies receiving grants for the current year;
- Circular Letter No.000001/LC/MINFOPRA/SG of 3 January 2005 to ban

the regularisation of internships;

- Circular Letter No.D1/22/08/MFPRA/SG/DDRHE of 16 September 2005 on the Composition of application files for the permanent training of State employees;
- Circular Letter No.009/CAB/PM of 27 September 2007 on the training of State personnel abroad.

#### **REQUIREMENTS :**

- Have two (2) years in seniority as from the recruitment date;
- Be present at the duty post
- Not be subject to disciplinary procedure;
- Apply for a training which is in line with priority health domains.
- Write to the administration no later than one month prior to the competitive examination date.

#### **COMPOSITION OF THE FILE :**

- A stamped application addressed to the Minister of Public Service and Administrative Reform c/o the Minister of Public Health
- A certified copy of the absorption order or work contract;
- A certified copy of the last advancement;
- A recent pay slip of less than three (3) months;
- A motivated opinion of the direct hierarchy;
- An attestation of effective presence at the duty post of less than three (3) months;
- A certified true copy of the professional and/or academic diploma;
- The competitive examination notice.

# **SIGNATORY OF THE INSTRUMENT/DOCUMENT :** The Minister. **DEADLINES :** 14 days.

**DISSEMINATION MODE :** withdrawal upon notification.

- Head of the Referral Service at the MOH;
- Head of the Outgoing Mail and Liaison Service.

### I.5.1.1 Placement on internship

### PROCEDURE NO. 38/DHR : PLACEMENT ON INTERNSHIP

### **NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE :** Mail enclosure slip for transmission to MINFOPRA.

**INITIATOR OF THE PROCEDURE :** The person concerned.

PLACE TO SUBMIT THE FILE : Reception and Orientation Service.

**STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT :** Training and Internship Service.

#### **REFERENCE INSTRUMENTS :**

- The Constitution;
- Finance Law of the Republic of Cameroon for the current fiscal year;
- Law No. 2018/012 of 11 July 2018 relating to fiscal regime of the State and other public entities;
- Decree No.75/791 of 18 December 1975 to lay down the index scaling of various cadres of the Public Service in Cameroon;
- Decree No.94/199 of 7 October 1994 on the General Status of the Public Service, amended and supplemented by Decree No.2000/287 of 12 October 2000;
- Decree No.2000/698 of 13 September 2000 to lay down the scheme for the permanent training of public agents;
- Decree No.2001/145 of 3 July 2001 on the Special Status of civil servants of the corps of Public Health;
- Decree 2001/145 of 9 March 2013 to organise the Ministry of Public Health;
- Decree No.2011/408 of 9 December 2011 to organise the Government, amended and supplemented by Decree No.2018/190 of 2 March 2018;
- Decree No.2012/079 of 9 March 2012 to lay down the regulations governing the devolution of the management of State personnel and salaries;
- Decree 2013/093 of 3 April 2013 to organise the Ministry of Public Health;
- Decree 2019/002 of 9 December 2011 to reshuffle the Government;
- Circular Letter No. The Minister of..... on the instructions related to the implementation, the monitoring and control of the Execution of the State Budget, administrative establishments, Regional and Local Authorities and other agencies receiving grants for the current year;
- Circular Letter No.000001/LC/MINFOPRA/SG of 3 January 2005 to ban the regularisation of internships;
- Circular Letter No.D1/22/08/MFPRA/SG/DDRHE of 16 September 2005 on the Composition of application files for the permanent training of State employees;

 Circular Letter No.009/CAB/PM of 27 September 2007 on the training of State personnel abroad.

#### **REQUIREMENTS :**

- Have five (05) years of seniority as from the recruitment date;
- Be present at the duty post
- Not be subject to disciplinary procedure;
- Apply for a training which is in line with priority health domains;
- Write to the administration one (1) month before the start of the training and at most one (1) month after the start of the training.

#### **COMPOSITION OF THE FILE :**

- A stamped application addressed to the Minister of Public Service and Administrative Reform c/o the Minister of Public Health;
- Two (2) information sheets with 4x4 photographs signed by a competent authority;
- A certified copy of the absorption order or work contract;
- A certified copy of the last advancement;
- A recent pay slip of less than three (3) months;
- A motivated opinion of the direct hierarchy;
- An attestation of effective presence at the duty post of less than three (3) months;
- An attestation of admission into the school or any other official document;
- A document indicating the exact date of the start date of the training, where appropriate;
- An attestation of registration in the school;
- Documents supporting the financing of the training, where appropriate;
- A letter of commitment (to return to the country after training abroad) signed by the DHR of the MOH
- A letter of funding, for foreign scholarships.

# **SIGNATORY OF THE INSTRUMENT/DOCUMENT :** The Minister. **DEADLINES :** 14 days.

#### **DISSEMINATION MODE :** withdrawal upon notification.

- Head of the Referral Service at the MOH;
- Head of the Outgoing Mail and Liaison Service.

#### I.5.1.2 Extension of the internship period

# PROCEDURE NO. 39/DHR : AUTHORISATION TO SIT FOR A COMPETITIVE EXAMINATION

**NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE :** Mail enclosure slip for transmission to MINFOPRA.

**INITIATOR OF THE PROCEDURE :** The person concerned.

PLACE TO SUBMIT THE FILE : Reception and Orientation Service/MOH

**STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT :** Training and Internship Service/MOH

#### **REFERENCE INSTRUMENTS :**

- The Constitution;
- Finance Law of the Republic of Cameroon for the current fiscal year;
- Law No. 2018/012 of 11 July 2018 relating to fiscal regime of the State and other public entities;
- Decree No.75/791 of 18 December 1975 to lay down the index scaling of various cadres of the Public Service in Cameroon;
- Decree No.94/199 of 7 October 1994 on the General Status of the Public Service, amended and supplemented by Decree No.2000/287 of 12 October 2000;
- Decree No.2000/698 of 13 September 2000 to fix the scheme for the permanent training of State employees;
- Decree No.2001/145 of 3 July 2001 on the Special Status of civil servants of the corps of Public Health;
- Decree 2001/145 of 9 March 2013 to organise the Ministry of Public Health;
- Decree No.2011/408 of 9 December 2011 to organise the Government, amended and supplemented by Decree No.2018/190 of 2 March 2018;
- Decree No.2012/079 of 9 March 2012 to lay down the regulations governing the devolution of the management of State personnel and salaries;
- Decree 2013/093 of 3 April 2013 to organise the Ministry of Public Health;
- Decree 2019/002 of 9 December 2011 to reshuffle the Government;
- Circular Letter No. The Minister of..... on the instructions related to the implementation, the monitoring and control of the Execution of the State Budget, administrative establishments, Regional and Local Authorities and other agencies receiving grants for the current year;
- Circular Letter No.000001/LC/MINFOPRA/SG of 3 January 2005 to ban the regularisation of internships;

- Circular Letter No.D1/22/08/MFPRA/SG/DDRHE of 16 September 2005 on the Composition of application files for the permanent training of State employees;
- Circular Letter No.009/CAB/PM of 27 September 2007 on the training of
- State personnel abroad.

#### **REQUIREMENTS** :

- Write to the administration three (3) before the end of the training period;
- Have an internship decision signed by MINFOPRA.

#### **COMPOSITION OF THE FILE :**

- A stamped application to the MINFOPRA c/o the MOH;
- A certified copy of the internship instrument
- A letter or attestation of extension of the internship period issued by the training structure.

#### SIGNATORY OF THE INSTRUMENT/DOCUMENT : The Minister.

#### DEADLINES : 14 days.

**DISSEMINATION MODE :** withdrawal upon notification.

- Head of the Referral Service at the MOH;
- Head of the Outgoing Mail and Liaison Service.

#### I.5.1.3 Modification/Amendments of internship period

#### PROCEDURE NO. 40/DHR : MODIFICATION/AMENDMENTS OF INTERNSHIP PERIOD

## **NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE :** Mail enclosure slip for transmission to MINFOPRA.

**INITIATOR OF THE PROCEDURE :** The person concerned.

PLACE TO SUBMIT THE FILE : Reception and Orientation Service.

**STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT :** Training and Internship Service.

#### **REFERENCE INSTRUMENTS :**

- The Constitution;
- Finance Law of the Republic of Cameroon for the current fiscal year;
- Decree No.75/791 of 18 December 1975 to lay down the index scaling of various cadres of the Public Service in Cameroon;
- Decree No.94/199 of 7 October 1994 on the General Status of the Public Service, amended and supplemented by Decree No.2000/287 of 12 October 2000;
- Decree No.2000/698 of 13 September 2000 to fix the scheme for the permanent training of State employees;
- Decree No.2001/145 of 3 July 2001 on the Special Status of civil servants of the corps of Public Health;
- Decree 2001/145 of 9 March 2013 to organise the Ministry of Public Health;
- Decree No.2011/408 of 9 December 2011 to organise the Government, amended and supplemented by Decree No.2018/190 of 2 March 2018;
- Decree No.2012/079 of 9 March 2012 to lay down the regulations governing the devolution of the management of State personnel and salaries;
- Decree 2013/093 of 3 April 2013 to organise the Ministry of Public Health;
- Decree 2019/002 of 9 December 2011 to reshuffle the Government;
- Circular Letter No. The Minister of..... on the instructions related to the implementation, the monitoring and control of the Execution of the State Budget, administrative establishments, Regional and Local Authorities and other agencies receiving grants for the current year;
- Circular Letter No.000001/LC/MINFOPRA/SG of 3 January 2005 to ban

the regularisation of internships;

- Circular Letter No.D1/22/08/MFPRA/SG/DDRHE of 16 September 2005 on the Composition of application files for the permanent training of State employees;
- Circular Letter No.009/CAB/PM of 27 September 2007 on the training of State personnel abroad.

#### **REQUIREMENTS:**

- Have two (2) years in seniority as from the recruitment date;
- Be present at the duty post, apply for a training which is in line with priority health domains;
- the extension period must refer to the diploma, subject of the internship order.

#### **COMPOSITION OF THE FILE :**

- Stamped application addressed to the MOH;
- Copy of the instrument to be corrected;
- A certified copy of the absorption order or work contract;
- A recent pay slip;
- School attendance certificate.

#### SIGNATORY OF THE INSTRUMENT/DOCUMENT : The Minister.

**DEADLINES :** 14 days.

**DISSEMINATION MODE :** withdrawal upon notification.

- Head of the Referral Service at the MOH;
- Head of the Outgoing Mail and Liaison Service.

### I.5.1.4 End of the internship period

### PROCEDURE NO. 41/DHR : END OF THE INTERNSHIP PERIOD

**NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE :** Mail enclosure slip for transmission to MINFOPRA.

**INITIATOR OF THE PROCEDURE :** The person concerned.

PLACE TO SUBMIT THE FILE : Reception and Information Service.

**STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT :** Training and Internship Service.

#### **REFERENCE INSTRUMENTS:**

- The Constitution;
- Finance Law of the Republic of Cameroon for the current fiscal year;
- Decree No.75/791 of 18 December 1975 to lay down the index scaling of various cadres of the Public Service in Cameroon;
- Decree No.94/199 of 7 October 1994 on the General Status of the Public Service, amended and supplemented by Decree No.2000/287 of 12 October 2000;
- Decree No.2000/698 of 13 September 2000 to fix the scheme for the permanent training of State employees;
- Decree No.2001/145 of 3 July 2001 on the Special Status of civil servants of the corps of Public Health;
- Decree 2001/145 of 9 March 2013 to organise the Ministry of Public Health;
- Decree No.2011/408 of 9 December 2011 to organise the Government, amended and supplemented by Decree No.2018/190 of 2 March 2018;
- Decree No.2012/079 of 9 March 2012 to lay down the regulations governing the devolution of the management of State personnel and salaries;
- Decree 2013/093 of 3 April 2013 to organise the Ministry of Public Health;
- Decree 2019/002 of 9 December 2011 to reshuffle the Government;
- Circular Letter No. The Minister of..... on the instructions related to the implementation, the monitoring and control of the Execution of the State Budget, administrative establishments, Regional and Local Authorities and other agencies receiving grants for the current year;
- Circular Letter No.000001/LC/MINFOPRA/SG of 3 January 2005 to ban the regularisation of internships;

- Circular Letter No.D1/22/08/MFPRA/SG/DDRHE of 16 September 2005 on the Composition of application files for the permanent training of State employees;
- Circular Letter No.009/CAB/PM of 27 September 2007 on the training of State personnel abroad.

#### **REQUIREMENTS:**

- Having resumed service at the Department of Human Resources at the end of the training period.

#### **COMPOSITION OF THE FILE :**

- The Minister application to the Minister of Public Service and Administrative Reform c/o the Minister of Public Health;
- A certified copy of the absorption order or work contract;
- A certified copy of the internship instrument
- A true certified copy of the certificate obtained at the end of the internship.
- An attestation of presentation of the original of the certificate obtained;
- A copy of the internship report
- A copy of the dissertation or thesis,
- Attestation of resumption of duty;
- A recent pay slip (where necessary)..

# **SIGNATORY OF THE INSTRUMENT/DOCUMENT :** The Minister. **DEADLINES :** 14 days.

#### **DISSEMINATION MODE :** withdrawal upon notification.

- Head of the Referral Service at the MOH;
- Head of the Outgoing Mail and Liaison Service.

### I.5.1.5 Cancellation of the internship

# PROCEDURE NO. 42/DHR : CANCELLATION OF THE INTERNSHIP

**NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE :** Mail enclosure slip for transmission to MINFOPRA.

**INITIATOR OF THE PROCEDURE :** The person concerned.

PLACE TO SUBMIT THE FILE : Reception and Orientation Service.

## **STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT :** Training and Internship Service.

#### **REFERENCE INSTRUMENTS:**

- The Constitution;
- Finance Law of the Republic of Cameroon for the current fiscal year;
- Decree No.75/791 of 18 December 1975 to lay down the index scaling of various cadres of the Public Service in Cameroon;
- Decree No.94/199 of 7 October 1994 on the General Status of the Public Service, amended and supplemented by Decree No.2000/287 of 12 October 2000;
- Decree No.2000/698 of 13 September 2000 to fix the scheme for the permanent training of State employees;
- Decree No.2001/145 of 3 July 2001 on the Special Status of civil servants of the corps of Public Health;
- Decree 2001/145 of 9 March 2013 to organise the Ministry of Public Health;
- Decree No.2011/408 of 9 December 2011 to organise the Government, amended and supplemented by Decree No.2018/190 of 2 March 2018;
- Decree No.2012/079 of 9 March 2012 to lay down the regulations governing the devolution of the management of State personnel and salaries;
- Decree 2013/093 of 3 April 2013 to organise the Ministry of Public Health;
- Decree 2019/002 of 9 December 2011 to reshuffle the Government;
- Circular Letter No. The Minister of..... on the instructions related to the implementation, the monitoring and control of the Execution of the State Budget, administrative establishments, Regional and Local Authorities and other agencies receiving grants for the current year;
- Circular Letter No.000001/LC/MINFOPRA/SG of 3 January 2005 to ban the regularisation of internships;
- Circular Letter No.D1/22/08/MFPRA/SG/DDRHE of 16 September 2005 on the Composition of application files for the permanent training of State

employees;

 Circular Letter No.009/CAB/PM of 27 September 2007 on the training of State personnel abroad.

**REQUIREMENTS :** Have a document authorising the placement on internship. **COMPOSITION OF THE FILE :** 

- A stamped application addressed to the MINFOPRA c/o the MOH;
- Order to authorise placement on internship
- An attestation of registration in the school;
- The absorption order or work contract.

# **SIGNATORY OF THE INSTRUMENT/DOCUMENT :** The Minister. **DEADLINES :** 14 days.

#### **DISSEMINATION MODE :** withdrawal upon notification. **AUTHORITY IN CHARGE OF COMPLIANCE :**

- Head of the Referral Service at the MOH;
- Head of the Outgoing Mail and Liaison Service.

# Chapter 6 : Authentication of certificates and scholarships

## I.6.1 Authentication of titles and certificates

### PROCEDURE NO. 43/DHR : AUTHENTICATION OF TITLES AND CERTIFICATES

## **NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE :** Authentication Letter.

#### **INITIATOR OF THE PROCEDURE :** Person concerned.

PLACE TO SUBMIT THE FILE : Mail and Liaison Service.

## **STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT :** Training and Internship Service.

#### **REFERENCE INSTRUMENTS:**

- The Constitution;
- Decree No.2000/698 of 13 September 2000 to fix the scheme for the permanent training of State employees;
- Circular Letter No.009/CAB/PM of 27 September 2007 on the training of State personnel;
- Decree No.94/199 of 7 October 1994 on the General Status of the Public Service, amended and supplemented by Decree No.2000;
- Decree No.2012/079 of 9 March 2012 to lay down the regulations governing the devolution of the management of State personnel and salaries;
- Minutes of the exam session concerned.

#### **REQUIREMENTS:**

- Have a certificate delivered by the MOH.

#### **COMPOSITION OF THE FILE :**

- A letter from the requesting organisation or structure;
- A photocopy of the diploma or results slips to be authenticated.

#### **SIGNATORY OF THE INSTRUMENT/DOCUMENT :** The Minister.

#### DEADLINES : 14 days.

#### **DISSEMINATION MODE :** withdrawal upon notification.

- Head of the Referral Service at the MOH;
- Head of the Outgoing Mail and Liaison Service.

## I.6.2 Granting of training scholarships

### PROCEDURE NO. 44/DHR : GRANTING OF TRAINING SCHOLARSHIPS

#### NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE : Service Note.

**INITIATOR OF THE PROCEDURE :** The person concerned.

PLACE TO SUBMIT THE FILE : Mail and Liaison Service.

## **STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT :** Ministerial Board for Scholarships.

#### **REFERENCE INSTRUMENTS :**

- The Constitution;
- Decree No.2000/698 of 13 September 2000 to fix the scheme for the permanent training of State employees;
- Decree No.94/199 of 7 October 1994 on the General Status of the Public Service, amended and supplemented by Decree No.2000;
- Decree No.2012/079 of 9 March 2012 to lay down the regulations governing the devolution of the management of State personnel and Salaries.

#### **REQUIREMENTS:**

- Having cumulated five (25) years in seniority as from the recruitment date;
- Having received the national scholarship
- The training should be in line with the priority health domains.

#### **COMPOSITION OF THE FILE :**

- A stamped application addressed to the MINFOPRA c/o the MOH;
- Two (2) information sheets with 4x4 photographs signed by a competent authority;
- A copy of the absorption order or work contract;
- A copy of the last advancement;
- A recent pay slip;
- An attestation of effective presence at the duty post;
- An attestation of admission in the school;
- An attestation of registration in the school;
- A copy of the statement of financial effects of the training on national scholarships;
- A motivated opinion of the direct hierarchy;
- A certified true copy of the professional and/or academic diploma

#### - A letter of commitment to return to the country.

# SIGNATORY OF THE INSTRUMENT/DOCUMENT : The Minister. DEADLINES :

**DISSEMINATION MODE :** withdrawal upon notification. **AUTHORITY IN CHARGE OF COMPLIANCE :** 

- Inspector General of Administrative Services;
- Head of the Referral Service at the MOH;

## I.6.3 Reimbursement of training fees

### PROCEDURE NO. 45/DHR : REFUND OF TRAINING FEES

#### NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE : Service Note.

**INITIATOR OF THE PROCEDURE :** The person concerned.

PLACE TO SUBMIT THE FILE : Mail and Liaison Service.

## **STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT :** Internal Commission granting scholarships.

#### **REFERENCE INSTRUMENTS:**

- The Constitution;
- Decree No.2000/698 of 13 September 2000 to fix the scheme for the permanent training of State employees;
- Decree No.94/199 of 7 October 1994 on the General Status of the Public Service, amended and supplemented by Decree No.2000;
- Decree No.2012/079 of 9 March 2012 to lay down the regulations governing the devolution of the management of State personnel and Salaries.

#### **REQUIREMENTS:**

- Be a personnel of the MOH;
- Be a recipient of a placement on internship with a scholarship;
- Have the service note to grant the scholarship.

#### **COMPOSITION OF THE FILE :**

- Stamped application addressed to the MOH;
- A school attendance certificate of the current year;:
- A certified copy of the instrument authorising placement on internship with a scholarship;
- An attestation of registration in the school;
- A certified copy of the absorption order or work contract);
- A recent pay slip;
- Copy of the service note to grant the scholarship;
- Original copies of the invoices relating to the training;
- Bank account statement.

#### **SIGNATORY OF THE INSTRUMENT/DOCUMENT :** The Minister.

#### DEADLINES : 45 days

#### **DISSEMINATION MODE :** Wire transfer.

- Head of the Incoming Mail;
- Head of the Training and Internship Service
- Financial Controller to the MOH.

# SECTION II : SALARY MANAGEMENT PROCEDURES

SALARY MANAGEMENT PROCEDURES			
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# Chapter 1 : Payment of salaries

### **PROCEDURE NO. 46/DHR : PAYMENT OF SALARIES**

#### NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE : Pay slip.

**INITIATOR OF THE PROCEDURE :** The person concerned.

**PLACE TO SUBMIT THE FILE :** Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

**STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT :** Salaries, Family and Sundry Allowances Bureau.

#### **REFERENCE INSTRUMENTS**:

- Law No.1992-07 of 14 August 1992 on the Labour Code;
- Law No. 2018/012 of 11 July 2018 relating to fiscal regime of the State and other public entities;
- Decree No. 78-484 of 9 November 1978 to lay down common provisions applicable to State employees under the Labour Code amended and supplemented by Decree No.82-100 of 3 March 1982;
- Decree No.94/199 of 7 October 1994 on the general status of the public service, amended and supplemented by Decree No.2000/287 of 12 October 2000;
- Decree No.2001/145 of 3 July 2001 on the special status of civil servants on the public health corps;
- Decree No. 2012/79 of 9 March 2012 on the devolution of the management of State personnel and salaries;
- Decree No.2013/159 of 15 May 2013 to lay down the Special Regime for Public Finance Administrative Control;
- Decree No.2014/253 of 7 July 2014 on the increase of the basic monthly pay of civilian and military personnel;
- Decree No.2017/080 of 6 March 2017 granting bonuses to State medical and paramedical personnel covered by the Labour Code;
- Circular letter of the Minister of Finance on Instructions relating to the Execution, Monitoring and Control of the Execution of the Budget of the State, Administrative Institutions, Regional and Local Authorities and other subsidized bodies for the current financial year.

#### **REQUIREMENTS** :

- Have a service number;
- Have a recruitment instrument.

#### **COMPOSITION OF THE FILE :**

- An application stamped at the current rate addressed to the Minister

of Public Health;

- A copy of the recruitment instrument certified at MINFOPRA (Engagement decision, work contract, absorption Order or Decree);
- An attestation of effective presence at the duty post of less than three months;
- A certified copy of the collective assumption of duty at the MOH;
- A certified copy of the individual assumption of duty;
- A photocopy of the national identity card bearing thumb prints.

## **SIGNATORY OF THE INSTRUMENT/DOCUMENT :** The Minister. **DEADLINE :** 01 month

**DEADLINE**: 01 month.

**DISSEMINATION MODE :** withdrawal upon notification (consultation Pay slip in the ANTILOPE application).

- Inspector General of Administrative Services;
- Head of the Salaries and Sundry Allowances Service.

# Chapter 2 : Payment of career benefits

## II.2.1 Payment of absorption following a change in status

#### PROCEDURE NO. 47/DHR : PAYMENT OF ABSORPTION DUES FOLLOWING A CHANGE IN STATUS

**NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE :** Pay slip indicating a change in status.

**INITIATOR OF THE PROCEDURE :** The person concerned.

**PLACE TO SUBMIT THE FILE :** Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

**STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT :** Salaries, Family and Sundry Allowances Bureau.

#### **REFERENCE INSTRUMENTS** :

- Law No.1992-07 of 14 August 1992 on the Labour Code;
- Decree No. 78-484 of 9 November 1978 to lay down common provisions applicable to State employees under the Labour Code amended and supplemented by Decree No.82-100 of 3 March 1982;
- Decree No.94/199 of 7 October 1994 on the general status of the public service, amended and supplemented by Decree No.2000/287 of 12 October 2000;
- Decree No.2001/145 of 3 July 2001 on the special status of civil servants on the public health corps;
- Decree No. 2012/79 of 9 March 2012 on the devolution of the management of State personnel and salaries;
- Decree No.2013/159 of 15 May 2013 to lay down the Special Regime for Public Finance Administrative Control;
- Decree No.2014/253 of 7 July 2014 on the increase of the basic monthly pay of civilian and military personnel;
- Decree No.2017/080 of 6 March 2017 granting bonuses to State medical and paramedical personnel, covered by the Labour Code
- Circular letter of the Minister of Finance on Instructions relating to the Execution, Monitoring and Control of the Execution of the Budget of the State, Administrative Institutions, Regional and Local Authorities and other subsidized bodies for the current financial year.

**REQUIREMENTS :** Have benefited from a change in status.

#### **COMPOSITION OF THE FILE :**

 An original certificate of effective presence at the duty post less than three months; - A copy of the recruitment instrument certified at MINFOPRA (absorption instrument, work contract or engagement decision);

#### **SIGNATORY OF THE INSTRUMENT/DOCUMENT :** The Minister.

**DEADLINE** : 30 days.

**DISSEMINATION MODE :** Notification/withdrawal at the Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

- Inspector General of Administrative Services;
- Head of the Referrals Service of the MOH;

## II.2.2 Payment of salary arrears

## **PROCEDURE NO. 48/DHR : PAYMENT OF SALARY ARREARS**

## **NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE :** Pay slip with arrears.

**INITIATOR OF THE PROCEDURE :** The person concerned.

**PLACE TO SUBMIT THE FILE :** Central Reception and orientation service of the MOH or Regional Delegation of Public Health.

## **STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT :** Inquiries Bureau.

#### **REFERENCE INSTRUMENTS :**

- Law No.1992-07 of 14 August 1992 on the Labour Code;
- Decree No. 78-484 of 9 November 1978 to lay down common provisions applicable to State employees under the Labour Code amended and supplemented by Decree No.82-100 of 3 March 1982;
- Decree No.94/199 of 7 October 1994 on the general status of the public service, amended and supplemented by Decree No.2000/287 of 12 October 2000;
- Decree No.2001/145 of 3 July 2001 on the special status of civil servants on the public health corps;
- Decree No. 2012/79 of 9 March 2012 on the devolution of the management of State personnel and salaries;
- Decree No.2013/159 of 15 May 2013 to lay down the Special Regime for Public Finance Administrative Control;
- Decree No.2014/253 of 7 July 2014 on the increase of the basic monthly pay of civilian and military personnel;
- Decree No.2017/080 of 6 March 2017 granting bonuses to State medical and paramedical personnel, covered by the Labour Code;
- Circular letter of the Minister of Finance on Instructions relating to the Execution, Monitoring and Control of the Execution of the Budget of the State, Administrative Institutions, Regional and Local Authorities and other subsidized bodies for the current financial year.

#### **REQUIREMENTS:**

- Be enrolled in the MOH budget line;
- Has never received the said salary arrears.

#### **COMPOSITION OF THE FILE :**

- An application stamped at the current rate addressed to the Minister

of Public Health;

- An original certificate of effective presence at the duty post less than (03) three months;
- A collective certificate of assumption of duty and an individual certificate of assumption of duty at the current duty post;
- A copy of the recruitment instrument certified at MINFOPRA (absorption instrument, work contract or engagement decision).

SIGNATORY OF THE INSTRUMENT/DOCUMENT : The Minister.

**DEADLINE :** 30 days.

**DISSEMINATION MODE :** Notification/withdrawal at the MOH central mail following payment.

AUTHORITY IN CHARGE OF COMPLIANCE : Head of the Inquiries Service.

# *II.2.3 Payment of career benefits (incremental position, class, grade, confirmation of appointment, reclassification)*

### PROCEDURE NO. 49/DHR : PAYMENT OF CAREER BENEFITS (INCREMENTAL POSITION, CLASS)

#### **NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE :** Pay slip indicating career benefits.

#### **INITIATOR OF THE PROCEDURE :** Administration

**PLACE TO SUBMIT THE FILE :** Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

**STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT :** Salaries, Family and Sundry Allowances Bureau.

#### **REFERENCE INSTRUMENTS :**

- Law No.1992-07 of 14 August 1992 on the Labour Code;
- Decree No. 78-484 of 9 November 1978 to lay down common provisions applicable to State employees under the Labour Code amended and supplemented by Decree No.82-100 of 3 March 1982;
- Decree No.94/199 of 7 October 1994 on the general status of the public service, amended and supplemented by Decree No.2000/287 of 12 October 2000;
- Decree No.2001/145 of 3 July 2001 on the special status of civil servants on the public health corps;
- Decree No. 2012/79 of 9 March 2012 on the devolution of the management of State personnel and salaries;
- Decree No.2013/159 of 15 May 2013 to lay down the Special Regime for Public Finance Administrative Control;
- Decree No.2014/253 of 7 July 2014 on the increase of the basic monthly pay of civilian and military personnel;
- Decree No.2017/080 of 6 March 2017 granting bonuses to State medical and paramedical personnel, covered by the Labour Code;
- Circular letter of the Minister of Finance on Instructions relating to the Execution, Monitoring and Control of the Execution of the Budget of the State, Administrative Institutions, Regional and Local Authorities and other subsidized bodies for the current financial year.

#### **REQUIREMENTS :** None.

#### **COMPOSITION OF THE FILE :**

- An original copy of the attestation of effective presence at the duty post less than three (3) months for advancement in class;
- A certified photocopy of the advancement in incremental position/ class or a copy of the advancement in grade/confirmation of appointment/reclassification/addendum to the work contract certified at MINFOPRA.

#### SIGNATORY OF THE INSTRUMENT/DOCUMENT : The Minister.

**DEADLINE :** 30 days.

**DISSEMINATION MODE :** Notification/withdrawal at the Sub-department of Salaries and Pensions.

- Inspector General of Administrative Services;
- Head of the Referrals Service of the MOH.

# Chapter 3 : Payment of bonuses and sundry allowances

## **II.3.1 Payment of non-housing allowance arrears**

### PROCEDURE NO. 50/DHR : PAYMENT OF NON-HOUSING ALLOWANCE ARREARS

**NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE :** Pay slip indicating non-housing allowance arrears.

**INITIATOR OF THE PROCEDURE :** The person concerned.

**PLACE TO SUBMIT THE FILE :** Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

**STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT :** Inquiries Bureau.

#### **REFERENCE INSTRUMENTS :**

- Law No.1992-07 of 14 August 1992 on the Labour Code;
- Law No. 2018/012 of 11 July 2018 relating to fiscal regime of the State and other public entities;
- Decree No. 78-484 of 9 November 1978 to lay down common provisions applicable to State employees under the Labour Code amended and supplemented by Decree No.82-100 of 3 March 1982;
- Decree No.94/199 of 7 October 1994 on the general status of the public service, amended and supplemented by Decree No.2000/287 of 12 October 2000;
- Decree No.2001/145 of 3 July 2001 on the special status of civil servants on the public health corps;
- Decree No. 2012/79 of 09 March 2012 on the devolution of the management of State personnel and salaries;
- Decree No.2013/159 of 15 May 2013 to lay down the Special Regime for Public Finance Administrative Control;
- Decree No.2014/253 of 07 July 2014 on the increase of the basic monthly pay of civilian and military personnel;
- Decree No.2017/080 of 6 March 2017 granting bonuses to State medical and paramedical personnel, covered by the Labour Code;
- Circular letter of the Minister of Finance on Instructions relating to the Execution, Monitoring and Control of the Execution of the Budget of the State, Administrative Institutions, Regional and Local Authorities and other subsidized bodies for the current financial year.

#### **REQUIREMENTS :**

Not being lodged;

- Being a contract worker from Category 7 to 12 or civil servant.

#### **COMPOSITION OF THE FILE :**

- An application stamped at the current rate addressed to the Minister of Public Health;
- An original or copy of the attestation of non-housing certified at MINDCAF;
- An original certificate of effective presence at the duty post less than three months;
- An individual certificate of assumption of duty at the current duty post;
- A copy of the recruitment instrument certified at MINFOPRA.

#### **SIGNATORY OF THE INSTRUMENT/DOCUMENT :** The Minister.

#### **DEADLINE :** 30 days.

**DISSEMINATION MODE :** Notification/withdrawal at the Sub-department of Salaries and Pensions

- Inspector General of Administrative Services
- Head of the Referrals Service.

## II.3.2 Payment of family allowances

#### PROCEDURE NO. 51/DHR : PAYMENT OF FAMILY ALLOWANCES

**NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE :** Pay slip indicating family allowances.

**INITIATOR OF THE PROCEDURE :** The person concerned.

**PLACE TO SUBMIT THE FILE :** Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

**STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT :** Salaries, Family and Sundry Allowances Bureau.

#### **REFERENCE INSTRUMENTS :**

- Law No.1992-07 of 14 August 1992 on the Labour Code;
- Law No. 2018/012 of 11 July 2018 relating to fiscal regime of the State and other public entities;
- Decree No. 78-484 of 9 November 1978 to lay down common provisions applicable to State employees under the Labour Code amended and supplemented by Decree No.82-100 of 3 March 1982;
- Decree No.94/199 of 7 October 1994 on the general status of the public service, amended and supplemented by Decree No.2000/287 of 12 October 2000;
- Decree No.2001/145 of 3 July 2001 on the special status of civil servants on the public health corps;
- Decree No. 2012/79 of 9 March 2012 on the devolution of the management of State personnel and salaries;
- Decree No.2013/159 of 15 May 2013 to lay down the Special Regime for Public Finance Administrative Control;
- Decree No.2014/253 of 7 July 2014 on the increase of the basic monthly pay of civilian and military personnel;
- Decree No.2017/080 of 6 March 2017 granting bonuses to State medical and paramedical personnel, covered by the Labour Code;
- Circular letter of the Minister of Finance on Instructions relating to the Execution, Monitoring and Control of the Execution of the Budget of the State, Administrative Institutions, Regional and Local Authorities and other subsidized bodies for the current financial year.

#### **REQUIREMENTS :** None. **COMPOSITION OF THE FILE :**

- A stamped application addressed to the MOH;

- An order signed by the SDO to grant family allowances;
- A stamped application addressed to the SDO;
- A certificate of non-payment by NSIF
- Copies of birth certificates of children;
- A copy of the marriage certificate, where necessary;
- A certificate of the collective life for children;
- A pay slip of the spouse or certificate of non-employment;
- School attendance certificates of children;
- An original certificate of effective presence at the duty post less than three months;
- An individual certificate of assumption of duty at the current duty post;
- A copy of the recruitment instrument certified at MINFOPRA.

#### SIGNATORY OF THE INSTRUMENT/DOCUMENT : The Minister.

DEADLINE : 15 days.

**DISSEMINATION MODE :** Notification (Pay slip).

**AUTHORITY IN CHARGE OF COMPLIANCE :** Head of the Salaries and Sundry Allowances Service.

## II.3.3 Payment of duty allowance arrears

#### PROCEDURE NO. 52/DHR : PAYMENT OF DUTY ALLOWANCE ARREARS

**NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE :** Pay slip indicating the payment of duty allowance.

**INITIATOR OF THE PROCEDURE :** The person concerned.

**PLACE TO SUBMIT THE FILE :** Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

**STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT :** Salaries, Family and Sundry Allowances Bureau.

#### **REFERENCE INSTRUMENTS :**

- Law No.1992-07 of 14 August 1992 on the Labour Code;
- Decree No. 78-484 of 9 November 1978 to lay down common provisions applicable to State employees under the Labour Code amended and supplemented by Decree No.82-100 of 3 March 1982;
- Decree No.94/199 of 7 October 1994 on the general status of the public service, amended and supplemented by Decree No.2000/287 of 12 October 2000;
- Decree No.2001/145 of 3 July 2001 on the special status of civil servants on the public health corps;
- Decree No. 2012/79 of 9 March 2012 on the devolution of the management of State personnel and salaries;
- Decree No.2013/159 of 15 May 2013 to lay down the Special Regime for Public Finance Administrative Control;
- Decree No.2014/253 of 7 July 2014 on the increase of the basic monthly pay of civilian and military personnel;
- Decree No.2017/080 of 6 March 2017 granting bonuses to State medical and paramedical personnel, covered by the Labour Code;
- Circular letter of the Minister of Finance on Instructions relating to the Execution, Monitoring and Control of the Execution of the Budget of the State, Administrative Institutions, Regional and Local Authorities and other subsidized bodies for the current financial year.

**REQUIREMENTS :** Be an appointed officer from the position of Bureau Head of the Central administration.

#### **COMPOSITION OF THE FILE :**

- An application stamped at the current rate addressed to the Minister of Public Health;
- An original certificate of effective presence at the duty post less than three months;
- A certified copy of the certificate of assumption of duty;
- A copy of the appointment instrument certified at the MOH.

#### **SIGNATORY OF THE INSTRUMENT/DOCUMENT :** The Minister.

#### **DEADLINE :** 30 days.

**DISSEMINATION MODE :** Notification/withdrawal at the Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

- Inspector General of Administrative Services;
- Head of the Referrals Service of the MOH

### II.3.4 Payment of the car maintenance allowance

#### PROCEDURE NO. 53/DHR : PAYMENT OF THE CAR MAINTENANCE ALLOWANCE

## **NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE :** Mail enclosure slip for transmission to MINFI.

**INITIATOR OF THE PROCEDURE :** The person concerned.

**PLACE TO SUBMIT THE FILE :** Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

**STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT :** Salaries, Family and Sundry Allowances Bureau.

#### **REFERENCE INSTRUMENTS :**

- Law No.1992-07 of 14 August 1992 on the Labour Code;
- Law No. 2018/012 of 11 July 2018 relating to fiscal regime of the State and other public entities;
- Decree No. 78-484 of 9 November 1978 to lay down common provisions applicable to State employees under the Labour Code amended and supplemented by Decree No.82-100 of 3 March 1982;
- Decree No.94/199 of 7 October 1994 on the general status of the public service, amended and supplemented by Decree No.2000/287 of 12 October 2000;
- Decree No.2001/145 of 3 July 2001 on the special status of civil servants on the public health corps;
- Decree No. 2012/79 of 9 March 2012 on the devolution of the management of State personnel and salaries;
- Decree No.2013/159 of 15 May 2013 to lay down the Special Regime for Public Finance Administrative Control;
- Decree No.2014/253 of 7 July 2014 on the increase of the basic monthly pay of civilian and military personnel;
- Decree No.2017/080 of 6 March 2017 granting bonuses to State medical and paramedical personnel, covered by the Labour Code;
- Circular letter of the Minister of Finance on Instructions relating to the Execution, Monitoring and Control of the Execution of the Budget of the State, Administrative Institutions, Regional and Local Authorities and other subsidized bodies for the current financial year.

**REQUIREMENTS :** Be an appointed official at the position of Service Head of the central administration at least.

#### **COMPOSITION OF THE FILE :**

- A stamped application addressed to the MOH;
- An original certificate of effective presence at the duty post less than three months;
- A certificate of assumption of duty at the appointed position;
- A certified copy of the appointment instrument;
- A stamped copy of the vehicle registration document;
- A certified true copy of the road worthiness document;
- A certified true copy of the insurance policy;
- An attestation of use of the vehicle for service needs;
- A recent picture of the vehicle less than three months.

#### SIGNATORY OF THE INSTRUMENT/DOCUMENT : The Minister.

#### DEADLINE : 15 days.

**DISSEMINATION MODE :** Notification/withdrawal at the Central Mail Service of the MOH

**AUTHORITY IN CHARGE OF COMPLIANCE :** Head of the Salaries and Sundry Allowances Service.

## *II.3.5 Payment of the installation allowance*

#### PROCEDURE NO. 54/DHR : PAYMENT OF THE INSTALLATION ALLOWANCE

## **NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE :** Decision granting the payment of the installation allowance.

**INITIATOR OF THE PROCEDURE :** The person concerned.

**PLACE TO SUBMIT THE FILE :** Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

## **STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT :** Inquiries Bureau.

#### **REFERENCE INSTRUMENTS :**

- Law No.1992-07 of 14 August 1992 on the Labour Code;
- Decree No. 78-484 of 9 November 1978 to lay down common provisions applicable to State employees under the Labour Code amended and supplemented by Decree No.82-100 of 3 March 1982;
- Decree No.94/199 of 7 October 1994 on the general status of the public service, amended and supplemented by Decree No.2000/287 of 12 October 2000;
- Decree No.2001/145 of 3 July 2001 on the special status of civil servants on the public health corps;;
- Decree No. 2012/79 of 9 March 2012 on the devolution of the management of State personnel and salaries;
- Decree No.2013/159 of 15 May 2013 to lay down the Special Regime for Public Finance Administrative Control;
- Decree No.2014/253 of 7 July 2014 on the increase of the basic monthly pay of civilian and military personnel;
- Decree No.2017/080 of 6 March 2017 granting bonuses to State medical and paramedical personnel, covered by the Labour Code;
- Circular letter of the Minister of Finance on Instructions relating to the Execution, Monitoring and Control of the Execution of the Budget of the State, Administrative Institutions, Regional and Local Authorities and other subsidized bodies for the current financial year.

#### **REQUIREMENTS :**

- Have a posting instrument/an appointment instrument/a retirement instrument.

#### **COMPOSITION OF THE FILE :**

- A stamped application addressed to the MOH;
- Attestation of distance;
- Attestation of non-authorization, where necessary;
- Marriage certificate, where necessary;
- Certificate of collective life for children, where necessary;
- Birth certificates of children, where necessary;
- An original copy of the attestation of effective service of less than three months (if still in active service);
- Instrument (retirement decree, appointment decree or posting decree);
- Cessation of service (for employees placed on retirement);
- An individual certificate of assumption of duty;
- A copy of the recruitment instrument certified at MINFOPRA;
- A copy of the national identity card;
- Attestation of residence;
- Blank pay slip, where necessary;
- Attestation of non-payment, where necessary.

#### **SIGNATAIRE DE L'ACTE/DOCUMENT :** DHR.

#### **DEADLINE :** 25 days.

**DISSEMINATION MODE :** Notification/withdrawal/mail.

- Inspector General of Administrative Services;
- Head of the Inquiries Service.

## II.3.6 Payment of health allowance arrears

### PROCEDURE NO. 55/DHR : PAYMENT OF BONUS ARREARS (PUBLIC HEALTH, TECHNICAL PROFICIENCY AND OVERTIME)

**NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE :** Pay slip indicating the payment of bonus arrears.

**INITIATOR OF THE PROCEDURE :** The person concerned.

**PLACE TO SUBMIT THE FILE :** Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

**STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT :** Inquiries Bureau.

#### **REFERENCE INSTRUMENTS :**

- Law No.1992-07 of 14 August 1992 on the Labour Code;
- Decree No. 78-484 of 9 November 1978 to lay down common provisions applicable to State employees under the Labour Code amended and supplemented by Decree No.82-100 of 3 March 1982;
- Decree No.94/199 of 7 October 1994 on the general status of the public service, amended and supplemented by Decree No.2000/287 of 12 October 2000;
- Decree No.2001/145 of 3 July 2001 on the special status of civil servants on the public health corps;
- Decree No. 2012/79 of 9 March 2012 on the devolution of the management of State personnel and salaries;
- Decree No.2013/159 of 15 May 2013 to lay down the Special Regime for Public Finance Administrative Control;
- Decree No.2014/253 of 7 July 2014 on the increase of the basic monthly pay of civilian and military personnel;
- Decree No.2017/080 of 6 March 2017 granting bonuses to State medical and paramedical personnel, covered by the Labour Code;
- Circular letter of the Minister of Finance on Instructions relating to the Execution, Monitoring and Control of the Execution of the Budget of the State, Administrative Institutions, Regional and Local Authorities and other subsidized bodies for the current financial year.

#### **REQUIREMENTS :**

- Belong to the Public Health corps;
- Has never benefited health allowances.

#### **COMPOSITION OF THE FILE :**

- An application stamped at the current rate addressed to the Minister of Public Health;
- An original certificate of effective presence at the duty post less than three months;
- A collective certificate of assumption of duty and an individual certificate of assumption of duty;
- A copy of the engagement decision, work contract, absorption instrument;
- The first pay slip (where necessary);
- The arrears pay slip (where necessary).

#### SIGNATORY OF THE INSTRUMENT/DOCUMENT : The Minister.

#### **DEADLINE :** 30 days.

**DISSEMINATION MODE :** Notification/withdrawal at the Central Mail Service of the MOH

- Inspector General of Administrative Services;
- Head of the Referrals Service of the MOH

## Chapter 4 : Updating of the payroll card-index

## II.4.1 Reinstatement of salary

### PROCEDURE NO. 56/DHR : REINSTATEMENT OF SALARY FOLLOWING IRREGULAR ABSENCE

## **NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE :** Letter by the MINFI.

**INITIATOR OF THE PROCEDURE :** The person concerned.

**PLACE TO SUBMIT THE FILE :** Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

**STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT :** Bureau for the Updating of the Payroll Card-Index.

#### **REFERENCE INSTRUMENTS :**

- Law No.1992-07 of 14 August 1992 on the Labour Code;
- Decree No. 78-484 of 9 November 1978 to lay down common provisions applicable to State employees under the Labour Code amended and supplemented by Decree No.82-100 of 3 March 1982;
- Decree No.94/199 of 7 October 1994 on the general status of the public service, amended and supplemented by Decree No.2000/287 of 12 October 2000;
- Decree No.2001/145 of 3 July 2001 on the special status of civil servants on the public health corps;
- Decree No. 2012/79 of 9 March 2012 on the devolution of the management of State personnel and salaries;
- Decree No.2013/159 of 15 May 2013 to lay down the Special Regime for Public Finance Administrative Control;
- Decree No.2014/253 of 7 July 2014 on the increase of the basic monthly pay of civilian and military personnel;
- Decree No. 2017/080 of 6 March 2017 granting bonuses to State medical and paramedical personnel, covered by the Labour Code;
- Circular letter of the Minister of Finance on Instructions relating to the Execution, Monitoring and Control of the Execution of the Budget of the State, Administrative Institutions, Regional and Local Authorities and other subsidized bodies for the current financial year.

**REQUIREMENTS:** be on salary suspension.

#### **COMPOSITION OF THE FILE:**

- A stamped application addressed to the MOH;
- A suspension instrument;

- A copy of the instrument lifting the suspension;
- A certificate of resumption of duty;
- An original certificate of effective presence at the duty post less than three months.

#### **SIGNATORY OF THE INSTRUMENT/DOCUMENT:** The Minister.

#### **DEADLINE:** 30 days.

**DISSEMINATION MODE:** Notification/withdrawal of pay slip from the Sub-department of Salaries and Pensions.

- Inspector General of Administrative Services;
- Head of the Referrals Service.

## PROCEDURE NO. 57/DHR: REINSTATEMENT OF THE SALARY FOLLOWING SECONDMENT

**NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE:** Letter by the MINFI.

**INITIATOR OF THE PROCEDURE:** The person concerned.

**PLACE TO SUBMIT THE FILE:** Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

**STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT:** Bureau for the Updating of the Payroll Card-Index.

#### **REFERENCE INSTRUMENTS:**

- Law No. 1992-07 of 14 August 1992 on the Labour Code;
- Decree No. 78-484 of 9 November 1978 to lay down common provisions applicable to State employees under the Labour Code amended and supplemented by Decree No. 82-100 of 3 March 1982;
- Decree No. 94/199 of 7 October 1994 on the general status of the public service, amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2001/145 of 3 July 2001 on the special status of civil servants on the public health corps;
- Decree No. 2012/79 of 9 March 2012 on the devolution of the management of State personnel and salaries;
- Decree No. 2013/159 of 15 May 2013 to lay down the Special Regime for Public Finance Administrative Control;
- Decree No. 2014/253 of 7 July 2014 on the increase of the basic monthly pay of civilian and military personnel;
- Decree No. 2017/080 of 6 March 2017 granting bonuses to State medical and paramedical personnel, covered by the Labour Code;
- Circular letter of the Minister of Finance on Instructions relating to the Execution, Monitoring and Control of the Execution of the Budget of the State, Administrative Institutions, Regional and Local Authorities and other subsidized bodies for the current financial year.

#### **REQUIREMENTS:**

- Be on salary suspension;
- Have a secondment instrument.

#### **COMPOSITION OF THE FILE:**

- A stamped application addressed to the MOH;

- A secondment instrument;
- An end of secondment instrument;
- A copy of the instrument lifting the salary suspension;
- A certificate of resumption of duty;
- An original certificate of effective presence at the duty post less than three
- Pay slip (where necessary).

#### SIGNATORY OF THE INSTRUMENT/DOCUMENT: The Minister.

DEADLINE: 30 days.

**DISSEMINATION MODE:** Notification/withdrawal of pay slip from the Sub-department of Salaries and Pensions.

- Inspector General of Administrative Services;
- Head of the Referrals Service.

## II.4.2 Resumption of duty

## **PROCEDURE NO. 58/DHR: RESUMPTION OF DUTY**

## **NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE:** Letter for resumption of duty.

**INITIATOR OF THE PROCEDURE:** The person concerned.

**PLACE TO SUBMIT THE FILE:** Reception and Information Service of the MOH. **STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT:** Bureau for the Updating of the Payroll Card-Index.

#### **REFERENCE INSTRUMENTS:**

- Law No. 1992-07 of 14 August 1992 on the Labour Code;
- Decree No. 78-484 of 9 November 1978 to lay down common provisions applicable to State employees under the Labour Code amended and supplemented by Decree No. 82-100 of 3 March 1982;
- Decree No. 94/199 of 7 October 1994 on the general status of the public service, amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2001/145 of 3 July 2001 on the special status of civil servants on the public health corps;
- Decree No. 2012/79 of 9 March 2012 on the devolution of the management of State personnel and salaries;
- Decree No. 2013/159 of 15 May 2013 to lay down the Special Regime for Public Finance Administrative Control;
- Decree No. 2014/253 of 7 July 2014 on the increase of the basic monthly pay of civilian and military personnel;
- Decree No. 2017/080 of 6 March 2017 granting bonuses to State medical and paramedical personnel, covered by the Labour Code;
- Circular letter of the Minister of Finance on Instructions relating to the Execution, Monitoring and Control of the Execution of the Budget of the State, Administrative Institutions, Regional and Local Authorities and other subsidized bodies for the current financial year.

**REQUIREMENTS:** Have a certificate of resumption of duty.

### **COMPOSITION OF THE FILE:**

- An application stamped at the current rate addressed to the Minister of Public Health;
- Advancement in grade, reclassification or addendum to the work contract certified at MINFOPRA;

- An original copy of the attestation of effective presence (03) less than three months.
- Advancement in grade, reclassification or addendum to the work contract;
- Recent pay slip.

#### **SIGNATORY OF THE INSTRUMENT/DOCUMENT:** The Minister.

#### **DEADLINE:** 30 days.

**DISSEMINATION MODE:** Notification/withdrawal at the Central Mail Service of the MOH

- Inspector General of Administrative Services;
- Head of the Referrals Service of the MOH

## II.4.3 Suspension of salary due to irregular absence

### II.4.3.1 Suspension of salary due to irregular absence

## PROCEDURE NO. 59/DHR: SUSPENSION OF THE SALARY OF A STATE AGENT DUE TO IRREGULAR ABSENCE

#### **NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE:** Blank pay slip. **INITIATOR OF THE PROCEDURE:** Administration.

#### PLACE TO SUBMIT THE FILE: None.

**STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT:** Bureau for the Updating of the Payroll Card-Index.

#### **REFERENCE INSTRUMENTS:**

- Law No. 1992-07 of 14 August 1992 on the Labour Code;
- Decree No. 78-484 of 9 November 1978 to lay down common provisions applicable to State employees under the Labour Code amended and supplemented by Decree No. 82-100 of 3 March 1982;
- Decree No. 94/199 of 7 October 1994 on the general status of the public service, amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2001/145 of 3 July 2001 on the special status of civil servants on the public health corps;
- Decree No. 2012/79 of 9 March 2012 on the devolution of the management of State personnel and salaries;
- Decree No. 2013/159 of 15 May 2013 to lay down the Special Regime for Public Finance Administrative Control;
- Decree No. 2014/253 of 7 July 2014 on the increase of the basic monthly pay of civilian and military personnel;
- Decree No. 2017/080 of 6 March 2017 granting bonuses to State medical and paramedical personnel, covered by the Labour Code;
- Circular letter of the Minister of Finance on Instructions relating to the Execution, Monitoring and Control of the Execution of the Budget of the State, Administrative Institutions, Regional and Local Authorities and other subsidized bodies for the current financial year.

#### **REQUIREMENTS:**

- Have an instrument indicating irregular absence;

#### **COMPOSITION OF THE FILE :**

- None.

#### SIGNATORY OF THE INSTRUMENT/DOCUMENT: The Minister

#### **DEADLINE:** 24 days.

**DISSEMINATION MODE:** Notification/withdrawal of the blank pay slip at the Sub-department of Salaries and Pensions.

- Inspector General of Administrative Services;
- Head of the Referrals Service.

#### II.4.3.2 Suspension of salary due to temporary suspension of duty

#### PROCEDURE NO. 60/DHR: SUSPENSION OF SALARY DUE TO TEMPORARY SUSPENSION OF DUTY

## NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE: Blank pay slip.

## **INITIATOR OF THE PROCEDURE:** Administration.

#### PLACE TO SUBMIT THE FILE: None.

## **STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT:** Bureau for the Updating of the Payroll Card-Index.

#### **REFERENCE INSTRUMENTS:**

- Law No. 1992-07 of 14 August 1992 on the Labour Code;
- Law No. 2018/012 of 11 July 2018 relating to fiscal regime of the State and other public entities;
- Decree No. 78-484 of 9 November 1978 to lay down common provisions applicable to State employees under the Labour Code amended and supplemented by Decree No. 82-100 of 3 March 1982;
- Decree No. 94/199 of 7 October 1994 on the general status of the public service, amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2001/145 of 3 July 2001 on the special status of civil servants on the public health corps;
- Decree No. 2012/79 of 9 March 2012 on the devolution of the management of State personnel and salaries;
- Decree No. 2013/159 of 15 May 2013 to lay down the Special Regime for Public Finance Administrative Control;
- Decree No. 2014/253 of 7 July 2014 on the increase of the basic monthly pay of civilian and military personnel;
- Decree No. 2017/080 of 6 March 2017 granting bonuses to State medical and paramedical personnel, covered by the Labour Code;
- Circular letter of the Minister of Finance on Instructions relating to the Execution, Monitoring and Control of the Execution of the Budget of the State, Administrative Institutions, Regional and Local Authorities and other subsidized bodies for the current financial year.

#### **REQUIREMENTS:** None. **COMPOSITION OF THE FILE :**

– None.

#### SIGNATORY OF THE INSTRUMENT/DOCUMENT: The Minister. DEADLINE: 15 days. DISSEMINATION MODE: Blank pay slip. AUTHORITY IN CHARGE OF COMPLIANCE:

- Inspector General of Administrative Services;
- Head of the Referrals Service.

## *II.4.4 Suspension of salary in a regular situation*

### II.4.4.1 Suspension of salary due to death

## PROCEDURE NO. 61/DHR: SUSPENSION OF SALARY DUE TO DEATH

## **NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE:** Suspension instrument.

**INITIATOR OF THE PROCEDURE:** The family of the person concerned or the administration.

**PLACE TO SUBMIT THE FILE:** Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

**STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT:** Bureau for the Updating of the Payroll Card-Index.

#### **REFERENCE INSTRUMENTS:**

- Law No. 1992-07 of 14 August 1992 on the Labour Code;
- Decree No. 78-484 of 9 November 1978 to lay down common provisions applicable to State employees under the Labour Code amended and supplemented by Decree No. 82-100 of 3 March 1982;
- Decree No. 94/199 of 7 October 1994 on the general status of the public service, amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2001/145 of 3 July 2001 on the special status of civil servants on the public health corps;
- Decree No. 2012/79 of 9 March 2012 on the devolution of the management of State personnel and salaries;
- Decree No. 2013/159 of 15 May 2013 to lay down the Special Regime for Public Finance Administrative Control;
- Decree No. 2014/253 of 7 July 2014 on the increase of the basic monthly pay of civilian and military personnel;
- Decree No. 2017/080 of 6 March 2017 granting bonuses to State medical and paramedical personnel, covered by the Labour Code;
- Circular letter of the Minister of Finance on Instructions relating to the Execution, Monitoring and Control of the Execution of the Budget of the State, Administrative Institutions, Regional and Local Authorities and other subsidized bodies for the current financial year.

#### **REQUIREMENTS:** Be of late.

## **COMPOSITION OF THE FILE:**

- Death Certificate.

#### SIGNATORY OF THE INSTRUMENT/DOCUMENT: The Minister.

#### **DEADLINE:** 30 days.

**DISSEMINATION MODE:** Notification/withdrawal of the suspension instrument due to death at the Central Mail Service of the MOH.

- Inspector General of Administrative Services
- Head of the Referrals Service.

#### II.4.4.2 Suspension of salary due to reserve or secondment

### PROCEDURE NO. 62/DHR: SUSPENSION OF SALARY DUE TO RESERVE OR SECONDMENT

## NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE: Blank pay slip.

#### **INITIATOR OF THE PROCEDURE:** Administration.

**PLACE TO SUBMIT THE FILE:** Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

**STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT:** Bureau for the Updating of the Payroll Card-Index.

#### **REFERENCE INSTRUMENTS:**

- Law No. 1992-07 of 14 August 1992 on the Labour Code;
- Decree No. 78-484 of 9 November 1978 to lay down common provisions applicable to State employees under the Labour Code amended and supplemented by Decree No. 82-100 of 3 March 1982;
- Decree No. 94/199 of 7 October 1994 on the general status of the public service, amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2001/145 of 3 July 2001 on the special status of civil servants on the public health corps;
- Decree No. 2012/79 of 9 March 2012 on the devolution of the management of State personnel and salaries;
- Decree No. 2013/159 of 15 May 2013 to lay down the Special Regime for Public Finance Administrative Control;
- Decree No. 2014/253 of 7 July 2014 on the increase of the basic monthly pay of civilian and military personnel;
- Decree No. 2017/080 of 6 March 2017 granting bonuses to State medical and paramedical personnel, covered by the Labour Code;
- Circular letter of the Minister of Finance on Instructions relating to the Execution, Monitoring and Control of the Execution of the Budget of the State, Administrative Institutions, Regional and Local Authorities and other subsidized bodies for the current financial year.

**REQUIREMENTS:** Have a reserve or secondment instrument.

#### **COMPOSITION OF THE FILE :**

– None.

#### SIGNATORY OF THE INSTRUMENT/DOCUMENT: The Minister

#### DEADLINE: 15 days.

**DISSEMINATION MODE:** Notification/withdrawal of the blank pay slip at the Sub-department of Salaries and Pensions.

- Inspector General of Administrative Services;
- Head of the Referrals Service.

### II.4.4.3 Suspension of salary due to suspension of contract

### PROCEDURE NO. 63/DHR: SUSPENSION OF SALARY DUE TO SUSPENSION OF CONTRACT

#### **NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE:** Blank pay slip. **INITIATOR OF THE PROCEDURE:** Administration.

**PLACE TO SUBMIT THE FILE:** Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

**STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT:** Bureau for the Updating of the Payroll Card-Index.

#### **REFERENCE INSTRUMENTS:**

- Law No. 1992-07 of 14 August 1992 on the Labour Code;
- Law No. 2018/012 of 11 July 2018 relating to fiscal regime of the State and other public entities;
- Decree No. 78-484 of 9 November 1978 to lay down common provisions applicable to State employees under the Labour Code amended and supplemented by Decree No. 82-100 of 3 March 1982;
- Decree No. 94/199 of 7 October 1994 on the general status of the public service, amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2001/145 of 3 July 2001 on the special status of civil servants on the public health corps;
- Decree No. 2012/79 of 9 March 2012 on the devolution of the management of State personnel and salaries;
- Decree No. 2013/159 of 15 May 2013 to lay down the Special Regime for Public Finance Administrative Control;
- Decree No. 2014/253 of 7 July 2014 on the increase of the basic monthly pay of civilian and military personnel;
- Decree No. 2017/080 of 6 March 2017 granting bonuses to State medical and paramedical personnel, covered by the Labour Code
- Circular letter of the Minister of Finance on Instructions relating to the Execution, Monitoring and Control of the Execution of the Budget of the State, Administrative Institutions, Regional and Local Authorities and other subsidized bodies for the current financial year.

#### **REQUIREMENTS:** None COMPOSITION OF THE FILE :

– None.

#### SIGNATORY OF THE INSTRUMENT/DOCUMENT: None DEADLINE: 30 days. DISSEMINATION MODE: Blank pay slip. AUTHORITY IN CHARGE OF COMPLIANCE:

- Inspector General of Administrative Services
- Head of the Referrals Service.

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## Chapter 1: Permanent pension rights

## III.1.1 Admission to retirement of a Category A civil servant

### PROCEDURE NO. 64/DHR: ADMISSION TO RETIREMENT AND ALLOCATION OF A PENSION TO A CATEGORY "A" CIVIL SERVANT

**NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE:** Decree on the placement on retirement and allocation of a pension.

**INITIATOR OF THE PROCEDURE:** Administration or the person concerned.

**PLACE TO SUBMIT THE FILE:** Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

**STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT:** Pensions Bureau.

#### **REFERENCE INSTRUMENTS:**

- Finance Law of the Republic of Cameroon for the current financial year;
- Law No. 2018/012 of 11 July 2018 relating to fiscal regime of the State and other public entities;
- Decree No. 74/759 of 26 August 1974 to organize the civil pensions schemes and all subsequent addendums;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration regime of civilian and military personnel of the Republic of Cameroon;
- Decree No. 75/791 of 18 December 1975 to lay down the index scaling of various cadres of the Public service in Cameroon;
- Decree No. 77/41 of 03 February 1977 to set the functions and organization of financial audits;
- Decree No. 94/199 of 7 October 1994 on the general status of the public service as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree on Special status
- Decree No. 2011/408 of 09 December 2011 to organize the Government;
- Decree No. 2011/409 of 09 December 2011 to appoint the Prime Minister, Head of Government;
- Decree No. 2011/410 of 09 December 2011 to form the Government;
- Decree No. 2012/79 of 9 March 2012 on the devolution of the management of State personnel and salaries;
- Decree No. 2012/537 of 19 November 2012 to organize the Ministry of Public Service and Administration Reform;

- Order No. 236/CAB/PR of 09 November 1978 to the procedure to grant civilian and military pensions, life annuities, death benefits and death allowance;
- Circular letter of the Minister of Finance on instructions relating to the execution, monitoring and control of the execution of the budget of the State, administrative institutions, Regional and Local Authorities and other subsidized bodies for the current financial year.

#### **REQUIREMENTS:**

- Be a Category "A" civil servant;
- Having reached the regulatory age limit provided for by the General Status of the Public Service or Special Status;
- Having worked for at least 15 years in the Public Service.

#### **COMPOSITION OF THE FILE:**

- An application stamped at the current rate addressed to the Minister of Public Health;
- A certified copy of the recruitment instrument (Decree or Order);
- A certified copy of the last advancement in incremental position;
- A certificate of collective life for minor children certified by the competent authority;
- Attestation of residence of the person concerned, signed by the competent authority;
- School attendance certificates for minor children, or medical certificates of invalid children;
- Copies of birth certificate(s) of minor children certified by the competent authority;
- Copy of marriage certificate(s), certified by the competent authority;
- Commitment decision/Contract (where appropriate);
- A certified copy of the advancement in grade or reclassification instrument (where appropriate);
- Decision on the validation of precarious services (where appropriate);
- Decision on the placement and end of placement on reserve (where appropriate);
- Decision on the placement and end of placement on secondment (where appropriate);
- Decree or Order to grant the extension of service period (where appropriate);
- Certificate of individuality (where appropriate).

## **SIGNATORY OF THE INSTRUMENT/DOCUMENT:** The Minister. **DEADLINE:** 30 days.

**DISSEMINATION MODE:** Notification/withdrawal at the Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

- Inspector General of Administrative Services;
- Head of the Referrals Service of the MOH.

## III.1.2 Pension of categories B, C or D civil servants

### PROCEDURE NO. 65/DHR : ADMISSION TO RETIREMENT AND ALLOCATION OF A PENSION TO A CIVIL SERVANT OF CATEGORY B, C OR D

**NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE:** Decree on the admission to retirement and allocation of a pension to a civil servant of category B, C or D.

**INITIATOR OF THE PROCEDURE:** Administration/The person concerned.

**PLACE TO SUBMIT THE FILE:** Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

## **STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT:** Pensions Bureau.

#### **REFERENCE INSTRUMENTS:**

- Finance Law of the Republic of Cameroon for the current financial year;
- Decree No. 74/759 of 26 August 1974 to organize the civil pensions schemes and all subsequent addendums;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration regime of civilian and military personnel of the Republic of Cameroon;
- Decree No. 75/791 of 18 December 1975 to lay down the index scaling of various cadres of the Public service in Cameroon;
- Decree No. 77/41 of 03 February 1977 to set the functions and organization of financial audits;
- Decree No. 94/199 of 7 October 1994 on the general status of the public service as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2011/408 of 09 December 2011 to organize the Government;
- Decree No. 2011/409 of 09 December 2011 to appoint the Prime Minister, Head of Government;
- Decree No. 2011/410 of 09 December 2011 to form the Government;
- Decree No. 2012/79 of 9 March 2012 on the devolution of the management of State personnel and salaries;
- Order No. 236/CAB/PR of 09 November 1978 to the procedure to grant civilian and military pensions, life annuities, death benefits and death allowance;
- Circular letter of the Minister of Finance on instructions relating to the execution, monitoring and control of the execution of the budget of the State, administrative institutions, Regional and Local Authorities and other subsidized bodies for the current financial year.

#### **REQUIREMENTS:**

- Be a category "B, C or D" civil servant;
- Having reached the regulatory age limit provided for by the General Status of the Public Service or Special Status;
- Having worked for at least 15 years in the Public Service.

#### **COMPOSITION OF THE FILE:**

- An application stamped at the current rate addressed to the Minister of Public Health;
- A copy of the recruitment instrument (Decree, Order or Decision);
- A certified copy of the last advancement in incremental position;
- A certificate of collective life for minor children, signed by the competent authority;
- Attestation of residence of the person concerned, signed by the competent authority;
- School attendance certificates for minor children, or medical certificates of invalid children;
- Copies of the birth certificate of minor children certified by the competent authority;
- Copy of the marriage certificate(s) certified by the competent authority (where appropriate);
- Document on reclassification or advancement in incremental position (where appropriate);
- Decision on the validation of precarious services (where appropriate);
- Decision on the placement and end of placement on reserve (where appropriate);
- Decision on the placement and end of placement on secondment (where appropriate);
- Commitment decision/Contract (where appropriate);
- Certificate of individuality (where appropriate);
- Decree to grant the extension of service period (where appropriate).

#### **SIGNATORY OF THE INSTRUMENT/DOCUMENT:** The Minister.

**DEADLINE:** 27 days.

**DISSEMINATION MODE:** Notification/withdrawal at the Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

- Inspector General of Administrative Services;
- Head of the Referrals Service of the MOH;

# *III.1.3 Admission to retirement before due date of a category "A" civil servant*

### PROCEDURE NO. 66/DHR: ADMISSION TO RETIREMENT BEFORE DUE DATE AND ALLOCATION OF A PENSION TO A CATEGORY "A" CIVIL SERVANT

**NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE:** Order to place on retirement and allocation a pension to a category A civil servant.

**INITIATOR OF THE PROCEDURE:** Administration/Person concerned.

**PLACE TO SUBMIT THE FILE:** Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

**STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT:** Pensions Bureau.

#### **REFERENCE INSTRUMENTS:**

- Finance Law of the Republic of Cameroon for the current financial year;
- Decree No. 74/759 of 26 August 1974 to organize the civil pensions schemes and all subsequent addendums;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration regime of civilian and military personnel of the Republic of Cameroon;
- Decree No. 75/791 of 18 December 1975 to lay down the index scaling of various cadres of the Public service in Cameroon;
- Decree No. 77/41 of 03 February 1977 to set the functions and organization of financial audits;
- Decree No. 94/199 of 7 October 1994 on the general status of the public service as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2011/408 of 09 December 2011 to organize the Government;
- Decree No. 2011/409 of 09 December 2011 to appoint the Prime Minister, Head of Government;
- Decree No. 2011/410 of 09 December 2011 to form the Government;
- Decree No. 2012/79 of 9 March 2012 on the devolution of the management of State personnel and salaries;
- Order No. 236/CAB/PR of 09 November 1978 to the procedure to grant civilian and military pensions, life annuities, death benefits and death allowance;
- Circular letter of the Minister of Finance on instructions relating to the execution, monitoring and control of the execution of the budget of the

State, administrative institutions, Regional and Local Authorities and other subsidized bodies for the current financial year.

#### **REQUIREMENTS:**

- Be a Category A civil servant
- Be in active service and having contributed for 15-20 years or be aged 50 years old or above;
- Not having reached the regulatory age limit provided for by the General Status of the Public Service or Special status.

#### **COMPOSITION OF THE FILE:**

- An application stamped at the current rate addressed to the Minister of Public Health;
- Certificate of cessation of service;
- School attendance certificates for minor children, or medical certificates of invalid children;
- Decision on the validation of precarious services, where appropriate;
- A certificate of collective life for minor children, signed by the competent authority;
- Attestation of residence stamped at the current rate;
- Copy of marriage certificate certified by the competent authority (where appropriate);
- A certified copy of the recruitment instrument (Decree or Order);
- A certified copy of the last advancement in incremental position;
- Copies of the birth certificate of minor children certified by the competent authority;
- Copy of a birth certificate or National ID Card of the person concerned, certified by the competent authority;
- Decision on the placement and end of placement on reserve (where appropriate);
- A certified copy of the advancement in grade or reclassification instrument (where appropriate).

## **SIGNATORY OF THE INSTRUMENT/DOCUMENT:** The Minister. **DEADLINE:** 30 days.

**DISSEMINATION MODE:** Notification/withdrawal at the Central Mail Service of the MOH or Regional Delegation of Public Health.

- Inspector General of Administrative Services
- Head of the Referrals Service of the MOH;

# *III.1.4 Admission to retirement before due date of a category "B, C or D" civil servant*

### PROCEDURE NO. 67/DHR: ADMISSION TO RETIREMENT BEFORE DUE DATE AND ALLOCATION OF A PENSION TO A CATEGORY "B, C OR D" CIVIL SERVANT

**NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE:** Order to place on retirement and allocation a pension to a category B, C or D civil servant.

**INITIATOR OF THE PROCEDURE:** Administration/Person concerned.

**PLACE TO SUBMIT THE FILE:** Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

#### **STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT:** Pensions Bureau.

- Finance Law of the Republic of Cameroon for the current financial year;
- Decree No. 74/759 of 26 August 1974 to organize the civil pensions schemes and all subsequent addendums;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration regime of civilian and military personnel of the Republic of Cameroon;
- Decree No. 75/791 of 18 December 1975 to lay down the index scaling of various cadres of the Public service in Cameroon;
- Decree No. 77/41 of 03 February 1977 to set the functions and organization of financial audits;
- Decree No. 94/199 of 7 October 1994 on the general status of the public service as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2011/408 of 09 December 2011 to organize the Government;
- Decree No. 2011/409 of 09 December 2011 to appoint the Prime Minister, Head of Government;
- Decree No. 2011/410 of 09 December 2011 to form the Government;
- Decree No. 2012/79 of 9 March 2012 on the devolution of the management of State personnel and salaries;
- Order No. 236/CAB/PR of 09 November 1978 to the procedure to grant civilian and military pensions, life annuities, death benefits and death allowance;
- Circular letter of the Minister of Finance on instructions relating to the execution, monitoring and control of the execution of the budget of the State, administrative institutions, Regional and Local Authorities and other

subsidized bodies for the current financial year.

### **REQUIREMENTS:**

- Be a civil servant of category "B, C or D";
- Be in active service and having contributed for 15-20 years or be 50 years old or above;
- Not having reached the regulatory age limit provided for by the General Status of the Public Service or Special status.

### **COMPOSITION OF THE FILE:**

- An application stamped at the current rate addressed to the Minister of Public Health;
- Certificate of cessation of service;
- School attendance certificates for minor children, or medical certificates of invalid children;
- A certificate of collective life for minor children, signed by the competent authority;
- Attestation of residence stamped at the current rate;
- Copy of marriage certificate certified by the competent authority;
- A certified copy of the recruitment instrument (Decree or Order);
- A certified copy of the last advancement in incremental position;
- Copies of the birth certificate of minor children certified by the competent authority;
- Copy of a birth certificate or National ID Card of the person concerned, certified by the competent authority;
- A certified copy of the advancement in grade or reclassification instrument (where appropriate);
- Decision on the placement and end of placement on reserve (where appropriate);
- Copy of marriage certificate(s) certified by the competent authority (where appropriate)
- Decision on the validation of precarious services (where appropriate).

**SIGNATORY OF THE INSTRUMENT/DOCUMENT:** The Minister. **DEADLINE:** 30 days.

**DISSEMINATION MODE:** Notification/withdrawal at the Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

- Inspector General of Administrative Services;
- Head of the Referrals Service of the MOH;

# *III.1.5 Allocation of a disability pension to a category A civil servant*

### PROCEDURE NO. 68/DHR: ALLOCATION OF A DISABILITY PENSION TO A CATEGORY "A" CIVIL SERVANT

**NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE:** Order to grant a disability pension to a category A civil servant.

**INITIATOR OF THE PROCEDURE:** Administration/Person concerned.

**PLACE TO SUBMIT THE FILE:** Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

**STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT:** Pensions Bureau.

- Finance Law of the Republic of Cameroon for the current financial year;
- Decree No. 74/759 of 26 August 1974 to organize the civil pensions schemes and all subsequent addendums;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration regime of civilian and military personnel of the Republic of Cameroon;
- Decree No. 75/791 of 18 December 1975 to lay down the index scaling of various cadres of the Public service in Cameroon;
- Decree No. 77/41 of 03 February 1977 to set the functions and organization of financial audits;
- Decree No. 94/199 of 7 October 1994 on the general status of the public service as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2011/408 of 09 December 2011 to organize the Government;
- Decree No. 2011/409 of 09 December 2011 to appoint the Prime Minister, Head of Government;
- Decree No. 2011/410 of 09 December 2011 to form the Government;
- Decree No. 2012/79 of 9 March 2012 on the devolution of the management of State personnel and salaries;
- Order No. 236/CAB/PR of 09 November 1978 to the procedure to grant civilian and military pensions, life annuities, death benefits and death allowance;
- Circular letter of the Minister of Finance on instructions relating to the execution, monitoring and control of the execution of the budget of the

State, administrative institutions, Regional and Local Authorities and other subsidized bodies for the current financial year.

### **REQUIREMENTS:**

- Be a Category A civil servant;

### **COMPOSITION OF THE FILE:**

- An application stamped at the current rate addressed to the Minister of Public Health;
- Order on admission to retirement;

### SIGNATORY OF THE INSTRUMENT/DOCUMENT: The Minister.

#### DEADLINE: 30 days.

**DISSEMINATION MODE:** Notification/withdrawal at the Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

- Inspector General of Administrative Services
- Mail and Liaison Service.

### PROCEDURE NO. 69/DHR: ALLOCATION OF A DISABILITY PENSION TO A CIVIL SERVANT OF CATEGORY "B, C OR D"

**NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE:** Order to grant a disability pension to a category B, C or D civil servant.

**INITIATOR OF THE PROCEDURE:** Administration/Person concerned.

**PLACE TO SUBMIT THE FILE:** Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

### **STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT:** Pensions Bureau.

- Finance Law of the Republic of Cameroon for the current financial year;
- Decree No. 74/759 of 26 August 1974 to organize the civil pensions schemes and all subsequent addendums;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration regime of civilian and military personnel of the Republic of Cameroon;
- Decree No. 75/791 of 18 December 1975 to lay down the index scaling of various cadres of the Public service in Cameroon;
- Decree No. 77/41 of 03 February 1977 to set the functions and organization of financial audits;
- Decree No. 94/199 of 7 October 1994 on the general status of the public service as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2011/408 of 09 December 2011 to organize the Government;
- Decree No. 2011/409 of 09 December 2011 to appoint the Prime Minister, Head of Government;
- Decree No. 2011/410 of 09 December 2011 to form the Government;
- Decree No. 2012/79 of 9 March 2012 on the devolution of the management of State personnel and salaries;
- Order No. 236/CAB/PR of 09 November 1978 to the procedure to grant civilian and military pensions, life annuities, death benefits and death allowance;
- Circular letter of the Minister of Finance on instructions relating to the execution, monitoring and control of the execution of the budget of the State, administrative institutions, Regional and Local Authorities and other subsidized bodies for the current financial year.

- Be a category "B, C or D" civil servant;
- Be on retirement and having contributed for at least 15 years.

### **COMPOSITION OF THE FILE:**

- An application stamped at the current rate addressed to the Minister of Public Health;
- Order on admission to retirement.

### **SIGNATORY OF THE INSTRUMENT/DOCUMENT:** The Minister.

### DEADLINE: 30 days.

**DISSEMINATION MODE:** Notification/withdrawal at the Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

- Inspector General of Administrative Services;
- Chef de Mail and Liaison Service et de Liaison.

### PROCEDURE NO. 70/DHR: ALLOCATION OF A DISABILITY PENSION TO A CONTRACT EMPLOYEE OF CATEGORY 7 TO 124

**NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE:** Order to grant a disability pension to a contract employee of category 7 to 12.

**INITIATOR OF THE PROCEDURE:** Administration/The person concerned

**PLACE TO SUBMIT THE FILE:** Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

**STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT:** Pensions Bureau.

- Law No. 69/LF of 10 November 1969 to institute an insurance scheme for old-age and disability pensions as well as death benefits;
- Law No. 92/007 of 14 August 1992 on the Labour Code;
- Finance Law of the Republic of Cameroon for the current financial year;
- Decree No. 74/733 of 19 August 1974 to lay down the conditions for the application of the Law No. 69/LF of 10 November 1969 to institute an insurance scheme for old-age and disability pensions as well as death benefits;
- Decree No. 74/759 of 26 August 1974 to organize the civil pensions schemes and all subsequent addendums;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration regime of civilian and military personnel of the Republic of Cameroon;
- Decree No. 75/791 of 18 December 1975 to lay down the index scaling of various cadres of the Public service in Cameroon;
- Decree No. 77/41 of 03 February 1977 to set the functions and organization of financial audits;
- Decree No. 94/199 of 7 October 1994 on the general status of the public service as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2011/408 of 09 December 2011 to organize the Government;
- Decree No. 2011/409 of 09 December 2011 to appoint the Prime Minister, Head of Government;
- Decree No. 2011/410 of 09 December 2011 to form the Government;

<sup>4</sup> This pension is collected on retirement.

- Decree No. 2012/79 of 9 March 2012 on the devolution of the management of State personnel and salaries;
- Order No. 236/CAB/PR of 09 November 1978 to the procedure to grant civilian and military pensions, life annuities, death benefits and death allowance;
- Circular letter of the Minister of Finance on instructions relating to the execution, monitoring and control of the execution of the budget of the State, administrative institutions, Regional and Local Authorities and other subsidized bodies for the current financial year.

- Be a contract employee of category 7 to 12;

### **COMPOSITION OF THE FILE:**

- An application stamped at the current rate addressed to the Minister of Public Health;
- Order on admission to retirement.

### SIGNATORY OF THE INSTRUMENT/DOCUMENT: The Minister

### **DEADLINE:** 50 days

**DISSEMINATION MODE:** Notification/withdrawal at the Central Mail Service of the MOH or RDPH.

- Inspector General of Administrative Services;
- Head of the Referrals Service of the MOH.

### PROCEDURE NO. 71/DHR: ALLOCATION OF AN DISABILITY PENSION TO AN EMPLOYEE RECRUITED ON THE BASIS OF A DECISION

**NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE:** Order to grant a disability pension to an employee recruited on the basis of a decision.

**INITIATOR OF THE PROCEDURE:** Administration/The person concerned **PLACE TO SUBMIT THE FILE:** Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

**STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT:** Pensions Bureau.

- Law No. 69/LF of 10 November 1969 to institute an insurance scheme for old-age and disability pensions as well as death benefits;
- Law No. 92/007 of 14 August 1992 on the Labour Code;
- Finance Law of the Republic of Cameroon for the current financial year;
- Decree No. 74/733 of 19 August 1974 to lay down the conditions for the application of the Law No. 69/LF of 10 November 1969 to institute an insurance scheme for old-age and disability pensions as well as death benefits;
- Decree No. 74/759 of 26 August 1974 to organize the civil pensions schemes and all subsequent addendums;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration regime of civilian and military personnel of the Republic of Cameroon;
- Decree No. 75/791 of 18 December 1975 to lay down the index scaling of various cadres of the Public service in Cameroon;
- Decree No. 77/41 of 03 February 1977 to set the functions and organization of financial audits;
- Decree No. 94/199 of 7 October 1994 on the general status of the public service as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2011/408 of 09 December 2011 to organize the Government;
- Decree No. 2011/409 of 09 December 2011 to appoint the Prime Minister, Head of Government;
- Decree No. 2011/410 of 09 December 2011 to form the Government;
- Decree No. 2012/79 of 9 March 2012 on the devolution of the management of State personnel and salaries;
- Order No. 236/CAB/PR of 09 November 1978 to the procedure to grant

civilian and military pensions, life annuities, death benefits and death allowance;

 Circular letter of the Minister of Finance on instructions relating to the execution, monitoring and control of the execution of the budget of the State, administrative institutions, Regional and Local Authorities and other subsidized bodies for the current financial year.

### **REQUIREMENTS:**

- Be an employee recruited on the basis of a decision.

### **COMPOSITION OF THE FILE:**

- An application stamped at the current rate addressed to the Minister of Public Health;
- Order on admission to retirement.

### SIGNATORY OF THE INSTRUMENT/DOCUMENT: The Minister

#### DEADLINE: 50 days

**DISSEMINATION MODE:** Notification/withdrawal at the Central Mail Service of the MOH or RDPH.

- Inspector General of Administrative Services;
- Head of the Referrals Service of the MOH.

# *III.1.6 Rectification of pensions and life annuities instruments for category A civil servants*

### PROCEDURE NO. 72/DHR: RECTIFICATION OF PENSION AND LIFE ANNUITIES FOR CATEGORY A CIVIL SERVANTS

### **NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE:** Order to rectify the retirement pension/death benefits/reversionary pension.

**INITIATOR OF THE PROCEDURE:** Administration/The person concerned/ rightful claimant;

**PLACE TO SUBMIT THE FILE:** Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

### **STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT:** Pensions Bureau.

- Finance Law of the Republic of Cameroon for the current financial year;
- Decree No. 74/759 of 26 August 1974 to organize the civil pensions schemes and all subsequent addendums;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration regime of civilian and military personnel of the Republic of Cameroon;
- Decree No. 75/791 of 18 December 1975 to lay down the index scaling of various cadres of the Public service in Cameroon;
- Decree No. 77/41 of 03 February 1977 to set the functions and organization of financial audits;
- Decree No. 94/199 of 7 October 1994 on the general status of the public service as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2011/408 of 09 December 2011 to organize the Government;
- Decree No. 2011/409 of 09 December 2011 to appoint the Prime Minister, Head of Government;
- Decree No. 2011/410 of 09 December 2011 to form the Government;
- Decree No. 2012/79 of 9 March 2012 on the devolution of the management of State personnel and salaries;
- Order No. 236/CAB/PR of 09 November 1978 to the procedure to grant civilian and military pensions, life annuities, death benefits and death allowance;
- Circular letter of the Minister of Finance on instructions relating to the execution, monitoring and control of the execution of the budget of the

State, administrative institutions, Regional and Local Authorities and other subsidized bodies for the current financial year.

### **REQUIREMENTS:**

- Be a Category "A" civil servant;
- Have a signed instrument containing errors.

### **COMPOSITION OF THE FILE:**

- An unstamped application addressed to the Minister of Public Health;
- A copy of the signed instrument containing errors;
- Supporting documents of the claim.

### **SIGNATORY OF THE INSTRUMENT/DOCUMENT:** The Minister.

### DEADLINE: 30 days.

**DISSEMINATION MODE:** Notification/withdrawal at the Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

- Inspector General of Administrative Services;
- Head of the Referrals Service of the MOH;

# *III.1.7 Rectification of pensions and life annuities instruments for category B, C or D personnel*

### PROCEDURE NO. 73/DHR: RECTIFICATION OF PENSION AND LIFE ANNUITIES FOR CATEGORY B, C OR D PERSONNEL

**NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE:** Order to rectify the retirement pension/death benefits/reversionary pension of a category "B, C or D" civil servant.

**INITIATOR OF THE PROCEDURE:** Administration/The person concerned/ rightful claimant;

**PLACE TO SUBMIT THE FILE:** Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

**STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT:** Pensions Bureau.

- Finance Law of the Republic of Cameroon for the current financial year;
- Decree No. 74/759 of 26 August 1974 to organize the civil pensions schemes and all subsequent addendums;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration regime of civilian and military personnel of the Republic of Cameroon;
- Decree No. 75/791 of 18 December 1975 to lay down the index scaling of various cadres of the Public service in Cameroon;
- Decree No. 77/41 of 03 February 1977 to set the functions and organization of financial audits;
- Decree No. 94/199 of 7 October 1994 on the general status of the public service as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2011/408 of 09 December 2011 to organize the Government;
- Decree No. 2011/409 of 09 December 2011 to appoint the Prime Minister, Head of Government;
- Decree No. 2011/410 of 09 December 2011 to form the Government;
- Decree No. 2012/79 of 9 March 2012 on the devolution of the management of State personnel and salaries;
- Order No. 236/CAB/PR of 09 November 1978 to the procedure to grant

civilian and military pensions, life annuities, death benefits and death allowance;

 Circular letter of the Minister of Finance on instructions relating to the execution, monitoring and control of the execution of the budget of the State, administrative institutions, Regional and Local Authorities and other subsidized bodies for the current financial year.

### **REQUIREMENTS:**

- Be a Category B, C or D civil servant;
- Have a signed instrument containing errors.

### **COMPOSITION OF THE FILE:**

- An unstamped application addressed to the Minister of Public Health;
- A copy of the signed instrument containing errors;
- Supporting documents of the claim.

### SIGNATORY OF THE INSTRUMENT/DOCUMENT: The Minister.

### DEADLINE: 30 days.

**DISSEMINATION MODE:** Notification/withdrawal at the Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

- Inspector General of Administrative Services;
- Head of the Referrals Service of the MOH;

### PROCEDURE NO. 74/DHR: PLACEMENT ON RETIREMENT AND ALLOCATION OF A PENSION TO A CONTRACT EMPLOYEE OF CATEGORY 7 TO 12

**NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE:** Order on the admission on retirement and allocation of an old age pension to a contract employee of category 7 to 12.

**INITIATOR OF THE PROCEDURE:** Administration/The person concerned **PLACE TO SUBMIT THE FILE:** Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

### **STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT:** Pensions Bureau.

- Law No. 69/LF of 10 November 1969 to institute an insurance scheme for old-age and disability pensions as well as death benefits;
- Law No. 92/007 of 14 August 1992 on the Labour Code;
- Law No. 2018/012 of 11 July 2018 relating to fiscal regime of the State and other public entities;
- Finance Law of the Republic of Cameroon for the current financial year;
- Decree No. 74/733 of 19 August 1974 to lay down the conditions for the application of the Law No. 69/LF of 10 November 1969 to institute an insurance scheme for old-age and disability pensions as well as death benefits;
- Decree No. 74/759 of 26 August 1974 to organize the civil pensions schemes and all subsequent addendums;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration regime of civilian and military personnel of the Republic of Cameroon;
- Decree No. 75/791 of 18 December 1975 to lay down the index scaling of various cadres of the Public service in Cameroon;
- Decree No. 77/41 of 03 February 1977 to set the functions and organization of financial audits;
- Decree No. 94/199 of 7 October 1994 on the general status of the public service as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2011/408 of 09 December 2011 to organize the Government;
- Decree No. 2011/409 of 09 December 2011 to appoint the Prime Minister, Head of Government;
- Decree No. 2011/410 of 09 December 2011 to form the Government;

- Decree No. 2012/79 of 9 March 2012 on the devolution of the management of State personnel and salaries;
- Order No. 236/CAB/PR of 09 November 1978 to the procedure to grant civilian and military pensions, life annuities, death benefits and death allowance;
- Circular letter of the Minister of Finance on instructions relating to the execution, monitoring and control of the execution of the budget of the State, administrative institutions, Regional and Local Authorities and other subsidized bodies for the current financial year.

- Be a contract employee of category 7 to 12;
- Having reached the regulatory age limit provided for by the General Status of the Public Service or Special Status;
- Having contributed for at least 180 months of insurance fees in the Public Service.

### **COMPOSITION OF THE FILE:**

- An application stamped at the current rate addressed to the Minister of Public Health;
- Recruitment instrument (Decision or Contract);
- Last advancement on incremental position document;
- A certificate of collective life for minor children, signed by the competent authority;
- Attestation of residence of the person concerned, signed by the competent authority;
- School attendance certificates for minor children, or medical certificates of invalid children;
- Copies of the birth certificate of minor children certified by the competent authority;
- Copy of marriage certificate certified by the competent authority;
- Addendum to the contract (where appropriate);
- Certificate of individuality (where appropriate).

### SIGNATORY OF THE INSTRUMENT/DOCUMENT: The Minister

### DEADLINE: 50 days

**DISSEMINATION MODE:** Notification/withdrawal at the Central Mail Service of the MOH or Regional Delegation of Public Health.

- Inspector General of Administrative Services
- Head of the Salaries and Sundry Allowances Service.

### PROCEDURE NO. 75/DHR: ADMISSION TO RETIREMENT AND ALLOCATION OF AN OLD-AGE PENSION

**NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE:** Decision on the admission to retirement and allocation of an old-age pension to an employee recruited on the basis of a decision.

**INITIATOR OF THE PROCEDURE:** Administration/The person concerned.

**PLACE TO SUBMIT THE FILE:** Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

**STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT:** Pensions Bureau.

- Law No. 69/LF of 10 November 1969 to institute an insurance scheme for old-age and disability pensions as well as death benefits;
- Law No. 92/007 of 14 August 1992 on the Labour Code;
- Finance Law of the Republic of Cameroon for the current financial year;
- Decree No. 74/733 of 19 August 1974 to lay down the conditions for the application of the Law No. 69/LF of 10 November 1969 to institute an insurance scheme for old-age and disability pensions as well as death benefits;
- Decree No. 74/759 of 26 August 1974 to organize the civil pensions schemes and all subsequent addendums;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration regime of civilian and military personnel of the Republic of Cameroon;
- Decree No. 75/791 of 18 December 1975 to lay down the index scaling of various cadres of the Public service in Cameroon;
- Decree No. 77/41 of 03 February 1977 to set the functions and organization of financial audits;
- Decree No. 94/199 of 7 October 1994 on the general status of the public service as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2011/408 of 09 December 2011 to organize the Government;
- Decree No. 2011/409 of 09 December 2011 to appoint the Prime Minister, Head of Government;
- Decree No. 2011/410 of 09 December 2011 to form the Government;
- Decree No. 2012/79 of 9 March 2012 on the devolution of the management of State personnel and salaries;
- Order No. 236/CAB/PR of 09 November 1978 to the procedure to grant

civilian and military pensions, life annuities, death benefits and death allowance;

 Circular letter of the Minister of Finance on instructions relating to the execution, monitoring and control of the execution of the budget of the State, administrative institutions, Regional and Local Authorities and other subsidized bodies for the current financial year.

### **REQUIREMENTS:**

- Be an employee recruited on the basis of a decision;
- Having reached the regulatory age limit provided for by the General Status of the Public Service or Special Status;
- Having contributed for at least 180 months of insurance fees in the Public Service.

### **COMPOSITION OF THE FILE:**

- An application stamped at the current rate addressed to the Minister of Public Health;
- A certified copy of the Commitment decision;
- A certified copy of the last advancement in incremental position;
- A certificate of collective life for minor children, signed by the competent authority;
- Attestation of residence of the person concerned, signed by the competent authority;
- School attendance certificates for minor children, or medical certificates of invalid children;
- Copies of the birth certificate of minor children certified by the competent authority;
- Copy of marriage certificate certified by the competent authority
- Reclassification instrument (where appropriate);
- Certificate of individuality (where appropriate).

### **SIGNATORY OF THE INSTRUMENT/DOCUMENT:** The Minister. **DEADLINE:** 30 days.

**DISSEMINATION MODE:** Notification/withdrawal at the Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

- Inspector General of Administrative Services;
- Head of the Referrals Service.

## *III.1.8 Rectification of pension and life annuities instruments for contract employees*

### PROCEDURE NO. 76/DHR: RECTIFICATION OF PENSION AND LIFE ANNUITIES INSTRUMENTS FOR CONTRACT EMPLOYEES OF CATEGORY 7 TO 12

**NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE:** Order to rectify pensions and life annuities instruments for category 7 to 12 personnel.

**INITIATOR OF THE PROCEDURE:** Administration/The person concerned/rightful claimant.

**PLACE TO SUBMIT THE FILE:** Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

### **STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT:** Pensions Bureau.

- Law No. 69/LF of 10 November 1969 to institute an insurance scheme for old-age and disability pensions as well as death benefits;
- Law No. 92/007 of 14 August 1992 on the Labour Code;
- Finance Law of the Republic of Cameroon for the current financial year;
- Law No. 2018/012 of 11 July 2018 relating to fiscal regime of the State and other public entities;
- Decree No. 74/733 of 19 August 1974 to lay down the conditions for the application of the Law No. 69/LF of 10 November 1969 to institute an insurance scheme for old-age and disability pensions as well as death benefits;
- Decree No. 74/759 of 26 August 1974 to organize the civil pensions schemes and all subsequent addendums;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration regime of civilian and military personnel of the Republic of Cameroon;
- Decree No. 75/791 of 18 December 1975 to lay down the index scaling of various cadres of the Public service in Cameroon;
- Decree No. 77/41 of 03 February 1977 to set the functions and organization of financial audits;
- Decree No. 94/199 of 7 October 1994 on the general status of the public service as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2011/408 of 09 December 2011 to organize the Government;

- Decree No. 2011/409 of 09 December 2011 to appoint the Prime Minister, Head of Government;
- Decree No. 2011/410 of 09 December 2011 to form the Government;
- Decree No. 2012/79 of 9 March 2012 on the devolution of the management of State personnel and salaries;
- Order No. 236/CAB/PR of 09 November 1978 to the procedure to grant civilian and military pensions, life annuities, death benefits and death allowance;
- Circular letter of the Minister of Finance on instructions relating to the execution, monitoring and control of the execution of the budget of the State, administrative institutions, Regional and Local Authorities and other subsidized bodies for the current financial year.

- Be a category 7 to 12 contract employee;
- Have a signed instrument containing errors.

### **COMPOSITION OF THE FILE:**

- An unstamped application addressed to the Minister of Public Health;
- A copy of the signed instrument containing errors;
- Supporting documents of the claim.

## **SIGNATORY OF THE INSTRUMENT/DOCUMENT:** The Minister. **DEADLINE:** 30 days.

**DISSEMINATION MODE:** Notification/withdrawal at the Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

- Inspector General of Administrative Services;
- Head of the Referrals Service of the MOH.

# *III.1.9 Rectification of pensions and life annuities instruments for employees recruited on the basis of a decision*

### PROCEDURE NO. 77/DHR: RECTIFICATION OF PENSION AND LIFE ANNUITIES INSTRUMENTS FOR EMPLOYEES RECRUITED ON THE BASIS OF A DECISION

**NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE:** Decision to rectify pensions and life annuities instruments for employees recruited on the basis of a decision.

**INITIATOR OF THE PROCEDURE:** Administration/The person concerned/rightful claimant.

**PLACE TO SUBMIT THE FILE:** Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

**STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT:** Pensions Bureau.

- Law No. 69/LF of 10 November 1969 to institute an insurance scheme for old-age and disability pensions as well as death benefits;
- Law No. 92/007 of 14 August 1992 on the Labour Code
- Finance Law of the Republic of Cameroon for the current financial year;
- Decree No. 74/733 of 19 August 1974 to lay down the conditions for the application of the Law No. 69/LF of 10 November 1969 to institute an insurance scheme for old-age and disability pensions as well as death benefits;
- Decree No. 74/759 of 26 August 1974 to organize the civil pensions schemes and all subsequent addendums;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration regime of civilian and military personnel of the Republic of Cameroon;
- Decree No. 75/791 of 18 December 1975 to lay down the index scaling of various cadres of the Public service in Cameroon;
- Decree No. 77/41 of 03 February 1977 to set the functions and organization of financial audits;
- Decree No. 94/199 of 7 October 1994 on the general status of the public service as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2011/408 of 09 December 2011 to organize the Government;
- Decree No. 2011/409 of 09 December 2011 to appoint the Prime Minister, Head of Government;

- Decree No. 2011/410 of 09 December 2011 to form the Government;
- Decree No. 2012/79 of 9 March 2012 on the devolution of the management of State personnel and salaries;
- Order No. 236/CAB/PR of 09 November 1978 to the procedure to grant civilian and military pensions, life annuities, death benefits and death allowance;
- Circular letter of the Minister of Finance on instructions relating to the execution, monitoring and control of the execution of the budget of the State, administrative institutions, Regional and Local Authorities and other subsidized bodies for the current financial year.

- Be an employee recruited on the basis of a decision;
- Have a signed instrument containing errors.

### **COMPOSITION OF THE FILE:**

- An unstamped application addressed to the Minister of Public Health;
- A copy of the signed instrument containing errors;
- Supporting documents of the claim.

### SIGNATORY OF THE INSTRUMENT/DOCUMENT: The Minister

### DEADLINE: 30 days.

**DISSEMINATION MODE:** Notification/withdrawal at the Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

- Inspector General of Administrative Services;
- Head of the Referrals Service of the MOH;

# *III.1.9.1 Allocation of a reversionary pension to a category A civil servant*

### PROCEDURE NO. 78/DHR: ALLOCATION OF A REVERSIONARY PENSION TO THE RIGHTFUL CLAIMANTS OF A CATEGORY "A" CIVIL SERVANT

### **NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE:** Order to grant a reversionary pension to the rightful claimants of a category A civil servant.

### **INITIATOR OF THE PROCEDURE:**

- Rightful claimant of the deceased civil servant;
- Guardian of the children.

**PLACE TO SUBMIT THE FILE:** Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

**STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT:** Pensions Bureau.

- Finance Law of the Republic of Cameroon for the current financial year;
- Law No. 2018/012 of 11 July 2018 relating to fiscal regime of the State and other public entities;
- Decree No. 74/759 of 26 August 1974 to organize the civil pensions schemes and all subsequent addendums;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration regime of civilian and military personnel of the Republic of Cameroon;
- Decree No. 75/791 of 18 December 1975 to lay down the index scaling of various cadres of the Public service in Cameroon;
- Decree No. 77/41 of 03 February 1977 to set the functions and organization of financial audits;
- Decree No. 94/199 of 7 October 1994 on the general status of the public service as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2011/408 of 09 December 2011 to organize the Government;
- Decree No. 2011/409 of 09 December 2011 to appoint the Prime Minister, Head of Government;
- Decree No. 2011/410 of 09 December 2011 to form the Government;
- Decree No. 2012/79 of 9 March 2012 on the devolution of the management of State personnel and salaries;

- Order No. 236/CAB/PR of 09 November 1978 to the procedure to grant civilian and military pensions, life annuities, death benefits and death allowance;
- Circular letter of the Minister of Finance on instructions relating to the execution, monitoring and control of the execution of the budget of the State, administrative institutions, Regional and Local Authorities and other subsidized bodies for the current financial year.

Be a rightful claimant of a category A civil servant deceased while in active service.

### **COMPOSITION OF THE FILE:**

- An application stamped at the current rate addressed to the Minister of Public Health;
- A copy of the death certificate certified by the competent authority;
- A certified copy of the last advancement in incremental position of the deceased civil servant;
- Copies of the birth certificate of dependent minor children certified by the competent authority;
- A certificate of collective life for minor children issued and signed by the competent authority;
- Attestation of residence of the beneficiary issued and signed by the competent authority;
- Copy of marriage certificate certified by the competent authority;
- School attendance certificates of dependent minor children, or medical certificates of invalid children;
- Copy of the National ID Card of the beneficiary (heir) certified by the competent authority;
- Attestation of care and upbringing of children in the event of the death of the two spouses;
- Affidavit of non-appeal certified by the competent judiciary authority;
- A copy of the letters of administration (abstract of judgement), certified by the competent judiciary authority;
- Affidavit of non-remarriage certified by the competent authority;
- Affidavit of non-divorce or non-separation certified by the competent authority;
- Affidavit of non-function or a pay slip of the surviving spouse;

- Copy of the birth certificate or National ID Card of the person deceased, certified by the competent authority (where appropriate);
- Certificate of individuality (where appropriate).

### SIGNATORY OF THE INSTRUMENT/DOCUMENT: The Minister.

#### DEADLINE: 30 days.

**DISSEMINATION MODE:** Notification/withdrawal at the Central Mail Service of the MOH or Regional Delegation of Public Health.

- Inspector General of Administrative Services;
- Head of the Referrals Service of the MOH.

## *III.1.9.2 Allocation of a reversionary pension to a category B, C or D civil servant*

### PROCEDURE NO. 79/DHR: ALLOCATION OF A REVERSIONARY PENSION TO THE RIGHTFUL CLAIMANTS OF A CATEGORY "B, C OR D" CIVIL SERVANT

**NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE:** Order to grant a reversionary pension to the rightful claimants of a category "B, C or D" civil servant.

### **INITIATOR OF THE PROCEDURE:**

- Rightful claimant of the deceased civil servant;
- Guardian of the children.

**PLACE TO SUBMIT THE FILE:** Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

**STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT:** Pensions Bureau.

- Finance Law of the Republic of Cameroon for the current financial year;
- Law No. 2018/012 of 11 July 2018 relating to fiscal regime of the State and other public entities;
- Decree No. 74/759 of 26 August 1974 to organize the civil pensions schemes and all subsequent addendums;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration regime of civilian and military personnel of the Republic of Cameroon;
- Decree No. 75/791 of 18 December 1975 to lay down the index scaling of various cadres of the Public service in Cameroon;
- Decree No. 77/41 of 03 February 1977 to set the functions and organization of financial audits;
- Decree No. 94/199 of 7 October 1994 on the general status of the public service as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2011/408 of 09 December 2011 to organize the Government;
- Decree No. 2011/409 of 09 December 2011 to appoint the Prime Minister, Head of Government;
- Decree No. 2011/410 of 09 December 2011 to form the Government;
- Decree No. 2012/79 of 9 March 2012 on the devolution of the management of State personnel and salaries;

- Order No. 236/CAB/PR of 09 November 1978 to the procedure to grant civilian and military pensions, life annuities, death benefits and death allowance;
- Circular letter of the Minister of Finance on instructions relating to the execution, monitoring and control of the execution of the budget of the State, administrative institutions, Regional and Local Authorities and other subsidized bodies for the current financial year.

- Be a rightful claimant of a category B, C or D civil servant deceased while in active service.

### **COMPOSITION OF THE FILE:**

- An application stamped at the current rate addressed to the Minister of Public Health;
- A copy of the death certificate certified by the competent authority;
- A certified copy of the last advancement in incremental position of the deceased civil servant;
- Copies of the birth certificate of dependent minor children certified by the competent authority;
- A certificate of collective life for minor children issued and signed by the competent authority;
- Attestation of residence of the beneficiary issued and signed by the competent authority;
- Copy of marriage certificate certified by the competent authority;
- School attendance certificates of dependent minor children, or medical certificates of invalid children;
- Copy of the National ID Card of the beneficiary (heir) certified by the competent authority;
- Attestation of care and upbringing of children in the event of the death of the two spouses;
- Affidavit of non-appeal certified by the competent judiciary authority;
- A copy of the letters of administration (abstract of judgement), certified by the competent judiciary authority;
- Affidavit of non-remarriage certified by the competent authority;
- Affidavit of non-divorce or non-separation certified by the competent authority;
- Affidavit of non-function or a pay slip of the surviving spouse;

- Copy of a birth certificate or National ID Card of the deceased, certified by the competent authority (where appropriate);
- Certificate of individuality (where appropriate).

### **SIGNATORY OF THE INSTRUMENT/DOCUMENT:** The Minister.

#### DEADLINE: 30 days.

**DISSEMINATION MODE:** Notification/withdrawal at the Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

- Inspector General of Administrative Services;
- Head of the Referrals Service of the MOH.

## III.1.9.3 Allocation of a reversionary pension to a category A civil servant

### PROCEDURE NO. 80/DHR: ALLOCATION OF A REVERSIONARY PENSION TO THE RIGHTFUL CLAIMANTS OF A CATEGORY "A" CIVIL SERVANT

### **NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE:** Order to grant a reversionary pension to the rightful claimants of a category A civil servant.

### **INITIATOR OF THE PROCEDURE:**

- Rightful claimant of the deceased retired civil servant;
- Guardian of the children.

**PLACE TO SUBMIT THE FILE:** Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

**STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT:** Pensions Bureau.

- Finance Law of the Republic of Cameroon for the current financial year;
- Decree No. 74/759 of 26 August 1974 to organize the civil pensions schemes and all subsequent addendums;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration regime of civilian and military personnel of the Republic of Cameroon;
- Decree No. 75/791 of 18 December 1975 to lay down the index scaling of various cadres of the Public service in Cameroon;
- Decree No. 77/41 of 03 February 1977 to set the functions and organization of financial audits;
- Decree No. 94/199 of 7 October 1994 on the general status of the public service as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2011/408 of 09 December 2011 to organize the Government;
- Decree No. 2011/409 of 09 December 2011 to appoint the Prime Minister, Head of Government;
- Decree No. 2011/410 of 09 December 2011 to form the Government;
- Decree No. 2012/79 of 9 March 2012 on the devolution of the management of State personnel and salaries;
- Order No. 236/CAB/PR of 09 November 1978 to the procedure to grant

civilian and military pensions, life annuities, death benefits and death allowance;

 Circular letter of the Minister of Finance on instructions relating to the execution, monitoring and control of the execution of the budget of the State, administrative institutions, Regional and Local Authorities and other subsidized bodies for the current financial year.

### **REQUIREMENTS:**

- Be a rightful claimant of a category A civil servant deceased on retirement.

### **COMPOSITION OF THE FILE:**

- An application stamped at the current rate addressed to the Minister of Public Health;
- A copy of the death certificate certified by the competent authority;
- Certified copy of the placement on retirement instrument of the deceased civil servant;
- Copies of the birth certificate of dependent minor children certified by the competent authority;
- A certificate of collective life for minor children issued and signed by the competent authority;
- Attestation of residence of the beneficiary issued and signed by the competent authority;
- Copy of marriage certificate certified by the competent authority;
- School attendance certificates of dependent minor children, or medical certificates of invalid children;
- Copy of the National ID Card of the beneficiary (heir) certified by the competent authority;
- Attestation of care and upbringing of children in the event of the death of the two spouses;
- Affidavit of non-appeal certified by the competent judiciary authority;
- A copy of the letters of administration (abstract of judgement), certified by the competent judiciary authority;
- Affidavit of non-remarriage certified by the competent authority;
- Affidavit of non-divorce or non-separation certified by the competent authority;
- Affidavit of non-function or a pay slip of the surviving spouse;
- Copy of a birth certificate or National ID Card of the deceased, certified by the competent authority (where appropriate);

- Certificate of individuality (where appropriate).

### SIGNATORY OF THE INSTRUMENT/DOCUMENT: The Minister.

**DEADLINE:** 30 days.

**DISSEMINATION MODE:** Notification/withdrawal at the Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

- Inspector General of Administrative Services;
- Head of the Referrals Service of the MOH.

## III.1.9.4 Allocation of a reversionary pension to a category B, C or D c civil servant

### PROCEDURE NO. 81/DHR: ALLOCATION OF A REVERSIONARY PENSION TO THE RIGHTFUL CLAIMANTS OF A CATEGORY "B, C OR D" CIVIL SERVANT

**NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE:** Order to grant a reversionary pension to the rightful claimants of a category B, C or D civil servant.

### **INITIATOR OF THE PROCEDURE:**

- Rightful claimant of a deceased retired civil servant of category B, C or D;
- Guardian of the children.

**PLACE TO SUBMIT THE FILE:** Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

#### **STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT:** Pensions Bureau.

- Finance Law of the Republic of Cameroon for the current financial year;
- Law No. 2018/012 of 11 July 2018 relating to fiscal regime of the State and other public entities;
- Decree No. 74/759 of 26 August 1974 to organize the civil pensions schemes and all subsequent addendums;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration regime of civilian and military personnel of the Republic of Cameroon;
- Decree No. 75/791 of 18 December 1975 to lay down the index scaling of various cadres of the Public service in Cameroon;
- Decree No. 77/41 of 03 February 1977 to set the functions and organization of financial audits;
- Decree No. 94/199 of 7 October 1994 on the general status of the public service as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2011/408 of 09 December 2011 to organize the Government;
- Decree No. 2011/409 of 09 December 2011 to appoint the Prime Minister, Head of Government;
- Decree No. 2011/410 of 09 December 2011 to form the Government;
- Decree No. 2012/79 of 9 March 2012 on the devolution of the management of State personnel and salaries;
- Order No. 236/CAB/PR of 09 November 1978 to the procedure to grant

civilian and military pensions, life annuities, death benefits and death allowance;

 Circular letter of the Minister of Finance on instructions relating to the execution, monitoring and control of the execution of the budget of the State, administrative institutions, Regional and Local Authorities and other subsidized bodies for the current financial year.

### **REQUIREMENTS:**

- Be a rightful claimant of a civil servant deceased on retirement.

### **COMPOSITION OF THE FILE:**

- An application stamped at the current rate addressed to the Minister of Public Health;
- A copy of the death certificate certified by the competent authority;
- Certified copy of the placement on retirement instrument of the deceased civil servant;
- Copies of the birth certificate of dependent minor children certified by the competent authority;
- A certificate of collective life for minor children issued and signed by the competent authority;
- Attestation of residence of the beneficiary issued and signed by the competent authority;
- Copy of marriage certificate certified by the competent authority;
- School attendance certificates of dependent minor children, or medical certificates of invalid children;
- Copy of the National ID Card of the beneficiary (heir) certified by the competent authority;
- Attestation of care and upbringing of children in the event of the death of the two spouses;
- Affidavit of non-appeal certified by the competent judiciary authority;
- A copy of the letters of administration (abstract of judgement), certified by the competent judiciary authority;
- Affidavit of non-remarriage of the female surviving spouse certified by the competent authority;
- Certificate of monogamy or polygamy of the surviving spouse;
- Affidavit of non-divorce or non-separation certified by the competent authority;
- Affidavit of non-function or a pay slip of the surviving spouse;

- Copy of the birth certificate or National ID Card of the deceased, certified by the competent authority;
- Certificate of individuality (where appropriate).

### SIGNATORY OF THE INSTRUMENT/DOCUMENT: The Minister.

#### DEADLINE: 30 days.

**DISSEMINATION MODE:** Notification/withdrawal at the Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

- Inspector General of Administrative Services;
- Head of the Referrals Service of the MOH.

### PROCEDURE NO. 82/DHR: PAYMENT OF SURVIVOR'S ALLOWANCE WITHOUT DEATH ALLOWANCE TO THE RIGHTFUL CLAIMANTS OF A CONTRACT WORKER OF CATEGORY 7 TO 12

### **NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE:** Order to grant a survivor's allowance without death allowance.

### **INITIATOR OF THE PROCEDURE:**

- Rightful claimant of the deceased retired contract worker;
- Guardian of the children.

**PLACE TO SUBMIT THE FILE:** Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

### **STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT:** Pensions Bureau.

- Law No. 69/LF of 10 November 1969 establishing an old-age insurance plan, disability and death;
- Law No. 92/007 of 14 August 1992 on the Labour Code;
- Finance Law of the Republic of Cameroon for the current financial year;
- Law No. 2018/012 of 11 July 2018 relating to fiscal regime of the State and other public entities;
- Decree No. 74/733 of 19 August 1974 to lay down the conditions for the application of the Law No. 69/LF of 10 November 1969 to institute an insurance scheme for old-age and disability pensions as well as death benefits;
- Decree No. 74/759 of 26 August 1974 to organize the civil pensions schemes and all subsequent addendums;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration regime of civilian and military personnel of the Republic of Cameroon;
- Decree No. 75/791 of 18 December 1975 to lay down the index scaling of various cadres of the Public service in Cameroon;
- Decree No. 77/41 of 03 February 1977 to set the functions and organization of financial audits;
- Decree No. 94/199 of 7 October 1994 on the general status of the public service as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2011/408 of 09 December 2011 to organize the Government;

- Decree No. 2011/409 of 09 December 2011 to appoint the Prime Minister, Head of Government;
- Decree No. 2011/410 of 09 December 2011 to form the Government;
- Decree No. 2012/79 of 9 March 2012 on the devolution of the management of State personnel and salaries;
- Order No. 236/CAB/PR of 09 November 1978 to the procedure to grant civilian and military pensions, life annuities, death benefits and death allowance;
- Circular letter of the Minister of Finance on instructions relating to the execution, monitoring and control of the execution of the budget of the State, administrative institutions, Regional and Local Authorities and other subsidized bodies for the current financial year.

 Rightful claimants of a contract worker of category "7 to 12 deceased on retirement;

### **COMPOSITION OF THE FILE:**

- An application stamped at the current rate addressed to the Minister of Public Health;
- A certified copy of the work contract of the deceased civil servant;
- A certified copy of the addendum to the contract (where appropriate);
- A copy of the death certificate certified by the competent authority;
- Certified copy of the placement on retirement instrument;
- A certified copy of the last advancement in incremental position of the deceased civil servant;
- Copy of the birth certificate or National ID Card of the deceased, certified by the competent authority;
- Copies of the birth certificate of dependent minor children certified by the competent authority;
- A certificate of collective life for minor children issued by the competent authority;
- Attestation of residence of the beneficiary issued by the competent authority;
- Copy of marriage certificate certified by the competent authority;
- School attendance certificates of dependent minor children, or medical certificates of invalid children;

- Copy of the National ID Card of the beneficiaries (heirs) certified by the competent authority;
- Attestation of care and upbringing of children in the event of the death of the two spouses;
- Affidavit of non-appeal certified by the competent judiciary authority;
- Copy of the Letter of administration (abstract of the judgement), certified by the competent judiciary authority;
- Affidavit of non-function or a pay slip of the surviving spouse;
- Affidavit of non-remarriage certified by the competent authority;
- Affidavit of non-divorce or non-separation certified by the competent authority;
- Certificate of monogamy or polygamy of the female surviving spouse;
- The last pay slip of the deceased civil servant (where appropriate);
- Certificate of individuality (where appropriate);
- The first blank pay slip (where appropriate).

#### **SIGNATORY OF THE INSTRUMENT/DOCUMENT:** The Minister.

#### **DEADLINE:** 30 days.

**DISSEMINATION MODE:** Notification/withdrawal at the Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health).

- Inspector General of Administrative Services
- Head of the Referrals Service of the MOH;

### III.1.9.5 Survivor's allowance

## PROCEDURE NO. 83/DHR: PAYMENT OF SURVIVOR'S ALLOWANCE WITHOUT DEATH ALLOWANCE TO THE RIGHTFUL CLAIMANTS OF AN EMPLOYEE RECRUITED ON THE BASIS OF A DECISION

**NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE:** Order to grant a survivor's allowance without a death allowance to the rightful claimants of an employee recruited on the basis of a decision.

#### **INITIATOR OF THE PROCEDURE:**

- Rightful claimant of a deceased retired employee recruited on the basis of a decision;
- Guardian of the children.

**PLACE TO SUBMIT THE FILE:** Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

#### **STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT:** Pensions Bureau.

- Law No. 69/LF of 10 November 1969 to institute an insurance scheme for old-age and disability pensions as well as death benefits;
- Law No. 92/007 of 14 August 1992 on the Labour Code
- Finance Law of the Republic of Cameroon for the current financial year;
- Law No. 2018/012 of 11 July 2018 relating to fiscal regime of the State and other public entities;
- Decree No. 74/733 of 19 August 1974 to lay down the conditions for the application of the Law No. 69/LF of 10 November 1969 to institute an insurance scheme for old-age and disability pensions as well as death benefits;
- Decree No. 74/759 of 26 August 1974 to organize the civil pensions schemes and all subsequent addendums;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration regime of civilian and military personnel of the Republic of Cameroon;
- Decree No. 75/791 of 18 December 1975 to lay down the index scaling of various cadres of the Public service in Cameroon;
- Decree No. 77/41 of 03 February 1977 to set the functions and organization of financial audits;
- Decree No. 94/199 of 7 October 1994 on the general status of the public

service as amended and supplemented by Decree No. 2000/287 of 12 October 2000;

- Decree No. 2011/408 of 09 December 2011 to organize the Government;
- Decree No. 2011/409 of 09 December 2011 to appoint the Prime Minister, Head of Government;
- Decree No. 2011/410 of 09 December 2011 to form the Government;
- Decree No. 2012/79 of 9 March 2012 on the devolution of the management of State personnel and salaries;
- Order No. 236/CAB/PR of 09 November 1978 to the procedure to grant civilian and military pensions, life annuities, death benefits and death allowance;
- Circular letter of the Minister of Finance on instructions relating to the execution, monitoring and control of the execution of the budget of the State, administrative institutions, Regional and Local Authorities and other subsidized bodies for the current financial year.

#### **REQUIREMENTS:**

 Be a rightful claimant of an employee recruited on the basis of a decision deceased on retirement;

#### **COMPOSITION OF THE FILE:**

- An application stamped at the current rate addressed to the Minister of Public Health;
- A copy of the death certificate certified by the competent authority;
- Certified copy of the placement on retirement instrument of the deceased personnel;
- Copy of the birth certificate or National ID Card of the deceased, certified by the competent authority;
- Copies of the birth certificate of dependent minor children certified by the competent authority;
- A certificate of collective life for minor children issued by the competent authority;
- Attestation of residence of the beneficiary issued by the competent authority;
- Copy of marriage certificate certified by the competent authority;
- School attendance certificates of dependent minor children, or medical certificates of invalid children;
- Copy of the National ID Card of the beneficiaries (heirs) certified by the competent authority;
- Attestation of care and upbringing of children in the event of the

death of the two spouses;

- Affidavit of non-appeal certified by the competent judiciary authority;
- Copy of the Letter of administration (abstract of the judgement), certified by the competent judiciary authority;
- Affidavit of non-function or a pay slip of the surviving spouse;
- Affidavit of non-remarriage certified by the competent authority;
- Affidavit of non-divorce or non-separation certified by the competent authority;
- Certificate of monogamy or polygamy of the female surviving spouse;
- The last pay slip of the deceased civil servant (where appropriate);
- Certificate of individuality (where appropriate);
- The first blank pay slip (where appropriate).

# **SIGNATORY OF THE INSTRUMENT/DOCUMENT:** The Minister. **DEADLINE:** 30 days.

**DISSEMINATION MODE:** Notification/withdrawal at the Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

- Inspector General of Administrative Services
- Head of the Referrals Service of the MOH;

User's Guide for Compiling Human Resources Working Documents

# Chapter 2: Single payment rights

# *III.2.1 Allocation of a death allowance to a category A civil servant*

# PROCEDURE NO. 84/DHR: ALLOCATION OF DEATH BENEFITS TO A CATEGORY "A" CIVIL SERVANT

# NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE: Order to grant a

death allowance to the rightful claimants of a category A civil servant.

#### **INITIATOR OF THE PROCEDURE:**

- Rightful claimant of a deceased category A civil servant;
- Guardian of the children.

**PLACE TO SUBMIT THE FILE:** Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

# **STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT:** Pensions Bureau.

- Finance Law of the Republic of Cameroon for the current financial year;
- Decree No. 74/759 of 26 August 1974 to organize the civil pensions schemes and all subsequent addendums;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration regime of civilian and military personnel of the Republic of Cameroon;
- Decree No. 75/791 of 18 December 1975 to lay down the index scaling of various cadres of the Public service in Cameroon;
- Decree No. 77/41 of 03 February 1977 to set the functions and organization of financial audits;
- Decree No. 94/199 of 7 October 1994 on the general status of the public service as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2000/684/PM of 13 September 2000 laying down the conditions and procedures for allocating of death benefits;
- Decree No. 2011/408 of 09 December 2011 to organize the Government;
- Decree No. 2011/409 of 09 December 2011 to appoint the Prime Minister, Head of Government;
- Decree No. 2011/410 of 09 December 2011 to form the Government;
- Decree No. 2012/79 of 9 March 2012 on the devolution of the management of State personnel and salaries;
- Order No. 236/CAB/PR of 09 November 1978 to the procedure to grant

civilian and military pensions, life annuities, death benefits and death allowance;

 Circular letter of the Minister of Finance on instructions relating to the execution, monitoring and control of the execution of the budget of the State, administrative institutions, Regional and Local Authorities and other subsidized bodies for the current financial year.

#### **REQUIREMENTS:**

- Be a rightful claimant of a category A civil servant deceased while in active service.

#### **COMPOSITION OF THE FILE:**

- An application stamped at the current rate addressed to the Minister of Public Health;
- A copy of the death certificate certified by the competent authority;
- A certified copy of the last advancement in incremental position of the deceased civil servant;
- Copies of the birth certificate of dependent minor children certified by the competent authority;
- A certificate of collective life for minor children issued and signed by the competent authority;
- Attestation of residence of the beneficiary issued and signed by the competent authority;
- Copy of marriage certificate certified by the competent authority;
- School attendance certificates of dependent minor children, or medical certificates of invalid children;
- Copy of the National ID Card of the beneficiary (heir) certified by the competent authority;
- Attestation of care and upbringing of children in the event of the death of the two spouses;
- Affidavit of non-appeal certified by the competent judiciary authority;
- A copy of the letters of administration (abstract of judgement), certified by the competent judiciary authority;
- Affidavit of non-remarriage of the female surviving spouse certified by the competent authority;
- Affidavit of non-divorce or non-separation certified by the competent authority;
- Affidavit of non-function or a pay slip of the surviving spouse;

- Copy of the birth certificate or National ID Card of the deceased, certified by the competent authority;
- Certificate of individuality (where appropriate).

#### SIGNATORY OF THE INSTRUMENT/DOCUMENT: The Minister.

#### DEADLINE: 30 days.

**DISSEMINATION MODE:** Notification/withdrawal at the Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health).

- Inspector General of Administrative Services;
- Head of the Referrals Service of the MOH.

# III.2.2 Quintupled death allowance

## PROCEDURE NO. 85/DHR: ALLOCATION OF QUINTUPLED DEATH BENEFITS TO A CATEGORY A CIVIL SERVANT

# **NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE:** Order to grant a quintupled death allowance to a category A civil servant.

#### **INITIATOR OF THE PROCEDURE:**

- Rightful claimant of the deceased civil servant;
- Guardian of the children.

**PLACE TO SUBMIT THE FILE:** Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

**STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT:** Pensions Bureau.

- Finance Law of the Republic of Cameroon for the current financial year;
- Law No. 2018/012 of 11 July 2018 relating to fiscal regime of the State and other public entities;
- Decree No. 74/759 of 26 August 1974 to organize the civil pensions schemes and all subsequent addendums;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration regime of civilian and military personnel of the Republic of Cameroon;
- Decree No. 75/791 of 18 December 1975 to lay down the index scaling of various cadres of the Public service in Cameroon;
- Decree No. 77/41 of 03 February 1977 to set the functions and organization of financial audits;
- Decree No. 94/199 of 7 October 1994 on the general status of the public service as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2000/684/PM of 13 September 2000 laying down the conditions and procedures for allocating of death benefits;
- Decree No. 2011/408 of 09 December 2011 to organize the Government;
- Decree No. 2011/409 of 09 December 2011 to appoint the Prime Minister, Head of Government;
- Decree No. 2011/410 of 09 December 2011 to form the Government;
- Decree No. 2012/79 of 9 March 2012 on the devolution of the management of State personnel and salaries;

- Order No. 236/CAB/PR of 09 November 1978 to the procedure to grant civilian and military pensions, life annuities, death benefits and death allowance;
- Circular letter of the Minister of Finance on instructions relating to the execution, monitoring and control of the execution of the budget of the State, administrative institutions, Regional and Local Authorities and other subsidized bodies for the current financial year.

- Be a rightful claimant of a category A civil servant deceased for the purpose of the service and while in active service.

#### **COMPOSITION OF THE FILE:**

- An application stamped at the current rate addressed to the Minister of Public Health;
- A copy of the death certificate certified by the competent authority;
- A certified copy of the recruitment instrument (absorption Order, work contract or commitment decision);
- A certified copy of the last advancement in incremental position;
- Copies of the birth certificate of dependent minor children certified by the competent authority;
- A certificate of collective life for minor children, signed by the competent authority;
- Attestation of residence of the administrator, issued by the competent authority;
- Copy of marriage certificate certified by the competent authority;
- School attendance certificates of dependent minor children;
- Copy of the National ID Card of the administrator, certified by the competent authority;
- Attestation of care and upbringing of children in the event of the death of the two spouses certified by the competent authority;
- Affidavit of non-appeal certified by the competent judiciary authority;
- Copy of the Letter of administration (abstract of the judgement) certified by the competent judiciary authority;
- Affidavit of non-remarriage of the female surviving spouse certified by the competent authority;
- Affidavit of non-divorce or non-separation certified by the competent authority;

- Mission warrant or service note;
- An expert report (forensic medical expert or police);
- Affidavit of non-function or a pay slip of the surviving spouse;
- Certificate of monogamy or polygamy of the surviving spouse;
- Copy of a birth certificate or National ID Card of the deceased certified by the competent authority (where appropriate);
- A certified copy of the advancement in grade or reclassification instrument (where appropriate);
- Certificate of individuality (where appropriate).

#### SIGNATORY OF THE INSTRUMENT/DOCUMENT: The Minister.

#### **DEADLINE:** 30 days.

**DISSEMINATION MODE:** Notification/withdrawal at the Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

- Inspector General of Administrative Services;
- Head of the Referrals Service of the MOH.

# *III.2.3 Allocation of death benefits and refunding of pension deductions to a category A civil servant*

### PROCEDURE NO. 86/DHR: ALLOCATION OF DEATH BENEFITS AND REFUNDING OF PENSION DEDUCTIONS TO A CATEGORY "A" CIVIL SERVANT DECEASED IN ACTIVE SERVICE

**NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE:** Order to grant death benefits and refunding of pension deductions to a category A civil servant deceased in active service.

#### **INITIATOR OF THE PROCEDURE:**

- Rightful claimant of a category A civil servant deceased while on active service;
- Guardian of the children.

**PLACE TO SUBMIT THE FILE:** Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

#### **STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT:** Pensions Bureau.

- Finance Law of the Republic of Cameroon for the current financial year;
- Law No. 2018/012 of 11 July 2018 relating to fiscal regime of the State and other public entities;
- Decree No. 74/759 of 26 August 1974 to organize the civil pensions schemes and all subsequent addendums;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration regime of civilian and military personnel of the Republic of Cameroon;
- Decree No. 75/791 of 18 December 1975 to lay down the index scaling of various cadres of the Public service in Cameroon;
- Decree No. 77/41 of 03 February 1977 to set the functions and organization of financial audits;
- Decree No. 94/199 of 7 October 1994 on the general status of the public service as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2000/684/PM of 13 September 2000 laying down the conditions and procedures for allocating of death benefits;
- Decree No. 2011/408 of 09 December 2011 to organize the Government;
- Decree No. 2011/409 of 09 December 2011 to appoint the Prime Minister, Head of Government;

- Decree No. 2011/410 of 09 December 2011 to form the Government;
- Decree No. 2012/79 of 9 March 2012 on the devolution of the management of State personnel and salaries;
- Order No. 236/CAB/PR of 09 November 1978 to the procedure to grant civilian and military pensions, life annuities, death benefits and death allowance;
- Circular letter of the Minister of Finance on instructions relating to the execution, monitoring and control of the execution of the budget of the State, administrative institutions, Regional and Local Authorities and other subsidized bodies for the current financial year.

- Be a direct ascendant of a category A civil servant deceased in active service without any rightful claimant or spouse.

#### **COMPOSITION OF THE FILE:**

- An application stamped at the current rate addressed to the Minister of Public Health;
- A copy of the death certificate certified by the competent authority;
- A certified copy of the last advancement in incremental position of the deceased civil servant;
- Attestation of residence of the direct ascendant issued and signed by the competent authority;
- Copy of the National ID Card of the beneficiary certified by the competent authority;
- Affidavit of non-appeal certified by the competent judiciary authority;
- A copy of the letters of administration (abstract of judgement), certified by the competent judiciary authority;
- Copy of a birth certificate or National ID Card of the deceased certified by the competent authority (where appropriate);
- Certificate of individuality (where appropriate).

# **SIGNATORY OF THE INSTRUMENT/DOCUMENT:** The Minister. **DEADLINE:** 30 days.

**DISSEMINATION MODE:** Notification/withdrawal at the Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

- Inspector General of Administrative Services;
- Head of the Referrals Service of the MOH.

# *III.2.4 Allocation of a death allowance to a category "B, C or D" civil servant*

## PROCEDURE NO. 87/DHR : ALLOCATION OF A DEATH ALLOWANCE TO THE RIGHTFUL CLAIMANTS OF A CATEGORY "B, C OR D" CIVIL SERVANT

#### NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE: Order to grant a

death allowance to the rightful claimants of a civil servant of category B, C or D.

#### **INITIATOR OF THE PROCEDURE:**

- Rightful claimant of a deceased category B, C or D civil servant;
- Guardian of the children.

**PLACE TO SUBMIT THE FILE:** Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

# **STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT:** Pensions Bureau.

- Finance Law of the Republic of Cameroon for the current financial year;
- Law No. 2018/012 of 11 July 2018 relating to fiscal regime of the State and other public entities;
- Decree No. 74/759 of 26 August 1974 to organize the civil pensions schemes and all subsequent addendums;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration regime of civilian and military personnel of the Republic of Cameroon;
- Decree No. 75/791 of 18 December 1975 to lay down the index scaling of various cadres of the Public service in Cameroon;
- Decree No. 77/41 of 03 February 1977 to set the functions and organization of financial audits;
- Decree No. 94/199 of 7 October 1994 on the general status of the public service as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2000/684/PM of 13 September 2000 laying down the conditions and procedures for allocating of death benefits;
- Decree No. 2011/408 of 09 December 2011 to organize the Government;
- Decree No. 2011/409 of 09 December 2011 to appoint the Prime Minister, Head of Government;
- Decree No. 2011/410 of 09 December 2011 to form the Government;

- Decree No. 2012/79 of 9 March 2012 on the devolution of the management of State personnel and salaries;
- Order No. 236/CAB/PR of 09 November 1978 to the procedure to grant civilian and military pensions, life annuities, death benefits and death allowance;
- Circular letter of the Minister of Finance on instructions relating to the execution, monitoring and control of the execution of the budget of the State, administrative institutions, Regional and Local Authorities and other subsidized bodies for the current financial year.

- Be a rightful claimant of a category B, C or D civil servant deceased while in active service;

#### **COMPOSITION OF THE FILE:**

- An application stamped at the current rate addressed to the Minister of Public Health;
- A copy of the death certificate certified by the competent authority;
- A certified copy of the last advancement in incremental position of the deceased civil servant;
- Copy of the birth certificate or National ID Card of the deceased, certified by the competent authority;
- Copies of the birth certificate of dependent minor children certified by the competent authority;
- A certificate of collective life for minor children, signed by the competent authority;
- Attestation of residence of the beneficiary signed by the competent authority;
- Copy of marriage certificate certified by the competent authority;
- Affidavit of non-function or a pay slip of the surviving spouse; School attendance certificates of dependent minor children, or medical certificates of invalid children
- Copy of the National ID Card of the beneficiary (heir) certified by the competent authority;
- Attestation of care and upbringing of children in the event of the death of the two spouses;
- Affidavit of non-appeal certified by the competent judiciary authority;
- A copy of the letter of administration (abstract of the judgement) certified by the competent judiciary authority;

- Affidavit of non-remarriage of the female surviving spouse certified by the competent authority;
- Affidavit of non-divorce or non-separation certified by the competent authority.

#### **SIGNATORY OF THE INSTRUMENT/DOCUMENT:** The Minister.

#### DEADLINE: 27 days.

**DISSEMINATION MODE:** Notification/withdrawal at the Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

- Inspector General of Administrative Services;
- Head of the Referrals Service of the MOH.

# III.2.5 Quintupled death allowance

## PROCEDURE NO. 88/DHR: ALLOCATION OF A QUINTUPLED DEATH ALLOWANCE TO A CATEGORY "B, C OR D" CIVIL SERVANT

# **NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE:** Order to grant a quintupled death allowance to a category "B, C or D" civil servant.

#### **INITIATOR OF THE PROCEDURE:**

- Rightful claimant of a category B, C or D civil servant deceased while on active service;
- Guardian of the children.

**PLACE TO SUBMIT THE FILE:** Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

**STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT:** Pensions Bureau.

- Finance Law of the Republic of Cameroon for the current financial year;
- Law No. 2018/012 of 11 July 2018 relating to fiscal regime of the State and other public entities;
- Decree No. 74/759 of 26 August 1974 to organize the civil pensions schemes and all subsequent addendums;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration regime of civilian and military personnel of the Republic of Cameroon;
- Decree No. 75/791 of 18 December 1975 to lay down the index scaling of various cadres of the Public service in Cameroon;
- Decree No. 77/41 of 03 February 1977 to set the functions and organization of financial audits;
- Decree No. 94/199 of 7 October 1994 on the general status of the public service as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2011/408 of 09 December 2011 to organize the Government;
- Decree No. 2011/409 of 09 December 2011 to appoint the Prime Minister, Head of Government;
- Decree No. 2011/410 of 09 December 2011 to form the Government;
- Decree No. 2012/79 of 9 March 2012 on the devolution of the management of State personnel and salaries;

- Order No. 236/CAB/PR of 09 November 1978 to the procedure to grant civilian and military pensions, life annuities, death benefits and death allowance;
- Circular letter of the Minister of Finance on instructions relating to the execution, monitoring and control of the execution of the budget of the State, administrative institutions, Regional and Local Authorities and other subsidized bodies for the current financial year.

- Be a rightful claimant of a civil servant of category B,C or D who died for the purpose of the service and while in active service.

#### **COMPOSITION OF THE FILE:**

- An application stamped at the current rate addressed to the Minister of Public Health;
- A copy of the death certificate certified by the competent authority;
- A certified copy of the recruitment instrument (absorption Order, work contract or commitment decision);
- A certified copy of the last advancement in incremental position;
- Copies of the birth certificate of dependent minor children certified by the competent authority;
- A certificate of collective life for minor children, signed by the competent authority;
- Attestation of residence of the administrator, issued by the competent authority;
- Copy of marriage certificate certified by the competent authority;
- School attendance certificates of dependent minor children;
- Certified copy of the National ID Card of the administrator, certified by the competent authority;
- Attestation of care and upbringing of children in the event of the death of the two spouses certified by the competent authority;
- Affidavit of non-appeal certified by the competent judiciary authority;
- Copy of the Letter of administration (abstract of the judgement) certified by the competent judiciary authority;
- Affidavit of non-remarriage of the female surviving spouse certified by the competent authority;
- Affidavit of non-divorce or non-separation certified by the competent authority;

- Mission warrant or service note;
- An expert report (forensic medical expert or police);
- Certificate of monogamy or polygamy of the female surviving spouse;
- Affidavit of nonfunction or a pay slip of the surviving spouse;
- Copy of a birth certificate or National ID Card of the deceased certified by the competent authority (where appropriate);
- A certified copy of the advancement in grade or reclassification instrument (where appropriate);
- Certificate of individuality (where appropriate).

#### SIGNATORY OF THE INSTRUMENT/DOCUMENT: The Minister.

#### **DEADLINE:** 30 days.

**DISSEMINATION MODE:** Notification/withdrawal at the Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

- Inspector General of Administrative Services;
- Head of the Referrals Service of the MOH.

# *III.2.6 Allocation of death benefits with deduction refunds of a category "B, C or D" Civil servant*

### PROCEDURE NO. 89/DHR: ALLOCATION OF DEATH BENEFITS AND REFUNDING OF DEDUCTIONS TO A CATEGORY "B, C OR D" CIVIL SERVANT

**NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE:** Order to grant a death allowance to the rightful claimants of a category B, C or D civil servant.

**INITIATOR OF THE PROCEDURE:** Rightful claimant of a category B, C or D civil servant deceased while on active service;

**PLACE TO SUBMIT THE FILE:** Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

**STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT:** Pensions Bureau.

- Finance Law of the Republic of Cameroon for the current financial year;
- Law No. 2018/012 of 11 July 2018 relating to fiscal regime of the State and other public entities;
- Decree No. 74/759 of 26 August 1974 to organize the civil pensions schemes and all subsequent addendums;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration regime of civilian and military personnel of the Republic of Cameroon;
- Decree No. 75/791 of 18 December 1975 to lay down the index scaling of various cadres of the Public service in Cameroon;
- Decree No. 77/41 of 03 February 1977 to set the functions and organization of financial audits;
- Decree No. 94/199 of 7 October 1994 on the general status of the public service as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2000/684/PM of 13 September 2000 laying down the conditions and procedures for allocating death benefits
- Decree No. 2011/408 of 09 December 2011 to organize the Government;
- Decree No. 2011/409 of 09 December 2011 to appoint the Prime Minister, Head of Government;
- Decree No. 2011/410 of 09 December 2011 to form the Government;

- Decree No. 2012/79 of 9 March 2012 on the devolution of the management of State personnel and salaries;
- Order No. 236/CAB/PR of 09 November 1978 to the procedure to grant civilian and military pensions, life annuities, death benefits and death allowance;
- Circular letter of the Minister of Finance on instructions relating to the execution, monitoring and control of the execution of the budget of the State, administrative institutions, Regional and Local Authorities and other subsidized bodies for the current financial year.

- Be a direct ascendant of civil servant of category B, C or D who died in active service without any rightful claimant or spouse.

#### **COMPOSITION OF THE FILE:**

- An application stamped at the current rate addressed to the Minister of Public Health;
- A copy of the death certificate certified by the competent authority;
- A certified copy of the last advancement in incremental position of the deceased civil servant;
- Attestation of residence of the direct ascendant issued and signed by the competent authority;
- Copy of the National ID Card of the direct ascendant certified by the competent authority;
- Affidavit of non-appeal certified by the competent judiciary authority;
- A copy of the letters of administration (abstract of judgement), certified by the competent judiciary authority;
- Copy of a birth certificate or National ID Card of the deceased certified by the competent authority (where appropriate);
- Certificate of individuality (where appropriate).

## SIGNATORY OF THE INSTRUMENT/DOCUMENT: The Minister.

#### DEADLINE: 30 days.

**DISSEMINATION MODE:** Notification/withdrawal at the Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

- Inspector General of Administrative Services;
- Head of the Referrals Service of the MOH.

# *III.2.7 Refunding of pension deductions to a category A civil servant*

### PROCEDURE NO. 90/DHR: ADMISSION TO RETIREMENT AND REFUNDING OF PENSION DEDUCTIONS TO A CATEGORY "A" CIVIL SERVANT

**NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE:** Order on the admission to retirement and refunding of pension deductions to a category A civil servant **INITIATOR OF THE PROCEDURE:** Administration/The person concerned.

**PLACE TO SUBMIT THE FILE:** Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

# **STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT:** Pensions Bureau.

- Finance Law of the Republic of Cameroon for the current financial year;
- Decree No. 74/759 of 26 August 1974 to organize the civil pensions schemes and all subsequent addendums;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration regime of civilian and military personnel of the Republic of Cameroon;
- Decree No. 75/791 of 18 December 1975 to lay down the index scaling of various cadres of the Public service in Cameroon;
- Decree No. 77/41 of 03 February 1977 to set the functions and organization of financial audits;
- Decree No. 94/199 of 7 October 1994 on the general status of the public service as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree on Special status
- Decree No. 2011/408 of 09 December 2011 to organize the Government;
- Decree No. 2011/409 of 09 December 2011 to appoint the Prime Minister, Head of Government;
- Decree No. 2011/410 of 09 December 2011 to form the Government;
- Decree No. 2012/79 of 9 March 2012 on the devolution of the management of State personnel and salaries;
- Order No. 236/CAB/PR of 09 November 1978 to the procedure to grant civilian and military pensions, life annuities, death benefits and death allowance;
- Circular letter of the Minister of Finance on instructions relating to the execution, monitoring and control of the execution of the budget of the

State, administrative institutions, Regional and Local Authorities and other subsidized bodies for the current financial year.

#### **REQUIREMENTS:**

- Be a Category "A" civil servant;
- Having reached the regulatory age limit provided for by the General Status of the Public Service or Special Status;
- Having worked for less than 15 years in the Public Service of the State.

#### **COMPOSITION OF THE FILE:**

- An application stamped at the current rate addressed to the Minister of Public Health;
- A certified copy of the recruitment instrument (Decree or Order);
- A certified copy of the last advancement in incremental position;
- A certificate of collective life for minor children, signed by the competent authority;
- Attestation of residence of the person concerned, signed by the competent authority;
- School attendance certificates for minor children, or medical certificates of invalid children;
- Copies of birth certificate(s) of minor children certified by the competent authority;
- Copy of marriage certificate(s), certified by the competent authority;
- Commitment decision/Contract (where appropriate);
- A certified copy of the advancement in grade or reclassification instrument (where appropriate);
- Decision on the validation of precarious services (where appropriate);
- Decision on the placement and end of placement on reserve (where appropriate);
- Decision on the placement and end of placement on secondment (where appropriate);
- Decree or Order to ALLOCATION the extension of service period (where appropriate);
  - Certificate of individuality (where appropriate).

### SIGNATORY OF THE INSTRUMENT/DOCUMENT: The Minister.

#### DEADLINE: 30 days.

**DISSEMINATION MODE:** Notification/withdrawal at the Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

- Inspector General of Administrative Services;
- Head of the Referrals Service of the MOH.

# *III.2.8 Refunding of sundry deductions to categories B, C or D civil servants*

## PROCEDURE NO. 91/DHR: ADMISSION TO RETIREMENT AND REFUNDING OF PENSION DEDUCTIONS TO A CATEGORY "B, C OR D" CIVIL SERVANT

**NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE:** Decree on the admission to retirement and refunding of pension deductions to a category B,C or D civil servant.

**INITIATOR OF THE PROCEDURE:** Administration/The person concerned.

**PLACE TO SUBMIT THE FILE:** Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

# **STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT:** Pensions Bureau.

- Finance Law of the Republic of Cameroon for the current financial year;
- Decree No. 74/759 of 26 August 1974 to organize the civil pensions schemes and all subsequent addendums;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration regime of civilian and military personnel of the Republic of Cameroon;
- Decree No. 75/791 of 18 December 1975 to lay down the index scaling of various cadres of the Public service in Cameroon;
- Decree No. 77/41 of 03 February 1977 to set the functions and organization of financial audits;
- Decree No. 94/199 of 7 October 1994 on the general status of the public service as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree on Special status
- Decree No. 2011/408 of 09 December 2011 to organize the Government;
- Decree No. 2011/409 of 09 December 2011 to appoint the Prime Minister, Head of Government;
- Decree No. 2011/410 of 09 December 2011 to form the Government;
- Decree No. 2012/79 of 9 March 2012 on the devolution of the management of State personnel and salaries;
- Order No. 236/CAB/PR of 09 November 1978 to the procedure to grant civilian and military pensions, life annuities, death benefits and death

allowance;

 Circular letter of the Minister of Finance on instructions relating to the execution, monitoring and control of the execution of the budget of the State, administrative institutions, Regional and Local Authorities and other subsidized bodies for the current financial year.

#### **REQUIREMENTS:**

- Be a category "B, C or D" civil servant;
- Having reached the regulatory age limit provided for by the General Status of the Public Service or Special Status;
- Having worked for less than 15 years in the Public Service of the State.

#### **COMPOSITION OF THE FILE:**

- An application stamped at the current rate addressed to the Minister of Public Health;
- A certified copy of the recruitment instrument (Decree or Order);
- A certified copy of the advancement in grade or reclassification instrument (where appropriate);
- A copy of the birth certificate or National ID Card certified by the competent authority;
- An attestation of residence signed by the competent authority;
- School attendance certificates for minor children, or medical certificates of invalid children;
- Certificate of collective life for minor children, signed by the competent authority;
- A certified copy of the commitment decision/contract (where appropriate)
- A certified copy of the last advancement in incremental position;
- Copy of marriage certificate certified by the competent authority;
- Decision on the validation of precarious services (where appropriate);
- Decision on the placement and end of placement on reserve (where appropriate);
- Decision on the placement and end of placement on secondment (where appropriate);
- Certificate of individuality (where appropriate).

#### SIGNATORY OF THE INSTRUMENT/DOCUMENT: The Minister.

#### DEADLINE: 30 days.

DISSEMINATION MODE: Notification/withdrawal at the Central Mail and Liai-

son Service of the MOH or Regional Delegation of Public Health. **AUTHORITY IN CHARGE OF COMPLIANCE:** 

- Inspector General of Administrative Services
- Head of the Referrals Service of the MOH.

# III.2.9 Old-age allowance

## PROCEDURE NO. 92/DHR: ADMISSION TO RETIREMENT AND ALLOCATION OF AN OLD-AGE ALLOWANCE TO A CONTRACT EMPLOYEE OF CATEGORY 7 TO 12

**NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE:** Order on the admission to retirement and allocation of an old-age allowance to a contract employee of category 7 to 12.

**INITIATOR OF THE PROCEDURE:** Administration/The person concerned.

**PLACE TO SUBMIT THE FILE:** Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

#### **STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT:** Pensions Bureau.

- Law No. 69/LF of 10 November 1969 to institute an insurance scheme for old-age and disability pensions as well as death benefits;
- Law No. 92/007 of 14 August 1992 on the Labour Code
- Finance Law of the Republic of Cameroon for the current financial year;
- Decree No. 74/733 of 19 August 1974 to lay down the conditions for the application of the Law No. 69/LF of 10 November 1969 to institute an insurance scheme for old-age and disability pensions as well as death benefits;
- Decree No. 74/759 of 26 August 1974 to organize the civil pensions schemes and all subsequent addendums;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration regime of civilian and military personnel of the Republic of Cameroon;
- Decree No. 75/791 of 18 December 1975 to lay down the index scaling of various cadres of the Public service in Cameroon;
- Decree No. 77/41 of 03 February 1977 to set the functions and organization of financial audits;
- Decree No. 94/199 of 7 October 1994 on the general status of the public service as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2011/408 of 09 December 2011 to organize the Government;
- Decree No. 2011/409 of 09 December 2011 to appoint the Prime Minister, Head of Government;
- Decree No. 2011/410 of 09 December 2011 to form the Government;
- Decree No. 2012/79 of 9 March 2012 on the devolution of the management of State personnel and salaries;

- Order No. 236/CAB/PR of 09 November 1978 to the procedure to grant civilian and military pensions, life annuities, death benefits and death allowance;
- Circular letter of the Minister of Finance on instructions relating to the execution, monitoring and control of the execution of the budget of the State, administrative institutions, Regional and Local Authorities and other subsidized bodies for the current financial year.

- Be a contract employee of category 7 to 12;
- Having reached the regulatory age limit provided for by the General Status of the Public Service or Special Status;
- Having contributed for less than 180 months of insurance fees in the Public Service.

#### **COMPOSITION OF THE FILE:**

- An application stamped at the current rate addressed to the Minister of Public Health;
- A certified copy of the commitment decision/contract;
- A certified copy of the last advancement in incremental position;
- A certificate of collective life for minor children certified by the competent authority;
- Attestation of residence of the person concerned, signed by the competent authority;
- School attendance certificates for minor children, or medical certificates of invalid children;
- Copies of the birth certificate of minor children certified by the competent authority;
- Copy of marriage certificate(s) certified by the competent authority;
- Certificate of individuality (where appropriate);
- A certified copy of the addendum to the contract (where appropriate).

#### SIGNATORY OF THE INSTRUMENT/DOCUMENT: The Minister.

#### DEADLINE: 30 days.

**DISSEMINATION MODE:** Notification/withdrawal at the Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

- Inspector General of Administrative Services
- Head of the Referrals Service of the MOH.

# III.2.10 Death benefits

### PROCEDURE NO. 93/DHR: PAYMENT OF DEATH BENEFITS AND SURVIVOR'S ALLOWANCES TO THE RIGHFUL CLAIMANTS OF A CONTRACT EMPLOYEE OF CATEGORY 7 TO 12

**NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE:** Order to grant a survivor's allowance and a death allowance to the rightful claimants of a contract employee of category 7 to 12.

#### **INITIATOR OF THE PROCEDURE:**

- Rightful claimants of a deceased civil servant of category 7 to 12;
- Guardian of the children.

**PLACE TO SUBMIT THE FILE:** Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

#### **STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT:** Pensions Bureau.

- Law No. 69/LF of 10 November 1969 to institute an insurance scheme for old-age and disability pensions as well as death benefits;
- Law No. 92/007 of 14 August 1992 on the Labour Code;
- Finance Law of the Republic of Cameroon for the current financial year;
- Decree No. 74/733 of 19 August 1974 to lay down the conditions for the application of the Law No. 69/LF of 10 November 1969 to institute an insurance scheme for old-age and disability pensions as well as death benefits;
- Decree No. 74/759 of 26 August 1974 to organize the civil pensions schemes and all subsequent addendums;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration regime of civilian and military personnel of the Republic of Cameroon;
- Decree No. 75/791 of 18 December 1975 to lay down the index scaling of various cadres of the Public service in Cameroon;
- Decree No. 77/41 of 03 February 1977 to set the functions and organization of financial audits;
- Decree No. 94/199 of 7 October 1994 on the general status of the public service as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2011/408 of 09 December 2011 to organize the Government;

- Decree No. 2011/409 of 09 December 2011 to appoint the Prime Minister, Head of Government;
- Decree No. 2011/410 of 09 December 2011 to form the Government;
- Decree No. 2012/79 of 9 March 2012 on the devolution of the management of State personnel and salaries;
- Order No. 236/CAB/PR of 09 November 1978 to the procedure to grant civilian and military pensions, life annuities, death benefits and death allowance;
- Circular letter of the Minister of Finance on instructions relating to the execution, monitoring and control of the execution of the budget of the State, administrative institutions, Regional and Local Authorities and other subsidized bodies for the current financial year.

 Be a rightful claimant of a contract worker of category 7 to 12 who died in active service without having paid the 180 months of insurance.

#### **COMPOSITION OF THE FILE:**

- An application stamped at the current rate addressed to the Minister of Public Health;
- A certified copy of the work contract of the deceased civil servant;
- A copy of the death certificate certified by the competent authority;
- A certified copy of the last advancement in incremental position of the deceased civil servant;
- Copy of the birth certificate or National ID Card of the deceased, certified by the competent authority;
- Copies of the birth certificate of dependent minor children certified by the competent authority;
- A certificate of collective life for minor children issued by the competent authority;
- Attestation of residence of the beneficiary issued by the competent authority;
- Copy of marriage certificate certified by the competent authority (where appropriate);
- School attendance certificates of dependent minor children, or medical certificates of invalid children;
- Copy of the National ID Card of the beneficiaries (heirs) certified by the competent authority;

- Attestation of care and upbringing of children in the event of the death of the two spouses;
- Affidavit of non-appeal certified by the competent judiciary authority;
- Copy of the Letter of administration (abstract of the judgement), certified by the competent judiciary authority;
- Affidavit of non-function or a pay slip of the surviving spouse;
- Affidavit of non-remarriage of the female surviving spouse certified by the competent authority;
- Affidavit of non-divorce or non-separation certified by the competent authority;
- Certificate of monogamy or polygamy of the female surviving spouse;
- A certified copy of the addendum to the contract (where appropriate);
- Certificate of individuality (where appropriate).

#### SIGNATORY OF THE INSTRUMENT/DOCUMENT: The Minister.

#### DEADLINE: 30 days.

**DISSEMINATION MODE:** Notification/withdrawal at the Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

- Inspector General of Administrative Services
- Head of the Referrals Service of the MOH;

# III.2.11 Old-age allowance

### PROCEDURE NO. 94/DHR: ADMISSION TO RETIREMENT AND ALLOCATION OF AN OLD-AGE ALLOWANCE TO AN EMPLOYEE RECRUITED ON THE BASIS OF A DECISION

**NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE:** Decision on the admission to retirement and allocation of an old age pension to an employee recruited on the basis of a decision.

**INITIATOR OF THE PROCEDURE:** Administration/The person concerned.

**PLACE TO SUBMIT THE FILE:** Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

#### **STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT:** Pensions Bureau.

- Law No. 69/LF of 10 November 1969 to institute an insurance scheme for old-age and disability pensions as well as death benefits;
- Law No. 92/007 of 14 August 1992 on the Labour Code;
- Finance Law of the Republic of Cameroon for the current financial year;
- Decree No. 74/733 of 19 August 1974 to lay down the conditions for the application of the Law No. 69/LF of 10 November 1969 to institute an insurance scheme for old-age and disability pensions as well as death benefits;
- Decree No. 74/759 of 26 August 1974 to organize the civil pensions schemes and all subsequent addendums;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration regime of civilian and military personnel of the Republic of Cameroon;
- Decree No. 75/791 of 18 December 1975 to lay down the index scaling of various cadres of the Public service in Cameroon;
- Decree No. 77/41 of 03 February 1977 to set the functions and organization of financial audits;
- Decree No. 94/199 of 7 October 1994 on the general status of the public service as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2011/408 of 09 December 2011 to organize the Government;
- Decree No. 2011/409 of 09 December 2011 to appoint the Prime Minister, Head of Government;
- Decree No. 2011/410 of 09 December 2011 to form the Government;
- Decree No. 2012/79 of 9 March 2012 on the devolution of the management

of State personnel and salaries;

- Order No. 236/CAB/PR of 09 November 1978 to the procedure to grant civilian and military pensions, life annuities, death benefits and death allowance;
- Circular letter of the Minister of Finance on instructions relating to the execution, monitoring and control of the execution of the budget of the State, administrative institutions, Regional and Local Authorities and other subsidized bodies for the current financial year.

#### **REQUIREMENTS:**

- Be an employee recruited on the basis of a decision;
- Having reached the regulatory age limit provided for by the General Status of the Public Service or Special Status;
- Having contributed for less than 180 months insurance in the Public Service.

#### **COMPOSITION OF THE FILE:**

- An application stamped at the current rate addressed to the Minister of Public Health;
- A certified copy of the commitment decision;
- A certified copy of the last advancement in incremental position;
- A certificate of collective life for minor children certified by the competent authority;
- Attestation of residence of the person concerned, signed by the competent authority;
- School attendance certificates for minor children, or medical certificates of invalid children;
- Copies of the birth certificate of minor children certified by the competent authority;
- Copy of marriage certificate(s) certified by the competent authority;
- Certificate of individuality (where appropriate);
- A certified copy of the reclassification instrument (where appropriate).

## SIGNATORY OF THE INSTRUMENT/DOCUMENT: The Minister.

**DEADLINE:** 30 days.

**DISSEMINATION MODE:** Notification/withdrawal at the Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

- Inspector General of Administrative Services
- Head of the Referrals Service of the MOH.

# III.2.12 Death benefits

### PROCEDURE NO. 95/DHR: PAYMENT OF A DEATH BENEFITS AND SURVIVOR'S ALLOWANCE TO THE RIGHTFUL CLAIMANTS OF AN EMPLOYEE RECRUITED ON THE BASIS OF A DECISION

**NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE:** Order to grant a survivor's allowance and a death allowance to the rightful claimants of an employee recruited on the basis of a decision.

#### **INITIATOR OF THE PROCEDURE:**

- Rightful claimant of the deceased employee recruited on the basis of a decision;
- Guardian of the children.

**PLACE TO SUBMIT THE FILE:** Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

# **STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT:** Pensions Bureau.

- Law No. 69/LF of 10 November 1969 to institute an insurance scheme for old-age and disability pensions as well as death benefits;
- Law No. 92/007 of 14 August 1992 on the Labour Code;
- Finance Law of the Republic of Cameroon for the current financial year;
- Decree No. 74/733 of 19 August 1974 to lay down the conditions for the application of the Law No. 69/LF of 10 November 1969 to institute an insurance scheme for old-age and disability pensions as well as death benefits;
- Decree No. 74/759 of 26 August 1974 to organize the civil pensions schemes and all subsequent addendums;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration regime of civilian and military personnel of the Republic of Cameroon;
- Decree No. 75/791 of 18 December 1975 to lay down the index scaling of various cadres of the Public service in Cameroon;
- Decree No. 77/41 of 03 February 1977 to set the functions and organization of financial audits;
- Decree No. 94/199 of 7 October 1994 on the general status of the public service as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2011/408 of 09 December 2011 to organize the Government;

- Decree No. 2011/409 of 09 December 2011 to appoint the Prime Minister, Head of Government;
- Decree No. 2011/410 of 09 December 2011 to form the Government;
- Decree No. 2012/79 of 9 March 2012 on the devolution of the management of State personnel and salaries;
- Order No. 236/CAB/PR of 09 November 1978 to the procedure to grant civilian and military pensions, life annuities, death benefits and death allowance;
- Circular letter of the Minister of Finance on instructions relating to the execution, monitoring and control of the execution of the budget of the State, administrative institutions, Regional and Local Authorities and other subsidized bodies for the current financial year.

- Be a rightful claimant of an employee recruited on the basis of a decision who died in active service without having paid the 180 months of insurance;

#### **COMPOSITION OF THE FILE:**

- An application stamped at the current rate addressed to the Minister of Public Health;
- A certified copy of the work contract of the deceased civil servant;
- A certified copy of the addendum to the contract (where appropriate);
- A copy of the death certificate certified by the competent authority;
- A certified copy of the last advancement in incremental position of the deceased civil servant;
- Copy of the birth certificate or National ID Card of the deceased, certified by the competent authority;
- Copies of the birth certificate of dependent minor children certified by the competent authority;
- A certificate of collective life for minor children issued by the competent authority;
- Attestation of residence of the beneficiary issued by the competent authority;
- Copy of marriage certificate certified by the competent authority;
- School attendance certificates of dependent minor children, or medical certificates of invalid children;
- Copy of the National ID Card of the beneficiaries (heirs) certified by the competent authority;

- Attestation of care and upbringing of children in the event of the death of the two spouses;
- Affidavit of non-appeal certified by the competent judiciary authority;
- Copy of the Letter of administration (abstract of the judgement), certified by the competent judiciary authority;
- Affidavit of non-function or a pay slip of the surviving spouse;
- Affidavit of non-remarriage certified by the competent authority;
- Affidavit of non-divorce or non-separation certified by the competent authority;
- Certificate of monogamy or polygamy of the female surviving spouse;
- The last pay slip of the deceased civil servant (where appropriate);
- A certificate of individuality (where appropriate);
- The first blank pay slip (where appropriate).

# **SIGNATORY OF THE INSTRUMENT/DOCUMENT:** The Minister. **DEADLINE:** 30 days.

**DISSEMINATION MODE:** Notification/withdrawal at the Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

- Inspector General of Administrative Services
- Head of the Referrals Service of the MOH.

## III.3.1 Payment of retirement pension

### PROCEDURE N°96/DHR: PAYMENT OF RETIREMENT PENSION

## **NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE:** Transmission slip.

**INITIATOR OF THE PROCEDURE:** The person concerned.

**PLACE TO SUBMIT THE FILE:** Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

## **STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT:** Pensions Bureau.

### **REFERENCE INSTRUMENTS:**

- Law No. 69/LF of 10 November 1969 establishing an old-age insurance plan, disability and death;
- Law No. 92/007 of 14 August 1992 on the Labour Code;
- Finance Law of the Republic of Cameroon for the current financial year;
- Decree No. 74/733 of 19 August 1974 to lay down the conditions for the application of the Law No. 69/LF of 10 November 1969 to institute an insurance scheme for old-age and disability pensions as well as death benefits;
- Decree No. 74/759 of 26 August 1974 to organize the civil pensions schemes and all subsequent addendums;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration regime of civilian and military personnel of the Republic of Cameroon;
- Decree No. 75/791 of 18 December 1975 to lay down the index scaling of various cadres of the Public service in Cameroon;
- Decree No. 77/41 of 03 February 1977 to set the functions and organization of financial audits;
- Decree No. 94/199 of 7 October 1994 on the general status of the public service as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2011/408 of 09 December 2011 to organize the Government;
- Decree No. 2011/409 of 09 December 2011 to appoint the Prime Minister, Head of Government;
- Decree No. 2011/410 of 09 December 2011 to form the Government;
- Decree No. 2012/79 of 9 March 2012 on the devolution of the management of State personnel and salaries;

- Order No. 236/CAB/PR of 09 November 1978 to the procedure to grant civilian and military pensions, life annuities, death benefits and death allowance;
- Circular letter of the Minister of Finance on instructions relating to the execution, monitoring and control of the execution of the budget of the State, administrative institutions, Regional and Local Authorities and other subsidized bodies for the current financial year.

**REQUIREMENTS:** To be on retirement.

### **COMPOSITION OF THE FILE:**

- A certified copy of the order of admission to retirement.

#### **SIGNATORY OF THE INSTRUMENT/DOCUMENT:** The Minister.

#### DEADLINE: 18 days.

**DISSEMINATION MODE:** Notification/withdrawal at the Central Mail Service of the MOH or Regional Delegation of Public Health.

#### **AUTHORITY IN CHARGE OF COMPLIANCE:**

- Inspector General of Administrative Services
- Head of the Salaries and Sundry Allowances Service.

### III.3.2 Payment of an advancement pending regularization

### PROCEDURE NO. 97/DHR: PAYMENT OF AN ADVANCEMENT PENDING REGULARIZATION

## **NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE:** Transmission slip.

**INITIATOR OF THE PROCEDURE:** The person concerned.

**PLACE TO SUBMIT THE FILE:** Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

## **STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT:** Pensions Bureau.

### **REFERENCE INSTRUMENTS:**

- Law No. 69/LF of 10 November 1969 establishing an old-age insurance plan, disability and death;
- Law No. 92/007 of 14 August 1992 on the Labour Code;
- Finance Law of the Republic of Cameroon for the current financial year;
- Decree No. 74/733 of 19 August 1974 to lay down the conditions for the application of the Law No. 69/LF of 10 November 1969 to institute an insurance scheme for old-age and disability pensions as well as death benefits;
- Decree No. 74/759 of 26 August 1974 to organize the civil pensions schemes and all subsequent addendums;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration regime of civilian and military personnel of the Republic of Cameroon;
- Decree No. 75/791 of 18 December 1975 to lay down the index scaling of various cadres of the Public service in Cameroon;
- Decree No. 77/41 of 03 February 1977 to set the functions and organization of financial audits;
- Decree No. 94/199 of 7 October 1994 on the general status of the public service as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2011/408 of 09 December 2011 to organize the Government;
- Decree No. 2011/409 of 09 December 2011 to appoint the Prime Minister, Head of Government;
- Decree No. 2011/410 of 09 December 2011 to form the Government;
- Decree No. 2012/79 of 9 March 2012 on the devolution of the management of State personnel and salaries;

- Order No. 236/CAB/PR of 09 November 1978 to the procedure to grant civilian and military pensions, life annuities, death benefits and death allowance;
- Circular letter of the Minister of Finance on instructions relating to the execution, monitoring and control of the execution of the budget of the State, administrative institutions, Regional and Local Authorities and other subsidized bodies for the current financial year.

#### **REQUIREMENTS:** To be on retirement

### **COMPOSITION OF THE FILE:**

- An application stamped at the current rate addressed to the Minister of Public Health;
- A certified copy of the last advancement in incremental position;
- A certified copy of the order of admission to retirement.

## **SIGNATORY OF THE INSTRUMENT/DOCUMENT:** The Minister. **DEADLINE:** 30 days.

**DISSEMINATION MODE:** Notification/withdrawal at the Central Mail Service of the MOH or Regional Delegation of Public Health.

### **AUTHORITY IN CHARGE OF COMPLIANCE:**

- Inspector General of Administrative Services
- Head of the Salaries and Sundry Allowances Service;

# *III.3.3 Payment of death benefits/reversionary pension/ survivor's allowance/survivor's pension*

### PROCEDURE NO. 98/DHR: PAYMENT OF DEATH BENEFITS/REVERSIONARY PENSION/SURVIVOR'S ALLOWANCE/SURVIVOR'S PENSION

## **NATURE OF THE INSTRUMENT/DOCUMENT/SERVICE:** Transmission slip.

**INITIATOR OF THE PROCEDURE:** The person concerned.

**PLACE TO SUBMIT THE FILE:** Central Mail and Liaison Service of the MOH or Regional Delegation of Public Health.

## **STRUCTURE INITIATING THE INSTRUMENT/DOCUMENT:** Pensions Bureau.

### **REFERENCE INSTRUMENTS:**

- Law No. 69/LF of 10 November 1969 establishing an old-age insurance plan, disability and death;
- Law No. 2018/012 of 11 July 2018 relating to fiscal regime of the State and other public entities;
- Law No. 92/007 of 14 August 1992 on the Labour Code;
- Finance Law of the Republic of Cameroon for the current financial year;
- Decree No. 74/733 of 19 August 1974 to lay down the conditions for the application of the Law No. 69/LF of 10 November 1969 to institute an insurance scheme for old-age and disability pensions as well as death benefits;f
- Decree No. 74/759 of 26 August 1974 to organize the civil pensions schemes and all subsequent addendums;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration regime of civilian and military personnel of the Republic of Cameroon;
- Decree No. 75/791 of 18 December 1975 to lay down the index scaling of various cadres of the Public service in Cameroon;
- Decree No. 77/41 of 03 February 1977 to set the functions and organization of financial audits;
- Decree No. 94/199 of 7 October 1994 on the general status of the public service as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2011/408 of 09 December 2011 to organize the Government;

- Decree No. 2011/409 of 09 December 2011 to appoint the Prime Minister, Head of Government;
- Decree No. 2011/410 of 09 December 2011 to form the Government;
- Decree No. 2012/79 of 9 March 2012 on the devolution of the management of State personnel and salaries;
- Order No. 236/CAB/PR of 09 November 1978 to the procedure to grant civilian and military pensions, life annuities, death benefits and death allowance;
- Circular letter of the Minister of Finance on instructions relating to the execution, monitoring and control of the execution of the budget of the State, administrative institutions, Regional and Local Authorities and other subsidized bodies for the current financial year.

**REQUIREMENTS:** Be a rightful claimant of the deceased civil servant.

### **COMPOSITION OF THE FILE:**

- An application stamped at the current rate addressed to the Minister of Public Health;
- Original copy or certified copy of Orders to grant death benefits or reversionary pensions or survivor's allowance or survivor's pensions;
- Certified copy of the National ID Card of the beneficiaries;
- Certified copy of the Decree on the admission to retirement;
- Certified copy of the abstract of judgement;
- Affidavit of non-appeal certified by the competent judiciary authority;
- Attestation of care and upbringing of minor children.
- Power of Attorney for major children.

### SIGNATORY OF THE INSTRUMENT/DOCUMENT: The Minister.

#### DEADLINE: 30 days.

**DISSEMINATION MODE:** Notification/withdrawal at the Central Mail Service of the MOH or Regional Delegation of Public Health.

### AUTHORITY IN CHARGE OF COMPLIANCE:

- Inspector General of Administrative Services;
- The Head of the Salaries and Sundry Allowances Service.

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