

Republic of Cameroon
Peace - Work - Fatherland



MINISTRY
OF PUBLIC HEALTH

PROCEDURES MANUAL FOR THE MANAGEMENT OF HUMAN RESOURCES IN HEALTH

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

Éditions Tropiques

The logo for Éditions Tropiques consists of several curved lines in blue, orange, and green, suggesting a stylized sun or a tropical landscape.

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Edition**

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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



Dr Malachie MANAOUDA
Minister of Public Health



Joseph LE
Minister of Public Service
and Administrative Reform

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PREFACE

In order to provide effective and lasting responses to the various 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 minimi-

zing the movements of State agents whose rapidity of processing their various 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 would 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 incremental 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 position	Bonus of one (01) or two (02) incremental position(s) (according to the category) to a State agent after obtaining a new title, a new qualification or a new reward.
Statement of amounts owed	Document that summarizes the financial situation 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 payment, regardless of the time or place.
Quintupled death benefits	Monetary allowance granted to the rightful claimants of a deceased civil servant after professional accident attributable or occurred because or during a service.
Administrative certificate	Document that regularizes the financial situation 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 certificate and diplomas to be compiled for the absorption procedure.
Requirements to be met by the beneficiary	Requirements to be met by the applicant to benefit from a given service or for the procedure to be launched. They can derive from reference 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 instrument or service to the beneficiary.

Secondment	Position of civil servant temporarily placed away from his work station to serve with a public institution, constitutional institution or international 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 information 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 process of issuing the benefit or instrument expected 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 authority, which describes in detail each procedure 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: Administrative aspects (Administrative Procedures Manual); Human resources management (Human Resources Management Procedures Manual); Technical specifications (Technical Procedures Manual).
Placement on secondment	Situation of a State agent transferred to an Administration 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 temporarily placed outside his/her work station, cease to benefit from the rights to salary, promotion 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 qualifications	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 duties 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 authority to restore the salary of a suspended civil servant.
Quality manager	A key actor in the file processing chain, ensuring 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 administration as a non-civil servant (contractual decision-maker) before integration
Simplification of administrative procedures	A series of concrete and pragmatic measures aimed at improving relations between the administration and users. This involves eliminating documents or procedures that are frequently required and whose relevance is no longer proven after analysis. It also involves harmonising the terms and conditions and deadlines of administrative procedures. It also involves the implementation of e-administration.
Salary	Remuneration of a civil servant
Suspension of salary	An action undertaken by a competent authority 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 procedure is a detailed method of carrying out an activity or a process. It responds to the following 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 Sanitation 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
CB	Bureau Head
CBP	Head of the Pensions Bureau
CBSPPFD	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
MOH	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 Personnel and Payroll
PMO	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 should be accompanied by a framework for the related procedures. However, it should 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 various 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 various 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 four 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 superEndorsed 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 outlined certain procedures for processing human resources files.

With the commitment of the Ministry of Public Health to the humanization of care for social justice and the effective implementation of decentralization, it is imperative to accelerate the reform of human resource 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 justify 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 resource management.

III. Methodological note

The work methodology relating to the development of this manual focused around 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 various 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 Accounting;
 - 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:

PROCEDURES FOR CAREER MANAGEMENT			
Procedure	No. 01/DHR:	Recruitment based on qualification	38
Procedure	No. 02/DHR:	Advancement in incremental position for civil servants	42
Procedure	No. 03/DHR:	Advancement in incremental position for staff covered by the Labour Code	44
Procedure	No. 04/DHR:	Increment bonus for a category A civil servant	45
Procedure	No. 05/DHR:	Increment bonus following a reward	48
Procedure	No. 06/DHR:	Increment bonus of a civil servant of category B, C or D	49
Procedure	No. 07/DHR:	Increment bonus for staff covered by the Labour Code	51
Procedure	No. 08/DHR:	Advancement in class for a category A civil servant	52
Procedure	No. 09/DHR:	Advancement in class for category B, C or D civil servants	54
Procedure	No. 10/DHR:	Reclassification of a category A civil servant based on qualification	55
Procedure	No. 11/DHR:	Reclassification of a category A civil servant following a competitive entrance examination	57
Procedure	No. 12/DHR:	Reclassification of a category A civil servant based on qualification	58
Procedure	No. 13/DHR:	Reclassification of a category A category B1 civil servant following a competitive entrance examination	59
Procedure	No. 14/DHR:	Reclassification of a State employee covered by the Labour Code	60
Procedure	No. 15/DHR:	Advancement in grade	62
Procedure	No. 16/DHR:	Return to the service of origin	63
Procedure	No. 17/DHR:	Addendum to the work contract (change in name, date of birth, etc.)	64
Procedure	No. 18/DHR:	Administrative leave of a civil servant	66
Procedure	No. 19/DHR:	Annual or biennial leave of State employees covered by the Labour Code	68
Procedure	No. 20/DHR:	Notification of leave for a State employee	70
Procedure	No. 21/DHR:	Sick leave	72
Procedure	No. 22/DHR:	Maternity leave	74
Procedure	No. 23/DHR:	Placement of a civil servant on reserve	76
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SECTION I:
**PROCEDURES FOR CAREER
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Chapter 1 : Recruitment of civil servants

1.1.1 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 :

• Documents to be provided by the user :

- 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.

- **Documents to be consulted by the administration** : None.




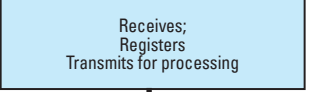

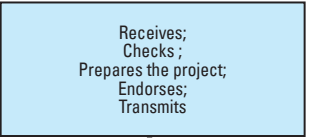








SIGNATORY OF THE INSTRUMENT/DOCUMENT : The Minister

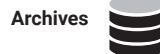
DEADLINE : 12 days.

DISSEMINATION MODE : Notification and withdrawal at SDACL or at the RDPH.

AUTHORITY IN CHARGE OF COMPLIANCE : Head of the Referral Service at the MOH.

Processing circuit

MOH	PROCEDURE NO. 01/DHR : RECRUITMENT BASED ON QUALIFICATION	DEADLINE	DATE OF THE PROCEDURE: NOVEMBER 2021
		12 DAYS	VERSION 1.0
			PAGE
ACTORS	ACTIVITIES	DEADLINE	MANAGEMENT RULE
 Person concerned		//	
 SAO		1 d	
 Head of Bureau C/Prime Minister's Offices ABGS SDP; DHR;		6 d	R1 : Ensure the person concerned is working in the MOH; R2 : Ensure the person concerned has the diploma required for access to one of the health corps; R3 : Ensure the person concerned is of Cameroonian nationality; R4 : Ensure the person concerned is at least 17 years of age and not more than 35 years of age, or has an age exemption; R5 : Ensure the person concerned has met the physical fitness requirements for the job requested; R6 : Ensure that the person concerned has never been convicted of the acts listed in Article 13 of the general Regulations of the public service.
 Secretariat General		1 d	
 Minister		1 d	
 SDACL		1 d	
 Person concerned		//	



Chapter 2 : Promotion Instrument

1.2.1 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 : None¹

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 :

- **Documents to be provided by the user :** Last advancement ;
- **Documents to be consulted by the administration :** Personnel card-index ;

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

Processing circuit

MOH	PROCEDURE NO. 02/DHR : ADVANCEMENT IN INCREMENTAL POSITION FOR CIVIL SERVANTS	DEADLINE	DATE OF THE PROCEDURE : NOVEMBER 2021
		12 DAYS	VERSION 1.0
			PAGE
ACTORS	ACTIVITIES	DEADLINE	MANAGEMENT RULE
 Administration	Editing and transmission for verification of the monthly list of eligible staff	1 d	
 Head of Bureau C/Prime Minister's OfficeS-Prime Minister's OfficeABGS SDP; DHR;	Receives the file of eligible personnel for processing Initiates draft acts Checks; Endorse;Transmits	5 d	R1: Ensure the person concerned is a Civil servant; R2: Ensure that the person concerned has 2 years of seniority at the previous level.
 Secretariat General	Checks Endorses	1 d	
 Minister	Checks Signs	1 d	
 SDACL	Duplicates; formalizes and notifies	1 d	
 Person concerned	Withdraws his/her instrument	//	
 SIGIPES SDSP	Receives; Transfers into the ANTILOPE application; Enters into the salary payroll; Sends to the specialized paymaster's office	2 d	
 PS/ MOH	Receives, Validates	1 d	

Archives



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 : None².

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.

COMPOSITION OF THE FILE :

- Documents to be provided by the user : None.
- Documents to be consulted by the Administration :
 - Personnel card-index;
 - Last advancement instrument, return to service of origin, reclassification (where necessary).

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

Processing circuit³

²Automation of career acts

³Processing circuit for the advancement in incremental position of a category A civil servant

1.2.3 Bonuses for civil servants

1.2.3.1 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 :

- **Documents to be provided by the user :**
 - 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.

• **Documents to be consulted by the Administration :**

- Personnel card-index,
- Recent pay slip.

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.

AUTHORITY IN CHARGE OF COMPLIANCE :

- 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.

Processing circuit

MOH	PROCEDURE NO. 04/DHR : INCREMENT BONUS FOR A CATEGORY A CIVIL SERVANT	DEADLINE	DATE OF THE PROCEDURE: NOVEMBER 2021
		15 DAYS	VERSION 1.0
			PAGE
ACTORS	ACTIVITIES	DEADLINE	MANAGEMENT RULE
 Person concerned	Submit their file at the SAO/RDPH	1 d	
 SAO	Receives; Records Transmits for quotation	5 d	
 Head of Bureau C/Prime Minister's Offices ABGS SDP; DHR;	Receives; Checks ; Prepares the project; Endorses; Transmits.	1 d	R1 : ensure that the person concerned is a category A civil servant R1 : ensure that the person concerned has completed specialization training in his field of activity of at least 2 years; R1 : ensure that the person concerned has received an award entitling them to a step bonus (official expression of satisfaction; honourable mention, etc.)
 CFC/MOH	Receives Checks regularity Endorses	1 d	
 Secrétariat Général	Checks, Endorses	1 d	
 Minister	Checks, Signs	1 d	
 SDACL	Duplicates; formalizes and notifies	2 d	
 Person concerned	Withdraws his/her instrument	1 d	
 SIGIPES SDSP	Receives; Transfers into the ANTILOPE application; Enters into the salary payroll ; Sends to the specialized paymaster's office	1 d	
 PS/ MOH	Receives, Validates	1 d	

Archives



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 :

- **Documents to be provided by the user :**
 - An application stamped at the current rate addressed to MOH;
 - Absorption instrument (decree/Order);
 - Last advancement in incremental position of the beneficiary.
- **Documents to be consulted by the Administration :**
 - Personnel card-index;
 - Last advancement in incremental position.

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.

AUTHORITY IN CHARGE OF COMPLIANCE :

- 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 :

- **Documents to be provided by the user :**
 - 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.
- **Documents to be consulted by the Administration :**
 - Personnel card-index;
 - Recent pay slip;
 - Report on the graduation (successful candidates).

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.

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.

Processing circuit⁴

⁴ *Processing circuit for increment bonus of category A civil servant*

1.2.4 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 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 years of seniority in the previous incremental position.

COMPOSITION OF THE FILE :

- **Documents to be provided by the user :**
 - Stamped application addressed to the MOH;
 - True certified copy of the last advancement in incremental position.
- **Documents to be consulted by the Administration :**
 - Personnel card-index;
 - 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.

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.

Processing circuit⁵

⁵ Processing circuit for increment bonus of category A civil servant

1.2.5 Advancement in class for a civil servant

1.2.5.1 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 :

- **Documents to be provided by the user**
 - Certified true copy of the last advancement in class or incremental position;
 - Attestation of effective presence at the duty post.
- **Documents to be consulted by the Administration :**
 - Personnel card-index;
 - Certified true copy of the last advancement in class or 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.

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.

Processing circuit

MOH	PROCEDURE NO. 08/DHR : ADVANCEMENT IN CLASS FOR A CATEGORY A CIVIL SERVANT	DEADLINE	DATE OF THE PROCEDURE: NOVEMBER 2021
		18 DAYS	VERSION 1.0
		PAGE	
ACTORS	ACTIVITIES	DEADLINE	MANAGEMENT RULE
Person concerned	Submit their file at the SAO/RDPH	1 d	
SAO	Receives; Records Transmits for quotation.	5 d	
Head of Bureau C/Prime Minister's Offices ABGS SDP; DHR;	Receives; Checks ; Prepares the project; Endorses; Transmits.	1 d	R1 : ensure that the person concerned is a category A civil servant R1 : ensure that the person concerned has completed specialization training in his field of activity of at least 2 years; R1 : ensure that the person concerned has received an award entitling him to a step bonus (official expression of satisfaction; honourable mention, etc.)
CFC/MOH	Receives Checks regularity Endorses	1 d	
Secretariat General	Checks, Endorses	1 d	
Prime Minister's Office	Receives Checks the regularity Endorses	3 d	
Minister	Signs	1 d	
SDACL	Duplicates; formalizes and notifies	2 d	
Person concerned	Withdraws his/her instrument	1 d	
SIGIPES SDSP	Receives; Transfers into the ANTILOPE application; Enters into the salary payroll ; Sends to the specialized paymaster's office ;	1 d	
PS/ MOH	Receives, Validates	1 d	

Archives



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 :

- **Documents to be provided by the user :**
 - Last advancement of the previous class;
 - Attestation of effective presence at the duty post.
- **Documents to be consulted by the Administration :**
 - Personnel card-index;
 - True certified copy of the last advancement in incremental position.

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.

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.

Processing circuit⁶

⁶ Processing circuit for an increment bonus of a civil servant of category B, C or D

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 :

- **Documents to be provided by the user :**
 - 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.
- **Documents to be consulted by the Administration :**
 - Personnel card-index;
 - Copy of the new certificate obtained;
 - Authentication document of the certificate deposited for reclassification.

SIGNATORY OF THE INSTRUMENT/DOCUMENT : The Minister.

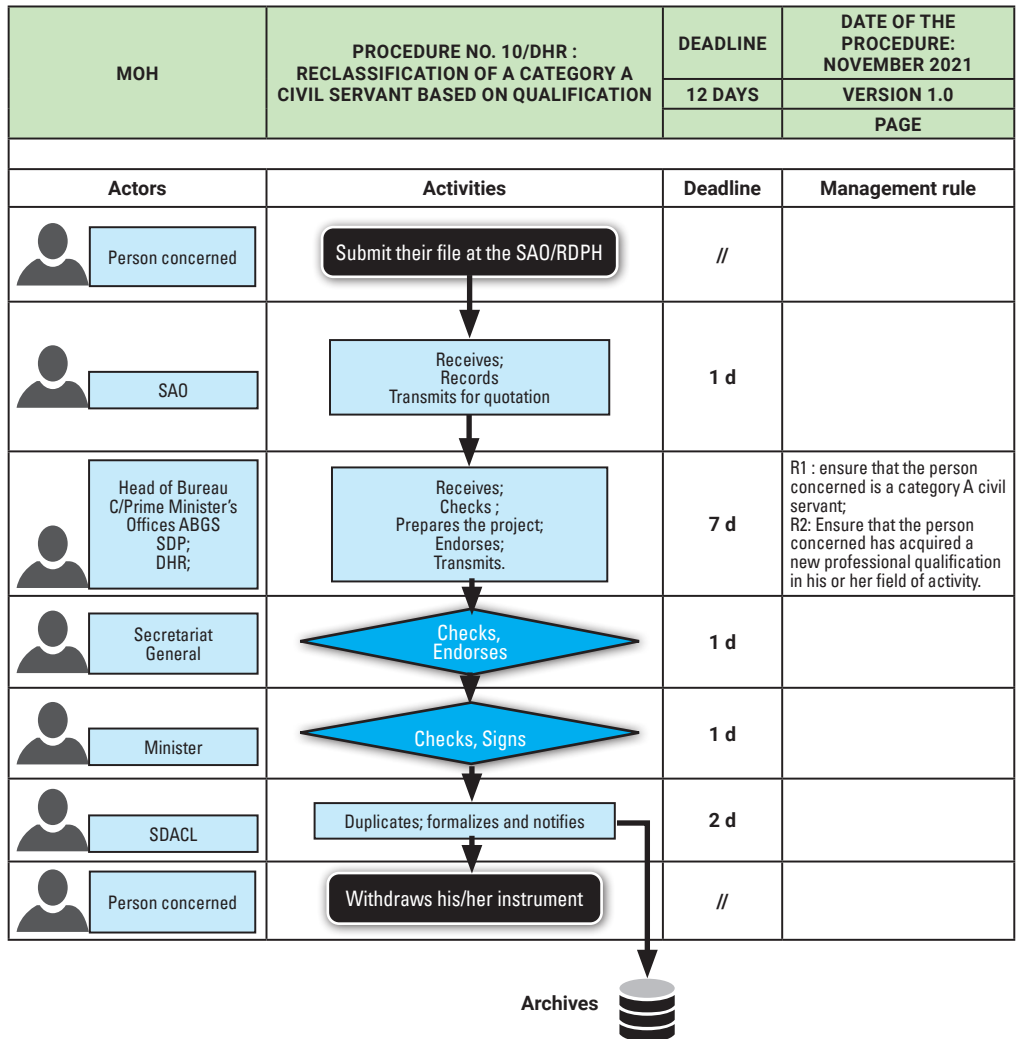
DEADLINES : Ninety (90) days.

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

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.

Processing circuit



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 :

- **Documents to be provided by the user :** None
- **Documents to be consulted by the Administration :**
 - Order to launch the competitive entrance examination;
 - Press release publishing the competitive entrance examination results.

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.

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.

Processing circuit⁷

⁷ Processing circuit for increment bonus of a category A civil servant

1.2.6.2 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 :

• **Documents to be provided by the user :**

- 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.

• **Documents to be consulted by the Administration :**

- Personnel card-index;
- Copy of the new certificate obtained;
- Authentication document of the certificate deposited for reclassification.

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.

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.

Processing circuit⁸

⁸ Processing circuit for the reclassification of a category A civil servant

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 :

- **Documents to be provided by the user :** None
- **Documents to be consulted by the Administration :**
 - Order to launch the competitive entrance examination;
 - Press release publishing the competitive entrance examination results.

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.

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.

Processing circuit⁹

⁹ Processing circuit for the reclassification of a category A civil servant

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 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.2000/692/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 :

• Documents to be provided by the user :

- 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.

• Documents to be consulted by the Administration :

- Personnel card-index ;
- Recent pay slip ;
- Authentication document of the certificate deposited for reclassification.

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.

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.

Processing circuit¹⁰

¹⁰ Processing circuit for the reclassification of a category A civil servant

1.2.8 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 :

- **Documents to be provided by the user :**
 - 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.
- **Documents to be consulted by the Administration :**
 - Personnel card-index;
 - Pay slip.

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.

Processing circuit¹¹

¹¹ Processing circuit for the reclassification of a category A civil servant

1.2.9 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 :

- **Documents to be provided by the user :**
 - 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;
- **Documents to be consulted by the Administration :**
 - Personnel card-index;

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

Processing circuit¹²

¹² Processing circuit for the reclassification of a category A civil servant

1.2.10 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 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.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 :

- **Documents to be provided by the user :**
 - 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.
- **Documents to be consulted by the Administration :**
 - Personnel card-index;
 - First work contract;

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.

Processing circuit¹³

¹³ Processing circuit for the reclassification of a category A civil servant

Chapter 3 : Position instrument

1.3.1 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 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.2000/689/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 :

- **Documents to be provided by the user :** None.
- **Documents to be consulted by the Administration :**
 - Decision authorizing annual leave to some civil servants of the Ministry of Public Health;
 - Certificate of resumption of duty;
 - Attestation of effective presence at the duty post.

SIGNATORY OF THE INSTRUMENT/DOCUMENT : The Minister.

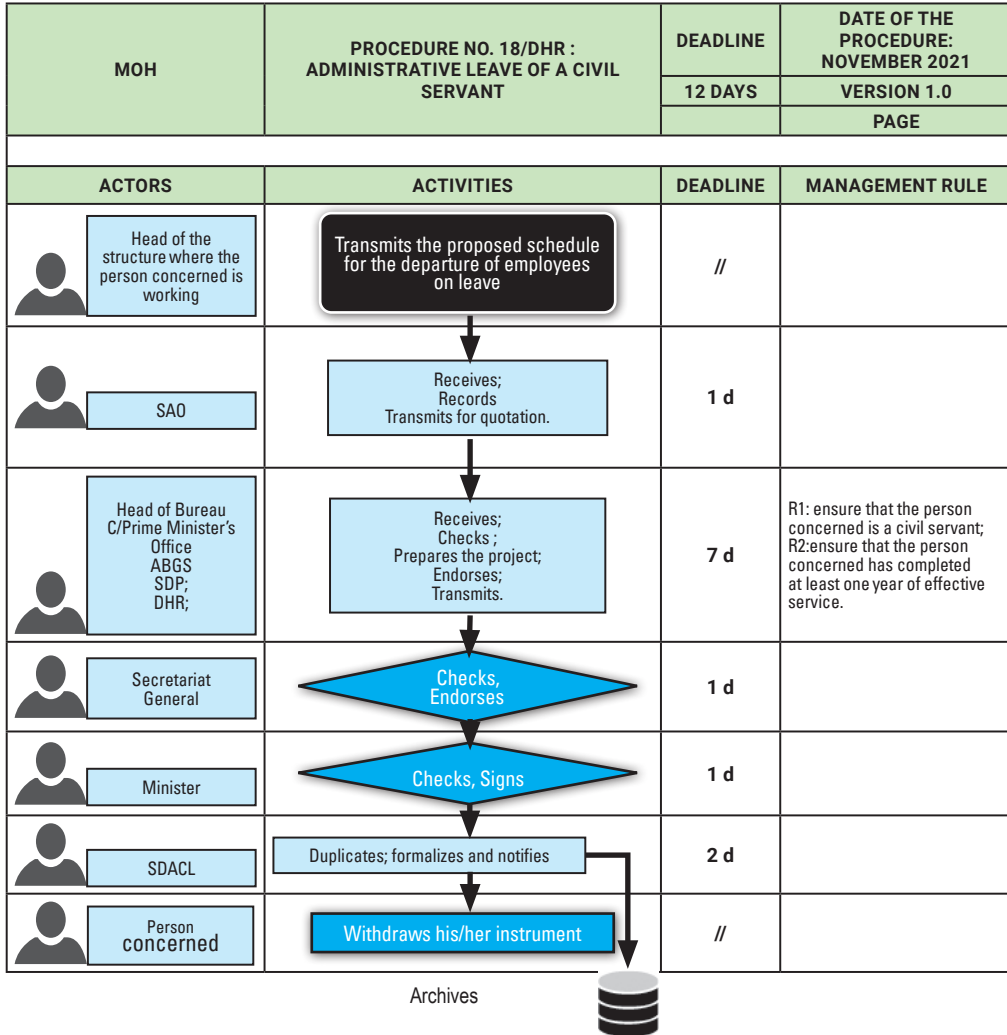
DEADLINES : twelve (12) days.

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

AUTHORITY IN CHARGE OF COMPLIANCE :

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

Processing circuit



1.3.2 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 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.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 :

- **Documents to be provided by the user :** None.
- **Documents to be consulted by the Administration :** List of a State employees covered by the Labour Code at the MOH

SIGNATORY OF THE INSTRUMENT/DOCUMENT : The Minister.

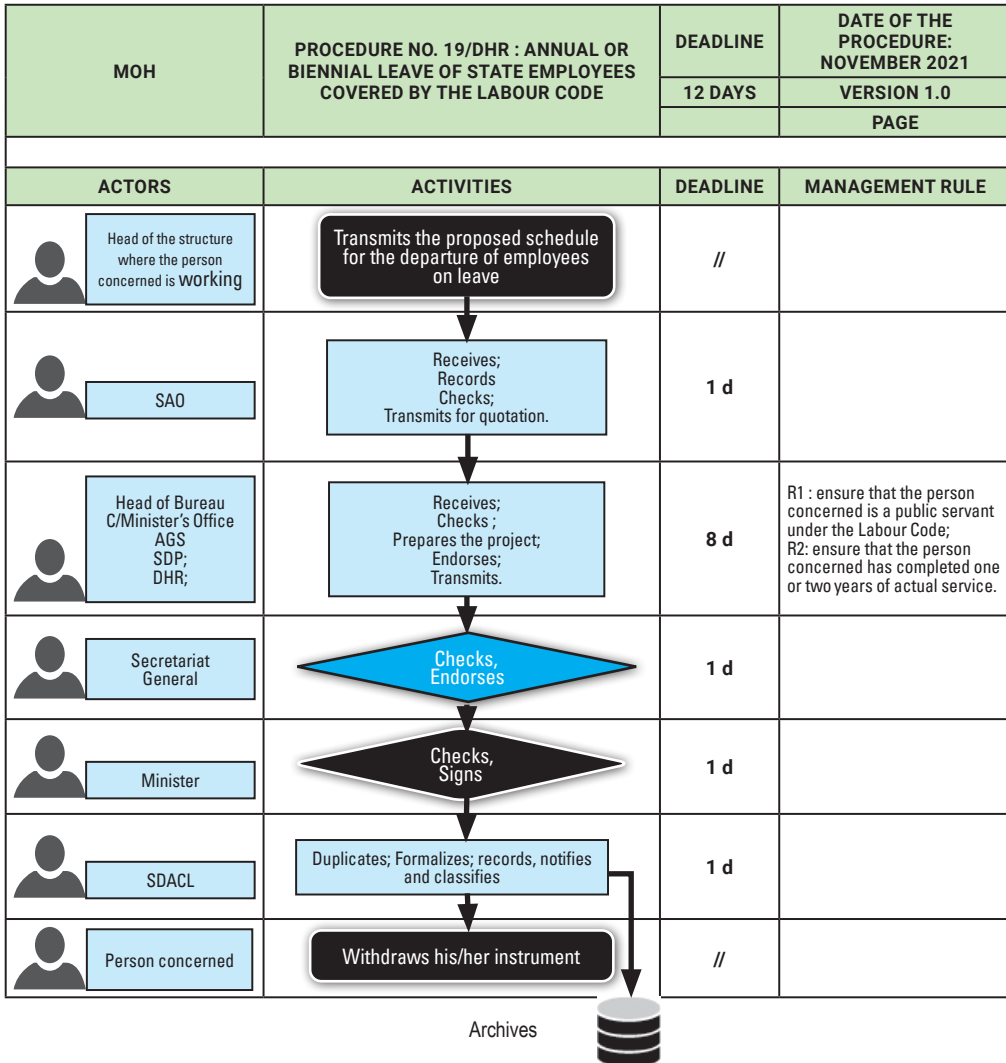
DEADLINES : twelve (12) days.

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

AUTHORITY IN CHARGE OF COMPLIANCE :

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

Processing circuit



1.3.3 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 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.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 :

- **Documents to be provided by the user :**
 - Unstamped application;
 - Leave Decision.
- **Documents to be consulted by the Administration :**
 - MOH personnel card-index.

SIGNATORY OF THE INSTRUMENT/DOCUMENT : The Minister.

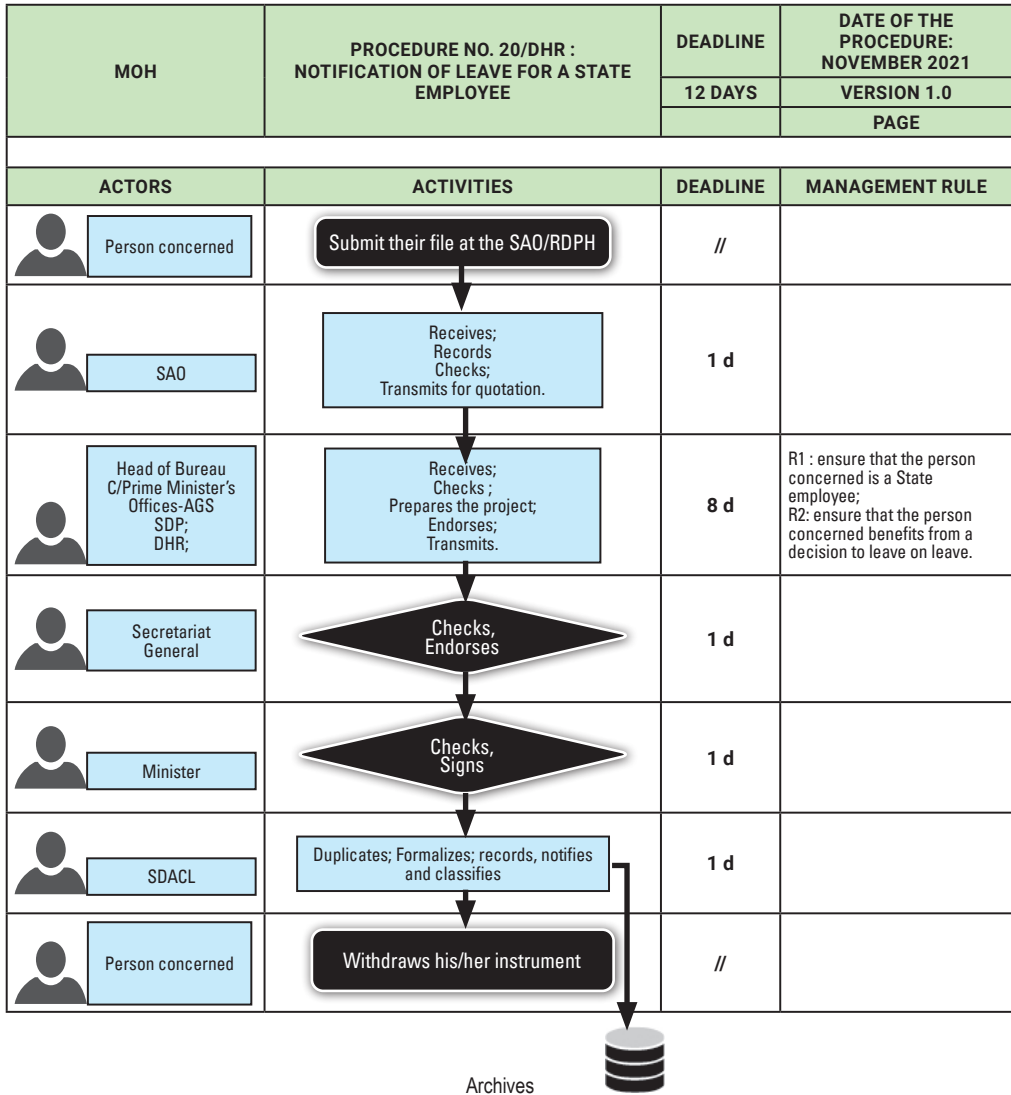
DEADLINES : twelve (12) days.

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

AUTHORITY IN CHARGE OF COMPLIANCE :

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

Processing circuit



1.3.4 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 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.2000/692/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

• Documents to be provided by the user :

- 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.

• Documents to be consulted by the Administration :

- MOH State employees card-index;

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.

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.

Processing circuit

MOH	PROCEDURE NO. 21/DHR : SICK LEAVE	DEADLINE	DATE OF THE PROCEDURE: NOVEMBER 2021
		12 DAYS	VERSION 1.0
			PAGE
ACTORS	ACTIVITIES	DEADLINE	MANAGEMENT RULE
 Person concerned	Submit their file at the SAO/RDPH	//	
 SAO	Receives; Records Transmits for quotation.	1 d	
 Head of Bureau C/Prime Minister's Offices ABGS SDP; DHR;	Receives; Checks ; Prepares the project; Endorses; Transmits.	8 d	R1 : ensure that the person concerned is a State employee; R2: ensure that the person concerned suffers from a persistent and/or disabling illness duly certified by a doctor approved by the Administration
 Secretariat General	Checks, Endorses	1 d	
 Minister	Checks, Signs	1 d	
 SDACL	Duplicates; formalizes and notifies	1 d	
 Person concerned	Withdraws his/her instrument	//	



1.3.5 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 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 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 :

- **Documents to be provided by the user :**
 - Certificate attesting to six (6) months pregnancy;
 - Stamped application addressed to the Minister.
- **Documents to be consulted by the Administration :** Recruitment instrument

SIGNATORY OF THE INSTRUMENT/DOCUMENT : The Minister.

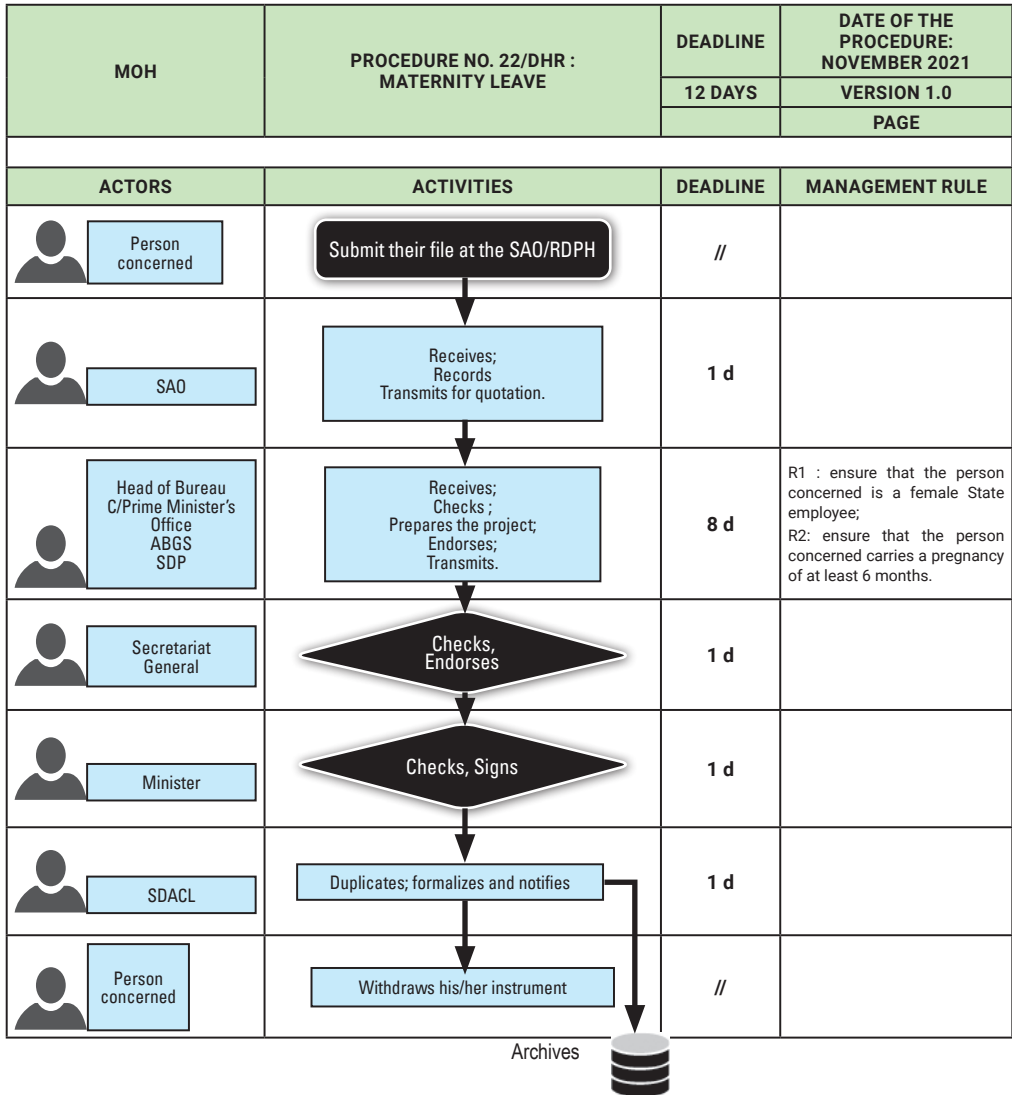
DEADLINES : 12 days.

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

AUTHORITY IN CHARGE OF COMPLIANCE :

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

Processing circuit



1.3.6 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 :

• **Documents to be provided by the user :**

- 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.

• **Documents to be consulted by the Administration :**

- Recruitment instrument;
- Pay slip;
- Personnel card-index.

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

Processing circuit

MOH	PROCEDURE NO. 23/DHR : PLACEMENT OF A CIVIL SERVANT ON RESERVE	DEADLINE	DATE OF THE PROCEDURE: NOVEMBER 2021
		12 DAYS	VERSION 1.0
			PAGE
ACTORS	ACTIVITIES	DEADLINE	MANAGEMENT RULE
 Person concerned	Submit their file at the SAO/RDPH	//	
 SAO	Receives; Records Transmits for quotation.	1 d	
 Head of Bureau Head of Department SDP; DHR	Receives; Checks ; Prepares the project; Endorses; Transmits.	8 d	R1 : ensure that the person concerned is a State employee, with the exception of those of the General Administration and the Judiciary; R2: ensure that the person concerned has at least five years seniority.
 Secrétariat General	Checks, Endorses	1 d	
 CFC/MOH	Checks regularity and Endorses		
 Minister	Checks, Signs	1 d	
 SDACL	Duplicates; formalizes and notifies	1 d	
 Person concerned	Withdraws his/her instrument	//	
 Sub-Director of Salaries and Pensions	Receives the folder; Records Suspend in ANTILOPE		

Archives



1.3.7 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 :

• **Documents to be provided by the user :**

- 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.

• **Documents to be consulted by the Administration :**

- Personnel card-index.
- 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.

AUTHORITY IN CHARGE OF COMPLIANCE :

- 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

Processing circuit

MOH	PROCEDURE NO. 24/DHR : PLACEMENT OF A CIVIL SERVANT ON SECONDMENT	DEADLINE	DATE OF THE PROCEDURE: NOVEMBER 2021
		12 DAYS	VERSION 1.0
			PAGE
ACTORS	ACTIVITIES	DEADLINE	MANAGEMENT RULE
 Person concerned	Submit their file at the SAO/RDPH	//	
 SAO	Receives; Saves checks completeness Transmits for quotation	1 d	
 Head of Bureau CS-SDP SDP; DHR	Receives; Checks ; Prepares the project; Endorses; Transmits.	8 d	R1 : ensure that the person concerned is a State employee, with the exception of those of the General Administration and the Judiciary; R2: ensure that the person concerned has at least five years of seniority; R3: ensure that the person concerned is not released from disciplinary proceedings or has not been rehabilitated as a result of a disciplinary sanction; R4: ensure that the person concerned is not finally convicted.
 CFC/MOH	Checks, Endorses, transmits		
 Secretariat General	Checks, Endorses	1 d	
 Minister	Checks, Signs	1 d	
 SDACL	Duplicates; formalizes and notifies	1 d	
 Person concerned	Withdraws his/her instrument	//	
 Sub-Director of Salaries and Pensions	Receives the file; Records Suspend in ANTILOPE		

Archives



1.3.8 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 :

- **Documents to be provided by the user :**
 - 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.
- **Documents to be consulted by the Administration :**
 - Pay slips.

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

1.3.9 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 :

• **Documents to be provided by the user :**

- 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.

• **Documents to be consulted by the Administration :** Pay slips.

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

Processing circuit¹⁴

¹⁴ Processing for placement of a civil servant on secondment

1.3.10 AUTHORIZATION OF ABSENCE

PROCEDURE NO. 27/DHR : AUTHORIZATION OF ABSENCE¹⁵

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 :

- **Documents to be provided by the user :**

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

SIGNATORY OF THE INSTRUMENT/DOCUMENT : The Minister.

DEADLINES : twelve (12) days.




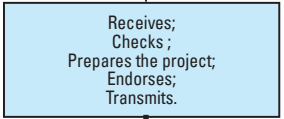





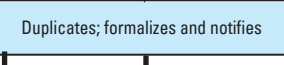

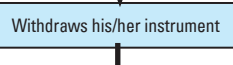


DISSEMINATION MODE : Notification and withdrawal at SDACL or at the Regional Delegation of Public Health.

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 at the MOH.

¹⁵These procedures include authorizations of absence and special leave for civil servants and State employees covered by the Labour Code

Processing circuit

MOH	PROCEDURE NO. 27/DHR : AUTHORIZATION OF ABSENCE	DEADLINE	DATE OF THE PROCEDURE: NOVEMBER 2021
		12 DAYS	VERSION 1.0
			PAGE
ACTORS	ACTIVITIES	DEADLINE	MANAGEMENT RULE
 Person concerned		//	
 Head of Bureau C-SSPD SDP; DHR		8 d	R1 : ensure that the person concerned is a State employee; R2: ensure that the person concerned has obtained the agreement of his/her supervisor.
 Secretariat General		1 d	
 Minister		1 d	
 SDACL		1 d	
 Person concerned		//	
 Sub-Director of Salaries and Pensions			

Archives



1.3.11 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 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;
- 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 :

• **Documents to be provided by the user :**

- 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.

AUTHORITY IN CHARGE OF COMPLIANCE :

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

Processing circuit

MOH	PROCEDURE NO. 28/DHR : ASSUMPTION/RESUMPTION OF DUTY OF A STATE EMPLOYEE	DEADLINE	DATE OF THE PROCEDURE: NOVEMBER 2021
		12 DAYS	VERSION 1.0
			PAGE
ACTORS	ACTIVITIES	DEADLINE	MANAGEMENT RULE
 Person concerned	Submit their file at the SAO/RDPH	//	
 SAO	Receives; Records Transmits for quotation.	1 d	
 Head of Bureau Head of Department SDP; DHR	Receives; Checks; Prepares the project; Aims; Transmits.	8 d	R1 : ensure that the person concerned is a State employee; R2: ensure that the person concerned benefits from a probationary period, lay-off, secondment, leave, etc..
 Secretariat General	Checks, Endorses	1 d	
 Minister	Checks, Signs	1 d	
 SDACL	Duplicates; formalizes and notifies	1 d	
 Person concerned	Withdraws his/her instrument	//	

Archives



1.3.12 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 :

• **Documents to be provided by the user :**

- 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..

- **Documents to be consulted by the Administration :** HR card-index.

SIGNATORY OF THE INSTRUMENT/DOCUMENT : The Minister






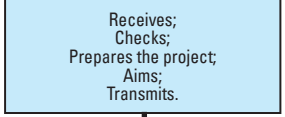





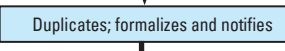


DEADLINES : 90 days.

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

AUTHORITY IN CHARGE OF COMPLIANCE :

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

Processing circuit

MOH	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	DEADLINE	DATE OF THE PROCEDURE: NOVEMBER 2021
		90 DAYS	VERSION :
			PAGE
ACTORS	ACTIVITIES	DEADLINE	MANAGEMENT RULE
 Person concerned		//	
 SAO		1 d	
 Head of bureau Head of Department SDP; DHR		8 d	R1 : ensure that the person concerned is a State employee under the Labour Code; R2: ensure that the person concerned has at least three years' seniority in the position.
 Secretariat General		1 d	
 Minister		1 d	
 SDACL		1 d	
 Person concerned		//	



1.3.13 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 :

- **Documents to be provided by the user :**
 - 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.
- **Documents to be consulted by the Administration :**
 - HR card-index;
 - Medical file with the opinion of the Health Board having jurisdiction.

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.

AUTHORITY IN CHARGE OF COMPLIANCE :

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

Processing circuit

MOH	PROCEDURE NO. 30/DHR : TRANSFER FOR HEALTH REASONS	DEADLINE	DATE OF THE PROCEDURE: NOVEMBER 2021
		60 DAYS	VERSION 1.0
			PAGE
ACTORS	ACTIVITIES	DEADLINE	MANAGEMENT RULE
 Person concerned	Submit their file at the SAO/RDPH	//	
 SAO	Receives; Records Transmits for quotation.	1 d	
 Head of bureau Head of Department SDP; DHR	Receives; Checks; Prepares the project; Aims; Transmits.	56 d	R1 : ensure that the person concerned is a State employee under the Labour Code; R2: ensure that the person concerned presents a medical record.
 Secretariat General	Checks, Endorses	1 d	
 Minister	Checks, Signs	1 d	
 SDACL	Duplicates; formalizes and notifies	1 d	
 Person concerned	Withdraws his/her instrument	//	

Archives



1.3.14 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 :

• **Documents to be provided by the user :**

- 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..

• **Documents to be consulted by the Administration :** HR card-index.

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.

AUTHORITY IN CHARGE OF COMPLIANCE :

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

Processing circuit¹⁶

¹⁶ Processing circuit on Application for transfer

1.3.15 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 :

- **Documents to be provided by the user :**
 - 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.
- **Documents to be consulted by the Administration :**
 - HR card-index;
 - Certificate of resumption of duty.

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.

AUTHORITY IN CHARGE OF COMPLIANCE :

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

Processing circuit¹⁷

¹⁷ Processing circuit on Application for transfer

Chapter 4 : Discipline

1.4.1 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 :

- **Documents to be provided by the user :** None.
- **Documents to be consulted by the Administration :**
 - Written answer of the accused to the query;
 - Any document pertaining to the charges laid against the accused;
 - All documents necessary for processing the file.

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 Services;
- Head of the Referrals Service of the MOH

Processing circuit

MOH	PROCEDURE NO. 33/DHR : WRITTEN WARNING TO A CIVIL SERVANT OF THE CENTRAL LEVEL	DEADLINE	DATE OF THE PROCEDURE: NOVEMBER 2021
		60 DAYS	VERSION 1.0
			PAGE
ACTORS	ACTIVITIES	DEADLINE	MANAGEMENT RULE
 <div style="border: 1px solid black; padding: 5px; width: fit-content;"> Head of Bureau C/Prime Minister's OfficeABGS SDP; DHR </div>	<div style="border: 1px solid black; padding: 5px; width: fit-content;"> Receives; Checks; Prepares the project; Aims; Transmits. </div>	56 d	R1 : ensure that the person concerned is a civil servant; R2: ensure that the person concerned has breached his or her professional obligations.
 <div style="border: 1px solid black; padding: 5px; width: fit-content;"> Secretariat General </div>		1 d	
 <div style="border: 1px solid black; padding: 5px; width: fit-content;"> Minister </div>		1 d	
 <div style="border: 1px solid black; padding: 5px; width: fit-content;"> SDACL </div>	<div style="border: 1px solid black; padding: 5px; width: fit-content;"> Duplicates; formalizes and notifies </div>	1 d	
 <div style="border: 1px solid black; padding: 5px; width: fit-content;"> Person concerned </div>	<div style="border: 2px solid black; padding: 5px; width: fit-content; background-color: #f0f0f0;"> Withdraws his/her instrument </div>	//	

Archives



1.4.2 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 :

- **Documents to be provided by the user :** None
- **Documents to be consulted by the Administration :**
 - Written answer of the accused to the query;
 - Any document pertaining to the charges laid against the accused;
 - All documents necessary for processing the file.

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.

AUTHORITY IN CHARGE OF COMPLIANCE :

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

Processing circuit¹⁸

¹⁸ Processing circuit for written warning to a civil servant of the central level

1.4.3 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 :

- **Documents to be provided by the user :** None
- **Documents to be consulted by the Administration :**
 - Written answer of the accused to the query;
 - Any document pertaining to the charges laid against the accused;
 - All documents necessary for processing the file.

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 Services;
- Head of the Referrals Service of the MOH.

Processing circuit¹⁹

¹⁹ Processing circuit for written warning to a civil servant of the central level

1.4.4 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 :

- **Documents to be provided by the user :** None.
- **Documents to be consulted by the Administration :**
 - Written answer of the accused to the query;
 - Any document pertaining to the charges laid against the accused;
 - All documents necessary for processing the file.

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 Services;
- Head of the Referrals Service of the MOH.

Processing circuit²⁰

20 Processing circuit for written warning to a civil servant of the central level

Chapter 5 : Training

1.5.1 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 :

• **Documents to be provided by the user**

- 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.

• **Documents to be consulted by the Administration :**

- Recent pay slip (previous 3 months)
- Circular Letter on the priority training fields;
- Notice or Press release to launch the competitive exam or the training offer.

SIGNATORY OF THE INSTRUMENT /DOCUMENT : The Minister.






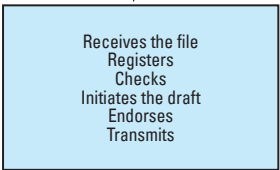







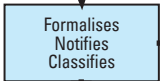


DEADLINES : 14 days.

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.

Processing circuit

MOH	PROCEDURE NO. 37/DHR : AUTHORIZATION TO SIT FOR A COMPETITIVE ENTRANCE EXAMINATION	DEADLINE	DATE OF THE PROCEDURE: NOVEMBER 2021
		27 DAYS	VERSION 1.0
			PAGE
ACTORS	ACTIVITIES	DEADLINE	MANAGEMENT RULE
 Person concerned		//	
 SAO		3 d	
 Head of Bureau Head of Department SDDHR; DHR		12 d	R1: Ensure that the person concerned has at least two (02) years of seniority as from the date of recruitment; R2: Ensure that the person concerned is on active service at their duty post R3: Ensure that the person concerned is not subject to a disciplinary procedure; R4: ensure that the person concerned has applied for a training in line with the priority health areas; R5: Ensure that the person concerned submitted the application to the Administration at the latest one month before the date of the competitive examination.
 Financial control		3 d	
 Secretariat General		3 d	
 Minister		3 d	
 SDACL		3 d	
 Person concerned			

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1.5.1.1 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 :

• **Documents to be provided by the user**

- 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.

• **Documents to be consulted by the Administration :**

- Recruitment instrument;
- Attestation of effective presence at the duty post;
- recent pay slip;
- Circular Letter on the priority training fields;
- Admission document to the training.

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.

Processing circuit²¹

21 Processing circuit of the Authorisation to sit for a competitive examination

1.5.1.2 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 :

- **Documents to be provided by the user**
 - 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.
- **Documents to be consulted by the Administration :**
 - Recruitment instrument;
 - Recent pay slip (previous 3 months)
 - Circular Letter on the priority training fields;
 - Notice or Press release to launch the competitive exam or the training offer.

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.

Processing circuit²²

²² Processing circuit of Procedure authorising to sit for a competitive examination

1.5.1.3 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 :

- **Documents to be provided by the user**
 - 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.
- **Documents to be consulted by the Administration :**
 - Recruitment instrument;
 - Recent pay slip (previous 3 months)
 - Circular Letter on the priority training fields;
 - Notice or Press release to launch the competitive exam or the training programme.

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.

Processing circuit²³

²³ Processing circuit of Procedure authorising to sit for a competitive examination

1.5.1.4 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 :

- **Documents to be provided by the user**
 - 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)..
- **Documents to be consulted by the Administration :**
 - Recruitment instrument;
 - Recent pay slip (previous 3 months)
 - Circular Letter on the priority training fields;
 - Notice or Press release to launch the competitive exam or the training offer.

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.

Processing circuit²⁴

²⁴ Processing circuit of Procedure authorising to sit for a competitive examination

1.5.1.5 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 :

- **Documents to be provided by the user**
 - 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.
- **Documents to be consulted by the Administration :**
 - Recruitment instrument;
 - Recent pay slip (previous 3 months)
 - Circular Letter on the priority training fields;
 - Notice or Press release to launch the competitive exam or the training offer.

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.

Processing circuit²⁵

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 :

- **Documents to be provided by the user :**
 - A letter from the requesting organisation or structure;
 - A photocopy of the diploma or results slips to be authenticated.
- **Documents to be consulted by the Administration :**
 - Photocopy of the diploma;
 - Results slips of the candidate;
 - Minutes of the certification exam or graduation exam.

SIGNATORY OF THE INSTRUMENT/DOCUMENT : The Minister.

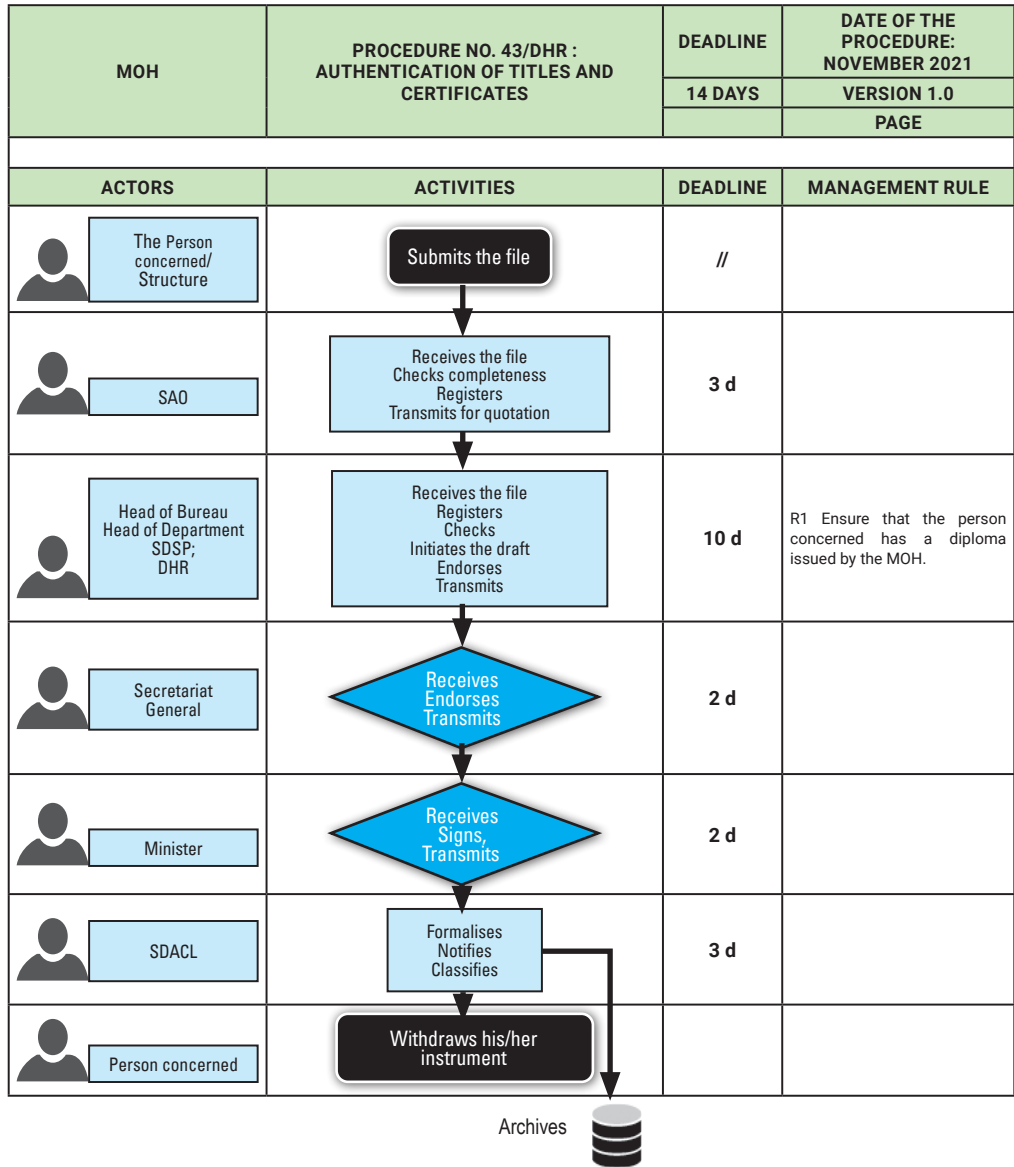
DEADLINES : 14 days.

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.

Processing circuit



1.6.2 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 :

• **Documents to be provided by the user :**

- 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.

• **Documents to be consulted by the Administration :**

- Photocopy of the diploma entitling to the placement on internship
- Period and place of the training;

- Cost of the training in line with priority health domains.

SIGNATORY OF THE INSTRUMENT/DOCUMENT : The Minister.




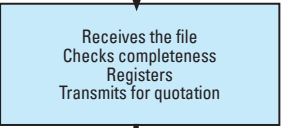







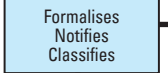

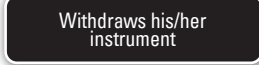
DEADLINES :

DISSEMINATION MODE : withdrawal upon notification.

AUTHORITY IN CHARGE OF COMPLIANCE :

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

Processing circuit

MOH	PROCEDURE NO. 44/DHR : GRANTING OF TRAINING SCHOLARSHIPS	DEADLINE	DATE OF THE PROCEDURE: NOVEMBER 2021
		14 DAYS	VERSION 1.0
			PAGE
ACTORS	ACTIVITIES	DEADLINE	MANAGEMENT RULE
 Person concerned		//	
 SAO		3 d	
 Head of Bureau Head of Department SDSP; DHR		10 d	R1: Ensure that the person concerned has five (05) years of seniority as of the date from the date of absorption; R2: ensure that the training requested is in line with with the priority areas of the MOH.
 Secretariat General		2 d	
 Minister		2 d	
 SDACL		3 d	
 Person concerned			

Archives



1.6.3 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 :

- **Documents to be provided by the user :**
 - 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.
- **Documents to be consulted by the Administration :**
 - Copy of the order authorising the placement on internship with a scholarship,
 - School certificate;
 - Copy of the service note to grant the scholarship.

SIGNATORY OF THE INSTRUMENT/DOCUMENT : The Minister.










DEADLINES : 45 days

DISSEMINATION MODE : Wire transfer.

AUTHORITY IN CHARGE OF COMPLIANCE :

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

Processing circuit

MOH	PROCEDURE NO. 45/DHR : REIMBURSEMENT OF TRAINING FEES	DEADLINE	DATE OF THE PROCEDURE: NOVEMBER 2021
		14 DAYS	VERSION 1.0
			PAGE
ACTORS	ACTIVITIES	DEADLINE	MANAGEMENT RULE
 Person concerned	Submits the file	//	
 SAO	Receives the file Checks completeness Registers Transmits for quotation	3 d	
 Head of bureau Head of Department SDDHR; DHR	Receives the file Registers Checks Initiates the draft Endorses Transmits	10 d	R1: ensure that the person concerned is a personnel of the MOH; R2: Ensure that the person concerned benefits from a placement on internship with a grant of a scholarship; R3: ensure that the person concerned has the service note granting the scholarship.
 Financial control	Receives Verifie Appose son visa financier Transmits		
 Head of Department of the Incoming Mail	Receives Transmits		
 Secretariat General	Receives Endorses Transmits	2 d	
 Minister	Receives Signs, Transmits	2 d	
 SDACL	Formalises Notifies Classifies	3 d	
 Person concerned	Receives notification		



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 :

- **Documents to be provided by the user :**
 - 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.

- **Documents to be consulted by the Administration** : None.

SIGNATORY OF THE INSTRUMENT /DOCUMENT : The Minister.

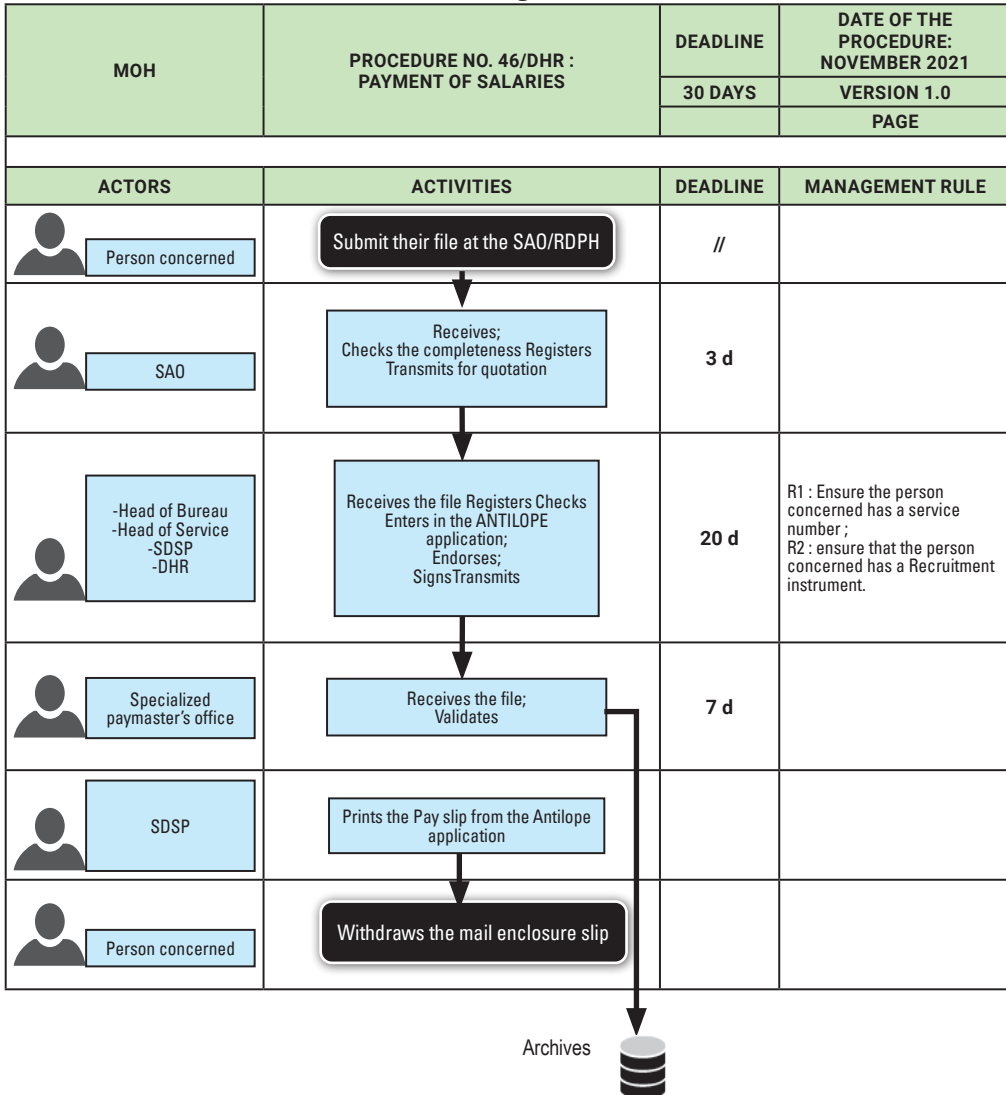
DEADLINE : 01 month.

DISSEMINATION MODE : withdrawal upon notification (consultation Pay slip in the AN-TILOPE application).

AUTHORITY IN CHARGE OF COMPLIANCE :

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

Processing circuit



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 :

- **Documents to be provided by the user :**
 - 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);
- **Documents to be consulted by the Administration :** Pay slips of the person concerned.

SIGNATORY OF THE INSTRUMENT/DOCUMENT : The Minister.

DEADLINE : 30 days.

DISSEMINATION MODE : Notification/withdrawal at the Central Mail and Liaison Ser-

vice 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;

Processing circuit²⁶

²⁶ *Processing circuit for the payment of salaries*

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 :

- **Documents to be provided by the user :**
 - 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).
- **Documents to be consulted by the Administration :**
 - Pay slips;
 - Statement of account of the agent.




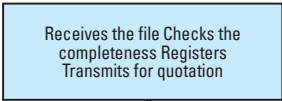

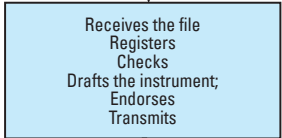





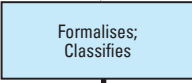

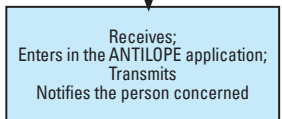

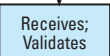


SIGNATORY OF THE INSTRUMENT/DOCUMENT : The Minister.

DEADLINE : 30 days.

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

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

Processing circuit

MOH	PROCEDURE NO. 48/DHR : PAYMENT OF SALARY ARREARS	DEADLINE	DATE OF THE PROCEDURE: NOVEMBER 2021
		30 DAYS	VERSION 1.0
			PAGE
ACTORS	ACTIVITIES	DEADLINE	MANAGEMENT RULE
 Person concerned		//	
 SAO		3 d	
 Head of Bureau Head of Department SDSP; DHR		12 d	R1: Ensure that the person concerned is enrolled under chapter 40; R2: Ensure that the person concerned has not benefited salary arrears in the statement of account.
 Secretariat General		3 d	
 Minister		3 d	
 SDACL		3 d	
 SDSP			
 PS			
 Person concerned		3 d	



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 :

- **Documents to be provided by the user :**
 - 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.
- **Documents to be consulted by the Administration :** Pay slips of the person concerned.

SIGNATORY OF THE INSTRUMENT/DOCUMENT : The Minister.







DEADLINE : 30 days.

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

AUTHORITY IN CHARGE OF COMPLIANCE :

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

Processing circuit

MOH	PROCEDURE NO. 49/DHR : PAYMENT OF CAREER BENEFITS (INCREMENTAL POSITION, CLASS)	DEADLINE	DATE OF THE PROCEDURE: NOVEMBER 2021
		30 DAYS	VERSION 1.0
			PAGE
ACTORS	ACTIVITIES	DEADLINE	MANAGEMENT RULE
 Person concerned	Submit their file at the SAO/RDPH	//	
 SAO	Receives; Checks completeness; Records; Transmits for quotation.	3 d	
 -Head of Bureau -Head of Service -SDSP -DHR	Receives the Save folder; Checks; Enters into the salary payroll ANTILOPE; Endorses; Signs; Transmits.	20 d	
 Specialized paymaster's office	Receives the file; Validates	7 d	
 SDSP	Prints the Pay slip Notifies the person concerned		
 Person concerned	Withdraws the Pay slip with financial effect		

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 :

• **Documents to be provided by the user :**

- 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.
- **Documents to be consulted by the Administration :**
 - Statement of account of the agent;
 - Pay slips;

SIGNATORY OF THE INSTRUMENT/DOCUMENT : The Minister.

DEADLINE : 30 days.

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

AUTHORITY IN CHARGE OF COMPLIANCE :

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

Processing circuit²⁷

²⁷ *Processing circuit for the payment of salary arrears*

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 :

- **Documents to be provided by the user :**
 - 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.
- **Documents to be consulted by the Administration :**
 - Situation of the children dependent on the spouse;
 - Pay slips.

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.

Processing circuit²⁸

²⁸ Processing circuit for the Payment of career benefits

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 :

- **Documents to be provided by the user :**
 - 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.
- **Documents to be consulted by the Administration :** Pay slips of the person concerned.

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.

AUTHORITY IN CHARGE OF COMPLIANCE :

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

Processing circuit²⁹

²⁹ *Processing circuit for the payment of career benefits*

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 :

- **Documents to be provided by the user :**
 - 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.

• **Documents to be consulted by the Administration :** Pay slips.







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.

Processing circuit

MOH	PROCEDURE NO. 53/DHR : PAYMENT OF THE CAR MAINTENANCE ALLOWANCE	DEADLINE	DATE OF THE PROCEDURE: NOVEMBER 2021
		30 DAYS	VERSION 1.0
			PAGE
ACTORS	ACTIVITIES	DEADLINE	MANAGEMENT RULE
 Person concerned	Submit their file at the SAO/RDPH	//	
 SAO	Receives; Checks the completeness Registers Transmits for quotation	3 d	
 -Head of Bureau -Head of Service -SDSP -DHR	Receives the file Registers Checks Enters in the ANTILOPE application; Endorses; Signs;Transmits	20 d	R1: Ensure that the person concerned has an appointment as Head of Service at least.
 Secretariat General	Receives the file; Validates	7 d	
 SDACL	Formalises Notifies Classifies		
 Person concerned	Withdraws instrument		

Archives



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 :

- **Documents to be provided by the user :**
 - 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.

- **Documents to be consulted by the Administration :** None.

SIGNATAIRE DE L'ACTE/DOCUMENT : DHR.

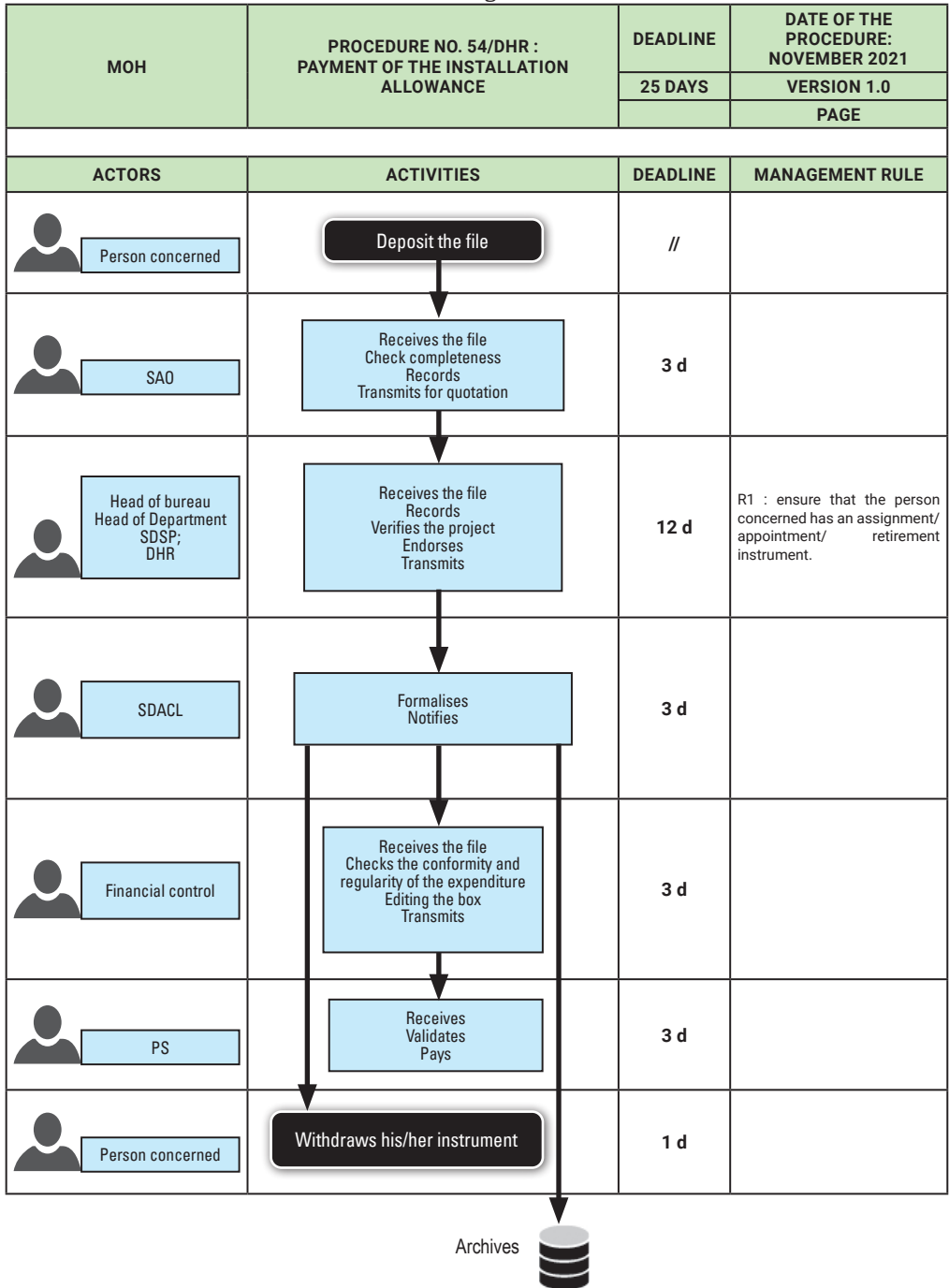
DEADLINE : 25 days.

DISSEMINATION MODE : Notification/withdrawal/mail.

AUTHORITY IN CHARGE OF COMPLIANCE :

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

Processing circuit



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 :

- **Documents to be provided by the user :**
 - 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).
- **Documents to be consulted by the Administration :**
 - Pay slips of the period under review;
 - Statement of account of the agent.

SIGNATORY OF THE INSTRUMENT/DOCUMENT : The Minister.

DEADLINE : 30 days.

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

AUTHORITY IN CHARGE OF COMPLIANCE :

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

Processing circuit³⁰

30 Processing circuit for the payment of salary arrears

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:

- **Documents to be provided by the user:**
 - 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.
- **Documents to be consulted by the Administration: Pay slip.**

SIGNATORY OF THE INSTRUMENT/DOCUMENT: The Minister.


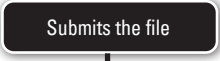

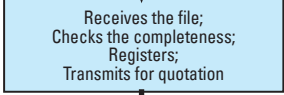







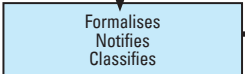

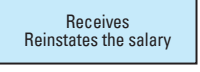

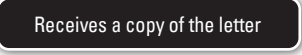
DEADLINE: 30 days.


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

AUTHORITY IN CHARGE OF COMPLIANCE:

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

Processing circuit

MOH	PROCEDURE NO. 56/DHR : REINSTATEMENT OF SALARY FOLLOWING IRREGULAR ABSENCE	DEADLINE	DATE OF THE PROCEDURE: NOVEMBER 2021
		37 DAYS	VERSION 1.0
			PAGE
ACTORS	ACTIVITIES	DEADLINE	MANAGEMENT RULE
 Person concerned		//	
 SAO		3 d	
 Head of Bureau Head of Department SDSP; DHR		12 d	R1 : Ensure that the person concerned is on active service at their duty post
 Secretariat General		3 d	
 Minister		3 d	
 SDACL		3 d	
 MINFI/DDPP		3 d	
 Person concerned			

Archives 

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:

- **Documents to be provided by the user:**
 - 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).
- **Documents to be consulted by the Administration:** None.

SIGNATORY OF THE INSTRUMENT/DOCUMENT: The Minister.


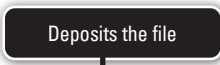

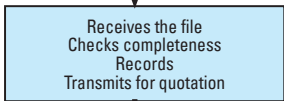

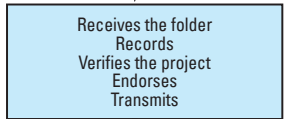





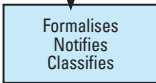

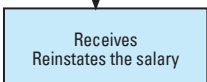

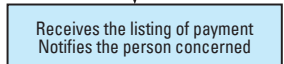

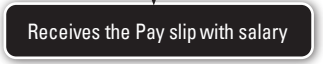
DEADLINE: 30 days.

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

AUTHORITY IN CHARGE OF COMPLIANCE:

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

Processing circuit

MOH	PROCEDURE NO. 57/DHR : REINSTATEMENT OF THE SALARY FOLLOWING SECONDMENT	DEADLINE	DATE OF THE PROCEDURE: NOVEMBER 2021
		37 DAYS	VERSION 1.0
			PAGE
ACTORS	ACTIVITIES	DEADLINE	MANAGEMENT RULE
 Person concerned		//	
 SAO		3 d	
 Head of Bureau Head of Department SDSP; DHR		12 d	R1 : ensure that the person concerned is on active service at their duty post ; R2: ensure that the person concerned has an end of secondment instrument.
 Secretariat General		3 d	
 Minister		3 d	
 SDACL		3 d	
 MINFI/DDPP		3 d	
 SDSP			
 Person concerned			

Archives



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:

- **Documents to be provided by the user:**
 - 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.
- **Documents to be consulted by the Administration:**
 - 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

AUTHORITY IN CHARGE OF COMPLIANCE:

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

Processing circuit³¹

³¹ Procedure of salary reinstatement at the end of the secondment or reserve period

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:

- **Documents to be provided by the user:** None.
- **Documents to be consulted by the Administration:** An instrument indicating irregular absence.

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.

AUTHORITY IN CHARGE OF COMPLIANCE:

- Inspector General of Administrative Services;

- Head of the Referrals Service.

Processing circuit

MOH	PROCEDURE NO. 59/DHR : SUSPENSION OF SALARY DUE TO IRREGULAR ABSENCE	DEADLINE	DATE OF THE PROCEDURE: NOVEMBER 2021
		24 DAYS	VERSION 1.0
			PAGE
ACTORS	ACTIVITIES	DEADLINE	MANAGEMENT RULE
 SAO	Notifies the SDSP for Suspension of salary	3 d	
 SDSP	Receives the file Records suspends the salary in the ANTILOPE application Notifies the person concerned	1 d	R1 : ensure the availability of a decision establishing irregular absence.
 Person concerned	Withdraws the bank pay slip	20 d	

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:

- **Documents to be provided by the user:** None. ;
- **Documents to be consulted by the Administration:** Suspension of duty instrument.

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.

Processing circuit³²

³² Processing circuit for the suspension of salary due to secondment

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:

- **Pièces à fournir par l'ayant droit or l'ayant cause:**
 - Death Certificate.
- **Documents to be consulted by the Administration:** Personnel Card-Index

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.

AUTHORITY IN CHARGE OF COMPLIANCE:

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

Processing circuit

MOH	PROCEDURE NO. 61/DHR : SUSPENSION OF SALARY DUE TO DEATH	DEADLINE	DATE OF THE PROCEDURE: NOVEMBER 2021
		30 DAYS	VERSION 1.0
			PAGE
ACTORS	ACTIVITIES	DEADLINE	MANAGEMENT RULE
 Person concerned	Submits the file	//	
 SAO	Receives the file Checks completeness Records Transmits for quotation	3 d	
 Head of bureau Head of Department SDSP; DHR	Receives the folder Records Verifies the project Endorses Transmits Reprend en solde	12 d	R1 : ensure that the person concerned is actually dead
 Secretariat General	Receives Signs, Transmits	3 d	
 Minister	Receives Signs, Transmits	3 d	
 SDACL	Formalises Notifies Classifies	6 d	
 Person concerned	Withdraws his/her instrument		
 Sub-Director of Salaries and Pensions	Receives Suspends in the ANTILOPE application		



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:

- **Documents to be provided by the user:** None.
- **Documents to be consulted by the Administration:** A reserve or secondment instrument.

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.

AUTHORITY IN CHARGE OF COMPLIANCE:

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

Processing circuit³³

³³ Processing circuit for the reinstatement of the salary at the end of secondment or reserve

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:

- **Documents to be provided by the user:** None.
- **Documents to be consulted by the Administration:** Contract suspension instrument.

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.

Processing circuit³⁴

³⁴ Processing circuit for the suspension of salary due to reserve or secondment

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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:

- **Documents to be provided by the user:**

- 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).

- **Documents to be consulted by the Administration:**

- Record of service;
- Retirement notification letter;
- Pay slips of the person concerned.

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.

AUTHORITY IN CHARGE OF COMPLIANCE:

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

Processing circuit

MOH	PROCEDURE NO. 64/DHR : ADMISSION TO RETIREMENT AND ALLOCATION OF A PENSION TO A CATEGORY "A" CIVIL SERVANT	DEADLINE	DATE OF THE PROCEDURE: NOVEMBER 2021
		30 DAYS	VERSION 1.0
		PAGE	
ACTORS	ACTIVITIES	DEADLINE	MANAGEMENT RULE
 Person concerned	Submits the file	//	
 SAO	Receives the file Checks completeness Registers Forwards for quotation	3 d	
 Head of Bureau C-SSPD SDSP; DHR	Receives the file Registers Checks Initiates the draft Endorses transmits	12 d	R1 : ensure that the person concerned is a category A civil servant; R2: ensure that the person concerned has reached the age limit provided for by the General Civil Service Regulations; R3: ensure that the person concerned has worked at least 15 years in the Public Service.
 Financial control	Receives the file Verifies the conformity and regularity of the expenditure Affix the budgetary visa Transmits	2 d	
 Secretariat General	Receives the file Checks the compliance and regularity of the expenditure Endorses the budget Transmits	3 d	
 Prime Minister's Office	Receives Checks Endorses Officially transmits back to the MOH	8 d	
 Minister	Receives Signs, Transmits	1 d	
 SDACL	Formalises Notifies Classifies	1 d	
 Person concerned	Withdraws his/her instrument		

Archives



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:

- **Documents to be provided by the user:**

- 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).
- **Documents to be consulted by the Administration:**
 - Record of service;
 - Pay slips of the person concerned;
 - Retirement notification letter.

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.

AUTHORITY IN CHARGE OF COMPLIANCE:

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

Processing circuit

MOH	PROCEDURE NO. 65/DHR : ADMISSION TO RETIREMENT AND ALLOCATION OF A PENSION TO A CATEGORY "B/C" CIVIL SERVANT	DEADLINE	DATE OF THE PROCEDURE: NOVEMBER 2021
		27 DAYS	VERSION 1.0
			PAGE
ACTORS	ACTIVITIES	DEADLINE	MANAGEMENT RULE
 Person concerned	Submits the file	//	
 SAO	Receives the file Checks completeness Registers Transmits for quotation	3 d	
 Head of Bureau C-SSPD SDSP; DHR	Receives the file Registers Checks Initiates the draft Endorses Transmits	12 d	R1: ensure that the person concerned is category B, C or D Civil servant; R2: ensure that the person concerned has reached the regulatory age limit provided for by the General Civil Service Regulations, special or special status; A3: ensure that the person concerned has worked for at least 15 years in the State Civil Service.
 Financial control	Receives the file Checks the compliance and regularity of the expenditure Endorses the budget Transmits	3 d	
 Secretariat General	Receives Endorses Signs the mail forwarding slip Transmits to the Prime Minister's Office	3 d	
 Minister	Receives Signs, Transmits	3 d	
 SDACL	Formalises Notifies Classifies	3 d	
 Person concerned	Withdraws his/her instrument		

Archives



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:

- **Documents to be provided by the user:**
 - 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).
- **Documents to be consulted by the Administration:**
 - Formal notice of MINFOPRA
 - Pay slips.

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 Referrals Service of the MOH;

Processing circuit³⁵

³⁵ Processing circuit for the Admission to retirement and allocation of a pension to a category A civil servant

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.

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 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:

- **Documents to be provided by the user:**
 - 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).
- **Documents to be consulted by the Administration:**
 - Formal notice of MINFOPRA;
 - Pay slips of the person concerned.

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.

AUTHORITY IN CHARGE OF COMPLIANCE:

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

Processing circuit³⁶

³⁶ Processing circuit for the Admission to retirement and allocation of a pension to a category "B, C or D" civil servant

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.

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;

COMPOSITION OF THE FILE:

- **Documents to be provided by the user:**
 - An application stamped at the current rate addressed to the Minister of Public Health;
 - Order on admission to retirement;
- **Documents to be consulted by the Administration:**

- Last advancement on incremental position in active service.
- Opinion or report of the National Health Council.

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.

AUTHORITY IN CHARGE OF COMPLIANCE:

- Inspector General of Administrative Services
- Mail and Liaison Service.

Processing circuit³⁷

³⁷ Processing circuit for the Admission to retirement and allocation of a pension to a category A civil servant

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.

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;
- Be on retirement and having contributed for at least 15 years.

COMPOSITION OF THE FILE:

- **Documents to be provided by the user:**
 - An application stamped at the current rate addressed to the Minister of Public Health;
 - Order on admission to retirement.
- **Documents to be consulted by the Administration:**

- Last advancement on incremental position in activity;
- Opinion or report of the National Health Council.

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.

AUTHORITY IN CHARGE OF COMPLIANCE:

- Inspector General of Administrative Services;
- Chef de Mail and Liaison Service et de Liaison.

Processing circuit³⁸

³⁸ *Processing circuit for the Admission to retirement and allocation of a pension to to a category "B, C or D" civil servant*

PROCEDURE NO. 70/DHR: ALLOCATION OF A DISABILITY PENSION TO A CONTRACT EMPLOYEE OF CATEGORY 7 TO 12³⁹

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.

REFERENCE INSTRUMENTS:

- 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 a contract employee of category 7 to 12;

³⁹This pension is collected on retirement.

COMPOSITION OF THE FILE:

- **Documents to be provided by the user:**
 - An application stamped at the current rate addressed to the Minister of Public Health;
 - Order on admission to retirement.
- **Documents to be consulted by the Administration:**
 - Last advancement on incremental position in activity.
 - Opinion or report of the National Health Council

SIGNATORY OF THE INSTRUMENT/DOCUMENT: The Minister

DEADLINE: 50 days

DISSEMINATION MODE: Notification/withdrawal at the Central Mail Service of the MOH or RDPH.

AUTHORITY IN CHARGE OF COMPLIANCE:

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

Processing circuit

MOH	PROCEDURE NO. 70/DHR : ALLOCATION OF A DISABILITY PENSION TO A CONTRACT EMPLOYEE OF CATEGORY 7 TO 12	DEADLINE	DATE OF THE PROCEDURE: NOVEMBER 2021
		50 DAYS	VERSION 1.0
			PAGE
ACTORS	ACTIVITIES	DEADLINE	MANAGEMENT RULE
Person concerned	Submits the file	//	
SAO	Receives the file Checks completeness Registers Transmits for quotation	3 d	
Head of Bureau C-SSPD SDSP; DHR	Receives the file Registers Checks Initiates the draft Endorses Transmits	12 d	R1: ensure that the person concerned is a contract employee of category 7 to 12
Financial control	Receives the file Checks the compliance and regularity of the expenditure Endorses the budget Transmits	3 d	
Secretariat General	Receives Endorses Signs the mail forwarding slip Transmits au MINEFOP	3 d	
Minefop	Receives Checks Affix the administrative visa Returns folder to the MOH	10 d	
Secrétaire général du MOH	Receives Signs the mail forwarding slip Transmits au Prime Minister's Office	3 d	
Prime Minister's Office	Receives Checks Affix the administrative visa Returns to the MOH	10 d	
Minister	Receives Signs Transmits	3 d	
SDACL	Formalises Notifies Classifies	3 d	
Person concerned	Withdraws his/her instrument		

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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.

REFERENCE INSTRUMENTS:

- 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:

- **Documents to be provided by the user:**
 - An application stamped at the current rate addressed to the Minister of Public Health;
 - Order on admission to retirement.
- **Documents to be consulted by the Administration:**
 - Last advancement on incremental position in activity.
 - Opinion or report of the National Health Council.
 - The person concerned.

SIGNATORY OF THE INSTRUMENT/DOCUMENT: The Minister









DEADLINE: 50 days

DISSEMINATION MODE: Notification/withdrawal at the Central Mail Service of the MOH or RDPH.

AUTHORITY IN CHARGE OF COMPLIANCE:

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

Processing circuit

MOH	PROCEDURE NO. 71/DHR : ALLOCATION OF A INCAPACITY PENSION TO AN EMPLOYEE RECRUITED ON THE BASIS OF A DECISION	DEADLINE	DATE OF THE PROCEDURE: NOVEMBER 2021
		27 DAYS	VERSION 1.0
			PAGE
ACTORS	ACTIVITIES	DEADLINE	MANAGEMENT RULE
 Person concerned	Submits the file	//	
 SAO	Receives the file Checks completeness Registers Transmits for quotation	3 d	
 Head of Bureau C-SSPD SDSP; DHR	Receives the file Registers Checks Initiates the draft Endorses Transmits	12 d	R1: ensure that the person concerned is an employee recruited on the basis of a decision
 Financial control	Receives the file Checks the compliance and regularity of the expenditure Endorses the budget Transmits	3 d	
 Secretariat General	Receives Endorses Signs the mail forwarding slip Transmits to the Prime Minister's Office	3 d	
 Minister	Receives Signs, Transmits	3 d	
 SDACL	Formalises Notifies Classifies	3 d	
 Person concerned	Withdraws his/her instrument		

Archives



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.

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;
- Have a signed instrument containing errors.

COMPOSITION OF THE FILE:

- **Documents to be provided by the user:**
 - An unstamped application addressed to the Minister of Public Health;
 - A copy of the signed instrument containing errors;

- Supporting documents of the claim.
- **Documents to be consulted by the Administration:**
 - The source file.

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.

AUTHORITY IN CHARGE OF COMPLIANCE:

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

Processing circuit⁴⁰

⁴⁰ Processing circuit for the Admission to retirement and allocation of a pension to a category A civil servant

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.

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;
- Have a signed instrument containing errors.

COMPOSITION OF THE FILE:

- **Documents to be provided by the user:**
 - An unstamped application addressed to the Minister of Public Health;
 - A copy of the signed instrument containing errors;
 - Supporting documents of the claim.
- **Documents to be consulted by the Administration:**
 - The source file

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.

AUTHORITY IN CHARGE OF COMPLIANCE:

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

Processing circuit⁴¹

⁴¹ Processing for the Admission to retirement and allocation of a pension to a category "B, C or D" civil servant

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.

REFERENCE INSTRUMENTS:

- 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.

REQUIREMENTS:

- 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:

• **Documents to be provided by the user:**

- 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).

• **Documents to be consulted by the Administration:**

- The last pay slip in activity of the person concerned.

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.

AUTHORITY IN CHARGE OF COMPLIANCE:

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

Processing circuit⁴²

⁴² Processing circuit for the allocation of a disability pension to a contract employee of category 7 to 12

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.

REFERENCE INSTRUMENTS:

- 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:

- **Documents to be provided by the user:**

- 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).

- **Documents to be consulted by the Administration:**

- Pay slips in activity of the person concerned.

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.

AUTHORITY IN CHARGE OF COMPLIANCE:

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

Processing circuit⁴³

⁴³ Processing circuit for the allocation of a disability pension to an employee recruited on the basis of a decision

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.

REFERENCE INSTRUMENTS:

- 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 category 7 to 12 contract employee;
- Have a signed instrument containing errors.

COMPOSITION OF THE FILE:

- **Documents to be provided by the user:**
 - An unstamped application addressed to the Minister of Public Health;
 - A copy of the signed instrument containing errors;
 - Supporting documents of the claim.
- **Documents to be consulted by the Administration**
 - The source file

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.

AUTHORITY IN CHARGE OF COMPLIANCE:

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

Processing circuit⁴⁴

⁴⁴ Processing circuit for the admission to retirement and allocation of an old-age pension to a contract employee of category 7 to 12

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.

REFERENCE INSTRUMENTS:

- 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;
- Have a signed instrument containing errors.

COMPOSITION OF THE FILE:

- **Documents to be provided by the user:**
 - An unstamped application addressed to the Minister of Public Health;
 - A copy of the signed instrument containing errors;
 - Supporting documents of the claim.
- **Documents to be consulted by the Administration:**
 - The source file.

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.

AUTHORITY IN CHARGE OF COMPLIANCE:

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

Processing circuit⁴⁵

⁴⁵ Processing circuit for the Admission to retirement and allocation of a pension to a civil servant of category "B, C or D."

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.

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 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:

- **Documents to be provided by the user:**
 - 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).
- **Documents to be consulted by the Administration:**
 - Pay slip indicating suspension of salary due to death.

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 Referrals Service of the MOH.

Processing circuit⁴⁶

⁴⁶ Processing circuit for the admission to retirement and allocation of a pension to a category A civil servant.

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.

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 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 B, C or D civil servant deceased while in active service.

COMPOSITION OF THE FILE:

- **Documents to be provided by the user:**
 - 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).
- **Documents to be consulted by the Administration:**
 - Pay slip indicating suspension of salary due to death.

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.

AUTHORITY IN CHARGE OF COMPLIANCE:

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

Processing circuit⁴⁷

⁴⁷ Processing circuit for the admission to retirement and allocation of a pension to a civil servant of category B, C or D

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.

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 rightful claimant of a category A civil servant deceased on retirement.

COMPOSITION OF THE FILE:

- **Documents to be provided by the user:**
 - 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).
- **Documents to be consulted by the Administration:**
 - Pay slip indicating suspension of salary due to death.

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.

AUTHORITY IN CHARGE OF COMPLIANCE:

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

Processing circuit⁴⁸

⁴⁸ Processing circuit for the admission to retirement and allocation of a pension to a category A civil servant

III.1.9.4 Allocation of a reversionary pension to a category B, C or D 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.

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 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:

- **Documents to be provided by the user:**
 - 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).
- **Documents to be consulted by the Administration:**
 - Pay slip indicating suspension of salary due to death.

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.

AUTHORITY IN CHARGE OF COMPLIANCE:

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

Processing circuit⁴⁹

⁴⁹ Processing circuit for the admission to retirement and allocation of a pension to a civil servant of category B, C or D

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.

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;
- 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:

- Rightful claimants of a contract worker of category "7 to 12 deceased on retirement;

COMPOSITION OF THE FILE:

• **Documents to be provided by the user:**

- 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).
- **Documents to be consulted by the Administration:**
 - The last pay slip of the person concerned.

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).

AUTHORITY IN CHARGE OF COMPLIANCE:

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

Processing circuit⁵⁰

⁵⁰ Processing circuit for the allocation of a disability pension to a contract employee of category 7 to 12

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.

REFERENCE INSTRUMENTS:

- 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:

- **Documents to be provided by the user:**
 - 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).
- **Documents to be consulted by the Administration:**
 - A recent pay slip of the person concerned.

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.

AUTHORITY IN CHARGE OF COMPLIANCE:

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

Processing circuit⁵¹

⁵¹ Processing circuit for the allocation of a disability pension to an employee recruited on the basis of a decision

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.

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. 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:

• **Documents to be provided by the user:**

- 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).
- **Documents to be consulted by the Administration:**
 - Pay slip indicating suspension of salary due to death.

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).

AUTHORITY IN CHARGE OF COMPLIANCE:

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

Processing circuit⁵²

⁵² Processing circuit for the admission to retirement of a category A civil servant

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.

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 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 for the purpose of the service and while in active service.

COMPOSITION OF THE FILE:

- **Documents to be provided by the user:**
 - 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).
- **Documents to be consulted by the Administration:**
 - Formal opinion of MINFOPRA;
 - Opinion of the MOH;
 - Pay slips.

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.

AUTHORITY IN CHARGE OF COMPLIANCE:

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

Processing circuit⁵³

⁵³ Processing circuit for the admission to retirement and allocation of a pension to a category A civil servant

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.

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 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 direct ascendant of a category A civil servant deceased in active service without any rightful claimant or spouse.

COMPOSITION OF THE FILE:

• **Documents to be provided by the user:**

- 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).

• **Documents to be consulted by the Administration:**

- Pay slip indicating suspension of salary due to death.

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.

AUTHORITY IN CHARGE OF COMPLIANCE:

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

Processing circuit⁵⁴

⁵⁴ Processing circuit for the admission to retirement and allocation of a pension to a category A civil servant

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.

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 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 B, C or D civil servant deceased while in active service;

COMPOSITION OF THE FILE:

• **Documents to be provided by the user:**

- 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.

• **Documents to be consulted by the Administration:**

- Pay slip indicating suspension of salary due to death;

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.

AUTHORITY IN CHARGE OF COMPLIANCE:

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

Processing circuit⁵⁵

⁵⁵ Processing circuit for the admission to retirement of a category "B, C or D" civil servant

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.

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 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 of category B,C or D who died for the purpose of the service and while in active service.

COMPOSITION OF THE FILE:

- **Documents to be provided by the user:**
 - 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).
- **Documents to be consulted by the Administration:**
 - Formal notice of MINFOPRA;
 - Notice of the MOH
 - Pay slips.

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.

AUTHORITY IN CHARGE OF COMPLIANCE:

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

Processing circuit⁵⁶

⁵⁶ Processing circuit for the admission to retirement of a civil servant of category B, C or D

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.

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 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.

REQUIREMENTS:

- 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:

- **Documents to be provided by the user:**
 - 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).
- **Documents to be consulted by the Administration:**
 - Pay slip indicating suspension of salary due to death.

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.

AUTHORITY IN CHARGE OF COMPLIANCE:

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

Processing circuit⁵⁷

⁵⁷ Processing circuit for the admission to retirement of a civil servant of category B, C or D

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.

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 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:

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Documents to be provided by the user:

- 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).

• **Documents to be consulted by the Administration:**

- Pay slip of the person concerned.

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.

AUTHORITY IN CHARGE OF COMPLIANCE:

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

Processing circuit⁵⁸

⁵⁸ Processing circuit for the admission to retirement of a category A civil servant

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.

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 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:

- **Documents to be provided by the user:**

- 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).

- **Documents to be consulted by the Administration:**

- Pay slips of the person concerned.

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.

AUTHORITY IN CHARGE OF COMPLIANCE:

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

Processing circuit⁵⁹

⁵⁹ Processing circuit for the admission to retirement and allocation of a pension to a civil servant of category B, C or D

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.

REFERENCE INSTRUMENTS:

- 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 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:

• **Documents to be provided by the user:**

- 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).

• **Documents to be consulted by the Administration:**

- Pay slips of the person concerned.

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.

AUTHORITY IN CHARGE OF COMPLIANCE:

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

Processing circuit⁶⁰

⁶⁰ Processing circuit for the admission to retirement and allocation of an old-age allowance to a contract employee of category 7 to 12

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.

REFERENCE INSTRUMENTS:

- 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 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:

- **Documents to be provided by the user:**
 - 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).
- **Documents to be consulted by the Administration:**
 - Pay slip of the person concerned.

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.

AUTHORITY IN CHARGE OF COMPLIANCE:

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

Processing circuit⁶¹

⁶¹ Processing circuit for the admission to retirement and allocation of an old-age allowance to a contract employee of category 7 to 12

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.

REFERENCE INSTRUMENTS:

- 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:

• **Documents to be provided by the user:**

- 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).

• **Documents to be consulted by the Administration:**

- Pay slips of the person concerned.

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.

AUTHORITY IN CHARGE OF COMPLIANCE:

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

Processing circuit⁶²

⁶² Processing circuit for the admission to retirement and allocation of an old-age allowance to an employee recruited on the basis of a decision

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.

REFERENCE INSTRUMENTS:

- 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 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:

- **Documents to be provided by the user:**
 - 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).
- **Documents to be consulted by the Administration:**
 - Pay slips of the person concerned.

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.

AUTHORITY IN CHARGE OF COMPLIANCE:

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

Processing circuit⁶³

⁶³ Processing circuit for the admission to retirement of an employee recruited on the basis of a decision

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:

- **Documents to be provided by the user:**
 - A certified copy of the order of admission to retirement.
- **Documents to be consulted by the Administration:** None.

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.

Processing circuit

MOH	PROCEDURE NO. 96/DHR : PAYMENT OF RETIREMENT PENSION	DEADLINE	DATE OF THE PROCEDURE: NOVEMBER 2021
		18 DAYS	VERSION 1.0
			PAGE
ACTORS	ACTIVITIES	DEADLINE	MANAGEMENT RULE
 Person concerned	Submits the file	//	
 Head of bureau C-SSPD SDSP; DHR	Receives the file Registers Checks Initiates the draft Endorses Transmits	12 d	R1 : ensure that the person concerned is an employee recruited on the basis of a decision.
 Secretariat General	Receives Signs, Transmits	3 d	
 SDACL	Formalises Notifies Classifies	3 d	
 MINFI/DDPP	Mandate la pension		
 Person concerned	Withdraws his/her instrument		



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:

- **Documents to be provided by the user:**
 - 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.
- **Documents to be consulted by the Administration:** None.

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;

Processing circuit⁶⁴

⁶⁴ Processing circuit for the payment of a retirement pension

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;
- 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:

- **Documents to be provided by the user:**
 - 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.
- **Documents to be consulted by the Administration:** None

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.







Processing circuit⁶⁵

⁶⁵ Processing circuit for the payment of a retirement pension

STANDARD CIRCUITS


I.PROCESSING OF FILES AT THE MAIL LEVEL

A- In the beginning of the process


Actors	Activities	Deadline	Management rule
 <div style="border: 1px solid black; padding: 5px; width: fit-content;">Person concerned</div>	<div style="border: 2px solid black; border-radius: 15px; padding: 10px; background-color: #333; color: white; display: inline-block;">Submits the file</div>	5 d	
 <div style="border: 1px solid black; padding: 5px; width: fit-content;">Head of the Compliance and Control Bureau</div>	<div style="border: 2px solid green; transform: rotate(45deg); width: 150px; height: 150px; margin: auto; display: flex; align-items: center; justify-content: center;"> <ul style="list-style-type: none"> Receives the file; Checks the compliance; Issues a receipt; Transmits the physical file to the Head of the Reception and Information Service. </div>	1 d	
 <div style="border: 1px solid black; padding: 5px; width: fit-content;">Head of the Reception and Information Service</div>	<ul style="list-style-type: none"> Receives the physical file; Takes note of the physical file; Hands the physical file to the Liaison for transmission to the Head of the Mail and Liaison Service. 	1 d	
 <div style="border: 1px solid black; padding: 5px; width: fit-content;">Head of the Mail and Liaison Service</div>	<ul style="list-style-type: none"> Receives the physical file; Takes note of the physical file; Forwards the physical file to the Head of the Incoming Mail Bureau. 	1 d	
 <div style="border: 1px solid black; padding: 5px; width: fit-content;">Head of the Incoming Mail Bureau</div>	<ul style="list-style-type: none"> Receives the physical file; Takes note of the physical file; Registers the physical file which automatically generates a mail number; Writes the generated number on the physical file; Prints the mail forwarding slip; Transmits the electronic data to the Sub-Director of Reception, Mail and Liaison; Hands the physical file to the Secretary of the Sub-Director of Reception, Mail and Liaison. 	1 d	
 <div style="border: 1px solid black; padding: 5px; width: fit-content;">Sub-department of Reception, Mail and Liaison</div>	<div style="border: 2px solid black; border-radius: 15px; padding: 10px; background-color: #333; color: white; display: inline-block;">Endorses the mail forwarding slip; Forwards the file to the Secretary of the competent service for processing.</div>	1 d	

R1: Ensure receipt of the required number of documents;
 R2:
 R3:





B- During the process

Actors	Activities	Deadline	Management rule
 <div data-bbox="190 314 340 475" style="border: 1px solid black; padding: 5px; width: fit-content;"> Sub-department of Reception, Mail and Liaison </div>	<ul style="list-style-type: none"> • Receives the physical file; • Takes note of the physical file; • Returns the physical file to its secretariat for transmission to the Head of the processing unit. 		<ul style="list-style-type: none"> • R1: Ensure receipt of the required number of documents; • R2: Ensure transmission of electronic data; • R3:


C-When transmitting a file to another administration

Actors	Activities	Deadline	Management rule
 <div data-bbox="190 842 340 960" style="border: 1px solid black; padding: 5px; width: fit-content;"> Head of the Outgoing Mail Bureau </div>	<ul style="list-style-type: none"> • Receives the physical file, the mail forwarding slip for the Prime Minister's Office and the transmission slip against acknowledgement of receipt; • Checks the compliance of the data in the physical file with the electronic data; • Receives the electronic data and prints the reception slip; • Formalises the signed reception slip; • Records the outgoing of the physical file; • Sends the electronic data to the Prime Minister's Office; • Prints the mail forwarding slip; • Hands the physical file under slip to the Prime Minister's Office for signature. 		<ul style="list-style-type: none"> • R1: Ensure compliance of the data in the physical file with the electronic data; • R2: Ensure that the recipient has not been mistaken; • R3: Ensure the name of the recipient is correct.


D- At the end of the process

Actors	Activities	Deadline	Management rule
 <p>Head of the Duplication Bureau</p>	<ul style="list-style-type: none"> • Receives the physical file and the decision instrument; • Endorses the mail forwarding slip; • Registers the decision instrument; • Duplicates the decision instrument; • Transmits the original and copies of the instrument to the Secretary of the Sub-Director of Reception, Mail and Liaison. 		
 <p>Sub-department of Reception, Mail and Liaison</p>	<ul style="list-style-type: none"> • Receives the source file, the original and copies of the instrument; • Takes note of the documents; • Returns the source file, the original and copies of the instrument to the Secretary for transmission to the Head of the Mail and Liaison Service. 		<ul style="list-style-type: none"> • R1: Ensure compliance with the pagination • R2: Ensure confidentiality is respected • R3:
 <p>Head of the Mail and Liaison Service</p>	<ul style="list-style-type: none"> • Receives the file, original and copies of the Decision instrument as well as the electronic data; • Endorses the mail forwarding slip; • Takes note of the file; • Transmits the source file and copies of the instrument to the Head of the Outgoing Mail Bureau. 		
 <p>Head of the Outgoing Mail Bureau</p>	<ul style="list-style-type: none"> • Receives the original and copies of the instrument; • Takes note of the file; • Formalises the original and copies of the instrument; • Registers and codifies the instrument; • Transmits the electronic data to the Head of the Mail and Liaison Service; • Registers the outgoing of the instrument; • Files a copy of the instrument; • Returns the source file and a copy of the instrument to the person concerned; • Transmits the original of the instrument to the person concerned. 		


E- On receipt of the file

Actors	Activities	Deadline	Management rule
 <div style="border: 1px solid black; padding: 2px; display: inline-block;">Secretary</div>	<ul style="list-style-type: none"> • Receives the physical file and electronic data; • Checks the compliance of the data in the physical file with the electronic data; • Registers entry of the physical file; • Endorses the mail forwarding slip; • Prints the reception slip; • Submits the physical file to their hierarchy. 		<ul style="list-style-type: none"> • R1: Ensure compliance of the data in the physical file with the electronic data; • R2: Ensure confidentiality is respected; • R3:


F- On release of the file

Actors	Activities	Deadline	Management rule
 <div style="border: 1px solid black; padding: 2px; display: inline-block;">Secretary</div>	<ul style="list-style-type: none"> • Receives the physical file; • Records the outgoing of the physical file; • Prints the mail forwarding slip; • Transmits the electronic data to xxxxxx • Hands the physical file to the Liaison officer for transmission to xxxxxx. 		<ul style="list-style-type: none"> • R1 Ensure compliance of the data in the physical file with the electronic data; • R2 Ensure that the recipient has not been mistaken; • R3 Ensure the name of the recipient is correct.

G- After signature of the instrument





Actors	Activities	Deadline	Management rule
 <div style="border: 1px solid black; padding: 2px; display: inline-block;">Secretary</div>	<ul style="list-style-type: none"> • Receives the physical file; • Records the outgoing of the physical file; • Prints the mail forwarding slip; • Transmits the electronic data to xxxxxx; • Hands the physical file to the Liaison officer for transmission to xxxxxx. 		<ul style="list-style-type: none"> • R1: Ensure compliance of the data in the physical file with the electronic data; • R2: Ensure that the recipient has not been mistaken; • R3: Ensure the name of the recipient is correct.

II. PROCESSING AT THE LIAISON OFFICER LEVEL








Actors	Activities	Deadline	Management rule
 <div style="border: 1px solid black; padding: 2px; display: inline-block;">Liaison officer</div>	<div style="border: 1px solid green; padding: 5px;"> <ul style="list-style-type: none"> • Receives the physical file; • Hands the physical file to the recipient's secretary. </div>		<ul style="list-style-type: none"> • R1 Ensure that the recipient has not been mistaken; • R2 Ensure the name of the recipient is correct .

FILE PROCESSING AT THE LEVEL OF THE TECHNICAL STRUCTURE

A- At the file entry


Actors	Activities	Deadline	Management rule
 <div style="border: 1px solid black; padding: 2px; display: inline-block;">Secretary General</div>	<div style="border: 1px solid green; padding: 5px;"> <ul style="list-style-type: none"> • Receives • Takes note • Assigns </div>		<ul style="list-style-type: none"> • R1: Ensure compliance of the data in the physical file with the electronic data; • R2: Ensure competence of the unit before quotation; • R3: Ensure conformity of the file documents.
 <div style="border: 1px solid black; padding: 2px; display: inline-block;">Head of the Department</div>	<div style="border: 1px solid green; padding: 5px;"> <ul style="list-style-type: none"> • Receives • Takes note • Assigns </div>		
 <div style="border: 1px solid black; padding: 2px; display: inline-block;">Sub-Director</div>	<div style="border: 1px solid green; padding: 5px;"> <ul style="list-style-type: none"> • Receives • Takes note • Assigns </div>		
 <div style="border: 1px solid black; padding: 2px; display: inline-block;">Head of the initiating structure</div>	<div style="border: 1px solid green; padding: 5px;"> <ul style="list-style-type: none"> • Receives the physical file and the mail forwarding slip against acknowledgement of receipt; • Receives the electronic data and prints the reception slip; • Checks the compliance of the data in the physical file. </div>		


B- At the outgoing of the file

Actors	Activities	Deadline	Management rule
 <div data-bbox="186 342 345 409" style="border: 1px solid black; padding: 5px;">Secretary General</div>	 <ul style="list-style-type: none"> • Checks • Endorses • transmits 		
 <div data-bbox="186 493 345 662" style="border: 1px solid black; padding: 5px;">Competent Head of Department or persons ranking at such</div>	 <ul style="list-style-type: none"> • Checks • Endorses • transmits 		
 <div data-bbox="186 693 345 888" style="border: 1px solid black; padding: 5px;">Competent Head of Sub-department or persons ranking at such</div>	 <ul style="list-style-type: none"> • Checks • Endorses • transmits 		<ul style="list-style-type: none"> • R1: Ensure compliance of the data in the physical file with the electronic data; • R2: ensure compliance with the business requirements related to the work requested; • R3: ensure compliance with the hierarchical line.
 <div data-bbox="186 1033 345 1172" style="border: 1px solid black; padding: 5px;">Research Engineer or Research Officer</div>	<div data-bbox="392 911 692 1284" style="border: 1px solid green; padding: 5px;"> <ul style="list-style-type: none"> • Initiates the draft instrument; • Prints the endorsement and processing form and the draft instrument • Sets up the file; • Endorses the draft instrument; • Endorses the processing form; • Records the file in a transmission register; • Transmits the electronic data to the N+1 authority; • Prints the mail forwarding slip; • Hands the physical file and the mail forwarding slip to the N+1 authority. </div>		



IV. PROCESSING AT THE LEVEL OF THE OTHER POSITIONS OF RESPONSIBILITY

A- At the receipt of the file



Actors	Activities	Deadline	Management rule
 <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-left: 10px;">The Minister</div>	<ul style="list-style-type: none"> Receives the physical file; Takes note of the physical file; Assigns the physical file to the Secretary General; Returns the physical file to the secretariat for transmission to the Secretary General. 		<ul style="list-style-type: none"> R1: Ensure compliance of the data in the physical file with the electronic data R2: ensure compliance with the hierarchical line R3:

Actors	Activities	Deadline	Management rule
 <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-left: 10px;">Secretary General</div>	<ul style="list-style-type: none"> Receives the physical file; Takes note of the physical file; Assigns the physical file to the technical department concerned; Returns the physical file to the secretariat for transmission to the Head; of the Sub-department of Reception, Mail and Liaison. 		<ul style="list-style-type: none"> R1: Ensure compliance of the data in the physical file with the electronic data; R2: ensure compliance with the hierarchical line; R3:


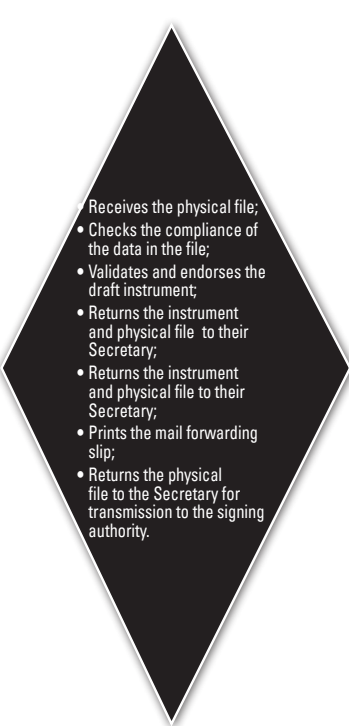
B- On release of the file

Actors	Activities	Deadline	Management rule
 <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-left: 10px;">The Minister</div>			<ul style="list-style-type: none"> R1: Ensure compliance of the data in the physical file with the electronic data R2: ensure compliance with the business requirements related to the work requested; R3: ensure compliance with the hierarchical data R4:

C- When the file is to be taken out of the Ministry

Actors	Activities	Deadline	Management rule
 <div data-bbox="186 438 345 496" style="border: 1px solid black; padding: 2px;">Secretary General</div>	 <ul style="list-style-type: none"> • Receives the physical file; • Validates the draft Decree; • Endorses the processing form; • Returns the physical file to their Secretary. 		<ul style="list-style-type: none"> • R1: Ensure compliance of the data in the physical file with the electronic data; • R2: ensure compliance with the business requirements related to the work requested; • R3: ensure compliance with the hierarchical line; • R4:

D- When the file is processed in the Ministry

Actors	Activities	Deadline	Management rule
 <div data-bbox="186 1124 345 1183" style="border: 1px solid black; padding: 2px;">The Minister</div>	 <ul style="list-style-type: none"> • Receives the physical file; • Checks the compliance of the data in the file; • Validates and endorses the draft instrument; • Returns the instrument and physical file to their Secretary; • Returns the instrument and physical file to their Secretary; • Prints the mail forwarding slip; • Returns the physical file to the Secretary for transmission to the signing authority. 		<ul style="list-style-type: none"> • R1 : s'assurer de la conformité des données physique aux données électroniques • R2 : s'assurer du respect des exigences métiers liées au travail demandé; • R3 : s'assurer du respect de la ligne hiérarchique

APPENDICES

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