

REPUBLIQUE DU CAMEROUN

Paix-Travail-Patrie



REPUBLIC OF CAMEROON

Peace-Work-Fatherland

MINISTRY OF DEFENCE



HUMAN RESOURCE MANAGEMENT PROCEDURES MANUAL

VOLUME I

CIVILIAN PERSONNEL

*Produced with the technical Support of the
Ministry of the Public and Administrative Reform*

EDITION 2023



H.E. Paul BIYA
President of Republic of Cameroon



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Prime Minister, Head of Government



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PREFACE

The Human Resource Management Procedures Manual of the Ministry of Defence was developed in line with the implementation of the National Governance Programme (NGP) approved on 29 June 2000 by the President of the Republic, His Excellency **Paul BIYA**.

It should be recalled that one of the main objectives of this Programme, revised in 2005, is to establish a “modern Public Administration” that is efficient; citizen-oriented and truly at the service of the user. It is harmoniously integrated into Cameroon’s 2035 economic and social development strategy, whose reference frameworks include the Growth and Employment Strategy Paper (GESP) and the National Development Strategy 2020 – 2030 (NDS30), among others.

By making this Human Resource Management Procedures Manual available to the public, the Ministry of Defence (MINDEF) intends to improve the service provided to users by popularising its human resource management principles which take into account the specificities of various professions involved in the accomplishment of its missions.

This managerial approach is intended to translate into action the provisions of Decree No. 2012/079 of 09 March 2012 to lay down rules and regulations governing the devolution of the management of State personnel and the payroll, as well as Prime Ministerial Instruction No. 003/CAB/PM of 24 January 2001, which calls upon Ministers to streamline the time frames and procedures for processing files within the public service.

In this light, we wish that this Manual enable our collaborators in charge of human resources and the entire staff of the Ministry of Defence to be clearly informed and educated on the procedures in force and to serve as a reference framework for the processing of staff files.

May this Human Resource Management Procedures Manual of the Ministry of Defence contribute to improving the governance of our Ministry and to tackling abuses./-

The Minister Delegate at the Presidency
in charge of Defence

BETI ASSOMO Joseph

GLOSSARY

Administrative Instrument: a written document issued from or service rendered by a public authority or institution in the form of a law, ordinance, decree, decision, convention, treaty, agreement, instruction, circular, communiqué, attestation, certificate, note, report, authorisation, approval or record.

Administrative Procedures Manual: an approved document that details the procedures of an organisation. It provides a comprehensive list of the products or services expected from an organisation, as well as the modalities and steps to access them.

Administrative procedures: a set of standards, rules, instructions and guidelines formally provided for and to be followed in the performance of an activity.

Applicant/User: a legal or natural person and direct recipient of the document, service or final product; it may be internal (MINDEF staff) or external (staff from another ministry or any other person requesting a service).

Constitution of file: set of documents to be submitted by the user and reference documents to be consulted by the administration.

Cover page: a page containing the key parameters or information that identify an administrative procedure. These parameters include: the title of the procedure, the title of the document, the initiator of the procedure, the initiating entity, the reference documents, the requirements; the constitution of file, the deadlines, the signatory of the document and the delivery method.

Deadline: maximum time for processing a file.

Handling rule: constraint that applies to an action, activity or process.

Initiator of the procedure: natural or legal person who initiates a procedure on their own behalf or on behalf of a third party.

Intervention Report : internal document established at the end of an intervention which summarises the details of the intervention and automatically acts as a report.

Papier ministre : double-squared sheet used at the Ministry of Defence for handwritten applications.

Quality supervisor: official responsible for animating the quality policy in an organisation.

Reference documents: set of documents available within the administration and essential for processing the user's file.

Reference instrument: legislative (law) or regulatory document (decree, order, decision, etc.) which provides a framework for a service or an offer.

Required documents: set of documents required from the user from the service and essential for the processing of his/her file.

Requirements: conditions to be fulfilled by the applicant for the service or by the person providing the service requested.

Service: work done to fulfil a legal or contractual obligation.

Signatory of the document: the authority who signs the requested document (the Minister, the Secretary of State, the Chief of Staff, etc.).

Title of the requested service: name given to a service rendered or benefit offered by the administration to a user.

User Guide: a document that provides information to a natural or legal person applying for a service or benefit from an administration.

LISTS OF ACRONYMS AND ABBREVIATIONS

AC :	Central services
BAFUSAIR :	Air Force Riflemen Battalion
CBCR :	Head of Mail and Follow-Up Bureau
CBPS :	Bureau Head of Pensions Service
CF :	Financial Controller
CSA :	Head of Administrative Service
CSCA :	Head of Mail and Record Bureau
CSE :	Head of Engagement Service
CSM :	Head of Military Secretariat
CSP :	Head of Pensions Service
CHEF SERCOM :	Service Head of Supply Department
CEMAA :	Chief of Air Force Staff
COCOM :	Company Commander
COMBA :	Commander of the Air Base
DAAR :	Director of Administrative and Regulatory Affairs
DCC :	Central Coordination Department
EMA :	Defence Staff
EMAA :	Air Force Staff
EMAT :	Army Staff
EMM :	Navy Staff
ESS :	Military Service Record
GPMT :	Group Commander
MAGE/EMAA :	Deputy Chief of Air Force Staff
MINDEF :	Ministry of Defence
MINFOPRA :	Ministry of the Public Service and Administrative Reform
SED / CGN :	Secretariat of State for Defence in charge of the National Gendarmerie
SG :	Secretary General
SPM :	Prime Minister's Office
UAR :	Applicant's Duty Station
UE :	Elementary Unit

OVERALL PROCEDURES LIST

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14. CASUAL LEAVE FOR A CIVIL SERVANT
15. AUTHORISATION TO TRAVEL ABROAD
16. SECONDMENT OF A CIVIL SERVANT
17. TERMINATION OF SECONDMENT OF A CIVIL SERVANT
18. PLACEMENT ON RESERVE OF A CIVIL SERVANT
19. EXTENDING THE PLACEMENT ON RESERVE OF A CIVIL SERVANT
20. TERMINATING THE PLACEMENT ON RESERVE OF A CIVIL SERVANT

PROCEDURE No.01/MINDEF/DRH/PPC/1
ANNUAL LEAVE FOR A CIVIL SERVANT

TITLE OF THE INSTRUMENT: Decision to grant annual leaves to civil servants.

INITIATOR OF THE PROCEDURE: Administration

INITIATING ENTITY: Personnel Movement Service

PLACE OF SUBMISSION OF FILE: Duty station

REFERENCE INSTRUMENTS:

- Law No. 2018/012 of 11 July 2018 relating to the Fiscal Regime of the State and other public entities;
- Decree No. 77/41 of 03 February 1977 to lay down the attributions and organization of financial controls;
- Decree No. 94/199 of 7 October 1994 to lay down General Rules and Regulations of Public service, as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2000/689/PM of 13 September establishing the scheme of annual administrative leave for civil servants;
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- Decree No. 2001/178 of 25 July 2001 on the general organization of Defence and the Central Staffs;
- Decree No. 2011/408 of 09 December 2011 to organize the Government, as amended and supplemented by Decree No. 2018/190 of 02 March 2018;
- 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 N° 2012/386 of 14 September 2012 to amend Decree N° 2001/177 of 25 July 2001 to organize the Ministry of Defence;
- Decree No. 2018/1968/PM of 13 March 2018 to amend and supplement certain provisions of decree No. 2000/693/PM of 13 September 2000 to lay down travel regulations for civil servants and conditions for the payment of related costs;
- Circular No...../MINFI of on the Instruction relating to the Execution of the Finance Laws, the Monitoring and Control of the Execution of the Budgets of the State, Local Governments and Other Public Entities for the current fiscal year.

REQUIREMENTS:

- be a civil servant;
- have completed twelve (12) months of service.

CONSTITUTION OF FILE:

* *Required document:* N/A.

* *Reference documents:*

- administrative file of the applicant ;
- staff list.

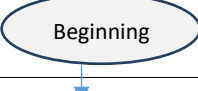







DEADLINE: thirty (30) days

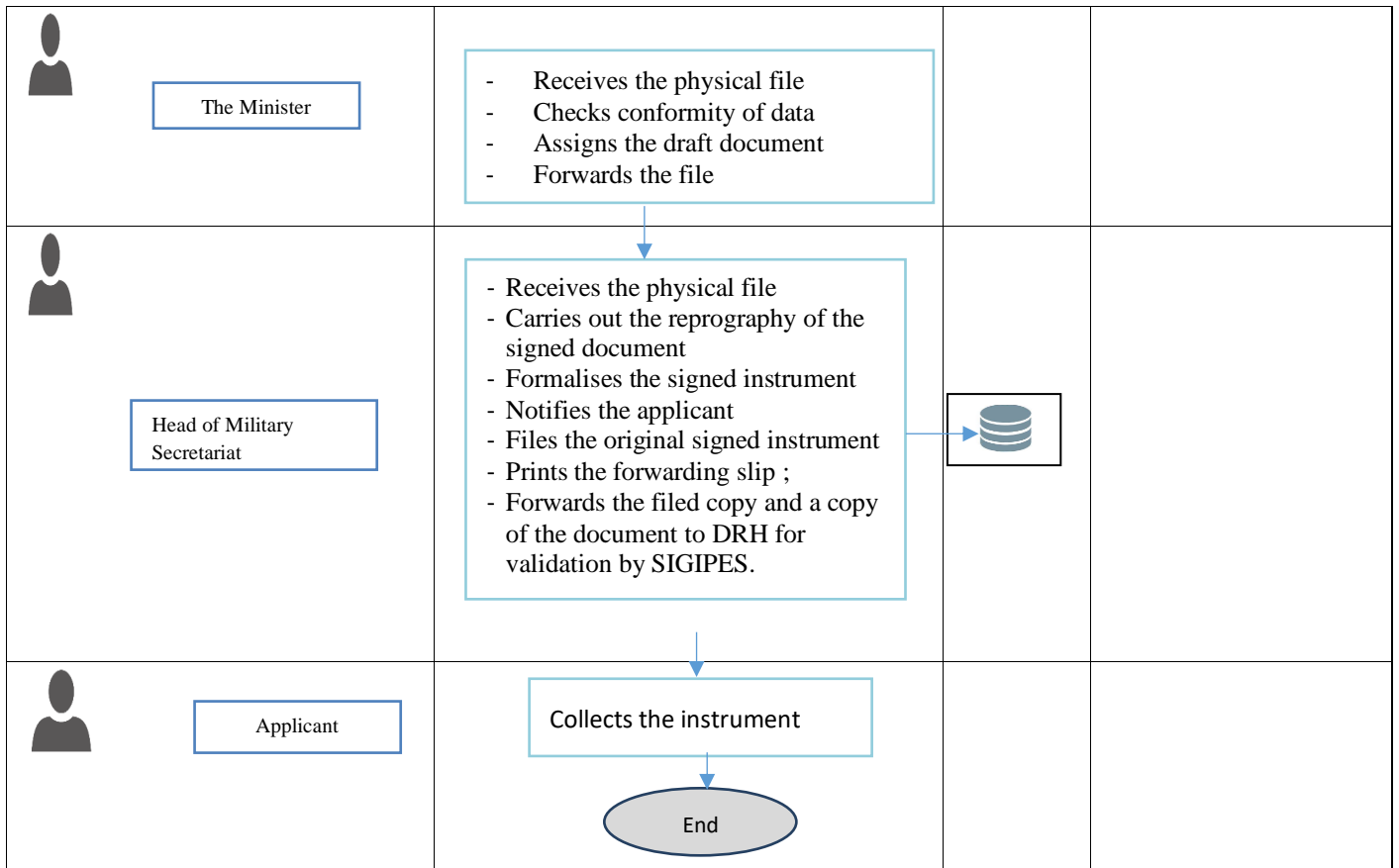
SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: notification

QUALITY SUPERVISOR: The Director of Human Resources

PROCESSING

DEPARTMENT OF HUMAN RESOURCES	<i>PROCEDURE No.</i> <i>01/MINDEF/DRH/PPC/I</i> <u>ANNUAL LEAVE FOR CIVIL SERVANTS</u>	Deadline 30 days	Procedure start date: 2022
			Procedure Version: 1.0
			Page
<i>Intervening parties</i>	<i>Stages</i>		<i>Handling rules</i>
			R1 : Ensure that the file is complete R2 : Check conformity and completeness of the file; R3 : Ensure the eligibility of the applicant
 <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: 20px;">Staff/SED/DRH</div>	<div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <ul style="list-style-type: none"> - Gathers all required documents of the physical file /start the application - Forwards file to DRH </div>		
 <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: 20px;">Director of Human Resources</div>	<div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <ul style="list-style-type: none"> - Receives file - Assigns the file </div>		
 <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: 20px;">Head of Personnel Movement Service</div>	<div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <ul style="list-style-type: none"> - Receives physical file - Reviews - Assigns the dossier </div>		
 <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: 20px;">Head of the Civilian personnel management Bureau</div>	<div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <ul style="list-style-type: none"> - Receives physical file - Starts the application - Registers the file - Checks conformity of the physical file - Initiates the draft document - Forwards file </div>		
 <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: 20px;">Head of Personnel Movement Service</div>	<div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <ul style="list-style-type: none"> - Receives the physical file - Checks conformity of data - Assigns the draft document - Forwards the file </div>		
 <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: 20px;">Director of Human Resources</div>	<div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <ul style="list-style-type: none"> - Receives the physical file - Checks conformity of data - Assigns the draft instrument - Forwards the file </div>		
 <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: 20px;">Secretary General</div>	<div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <ul style="list-style-type: none"> - Receives the physical file - Checks conformity of data - Assigns the draft instrument - Forwards the file </div>		



PROCEDURE No. 02/MINDEF/DRH/PPC/ I
SICK LEAVE NOT EXCEEDING 90 DAYS

TITLE OF THE INSTRUMENT: Decision to grant sick leave to a State employee

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Personnel Movement Service

PLACE OF SUBMISSION OF FILE: Duty station

REFERENCE INSTRUMENTS:

- Law No. 92/007 of 14 August 1992 on the Labour Code;
- Law No. 2018/012 of 11 July 2018 relating to the Fiscal Regime of the State and other public entities;
- Decree No. 77/41 of 03 February 1977 to lay down the attributions and organization of financial controls;
- Decree No. 94/199 of 7 October 1994 to lay down General Rules and Regulations of Public service, as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2000/689/PM of 13 September establishing the scheme of annual administrative leave for civil servants;
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- Decree No. 2001/178 of 25 July 2001 on the general organization of Defence and the Central Staffs;
- Decree No. 2011/408 of 09 December 2011 to organize the Government, as amended and supplemented by Decree No. 2018/190 of 02 March 2018;
- 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 N° 2012/386 of 14 September 2012 to amend Decree N° 2001/177 of 25 July 2001 to organize the Ministry of Defence;
- Decree No. 2018/1968/PM of 13 March 2018 to amend and supplement certain provisions of decree No. 2000/693/PM of 13 September 2000 to lay down travel regulations for civil servants and conditions for the payment of related costs;
- Circular No...../MINFI of on the Instruction relating to the Execution of the Finance Laws, the Monitoring and Control of the Execution of the Budgets of the State, Local Governments and Other Public Entities for the current fiscal year.

REQUIREMENTS:

- be a State employee;
- - be suffering from a lingering illness duly diagnosed by a registered doctor ;
- - be unable to perform his duties.

CONSTITUTION OF FILE:

*** Required documents :**

- unstamped application addressed to the Minister;
- medical certificate issued by the attending physician for a sick leave not exceeding 90 days

* *Reference document*: Administrative file of the applicant

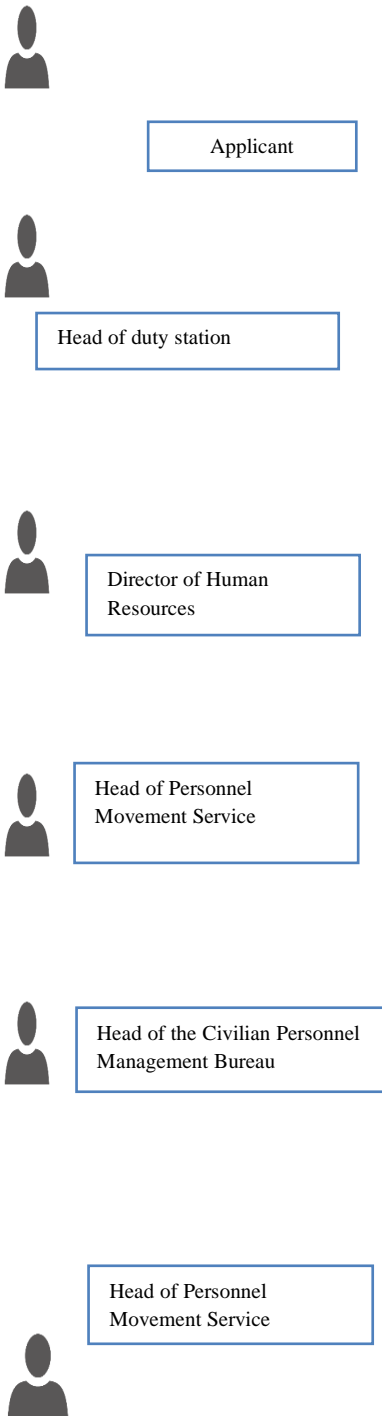
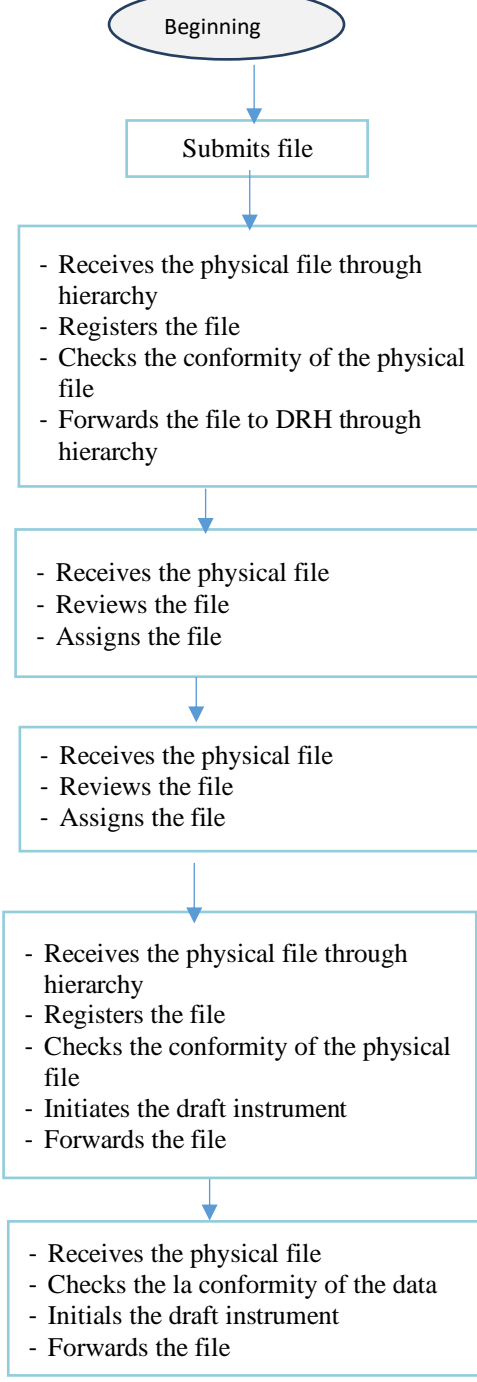
DEADLINE: thirty (30) days

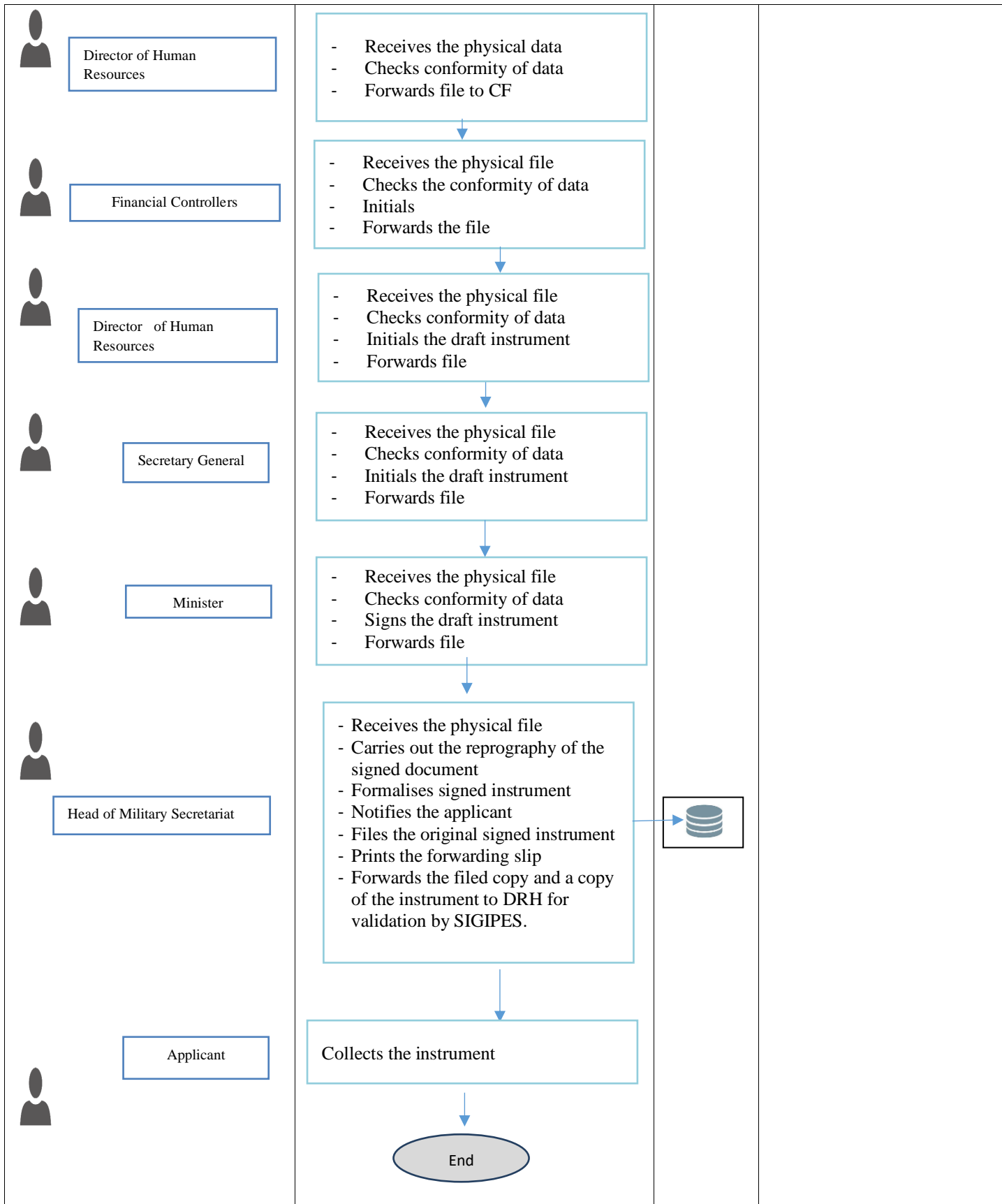
SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: notification

QUALITY SUPERVISOR: the Director of Human Resources

PROCESSING

DEPARTMENT OF HUMAN RESOURCES	PROCEDURE No. 02/MINDEF/DRH/PPC/ I <u>SICK LEAVE NOT EXCEEDING 90 DAYS</u>	Deadline	Procedure start date: 2022
			Procedure Version: 1.0
			Page
<i>Intervening parties</i>	<i>Stages</i>		<i>Handling rules</i>
 <p>Applicant</p> <p>Head of duty station</p> <p>Director of Human Resources</p> <p>Head of Personnel Movement Service</p> <p>Head of the Civilian Personnel Management Bureau</p> <p>Head of Personnel Movement Service</p>	 <p>Beginning</p> <p>Submits file</p> <ul style="list-style-type: none"> - Receives the physical file through hierarchy - Registers the file - Checks the conformity of the physical file - Forwards the file to DRH through hierarchy <ul style="list-style-type: none"> - Receives the physical file - Reviews the file - Assigns the file <ul style="list-style-type: none"> - Receives the physical file - Reviews the file - Assigns the file <ul style="list-style-type: none"> - Receives the physical file through hierarchy - Registers the file - Checks the conformity of the physical file - Initiates the draft instrument - Forwards the file <ul style="list-style-type: none"> - Receives the physical file - Checks the conformity of the data - Initials the draft instrument - Forwards the file 		<p>R1 : Ensure that the file is complete</p> <p>R2 : Check conformity and completeness of the file;</p> <p>R3 : Ensure the eligibility of the applicant</p>



PROCEDURE No. 03/MINDEF/DRH/PPC/I
MATERNITY LEAVE

TITLE OF THE INSTRUMENT: Decision to grant maternity leave

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Personnel Movement Service

REFERENCE INSTRUMENTS:

- Law No. 92/007 of 14 August 1992 on the Labour Code;
- Law No. 2018/012 of 11 July 2018 relating to the Fiscal Regime of the State and other public entities;
- Decree No. 77/41 of 03 February 1977 to lay down the attributions and organization of financial controls;
- Decree No. 94/199 of 7 October 1994 to lay down General Rules and Regulations of Public service, as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2000/689/PM of 13 September establishing the scheme of annual administrative leave for civil servants;
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- Decree No. 2001/178 of 25 July 2001 on the general organization of Defence and the Central Staffs;
- Decree No. 2011/408 of 09 December 2011 to organize the Government, as amended and supplemented by Decree No. 2018/190 of 02 March 2018;
- 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. 2012/386 of 14 September 2012 to amend Decree N° 2001/177 of 25 July 2001 to organize the Ministry of Defence;
- Decree No. 2018/1968/PM of 13 March 2018 to amend and supplement certain provisions of decree No. 2000/693/PM of 13 September 2000 to lay down travel regulations for civil servants and conditions for the payment of related costs;
- Circular No...../MINFI of on the Instruction relating to the Execution of the Finance Laws, the Monitoring and Control of the Execution of the Budgets of the State, Local Governments and Other Public Entities for the current fiscal year.

PLACE OF SUBMISSION OF FILE: Duty station

REQUIREMENTS:

- be a female public agent;
- be at least seven (07) months pregnant.

CONSTITUTION OF FILE:

*** *Required documents:***

- unstamped application addressed to the Minister;
- 7th month pregnancy certificate /certificate of estimated date of delivery.

*** *Reference document:*** administrative file of the applicant

DEADLINE: thirty (30) days

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: notification/collection

QUALITY SUPERVISOR: The Director of Human Resources

PROCESSING: cf **circuit** PROCEDURE No. 02/MINDEF/DRH/PPC/ I

SICK LEAVE NOT EXCEEDING 90 DAYS

**PROCEDURE No. 04/MINDEF/DRH/PPC/ I
ANNUAL/BIANNUAL LEAVE FOR A STATE EMPLOYEE
GOVERNED BY THE LABOUR CODE**

TITLE OF THE INSTRUMENT: Decision to grant annual/biannual leave

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Personnel Movement Service

PLACE OF SUBMISSION OF FILE: Duty station

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. 77/41 of 03 February 1977 to lay down the attributions and organization of financial controls;
- Decree No. 78/484 of 9 November 1978 to lay down the common provisions applicable to State employees governed 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 establishing the scheme of annual administrative leave for civil servants;
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- Decree No. 2001/178 of 25 July 2001 on the general organization of Defence and the Central Staffs;
- Decree No. 2011/408 of 09 December 2011 to organize the Government, as amended and supplemented by Decree No. 2018/190 of 02 March 2018;
- 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. 2012/386 of 14 September 2012 to amend Decree N° 2001/177 of 25 July 2001 to organize the Ministry of Defence;
- Decree No. 2018/1968/PM of 13 March 2018 to amend and supplement certain provisions of decree No. 2000/693/PM of 13 September 2000 to lay down travel regulations for civil servants and conditions for the payment of related costs;
- Circular No...../MINFI of on the Instruction relating to the Execution of the Finance Laws, the Monitoring and Control of the Execution of the Budgets of the State, Regional and Local Authorities and Other Public Entities for the current fiscal year.

REQUIREMENTS:

- be a State employee governed by the Labour Code;
- have completed one (1) or two (2) years of service.

CONSTITUTION OF FILE:

*** Required documents:**

- unstamped application addressed to the Minister;
- copy of birth certificate of children under six (6) years ;

- certificate of assumption/resumption of service;
- statement of unused leave, where applicable.

* **Reference document:** Administrative file of the applicant

DEADLINE: thirty (30) days

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: notification

QUALITY SUPERVISOR: the Director of Human Resources

PROCESSING: cf **circuit** PROCEDURE No. 02/MINDEF/DRH/PPC/ I

SICK LEAVE NOT EXCEEDING 90 DAYS

PROCEDURE No. 05/MINDEF/DRH/PPC/I
ISSUING A CERTIFICATE OF ASSUMPTION/RESUMPTION OF SERVICE

TITLE OF THE INSTRUMENT: Certificate of assumption/resumption of service

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Personnel Movement Service

PLACE OF SUBMISSION OF FILE: Duty station

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. 77/41 of 03 February 1977 to lay down the attributions and organization of financial controls;
- Decree No. 78/484 of 9 November 1978 to lay down the common provisions applicable to State employees governed 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 to lay down General Rules and Regulations of Public service, as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2000/689/PM of 13 September establishing the scheme of annual administrative leave for civil servants;
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- Decree No. 2001/178 of 25 July 2001 on the general organization of Defence and the Central Staffs;
- Decree No. 2011/408 of 09 December 2011 to organize the Government, as amended and supplemented by Decree No. 2018/190 of 02 March 2018;
- 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. 2012/386 of 14 September 2012 to amend Decree N° 2001/177 of 25 July 2001 to organize the Ministry of Defence;
- Decree No. 2018/1968/PM of 13 March 2018 to amend and supplement certain provisions of decree No. 2000/693/PM of 13 September 2000 to lay down travel regulations for civil servants and conditions for the payment of related costs;
- Circular No...../MINFI of on the Instruction relating to the Execution of the Finance Laws, the Monitoring and Control of the Execution of the Budgets of the State, Regional and Local Authorities and Other Public Entities for the current fiscal year.

REQUIREMENTS:

- be a State employee governed by the Labour Code;
- have completed one (1) or two (2) years of service.

CONSTITUTION OF FILE:

* ***Required documents:***

- unstamped application addressed to the Minister;
- copy of the assignment instrument or of the instrument authorising the work interruption.

* ***Reference document:*** Administrative file of the applicant

DEADLINE: fifteen (15) days

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: collection

QUALITY SUPERVISOR: the Director of Human Resources

PROCESSING: cf **circuit** PROCEDURE NO. 02/MINDEF/DRH/PPC/ I

SICK LEAVE NOT EXCEEDING 90 DAYS

PROCEDURE No. 06/MINDEF/DRH/PPC/1
**ASSIGNING A CONTRACT EMPLOYEE TO A PUBLIC BODY, A
CONSTITUTIONAL INSTITUTION OR A REGIONAL AND LOCAL
AUTHORITY**

TITLE OF THE INSTRUMENT: Decision to assign an employee

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Personnel Movement Service

PLACE OF SUBMISSION OF FILE: Duty station

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 the common provisions applicable to State employees governed by the Labour Code, as amended and supplemented by Decree No. 82-100 of 3 March 1982;
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- Decree No. 2001/178 of 25 July 2001 on the general organization of Defence and the Central Staffs;
- Decree No. 2011/408 of 09 December 2011 to organize the Government, as amended and supplemented by Decree No. 2018/190 of 02 March 2018;
- 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. 2012/386 of 14 September 2012 to amend Decree N° 2001/177 of 25 July 2001 to organize the Ministry of Defence;
- Circular No...../MINFI of on the Instruction relating to the Execution of the Finance Laws, the Monitoring and Control of the Execution of the Budgets of the State, Regional and Local Authorities and Other Public Entities for the current fiscal year.

REQUIREMENTS:

- be a State employee governed by the Labour Code;
- have at least three (03) years seniority in the position;
- get the approval of the host organisation.

CONSTITUTION OF FILE:

*** Required documents:**

- stamped application at the current rate addressed to the Minister;
- recruitment instrument;
- assignment instrument to the current post;
- certificate of assumption of duty in the current post;
- certificate of effective presence on duty for less than three (03) months;
- approval of the host organisation.

* *Reference document:* Staff file

DEADLINE: thirty (30) days

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: notification

QUALITY SUPERVISOR: the Director of Human Resources

PROCESSING: cf circuit PROCEDURE NO. 02/MINDEF/DRH/PPC/ I
SICK LEAVE NOT EXCEEDING 90 DAYS

**PROCEDURE No. 07/MINDEF/DRH/PPC/I
REQUESTING A TRANSFER FOR FAMILY REUNIFICATION**

TITLE OF THE INSTRUMENT: Decision to transfer an employee

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY : Personnel Movement Service

PLACE OF SUBMISSION OF FILE: Duty station

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 the common provisions applicable to State employees governed 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 to lay down General Rules and Regulations of Public service, as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- Decree No. 2001/178 of 25 July 2001 on the general organization of Defence and the Central Staffs;
- Decree No. 2011/408 of 09 December 2011 to organize the Government, as amended and supplemented by Decree No. 2018/190 of 02 March 2018;
- 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. 2012/386 of 14 September 2012 to amend Decree N° 2001/177 of 25 July 2001 to organize the Ministry of Defence;
- Circular No...../MINFI of on the Instruction relating to the Execution of the Finance Laws, the Monitoring and Control of the Execution of the Budgets of the State, Regional and Local Authorities and Other Public Entities for the current fiscal year.

REQUIREMENTS:

- be a State employee;
- be legally married.

CONSTITUTION OF FILE:

*** Required documents:**

- stamped application at the current rate addressed to the Minister;
- recruitment instrument;
- assignment instrument to the current post;
- certificate of assumption of duty;
- attestation of effective presence to post not less than three (03) months;
- certified true copy of the marriage certificate not less than three (03) months;
- certificate of residence of the spouse;

- proof of the spouse's professional status.

* **Reference document:** Staff file

DEADLINE: sixty (60) days

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: notification

QUALITY SUPERVISOR: the Director of Human Resources

PROCESSING: cf **circuit PROCEDURE NO. 02/MINDEF/DRH/PPC/ I**
SICK LEAVE NOT EXCEEDING 90 DAYS

PROCEDURE No. 08/MINDEF/DRH/PPC/I
LEAVE NOTIFICATION TO A CIVIL SERVANT

TITLE OF THE INSTRUMENT: Leave certificate

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Personnel Movement Service

PLACE OF SUBMISSION OF FILE: Duty station

REFERENCE INSTRUMENTS:

- Law No. 2018/012 of 11 July 2018 relating to fiscal regime of the State and other public entities;
- Decree No. 77/41 of 03 February 1977 to lay down the attributions and organization of financial controls;
- Decree No. 94/199 of 7 October 1994 to lay down General Rules and Regulations of Public service, as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2000/689/PM of 13 September establishing the scheme of annual administrative leave for civil servants;
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- Decree No. 2001/178 of 25 July 2001 on the general organization of Defence and the Central Staffs;
- Decree No. 2011/408 of 09 December 2011 to organize the Government, as amended and supplemented by Decree No. 2018/190 of 02 March 2018;
- 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. 2012/386 of 14 September 2012 to amend Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence;
- Decree No. 2018/1968/PM of 13 March 2018 to amend and supplement certain provisions of decree No. 2000/693/PM of 13 September 2000 to lay down travel regulations for civil servants and conditions for the payment of related costs;
- Circular No...../MINFI of on the Instruction relating to the Execution of the Finance Laws, the Monitoring and Control of the Execution of the Budgets of the State, Regional and Local Authorities and Other Public Entities for the current fiscal year..

REQUIREMENTS:

- be a civil servant;
- have a leave decision issued for the current year.

CONSTITUTION OF FILE:

* **Required document:** unstamped application addressed to the Minister;

* **Reference document:** decision to grant annual leave.

DEADLINE: fourteen (14) days

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: notification

QUALITY SUPERVISOR: the Director of Human Resources

PROCESSING: cf **circuit** PROCEDURE NO. 02/MINDEF/DRH/PPC/I
SICK LEAVE NOT EXCEEDING 90 DAYS

PROCEDURE No. 09/MINDEF/DRH/PPC/I
**LEAVE NOTIFICATION TO A STATE EMPLOYEE GOVERNED
BY THE LABOUR CODE**

TITLE OF THE INSTRUMENT: Leave certificate

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Personnel Movement Service

PLACE OF SUBMISSION OF FILE: Duty station

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. 75/28 of 10 January 1975 establishing the modalities for implementing paid annual leave.
- Decree No. 77/41 of 03 February 1977 to lay down the attributions and organization of financial controls;
- Decree No. 78/484 of 9 November 1978 to lay down the common provisions applicable to State employees governed 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 to lay down General Rules and Regulations of Public service, as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2000/689/PM of 13 September establishing the scheme of annual administrative leave for civil servants;
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- Decree No. 2001/178 of 25 July 2001 on the general organization of Defence and the Central Staffs;
- Decree No. 2011/408 of 09 December 2011 to organize the Government, as amended and supplemented by Decree No. 2018/190 of 02 March 2018;
- 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. 2012/386 of 14 September 2012 to amend Decree N° 2001/177 of 25 July 2001 to organize the Ministry of Defence;
- Decree No. 2018/1968/PM of 13 March 2018 to amend and supplement certain provisions of decree No. 2000/693/PM of 13 September 2000 to lay down travel regulations for civil servants and conditions for the payment of related costs;
- Circular No...../MINFI of on the Instruction relating to the Execution of the Finance Laws, the Monitoring and Control of the Execution of the Budgets of the State, Regional and Local Authorities and Other Public Entities for the current fiscal year.

REQUIREMENTS:

- be a contract employee or an employee recruited on the basis of a decision;

- have a leave decision.

CONSTITUTION OF FILE:

* *Required documents:*

- unstamped application addressed to the Minister;
- statement of unused leave, where applicable.

* *Reference documents:*

- decision to grant annual or biannual leave;
- administrative file of the Applicant

DEADLINE: fourteen (14) days

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: notification

QUALITY SUPERVISOR: the Director of Human Resources

PROCESSING: cf **circuit** PROCEDURE No. 02/MINDEF/DRH/PPC/ I

SICK LEAVE NOT EXCEEDING 90 DAYS

PROCEDURE No. 10/MINDEF/DRH/PPC/I
**ISSUING AN ATTESTATION OF EFFECTIVE PRESENCE AT
POST**

TITLE OF THE INSTRUMENT: Attestation of effective presence at post

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Personnel Movement Service

PLACE OF SUBMISSION OF FILE: Duty station

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. 77/41 of 03 February 1977 to lay down the attributions and organization of financial controls;
- Decree No. 78/484 of 9 November 1978 to lay down the common provisions applicable to State employees governed 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 to lay down General Rules and Regulations of Public service, as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2000/689/PM of 13 September establishing the scheme of annual administrative leave for civil servants;
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- Decree No. 2001/178 of 25 July 2001 on the general organization of Defence and the Central Staffs;
- Decree No. 2011/408 of 09 December 2011 to organize the Government, as amended and supplemented by Decree No. 2018/190 of 02 March 2018;
- 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. 2012/386 of 14 September 2012 to amend Decree N° 2001/177 of 25 July 2001 to organize the Ministry of Defence;
- Decree No. 2018/1968/PM of 13 March 2018 to amend and supplement certain provisions of decree No. 2000/693/PM of 13 September 2000 to lay down travel regulations for civil servants and conditions for the payment of related costs;
- Circular No...../MINFI of on the Instruction relating to the Execution of the Finance Laws, the Monitoring and Control of the Execution of the Budgets of the State, Regional and Local Authorities and Other Public Entities for the current fiscal year.

REQUIREMENT: be a State employee.

CONSTITUTION OF FILE:

*** *Required documents:***

- unstamped application;
- any other document supporting the presence of the employee in the service.

*** *Reference document:*** administrative file of the applicant


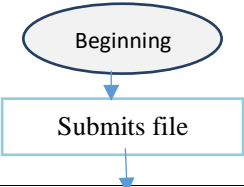





DEADLINE: three (03) days







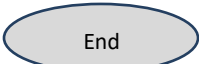
SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: collection

QUALITY SUPERVISOR: the Director of Human Resources

PROCESSING

DEPARTMENT OF HUMAN RESOURCES		PROCEDURE No. 10 /MINDEF/DRH/PPC/ I <u>ISSUING AN ATTESTATION OF EFFECTIVE PRESENCE AT POST</u>	Deadline	Procedure start date: 2022
				Procedure Version: 1.0
				Page
Intervening parties		Stages		Handling rules
	Applicant			R1 : Ensure that the file is complete R2 : Check conformity and completeness of the file; R3 : Ensure the eligibility of the applicant
	Head of the duty station	<ul style="list-style-type: none"> - Receives the physical file through hierarchy - Registers the file - Checks the conformity of physical file - Forwards the file to DRH through hierarchy 		
	Director of Human Resources	<ul style="list-style-type: none"> - Receives the physical file - Reviews the file - Assigns the file 		
	Head of Personnel Movement Service	<ul style="list-style-type: none"> - Receives the physical file - Reviews file - Assigns the file 		
	Head of the Civilian Personnel Management Bureau	<ul style="list-style-type: none"> - Receives the physical file through hierarchy - Registers the file - Checks the conformity of the physical file - Initiates the draft instrument - Forwards the file 		
	Head of Personnel Movement Service	<ul style="list-style-type: none"> - Receives the physical file - Checks the conformity of data - Initials the draft instrument - Forwards the file 		

	<div style="border: 1px solid black; padding: 5px; width: fit-content;">Director of Human Resources</div>	<div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> - Receives the physical file - Checks the conformity of data - Initials the draft instrument - Forwards the file </div>		
	<div style="border: 1px solid black; padding: 5px; width: fit-content;">Secretary General</div>	<div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> - Receives the physical file - Checks the conformity of data - Initials the draft instrument - Forwards the file </div>		
	<div style="border: 1px solid black; padding: 5px; width: fit-content;">Minister</div>	<div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> - Receives the physical file - Checks the conformity of data - Signs the draft instrument - Forwards the file </div>		
	<div style="border: 1px solid black; padding: 5px; width: fit-content;">Head of Military Secretariat</div>	<div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> - Receives the physical file - Carries out the reprography of the signed document - Formalises of the signed instrument - Notifies the applicant - Files the original signed instrument - Prints the forwarding slip ; - Forwards the filed copy and a copy of the document to DRH for validation by SIGIPES. </div>	<div style="border: 1px solid black; padding: 5px; text-align: center;">  </div>	
	<div style="border: 1px solid black; padding: 5px; width: fit-content;">Applicant</div>	<div style="border: 1px solid black; padding: 5px; text-align: center;"> Collects the instrument  </div>		

PROCEDURE No. 11/MINDEF/DRH/PPC/1
**SPECIAL CASUAL LEAVE FOR A STATE EMPLOYEE
GOVERNED BY THE LABOUR CODE**

TITLE OF THE INSTRUMENT: Special casual leave

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Personnel Movement Service

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. 77/41 of 03 February 1977 to lay down the attributions and organization of financial controls;
- Decree No. 78/484 of 9 November 1978 to lay down the common provisions applicable to State employees governed 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 to lay down General Rules and Regulations of Public service, as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2000/689/PM of 13 September establishing the scheme of annual administrative leave for civil servants;
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- Decree No. 2001/178 of 25 July 2001 on the general organization of Defence and the Central Staffs;
- Decree No. 2011/408 of 09 December 2011 to organize the Government, as amended and supplemented by Decree No. 2018/190 of 02 March 2018;
- 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. 2012/386 of 14 September 2012 to amend Decree N° 2001/177 of 25 July 2001 to organize the Ministry of Defence;
- Decree No. 2018/1968/PM of 13 March 2018 to amend and supplement certain provisions of decree No. 2000/693/PM of 13 September 2000 to lay down travel regulations for civil servants and conditions for the payment of related costs;
- Circular No./MINFI of on the Instruction relating to the Execution of the Finance Laws, the Monitoring and Control of the Execution of the Budgets of the State, Regional and Local Authorities and Other Public Entities for the current fiscal year.

PLACE OF SUBMISSION OF FILE: Duty station

REQUIREMENTS:

- be a State employee;
- get the approval of the superior.

CONSTITUTION OF FILE:

*** Required documents:**

- unstamped application addressed to the Minister;

- any other document supporting the special casual leave.

* **Reference document:** Administrative file of the Applicant

DEADLINE: seven (07) days

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: collection

QUALITY SUPERVISOR: the Director of Human Resources.

PROCESSING: cf circuit *PROCEDURE No. 10/MINDEF/DRH/PPC/I*
ISSUING AN ATTESTATION OF EFFECTIVE PRESENCE AT POST

PROCEDURE No. 12/MINDEF/DRH/PPC/1
SPECIAL LEAVE OF ABSENCE FOR A CIVIL SERVANT

TITLE OF THE INSTRUMENT: Special leave of absence

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Personnel Movement Service

PLACE OF SUBMISSION OF FILE: Duty station

REFERENCE INSTRUMENTS:

- 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 the common provisions applicable to State employees governed by the Labour Code, as amended and supplemented by Decree No. 82-100 of 3 March 1982;
- Decree No. 77/41 of 03 February 1977 to lay down the attributions and organization of financial controls;
- Decree No. 94/199 of 7 October 1994 to lay down General Rules and Regulations of Public service, as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2000/689/PM of 13 September establishing the scheme of annual administrative leave for civil servants;
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- Decree No. 2001/178 of 25 July 2001 on the general organization of Defence and the Central Staffs;
- Decree No. 2011/408 of 09 December 2011 to organize the Government, as amended and supplemented by Decree No. 2018/190 of 02 March 2018;
- 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 N° 2012/386 of 14 September 2012 to amend Decree N° 2001/177 of 25 July 2001 to organize the Ministry of Defence;
- Decree No. 2018/1968/PM of 13 March 2018 to amend and supplement certain provisions of decree No. 2000/693/PM of 13 September 2000 to lay down travel regulations for civil servants and conditions for the payment of related costs;
- Circular No...../MINFI of on the Instruction relating to the Execution of the Finance Laws, the Monitoring and Control of the Execution of the Budgets of the State, Regional and Local Authorities and Other Public Entities for the current fiscal year.

REQUIREMENTS:

- be a civil servant;
- have submitted the request at least 10 days before the event;
- get the approval of the superior.

CONSTITUTION OF FILE:

*** Required documents:**

- unstamped application addressed to the Minister;
- any other document supporting the special leave of absence.

* *Reference document*: administrative file of the Applicant

DEADLINE: ten (10) days

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: collection

QUALITY SUPERVISOR: the Director of Human Resources.

PROCESSING: cf circuit *PROCEDURE No. 10/MINDEF/DRH/PPC/I*
ISSUING AN ATTESTATION OF EFFECTIVE PRESENCE AT POST

PROCEDURE No. 13/MINDEF/DRH/PPC/I
**CASUAL LEAVE FOR A STATE EMPLOYEE GOVERNED BY THE
LABOUR CODE**

TITLE OF THE INSTRUMENT: Casual leave

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Personnel Movement Service

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 the common provisions applicable to State employees governed by the Labour Code, as amended and supplemented by Decree No. 82-100 of 3 March 1982;
- Decree No. 77/41 of 03 February 1977 to lay down the attributions and organization of financial controls;
- Decree No. 94/199 of 7 October 1994 to lay down General Rules and Regulations of Public service, as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2000/689/PM of 13 September establishing the scheme of annual administrative leave for civil servants;
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- Decree No. 2001/178 of 25 July 2001 on the general organization of Defence and the Central Staffs;
- Decree No. 2011/408 of 09 December 2011 to organize the Government, as amended and supplemented by Decree No. 2018/190 of 02 March 2018;
- 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. 2012/386 of 14 September 2012 to amend Decree N° 2001/177 of 25 July 2001 to organize the Ministry of Defence;
- Decree No. 2018/1968/PM of 13 March 2018 to amend and supplement certain provisions of decree No. 2000/693/PM of 13 September 2000 to lay down travel regulations for civil servants and conditions for the payment of related costs;
- Circular No...../MINFI of on the Instruction relating to the Execution of the Finance Laws, the Monitoring and Control of the Execution of the Budgets of the State, Regional and Local Authorities and Other Public Entities for the current fiscal year.

REQUIREMENTS:

- be a State employee governed by the Labour Code;
- get the approval of the superior;
- have submitted the request at least 10 days before the event.

CONSTITUTION OF FILE:

* *Required documents:*

- unstamped application addressed to the Minister;
- any other document supporting the casual leave.

* **Reference document:** administrative file of the applicant

DEADLINE: two (02) days

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: collection

QUALITY SUPERVISOR: the Director of Human Resources

PROCESSING: cf circuit *PROCEDURE No. 10/MINDEF/DRH/PPC/1*
ISSUING AN ATTESTATION OF EFFECTIVE PRESENCE AT POST

PROCEDURE No. 14/MINDEF/DRH/PPC/I
CASUAL LEAVE FOR A CIVIL SERVANT

TITLE OF THE INSTRUMENT: Casual leave

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Personnel Movement Service

PLACE OF SUBMISSION OF FILE: Duty station

REFERENCE INSTRUMENTS:

- 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 the common provisions applicable to State employees governed by the Labour Code, as amended and supplemented by Decree No. 82-100 of 3 March 1982;
- Decree No. 77/41 of 03 February 1977 to lay down the attributions and organization of financial controls;
- Decree No. 94/199 of 7 October 1994 to lay down General Rules and Regulations of Public Service, as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2000/689/PM of 13 September establishing the scheme of annual administrative leave for civil servants;
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- Decree No. 2001/178 of 25 July 2001 on the general organization of Defence and the Central Staffs;
- Decree No. 2011/408 of 09 December 2011 to organize the Government, as amended and supplemented by Decree No. 2018/190 of 02 March 2018;
- 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. 2012/386 of 14 September 2012 to amend Decree N° 2001/177 of 25 July 2001 to organize the Ministry of Defence;
- Decree No. 2018/1968/PM of 13 March 2018 to amend and supplement certain provisions of decree No. 2000/693/PM of 13 September 2000 to lay down travel regulations for civil servants and conditions for the payment of related costs;
- Circular No...../MINFI of on the Instruction relating to the Execution of the Finance Laws, the Monitoring and Control of the Execution of the Budgets of the State, Regional and Local Authorities and Other Public Entities for the current fiscal year.

REQUIREMENTS:

- be a civil servant;
- get the approval of the superior;
- have submitted the request at least 10 days before the event.

CONSTITUTION OF FILE:

*** Required documents:**

- unstamped application addressed to the Minister;

- any other document supporting the casual leave.

* **Reference document:** Administrative file of the Applicant

DEADLINE: two (02) days

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: notification/collection

QUALITY SUPERVISOR: the Director of Human Resources

PROCESSING: cf circuit *PROCEDURE No. 10/MINDEF/DRH/PPC/I*
ISSUING AN ATTESTATION OF EFFECTIVE PRESENCE AT POST

**PROCEDURE No. 15/MINDEF/DRH/PPC/I
AUTHORISATION TO TRAVEL ABROAD**

TITLE OF THE INSTRUMENT: Authorisation to travel abroad

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Personnel Movement Service

PLACE OF SUBMISSION OF FILE: Duty station

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 the common provisions applicable to State employees governed by the Labour Code, as amended and supplemented by Decree No. 82-100 of 3 March 1982;
- Decree No. 77/41 of 03 February 1977 to lay down the attributions and organization of financial controls;
- Decree No. 94/199 of 7 October 1994 to lay down General Rules and Regulations of Public service, as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2000/689/PM of 13 September establishing the scheme of annual administrative leave for civil servants;
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- Decree No. 2001/178 of 25 July 2001 on the general organization of Defence and the Central Staffs;
- Decree No. 2011/408 of 09 December 2011 to organize the Government, as amended and supplemented by Decree No. 2018/190 of 02 March 2018;
- 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. 2012/386 of 14 September 2012 to amend Decree N° 2001/177 of 25 July 2001 to organize the Ministry of Defence;
- Decree No. 2018/1968/PM of 13 March 2018 to amend and supplement certain provisions of decree No. 2000/693/PM of 13 September 2000 to lay down travel regulations for civil servants and conditions for the payment of related costs;
- Circular No...../MINFI of on the Instruction relating to the Execution of the Finance Laws, the Monitoring and Control of the Execution of the Budgets of the State, Regional and Local Authorities and Other Public Entities for the current fiscal year.

REQUIREMENT: be a State employee

CONSTITUTION OF FILE:

*** Required documents:**

- unstamped application addressed to the Minister;
- any other document justifying the travel abroad.

* *Reference document*: administrative file of the applicant


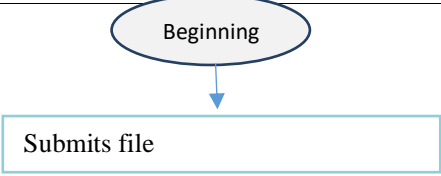





DEADLINE: thirty (30) days










SIGNATORY OF THE DOCUMENT: the Prime Minister, Head of Government

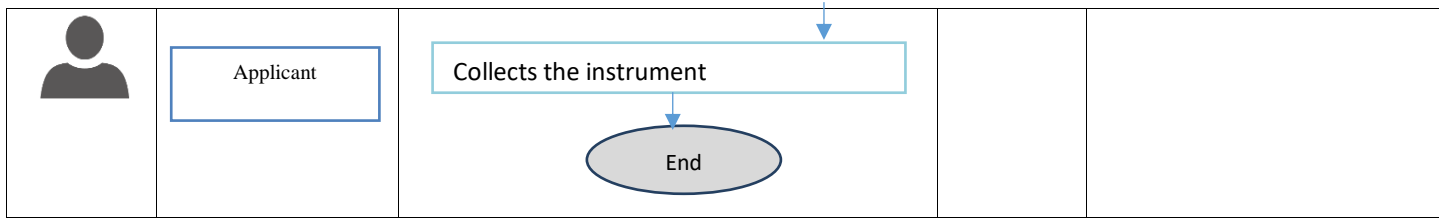
DELIVERY METHOD: collection

QUALITY SUPERVISOR: the Director of Human Resources

PROCESSING :

DEPARTMENT OF HUMAN RESOURCES		PROCEDURE No. 15/MINDEF/DRH/PPC/ I AUTHORISATION TO TRAVEL ABROAD	Deadline	Procedure start date: 2022
				Procedure Version: 1.0
				Page
Intervening parties		Stages		Handling rules
	Applicant			R1 : Ensure that the file is complete R2 : Check conformity and completeness of the file; R3 : Ensure the eligibility of the applicant
	Head of duty station	<ul style="list-style-type: none"> - Receives the physical file through hierarchy - Registers the file - Checks the conformity of the physical file - Forwards the file through hierarchy 		
	Director of Human Resources	<ul style="list-style-type: none"> - Receives physical file - Reviews the file - Assigns the file 		
	Head of Personnel Movement Service	<ul style="list-style-type: none"> - Receives the physical file - Reviews the file - Assigns the file 		
	Head of Civilian Personnel Management Bureau	<ul style="list-style-type: none"> - Receives the physical file through hierarchy - Registers the file - Checks the conformity of the physical file - Initiates the draft letter of the forwarding letter - Forwards file 		
	Head of Personnel Movement Service	<ul style="list-style-type: none"> - Receives the physical file - Checks the conformity of data - Initials the draft letter - Forwards the file 		

	Director of Human Resources	<ul style="list-style-type: none"> - Receives the physical file - Checks the conformity data - Initials the draft letter - Forwards the file 		
	Secretary General	<ul style="list-style-type: none"> - Receives the physical file - Checks the conformity of data - Initials the draft letter - Forwards the file 		
	Minister	<ul style="list-style-type: none"> - Files a copy of the letter - Receives the physical file - Checks the conformity of data - Signs the draft letter - Forwards the file 		
	Head of Military Secretariat	<ul style="list-style-type: none"> - Receives the physical file - Carries out the reprography of the signed document - Formalises the letter - Forwards file to the PM 		
Prime Minister's Office				
	Prime Minister	<ul style="list-style-type: none"> - Receives the physical file - Checks the conformity of the file - Signs the instrument - Sends the file to MINDEF 		
MINDEF				
	Head of Military Secretariat	<ul style="list-style-type: none"> - Receives the physical file - Submits the instrument to the Minister 		
	Minister	<ul style="list-style-type: none"> - Receives the physical file - Reviews - Sends the instrument to the Military Secretariat 		
	Head of Military Secretariat	<ul style="list-style-type: none"> - Receives the instrument - Carries out the reprography of the signed document - Notifies the applicant - Files the original signed instrument - Prints the forwarding slip - Forwards the filed copy and a copy of the instrument to DRH for validation by SIGIPES. 		



**PROCEDURE No. 16/MINDEF/DRH/PPC/I
SECONDMENT OF A CIVIL SERVANT**

TITLE OF THE INSTRUMENT: Order to second a civil servant

INITIATOR OF THE PROCEDURE: Applicant/Administration

INITIATING ENTITY: Personnel Movement Service

PLACE OF SUBMISSION OF FILE: Duty station

REFERENCE INSTRUMENTS:

- Law No. 2018/012 of 11 July 2018 relating to fiscal regime of the State and other public entities;
- Decree No. 77/41 of 03 February 1977 to lay down the attributions and organization of financial controls;
- Decree No. 94/199 of 7 October 1994 to lay down General Rules and Regulations of Public service, as amended and supplemented by Decree No. 2000/287 of 12 October 2000
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- Decree No. 2001/178 of 25 July 2001 on the general organization of Defence and the Central Staffs;
- Decree No. 2011/408 of 09 December 2011 to organize the Government, as amended and supplemented by Decree No. 2018/190 of 02 March 2018;
- 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. 2012/386 of 14 September 2012 to amend Decree N° 2001/177 of 25 July 2001 to organize the Ministry of Defence;
- Circular No...../MINFI of on the Instruction relating to the Execution of the Finance Laws, the Monitoring and Control of the Execution of the Budgets of the State, Regional and Local Authorities and Other Public Entities for the current fiscal year.

REQUIREMENTS:

- be a civil servant;
- have at least five (5) years of professional experience
- have the technical qualifications and skills required for the post to be filled
- not be under disciplinary actions (or sanctions);
- obtain the prior approval of the host organisation;
- obtain the host organisation's approval.

CONSTITUTION OF FILE:

*** Required documents:**

- stamped application at the current rate addressed to the Minister;
- host organisation's approval.

*** Reference document:** administrative file of the Applicant


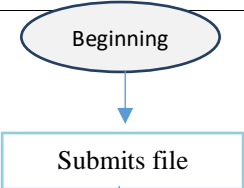





DEADLINE: thirty (30) days









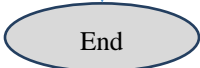
SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: notification

QUALITY SUPERVISOR: the Director of Human Resources

PROCESSING

DEPARTMENT OF HUMAN RESOURCES		<i>PROCEDURE NO. 16 - MINDEF/DRH/PPC/ I SECONDMENT OF A CIVIL SERVANT</i>	Deadline	Procedure start date: 2022 Procedure Version: 1.0 Page
<i>Intervening parties</i>		<i>Stages</i>		<i>Handling rules</i>
	Applicant			R1 : Ensure that the file is complete R2 : Check conformity and completeness of the file; R3 : Ensure the eligibility of the applicant
	Head of Duty station	<ul style="list-style-type: none"> - Receives the physical file through hierarchy - Registers the file - Checks the conformity of the physical file - Forwards the file to DRH through hierarchy 		
	Director of Human Resources	<ul style="list-style-type: none"> - Receives the physical file - Reviews the file - Assigns the file 		
	Head of Personnel Movement Service	<ul style="list-style-type: none"> - Receives the physical file - Reviews the file - Assigns the file 		
	Head of Civilian personnel Management Bureau	<ul style="list-style-type: none"> - Receives the physical file through hierarchy - Registers the file - Checks the conformity of the physical file - Initiates the draft instrument - Forwards the file 		
	Head of Personnel Movement Service	<ul style="list-style-type: none"> - Receives the physical file - Checks the conformity of the data - Initials the draft instrument - Forwards the file 		

	<div style="border: 1px solid black; padding: 5px; width: fit-content;">Director of Human Resources</div>	<div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> - Receives the physical data - Checks conformity of data - Forwards file to CF </div>		
	<div style="border: 1px solid black; padding: 5px; width: fit-content;">Financial Controllers</div>	<div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> - Receives the physical file - Checks the conformity of data - Initials - Forwards the file </div>		
	<div style="border: 1px solid black; padding: 5px; width: fit-content;">Director of Human Resources</div>	<div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> - Receives the physical file - Checks conformity of data - Initials the draft instrument - Forwards file </div>		
	<div style="border: 1px solid black; padding: 5px; width: fit-content;">Secretary General</div>	<div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> - Receives the physical file - Checks conformity of data - Initials the draft instrument - Forwards file </div>		
	<div style="border: 1px solid black; padding: 5px; width: fit-content;">Minister</div>	<div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> - Receives the physical file - Checks conformity of data - Signs the draft instrument - Forwards file </div>		
	<div style="border: 1px solid black; padding: 5px; width: fit-content;">Head of Military Secretariat</div>	<div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> - Receives the physical file - Carries out the reprography of the signed document - Formalises signed instrument - Notifies the applicant - Files the original signed instrument - Prints the forwarding slip - Forwards the filed copy and a copy of the instrument to DRH for validation by SIGIPES. </div>		
	<div style="border: 1px solid black; padding: 5px; width: fit-content;">Applicant</div>	<div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Collects the instrument</p> </div> <div style="text-align: center; margin-top: 10px;">  </div>		

PROCEDURE No. 17/MINDEF/DRH/PPC/I
TERMINATION OF SECONDMENT OF A CIVIL SERVANT

TITLE OF THE INSTRUMENT: Order to terminate secondment

INITIATOR OF THE PROCEDURE: Applicant/Administration

INITIATING ENTITY: Personnel Movement Service

PLACE OF SUBMISSION OF FILE: Duty station

REFERENCE INSTRUMENTS:

- Law No. 2018/012 of 11 July 2018 relating to fiscal regime of the State and other public entities;
- Decree No. 77/41 of 03 February 1977 to lay down the attributions and organization of financial controls;
- Decree No. 94/199 of 7 October 1994 to lay down General Rules and Regulations of Public service, as amended and supplemented by Decree No. 2000/287 of 12 October 2000
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- Decree No. 2001/178 of 25 July 2001 on the general organization of Defence and the Central Staffs;
- Decree No. 2011/408 of 09 December 2011 to organize the Government, as amended and supplemented by Decree No. 2018/190 of 02 March 2018;
- 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. 2012/386 of 14 September 2012 to amend Decree N° 2001/177 of 25 July 2001 to organize the Ministry of Defence;
- Circular No...../MINFI of on the Instruction relating to the Execution of the Finance Laws, the Monitoring and Control of the Execution of the Budgets of the State, Regional and Local Authorities and Other Public Entities for the current fiscal year.

REQUIREMENTS:

- be a civil servant on secondment ;
- address an application to the Minister at least three (03) months before the proposed end of the secondment;
- have reached retirement age, if applicable.

CONSTITUTION OF FILE:

*** Required documents:**

- stamped application at the current rate addressed to the Minister/ Letter from the supervisory structure.

*** Reference document:** administrative file of the applicant

DEADLINE: thirty (30) days

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: notification

QUALITY SUPERVISOR: the Director of Human Resources

PROCESSING : cf circuit *PROCEDURE No. 16/MINDEF/DRH/PPC/I*
SECONDMENT OF A CIVIL SERVANT

PROCEDURE No. 18/MINDEF/DRH/PPC/I
PLACEMENT ON RESERVE OF A CIVIL SERVANT

TITLE OF THE INSTRUMENT: Order to place a civil servant on reserve

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Personnel Movement Service

PLACE OF SUBMISSION OF FILE: Duty station

REFERENCE INSTRUMENTS:

- Law No. 2018/012 of 11 July 2018 relating to fiscal regime of the State and other public entities;
- Decree No. 77/41 of 03 February 1977 to lay down the attributions and organization of financial controls;
- Decree No. 94/199 of 7 October 1994 to lay down General Rules and Regulations of Public service, as amended and supplemented by Decree No. 2000/287 of 12 October 2000
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- Decree No. 2001/178 of 25 July 2001 on the general organization of Defence and the Central Staffs;
- Decree No. 2011/408 of 09 December 2011 to organize the Government, as amended and supplemented by Decree No. 2018/190 of 02 March 2018;
- 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. 2012/386 of 14 September 2012 to amend Decree N° 2001/177 of 25 July 2001 to organize the Ministry of Defence;
- Circular No...../MINFI of on the Instruction relating to the Execution of the Finance Laws, the Monitoring and Control of the Execution of the Budgets of the State, Regional and Local Authorities and Other Public Entities for the current fiscal year.

REQUIREMENTS:

- not be suspended from duty ;
- not be subject to legal proceedings;
- apply for personal reasons for a period of two (02) years, non-renewable, where applicable;
- apply for cultural, artistic, scientific or economic reasons for a period of three (03) years, renewable, where applicable
- request to undertaking studies or research for their duration, if applicable;
- be the spouse of a member of the Government or a person ranking as such, where applicable;
- be the spouse of a civil servant assigned to a diplomatic or consular mission of Cameroon, to an international body or a non-governmental organisation abroad or inside the country, in a locality where there is no post matching his or her professional qualification, where applicable;

- have a dependent child whose state of health requires his/her permanent presence, where applicable;
- have a spouse placed on a training course abroad by the Administration, where applicable.

CONSTITUTION OF FILE:

*** Required documents:**

- stamped application at the current rate addressed to the Minister;
- absorption instrument;
- attestation of effective presence at post ;
- certificate of non-conviction;
- any other supporting documents required.

*** Reference document:** Administrative file of the Applicant

DEADLINE: thirty (30) days

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: notification

QUALITY SUPERVISOR: the Director of Human Resources

PROCESSING : cf circuit *PROCEDURE No. 16/MINDEF/DRH/PPC/ I*

SECONDMENT OF A CIVIL SERVANT

PROCEDURE No. 19/MINDEF/DRH/PPC/1
**EXTENDING THE PLACEMENT ON RESERVE OF A CIVIL
SERVANT**

TITLE OF THE INSTRUMENT: Order to extend placement on reserve of a civil servant

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Personnel Movement Service

PLACE OF SUBMISSION OF FILE: Duty station

REFERENCE INSTRUMENTS:

- Law No. 2018/012 of 11 July 2018 relating to fiscal regime of the State and other public entities;
- Decree No. 77/41 of 03 February 1977 to lay down the attributions and organization of financial controls;
- Decree No. 94/199 of 7 October 1994 to lay down General Rules and Regulations of Public service, as amended and supplemented by Decree No. 2000/287 of 12 October 2000
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- Decree No. 2001/178 of 25 July 2001 on the general organization of Defence and the Central Staffs;
- Decree No. 2011/408 of 09 December 2011 to organize the Government, as amended and supplemented by Decree No. 2018/190 of 02 March 2018;
- 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. 2012/386 of 14 September 2012 to amend Decree N° 2001/177 of 25 July 2001 to organize the Ministry of Defence;
- Circular No...../MINFI of on the Instruction relating to the Execution of the Finance Laws, the Monitoring and Control of the Execution of the Budgets of the State, Regional and Local Authorities and Other Public Entities for the current fiscal year.

REQUIREMENTS:

- be a civil servant placed on reserve for cultural, artistic, scientific or economic reasons;
- not be subject to legal proceedings ;
- to notify extension of placement on reserve to the employer 06 months in advance.

CONSTITUTION OF FILE:

*** Required documents:**

- stamped application at the current rate addressed to the Minister;
- copy of placement on reserve instrument ;
- certificate of non-conviction;
- any other supporting documents required.

* *Reference document*: administrative file of the applicant

DEADLINE: thirty (30) days

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: notification

QUALITY SUPERVISOR: the Director of Human Resources

PROCESSING : cf circuit *PROCEDURE No. 16/MINDEF/DRH/PPC/I*

SECONDMENT OF A CIVIL SERVANT

PROCEDURE No. 20/MINDEF/DRH/PPC/I
TERMINATING THE PLACEMENT ON RESERVE OF A CIVIL SERVANT

TITLE OF THE INSTRUMENT: Order to terminate placement on reserve of a civil servant

INITIATOR OF THE PROCEDURE: Applicant / administration

INITIATING ENTITY: Personnel Movement Service

PLACE OF SUBMISSION OF FILE: Duty station

REFERENCE INSTRUMENTS:

- Law No. 2018/012 of 11 July 2018 relating to fiscal regime of the State and other public entities;
- Decree No. 77/41 of 03 February 1977 to lay down the attributions and organization of financial controls;
- Decree No. 94/199 of 7 October 1994 to lay down General Rules and Regulations of Public service, as amended and supplemented by Decree No. 2000/287 of 12 October 2000
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- Decree No. 2001/178 of 25 July 2001 on the general organization of Defence and the Central Staffs;
- Decree No. 2011/408 of 09 December 2011 to organize the Government, as amended and supplemented by Decree No. 2018/190 of 02 March 2018;
- 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. 2012/386 of 14 September 2012 to amend Decree N° 2001/177 of 25 July 2001 to organize the Ministry of Defence;
- Circular No...../MINFI of on the Instruction relating to the Execution of the Finance Laws, the Monitoring and Control of the Execution of the Budgets of the State, Regional and Local Authorities and Other Public Entities for the current fiscal year.

REQUIREMENTS:

- be a civil servant placed on reserve ;
- notify the end of placement on reserve six (06) months in advance;
- have reached the statutory retirement age, if applicable.

COMPOSITION DU DOSSIER¹ :

*** Required documents :**

- stamped application at the current rate addressed to the Minister;
- any other supporting documents required.

¹The termination of placement on reserve occurs automatically when the employee has not requested any extension.

* *Reference documents:*

- order to place on reserve ;
- extension of placement on reserve, where applicable ;
- absorption instrument;
- last advancement instrument.

DEADLINE: thirty (30) days

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: notification

QUALITY SUPERVISOR: the Director of Human Resources

PROCESSING : cf circuit *PROCEDURE No. 16/MINDEF/DRH/PPC/I*

SECONDMENT OF A CIVIL SERVANT

VOLUME II



PROMOTIONS

PROMOTION PROCEDURES

1. ADVANCEMENT IN INCREMENTAL POSITION OF A CONTRACT EMPLOYEE
2. ADVANCEMENT IN INCREMENTAL POSITION OF A CIVIL SERVANT
3. ADVANCEMENT IN INCREMENTAL POSITION OF AN EMPLOYEE RECRUITED ON THE BASIS OF A DECISION
4. ADVANCEMENT BY SENIORITY IN CATEGORY (1-5) OF AN EMPLOYEE RECRUITED ON THE BASIS OF A DECISION
5. ADVANCEMENT IN CLASS FOR A CATEGORY “A” CIVIL SERVANT
6. ADVANCEMENT IN CLASS OF A CATEGORY “B/C/D” CIVIL SERVANT
7. BONUS IN INCREMENTAL POSITION FOR A CATEGORY “A” CIVIL SERVANT
8. BONUS IN INCREMENTAL POSITION FOR A CATEGORY “B/C/D” CIVIL SERVANT
9. BONUS IN INCREMENTAL POSITION FOR A CONTRACT EMPLOYEE

PROCEDURE No. 01/MINDEF/DRH/PPC/I
**ADVANCEMENT IN INCREMENTAL POSITION OF A
CONTRACT EMPLOYEE**

TITLE OF THE INSTRUMENT: decision to grant advancement in incremental position of a contract employee

INITIATOR OF THE PROCEDURE: Administration

INITIATING ENTITY: Civilian Personnel Management Bureau

PLACE OF SUBMISSION OF FILE: N/A

REFERENCE INSTRUMENTS:

- The Constitution
- 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. 78/484 of 9 November 1978 to lay down the common provisions applicable to State employees governed by the Labour Code, as amended and supplemented by Decree No. 82-100 of 3 March 1982;
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- 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. 2018/190 of 02 March 2018 amending and supplementing some provisions of Decree No. 2011/408 of 09 December 2011 to organize the Government;
- Decree No. 2018/191 of 02 March 2018 on Government reshuffle;
- Decree No. 2018/1968/PM of 13 March 2018 to amend and supplement certain provisions of decree No. 2000/693/PM of 13 September 2000 to lay down travel regulations for civil servants and conditions for the payment of related costs;
- Decree No.to lay down special rules and regulations governing the Corps concerned;
- Circular of the Ministry of Finance on the Instruction relating to the Execution of the Finance Laws, the Monitoring and Control of the Execution of the Budgets of the State, Regional and Local Authorities and Other Public Entities for the current fiscal year.

REQUIREMENT: Have two (02) years of seniority from the last incremental position.

CONSTITUTION OF FILE:

* **Required document:** N/A.

* **Reference documents:**

- last amendment of employment contract or employment contract;
- current pay slip;
- last advancement or reclassification instrument;
- bonus in incremental position instrument, where applicable;
- staff matrix.








DEADLINE: forty-five (45) days

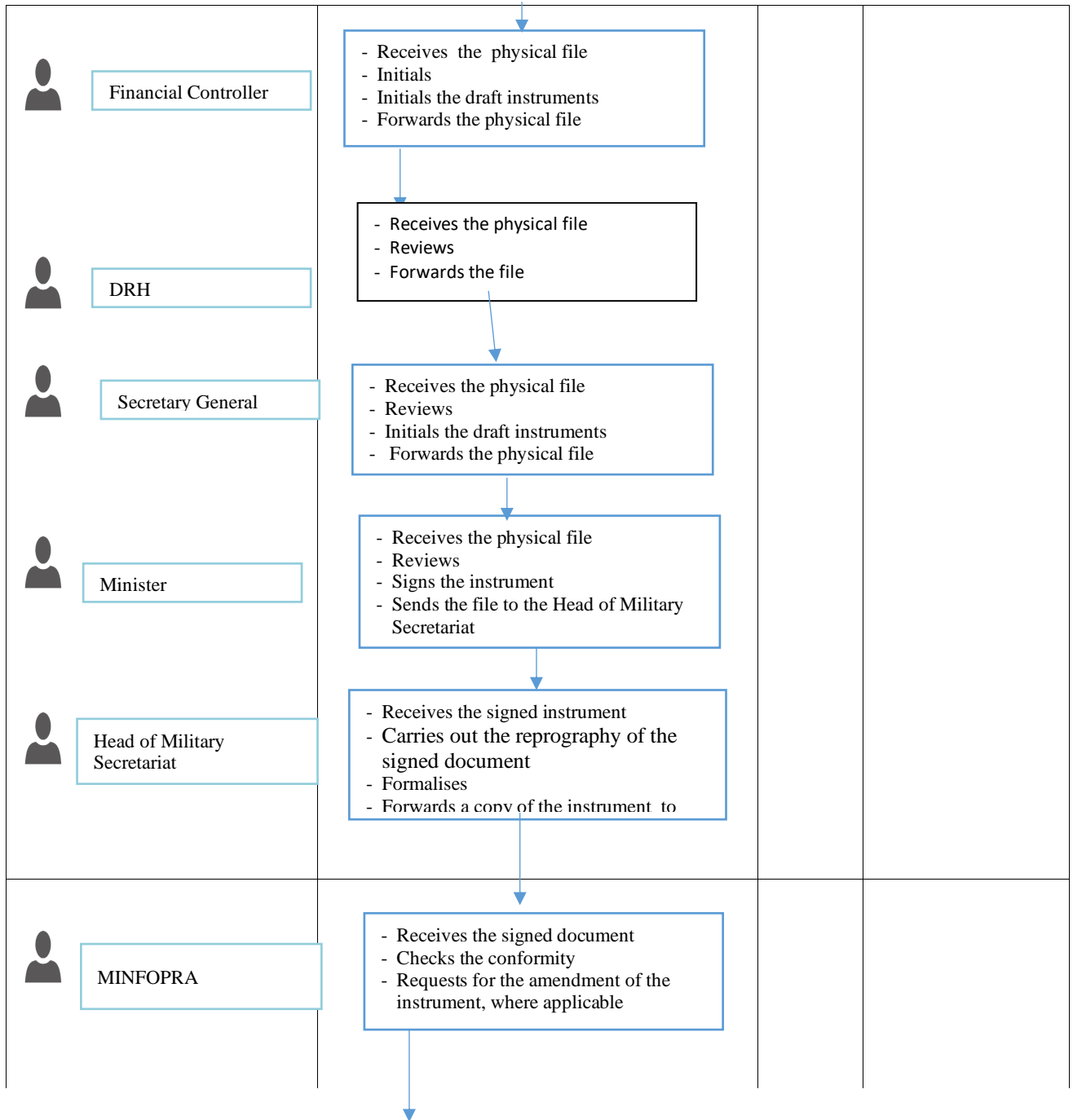
SIGNATORY OF THE DOCUMENT: the Minister

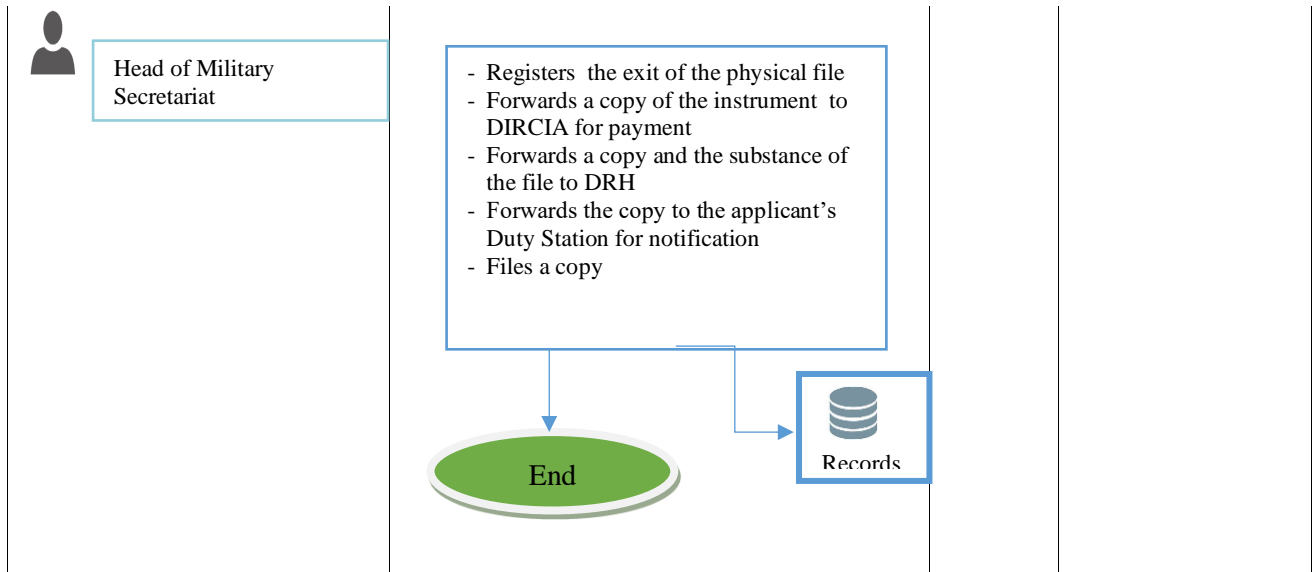
DELIVERY METHOD: notification/collection

QUALITY SUPERVISOR: the Director of Human Resources

PROCESSING

DEPARTMENT OF HUMAN RESOURCES	PROCEDURE No.01/MINDEF/DRH/PPC/I ADVANCEMENT IN INCREMENTAL POSITION OF A CONTRACT EMPLOYEE	Procedure start date: 2022	
		Procedure Version:	
		Deadline	Page
<i>Intervening parties</i>	<i>Stages</i>		<i>Handling rules</i>
 Applicant  Head of Duty station/Assignment Unit  DRH  Head of Personnel Movement Service  Head of Civilian Personnel Management Bureau  Head of Personnel Movement Service  DRH	<p style="text-align: center;">Beginning</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <ul style="list-style-type: none"> - Submits the file at the Duty Station - Initiates forwarding slip /letter - Registers the exit of the physical file - Forwards the file to the file to the Headquarters/SEDGN </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <ul style="list-style-type: none"> - Receives the file - Registers the exit of the physical file - Forwards the file to DRH through hierarchy </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <ul style="list-style-type: none"> - Receives the physical file - Reviews the physical file - Assigns the physical file </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <ul style="list-style-type: none"> - Receives the physical file - Reviews the physical file - Assigns the physical file </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <ul style="list-style-type: none"> - Receives the physical file - Reviews file - Initiates the draft instrument - Forwards the physical file. </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <ul style="list-style-type: none"> - Receives the physical file - Reviews the file - Initials the draft instrument - Forwards the physical file </div> <div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> - Receives the physical file - Initials the draft instruments - Forwards the physical file </div>		<p>R1 : Check file’s compliance</p> <p>R2 : Ensure the procedure is lawful:</p> <p>R3 : Check the eligibility of the applicant</p>





PROCEDURE No. 02/MINDEF/DRH/PPC/I
ADVANCEMENT IN INCREMENTAL POSITION OF A CIVIL
SERVANT

TITLE OF THE INSTRUMENT: Order to grant a civil servant an advancement in incremental position

INITIATOR OF THE PROCEDURE: Administration

INITIATING ENTITY: Civilian Personnel Management Bureau

PLACE OF SUBMISSION OF FILE: N/A

REFERENCE INSTRUMENTS:

- Finance Law of the Republic of Cameroon for the current financial year;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration of civil and military personnel of the Republic of Cameroon, as modified and supplemented by Decree No. 79/69 of March 1979;
- Decree No. 75/791 of 18 December 1975 to lay down salary index scale for senior civil servants in Cameroon;
- Decree No. 94/199 of 7 October 1994 to lay down General Rules and Regulations of Public service, as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- Decree No. 2018/191 of 02 March 2018 on Government reshuffle;
- 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. 2018/190 of 02 March 2018 amending and supplementing some provisions of Decree No. 2011/408 of 09 December 2011 to organize the Government;
- Decree No.to lay down special rules and regulations governing the Corps concerned;
- Circular of the Ministry of Finance on the Instruction relating to the Execution of the Finance Laws, the Monitoring and Control of the Execution of the Budgets of the State, Regional and Local Authorities and Other Public Entities for the current fiscal year..

REQUIREMENTS:

- have established that the applicant has two (02) years of seniority since the last advancement in incremental position ;
- have established that the applicant has two (02) years of seniority since advancement in the 7th incremental position in the 2nd class; or since last advancement in the 3rd incremental position in the 1st class.

* **Required document:** N/A

* **Reference documents:**

- last advancement instrument;
- current pay slip;
- staff matrix.

DEADLINE: forty-five (45) days

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: notification/collection

QUALITY SUPERVISOR: the Director of Human Resources

**PROCESSING : cf CIRCUIT : PROCEDURE No.01/MINDEF/DRH/PPC/I
ADVANCEMENT IN INCREMENTAL POSITION OF A CONTRACT EMPLOYEE**

**PROCEDURE No.03/MINDEF/DRH/PPC/I
ADVANCEMENT IN INCREMENTAL POSITION OF AN
EMPLOYEE RECRUITED ON THE BASIS OF A DECISION**

TITLE OF THE INSTRUMENT: Decision to grant an employee recruited on the basis of a decision an advancement in incremental position

INITIATOR OF THE PROCEDURE: Administration

INITIATING ENTITY: Civilian Personnel Management Bureau

PLACE OF SUBMISSION OF FILE: N/A

REFERENCE INSTRUMENTS:

- The Constitution
- 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. 78/484 of 9 November 1978 to lay down the common provisions applicable to State employees governed by the Labour Code, as amended and supplemented by Decree No. 82-100 of 3 March 1982;
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- 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. 2018/190 of 02 March 2018 amending and supplementing some provisions of Decree No. 2011/408 of 09 December 2011 to organize the Government;
- Circular of the Ministry of Finance on the Instruction relating to the Execution of the Finance Laws, the Monitoring and Control of the Execution of the Budgets of the State, Regional and Local Authorities and Other Public Entities for the current fiscal year.

REQUIREMENT: have two (02) years of seniority from the last incremental position.

CONSTITUTION OF FILE:

* **Required document:** N/A

* **Reference documents:**

- last amendment of employment contract or recruitment decision;
- attestation of effective presence;
- last advancement instrument;
- current pay slip;
- staff matrix.

DEADLINE: forty-five (45) days

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: notification/collection

QUALITY SUPERVISOR: the Director of Human Resources

PROCESSING : cf **CIRCUIT** : **PROCEDURE No.01/MINDEF/DRH/PPC/I**
ADVANCEMENT IN INCREMENTAL POSITION OF A CONTRACT EMPLOYEE

PROCEDURE No. 04/MINDEF/DRH/PPC/I
**ADVANCEMENT BY SENIORITY IN CATEGORY (1ST-5TH) OF AN
EMPLOYEE RECRUITED ON THE BASIS OF A DECISION**

TITLE OF THE INSTRUMENT: Decision to grant an employee recruited on the basis of a decision advancement by seniority in category (1st-5th).

INITIATOR OF THE PROCEDURE: Administration

INITIATING ENTITY: Civilian Personnel Management Bureau

PLACE OF SUBMISSION OF FILE: N/A

REFERENCE INSTRUMENTS:

- 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. 78/484 of 9 November 1978 to lay down the common provisions applicable to State employees governed by the Labour Code, as amended and supplemented by Decree No. 82-100 of 3 March 1982;
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- 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. 2018/190 of 02 March 2018 amending and supplementing some provisions of Decree No. 2011/408 of 09 December 2011 to organize the Government;
- Circular of the Ministry of Finance on the Instruction relating to the Execution of the Finance Laws, the Monitoring and Control of the Execution of the Budgets of the State, Regional and Local Authorities and Other Public Entities for the current fiscal year.

REQUIREMENTS:

- have two (02) years of seniority in the 12th incremental position;
- have never been granted advancement in category on the basis of seniority;

CONSTITUTION OF FILE:

* **Required documents:** N/A

* **Reference documents:**

- civilian staff matrix;
- attestation of effective presence;
- last advancement instrument, reclassification, change of qualification or recruitment instrument ;
- current pay slip;
- minutes of the Joint promotion Board.








DEADLINE: fourteen (14) days

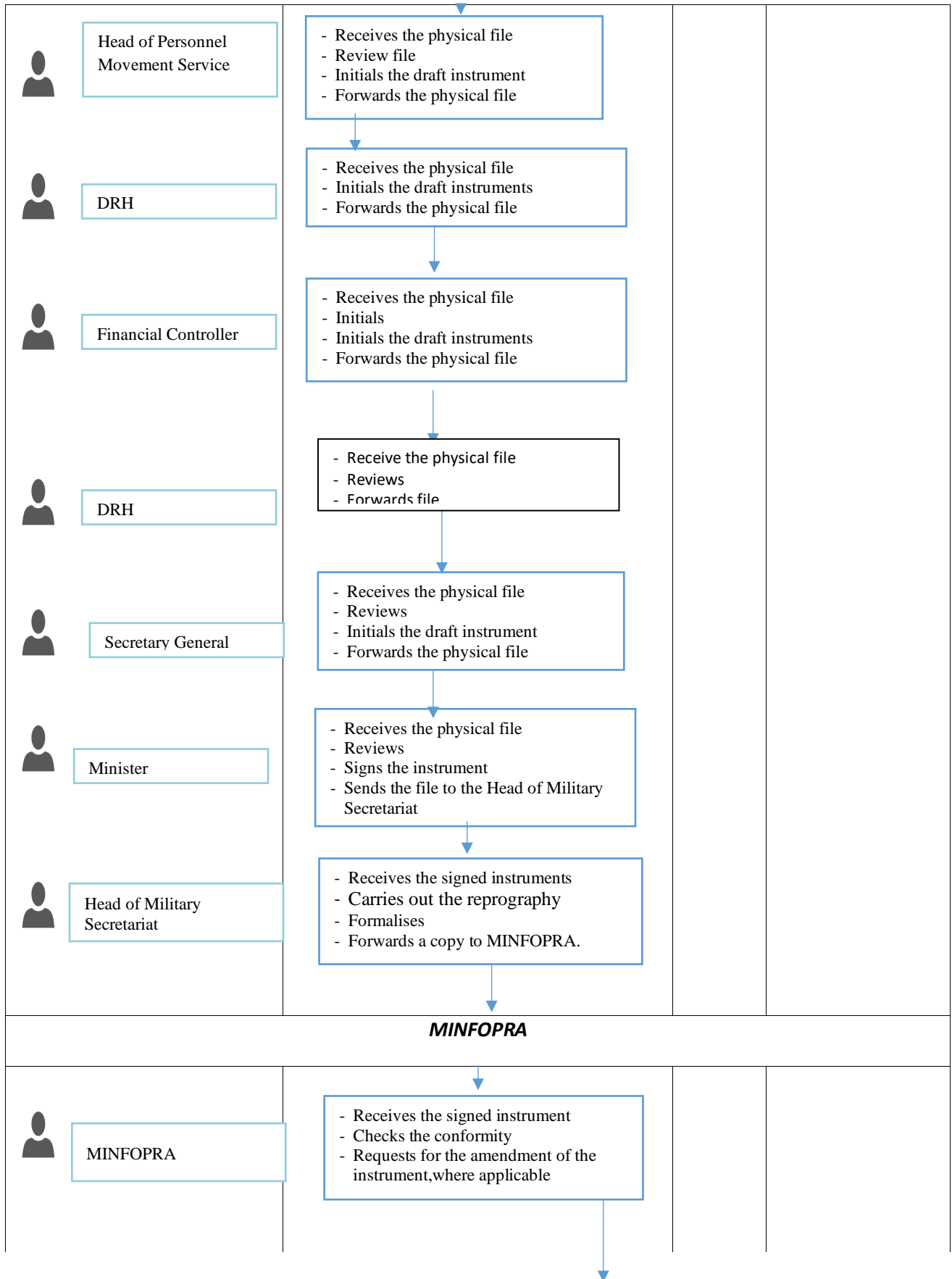
SIGNATORY OF THE DOCUMENT: the Minister

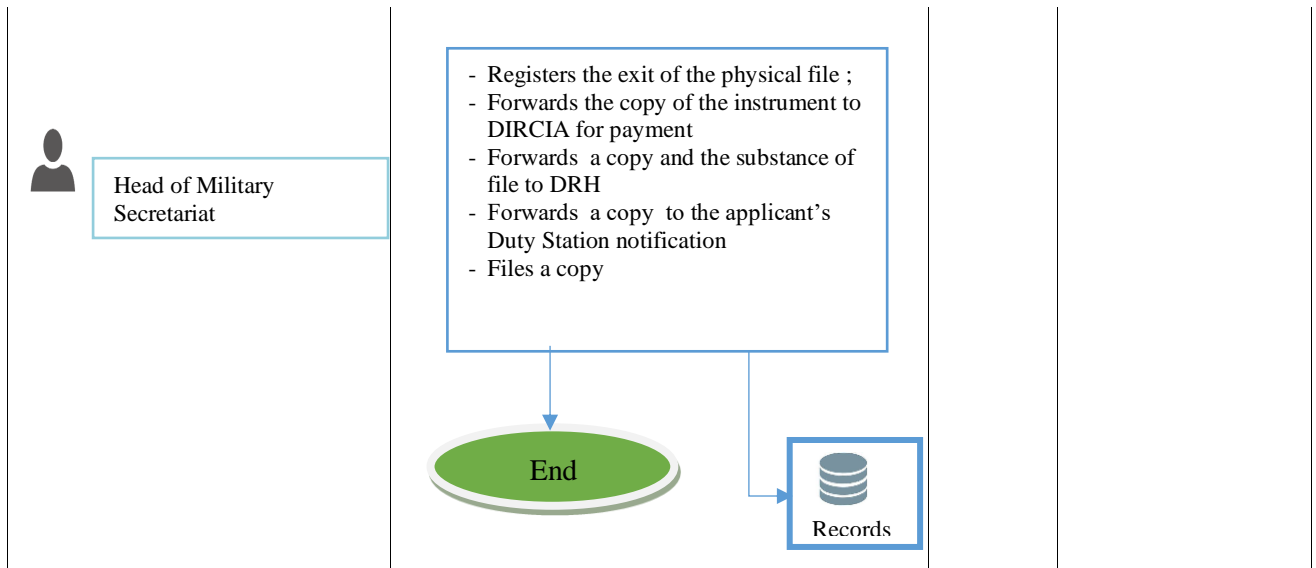
DELIVERY METHOD: notification/ collection

QUALITY SUPERVISOR: the Director of Human Resources

PROCESSING

DEPARTMENT OF HUMAN RESOURCES	PROCEDURE No.04/MINDEF/DRH/PPC/I <u>ADVANCEMENT BY SENIORITY IN CATEGORY (1ST-5TH) OF AN EMPLOYEE RECRUITED ON THE BASIS OF A DECISION</u>	Procedure start date: 2022	
		Procedure Version:	
		Deadline	Page
<i>Intervening parties</i>	<i>Stages</i>		<i>Handling rules</i>
<p> Applicant</p> <p> Head of Duty Station</p> <p> </p> <p> Joint Promotion Board</p> <p> DRH</p> <p> Head of Personnel Movement Service</p> <p> Head of Civilian Personnel Management Bureau</p>	<p style="text-align: center;">Beginning</p> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <ul style="list-style-type: none"> - Submits the file at the Duty Station - Initiates the forwarding slip/letter - Registers the exit of the physical file - Forwards the file to the Headquarters/SEDGN </div> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <ul style="list-style-type: none"> - Receives the file - Registers the exit of the physical file - Forwards the file to DRH through hierarchy </div> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <ul style="list-style-type: none"> - Forwards a copy of the instrument to MINFOPRA - Receives the physical file - Review the physical file - Forwards the physical file to the commission. </div> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <ul style="list-style-type: none"> - Receives the physical file - Reviews file - Writes a report of proceedings </div> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <ul style="list-style-type: none"> - Receives the report of proceedings of the commission ; - Reviews the physical file - Assigns the physical file to the commission </div> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <ul style="list-style-type: none"> - Receives the physical file - Reviews the physical file - Assigns the physical file </div> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <ul style="list-style-type: none"> - Receives the physical file - Reviews - Initiates the draft instrument - Forwards the physical file </div> <p style="text-align: center;">↓</p>		<p>R1 : Check file's compliance</p> <p>R2 : Ensure the procedure is lawful</p> <p>R3 : Check the eligibility of the applicant</p>





PROCEDURE No. 05/MINDEF/DRH/PPC/ I
ADVANCEMENT IN CLASS OF A CATEGORY “A” CIVIL
SERVANT

TITLE OF THE INSTRUMENT: Order to grant a category “A” Civil Servant an advancement in class

INITIATOR OF THE PROCEDURE: Administration

INITIATING ENTITY: Civilian Personnel Management Bureau

PLACE OF SUBMISSION OF FILE: N/A

REFERENCE INSTRUMENTS:

- Finance Law of the Republic of Cameroon for the current financial year;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration of civil and military personnel of the Republic of Cameroon, as modified and supplemented by Decree No. 79/69 of March 1979;
- Decree No. 75/791 of 18 December 1975 regulating the special status of civil servants of the Labour and Social Security;
- Decree No. 77/41 of 03 February 1977 to lay down the attributions and organization of financial controls;
- Decree No. 94/199 of 7 October 1994 to lay down General Rules and Regulations of Public service, as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- 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. 2018/190 of 02 March 2018 amending and supplementing some provisions of Decree No. 2011/408 of 09 December 2011 to organize the Government;
- Decree No.to lay down special rules and regulations governing the Corps concerned;
- Circular of the Ministry of Finance on the Instruction relating to the Execution of the Finance Laws, the Monitoring and Control of the Execution of the Budgets of the State, Regional and Local Authorities and Other Public Entities for the current fiscal year.

REQUIREMENT: have two (02) years of seniority from the last incremental position of the class.

CONSTITUTION OF FILE:

* *Required documents:* N/A

* *Reference documents:*

- last advancement, reclassification or absorption instrument ;
- attestation of effective presence;
- current pay slip;
- civilian staff matrix.








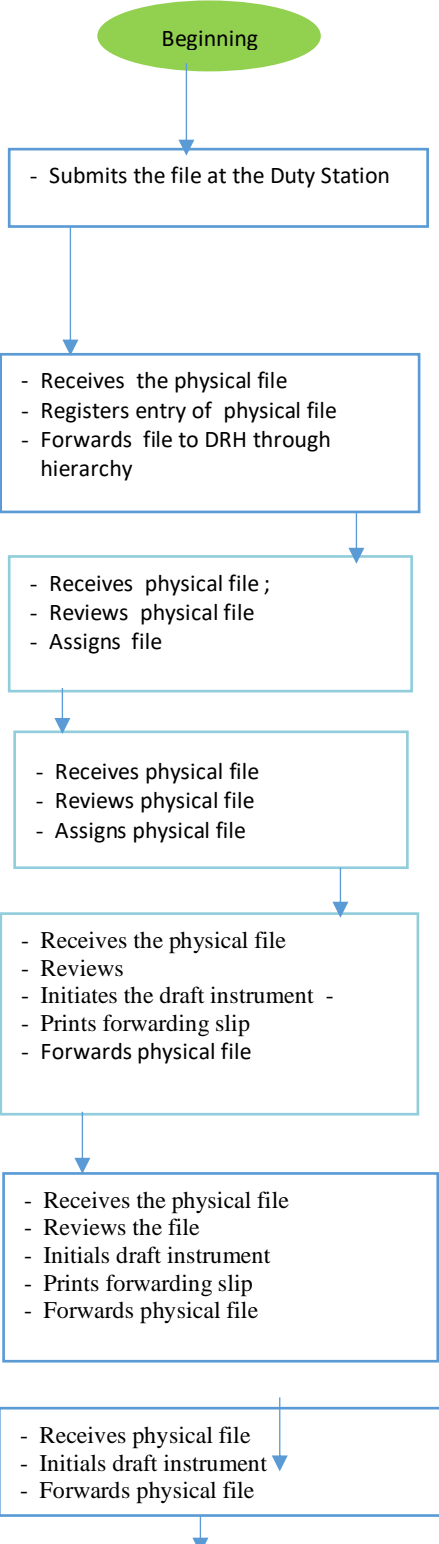
DEADLINE: fourteen (14) days

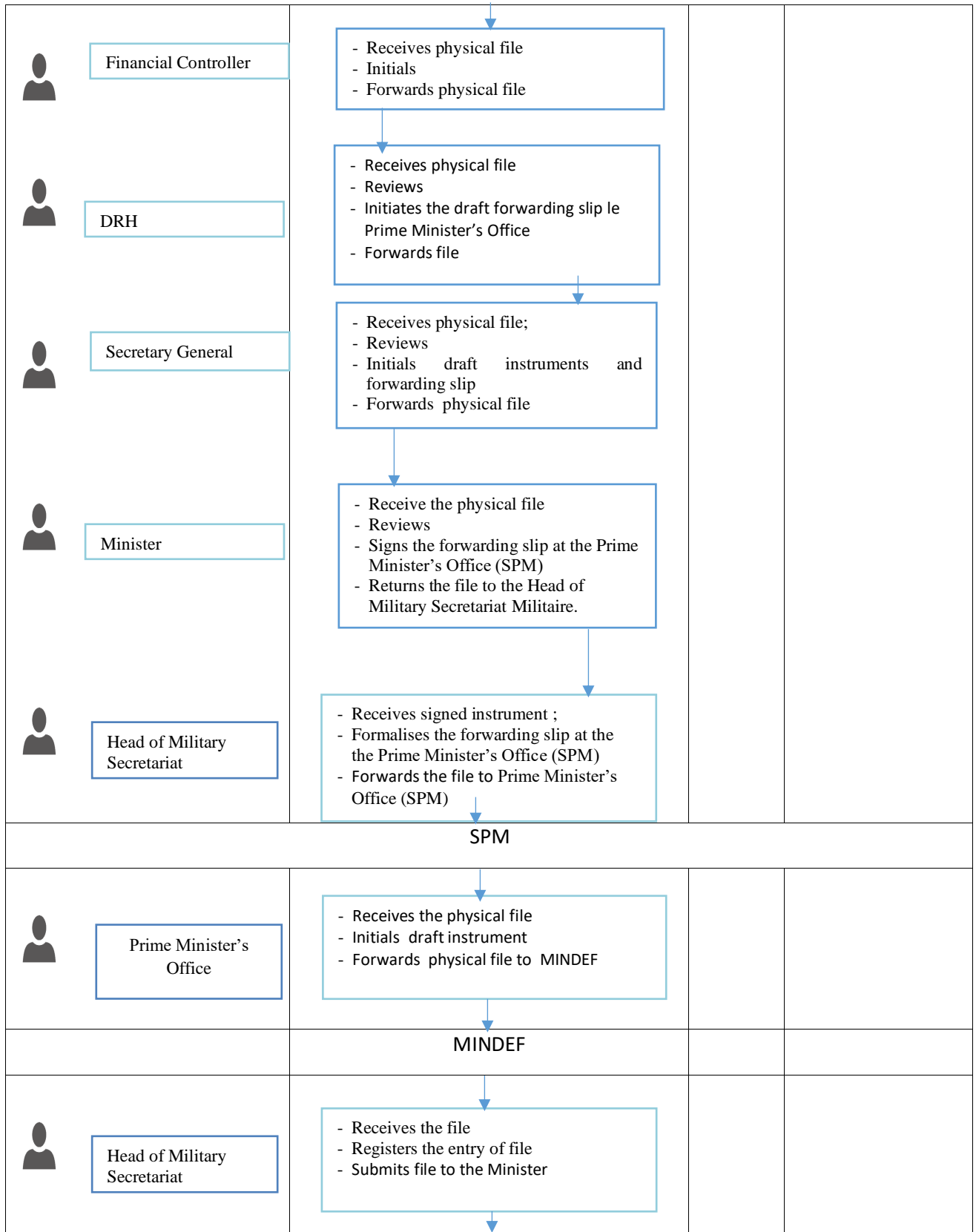
SIGNATORY OF THE DOCUMENT: the Minister

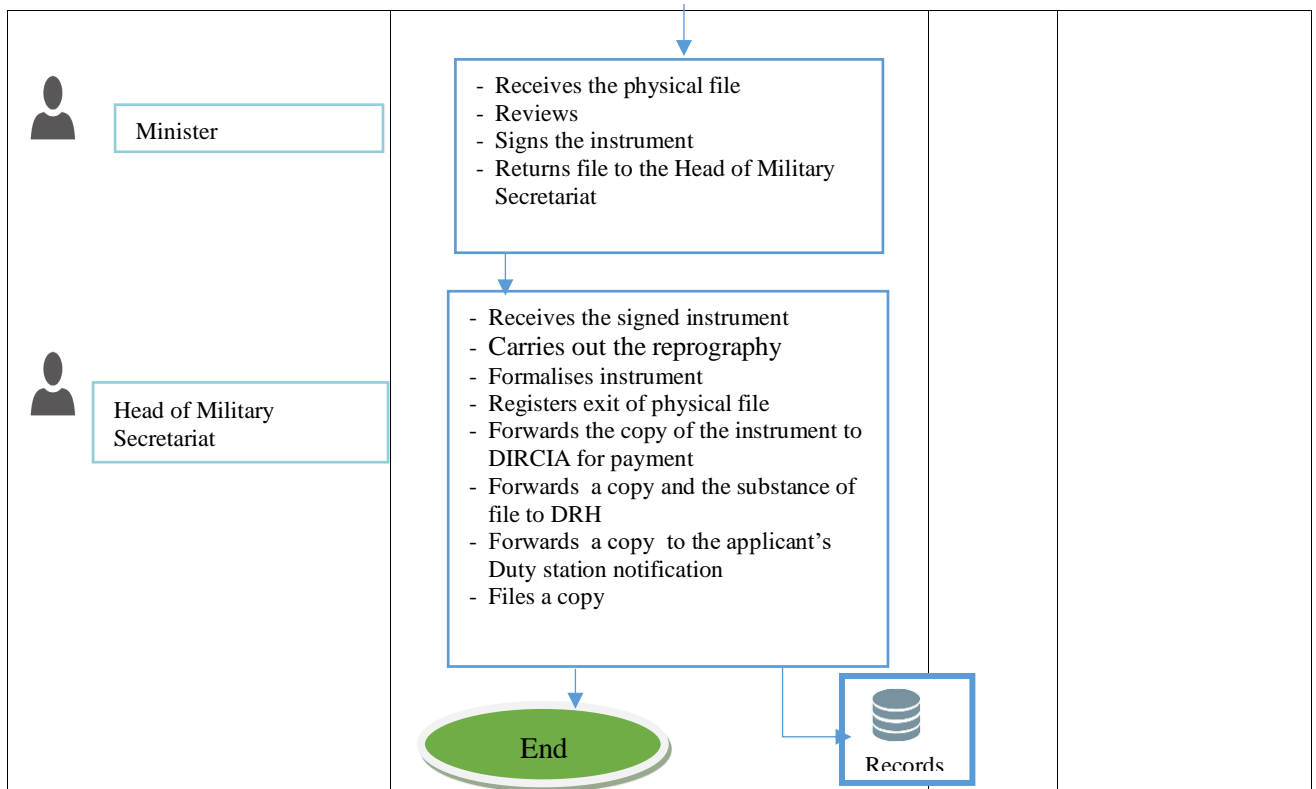
DELIVERY METHOD: notification/collection

QUALITY SUPERVISOR: the Director of Human Resources

PROCESSING

DEPARTMENT OF HUMAN RESOURCES	PROCEDURE No. 05/MINDEF/DRH/PPC/I <u>ADVANCEMENT IN CLASS OF A CATEGORY “A” CIVIL SERVANT</u>	Procedure start date: 2022	
		Procedure Version:	
		Deadline	Page
<i>Intervening parties</i>	<i>Stages</i>		<i>Handling rules</i>
 Applicant  Head of Duty Station/Assignment Unit  DRH  Head of Personnel Movement Service  Head of Civilian Personnel Management Bureau  Head of Personnel Movement Service  DRH	 <pre> graph TD Start([Beginning]) --> S1[- Submits the file at the Duty Station] S1 --> S2[- Receives the physical file - Registers entry of physical file - Forwards file to DRH through hierarchy] S2 --> S3[- Receives physical file ; - Reviews physical file - Assigns file] S3 --> S4[- Receives physical file - Reviews physical file - Assigns physical file] S4 --> S5[- Receives the physical file - Reviews - Initiates the draft instrument - - Prints forwarding slip - Forwards physical file] S5 --> S6[- Receives the physical file - Reviews the file - Initials draft instrument - Prints forwarding slip - Forwards physical file] S6 --> S7[- Receives physical file - Initials draft instrument - Forwards physical file] </pre>		<p>R1 : Check file’s compliance</p> <p>R2 : Ensure the procedure is lawful:</p> <p>R3 : Check the eligibility of the applicant</p>





PROCEDURE No. 06/MINDEF/DRH/PPC/ I
**ADVANCEMENT IN CLASS OF A CATEGORY "B/C/D" CIVIL
SERVANT**

TITLE OF THE INSTRUMENT: Order to grant a civil servant an advancement in class

INITIATOR OF THE PROCEDURE: Administration

INITIATING ENTITY: Relevant Personnel Bureau

PLACE OF SUBMISSION OF FILE: N/A

REFERENCE INSTRUMENTS:

- Finance Law of the Republic of Cameroon for the current financial year;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration of civil and military personnel of the Republic of Cameroon, as modified and supplemented by Decree No. 79/69 of March 1979;
- Decree No. 75/791 of 18 December 1975 regulating the special status of civil servants of the Labour and Social Security;
- Decree No. 77/41 of 03 February 1977 to lay down the attributions and organization of financial controls;
- Decree No. 94/199 of 7 October 1994 to lay down General Rules and Regulations of Public service, as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- 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. 2018/190 of 02 March 2018 amending and supplementing some provisions of Decree No. 2011/408 of 09 December 2011 to organize the Government;
- Decree No.to lay down special rules and regulations governing the Corps concerned;
- Circular of the Ministry of Finance on the Instruction relating to the Execution of the Finance Laws, the Monitoring and Control of the Execution of the Budgets of the State, Regional and Local Authorities and Other Public Entities for the current fiscal year.

REQUIREMENT: have two (02) years of seniority from the last incremental position in the class.

CONSTITUTION OF FILE:

* *Required documents:* N/A.

* *Reference documents:*

- last advancement, reclassification or absorption instrument ;
- attestation of effective presence of the applicant ;
- last advancement instrument;
- current pay slip;
- staff matrix civil.







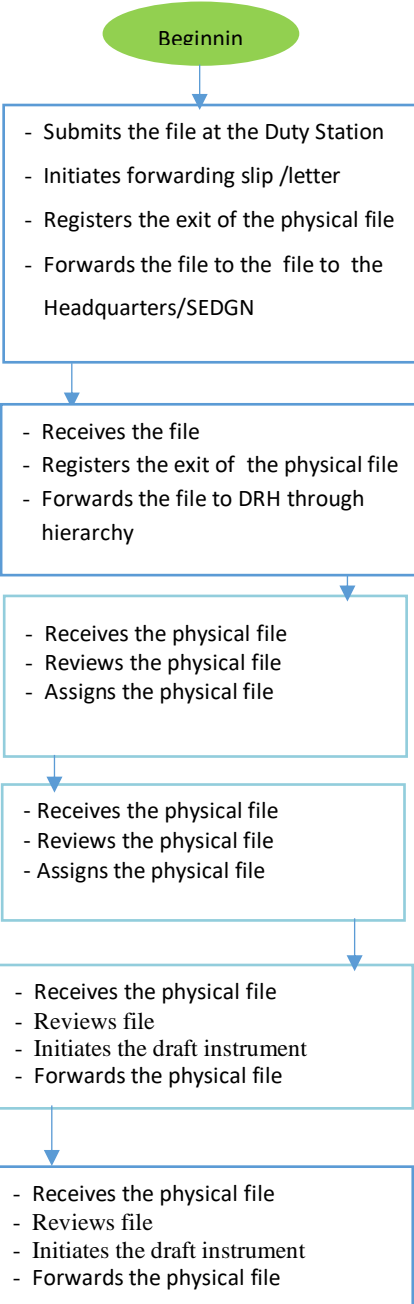
DEADLINE: fourteen (14) days

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: notification/collection

QUALITY SUPERVISOR: the Director of Human Resources

PROCESSING

DEPARTMENT OF HUMAN RESOURCES	PROCEDURE NO.06/MINDEF/DRH/PPC/I <u>ADVANCEMENT IN CLASS OF A CATEGORY “B/C/D” CIVIL SERVANT</u>	Procedure start date: 2022	
		Procedure Version:	
		Deadline	Page
<i>Intervening parties</i>	<i>Stages</i>		<i>Handling rules</i>
 Applicant  Head of Duty Station/Assignment Unit  DRH  Head of Personnel Movement Service  Head of Civilian Personnel Management Bureau  Head of Personnel Movement Service	 <pre> graph TD Start([Beginnin]) --> S1[Submits the file at the Duty Station Initiates forwarding slip /letter Registers the exit of the physical file Forwards the file to the file to the Headquarters/SEDGN] S1 --> S2[Receives the file Registers the exit of the physical file Forwards the file to DRH through hierarchy] S2 --> S3[Receives the physical file Reviews the physical file Assigns the physical file] S3 --> S4[Receives the physical file Reviews the physical file Assigns the physical file] S4 --> S5[Receives the physical file Reviews file Initiates the draft instrument Forwards the physical file] S5 --> S6[Receives the physical file Reviews file Initiates the draft instrument Forwards the physical file] </pre>		<p>R1 : Check file’s compliance</p> <p>R2 : Ensure the procedure is lawful</p> <p>R3 : Check the eligibility of the applicant</p>



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**PROCEDURE No. 07/MINDEF/DRH/PPC/I
BONUS IN INCREMENTAL POSITION FOR A CATEGORY “A” CIVIL
SERVANT**

TITLE OF THE INSTRUMENT: Order to grant a civil servant a bonus in incremental position

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Civilian Personnel Management Bureau

PLACE OF SUBMISSION OF FILE: Duty station

REFERENCE INSTRUMENTS:

- Finance Law of the Republic of Cameroon for the current financial year;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration of civil and military personnel of the Republic of Cameroon, as modified and supplemented by Decree No. 79/69 of March 1979;
- Decree No. 75/791 of 18 December 1975 regulating the special status of civil servants of the Labour and Social Security;
- Decree No. 77/41 of 03 February 1977 to lay down the attributions and organization of financial controls;
- Decree No. 94/199 of 7 October 1994 to lay down General Rules and Regulations of Public service, as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- 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. 2018/190 of 02 March 2018 amending and supplementing some provisions of Decree No. 2011/408 of 09 December 2011 to organize the Government;
- Decree No.to lay down special rules and regulations governing the Corps concerned;
- Circular of the Ministry of Finance on the Instruction relating to the Execution of the Finance Laws, the Monitoring and Control of the Execution of the Budgets of the State, Regional and Local Authorities and Other Public Entities for the current fiscal year.

REQUIREMENT: To have been awarded a degree-level qualification on completion of at least two academic years or official recognition of satisfaction two (02) times in three consecutive years, the honourable mention or the diploma of excellence.

CONSTITUTION OF FILE:

*** Required documents:**

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

- new degree in accordance with the grade level;
- attestation of presentation of the original of the new certificate;
- diploma/certificate of successful completion of training;
- authorisation to compete/authorisation to register ;
- order to place on a training course ;
- order to terminate a training course.

*** Reference documents:**

- last advancement, reclassification or absorption instrument ;
- attestation of effective presence ;
- current pay slip (03 last months) ;
- staff matrix.







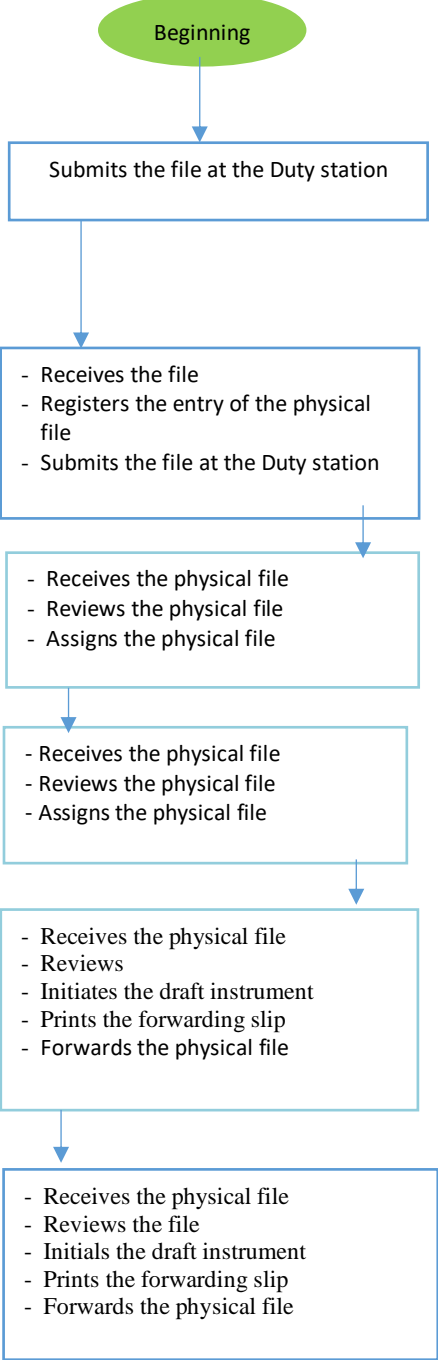
DEADLINE: thirty (30) days

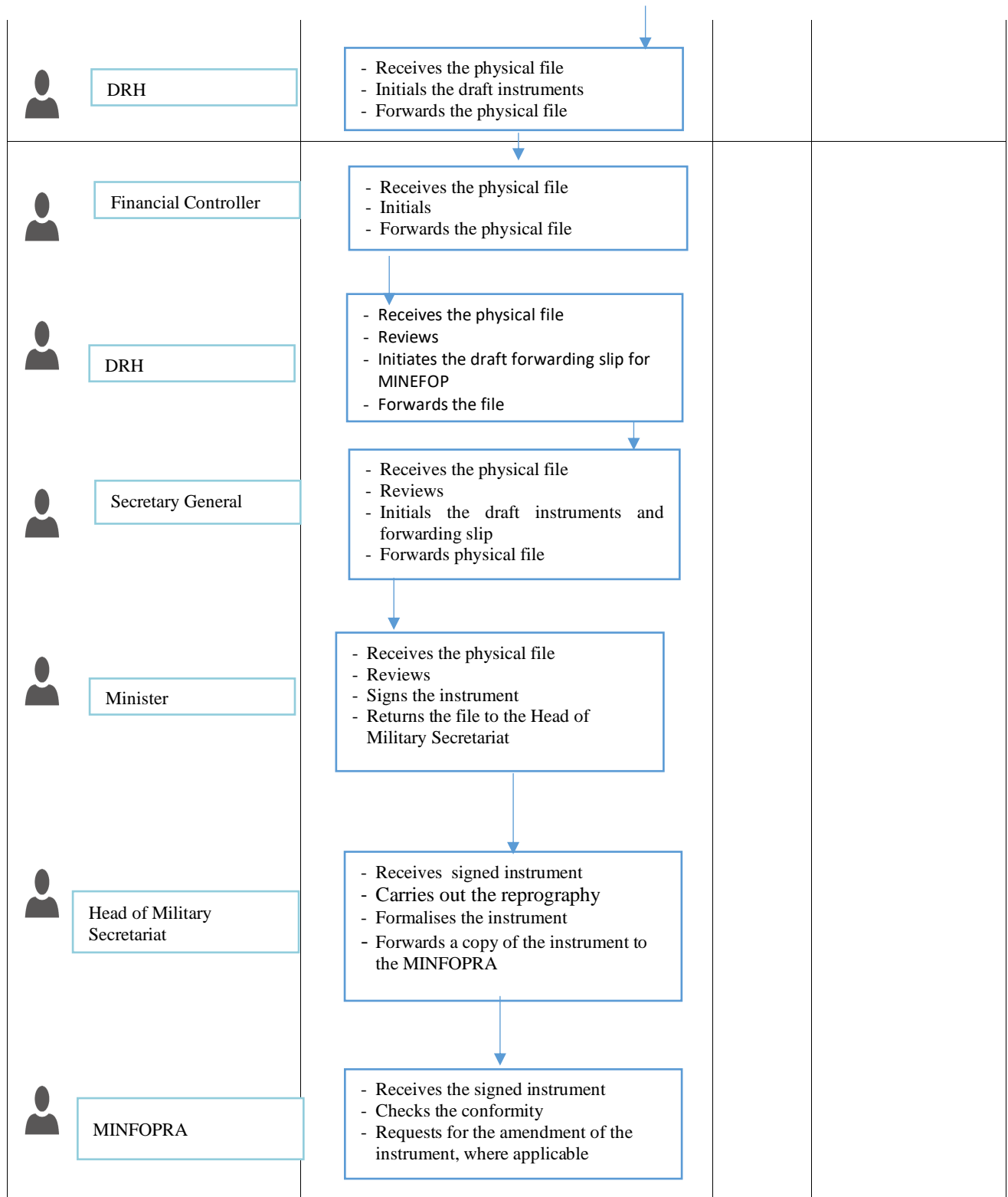
SIGNATORY OF THE DOCUMENT: the Minister

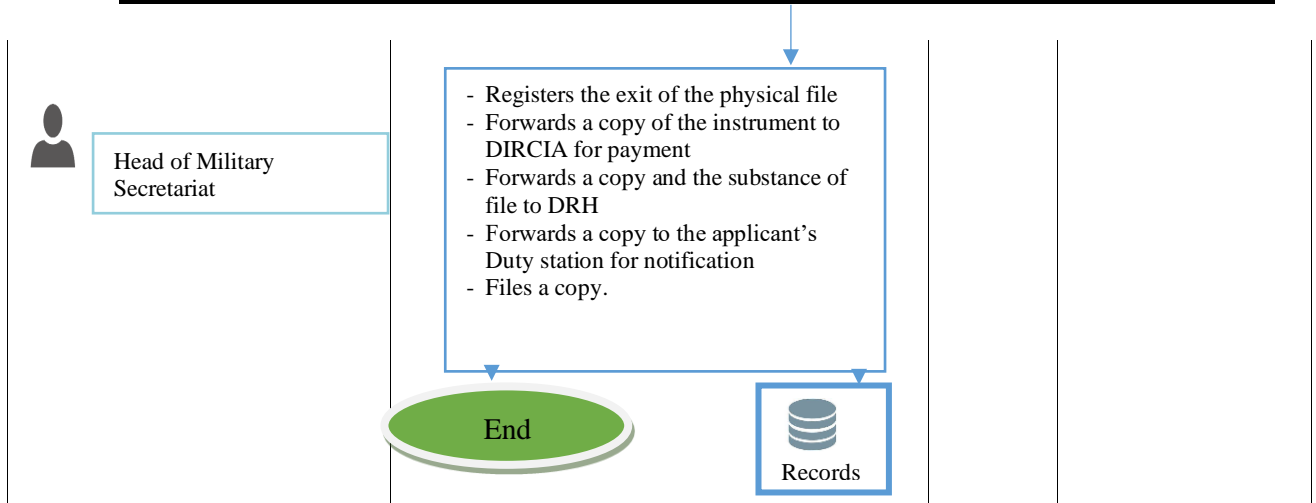
DELIVERY METHOD: notification/collection

QUALITY SUPERVISOR: the Director of Human Resources

PROCESSING

DEPARTMENT OF HUMAN RESOURCES	PROCEDURE NO.07/MINDEF/DRH/PPC/I <u>BONUS IN INCREMENTAL POSITION FOR A CATEGORY “A” CIVIL SERVANT</u>	Procedure start date: 2022	
		Procedure Version:	
		Deadline	Page
<i>Intervening parties</i>	<i>Stages</i>		<i>Handling rules</i>
 Applicant  Head of Duty Post/Assignment Unit  DRH  Head of Personnel Movement Service  Head of Civilian Personnel Management Bureau  Head of Personnel Movement Service	 <pre> graph TD Start([Beginning]) --> S1[Submits the file at the Duty station] S1 --> S2["- Receives the file - Registers the entry of the physical file - Submits the file at the Duty station"] S2 --> S3["- Receives the physical file - Reviews the physical file - Assigns the physical file"] S3 --> S4["- Receives the physical file - Reviews the physical file - Assigns the physical file"] S4 --> S5["- Receives the physical file - Reviews - Initiates the draft instrument - Prints the forwarding slip - Forwards the physical file"] S5 --> S6["- Receives the physical file - Reviews the file - Initials the draft instrument - Prints the forwarding slip - Forwards the physical file"] </pre>		<p>R1 : Check file’s compliance</p> <p>R2 : Ensure the procedure is lawful</p> <p>R3 : Check the eligibility of the applicant</p>





PROCEDURE N° 08/MINDEF/DRH/PPC/I
**BONUS IN INCREMENTAL POSITION FOR A CATEGORY “B/C” CIVIL
SERVANT**

TITLE OF THE INSTRUMENT: Order to grant a civil servant a bonus in incremental position

INITIATOR OF THE PROCEDURE: Administration/Applicant

INITIATING ENTITY: Civilian Personnel Management Bureau

PLACE OF SUBMISSION OF FILE: N/A

REFERENCE INSTRUMENTS:

- Finance Law of the Republic of Cameroon for the current financial year;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration of civil and military personnel of the Republic of Cameroon, as modified and supplemented by Decree No. 79/69 of March 1979;
- Decree No. 75/791 of 18 December 1975 regulating the special status of civil servants of the Labour and Social Security;
- Decree No. 77/41 of 03 February 1977 to lay down the attributions and organization of financial controls;
- Decree No. 94/199 of 7 October 1994 to lay down General Rules and Regulations of Public service, as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- 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. 2018/190 of 02 March 2018 amending and supplementing some provisions of Decree No. 2011/408 of 09 December 2011 to organize the Government;
- Decree No.to lay down special rules and regulations governing the Corps concerned;
- Circular of the Ministry of Finance on the Instruction relating to the Execution of the Finance Laws, the Monitoring and Control of the Execution of the Budgets of the State, Regional and Local Authorities and Other Public Entities for the current fiscal year.

REQUIREMENTS: To have been awarded a degree-level qualification on completion of at least two academic years or official recognition of satisfaction two (02) times in three consecutive years, the honourable mention or the diploma of excellence.

CONSTITUTION OF FILE:

*** Required documents:**

- stamped application at the current rate addressed to the Minister;
- new degree in accordance with the grade level;
- attestation of presentation of the original of the new certificate;
- diploma/certificate of successful completion of training;
- authorisation to compete/authorisation to register ;
- order to place on a training course ;
- order to terminate a training course.

*** Reference documents:**

- last absorption instrument;
- last reclassification instrument, where applicable;
- last advancement instrument;
- authentication or equivalence of diploma, where applicable;
- certification of resumption of duty, where applicable;
- attestation of effective presence ;
- current pay slip (last 03 months) ;
- instrument to grant the award, where applicable ;
- staff matrix.

DEADLINE: forty-five (45) days

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: notification/collection

QUALITY SUPERVISOR: the Director of Human Resources

PROCESSING : cf CIRCUIT : PROCEDURE No.07/MINDEF/DRH/PPC/I
BONUS IN INCREMENTAL POSITION FOR A CATEGORY “A” CIVIL SERVANT

PROCEDURE No. 09/MINDEF/DRH/PPC/I
**BONUS IN INCREMENTAL POSITION FOR A CONTRACT
EMPLOYEE**

TITLE OF THE INSTRUMENT: Employment contract amendment to grant a contract employee a bonus in incremental position

INITIATOR OF THE PROCEDURE: Administration/Applicant

INITIATING ENTITY: Civilian Personnel Management Bureau

PLACE OF SUBMISSION OF FILE: N/A

REFERENCE INSTRUMENTS:

- The Constitution ;
- Finance Law of the Republic of Cameroon for the current financial year;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration of civil and military personnel of the Republic of Cameroon, as modified and supplemented by Decree No. 79/69 of March 1979;
- Decree No. 75/791 of 18 December 1975 regulating the special status of civil servants of the Labour and Social Security;
- Decree No. 77/41 of 03 February 1977 to lay down the attributions and organization of financial controls;
- Decree No. 94/199 of 7 October 1994 to lay down General Rules and Regulations of Public service, as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- 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. 2018/190 of 02 March 2018 amending and supplementing some provisions of Decree No. 2011/408 of 09 December 2011 to organize the Government;
- Decree No.to lay down special rules and regulations governing the Corps concerned;
- Circular of the Ministry of Finance on the Instruction relating to the Execution of the Finance Laws, the Monitoring and Control of the Execution of the Budgets of the State, Regional and Local Authorities and Other Public Entities for the current fiscal year.

REQUIREMENTS: have been awarded a degree-level qualification on completion of at least two academic years.

CONSTITUTION OF FILE:

*** Required documents:**

- stamped application at the current rate addressed to the Minister;
- new degree in accordance with the grade level;
- attestation of presentation of the original of the new certificate;
- diploma/certificate of successful completion of training;
- authorisation to compete/authorisation to register ;
- order to place on a training course;
- order to terminate a training course.

*** Reference documents:**

- employment contract/addendum ;
- last advancement instrument;
- authentication or equivalence of diploma;
- certification of resumption of duty;
- attestation of effective presence;
- current pay slip (last 03 months) ;
- instrument to grant the award,
- staff matrix.








DEADLINE: forty-five (45) days

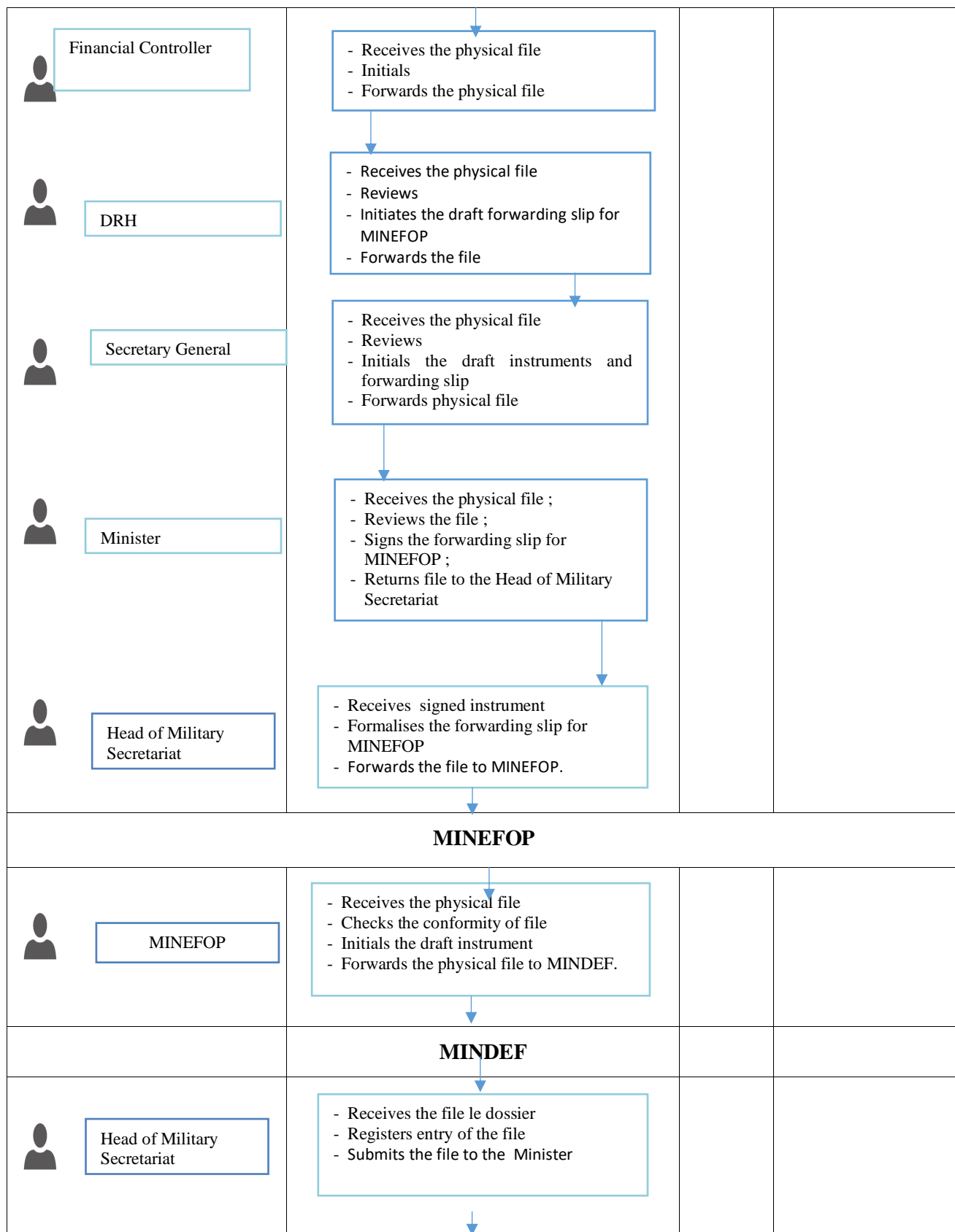
SIGNATORY OF THE DOCUMENT: the Minister

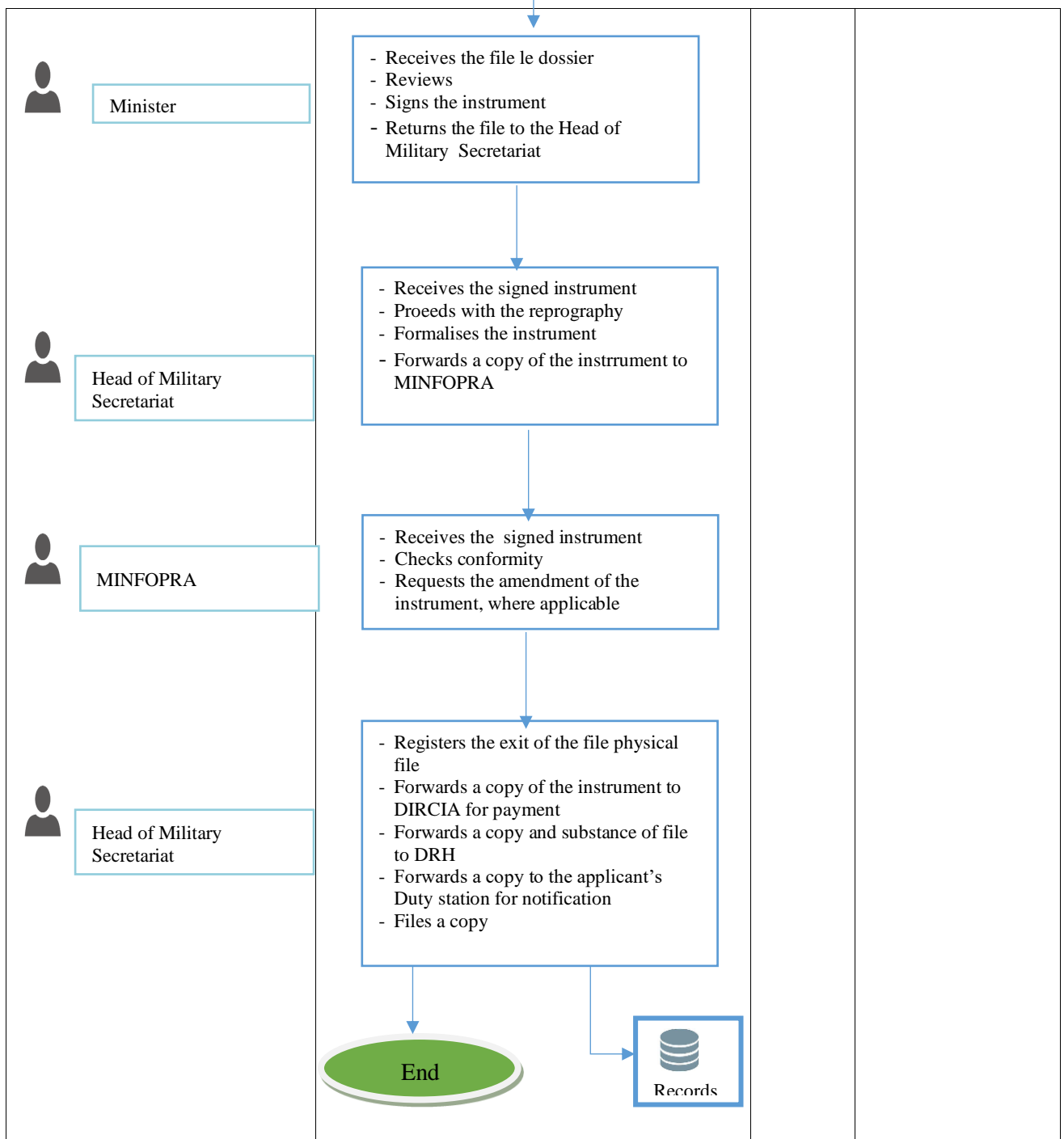
DELIVERY METHOD: notification/collection

QUALITY SUPERVISOR: the Director of Human Resources

PROCESSING

DEPARTMENT OF HUMAN RESOURCES	PROCEDURE No. 09/MINDEF/DRH/PPC/I <u>BONUS IN INCREMENTAL POSITION FOR A CONTRACT EMPLOYEE</u>	Procedure start date: 2022	
		Procedure Version:	
		Deadline	Page
<i>Intervening parties</i>	<i>Stages</i>		<i>Handling rules</i>
<p> Applicant</p> <p> Head of Duty Station/Assignment Unit</p> <p> DRH</p> <p> Head of Personnel Movement Service</p> <p> Head of Civilian Personnel Management Bureau</p> <p> Head of Personnel Movement Service</p> <p> DRH</p>	<p style="text-align: center;">Beginning</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Submits the file at the Duty station</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">- Receives the file - Registers the entry of the physical file - Forwards the file to DRH through hierarchy</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">- Receives the physical file - Reviews the physical file - Assigns the physical file</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">- Receives the physical file - Reviews the physical file - Assigns the physical file</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">- Receives the physical file - Reviews the file - Initials the draft instrument - Prints the forwarding slip - Forwards the physical file</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">- Receives the physical file - Reviews the physical file - Initiates the draft instrument - Prints the forwarding slip - Forwards the physical file</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">- Receives the physical file - Initials the draft instruments - Forwards the physical file</p> <p style="text-align: center;">↓</p>		<p>R1 : Check file's compliance</p> <p>R2 : Ensure the procedure is lawful:</p> <p>R3 : Check the eligibility of the applicant</p>





VOLUME III

DISCIPLINE

PROCEDURES DE DISCIPLINE

1. WARNING TO A STATE EMPLOYEE GOVERNED BY THE LABOUR CODE
2. WRITTEN WARNING TO A CIVIL SERVANT
3. REPRIMAND TO A STATE EMPLOYEE GOVERNED BY THE LABOUR CODE
4. REPRIMAND TO BE RECORDED IN THE FILE TO A CIVIL SERVANT
5. SUSPENSION FROM ONE TO EIGHT DAYS OF A STATE EMPLOYEE GOVERNED BY THE LABOUR CODE
6. DEFERMENT ON INCREMENT FOR ONE YEAR
7. REDUCTION IN ONE OR AT LEAST TWO INCREMENTAL POSITIONS
8. REDUCTION IN CLASS

PROCEDURE No. 01/MINDEF/DRH/PDC/ I
**WARNING TO A STATE EMPLOYEE GOVERNED BY THE LABOUR
CODE**

TITLE OF THE INSTRUMENT: Warning letter

INITIATOR OF THE PROCEDURE: Administration

INITIATING ENTITY: Civilian Personnel Management Bureau

PLACE OF SUBMISSION OF FILE: N/A

REFERENCE INSTRUMENTS:

- 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. 75/459 of 26 June 1975 to determine the remuneration of civil and military personnel of the Republic of Cameroon, as modified and supplemented by Decree No. 79/69 of March 1979;
- Decree No. 78/484 of 9 November 1978 to lay down the common provisions applicable to State employees governed by the Labour Code, as amended and supplemented by Decree No. 82-100 of 3 March 1982;
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- 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. 2018/190 of 02 March 2018 amending and supplementing some provisions of Decree No. 2011/408 of 09 December 2011 to organize the Government.

REQUIREMENTS:

- having established that the State employee governed by the Labour Code has failed to fulfil his professional duties.

CONSTITUTION OF FILE:

❖ *Required document:* N/A

❖ *Reference documents:*

- written query;
- written explanations from the respondent on the alleged facts;
- any document relating to the alleged offences against the respondent;
- any other supporting documents required for file review.

DEADLINE: ten (10) days

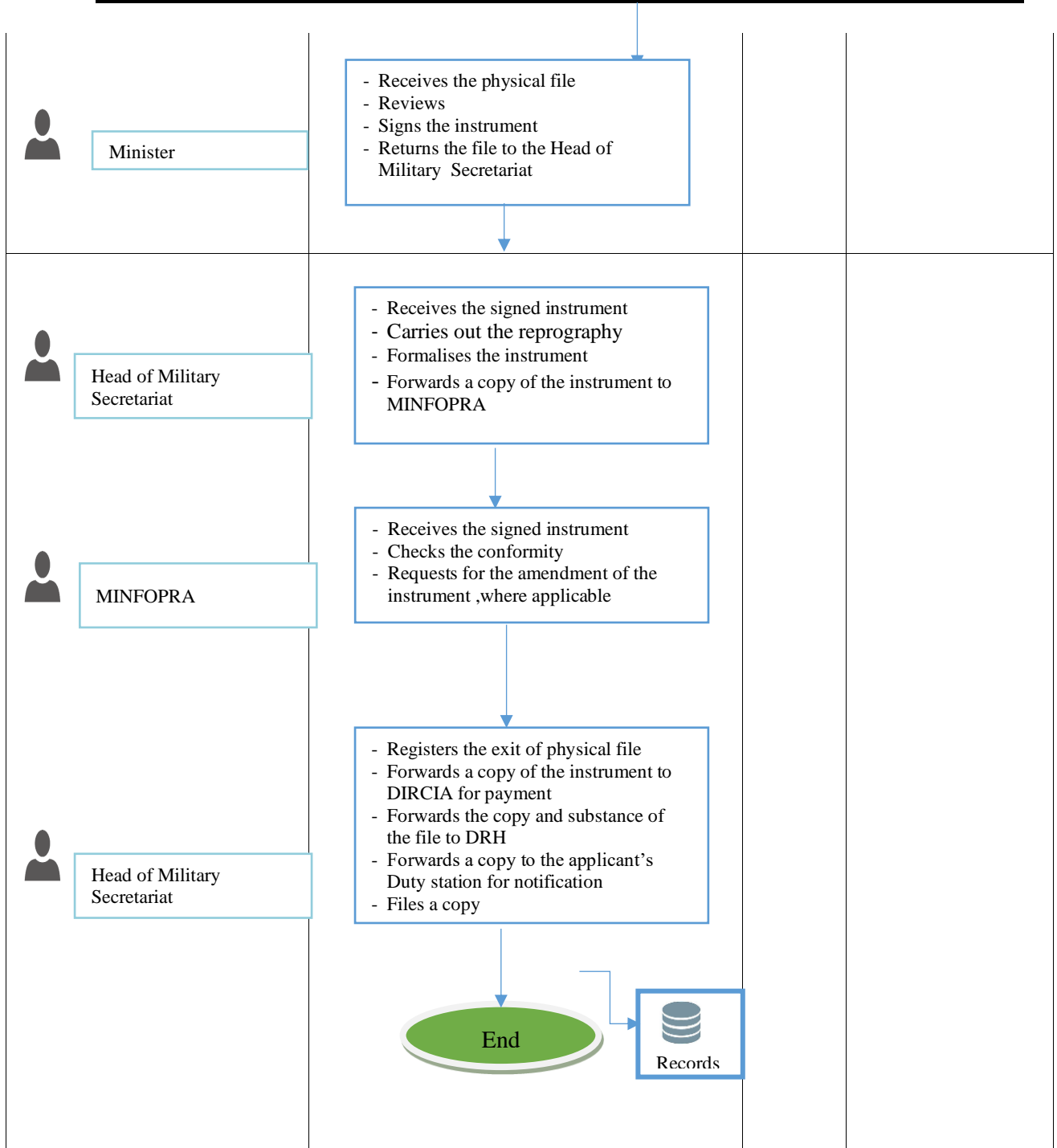
SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: notification/collection

QUALITY SUPERVISOR: the Director of Human Resources

PROCESSING :

DEPARTMENT OF HUMAN RESOURCES	PROCEDURE NO.01/MINDEF/DRH/PDCI/ <u>WARNING TO A STATE EMPLOYEE GOVERNED BY THE LABOUR CODE</u>	Procedure start date: 2022	
		Procedure Version:	
		Deadline	Page
<i>Intervening parties</i>	<i>Stages</i>		<i>Handling rules</i>
<p>Head of Duty Station/Assignment Unit who noticed the misconduct</p> <p>DRH</p> <p>Head of Personnel Movement Service</p> <p>Head of Civilian Personnel Management Bureau</p> <p>Head of Personnel Movement Service</p> <p>DRH</p>	<p>Beginning</p> <ul style="list-style-type: none"> - Constate la faute - Initiates the applicant’s disciplinary file - Initiates a forwarding slip/letter - Forwards the file to DRH through hierarchy <ul style="list-style-type: none"> - Receives the physical file - Reviews the physical file - Assigns the physical file <ul style="list-style-type: none"> - Receives the physical file - Reviews the physical file - Assigns the physical file <ul style="list-style-type: none"> - Receives the physical file - Reviews the physical file - Initiates the draft instrument - Forwards <ul style="list-style-type: none"> - Receives the physical file - Initials the draft instrument - Forwards the physical file <ul style="list-style-type: none"> - Receives the physical file - Issues his notice - Initials the draft instrument - Forwards the file 		<p>R1 : Check file’s compliance</p> <p>R2 : Ensure the procedure is lawful</p>



**PROCEDURE No.02/MINDEF/DRH/PDC/I
WRITTEN WARNING TO A CIVIL SERVANT**

TITLE OF THE INSTRUMENT: Warning letter

INITIATOR OF THE PROCEDURE: Administration

INITIATING ENTITY: Civilian Personnel Management Bureau

PLACE OF SUBMISSION OF FILE: N/A

REFERENCE INSTRUMENTS:

- The Constitution ;
- 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. 75/459 of 26 June 1975 to determine the remuneration of civil and military personnel of the Republic of Cameroon, as modified and supplemented by Decree No. 79/69 of March 1979;
- Decree No. 78/484 of 9 November 1978 to lay down the common provisions applicable to State employees governed by the Labour Code, as amended and supplemented by Decree No. 82-100 of 3 March 1982;
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- 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. 2018/190 of 02 March 2018 amending and supplementing some provisions of Decree No. 2011/408 of 09 December 2011 to organize the Government.

REQUIREMENTS:

- be a civil servant;
- have failed to fulfil professional duties.

CONSTITUTION OF FILE:

❖ **Required document:** N/A

❖ **Reference documents:**

- written query;
- written explanations from the respondent on the alleged facts;
- any document relating to the alleged offences against the respondent;
- any other supporting documents required for file review.

DEADLINE: ten (10) days

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: notification/collection

QUALITY SUPERVISOR: the Director of Human Resources

PROCESSING : cf CIRCUIT : PROCEDURE No.01/MINDEF/DRH/PDC/I
WARNING TO A STATE EMPLOYEE GOVERNED BY THE LABOUR CODE

PROCEDURE No. 03/MINDEF/DRH/PDC/I
REPRIMAND TO A STATE EMPLOYEE GOVERNED BY THE LABOUR
CODE

TITLE OF THE INSTRUMENT: Decision to reprimand a State employee governed by the labour code

INITIATOR OF THE PROCEDURE: Administration

INITIATING ENTITY: Civilian Personnel Management Bureau

PLACE OF SUBMISSION OF FILE: N/A

REFERENCE INSTRUMENTS:

- The Constitution ;
- 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. 75/459 of 26 June 1975 to determine the remuneration of civil and military personnel of the Republic of Cameroon, as modified and supplemented by Decree No. 79/69 of March 1979;
- Decree No. 78/484 of 9 November 1978 to lay down the common provisions applicable to State employees governed by the Labour Code, as amended and supplemented by Decree No. 82-100 of 3 March 1982;
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- 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. 2018/190 of 02 March 2018 amending and supplementing some provisions of Decree No. 2011/408 of 09 December 2011 to organize the Government.

REQUIREMENTS:

- be a State employee governed by the Labour Code;
- have failed to fulfil professional duties ;
- have already received a warning.

CONSTITUTION OF FILE:

- ❖ **Required document:** N/A
- ❖ **Reference documents:**
 - written query;
 - written explanations from the respondent on the alleged facts;
 - warning letter;
 - any document relating to the alleged offences against the respondent;
 - any other document required for the file review.

DEADLINE: ten (10) days

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: notification/collection

QUALITY SUPERVISOR: the Director of Human Resources

PROCESSING : cf CIRCUIT : **PROCEDURE No.01/MINDEF/DRH/PDC/I**
WARNING TO A STATE EMPLOYEE GOVERNED BY THE LABOUR CODE

PROCEDURE No. 04/MINDEF/DRH/PDC/I
REPRIMAND TO BE RECORDED IN THE FILE TO A CIVIL SERVANT

TITLE OF THE INSTRUMENT: Decision to reprimand a civil servant and to be recorded in the file

INITIATOR OF THE PROCEDURE: Administration

INITIATING ENTITY DU PROJET D'ACTE : Civilian Personnel Management Bureau

PLACE OF SUBMISSION OF FILE: N/A

REFERENCE INSTRUMENTS:

- The Constitution ;
- 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. 75/459 of 26 June 1975 to determine the remuneration of civil and military personnel of the Republic of Cameroon, as modified and supplemented by Decree No. 79/69 of March 1979;
- Decree No. 78/484 of 9 November 1978 to lay down the common provisions applicable to State employees governed by the Labour Code, as amended and supplemented by Decree No. 82-100 of 3 March 1982;
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- 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. 2018/190 of 02 March 2018 amending and supplementing some provisions of Decree No. 2011/408 of 09 December 2011 to organize the Government.

REQUIREMENTS:

- be a civil servant;
- have failed to fulfil professional duties ;
- have already received a written warning.

CONSTITUTION OF FILE:

** Required documents:* N/A

** Reference documents:*

- written query;
- written explanations from the respondent on the alleged facts;
- Warning letter;
- any document relating to the alleged offences against the respondent;
- any other document required for the file review.

DEADLINE: ten (10) days

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: notification/collection

QUALITY SUPERVISOR: the Director of Human Resources

PROCESSING : cf **CIRCUIT** : **PROCEDURE No.01/MINDEF/DRH/PDC/I**

WARNING TO A STATE EMPLOYEE GOVERNED BY THE LABOUR CODE

PROCEDURE No. 05/MINDEF/DRH/PDC/1
**SUSPENSION FROM ONE TO EIGHT DAYS OF STATE EMPLOYEE
GOVERNED BY THE LABOUR CODE**

TITLE OF THE INSTRUMENT: Decision to impose suspension

INITIATOR OF THE PROCEDURE: Administration

INITIATING ENTITY/DU PROJET D'ACTE : Civilian Personnel Management Bureau

PLACE OF SUBMISSION OF FILE: N/A

REFERENCE INSTRUMENTS:

- The Constitution ;
- 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. 75/459 of 26 June 1975 to determine the remuneration of civil and military personnel of the Republic of Cameroon, as modified and supplemented by Decree No. 79/69 of March 1979;
- Decree No. 78/484 of 9 November 1978 to lay down the common provisions applicable to State employees governed by the Labour Code, as amended and supplemented by Decree No. 82-100 of 3 March 1982;
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- 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. 2018/190 of 02 March 2018 amending and supplementing some provisions of Decree No. 2011/408 of 09 December 2011 to organize the Government.

REQUIREMENTS:

- be a State employee governed by the Labour Code;
- have failed to fulfil professional duties ;
- having already received a reprimand.

CONSTITUTION OF FILE:

* **Required document:** N/A

* **Reference documents:**

- written query;
- written explanations from the respondent on the alleged facts;
- decision to reprimand the concerned employee;
- any document relating to the alleged offences against the respondent;
- any other document required for the file review.

DEADLINE: ten (10) days

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: notification/collection

QUALITY SUPERVISOR: the Director of Human Resources

PROCESSING : cf CIRCUIT : PROCEDURE No.01/MINDEF/DRH/PDC/I
WARNING TO A STATE EMPLOYEE GOVERNED BY THE LABOUR CODE

PROCEDURE No. 06/MINDEF/DRH/PDC/ I
DEFERMENT ON INCREMENT FOR ONE YEAR

TITLE OF THE INSTRUMENT: Order to impose a one year deferment on increment.

INITIATOR OF THE PROCEDURE: Administration

INITIATING ENTITY: Civilian Personnel Management Bureau

PLACE OF SUBMISSION OF FILE: N/A

REFERENCE INSTRUMENTS:

- The Constitution;
- 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. 78/484 of 9 November 1978 to lay down the common provisions applicable to State employees governed by the Labour Code, as amended and supplemented by Decree No. 82-100 of 3 March 1982;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration of civil and military personnel of the Republic of Cameroon, as modified and supplemented by Decree No. 79/69 of March 1979;
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- 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. 2018/190 of 02 March 2018 amending and supplementing some provisions of Decree No. 2011/408 of 09 December 2011 to organize the Government.

REQUIREMENT: have failed to fulfil professional duties.

CONSTITUTION OF FILE:

* *Required document:* N/A

* *Reference documents:*

- written query;
- written explanations from the respondent on the alleged facts;
- any document relating to the alleged offences against the respondent;
- any other document required for the file review.

DEADLINE: five (05) days

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: notification/collection

QUALITY SUPERVISOR: the Director of Human Resources

PROCESSING: cf CIRCUIT : PROCEDURE No.01/MINDEF/DRH/PDC/I
WARNING TO A STATE EMPLOYEE GOVERNED BY THE LABOUR CODE

PROCEDURE No. 07/MINDEF/DRH/PDC/I
REDUCTION IN ONE OR AT LEAST TWO INCREMENTAL POSITIONS

TITLE OF THE INSTRUMENT: Order to reduce one or at least two incremental positions

INITIATOR OF THE PROCEDURE: Administration

INITIATING ENTITY: Civilian Personnel Management Bureau

PLACE OF SUBMISSION OF FILE: N/A

REFERENCE INSTRUMENTS:

- The Constitution;
- 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. 78/484 of 9 November 1978 to lay down the common provisions applicable to State employees governed by the Labour Code, as amended and supplemented by Decree No. 82-100 of 3 March 1982;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration of civil and military personnel of the Republic of Cameroon, as modified and supplemented by Decree No. 79/69 of March 1979;
- Decree No. 75/791 of 18 December 1975 to lay down salary index scale for senior civil servants in Cameroon;
- Decree No. 94/199 of 7 October 1994 to lay down General Rules and Regulations of Public service, as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- 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. 2018/190 of 02 March 2018 amending and supplementing some provisions of Decree No. 2011/408 of 09 December 2011 to organize the Government.

REQUIREMENT: have failed to fulfil professional duties.

CONSTITUTION OF FILE:

* **Required document:** N/A

* **Reference documents:**

- written query;
- written explanations from the respondent on the alleged facts;
- any document relating to the alleged offences against the respondent;
- any other document required for file review.

DEADLINE: thirty (30) days

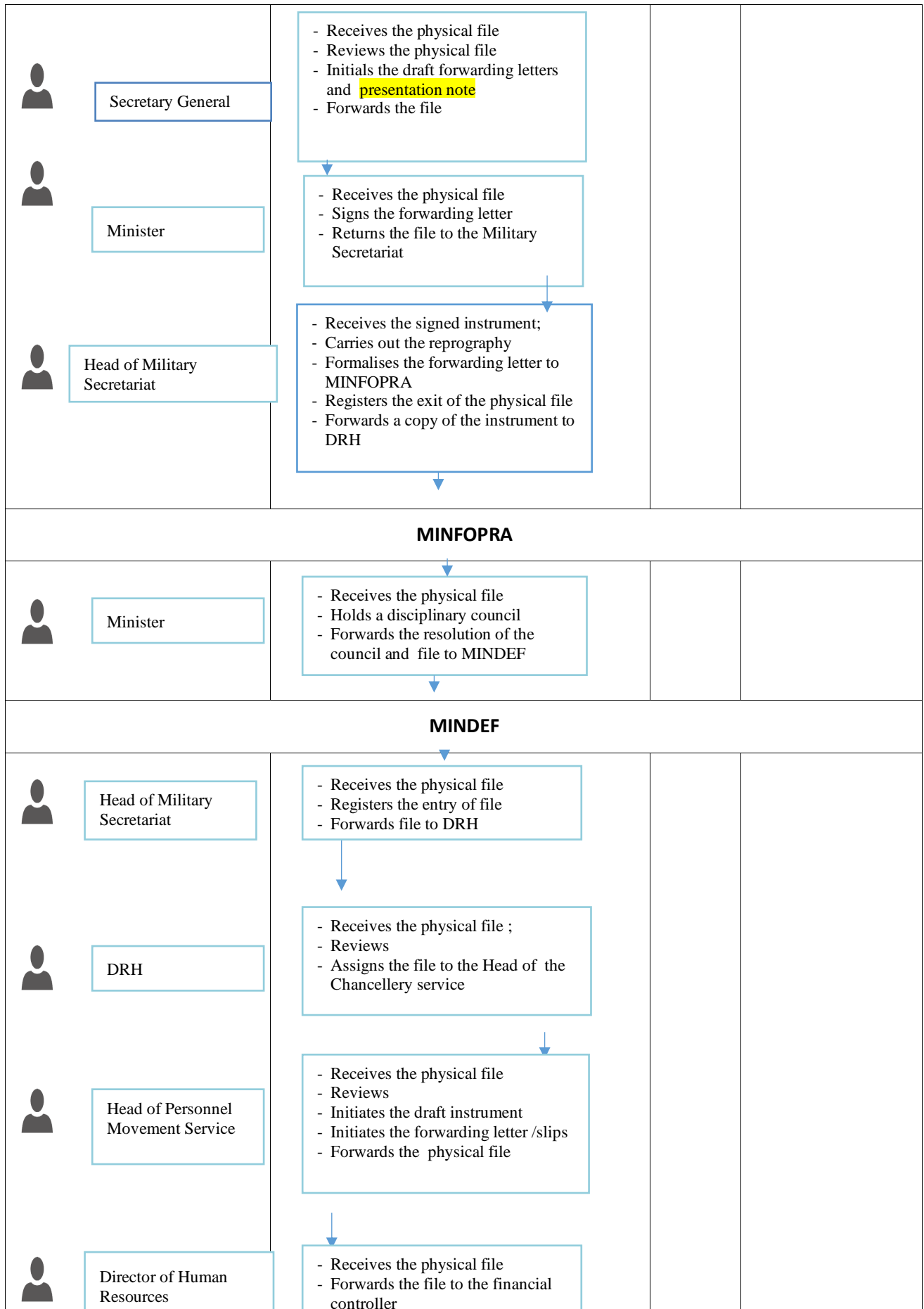
SIGNATORY OF THE DOCUMENT: the Minister

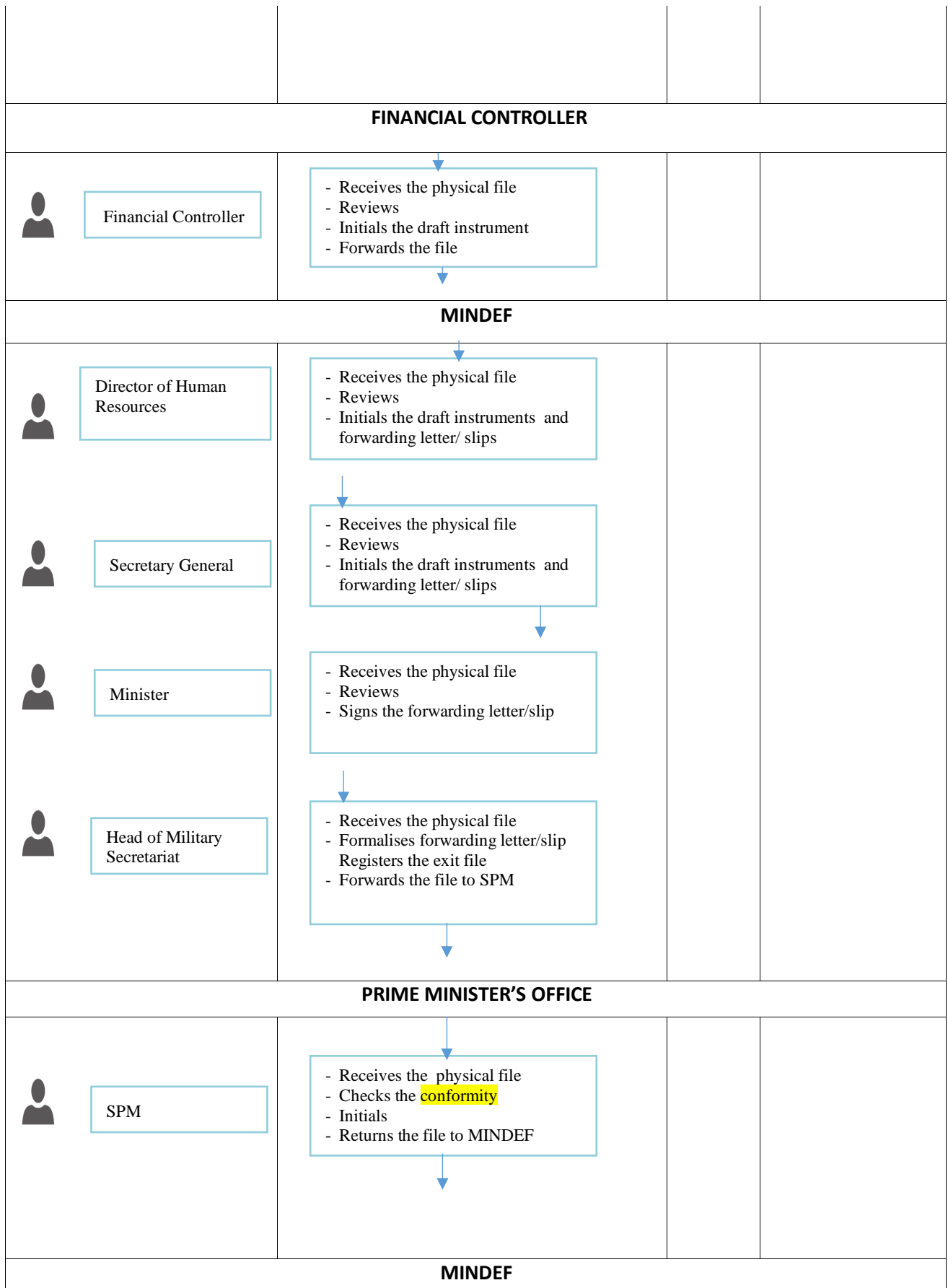
DELIVERY METHOD: notification/collection

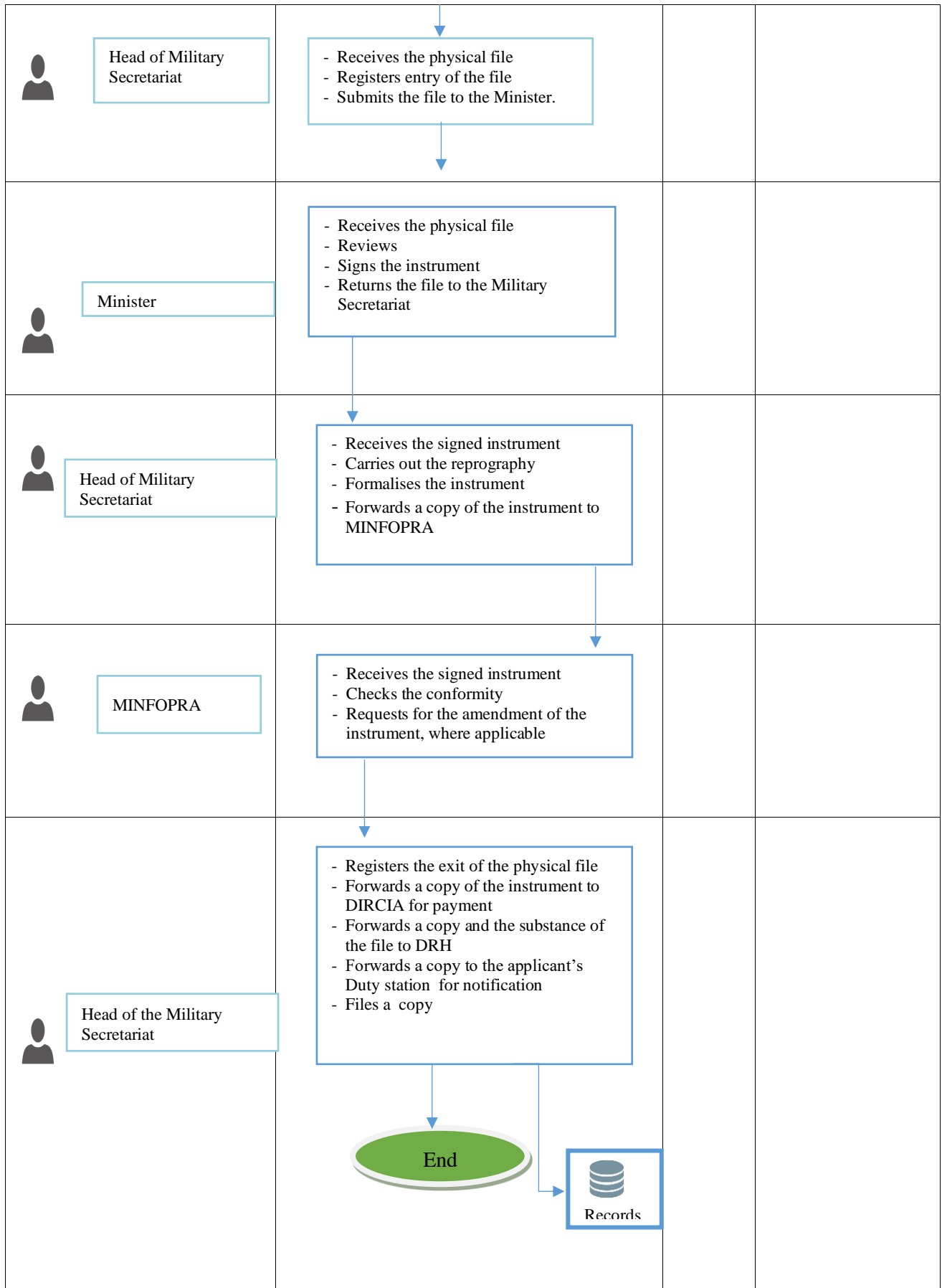
QUALITY SUPERVISOR: the Director of Human Resources

PROCESSING

DEPARTMENT OF HUMAN RESOURCES	PROCEDURE NO.07 /MINDEF/DRH/PDC/I REDUCTION IN ONE OR AT LEAST TWO INCREMENTAL POSITIONS	Procedure start date: 2022	
		Procedure Version:	
		Deadline	Page
<i>Intervening parties</i>	<i>Stages</i>		<i>Handling rules</i>
<p>Head of Duty Station/Assignment Unit who noticed the misconduct</p> <p>DRH</p> <p>Head of Personnel Movement Service</p> <p>Head of Civilian Personnel Management Bureau</p> <p>Head of Personnel Movement Service</p> <p>DRH</p>	<p>Beginning</p> <ul style="list-style-type: none"> - Notices the misconduct - Initiates the applicant's disciplinary file - Initiates a forwarding slip/letter - Forwards the file to DRH through hierarchy <ul style="list-style-type: none"> - Receives the physical file - Reviews the physical file - Assigns the physical file <ul style="list-style-type: none"> - Receives the physical file - Reviews - Assigns the physical file. <ul style="list-style-type: none"> - Receives the physical file ; - Reviews the physical file ; - Questions the accused - Writes a report proceeding - Initiates the presentation note and the draft forwarding letters to MINFOPRA <ul style="list-style-type: none"> - Receives the physical file - Initials the draft forwarding letters and presentation note - Forwards the physical file <ul style="list-style-type: none"> - Receives the physical file - Reviews - Initials the draft forwarding letters and presentation note - Forwards the file 		<p>R1 : Check file's compliance</p> <p>R2 : Ensure the procedure is lawful</p>







PROCEDURE No. 08/MINDEF/DRH/PDC/I
REDUCTION IN CLASS

TITLE OF THE INSTRUMENT: Order to impose a reduction in class

INITIATOR OF THE PROCEDURE: Administration

INITIATING ENTITY: Civilian Personnel Management Bureau

PLACE OF SUBMISSION OF FILE: N/A

REFERENCE INSTRUMENTS:

- The Constitution;
- Finance Law of the Republic of Cameroon for the current financial year;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration of civil and military personnel of the Republic of Cameroon, as modified and supplemented by Decree No. 79/69 of March 1979;
- Decree No. 75/791 of 18 December 1975 regulating the special status of civil servants of the Labour and Social Security;
- Decree No. 94/199 of 7 October 1994 to lay down General Rules and Regulations of Public service, as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- 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. 2018/190 of 02 March 2018 amending and supplementing some provisions of Decree No. 2011/408 of 09 December 2011 to organize the Government.

REQUIREMENTS:

- be a civil servant;
- have failed to fulfil professional duties.

CONSTITUTION OF FILE:

* *Required document:* N/A

* *Reference documents:*

- written query;
- written explanations from the respondent on the alleged facts;
- any document relating to the alleged offences against the respondent;
- any other document required for file review.

DEADLINE: thirty (30) days

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: notification/collection

QUALITY SUPERVISOR: the Director of Human Resources

PROCESSING : cf CIRCUIT : PROCEDURE No.07/MINDEF/DRH/PDC/I

WARNING TO A STATE EMPLOYEE GOVERNED BY THE LABOUR CODE

VOLUME IV

PENSIONS

PROCEDURES FOR PENSIONS

A. PENSIONS GRANTED TO CATEGORY “A” CIVIL SERVANTS

1. EARLY RETIREMENT AND PAYMENT OF PENSION TO A CATEGORY “A” CIVIL SERVANT
2. GRANTING QUINTUPLED DEATH BENEFITS TO RIGHTFUL CLAIMANTS OF A CATEGORY “A” CIVIL SERVANT
3. GRANTING QUINTUPLED DEATH BENEFITS AND REIMBURSEMENT OF PENSION DEDUCTIONS TO RIGHTFUL CLAIMANTS OF A CATEGORY “A” CIVIL SERVANT
4. RETIREMENT AND PAYMENT OF PENSION TO A CATEGORY “A” CIVIL SERVANT
5. REIMBURSEMENT OF PENSION DEDUCTIONS TO A CATEGORY “A” CIVIL SERVANT

PROCEDURES FOR PENSIONS

6. GRANTING DEATH BENEFITS AND REVERSIONARY PENSION TO RIGHTFUL CLAIMANTS OF A CATEGORY “A” CIVIL SERVANT
7. GRANTING DEATH BENEFITS AND REIMBURSEMENT OF PENSION DEDUCTIONS TO RIGHTFUL CLAIMANTS OF A CATEGORY “A” CIVIL SERVANT
8. GRANTING REVERSIONARY PENSION TO RIGHTFUL CLAIMANTS OF A CATEGORY “A” CIVIL SERVANT
9. GRANTING DISABILITY PENSION TO A CATEGORY “A” CIVIL SERVANT
10. RESIGNATION OF A CATEGORY “A” CIVIL SERVANT AND REIMBURSEMENT OF PENSION DEDUCTIONS

B. PENSIONS GRANTED TO CATEGORY “B/C/D” CIVIL SERVANTS

11. GRANTING QUINTUPLED DEATH BENEFITS TO RIGHTFUL CLAIMANTS OF A CATEGORY “B/C/D” CIVIL SERVANT
12. GRANTING QUINTUPLED DEATH BENEFITS AND REIMBURSEMENT OF PENSION DEDUCTIONS TO RIGHTFUL CLAIMANTS OF A CATEGORY “B/C/D” CIVIL SERVANT
13. EARLY RETIREMENT AND PAYMENT OF PENSION TO A CATEGORY “B/C/D” CIVIL SERVANT
14. RETIREMENT AND PAYMENT OF PENSION TO A CATEGORY “B/C/D” CIVIL SERVANT
15. REIMBURSEMENT OF PENSION DEDUCTIONS TO A CATEGORY “B/C/D” CIVIL SERVANT
16. GRANTING DEATH BENEFITS AND REVERSIONARY PENSION TO RIGHTFUL CLAIMANTS OF A CATEGORY “B/C/D” CIVIL SERVANT
17. GRANTING DEATH BENEFITS AND REIMBURSEMENT OF PENSION DEDUCTIONS TO RIGHTFUL CLAIMANTS OF A CATEGORY “B/C/D” CIVIL SERVANT
18. GRANTING REVERSIONARY PENSION TO RIGHTFUL CLAIMANTS OF A CATEGORY “A” CIVIL SERVANT
19. GRANTING DISABILITY PENSION TO A CATEGORY “B/C/D” CIVIL SERVANT
20. RESIGNATION OF A CATEGORY “B/C/D” CIVIL SERVANT AND REIMBURSEMENT OF PENSION DEDUCTIONS

C. PENSIONS GRANTED TO CONTRACT EMPLOYEES

21. RETIREMENT AND GRANTING OF OLD-AGE PENSION TO A CONTRACT EMPLOYEE
22. GRANTING OF OLD-AGE PENSION TO A CONTRACT EMPLOYEE
23. GRANTING DEATH ALLOWANCE AND SURVIVOR’S ALLOWANCE TO RIGHTFUL CLAIMANTS OF A CONTRACT EMPLOYEE
24. GRANTING DEATH ALLOWANCE AND SURVIVOR’S PENSION TO RIGHTFUL CLAIMANTS OF A CONTRACT EMPLOYEE

PROCEDURES FOR PENSIONS

25. GRANTING DISABILITY PENSION TO A CONTRACT EMPLOYEE
26. TERMINATION OF EMPLOYMENT CONTRACT AND REIMBURSEMENT OF PENSION CONTRIBUTIONS TO A CONTRACT EMPLOYEE

D. PENSIONS GRANTED TO EMPLOYEES RECRUITED ON THE BASIS OF A DECISION

27. GRANTING DEATH ALLOWANCE AND SURVIVOR'S ALLOWANCE TO RIGHTFUL CLAIMANTS OF AN EMPLOYEE RECRUITED ON THE BASIS OF A DECISION AND DECEASED IN ACTIVE DUTY
28. GRANTING DISABILITY PENSION TO EMPLOYEES RECRUITED ON THE BASIS OF A DECISION
29. RESIGNATION OF AN EMPLOYMENT RECRUITED ON THE BASIS OF A DECISION AND REIMBURSEMENT OF PENSION CONTRIBUTIONS
30. GRANTING DEATH ALLOWANCE AND SURVIVOR'S PENSION TO RIGHTFUL CLAIMANTS OF AN EMPLOYEE RECRUITED ON THE BASIS OF A DECISION
31. GRANTING DEATH ALLOWANCE AND SURVIVOR'S PENS GRANTING OLD-AGE PENSION TO AN EMPLOYEE RECRUITED ON THE BASIS OF A DECISION
32. GRANTING DEATH ALLOWANCE AND SURVIVOR'S PENS GRANTING OLD-AGE ALLOWANCE TO AN EMPLOYEE RECRUITED ON THE BASIS OF A DECISION

**PENSIONS:
CATEGORY “A” CIVIL SERVANT**

PROCEDURE No. 01/MINDEF/DAAR/PPC/I
**EARLY RETIREMENT AND PAYMENT OF PENSION FOR A
CATEGORY “A” CIVIL SERVANT**

TITLE OF THE INSTRUMENT: Order to grant early retirement and pension to a category “A” civil servant.

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Pensions Service

PLACE OF SUBMISSION OF FILE: Duty station

REFERENCE INSTRUMENTS:

- The Constitution;
- Finance Law of the Republic of Cameroon for the current financial year;
- Decree No. 74/759 of 26 August 1974 on the organization of civil pensions together with all the amendments thereto;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration of civil and military personnel of the Republic of Cameroon, as modified and supplemented by Decree No. 79/69 of March 1979;
- Decree No. 75/791 of 18 December 1975 regulating the special status of civil servants of the Labour and Social Security;
- Decree No. 77/41 of 03 February 1977 to lay down the attributions and organization of financial controls;
- Decree No. 94/199 of 7 October 1994 to lay down General Rules and Regulations of Public service, as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- Decree No. 2011/408 of 09 December 2011 to organize the Government, as amended and supplemented by Decree No. 2018/190 of 02 March 2018;
- 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 organize the Government;
- 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. 2012/537 of 19 November 2012 to organize the Ministry of the Public Service and Administrative Reform;
- Decree No.to lay down special rules and regulations governing the Corps concerned;
- Decree No. 2020/802 of 30 December 2020 to harmonize the retirement age of civil servants;
- Order no. 236/CAB/PR of 09 November 1978 laying down the procedure for granting civil and military pensions, life annuities, death benefits and allowances;
- Circular of the Ministry of Finance on the Instruction relating to the Execution of the Finance Laws, the Monitoring and Control of the Execution of the Budgets of the

State, Regional and Local Authorities and Other Public Entities for the current fiscal year.

REQUIREMENTS:

- be a category “A” civil servant;
- have been in active service for at least 15 years;
- have not reached the statutory age limit laid down by the general or special rules and regulations governing the Public Service.

CONSTITUTION OF FILE:

* **Required documents:**

- stamped application at the current rate addressed to the Minister;
- attestation of cessation of service;
- school attendance certificate for minor children or medical certificate for disabled children, where applicable;
- children collective life certificate, where applicable ;
- residence certificate.

* **Reference documents:**

- record of service;
- copy of marriage certificate(s), where applicable;
- absorption instrument;
- last advancement instrument;
- formal notice of MINFOPRA ;
- reclassification and advancement in grade by selection, where applicable.









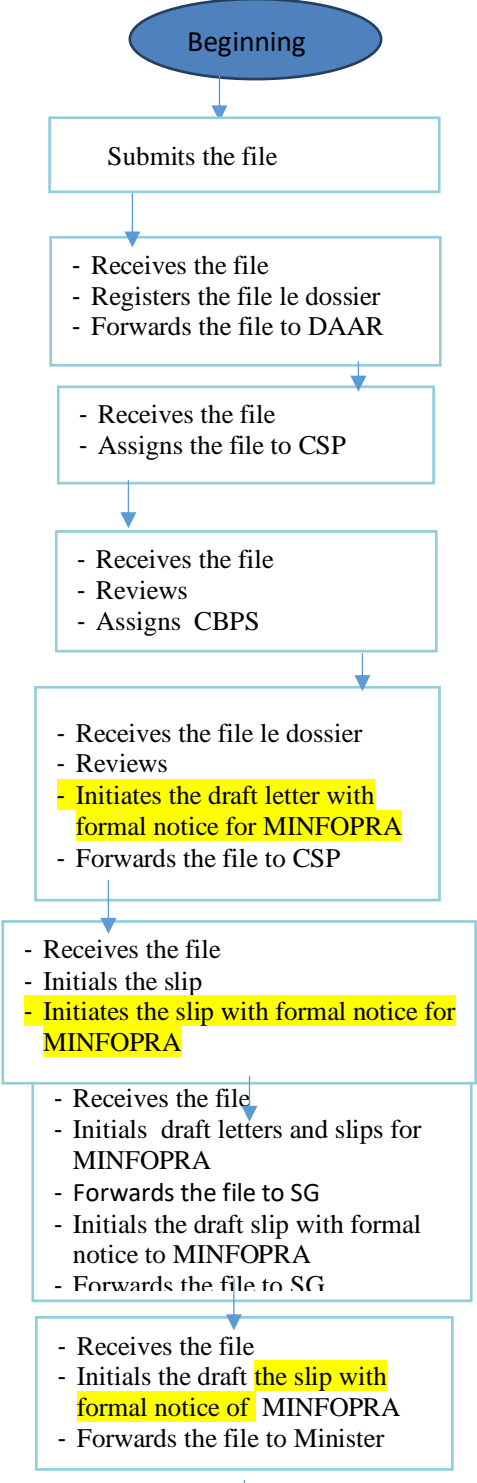
DEADLINE: sixty (60) days

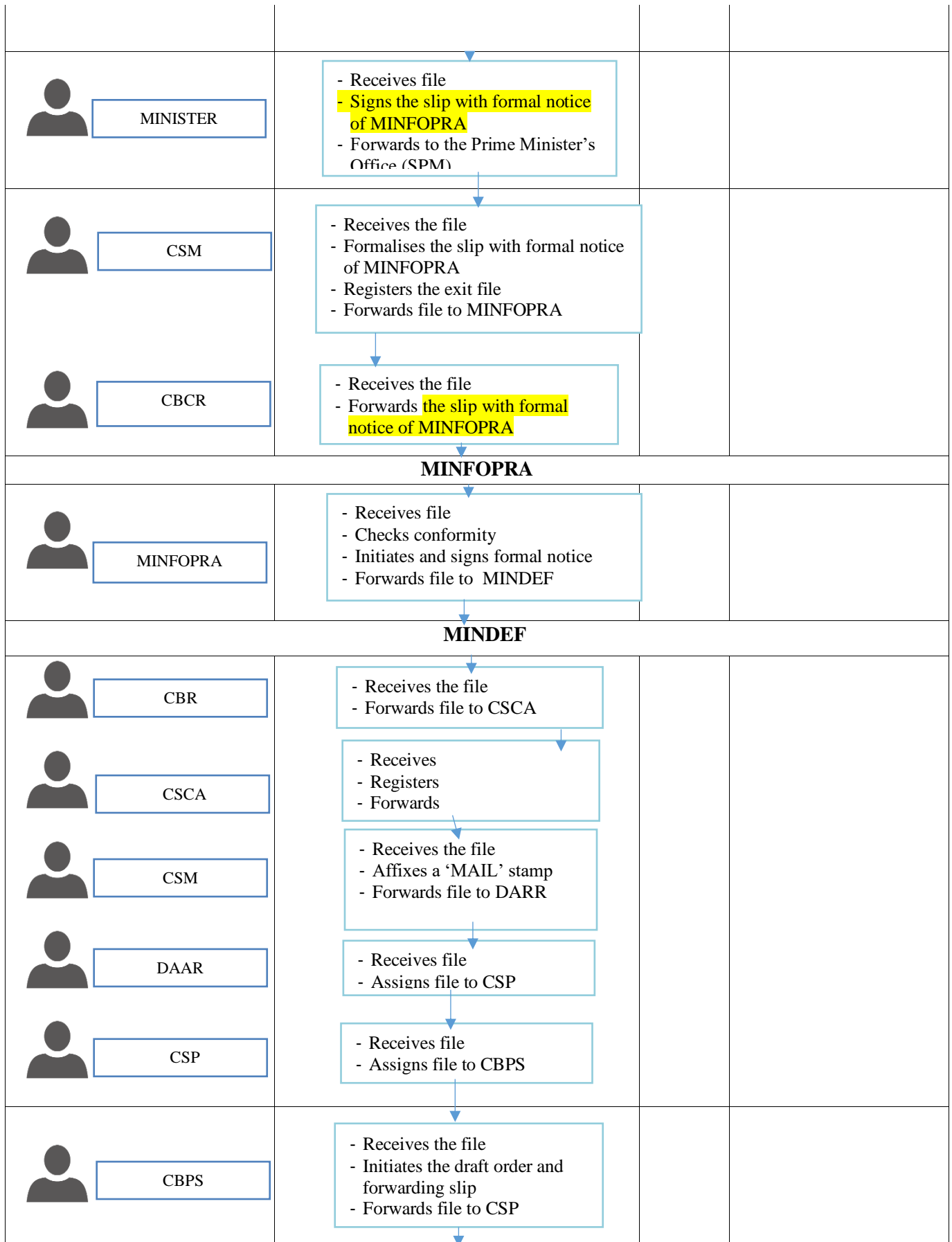
SIGNATORY OF THE DOCUMENT: the Minister

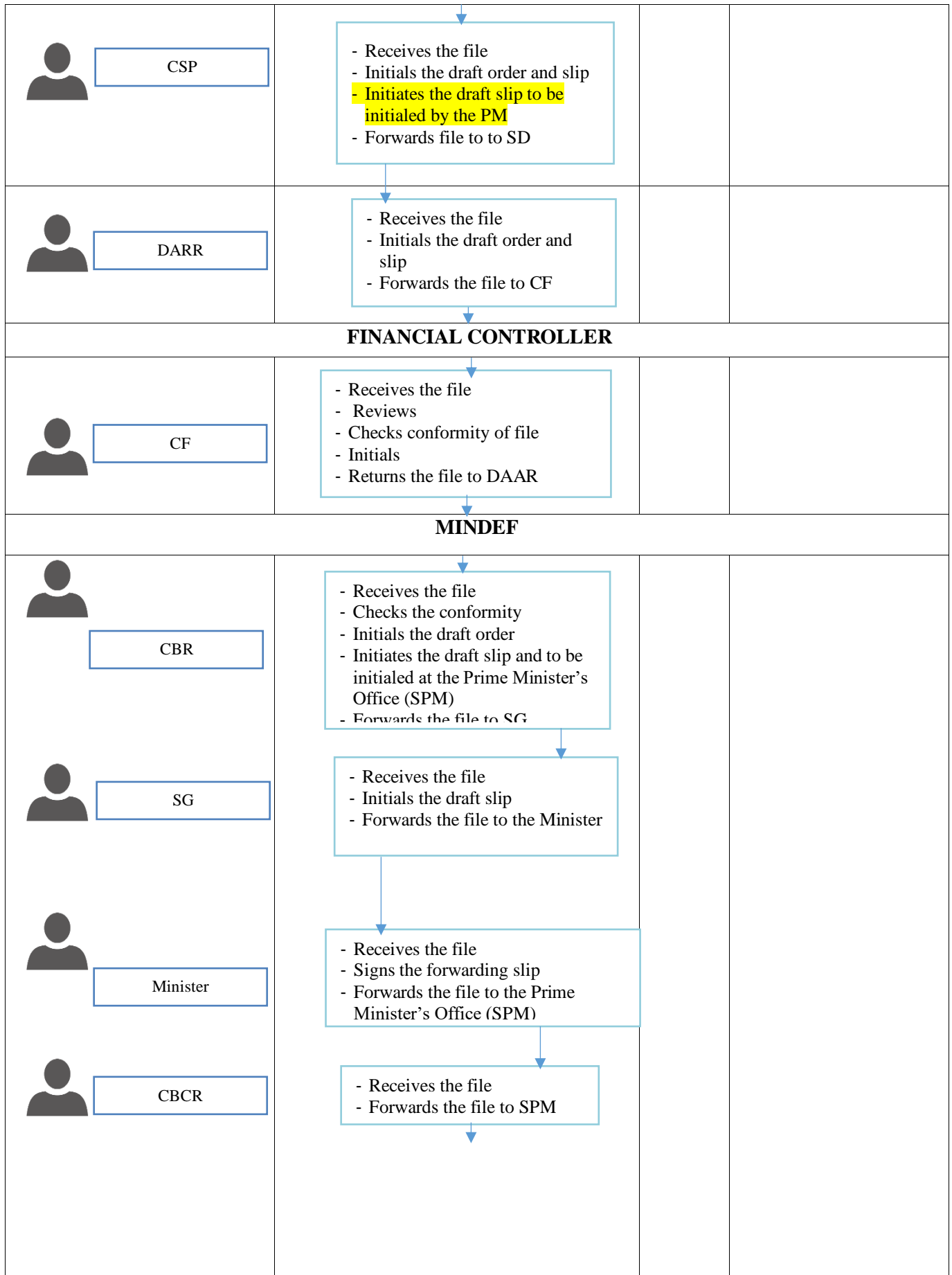
DELIVERY METHOD: notification

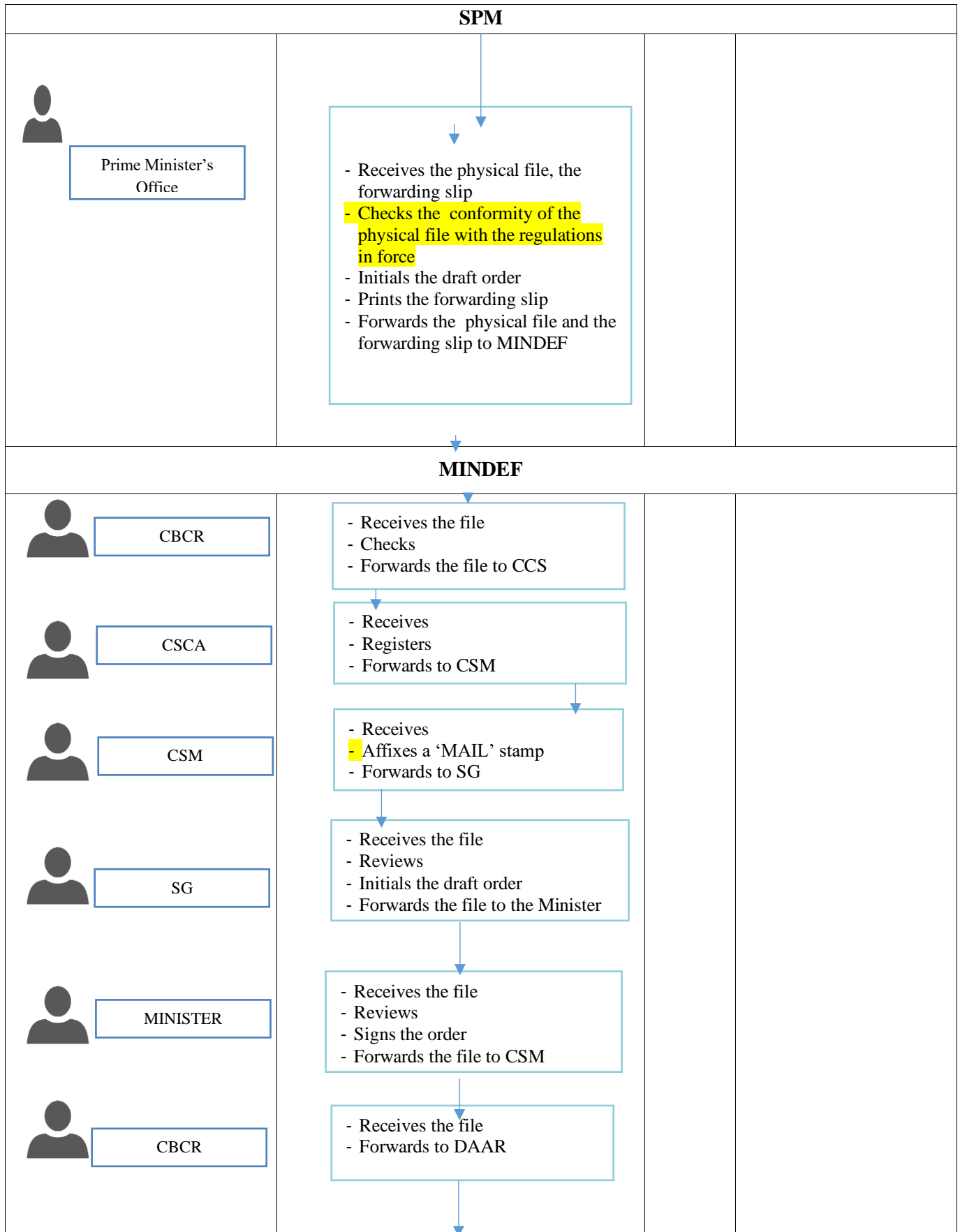
QUALITY SUPERVISOR: the Director of Administrative and Regulatory Affairs

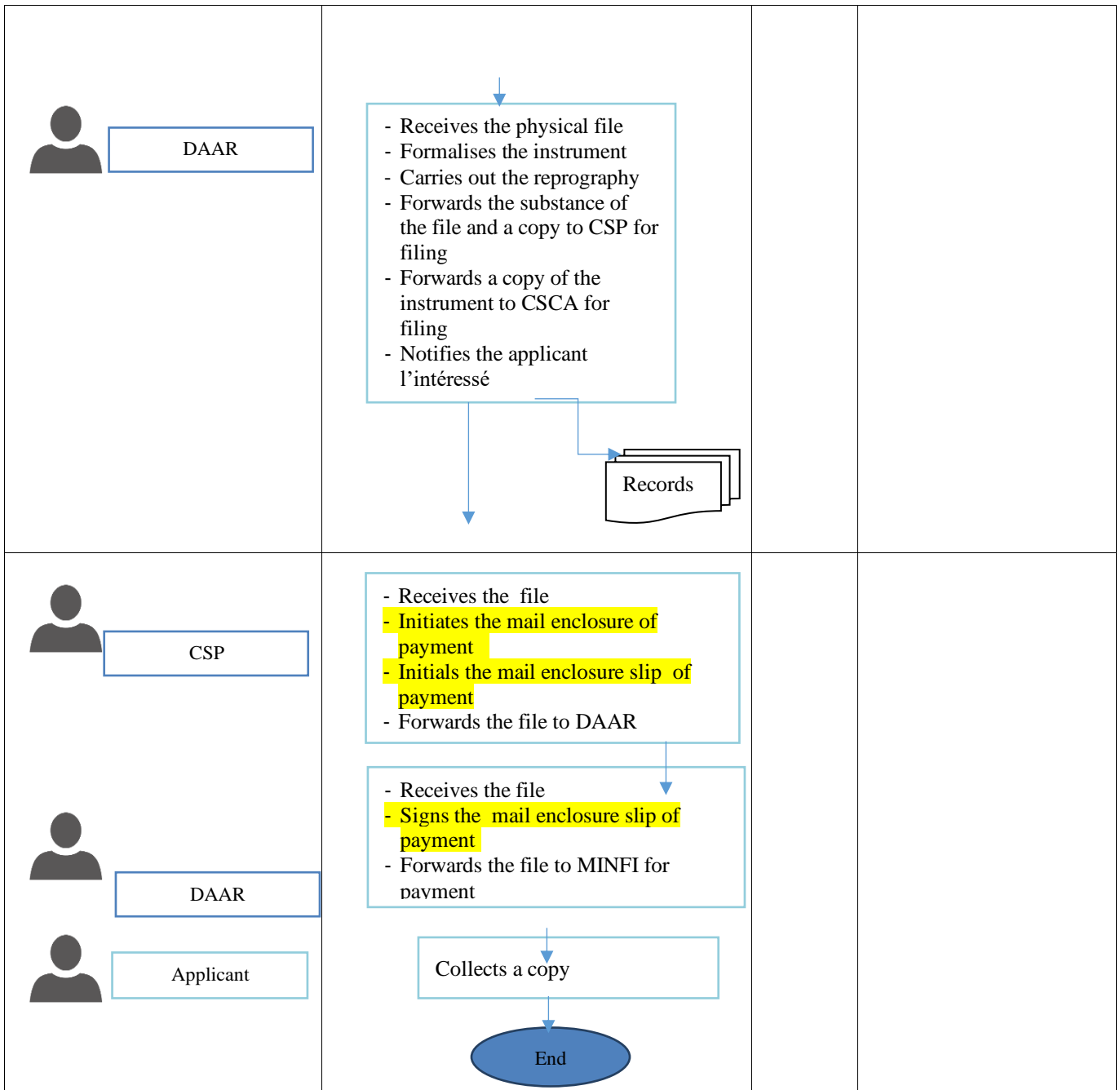
PROCESSING :

DEPARTMENT OF ADMINISTRATIVE AND REGULATORY AFFAIRS	PROCEDURE No.01/DAAR MINDEF/PPC/ I/ <u>EARLY RETIREMENT AND PAYMENT OF PENSION TO A CATEGORY “A” CIVIL SERVANT</u>	Procedure start date: 2022	
		Procedure Version:	
		Deadline	Page
<i>Intervening parties</i>	<i>Stages</i>		<i>Handling rules</i>
 Applicant  Base unit  DAAR  CSM  CBPS  CSP  DAAR  SG	<p style="text-align: center;">Beginning</p>  <pre> graph TD Start([Beginning]) --> S1[Submits the file] S1 --> S2["- Receives the file - Registers the file le dossier - Forwards the file to DAAR"] S2 --> S3["- Receives the file - Assigns the file to CSP"] S3 --> S4["- Receives the file - Reviews - Assigns CBPS"] S4 --> S5["- Receives the file le dossier - Reviews - Initiates the draft letter with formal notice for MINFOPRA - Forwards the file to CSP"] S5 --> S6["- Receives the file - Initials the slip - Initiates the slip with formal notice for MINFOPRA"] S6 --> S7["- Receives the file - Initials draft letters and slips for MINFOPRA - Forwards the file to SG - Initials the draft slip with formal notice to MINFOPRA - Forwards the file to SG"] S7 --> S8["- Receives the file - Initials the draft the slip with formal notice of MINFOPRA - Forwards the file to Minister"] </pre>		<p>R1 : Check file's compliance</p> <p>R2 : Check the authenticity of information provided</p> <p>R3 : Ensure the procedure is lawful</p>









PROCEDURE No. 02/MINDEF/DAAR/PPC/ I

**GRANTING QUINTUPLED DEATH BENEFITS TO RIGHTFUL
CLAIMANTS OF A CATEGORY “A” CIVIL SERVANT**

TITLE OF THE INSTRUMENT: Order to grant quintupled death benefits to rightful claimants of a category “A” civil servant

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Pensions Service

PLACE OF SUBMISSION OF FILE: Duty station

REFERENCE INSTRUMENTS:

- The Constitution;
- Finance Law of the Republic of Cameroon for the current financial year;
- Decree No. 74/759 of 26 August 1974 on the organization of civil pensions together with all the amendments thereto;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration of civil and military personnel of the Republic of Cameroon, as modified and supplemented by Decree No. 79/69 of March 1979;
- Decree No. 75/791 of 18 December 1975 regulating the special status of civil servants of the Labour and Social Security;
- Decree No. 77/41 of 03 February 1977 to lay down the attributions and organization of financial controls;
- Decree No. 94/199 of 7 October 1994 to lay down General Rules and Regulations of Public service, as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- Decree No. 2011/408 of 09 December 2011 to organize the Government, as amended and supplemented by Decree No. 2018/190 of 02 March 2018;
- 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 organize the Government;
- 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. 2012/537 of 19 November 2012 to organize the Ministry of the Public Service and Administrative Reform;
- Decree No.to lay down special rules and regulations governing the Corps concerned;
- Decree No. 2020/802 of 30 December 2020 to harmonize the retirement age of civil servants;
- Order no. 236/CAB/PR of 09 November 1978 laying down the procedure for granting civil and military pensions, life annuities, death benefits and allowances;

- Circular of the Ministry of Finance on the Instruction relating to the Execution of the Finance Laws, the Monitoring and Control of the Execution of the Budgets of the State, Regional and Local Authorities and Other Public Entities for the current fiscal year.

REQUIREMENT: be a rightful claimant of a civil servant deceased on regular assignment, in the course of duty or as a result of duty

CONSTITUTION OF FILE:

*** Required documents:**

- stamped application at the current rate addressed to the Minister;
- mission order/letter;
- copy of death certificate;
- certificate of cause of death;
- report of the Gendarmerie or Police;
- factual report of the superior including the opinion of the Minister ;
- certificate of monogamy or polygamy stating the number of widows and mentioning their names;
- certificate of non-employment of the widow/widower, or their latest pay slip ;
- exemplified copy of inheritance certificate ;
- certificate of non-appeal;
- attestation of non-remarriage and non-notorious cohabitation;
- certificate of school attendance for minor school-age children or medical certificate for disabled children (where applicable);
- collective life certificate of minor children ;
- certificate of individuality (where applicable) ;
- certificate of non-judicial separation and non-divorce of spouse (s), where applicable;
- copy of birth certificate or certified true copy of the national identity card of the legal heir, where the spouse and children are absent;
- copy of birth certificate or certified copy of the national identity card of the children's guardian ;
- applicant's certificate of residence;
- engrossed copy of guardianship judgement or certificate of children custody and care.

***Reference documents:**

- absorption decree or order;
- formal notice of MINFOPRA ;
- reclassification or advancement in grade by selection (where applicable).

DEADLINE: sixty (60) days








SIGNATORY OF THE DOCUMENT: the Minister

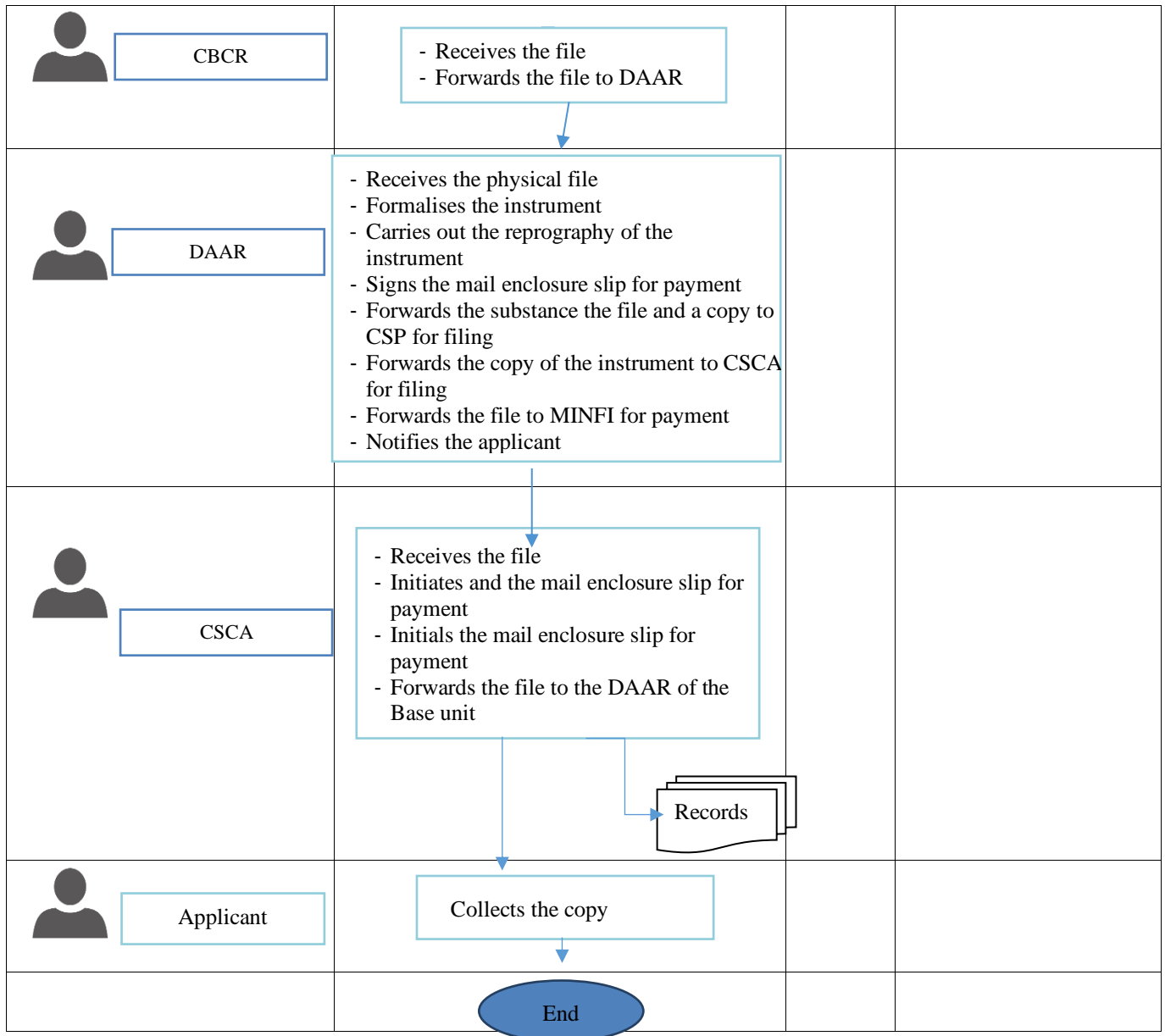
DELIVERY METHOD: notification

QUALITY SUPERVISOR: the Director of Administrative and Regulatory Affairs

PROCESSING :

DEPARTMENT OF ADMINISTRATIVE AND REGULATORY AFFAIRS	PROCEDURES No. 02/DAAR/MINDEF/PPC/I <u>GRANTING QUINTUPLED DEATH BENEFITS TO RIGHTFUL CLAIMANTS OF A CATEGORY “A” CIVIL SERVANT</u>	Procedure start date: 2022	
		Procedure Version:	
		Deadline	Page
<i>Intervening parties</i>	<i>Stages</i>		<i>Handling rules</i>
Applicant			R1 : Check file’s compliance
Base unit			R2 :Check the authenticity of information provided
DAAR			R3 : Ensure the procedure is lawful
CSM			
CBPS			
CSP			
SG			
MINSTER			

 CSM	<ul style="list-style-type: none"> - Receives the file - Formalises the mail enclosure slip with formal notice of MINFOPRA - Registers the exit file - Forwards the file to MINFOPRA 		
MINFOPRA			
 MINFOPRA	<ul style="list-style-type: none"> - Receives the file - Checks the conformity of file - Initiates and signs the formal notice letter - Initiates the draft order - Initiates and signs the forwarding slip for MINDEF 		
MINDEF			
 DAAR	<ul style="list-style-type: none"> - Receives the file - Assigns the file to CF 		
FINANCIAL CONTROLLER			
 CF	<ul style="list-style-type: none"> - Receives the file - Checks the regularity - Initials - Date stamps the draft order - Forwards the file to DAAR 		
 DAAR	<ul style="list-style-type: none"> - Receives the file - Checks the conformity - Initials the draft order - Fowards to SG 		
 SG	<ul style="list-style-type: none"> - Receives the file - Reviews - Initials the draft order - Forwards file to the Minister 		
 MINISTER	<ul style="list-style-type: none"> - Receives the file - Reviews - Signs the order - Forwards the file to CSM 		



PROCEDURE No. 03/MINDEF/DAAR/PPC/ I
**GRANTING QUINTUPLED DEATH BENEFITS AND REIMBURSEMENT OF
PENSION DEDUCTIONS TO RIGHTFUL CLAIMANTS OF A CATEGORY “A”
CIVIL SERVANT**

TITLE OF THE INSTRUMENT: Order to grant quintupled death benefits and reimbursement of pension deductions to rightful claimants of a category “A” civil servant

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Pensions Service

PLACE OF SUBMISSION OF FILE: Duty station

REFERENCE INSTRUMENTS:

- Finance Law of the Republic of Cameroon for the current financial year;
- Decree No. 74/759 of 26 August 1974 on the organization of civil pensions together with all the amendments thereto;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration of civil and military personnel of the Republic of Cameroon, as modified and supplemented by Decree No. 79/69 of March 1979;
- Decree No. 75/791 of 18 December 1975 regulating the special status of civil servants of the Labour and Social Security;
- Decree No. 77/41 of 03 February 1977 to lay down the attributions and organization of financial controls;
- Decree No. 94/199 of 7 October 1994 to lay down General Rules and Regulations of Public service, as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- Decree No. 2011/408 of 09 December 2011 to organize the Government, as amended and supplemented by Decree No. 2018/190 of 02 March 2018;
- 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 organize the Government;
- 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. 2012/537 of 19 November 2012 to organize the Ministry of the Public Service and Administrative Reform;
- Decree No.to lay down special rules and regulations governing the Corps concerned;
- Decree No. 2020/802 of 30 December 2020 to harmonize the retirement age of civil servants;
- Order no. 236/CAB/PR of 09 November 1978 laying down the procedure for granting civil and military pensions, life annuities, death benefits and allowances;
- Circular of the Ministry of Finance on the Instruction relating to the Execution of the Finance Laws, the Monitoring and Control of the Execution of the Budgets of the State, Regional and Local Authorities and Other Public Entities for the current fiscal year.

REQUIREMENT: be a rightful claimant of a civil servant who has completed less than 15 years of service and who died on duty following an occupational accident, or in the course of duty or as a result of duty.

CONSTITUTION OF FILE:

*** Required documents:**

- stamped application at the current rate addressed to the Minister;
- mission order/letter or service memo where applicable;
- copy of death certificate;
- certificate of cause of death;
- report of the Gendarmerie or Police;
- factual report of the superior including the opinion of the Minister;
- decision to validate pre-absorption service;
- collective life certificate (of minor children);
- engrossed copy of inheritance certificate;
- certificate of non-appeal;
- certificate of individuality (where applicable) ;
- copy of birth certificate or certified copy of the national identity card of the legal heir ;
- applicant's certificate of residence;
- certificate of celibacy of the deceased.

***Reference documents:**

- absorption decree or order;
- reclassification or advancement in grade by selection, where applicable;
- last advancement instrument;
- placement on reserve instrument and termination of placement on reserve instrument, where applicable;
- absorption instrument, where applicable;
- formal notice of MINFOPRA.
- certificate of individuality, where applicable.

DEADLINE: one hundred and twenty (120) days

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: notification

QUALITY SUPERVISOR: the Director of Administrative and Regulatory Affairs

**PROCESSING : cf CIRCUIT : PROCEDURE No.02/MINDEF/DAAR/PPC/I
GRANTING QUINTUPLED DEATH BENEFITS TO RIGHTFUL CLAIMANTS OF A
CATEGORY "A" CIVIL SERVANT**

PROCEDURE No. 04/MINDEF/DAAR/PPC/I
**RETIREMENT AND PAYMENT OF PENSION FOR A CATEGORY “A” CIVIL
SERVANT**

TITLE OF THE INSTRUMENT: Order to place on retirement and grant pension to a category “ A” civil servant

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Pensions Service

PLACE OF SUBMISSION OF FILE: Duty station

REFERENCE INSTRUMENTS:

- The Constitution;
- Finance Law of the Republic of Cameroon for the current financial year;
- Decree No. 74/759 of 26 August 1974 on the organization of civil pensions together with all the amendments thereto;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration of civil and military personnel of the Republic of Cameroon, as modified and supplemented by Decree No. 79/69 of March 1979;
- Decree No. 75/791 of 18 December 1975 regulating the special status of civil servants of the Labour and Social Security;
- Decree No. 77/41 of 03 February 1977 to lay down the attributions and organization of financial controls;
- Decree No. 94/199 of 7 October 1994 to lay down General Rules and Regulations of Public service, as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- Decree No. 2011/408 of 09 December 2011 to organize the Government, as amended and supplemented by Decree No. 2018/190 of 02 March 2018;
- Decree No. 2011/410 of 09 December 2011 to organize the Government;
- 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.to lay down special rules and regulations governing the Corps concerned ;
- Decree No. 2020/802 of 30 December 2020 to harmonize the retirement age of civil servants;
- Order no. 236/CAB/PR of 09 November 1978 laying down the procedure for granting civil and military pensions, life annuities, death benefits and allowances;
- Circular of the Ministry of Finance on the Instruction relating to the Execution of the Finance Laws, the Monitoring and Control of the Execution of the Budgets of the State, Regional and Local Authorities and Other Public Entities for the current fiscal year.

REQUIREMENT: be a category “A” civil servant placed on retirement and having completed at least 15 years of active service

CONSTITUTION OF FILE:

*** Required documents:**

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

- certificate of school attendance for each school-age minor child or medical certificate of disabled children;
- copy of marriage certificate (s);
- copy of birth certificate (s) of minor children;
- certificate of individuality, where applicable ;
- applicant’s certificate of residence.

*** Reference documents:**

- reclassification instrument or advancement in grade by selection, where applicable;
- last advancement instrument.

DEADLINE: one hundred and twenty (120) days

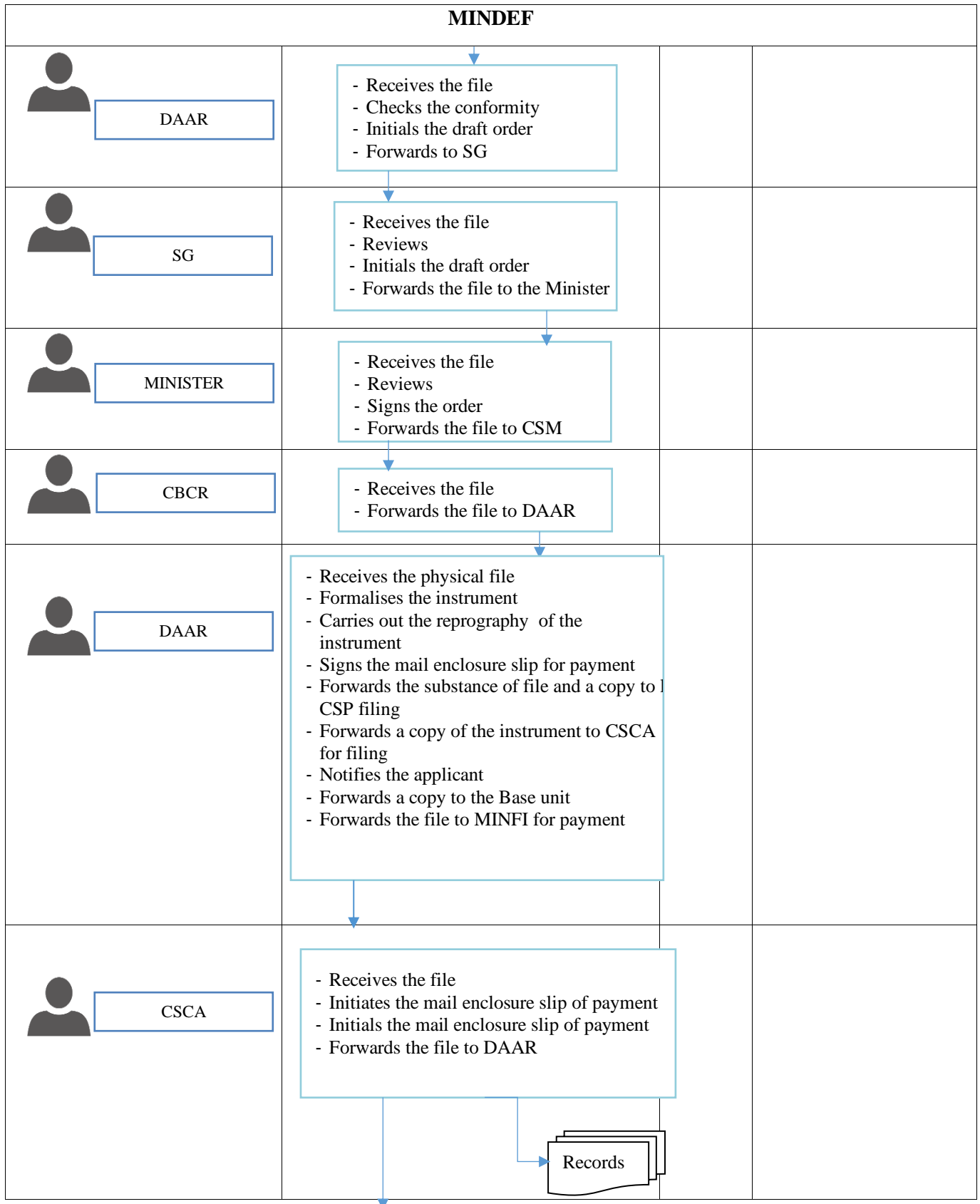
SIGNATORY OF THE DOCUMENT: the Minister

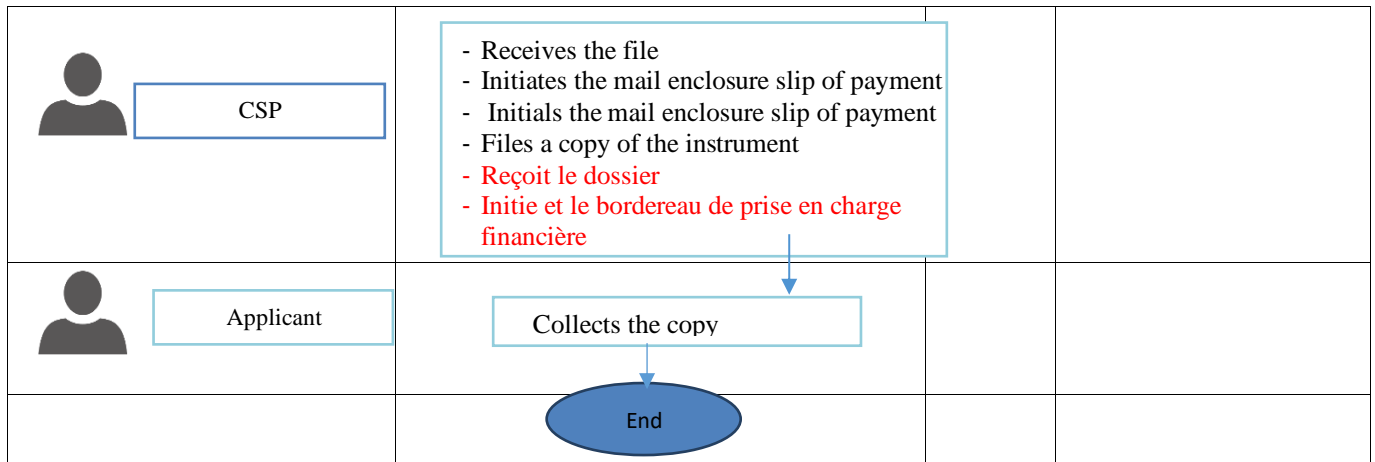
DELIVERY METHOD: notification

QUALITY SUPERVISOR: the Director of Administrative and Regulatory Affairs

PROCESSING :

DEPARTMENT OF ADMINISTRATIVE AND REGULATORY AFFAIRS	PROCEDURES NO. 04/DAAR/MINDEF/PPC/I <u>RETIREMENT AND PAYMENT OF PENSION FOR A CATEGORY “A” CIVIL SERVANT</u>	Procedure start date: 2022	
		Procedure Version:	
		Deadline	Page
<i>Intervening parties</i>	<i>Stages</i>		<i>Handling rules</i>
Applicant			R1 : Check file’s compliance
Base unit			R2 :Check the authenticity of information provided
DAAR			R3 : Ensure the procedure is lawful
CSM			
CBPS			
CSP			
DAAR			
FINANCIAL CONTROLLER			
CF			





PROCEDURE No. 05/MINDEF/DAAR/PPC/ I
**REIMBURSEMENT OF PENSION DEDUCTIONS TO A CATEGORY “A” CIVIL
SERVANT**

TITLE OF THE INSTRUMENT: Order to reimburse pension deductions to a category “A” civil servant

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Pensions Service

PLACE OF SUBMISSION OF FILE: Duty station

REFERENCE INSTRUMENTS:

- The Constitution;
- Finance Law of the Republic of Cameroon for the current financial year;
- Decree No. 74/759 of 26 August 1974 on the organization of civil pensions together with all the amendments thereto;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration of civil and military personnel of the Republic of Cameroon, as modified and supplemented by Decree No. 79/69 of March 1979;
- Decree No. 75/791 of 18 December 1975 regulating the special status of civil servants of the Labour and Social Security;
- Decree No. 77/41 of 03 February 1977 to lay down the attributions and organization of financial controls;
- Decree No. 94/199 of 7 October 1994 to lay down General Rules and Regulations of Public service, as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- Decree No. 2011/408 of 09 December 2011 to organize the Government, as amended and supplemented by Decree No. 2018/190 of 02 March 2018;
- Decree No. 2011/410 of 09 December 2011 to organize the Government;
- 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.to lay down special rules and regulations governing the Corps concerned ;
- Decree No. 2020/802 of 30 December 2020 to harmonize the retirement age of civil servants;
- Order no. 236/CAB/PR of 09 November 1978 laying down the procedure for granting civil and military pensions, life annuities, death benefits and allowances;
- Circular of the Ministry of Finance on the Instruction relating to the Execution of the Finance Laws, the Monitoring and Control of the Execution of the Budgets of the State, Regional and Local Authorities and Other Public Entities for the current fiscal year.

REQUIREMENT: be a category “A” civil servant placed on retirement and having completed at least 15 years of active service

CONSTITUTION OF FILE:

***Required documents:**

- stamped application at the current rate addressed to the Minister;
- copy of marriage certificate, where applicable;
- certificate of individuality, where applicable ;
- applicant’s residence certificate .

***Reference documents:**

- absorption decree or order;
- reclassification instrument, where applicable;
- last promotion instrument.

DEADLINE: one hundred and twenty (120) days

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: notification

QUALITY SUPERVISOR: the Director of Administrative and Regulatory Affairs

**PROCESSING : cf CIRCUIT : PROCEDURE No.04/MINDEF/DAAR/PPC/I
RETIREMENT AND PAYMENT OF PENSION TO A CATEGORY “A” CIVIL SERVANT**

PROCEDURE No. 06/MINDEF/DAAR/PPC/ I
**GRANTING DEATH BENEFITS AND REVERSIONARY PENSION TO
RIGHTFUL CLAIMANTS OF A CATEGORY “A” CIVIL SERVANT**

TITLE OF THE INSTRUMENT: Order to grant death benefits and reversionary pension to rightful claimants of a category “A” civil servant

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Pensions Service

PLACE OF SUBMISSION OF FILE: Duty station

REFERENCE INSTRUMENTS:

- The Constitution;
- Finance Law of the Republic of Cameroon for the current financial year;
- Decree No. 74/759 of 26 August 1974 on the organization of civil pensions together with all the amendments thereto;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration of civil and military personnel of the Republic of Cameroon, as modified and supplemented by Decree No. 79/69 of March 1979;
- Decree No. 75/791 of 18 December 1975 regulating the special status of civil servants of the Labour and Social Security;
- Decree No. 77/41 of 03 February 1977 to lay down the attributions and organization of financial controls;
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- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- Decree No. 2011/408 of 09 December 2011 to organize the Government, as amended and supplemented by Decree No. 2018/190 of 02 March 2018;
- Decree No. 2011/410 of 09 December 2011 to organize the Government;
- 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.to lay down special rules and regulations governing the Corps concerned ;
- Decree No. 2020/802 of 30 December 2020 to harmonize the retirement age of civil servants;
- Order no. 236/CAB/PR of 09 November 1978 laying down the procedure for granting civil and military pensions, life annuities, death benefits and allowances;
- Circular of the Ministry of Finance on the Instruction relating to the Execution of the Finance Laws, the Monitoring and Control of the Execution of the Budgets of the State, Regional and Local Authorities and Other Public Entities for the current fiscal year.

REQUIREMENT: be a rightful claimant of a category “A” civil servant who has completed more than 15 years of service and who died on active duty

CONSTITUTION OF FILE:

*** Required documents:**

- stamped application at the current rate addressed to the Minister;
- copy of death certificate;
- certificate of monogamy or polygamy stating the number of widows and mentioning their names;
- certificate of non-employment of the widow/widower, or their latest pay slip;
- exemplified copy of inheritance certificate ;
- certificate of non-appeal;
- attestation of non-remarriage and non-notorious cohabitation;
- school attendance certificate of school age minor children or medical certificate of disable children;
- collective life certificate of minor children;
- certificate of individuality (where applicable) ;
- certificate of non-judicial separation and non-divorce of spouse (s);
- copy of birth certificate or certified copy of the national identity card of the legal heir, where spouse and children are absent;
- copy of birth certificate or certified copy of the national identity card of the children's guardian ;
- copy of marriage certificate (s), where applicable;
- copies of birth certificates of disabled minor or adult children, where applicable;
- certificate of individuality, where applicable ;
- certificate of non-judicial separation and non-divorce of spouse (s), where applicable;
- applicant's certificate of residence;
- engrossed copy of guardianship judgement or certificate of children custody and care.

***Reference documents:**

- record of service;
- absorption decree or order;
- reclassification or advancement in grade by selection, where applicable;
- last advancement instrument.

DEADLINE: one hundred and twenty (120) days

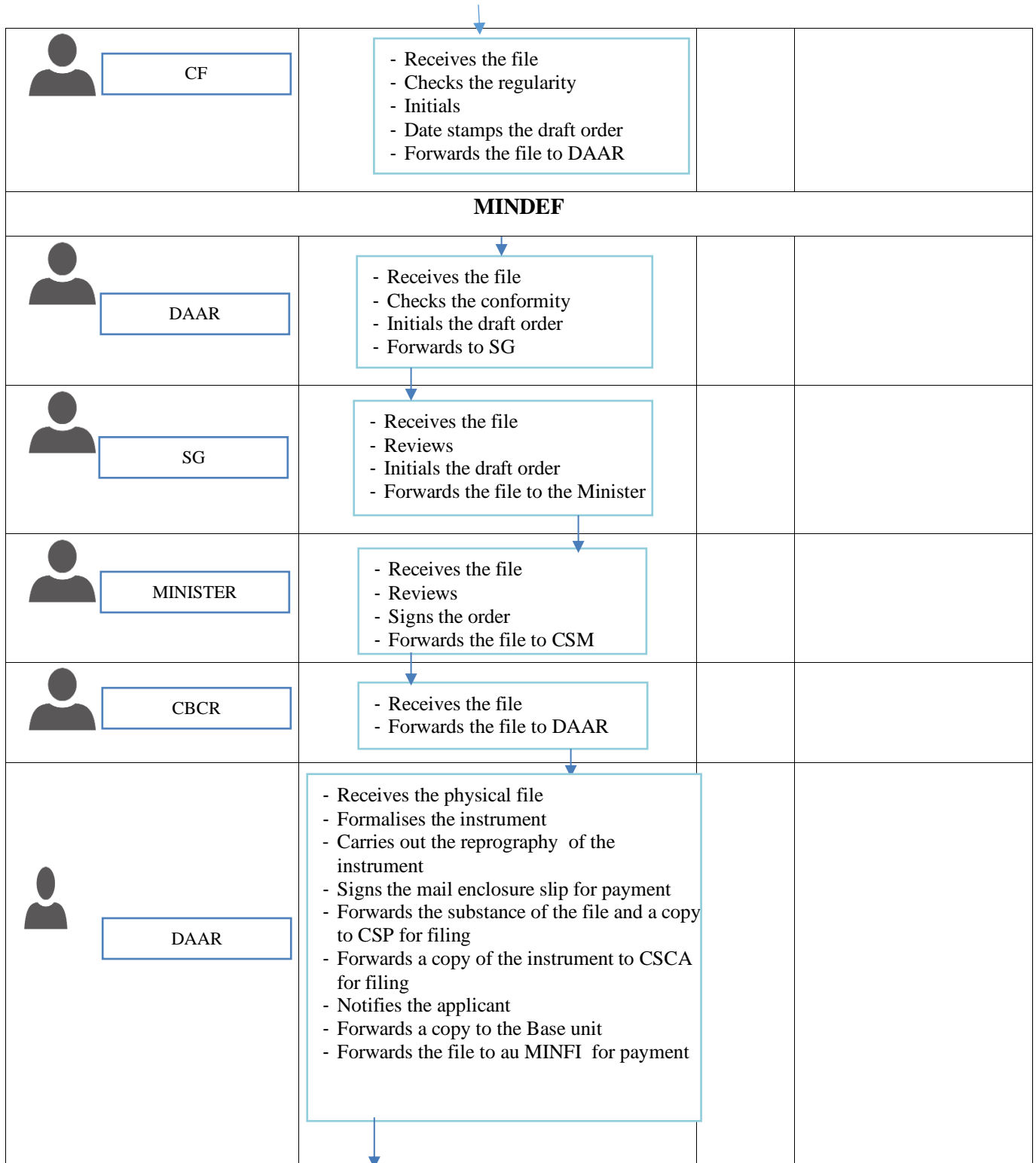
SIGNATORY OF THE DOCUMENT: the Minister

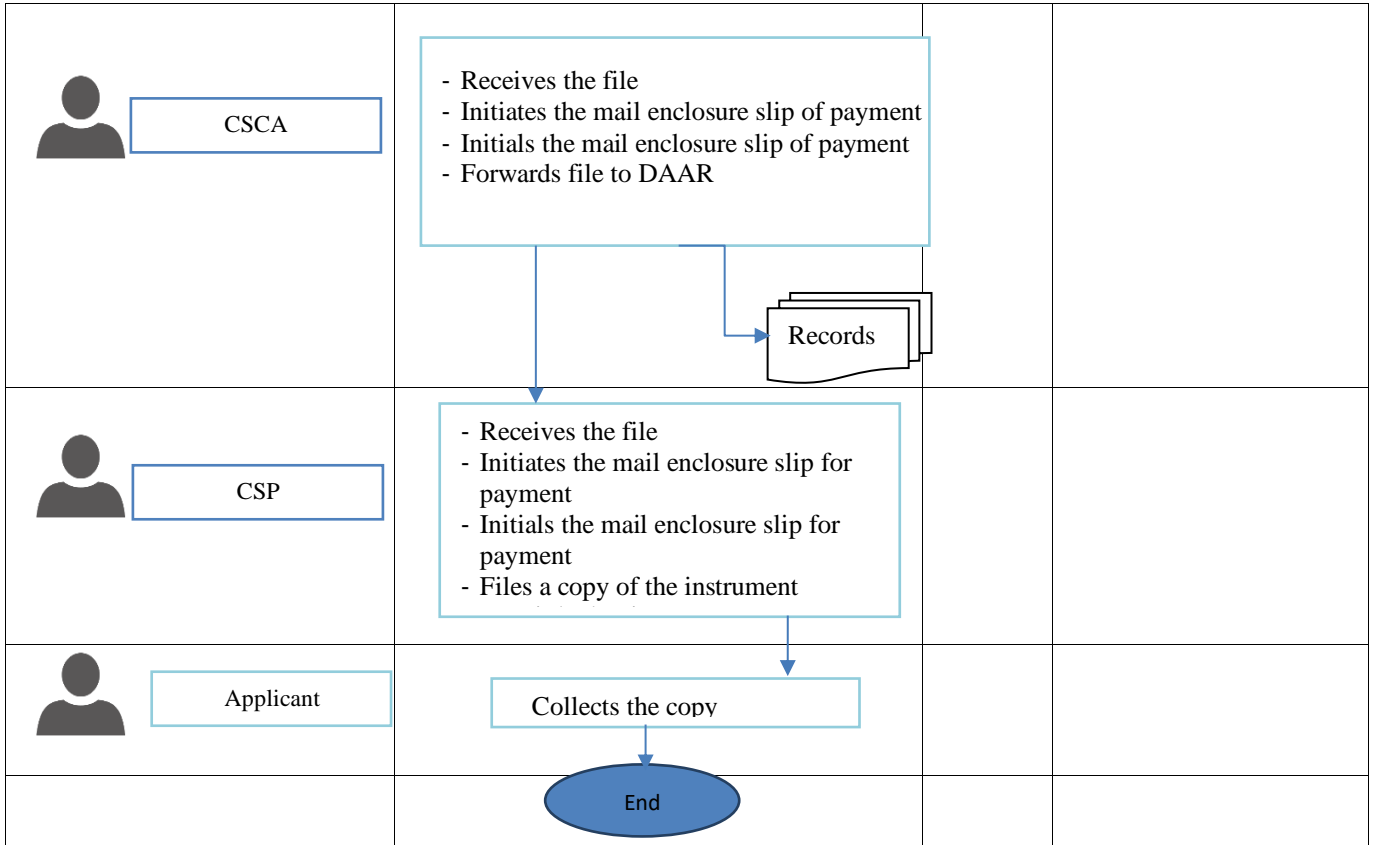
DELIVERY METHOD: notification

QUALITY SUPERVISOR: the Director of Administrative and Regulatory Affairs

PROCESSING :

DEPARTMENT OF ADMINISTRATIVE AND REGULATORY AFFAIRS	PROCEDURE No. 06/MINDEF/DAAR/PPC/I GRANTING DEATH BENEFITS AND REVERSIONARY PENSION TO RIGHTFUL CLAIMANTS OF A CATEGORY “A” CIVIL SERVANT	Procedure start date: 2022	
		Procedure Version:	
		Deadline	Page
<i>Intervening parties</i>	<i>Stages</i>		<i>Handling rules</i>
Applicant			
Base unit			R1 : Check file’s compliance
DAAR			R2 :Check the authenticity of information provided
CSM			R3 : Ensure the procedure is lawful
CBPS			
CSP			
DAAR			
FINANCIAL CONTROLLER			





PROCEDURE No. 07/MINDEF/DAAR/PPC/ I
**GRANTING DEATH BENEFITS AND REIMBURSEMENT OF PENSION
DEDUCTIONS TO RIGHTFUL CLAIMANTS OF A CATEGORY “A” CIVIL
SERVANT**

TITLE OF THE INSTRUMENT: Order to grant death benefits and reimbursement of pension deductions to rightful claimants of a category “A” civil servant

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Pensions Service

PLACE OF SUBMISSION OF FILE: Duty station

REFERENCE INSTRUMENTS:

- The Constitution;
- Finance Law of the Republic of Cameroon for the current financial year;
- Decree No. 74/759 of 26 August 1974 on the organization of civil pensions together with all the amendments thereto;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration of civil and military personnel of the Republic of Cameroon, as modified and supplemented by Decree No. 79/69 of March 1979;
- Decree No. 75/791 of 18 December 1975 regulating the special status of civil servants of the Labour and Social Security;
- Decree No. 77/41 of 03 February 1977 to lay down the attributions and organization of financial controls;
- Decree No. 94/199 of 7 October 1994 to lay down General Rules and Regulations of Public service, as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- Decree No. 2011/408 of 09 December 2011 to organize the Government, as amended and supplemented by Decree No. 2018/190 of 02 March 2018;
- Decree No. 2011/410 of 09 December 2011 to organize the Government;
- 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.to lay down special rules and regulations governing the Corps concerned ;
- Decree No. 2020/802 of 30 December 2020 to harmonize the retirement age of civil servants;
- Order no. 236/CAB/PR of 09 November 1978 laying down the procedure for granting civil and military pensions, life annuities, death benefits and allowances;
- Circular of the Ministry of Finance on the Instruction relating to the Execution of the Finance Laws, the Monitoring and Control of the Execution of the Budgets of the State, Regional and Local Authorities and Other Public Entities for the current fiscal year.

REQUIREMENT: be a rightful claimant of a category “A” who has completed less than 15 years of service and who died on active duty.

CONSTITUTION OF FILE:

*** Required documents:**

- stamped application at the current rate addressed to the Minister;
- certificate of individuality, where applicable ;
- copy of death certificate;
- certificate of celibacy of the deceased, where applicable ;
- copy of death certificate of the predeceased spouse, where applicable;
- divorce judgement of the deceased, where applicable;
- certified copy of the applicant's national identity card;
- applicant's certificate of residence;
- engrossed copy of inheritance certificate;
- certificate of individuality, where applicable ;
- certificate of non-appeal.

*** Reference documents:**

- Record of service;
- absorption decree or order;
- reclassification instrument, where applicable;
- last advancement instrument.

DEADLINE: one hundred and twenty (120) days

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: notification

QUALITY SUPERVISOR: the Director of Administrative and Regulatory Affairs

PROCESSING : cf **CIRCUIT :** PROCEDURE No. 06/MINDEF/DAAR/PPC/ I

GRANTING DEATH BENEFITS AND REVERSIONARY PENSION TO RIGHTFUL CLAIMANTS OF A CATEGORY "A" CIVIL SERVANT

PROCEDURE No. 08/MINDEF/DAAR/PPC/ I
**GRANTING REVERSIONARY PENSION TO RIGHTFUL CLAIMANTS OF A
CATEGORY “A” CIVIL SERVANT**

TITLE OF THE INSTRUMENT: Order to grant reversionary pension to rightful claimants of a category “A” civil servant

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Pensions Service

PLACE OF SUBMISSION OF FILE: Duty station

REFERENCE INSTRUMENTS:

- The Constitution;
- Finance Law of the Republic of Cameroon for the current financial year;
- Decree No. 74/759 of 26 August 1974 on the organization of civil pensions together with all the amendments thereto;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration of civil and military personnel of the Republic of Cameroon, as modified and supplemented by Decree No. 79/69 of March 1979;
- Decree No. 75/791 of 18 December 1975 regulating the special status of civil servants of the Labour and Social Security;
- Decree No. 77/41 of 03 February 1977 to lay down the attributions and organization of financial controls;
- Decree No. 94/199 of 7 October 1994 to lay down General Rules and Regulations of Public service, as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- Decree No. 2011/408 of 09 December 2011 to organize the Government, as amended and supplemented by Decree No. 2018/190 of 02 March 2018;
- Decree No. 2011/410 of 09 December 2011 to organize the Government;
- 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.to lay down special rules and regulations governing the Corps concerned ;
- Decree No. 2020/802 of 30 December 2020 to harmonize the retirement age of civil servants;
- Order no. 236/CAB/PR of 09 November 1978 laying down the procedure for granting civil and military pensions, life annuities, death benefits and allowances;
- Circular of the Ministry of Finance on the Instruction relating to the Execution of the Finance Laws, the Monitoring and Control of the Execution of the Budgets of the State, Regional and Local Authorities and Other Public Entities for the current fiscal year.

REQUIREMENTS:

- be a rightful claimant of a category civil “A” servant deceased while on retirement;
- have no taxable income.

CONSTITUTION OF FILE:

• **Required documents:**

- stamped application at the current rate addressed to the Minister;
- copy of death certificate;
- certificate of monogamy or polygamy stating the number of widows and mentioning their names;
- certificate of non-employment of the widow/widower, or their latest pay slip ;
- engrossed copy of inheritance certificate;
- school attendance certificate of school age minor children or medical certificate of disabled children, where applicable;
- certificate of non-appeal;
- attestation of non-remarriage and non-notorious cohabitation (widows), where applicable;
- collective life certificate of minor children, where applicable;
- certificate of individuality, where applicable ;
- certificate of non-judicial separation and non-divorce of spouse (s);
- copy of birth certificate or certified copy of the national identity card of the legal heir, where spouse and children are absent;
- copy of birth certificate or certified copy of the national identity card of the children's guardian, where applicable;
- applicant's certificate of residence;
- engrossed copy of guardianship judgement or certificate of children custody and care, where applicable;
- copy of marriage certificate (s), where applicable;
- copies of birth certificates of disabled minor or adult children, where applicable;
- certificate of individuality, where applicable ;
- certificate of non-judicial separation and non-divorce of spouse (s), where applicable.

• **Reference document:** N/A

DEADLINE: one hundred and twenty (120) days

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: notification

QUALITY SUPERVISOR: the Director of Administrative and Regulatory Affairs

PROCESSING : cf **CIRCUIT :** PROCEDURE No. 06/MINDEF/DAAR/PPC/ I

GRANTING DEATH BENEFITS AND REVERSIONARY PENSION TO RIGHTFUL CLAIMANTS OF A CATEGORY "A" CIVIL SERVANT

PROCEDURE No. 09/MINDEF/DAAR/PPC/ I
GRANTING DISABILITY PENSION TO A CATEGORY “A” CIVIL SERVANT

TITLE OF THE INSTRUMENT: Order to grant disability pension to a category “A” civil servant

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Pensions Service

PLACE OF SUBMISSION OF FILE: Duty station

REFERENCE INSTRUMENTS:

- The Constitution;
- Finance Law of the Republic of Cameroon for the current financial year;
- Decree No. 74/759 of 26 August 1974 on the organization of civil pensions together with all the amendments thereto;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration of civil and military personnel of the Republic of Cameroon, as modified and supplemented by Decree No. 79/69 of March 1979;
- Decree No. 75/791 of 18 December 1975 regulating the special status of civil servants of the Labour and Social Security;
- Decree No. 77/41 of 03 February 1977 to lay down the attributions and organization of financial controls;
- Decree No. 94/199 of 7 October 1994 to lay down General Rules and Regulations of Public service, as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- Decree No. 2011/408 of 09 December 2011 to organize the Government, as amended and supplemented by Decree No. 2018/190 of 02 March 2018;
- Decree No. 2011/410 of 09 December 2011 to organize the Government;
- 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.to lay down special rules and regulations governing the Corps concerned ;
- Decree No. 2020/802 of 30 December 2020 to harmonize the retirement age of civil servants;
- Order no. 236/CAB/PR of 09 November 1978 laying down the procedure for granting civil and military pensions, life annuities, death benefits and allowances;
- Circular of the Ministry of Finance on the Instruction relating to the Execution of the Finance Laws, the Monitoring and Control of the Execution of the Budgets of the State, Regional and Local Authorities and Other Public Entities for the current fiscal year.

REQUIREMENT: be a category “A” civil servant suffering from an illness or accident that resulted in disability during the working period.

CONSTITUTION OF FILE:

* *Required documents:*

- stamped application at the current rate addressed to the Minister;
- medical record.

* *Reference document:*

- last advancement instrument ;

- opinion of National Medical Council.

DEADLINE: one hundred and twenty (120) days

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: notification

QUALITY SUPERVISOR: the Director of Administrative and Regulatory Affairs

PROCESSING : cf **CIRCUIT :** PROCEDURE No. 06/MINDEF/DAAR/PPC/ I

GRANTING DEATH BENEFITS AND REVERSIONARY PENSION TO RIGHTFUL CLAIMANTS OF A CATEGORY “A” CIVIL SERVANT

PROCEDURE NO. 10/MINDEF/DAAR/PPC/I
**RESIGNATION AND REIMBURSEMENT OF PENSION DEDUCTIONS FOR A
CATEGORY “A” CIVIL SERVANT**

TITLE OF THE INSTRUMENT: Order on resignation and reimbursement of pension deductions for a category “A” civil servant.

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Pensions Service

PLACE OF SUBMISSION OF FILE: Duty station

REFERENCE INSTRUMENTS:

- The Constitution;
- Finance Law of the Republic of Cameroon for the current financial year;
- Decree No. 74/759 of 26 August 1974 on the organization of civil pensions together with all the amendments thereto;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration of civil and military personnel of the Republic of Cameroon, as modified and supplemented by Decree No. 79/69 of March 1979;
- Decree No. 75/791 of 18 December 1975 regulating the special status of civil servants of the Labour and Social Security;
- Decree No. 77/41 of 03 February 1977 to lay down the attributions and organization of financial controls;
- Decree No. 94/199 of 7 October 1994 to lay down General Rules and Regulations of Public service, as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- Decree No. 2011/408 of 09 December 2011 to organize the Government, as amended and supplemented by Decree No. 2018/190 of 02 March 2018;
- Decree No. 2011/410 of 09 December 2011 to organize the Government;
- 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.to lay down special rules and regulations governing the Corps concerned;
- Decree No. 2020/802 of 30 December 2020 to harmonize the retirement age of civil servants;
- Order no. 236/CAB/PR of 09 November 1978 laying down the procedure for granting civil and military pensions, life annuities, death benefits and allowances;
- Circular of the Ministry of Finance on the Instruction relating to the Execution of the Finance Laws, the Monitoring and Control of the Execution of the Budgets of the State, Regional and Local Authorities and Other Public Entities for the current fiscal year.

REQUIREMENT: be a category “A” civil servant who has resigned

CONSTITUTION OF FILE:

***Required documents:**

- stamped application at the current rate addressed to the Minister;
- copy of marriage certificate, where applicable;
- certificate of individuality, where applicable ;
- residence certificate.

*** Reference documents:**

- absorption decree or order;
- reclassification instrument, where applicable;
- last promotion instrument.

DEADLINE: one hundred and twenty (120) days

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: notification

QUALITY SUPERVISOR: the Director of Administrative and Regulatory Affairs

PROCESSING : cf **CIRCUIT :** PROCEDURE No. 06/MINDEF/DAAR/PPC/ I

GRANTING DEATH BENEFITS AND REVERSIONARY PENSION TO RIGHTFUL CLAIMANTS OF A CATEGORY “A” CIVIL SERVANT

**PENSIONS GRANTED TO CATEGORY
“B, C OR D” CIVIL SERVANTS**

PROCEDURE No.11/MINDEF/DAAR/PPC/1
**GRANTING QUINTUPLED DEATH BENEFITS TO A CATEGORY “B/C/D”
CIVIL SERVANT**

GRANTING QUINTUPLED DEATH BENEFITS TO A CATEGORY “B/C/D” CIVIL SERVANT

TITLE OF THE INSTRUMENT: Order to grant quintupled death benefits to rightful claimants of a category “B/C/D” civil servant

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Pensions Service

PLACE OF SUBMISSION OF FILE: Duty station

REFERENCE INSTRUMENTS:

- The Constitution;
- Finance Law of the Republic of Cameroon for the current financial year;
- Decree No. 74/759 of 26 August 1974 on the organization of civil pensions together with all the amendments thereto;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration of civil and military personnel of the Republic of Cameroon, as modified and supplemented by Decree No. 79/69 of March 1979;
- Decree No. 75/791 of 18 December 1975 regulating the special status of civil servants of the Labour and Social Security;
- Decree No. 77/41 of 03 February 1977 to lay down the attributions and organization of financial controls;
- Decree No. 94/199 of 7 October 1994 to lay down General Rules and Regulations of Public service, as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- Decree No. 2011/408 of 09 December 2011 to organize the Government, as amended and supplemented by Decree No. 2018/190 of 02 March 2018;
- Decree No. 2011/410 of 09 December 2011 to organize the Government;
- 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.to lay down special rules and regulations governing the Corps concerned;
- Decree No. 2020/802 of 30 December 2020 to harmonize the retirement age of civil servants;
- Order no. 236/CAB/PR of 09 November 1978 laying down the procedure for granting civil and military pensions, life annuities, death benefits and allowances;
- Circular of the Ministry of Finance on the Instruction relating to the Execution of the Finance Laws, the Monitoring and Control of the Execution of the Budgets of the State, Regional and Local Authorities and Other Public Entities for the current fiscal year.

REQUIREMENT: be a rightful claimant of a civil servant deceased on regular assignment, in the course of duty or as a result of duty

CONSTITUTION OF FILE:

*** Required documents:**

- stamped application at the current rate addressed to the Minister;
- mission order/letter;
- copy of death certificate;
- certificate of cause of death;
- report of the Gendarmerie or Police;
- factual report of the superior including the opinion of the Minister ;
- certificate of monogamy or polygamy stating the number of widows and mentioning their names (where applicable) ;
- certificate of non-employment of the widow/widower, or their latest pay slip (where applicable) ;
- engrossed copy of inheritance certificate;
- certificate of non-appeal;
- attestation of non-remarriage and non-notorious cohabitation;
- school attendance certificate of school age minor children or medical certificate of disabled children (where applicable) ;
- collective life certificate of minor children(where applicable);
- certificate of individuality (where applicable) ;
- certificate of non-judicial separation and non-divorce of spouse (s), where applicable;
- copy of birth certificate or certified copy of the national identity card of the legal heir, where spouse and children are absent;
- copy of birth certificate or certified copy of the national identity card of the children's guardian(where applicable) ;
- copy of marriage certificate (s), where applicable;
- copies of birth certificates of disabled minor or adult children, where applicable;
- certificate of individuality, where applicable ;
- certificate of non-judicial separation and non-divorce of spouse (s), where applicable;
- applicant's certificate of residence;
- engrossed copy of guardianship judgement or certificate of children custody and care.

***Reference documents:**

- absorption decree or order;
- reclassification or advancement in grade by selection, where applicable;
- last advancement instrument;
- formal notice of MINFOPRA.

DEADLINE: sixty (60) days

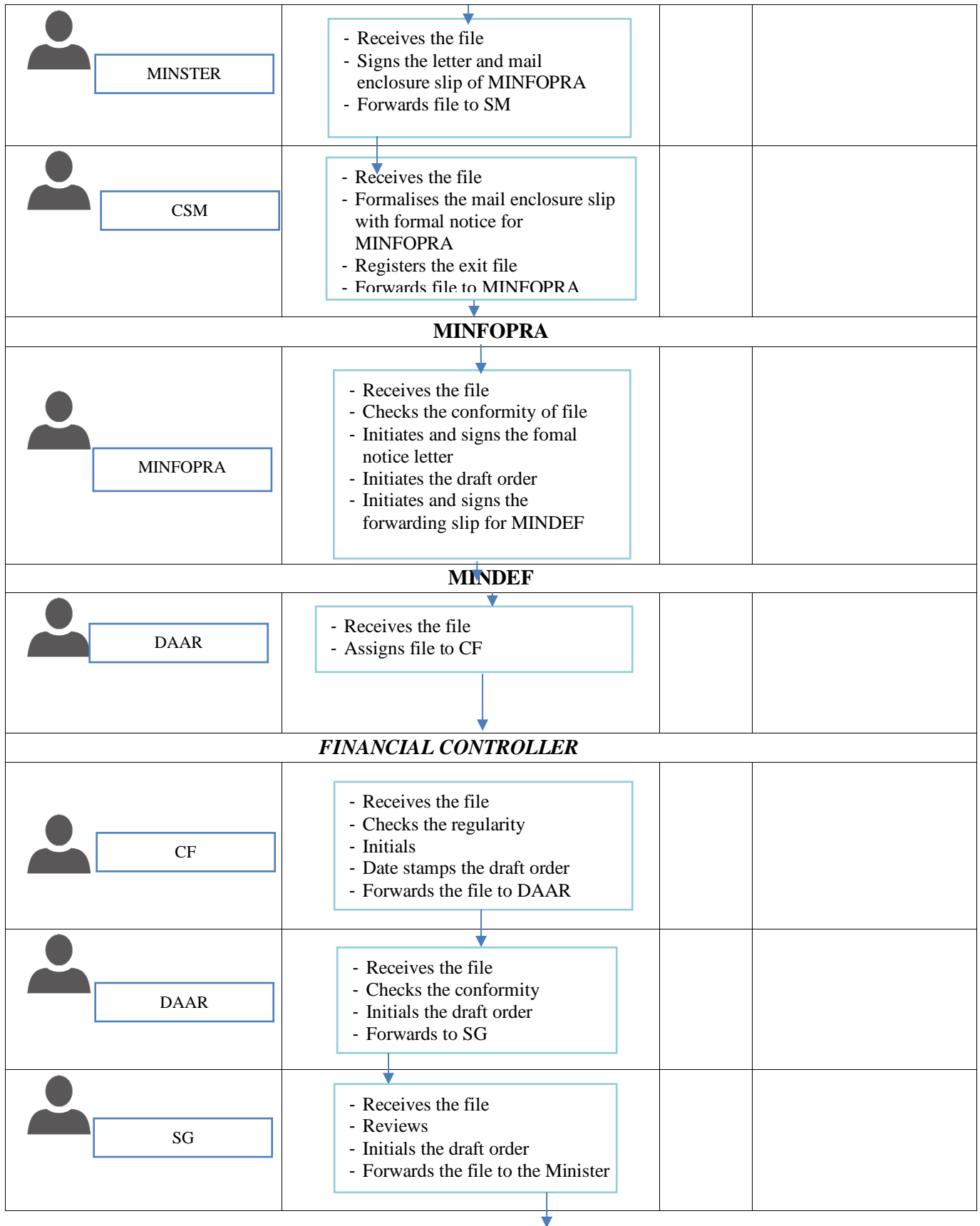
SIGNATORY OF THE DOCUMENT: the Minister

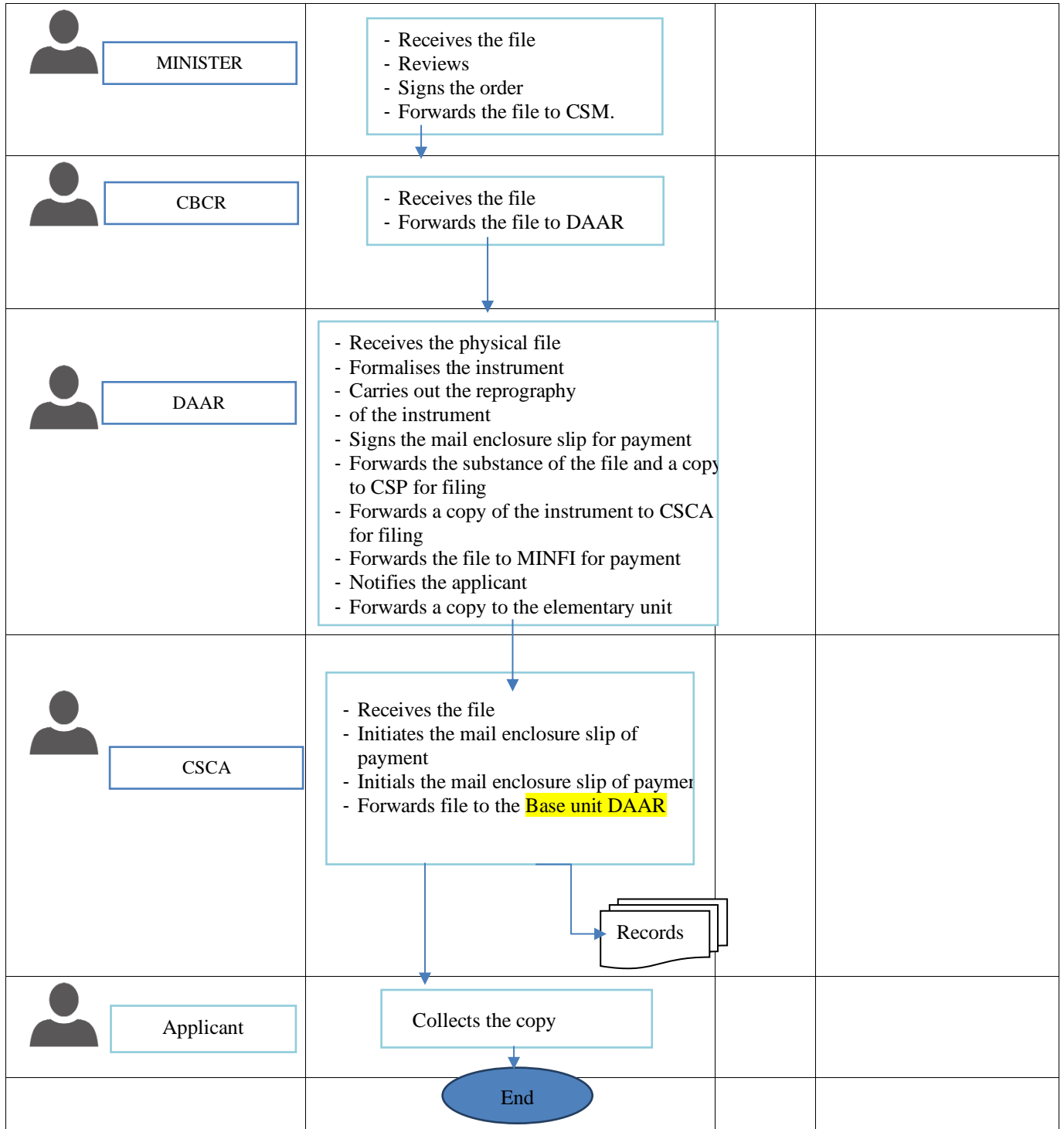
DELIVERY METHOD: notification

QUALITY SUPERVISOR: the Director of Administrative and Regulatory Affairs

PROCESSING :

DEPARTMENT OF ADMINISTRATIVE AND REGULATORY AFFAIRS	PROCEDURE No. 11/MINDEF/DAAR/PPC/1 <u>GRANTING QUINTUPLED DEATH BENEFITS TO A CATEGORY “B/C/D” CIVIL SERVANT</u>	Procedure start date: 2022	
		Procedure Version:	
		Deadline	Page
<i>Intervening parties</i>	<i>Stages</i>		<i>Handling rules</i>
Applicant			R1 : Check file’s compliance
Base unit			R2 :Check the authenticity of information provided
DAAR			R3 : Ensure the procedure is lawful
CSM			
CBPS			
CSP			
DAAR			
SG			





PROCEDURE No. 12/MINDEF/DAAR/PPC/ I
**GRANTING QUINTUPLED DEATH BENEFITS AND REIMBURSEMENT OF
PENSION DEDUCTIONS TO A CATEGORY “B/C/D” CIVIL SERVANT**

TITLE OF THE INSTRUMENT: Order to grant death benefits and reimbursement of pension deductions to rightful claimants of a category B, C or D civil servant

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Pensions Service

PLACE OF SUBMISSION OF FILE: Duty station

REFERENCE INSTRUMENTS:

- Finance Law of the Republic of Cameroon for the current financial year;
- Decree No. 74/759 of 26 August 1974 on the organization of civil pensions together with all the amendments thereto;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration of civil and military personnel of the Republic of Cameroon, as modified and supplemented by Decree No. 79/69 of March 1979;
- Decree No. 75/791 of 18 December 1975 regulating the special status of civil servants of the Labour and Social Security;
- Decree No. 77/41 of 03 February 1977 to lay down the attributions and organization of financial controls;
- Decree No. 94/199 of 7 October 1994 to lay down General Rules and Regulations of Public service, as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- Decree No. 2011/408 of 09 December 2011 to organize the Government, as amended and supplemented by Decree No. 2018/190 of 02 March 2018;
- Decree No. 2011/410 of 09 December 2011 to organize the Government;
- 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.to lay down special rules and regulations governing the Corps concerned;
- Decree No. 2020/802 of 30 December 2020 to harmonize the retirement age of civil servants;
- Order no. 236/CAB/PR of 09 November 1978 laying down the procedure for granting civil and military pensions, life annuities, death benefits and allowances;
- Circular of the Ministry of Finance on the Instruction relating to the Execution of the Finance Laws, the Monitoring and Control of the Execution of the Budgets of the State, Regional and Local Authorities and Other Public Entities for the current fiscal year.

REQUIREMENT: be a rightful claimant of a civil servant who has completed less than 15 years of service and who died on duty following an occupational accident, or in the course of duty or as a result of duty

CONSTITUTION OF FILE:

* *Required documents:*

- stamped application at the current rate addressed to the Minister;
- mission order/letter or service memo where applicable;
- copy of death certificate;
- certificate of cause of death;
- report of the Gendarmerie or Police;
- factual report of the superior including the opinion of the Minister ;
- decision to validate pre-absorption service;
- collective life certificate (of minor children);
- exemplified copy of inheritance certificate ;
- certificate of non-appeal;
- certificate of individuality (where applicable) ;
- copy of birth certificate or certified copy of the national identity card of the legal heir ;
- certificate of individuality (where applicable) ;
- applicant's certificate of residence;
- certificate of celibacy of the deceased (where applicable).

***Reference documents:**

- absorption decree or order;
- reclassification or advancement in grade by selection (where applicable);
- last advancement instrument;
- placement on reserve instrument and termination of placement on reserve instrument, where applicable;
- absorption instrument, where applicable;
- formal notice of MINFOPRA.

DEADLINE: one hundred and twenty (120) days

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: notification

QUALITY SUPERVISOR: the Director of Administrative and Regulatory Affairs

PROCESSING : cf **CIRCUIT** : PROCEDURE No. 11/MINDEF/DAAR/PPC/ I

GRANTING QUINTUPLED DEATH BENEFITS TO A CATEGORY “B/C/D” CIVIL SERVANT

PROCEDURE No. 13/MINDEF/DAAR/PPC/ I
**EARLY RETIREMENT AND PAYMENT OF PENSION FOR A
CATEGORY “B/C/D” CIVIL SERVANT**

TITLE OF THE INSTRUMENT: Order to **grant** early retirement and payment of pension to a category “B/C/D” civil servant

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Pensions Service

PLACE OF SUBMISSION OF FILE: Duty station

REFERENCE INSTRUMENTS:

- The Constitution ;
- Finance Law of the Republic of Cameroon for the current financial year;
- Decree No. 74/759 of 26 August 1974 on the organization of civil pensions together with all the amendments thereto;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration of civil and military personnel of the Republic of Cameroon, as modified and supplemented by Decree No. 79/69 of March 1979;
- Decree No. 75/791 of 18 December 1975 regulating the special status of civil servants of the Labour and Social Security;
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- Decree No. 94/199 of 7 October 1994 to lay down General Rules and Regulations of Public service, as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- Decree No. 2011/408 of 09 December 2011 to organize the Government, as amended and supplemented by Decree No. 2018/190 of 02 March 2018;
- Decree No. 2011/410 of 09 December 2011 to organize the Government;
- 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.to lay down special rules and regulations governing the Corps concerned;
- Decree No. 2020/802 of 30 December 2020 to harmonize the retirement age of civil servants;
- Order no. 236/CAB/PR of 09 November 1978 laying down the procedure for granting civil and military pensions, life annuities, death benefits and allowances;
- Circular of the Ministry of Finance on the Instruction relating to the Execution of the Finance Laws, the Monitoring and Control of the Execution of the Budgets of the State, Regional and Local Authorities and Other Public Entities for the current fiscal year.

REQUIREMENTS:

- be a category ”B, C or D” civil servant;
- have been in active service for at least 15 years;

- have not reached the statutory age limit laid down by the general or special rules and regulations governing the Public Service.

CONSTITUTION OF FILE:

*** *Required documents:***

- stamped application at the current rate addressed to the Minister;
- attestation of cessation of service;
- school attendance certificates of minor children or medical certificates for disabled children, where applicable;
- children collective life certificate, where applicable;
- copy of birth certificates of minor children, where applicable;
- copy of marriage certificate(s), where applicable;
- residence certificate.

*** *Reference documents:***

- Record of service;
- copies of marriage certificate(s), where applicable;
- absorption instrument;
- reclassification or advancement in grade instrument, where applicable ;
- last advancement instrument;
- formal notice of MINFOPRA.









DEADLINE: sixty (60) days

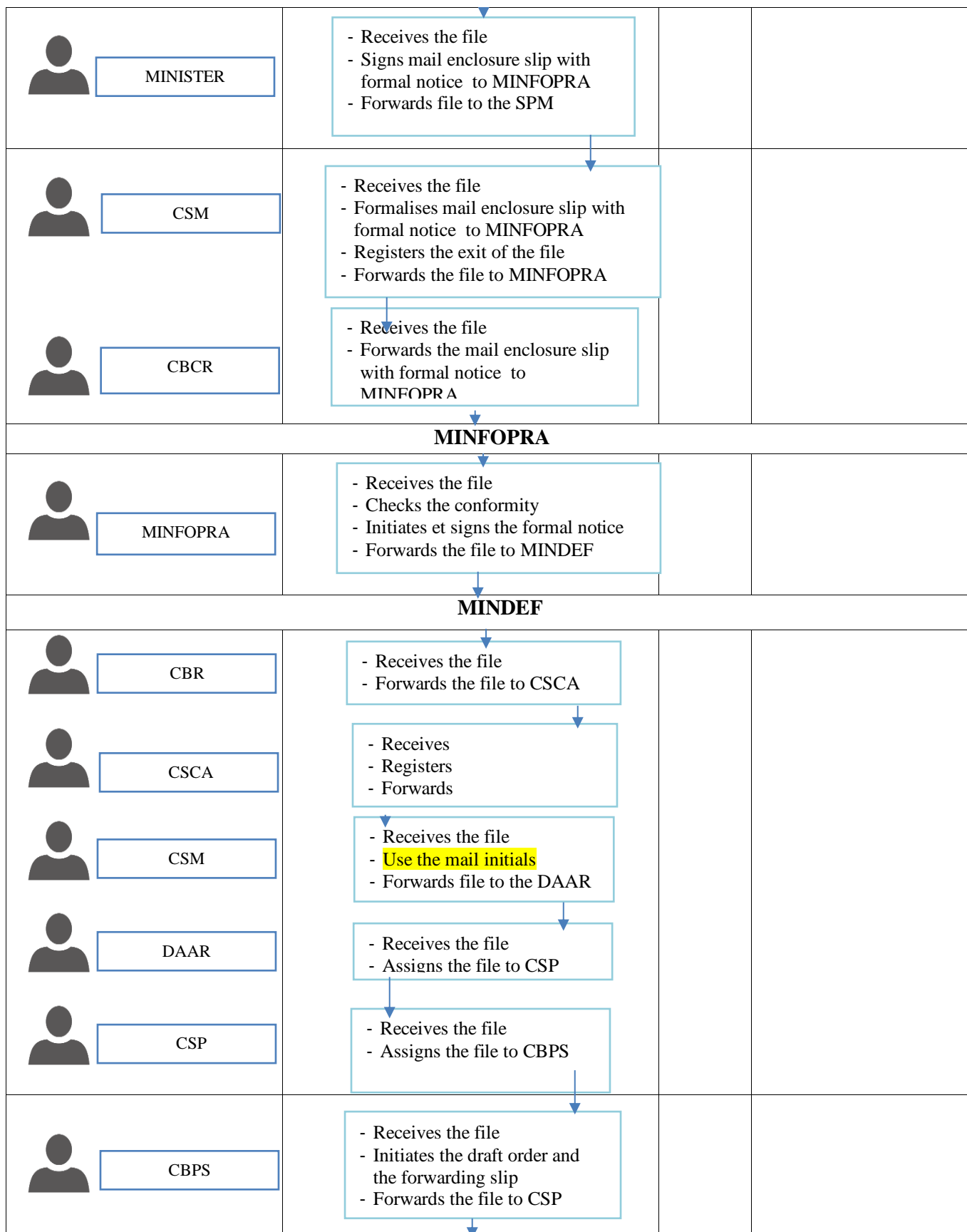
SIGNATORY OF THE DOCUMENT: the Minister

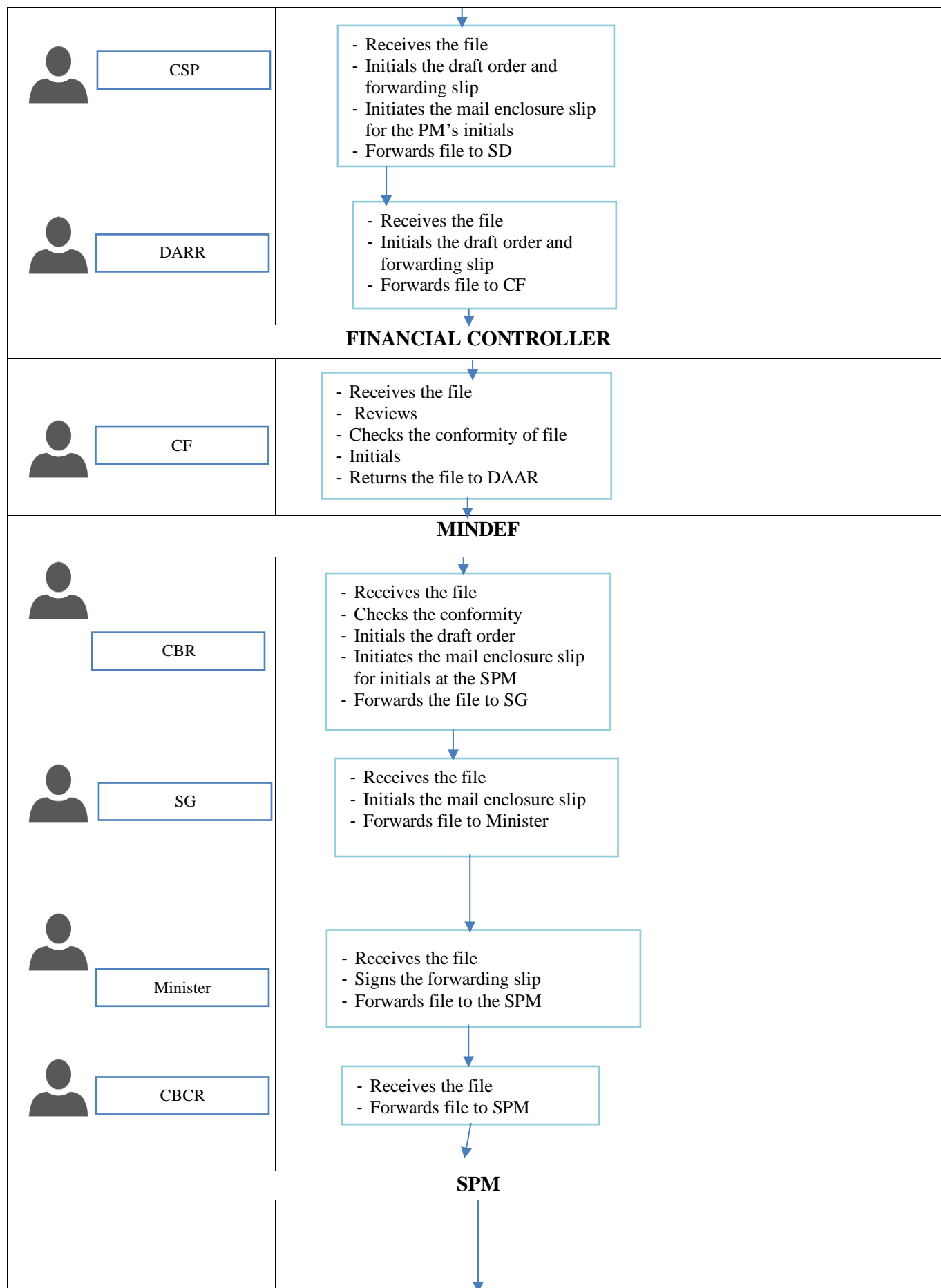
DELIVERY METHOD: notification

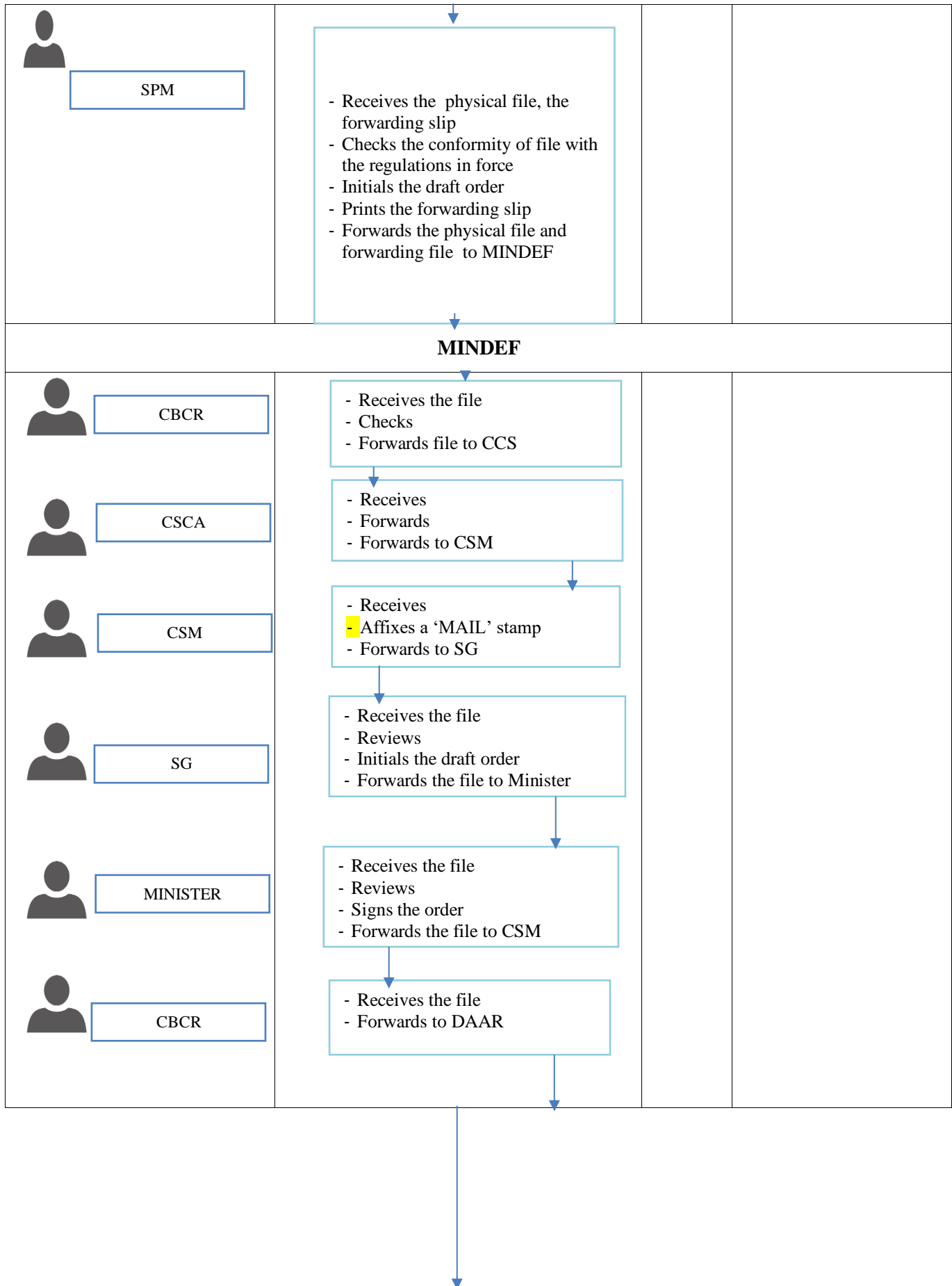
QUALITY SUPERVISOR: the Director of Administrative and Regulatory Affairs

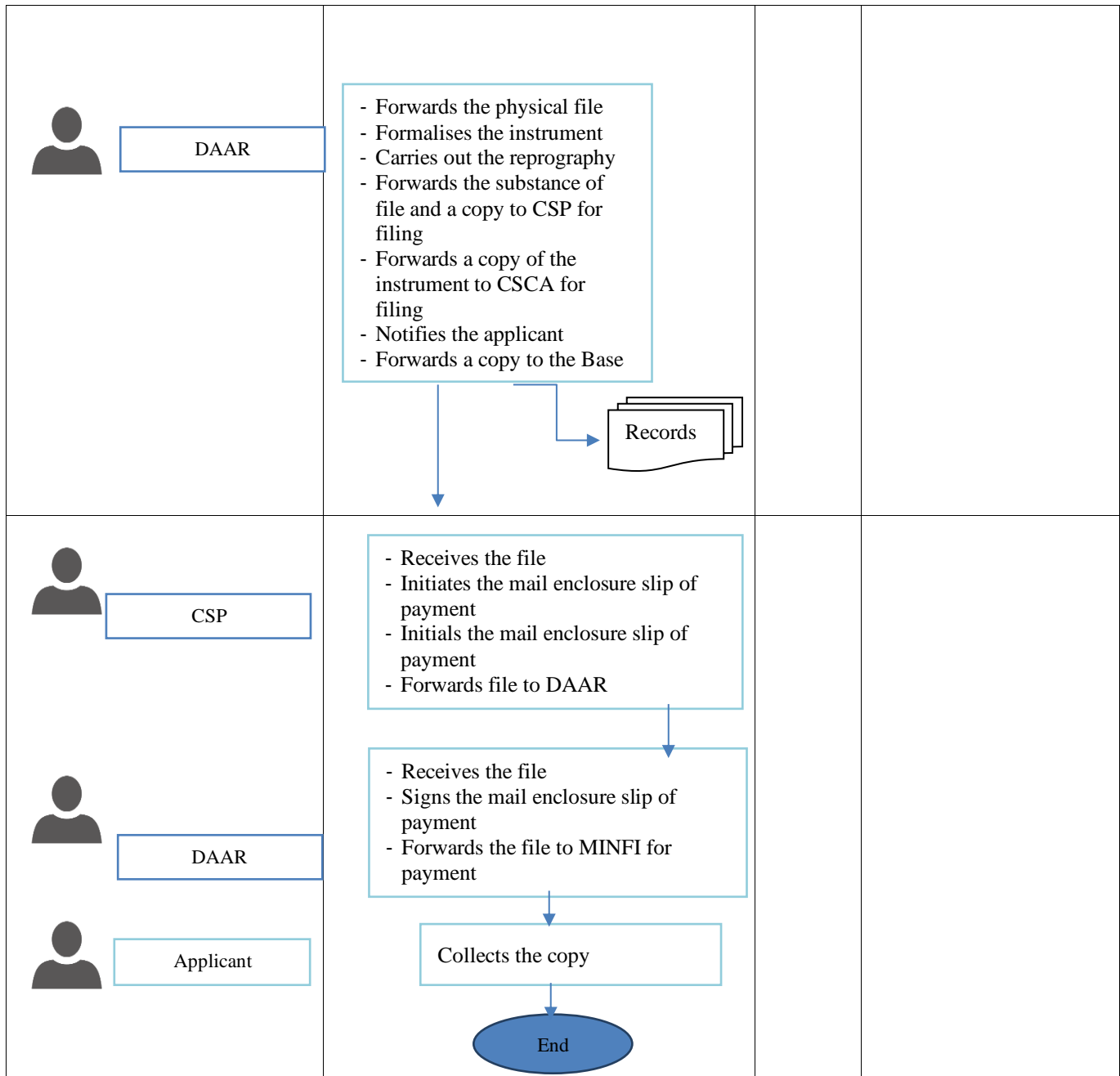
PROCESSING :

DEPARTMENT OF ADMINISTRATIVE AND REGULATORY AFFAIRS	<i>PROCEDURE NO. 13/MINDEF/DAAR/PPC/I</i>	Procedure start date: 2022	
	<u>EARLY RETIREMENT AND PAYMENT OF PENSION FOR A CATEGORY “B/C/D” CIVIL SERVANT</u>	Procedure Version:	
		Deadline	Page
<i>Intervening parties</i>	<i>Stages</i>		<i>Handling rules</i>
 Applicant  Base unit  DAAR  CSM  CBPS  CSP  DAAR  SG	<p style="text-align: center;">Beginning</p> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px; text-align: center;">Submits file</div> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px;"> - Receives the file - Registers the file - Forwards the file to DAAR </div> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px;"> - Receives the file - Assigns the file to CSP </div> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px;"> - Receives the file - Reviews - Assigns the file to CBPS </div> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px;"> - Receives the file - Reviews - Initiates the draft letter for formal notice to MINFOPRA - Forwards the file to CSP </div> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px;"> - Receives the file - Initials the mail enclosure slip - Initiates the mail enclosure slip with formal notice to MINFOPRA </div> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px;"> - Receives the file - Initials the mail enclosure slip with formal notice to MINFOPRA - Forwards the file to SG </div> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px;"> - Receives the file - Initials the mail enclosure slip with formal notice to MINFOPRA - Forwards file to the Minister </div> <p style="text-align: center;">↓</p>		<p>R1 : Check file’s compliance</p> <p>R2 :Check the authenticity of information provided</p> <p>R3 : Ensure the procedure is lawful</p>









PROCEDURE No. 14/MINDEF/DAAR/PPC/I
**RETIREMENT AND PAYMENT OF PENSION FOR A CATEGORY “B/C/D” CIVIL
SERVANT**

TITLE OF THE INSTRUMENT: Order to **grant** retirement and payment of pension to a category “B/C/D” civil servant

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Pensions Service

PLACE OF SUBMISSION OF FILE: Duty station

REFERENCE INSTRUMENTS:

- The Constitution ;
- Finance Law of the Republic of Cameroon for the current financial year;
- Decree No. 74/759 of 26 August 1974 on the organization of civil pensions together with all the amendments thereto;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration of civil and military personnel of the Republic of Cameroon, as modified and supplemented by Decree No. 79/69 of March 1979;
- Decree No. 75/791 of 18 December 1975 regulating the special status of civil servants of the Labour and Social Security;
- Decree No. 77/41 of 03 February 1977 to lay down the attributions and organization of financial controls;
- Decree No. 94/199 of 7 October 1994 to lay down General Rules and Regulations of Public service, as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- Decree No. 2011/408 of 09 December 2011 to organize the Government, as amended and supplemented by Decree No. 2018/190 of 02 March 2018;
- Decree No. 2011/410 of 09 December 2011 to organize the Government;
- 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.to lay down special rules and regulations governing the Corps concerned;
- Decree No. 2020/802 of 30 December 2020 to harmonize the retirement age of civil servants;
- Order no. 236/CAB/PR of 09 November 1978 laying down the procedure for granting civil and military pensions, life annuities, death benefits and allowances;
- Circular of the Ministry of Finance on the Instruction relating to the Execution of the Finance Laws, the Monitoring and Control of the Execution of the Budgets of the State, Regional and Local Authorities and Other Public Entities for the current fiscal year.

REQUIREMENT: be a category “B; C or D” civil servant placed on retirement and having completed at least 15 years of active service.

CONSTITUTION OF FILE:

* *Required documents:*

- stamped application at the current rate addressed to the Minister;
- certificate of individuality, where applicable;
- certificate of school attendance for each school-age minor child or medical certificates for disabled children , where applicable;
- birth certificate (s) of minor children , where applicable;
- copy of marriage certificate (s) ;
- applicant's residence certificate.

*** Reference documents:**

- absorption order;
- reclassification instrument or advancement in grade by selection, where applicable;
- last advancement instrument.

DEADLINE: one hundred and twenty (120) days

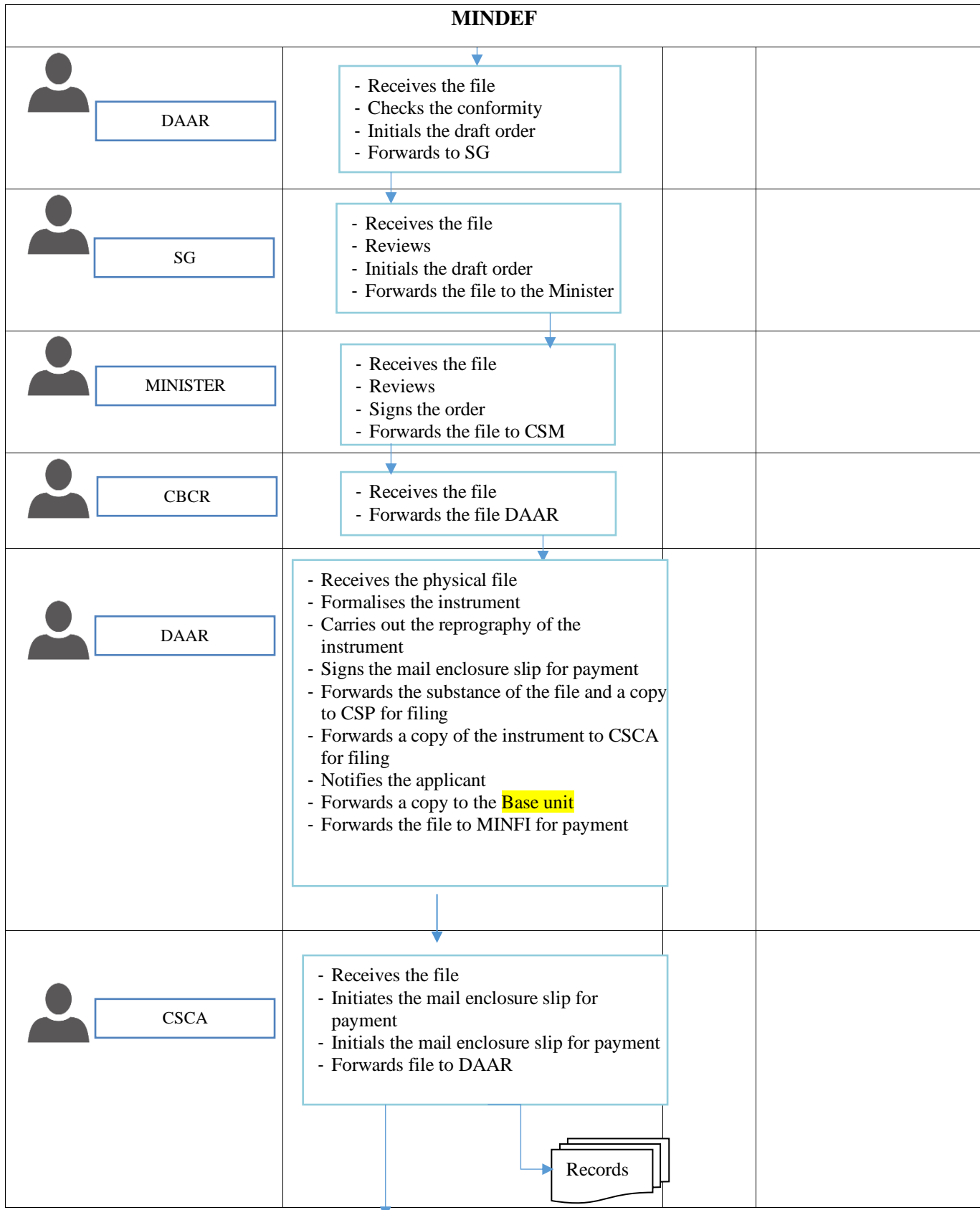
SIGNATORY OF THE DOCUMENT: the Minister

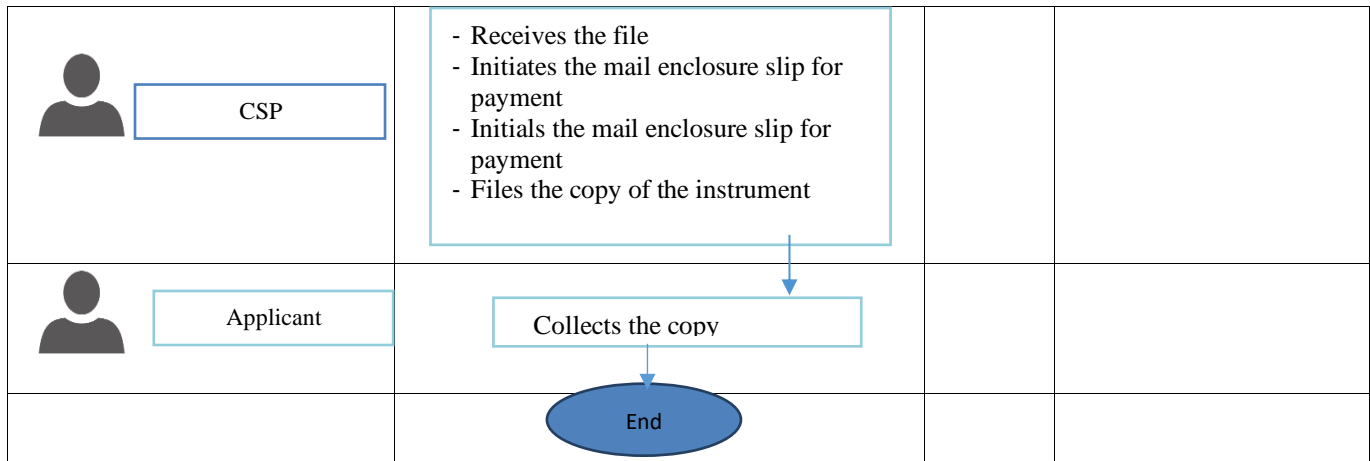
DELIVERY METHOD: notification

QUALITY SUPERVISOR: the Director of Administrative and Regulatory Affairs

PROCESSING :

DEPARTMENT OF ADMINISTRATIVE AND REGULATORY AFFAIRS	PROCEDURES NO. 14/DAAR/MINDEF/PPC/I <u>RETIREMENT AND PAYMENT OF PENSION FOR A CATEGORY B/C/D CIVIL SERVANT</u>	Procedure start date: 2022	
		Procedure Version:	
		Deadline	Page
<i>Intervening parties</i>	<i>Stages</i>		<i>Handling rules</i>
Applicant			R1 : Check file's compliance
Base unit			R2 :Check the authenticity of information provided
DAAR			R3 : Ensure the procedure is lawful
CSM			
CBPS			
CSP			
DAAR			
FINANCIAL CONTROLLER			
CF			





PROCEDURE No. 15/MINDEF/DAAR/PPC/I
**REIMBURSEMENT OF PENSION DEDUCTIONS TO A
CATEGORY “B/C/D” CIVIL SERVANT**

TITLE OF THE INSTRUMENT: Order to reimburse pension deductions to a category “B, C or D” civil servant

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Pensions Service

PLACE OF SUBMISSION OF FILE: Duty station

REFERENCE INSTRUMENTS:

- The Constitution ;
- Finance Law of the Republic of Cameroon for the current financial year;
- Decree No. 74/759 of 26 August 1974 on the organization of civil pensions together with all the amendments thereto;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration of civil and military personnel of the Republic of Cameroon, as modified and supplemented by Decree No. 79/69 of March 1979;
- Decree No. 75/791 of 18 December 1975 regulating the special status of civil servants of the Labour and Social Security;
- Decree No. 77/41 of 03 February 1977 to lay down the attributions and organization of financial controls;
- Decree No. 94/199 of 7 October 1994 to lay down General Rules and Regulations of Public service, as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- Decree No. 2011/408 of 09 December 2011 to organize the Government, as amended and supplemented by Decree No. 2018/190 of 02 March 2018;
- Decree No. 2011/410 of 09 December 2011 to organize the Government;
- 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.to lay down special rules and regulations governing the Corps concerned;
- Decree No. 2020/802 of 30 December 2020 to harmonize the retirement age of civil servants;
- Order no. 236/CAB/PR of 09 November 1978 laying down the procedure for granting civil and military pensions, life annuities, death benefits and allowances;
- Circular of the Ministry of Finance on the Instruction relating to the Execution of the Finance Laws, the Monitoring and Control of the Execution of the Budgets of the State, Regional and Local Authorities and Other Public Entities for the current fiscal year.

REQUIREMENT: be a category “B; C or D” civil servant placed on retirement and having completed less than 15 years of active service.

CONSTITUTION OF FILE:

**Required document:*

- stamped application at the current rate addressed to the Minister;
- copy of marriage certificate;
- certificate of individuality, where applicable ;
- residence certificate.

*** Reference documents:**

- absorption order;
- reclassification instrument, where applicable;
- last promotion instrument.

DEADLINE: sixty (60) days

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: notification

QUALITY SUPERVISOR: the Director of Administrative and Regulatory Affairs

PROCESSING : cf CIRCUI T : PROCEDURE No. 14/MINDEF/DAAR/PPC/ I

RETIREMENT AND PAYMENT OF PENSION FOR A CATEGORY B/C/D CIVIL SERVANT

PROCEDURE No. 16/MINDEF/DAAR/PPC/ I
**GRANTING DEATH BENEFITS AND REVERSIONARY PENSION TO
RIGHTFUL CLAIMANTS OF A CATEGORY “B/C/D” CIVIL SERVANT**

TITLE OF THE INSTRUMENT: Order to grant death benefits and reversionary pension to rightful claimants of a category “B, C or D” civil servant

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Pensions Service

PLACE OF SUBMISSION OF FILE: Duty station

REFERENCE INSTRUMENTS:

- The Constitution ;
- Finance Law of the Republic of Cameroon for the current financial year;
- Decree No. 74/759 of 26 August 1974 on the organization of civil pensions together with all the amendments thereto;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration of civil and military personnel of the Republic of Cameroon, as modified and supplemented by Decree No. 79/69 of March 1979;
- Decree No. 75/791 of 18 December 1975 regulating the special status of civil servants of the Labour and Social Security;
- Decree No. 77/41 of 03 February 1977 to lay down the attributions and organization of financial controls;
- Decree No. 94/199 of 7 October 1994 to lay down General Rules and Regulations of Public service, as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- Decree No. 2011/408 of 09 December 2011 to organize the Government, as amended and supplemented by Decree No. 2018/190 of 02 March 2018;
- Decree No. 2011/410 of 09 December 2011 to organize the Government;
- 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.to lay down special rules and regulations governing the Corps concerned;
- Decree No. 2020/802 of 30 December 2020 to harmonize the retirement age of civil servants;
- Order no. 236/CAB/PR of 09 November 1978 laying down the procedure for granting civil and military pensions, life annuities, death benefits and allowances;
- Circular of the Ministry of Finance on the Instruction relating to the Execution of the Finance Laws, the Monitoring and Control of the Execution of the Budgets of the State, Regional and Local Authorities and Other Public Entities for the current fiscal year.

REQUIREMENT: be a rightful claimant of a category “B, C or D” civil servant who has completed more than 15 years of service and who died on active duty.

CONSTITUTION OF FILE:

** Required documents:*

- stamped application at the current rate addressed to the Minister;
- copy of death certificate;

- certificate of monogamy or polygamy stating the number of widows and mentioning their names, where applicable;
- certificate of non-employment of the widow/widower, or their latest pay slip
- engrossed copy of inheritance certificate;
- certificate of non-appeal;
- attestation of non-remarriage and non-notorious cohabitation (widows), where applicable;
- school attendance certificate of school age minor children or medical certificate of disabled children, where applicable;
- collective life certificate of minor children, where applicable;
- certificate of individuality, where applicable ;
- certificate of non-judicial separation and non-divorce of spouse (s) , where applicable;
- copy of birth certificate or certified copy of the national identity card of the legal heir, where spouse and children are absent;
- copy of birth certificate or certified copy of the national identity card of the children's guardian, where applicable;
- applicant's certificate of residence;
- copy of marriage certificate (s) ;
- copies of birth certificates of disabled minor or adult children ;
- certificate of individuality, where applicable ;
- certificate of non-judicial separation and non-divorce of spouse (s), where applicable;
- engrossed copy of guardianship certificate of children custody and care.

***Reference documents :**

- record of service;
- absorption order;
- reclassification or advancement in grade by selection, where applicable;
- last advancement instrument.

DEADLINE: sixty (60) days

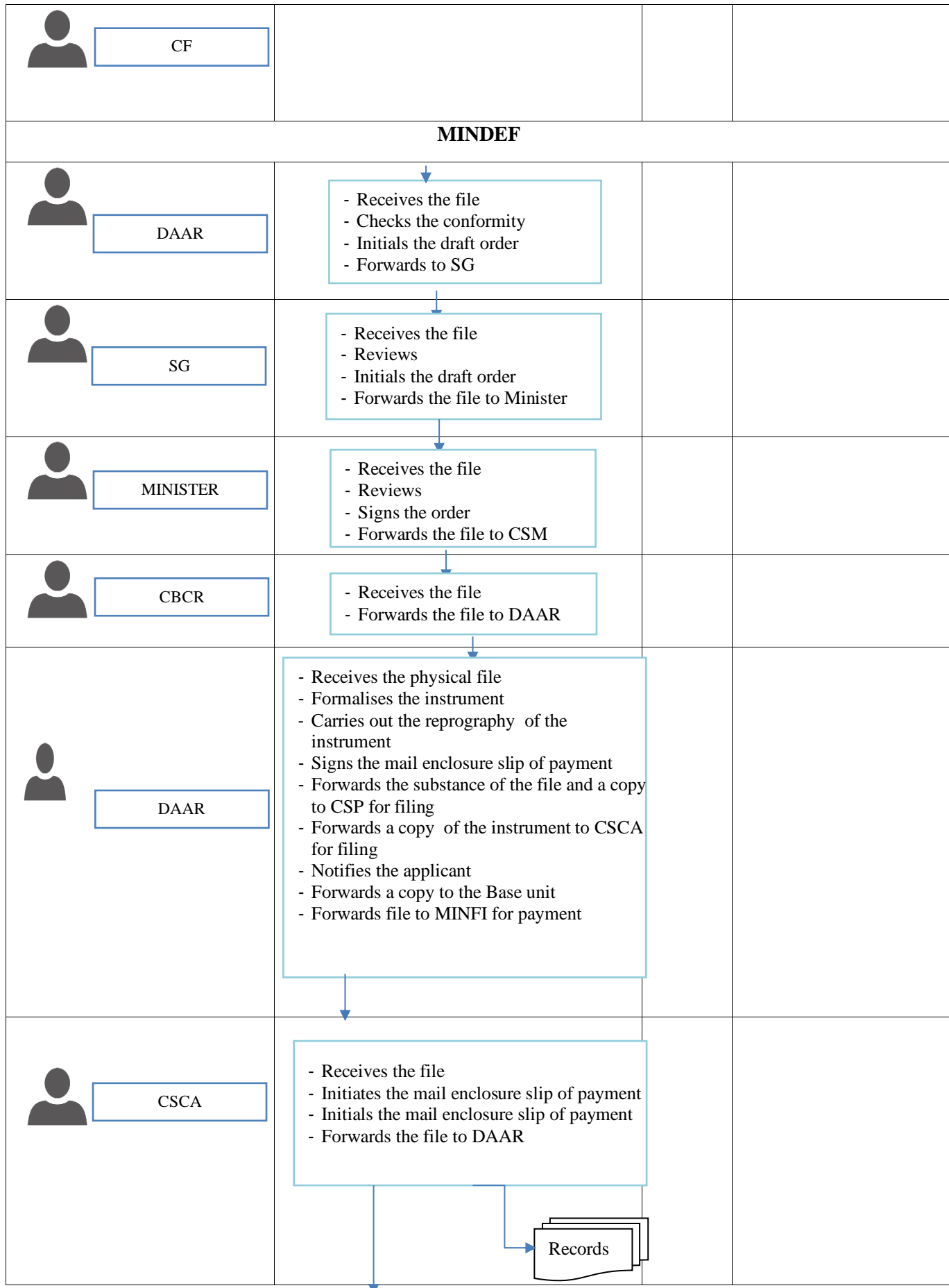
SIGNATORY OF THE DOCUMENT: the Minister

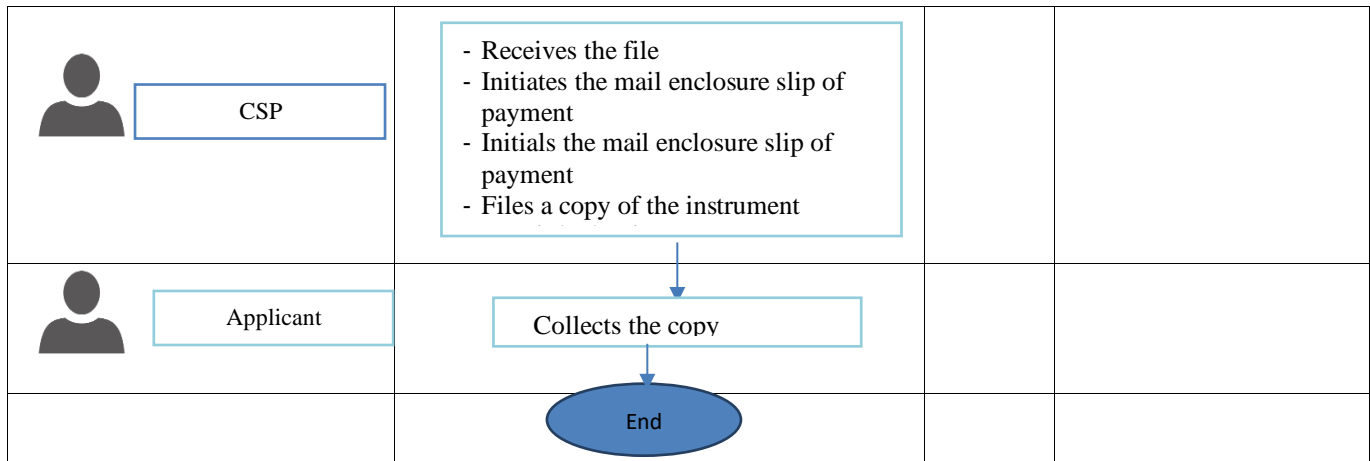
DELIVERY METHOD: notification

QUALITY SUPERVISOR: the Director of Administrative and Regulatory Affairs

PROCESSING :

DEPARTMENT OF ADMINISTRATIVE AND REGULATORY AFFAIRS	PROCEDURES NO. 16/DAAR/MINDEF/PPC/I	Procedure start date: 2022	
	<u>GRANTING DEATH BENEFITS AND REVERSIONARY PENSION TO RIGHTFUL CLAIMANTS OF A CATEGORY B/C/D CIVIL SERVANT</u>	Procedure Version:	
		Deadline	Page
<i>Intervening parties</i>	<i>Stages</i>		<i>Handling rules</i>
Applicant			R1 : Check file's compliance
Base unit			R2 :Check the authenticity of information provided
DAAR			R3 : Ensure the procedure is lawful
CSM			
CBPS			
CSP			
DAAR			
FINANCIAL CONTROLLER			





PROCEDURE No. 17/MINDEF/DAAR/PPC/ I
**GRANTING DEATH BENEFITS AND REIMBURSEMENT OF PENSION TO
RIGHTFUL CLAIMANTS OF A CATEGORY B/C/D CIVIL SERVANT**

TITLE OF THE INSTRUMENT: Order to grant death benefits and reimbursement of pension deductions to rightful claimants of a category “B, C or D” civil servant

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Pensions Service

PLACE OF SUBMISSION OF FILE: Duty station

REFERENCE INSTRUMENTS:

- The Constitution ;
- Finance Law of the Republic of Cameroon for the current financial year;
- Decree No. 74/759 of 26 August 1974 on the organization of civil pensions together with all the amendments thereto;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration of civil and military personnel of the Republic of Cameroon, as modified and supplemented by Decree No. 79/69 of March 1979;
- Decree No. 75/791 of 18 December 1975 regulating the special status of civil servants of the Labour and Social Security;
- Decree No. 77/41 of 03 February 1977 to lay down the attributions and organization of financial controls;
- Decree No. 94/199 of 7 October 1994 to lay down General Rules and Regulations of Public service, as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- Decree No. 2011/408 of 09 December 2011 to organize the Government, as amended and supplemented by Decree No. 2018/190 of 02 March 2018;
- Decree No. 2011/410 of 09 December 2011 to organize the Government;
- 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.to lay down special rules and regulations governing the Corps concerned;
- Decree No. 2020/802 of 30 December 2020 to harmonize the retirement age of civil servants;
- Order no. 236/CAB/PR of 09 November 1978 laying down the procedure for granting civil and military pensions, life annuities, death benefits and allowances;
- Circular of the Ministry of Finance on the Instruction relating to the Execution of the Finance Laws, the Monitoring and Control of the Execution of the Budgets of the State, Regional and Local Authorities and Other Public Entities for the current fiscal year.

REQUIREMENT: be a rightful claimant of a category “B, C or D” civil servant who has completed less than 15 years of service and who died on active duty

CONSTITUTION OF FILE:

*** Required documents:**

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

- certificate of individuality, where applicable ;
- copy of death certificate;
- certificate of celibacy of the deceased, where applicable;
- copy of death certificate of the predeceased spouse, where applicable;
- divorce judgement of the deceased, where applicable;
- certified copy of the applicant's national identity card;
- applicant's certificate of residence;
- engrossed copy of inheritance certificate;
- certificate of individuality, where applicable ;
- certificate of non-appeal.

*** Reference documents:**

- Record of service;
- absorption order;
- reclassification instrument, where applicable;
- last advancement instrument.

DEADLINE: sixty (60) days

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: notification

QUALITY SUPERVISOR: the Director of Administrative and Regulatory Affairs

PROCESSING : cf CIRCUIŢ : PROCEDURE No. 16/MINDEF/DAAR/PPC/ I

GRANTING DEATH BENEFITS AND REVERSIONARY PENSION TO RIGHTFUL CLAIMANTS OF A CATEGORY B/C/D CIVIL SERVANT

PROCEDURE No. 18/MINDEF/DAAR/PPC/ I
**GRANTING REVERSIONARY PENSION TO RIGHTFUL CLAIMANTS
OF A CATEGORY “B/C/D” CIVIL SERVANT**

TITLE OF THE INSTRUMENT: Order to grant reversionary pension to rightful claimants of a category “B, C or D” civil servant

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Pensions Service

PLACE OF SUBMISSION OF FILE: Duty station

REFERENCE INSTRUMENTS:

- The Constitution;
- Finance Law of the Republic of Cameroon for the current financial year;
- Decree No. 74/759 of 26 August 1974 on the organization of civil pensions together with all the amendments thereto;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration of civil and military personnel of the Republic of Cameroon, as modified and supplemented by Decree No. 79/69 of March 1979;
- Decree No. 75/791 of 18 December 1975 regulating the special status of civil servants of the Labour and Social Security;
- Decree No. 77/41 of 03 February 1977 to lay down the attributions and organization of financial controls;
- Decree No. 94/199 of 7 October 1994 to lay down General Rules and Regulations of Public service, as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- Decree No. 2011/408 of 09 December 2011 to organize the Government, as amended and supplemented by Decree No. 2018/190 of 02 March 2018;
- Decree No. 2011/410 of 09 December 2011 to organize the Government;
- 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.to lay down special rules and regulations governing the Corps concerned;
- Decree No. 2020/802 of 30 December 2020 to harmonize the retirement age of civil servants;
- Order no. 236/CAB/PR of 09 November 1978 laying down the procedure for granting civil and military pensions, life annuities, death benefits and allowances;
- Circular of the Ministry of Finance on the Instruction relating to the Execution of the Finance Laws, the Monitoring and Control of the Execution of the Budgets of the State, Regional and Local Authorities and Other Public Entities for the current fiscal year.

REQUIREMENTS:

- be a rightful claimant of a category “B, C or D” civil servant deceased while on retirement;
- have no taxable income.

CONSTITUTION OF FILE:

*** Required documents:**

- stamped application at the current rate addressed to the Minister;
- copy of death certificate;
- certificate of monogamy or polygamy stating the number of widows and mentioning their names, where applicable;
- certificate of non-employment of the widow/widower, or their latest pay slip, where applicable;
- engrossed copy of inheritance certificate;
- certificate of non-appeal;
- attestation of non-remarriage and non-notorious cohabitation (widows), where applicable;
- school attendance certificate of school age minor children or medical certificate of disabled children, where applicable;
- collective life certificate of minor children;
- certificate of individuality, where applicable ;
- certificate of non-judicial separation and non-divorce of spouse (s);
- copy of birth certificate or certified copy of the national identity card of the legal heir, where spouse and children are absent;
- copy of birth certificate or certified copy of the national identity card of the children's guardian, where applicable;
- applicant's certificate of residence;
- engrossed copy of guardianship judgement or certificate of children custody and care ;
- retirement instrument;
- copy of marriage certificate (s) ;
- copies of birth certificates of disabled minor or adult children ;
- certificate of individuality, where applicable ;

***Reference document:** N/A

DEADLINE: sixty (60) days

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: notification

QUALITY SUPERVISOR: the Director of Administrative and Regulatory Affairs

PROCESSING : cf CIRCUIT : PROCEDURE No. 16/MINDEF/DAAR/PPC/ I

GRANTING DEATH BENEFITS AND REVERSIONARY PENSION TO RIGHTFUL CLAIMANTS OF A CATEGORY B/C/D CIVIL SERVANT

PROCEDURE No. 19/MINDEF/DAAR/PPC/ I
**GRANTING DISABILITY PENSION TO A CATEGORY “B/CD” CIVIL
SERVANT**

TITLE OF THE INSTRUMENT: Order to grant disability pension to a category “B, C or D” civil servant

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Pensions Service

PLACE OF SUBMISSION OF FILE: Duty station

REFERENCE INSTRUMENTS:

- The Constitution ;
- Finance Law of the Republic of Cameroon for the current financial year;
- Decree No. 74/759 of 26 August 1974 on the organization of civil pensions together with all the amendments thereto;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration of civil and military personnel of the Republic of Cameroon, as modified and supplemented by Decree No. 79/69 of March 1979;
- Decree No. 75/791 of 18 December 1975 regulating the special status of civil servants of the Labour and Social Security;
- Decree No. 77/41 of 03 February 1977 to lay down the attributions and organization of financial controls;
- Decree No. 94/199 of 7 October 1994 to lay down General Rules and Regulations of Public service, as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- Decree No. 2011/408 of 09 December 2011 to organize the Government, as amended and supplemented by Decree No. 2018/190 of 02 March 2018;
- Decree No. 2011/410 of 09 December 2011 to organize the Government;
- 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.to lay down special rules and regulations governing the Corps concerned;
- Order no. 236/CAB/PR of 09 November 1978 laying down the procedure for granting civil and military pensions, life annuities, death benefits and allowances;
- Circular of the Ministry of Finance on the Instruction relating to the Execution of the Finance Laws, the Monitoring and Control of the Execution of the Budgets of the State, Regional and Local Authorities and Other Public Entities for the current fiscal year.

REQUIREMENT: be a category “B, C or D” civil servant suffering from an illness or accident that resulted in disability during the working period;

CONSTITUTION OF FILE:

* **Required documents:**

- stamped application at the current rate addressed to the Minister;
- medical record.

* **Reference documents:**

- last advancement instrument.
- opinion of National Medical Council.

DEADLINE: sixty (60) days

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: notification

QUALITY SUPERVISOR: the Director of Administrative and Regulatory Affairs

PROCESSING : cf **CIRCUIT** : PROCEDURE No. 16/MINDEF/DAAR/PPC/ I

GRANTING DEATH BENEFITS AND REVERSIONARY PENSION TO RIGHTFUL CLAIMANTS OF A CATEGORY B/C/D CIVIL SERVANT

PROCEDURE No. 20/MINDEF/DAAR/PPC/I
**RESIGNATION OF A CATEGORY « B/C/D CIVIL SERVANT AND
REIMBURSEMENT OF PENSION DEDUCTIONS**

TITLE OF THE INSTRUMENT: Order on the resignation of a category “B, C or D” civil servant and the reimbursement of pension deductions

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Pensions Service/Bureau

PLACE OF SUBMISSION OF FILE: Duty station

REFERENCE INSTRUMENTS:

- The Constitution ;
- Finance Law of the Republic of Cameroon for the current financial year;
- Decree No. 74/759 of 26 August 1974 on the organization of civil pensions together with all the amendments thereto;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration of civil and military personnel of the Republic of Cameroon, as modified and supplemented by Decree No. 79/69 of March 1979;
- Decree No. 75/791 of 18 December 1975 regulating the special status of civil servants of the Labour and Social Security;
- Decree No. 77/41 of 03 February 1977 to lay down the attributions and organization of financial controls;
- Decree No. 94/199 of 7 October 1994 to lay down General Rules and Regulations of Public service, as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- Decree No. 2011/408 of 09 December 2011 to organize the Government, as amended and supplemented by Decree No. 2018/190 of 02 March 2018;
- Decree No. 2011/410 of 09 December 2011 to organize the Government;
- 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.to lay down special rules and regulations governing the Corps concerned;
- Order no. 236/CAB/PR of 09 November 1978 laying down the procedure for granting civil and military pensions, life annuities, death benefits and allowances;
- Circular of the Ministry of Finance on the Instruction relating to the Execution of the Finance Laws, the Monitoring and Control of the Execution of the Budgets of the State, Regional and Local Authorities and Other Public Entities for the current fiscal year.

REQUIREMENT: be a category “B, C or D” civil servant who has resigned.

CONSTITUTION OF FILE:

**Required documents:*

- stamped application at the current rate addressed to the Minister;
- copy of marriage certificate;
- certificate of individuality, where applicable ;

- residence certificate.

*** Reference documents:**

- absorption order;
- reclassification instrument, where applicable;
- last promotion instrument.

DEADLINE: sixty (60) days

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: notification

QUALITY SUPERVISOR: the Director of Administrative and Regulatory Affairs

PROCESSING : cf CIRCUIIT : PROCEDURE No. 16/MINDEF/DAAR/PPC/ I

**GRANTING DEATH BENEFITS AND REVERSIONARY PENSION TO RIGHTFUL CLAIMANTS OF A CATEGORY
B/C/D CIVIL SERVANT**

**PENSIONS GRANTED TO
CONTRACT EMPLOYEES**

PROCEDURE No. 21/MINDEF/DAAR/PPC/1
RETIREMENT AND GRANTING OF OLD-AGE PENSION FOR A
CONTRACT EMPLOYEE

TITLE OF THE INSTRUMENT: Order to place a contract employee on retirement and grant an old-age pension.

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Pensions Service

PLACE OF SUBMISSION OF FILE: Duty station

REFERENCE INSTRUMENTS:

- The Constitution;
- Law No. 84/007 of 4 July 1984 amending law No. 69/LF/18 of 10 November 1969 establishing an insurance regime, disablement pension and insurance in case of death;
- Law No. 90/063 of 19 December 1990 to amend and supplement certain provisions of laws No. 69/LF/18 of 10 November 1969 and No. 84/007 of 04 July 1984;
- 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/18 of 10 November 1969;
- Decree No. 74/759 of 26 August 1974 on the organization of civil pensions together with all the amendments thereto;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration of civil and military personnel of the Republic of Cameroon;
- Decree No. 77/41 of 03 February 1977 to lay down the attributions and organization of financial controls;
- Decree No. 78/484 of 9 November 1978 to lay down the common provisions applicable to State employees governed by the Labour Code, as amended and supplemented by Decree No. 82-100 of 3 March 1982;
- Decree No. 92/220 of 8 May 1992 laying down the procedures for the transfer to the State the management of old age, disability and death pensions of State employees under the Labour Code, as amended and supplemented by Decree No. 93/333 of 16 April 1993;
- Decree No. 92/221/PM of 8 May 1992 to fix the retirement age of State employees governed by the Labour Code, as amended and supplemented by Decree No. 93/334/PM of 16 April 1993;
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- Decree No. 2011/408 of 09 December 2011 to organize the Government, as amended and supplemented by Decree No. 2018/190 of 02 March 2018;
- Decree No. 2011/410 of 09 December 2011 to organize the Government;
- Decree No. 2012/079 of 09 March 2012 to lay down the regulations governing the devolution of the management of State personnel and salaries;
- Order No. 2353/CAB/MFPRA of 24 May 1993 laying down the procedures of the award and payment of old age, disability and death pension benefits to State employees governed by the Labour Code as amended and supplemented by Order No. 4718/MFPRA of 01 December 1993;
- Interministerial instruction No. 1969/MTPS/MINFI of 01 July 1992 to lay down the framework of collaboration between the State and the National Social Insurance Fund in

managing old age, disability and death pension benefits of State employees governed by the Labour Code ;

- Circular No./MINFI/ ofon the Instructions relating to the implementation of the Finance Laws, the Monitoring and Control of the Execution of the Budgets of the State, Public Administrative Institutions, Regional and Local Authorities and other subsidized Entities, for the current financial year.

REQUIREMENTS:

- be a contract employee who has covered at least one hundred and eighty (180) months of insurance;
- have reached retirement age (fifty-five (55) years for contract employees of category 8 to category 12 and fifty years (50) for contract employees of category 7.

CONSTITUTION OF FILE:

** Required documents:*

- unstamped application addressed to the Minister;
- life certificate;
- school attendance certificates of minor children or medical certificates for disabled children, where applicable;
- collective life certificate (of minor children);
- residence certificate ;
- copies of birth certificate (s) of minor children, where applicable;
- copies of marriage certificate(s), where applicable.

NB : Documents marked “CNPS” are not subject to a stamp.

** Reference documents:*

- employment contract with the Public Service, where applicable with research and academic institutes
- employment contract amendment (s), where applicable;
- last three (03) decisions granting advancement in incremental position before retirement;

DEADLINE: one hundred and twenty (120) days










SIGNATORY OF THE DOCUMENT: the Minister

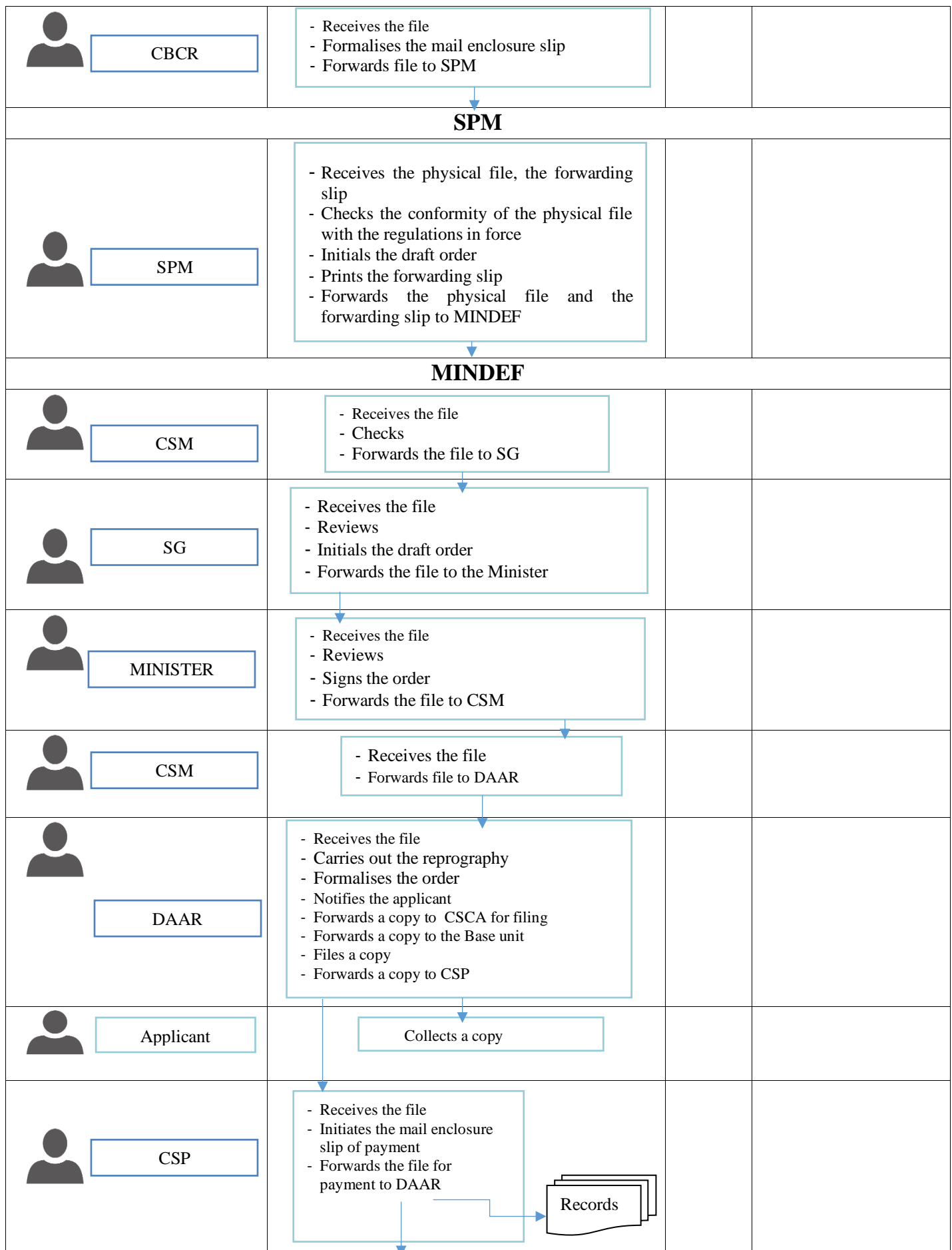
DELIVERY METHOD: notification

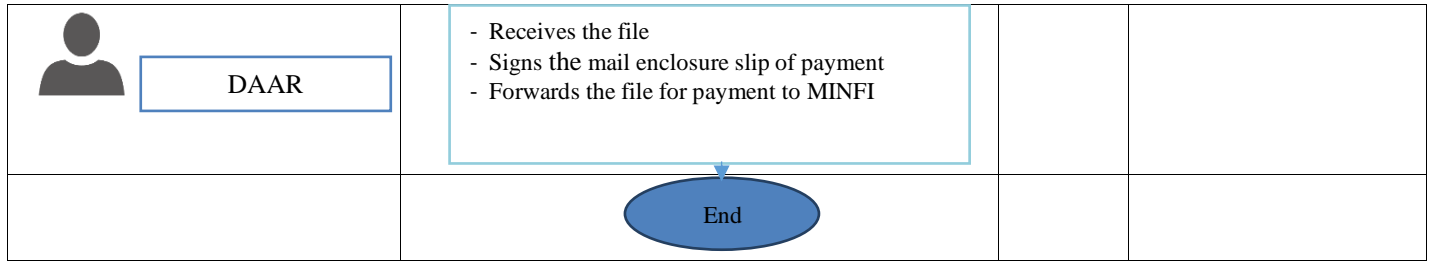
QUALITY SUPERVISOR: the Director of Administrative and Regulatory Affairs

PROCESSING :

DEPARTMENT OF ADMINISTRATIVE AND REGULATORY AFFAIRS	PROCEDURES No. 21/MINDEF/DAAR/PPC/I <u>RETIREMENT AND GRANTING OF OLD-AGE PENSION FOR A CONTRACT EMPLOYEE</u>	Procedure start date: 2022	
		Procedure Version:	
<i>Intervening parties</i>	<i>Stages</i>	Deadline	Page
Applicant			R1 : Check file's compliance
Base unit	<ul style="list-style-type: none"> - Receives the file - Registers the file - Forwards the file to DAAR 		R2 :Check the authenticity of information provided
DAAR	<ul style="list-style-type: none"> - Receives the file - Assigns file to CSP 		R3 : Ensure the procedure is lawful
CSM	<ul style="list-style-type: none"> - Receives the file - Reviews - Assigns to CBPS 		
CBPS	<ul style="list-style-type: none"> - Receives the file - Reviews - Initiates the draft order - Forwards file to CSP 		
CSP	<ul style="list-style-type: none"> - Receives the file - Initials the draft order - Initiates the mail enclosure slip with formal notice of CF 		
DAAR	<ul style="list-style-type: none"> - Receives the file - Initials the draft order - Initiates the processing form - Forwards file to CF 		
FINANCIAL CONTROLLER			
CF	<ul style="list-style-type: none"> - Receives the file - Checks the regularity - Initials - Date stamps the draft order - Forwards to CBR 		
MINDEF			

 <div style="border: 1px solid black; padding: 2px; display: inline-block;">DAAR</div>	<ul style="list-style-type: none"> - Receives the file - Checks the conformity - Initials the draft order - Initiates the forwarding slip to MINEFOP - Forwards to SG 		
 <div style="border: 1px solid black; padding: 2px; display: inline-block;">SG</div>	<ul style="list-style-type: none"> - Receives the file - Initials the mail enclosure slip - Forwards Minister 		
 <div style="border: 1px solid black; padding: 2px; display: inline-block;">MINISTER</div>	<ul style="list-style-type: none"> - Receives the file - Reviews - Signs the forwarding slip of MINEFOP - Forwards file to CSM 		
 <div style="border: 1px solid black; padding: 2px; display: inline-block;">CSM</div>	<ul style="list-style-type: none"> - Receives the file - Forwards file to MNEFOP 		
MINEFOP			
 <div style="border: 1px solid black; padding: 2px; display: inline-block;">MINEFOP</div>	<ul style="list-style-type: none"> - Receives the file - Checks the conformity of the physical file - Checks the legality - Initials the draft order - Signs the draft forwarding slip of MINDEF 		
MINDEF			
 <div style="border: 1px solid black; padding: 2px; display: inline-block;">CBR</div>	<ul style="list-style-type: none"> - Receives the file - Affixes a 'MAIL' stamp - Forwards file to DAAR 		
 <div style="border: 1px solid black; padding: 2px; display: inline-block;">DAAR</div>	<ul style="list-style-type: none"> - Receives the file - Initiates the draft mail enclosure slip with notice for the SPM - Forwards file to SG 		
 <div style="border: 1px solid black; padding: 2px; display: inline-block;">SG</div>	<ul style="list-style-type: none"> - Receives the file - Initials the forwarding slip - Forwards the file to the Minister 		
 <div style="border: 1px solid black; padding: 2px; display: inline-block;">MINISTER</div>	<ul style="list-style-type: none"> - Receives the file - Signs the forwarding slip of SPM - Forwards file to CCBCR 		





PROCEDURE No. 22/MINDEF/DAAR/PPC/I
GRANTING OLD-AGE PENSION TO A CONTRACT EMPLOYEE

TITLE OF THE INSTRUMENT: Order to grant old-age pension to a contract employee

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Pensions Service

PLACE OF SUBMISSION OF FILE: Duty station

REFERENCE INSTRUMENTS:

- The Constitution;
- Law No. 84/007 of 4 July 1984 amending law No. 69/LF/18 of 10 November 1969 establishing an insurance regime, disablement pension and insurance in case of death;
- Law No. 90/063 of 19 December 1990 to amend and supplement certain provisions of laws No. 69/LF/18 of 10 November 1969 and No. 84/007 of 04 July 1984;
- 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/18 of 10 November 1969;
- Decree No. 74/759 of 26 August 1974 on the organization of civil pensions together with all the amendments thereto;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration of civil and military personnel of the Republic of Cameroon;
- Decree No. 77/41 of 03 February 1977 to lay down the attributions and organization of financial controls;
- Decree No. 78/484 of 9 November 1978 to lay down the common provisions applicable to State employees governed by the Labour Code, as amended and supplemented by Decree No. 82-100 of 3 March 1982;
- Decree No. 92/220 of 8 May 1992 laying down the procedures for the transfer to the State the management of old age, disability and death pensions of State employees under the Labour Code, as amended and supplemented by Decree No. 93/333 of 16 April 1993;
- Decree No. 92/221/PM of 8 May 1992 to fix the retirement age of State employees governed by the Labour Code, as amended and supplemented by Decree No. 93/334/PM of 16 April 1993;
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- Decree No. 2011/408 of 09 December 2011 to organize the Government, as amended and supplemented by Decree No. 2018/190 of 02 March 2018;
- Decree No. 2011/410 of 09 December 2011 to organize the Government;
- Decree No. 2012/079 of 09 March 2012 to lay down the regulations governing the devolution of the management of State personnel and salaries;
- Order No. 2353/CAB/MFPRA of 24 May 1993 laying down the procedures of the award and payment of old age, disability and death pension benefits to State employees governed by the Labour Code as amended and supplemented by Order No. 4718/MFPRA of 01 December 1993;

- Interministerial instruction No. 1969/MTPS/MINFI of 01 July 1992 to lay down the framework of collaboration between the State and the National Social Insurance Fund in managing old age, disability and death pension benefits of State employees governed by the Labour Code ;
- Circular No./MINFI/ ofon the Instructions relating to the implementation of the Finance Laws, the Monitoring and Control of the Execution of the Budgets of the State, Public Administrative Institutions, Regional and Local Authorities and other subsidized Entities, for the current financial year.

REQUIREMENT: be a contract employee who has completed at least one hundred and eighty (180) months of insurance and placed on retirement.

CONSTITUTION OF FILE:

*** Required documents:**

- unstamped application addressed to the Minister
- life certificate;
- school attendance certificates of minor children or medical certificates for disabled, where applicable;
- collective life certificate (of minor children);
- residence certificate ;
- copy of marriage certificate(s), where applicable;
- copies of birth certificate (s) of minor children, where applicable;

*** Reference documents:**

- employment contract with the Public Service, where applicable with research and academic institutes
- employment contract amendment (s), where applicable;
- last three (03) decisions to grant advancement in incremental position before retirement.

DEADLINE: one hundred and twenty (120) days

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: notification

QUALITY SUPERVISOR: the Director of Administrative and Regulatory Affairs

PROCESSING : cf **CIRCUIT** : PROCEDURE No. 21/MINDEF/DAAR/PPC/ I

RETIREMENT AND GRANTING OF OLD-AGE PENSION FOR A CONTRACT EMPLOYEE

PROCEDURE No. 23/MINDEF/DAAR/PPC/ I
**GRANTING DEATH ALLOWANCE AND SURVIVOR'S ALLOWANCE
TO RIGHTFUL CLAIMANTS OF A CONTRACT EMPLOYEE**

TITLE OF THE INSTRUMENT: Order to grant death allowance and survivor's allowance to rightful claimants of a contract employee.

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Pensions Service

PLACE OF SUBMISSION OF FILE: Duty station

REFERENCE INSTRUMENTS:

- The Constitution;
- Law No. 84/007 of 4 July 1984 amending law No. 69/LF/18 of 10 November 1969 establishing an insurance regime, disablement pension and insurance in case of death;
- Law No. 90/063 of 19 December 1990 to amend and supplement certain provisions of laws No. 69/LF/18 of 10 November 1969 and No. 84/007 of 04 July 1984;
- 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/18 of 10 November 1969;
- Decree No. 74/759 of 26 August 1974 on the organization of civil pensions together with all the amendments thereto;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration of civil and military personnel of the Republic of Cameroon;
- Decree No. 77/41 of 03 February 1977 to lay down the attributions and organization of financial controls;
- Decree No. 78/484 of 9 November 1978 to lay down the common provisions applicable to State employees governed by the Labour Code, as amended and supplemented by Decree No. 82-100 of 3 March 1982;
- Decree No. 92/220 of 8 May 1992 laying down the procedures for the transfer to the State the management of old age, disability and death pensions of State employees under the Labour Code, as amended and supplemented by Decree No. 93/333 of 16 April 1993;
- Decree No. 92/221/PM of 8 May 1992 to fix the retirement age of State employees governed by the Labour Code, as amended and supplemented by Decree No. 93/334/PM of 16 April 1993;
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- Decree No. 2011/408 of 09 December 2011 to organize the Government, as amended and supplemented by Decree No. 2018/190 of 02 March 2018;
- Decree No. 2011/410 of 09 December 2011 to organize the Government;
- 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 to lay down special rules and regulations governing the Corps concerned;
- Order No. 2353/CAB/MFPRA of 24 May 1993 laying down the procedures of the award and payment of old age, disability and death pension benefits to State employees governed

by the Labour Code as amended and supplemented by Order No. 4718/MFPRA of 01 December 1993;

- Interministerial instruction No. 1969/MTPS/MINFI of 01 July 1992 to lay down the framework of collaboration between the State and the National Social Insurance Fund in managing old age, disability and death pension benefits of State employees governed by the Labour Code ;
- Circular No./MINFI/ ofon the Instructions relating to the implementation of the Finance Laws, the Monitoring and Control of the Execution of the Budgets of the State, Public Administrative Institutions, Regional and Local Authorities and other subsidized Entities, for the current financial year.

REQUIREMENT: be a rightful claimant of a contract employee deceased without acquiring pension rights;

CONSTITUTION OF FILE:

*** Required documents:**

- stamped application at the current rate addressed to the Minister;
- copy of death certificate;
- engrossed copy of inheritance certificate;
- certificate of non-appeal;
- certificate of individuality, where applicable ;
- copy of birth certificate or certified copy of the national identity card of the applicant;
- applicant's certificate of residence;
- certificate of celibacy, where applicable;
- divorce judgement, where applicable;
- certificate of individuality, where applicable ;
- death certificate of the spouse, where applicable.

*** Reference documents:**

- employment contract with the Public Service and where applicable with research institutes ;
- last three (03) decisions to grant advancement in incremental position before death.

DEADLINE: one hundred and eighty (180) days

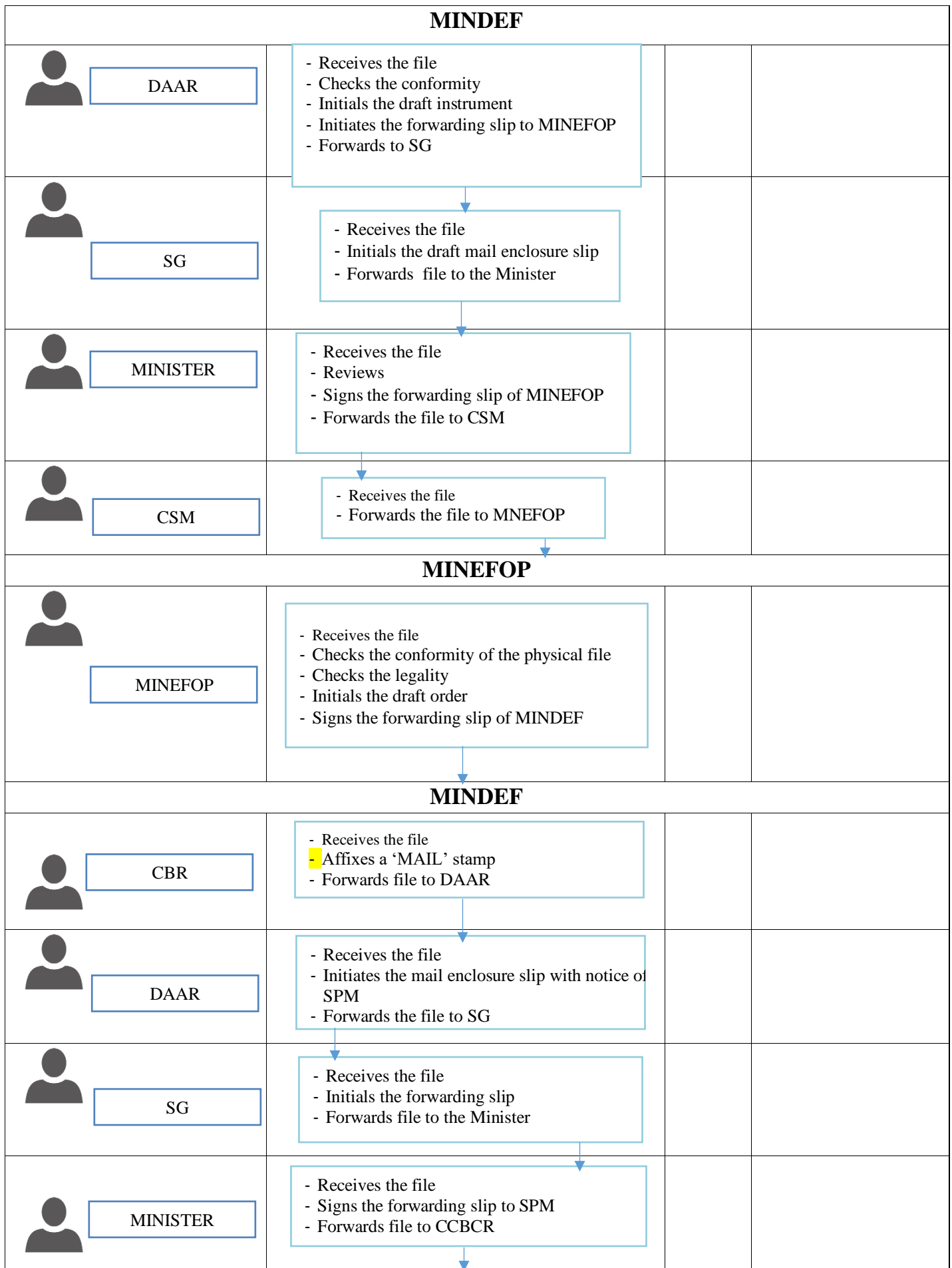
SIGNATORY OF THE DOCUMENT: the Minister

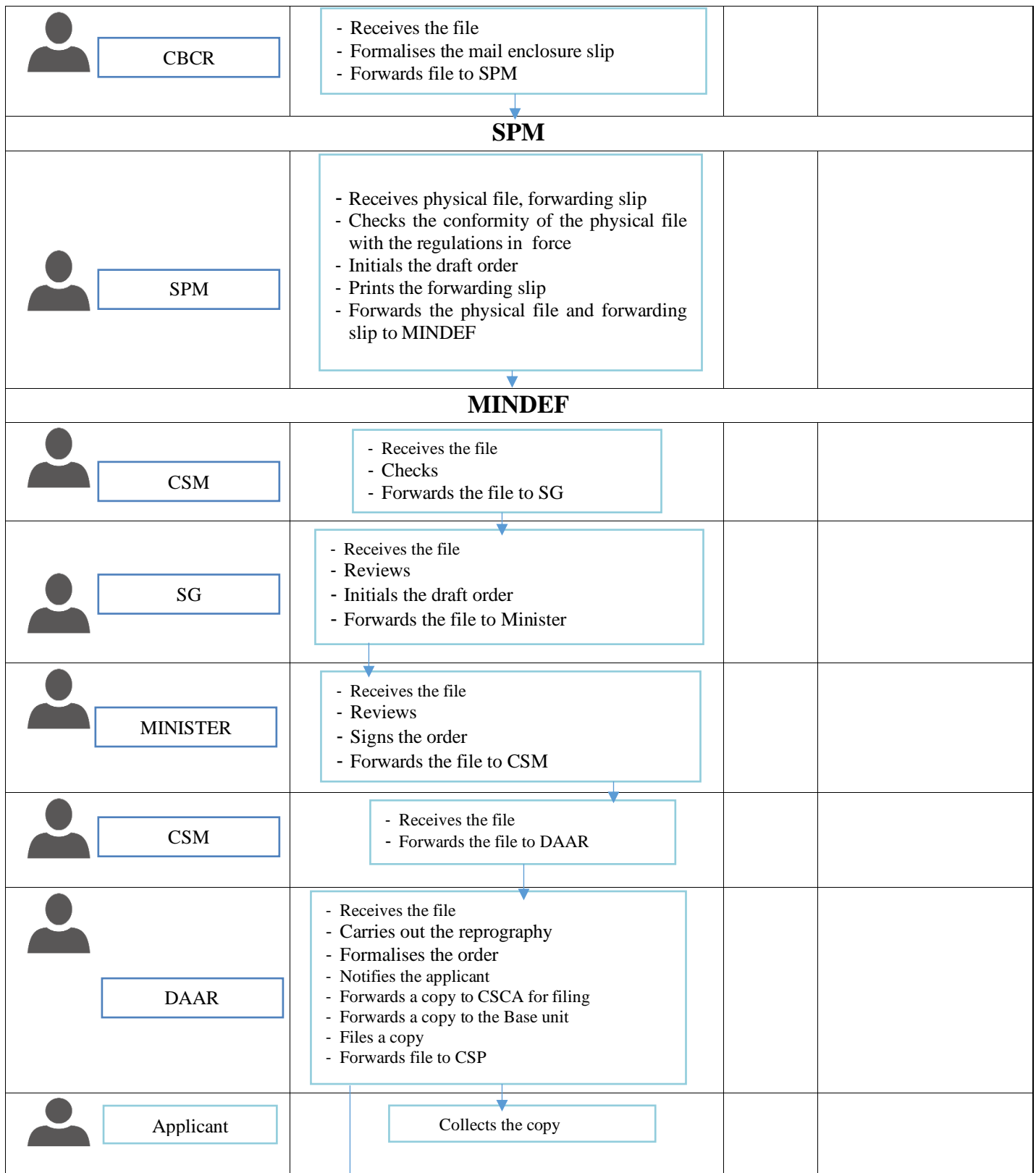
DELIVERY METHOD: notification

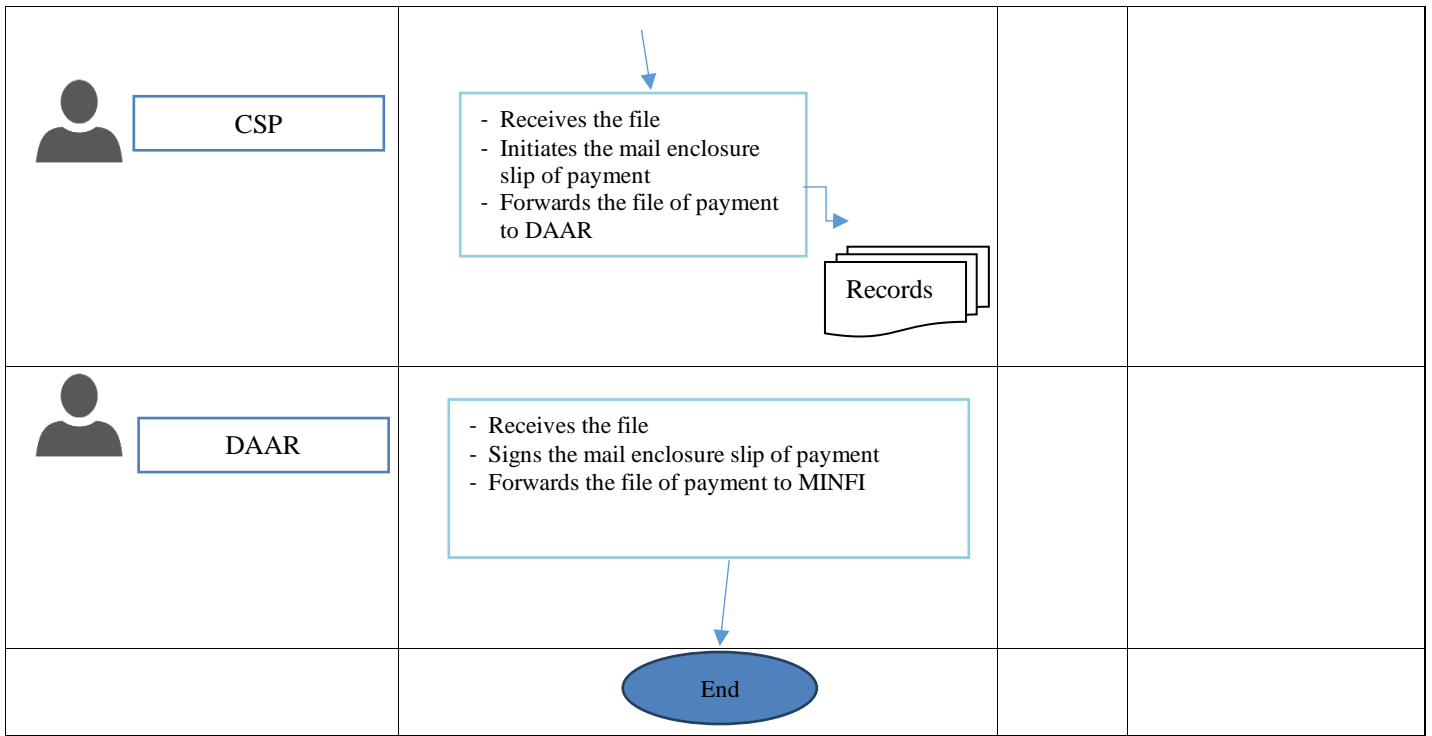
QUALITY SUPERVISOR: the Director of Administrative and Regulatory Affairs

PROCESSING :

DEPARTMENT OF ADMINISTRATIVE AND REGULATORY AFFAIRS	<u>PROCEDURE No. 23/MINDEF/DAAR/PPC/1 GRANTING DEATH ALLOWANCE AND SURVIVOR'S ALLOWANCE TO RIGHTFUL CLAIMANTS OF A CONTRACT EMPLOYEE</u>	Procedure start date: 2022	
		Procedure Version:	
		Deadline	Page
<i>Intervening parties</i>	<i>Stages</i>		<i>Handling rules</i>
			R1 : Check file's compliance
Applicant			R2 : Check the authenticity of information provided
Base unit			R3 : Ensure the procedure is lawful
DAAR			
CSM			
CBPS			
CSP			
DAAR			
FINANCIAL CONTROLLER			
CF			







PROCEDURE No. 24/MINDEF/DAAR/PPC/ I
GRANTING DEATH ALLOWANCE AND SURVIVOR'S PENSION TO
RIGHTFUL CLAIMANTS OF A CONTRACT EMPLOYEE

TITLE OF THE INSTRUMENT: Order to grant death allowance and survivor's pension to rightful claimants of a contract employee.

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Pensions Service

PLACE OF SUBMISSION OF FILE: Duty station

REFERENCE INSTRUMENTS:

- The Constitution;
- Law No. 84/007 of 4 July 1984 amending law No. 69/LF/18 of 10 November 1969 establishing an insurance regime, disablement pension and insurance in case of death;
- Law No. 90/063 of 19 December 1990 to amend and supplement certain provisions of laws No. 69/LF/18 of 10 November 1969 and No. 84/007 of 04 July 1984;
- 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/18 of 10 November 1969;
- Decree No. 74/759 of 26 August 1974 on the organization of civil pensions together with all the amendments thereto;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration of civil and military personnel of the Republic of Cameroon;
- Decree No. 77/41 of 03 February 1977 to lay down the attributions and organization of financial controls;
- Decree No. 78/484 of 9 November 1978 to lay down the common provisions applicable to State employees governed by the Labour Code, as amended and supplemented by Decree No. 82-100 of 3 March 1982;
- Decree No. 92/220 of 8 May 1992 laying down the procedures for the transfer to the State the management of old age, disability and death pensions of State employees under the Labour Code, as amended and supplemented by Decree No. 93/333 of 16 April 1993;
- Decree No. 92/221/PM of 8 May 1992 to fix the retirement age of State employees governed by the Labour Code, as amended and supplemented by Decree No. 93/334/PM of 16 April 1993;
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- Decree No. 2011/408 of 09 December 2011 to organize the Government, as amended and supplemented by Decree No. 2018/190 of 02 March 2018;
- Decree No. 2011/410 of 09 December 2011 to organize the Government;
- Decree No. 2012/079 of 09 March 2012 to lay down the regulations governing the devolution of the management of State personnel and salaries;
- Order No. 2353/CAB/MFPRA of 24 May 1993 laying down the procedures of the award and payment of old age, disability and death pension benefits to State employees governed by the Labour Code as amended and supplemented by Order No. 4718/MFPRA of 01 December 1993;

- Interministerial instruction No. 1969/MTPS/MINFI of 01 July 1992 to lay down the framework of collaboration between the State and the National Social Insurance Fund in managing old age, disability and death pension benefits of State employees governed by the Labour Code ;
- Circular No./MINFI/ ofon the Instructions relating to the implementation of the Finance Laws, the Monitoring and Control of the Execution of the Budgets of the State, Public Administrative Institutions, Regional and Local Authorities and other subsidized Entities, for the current financial year.

REQUIREMENT: be a rightful claimant of a contract employee who have acquired pension rights.

CONSTITUTION OF FILE:

• **Required documents:**

- unstamped application addressed to the Minister;
- copy of death certificate;
- certificate of monogamy or polygamy specifying the number of widows and mentioning their names, where applicable;
- certificate of non-employment of the widow/widower, or the latest pay slip, where applicable;
- engrossed copy of inheritance certificate;
- certificate of non-appeal;
- attestation of non-remarriage and non-notorious cohabitation (widows), where applicable;
- school attendance certificate of school age minor children or medical certificate of disabled children, where applicable;
- collective life certificate of minor children;
- certificate of individuality, where applicable ;
- copy of birth certificate or certified copy of the national identity card of the ascendant, where spouse and children are absent;
- certificate of individuality, where applicable ; where applicable;
- certificate of non-judicial separation and non-divorce of widow (s) issued while the husband was alive ;
- applicant's certificate of residence;
- engrossed copy of guardianship judgement or certificate of children custody and care.

• **Reference documents:**

- employment contract;
- employment contract amendments, where applicable;
- last three (03) decisions to grant advancement in incremental position before death;

DEADLINE: one hundred and twenty (120) days

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: notification

QUALITY SUPERVISOR: the Director of Administrative and Regulatory Affairs

PROCESSING : cf **CIRCUIT** : *PROCEDURE No. 23/MINDEF/DAAR/PPC/ I*

GRANTING DEATH ALLOWANCE AND SURVIVOR'S ALLOWANCE TO RIGHTFUL CLAIMANTS OF A CONTRACT EMPLOYEE

PROCEDURE No. 25/MINDEF/DAAR/PPC/ I
GRANTING DISABILITY PENSION TO A CONTRACT EMPLOYEE

TITLE OF THE INSTRUMENT: Order to grant disability pension to a contract employee

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Pensions Service

PLACE OF SUBMISSION OF FILE: Duty station

REFERENCE INSTRUMENTS:

- The Constitution;
- Law No. 84/007 of 4 July 1984 amending law No. 69/LF/18 of 10 November 1969 establishing an insurance regime, disablement pension and insurance in case of death;
- Law No. 90/063 of 19 December 1990 to amend and supplement certain provisions of laws No. 69/LF/18 of 10 November 1969 and No. 84/007 of 04 July 1984;
- 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/18 of 10 November 1969;
- Decree No. 74/759 of 26 August 1974 on the organization of civil pensions together with all the amendments thereto;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration of civil and military personnel of the Republic of Cameroon;
- Decree No. 77/41 of 03 February 1977 to lay down the attributions and organization of financial controls;
- Decree No. 78/484 of 9 November 1978 to lay down the common provisions applicable to State employees governed by the Labour Code, as amended and supplemented by Decree No. 82-100 of 3 March 1982;
- Decree No. 92/220 of 8 May 1992 laying down the procedures for the transfer to the State the management of old age, disability and death pensions of State employees under the Labour Code, as amended and supplemented by Decree No. 93/333 of 16 April 1993;
- Decree No. 92/221/PM of 8 May 1992 to fix the retirement age of State employees governed by the Labour Code, as amended and supplemented by Decree No. 93/334/PM of 16 April 1993;
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- Decree No. 2011/408 of 09 December 2011 to organize the Government, as amended and supplemented by Decree No. 2018/190 of 02 March 2018;
- Decree No. 2011/410 of 09 December 2011 to organize the Government;
- Decree No. 2012/079 of 09 March 2012 to lay down the regulations governing the devolution of the management of State personnel and salaries;
- Order No. 2353/CAB/MFPRA of 24 May 1993 laying down the procedures of the award and payment of old age, disability and death pension benefits to State employees governed by the Labour Code as amended and supplemented by Order No. 4718/MFPRA of 01 December 1993;

- Interministerial instruction No. 1969/MTPS/MINFI of 01 July 1992 to lay down the framework of collaboration between the State and the National Social Insurance Fund in managing old age, disability and death pension benefits of State employees governed by the Labour Code ;
- Circular No./MINFI/ ofon the Instructions relating to the implementation of the Finance Laws, the Monitoring and Control of the Execution of the Budgets of the State, Public Administrative Institutions, Regional and Local Authorities and other subsidized Entities, for the current financial year.

REQUIREMENT: be a contract employee who has suffered an illness or accident while on duty and which has resulted in a permanent or partial disability rated at 66% at least.

CONSTITUTION OF FILE:

* **Required documents:**

- unstamped application addressed to the Minister;
- medical record.

NB : Documents marked “CNPS” are not subject to a stamp.

* **Reference documents:**

- opinion of National Medical Council ;
- last promotion instrument.

DEADLINE: one hundred and twenty (120) days

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: notification

QUALITY SUPERVISOR: the Director of Administrative and Regulatory Affairs

PROCESSING : cf CIRCUIT : PROCEDURE No. 23/MINDEF/DAAR/PPC/ I
GRANTING DEATH ALLOWANCE AND SURVIVOR’S ALLOWANCE TO RIGHTFUL CLAIMANTS OF A CONTRACT EMPLOYEE

PROCEDURE No.26/MINDEF/DAAR/PPC/ I
**TERMINATION OF EMPLOYMENT CONTRACT AND
REIMBURSEMENT OF PENSION CONTRIBUTIONS FOR A CONTRACT
EMPLOYEE**

TITLE OF THE INSTRUMENT: Order to terminate employment contract of a contract employee and reimburse pension contributions

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Pensions Service

PLACE OF SUBMISSION OF FILE: Duty station

REFERENCE INSTRUMENTS:

- The Constitution;
- Law No. 84/007 of 4 July 1984 amending law No. 69/LF/18 of 10 November 1969 establishing an insurance regime, disablement pension and insurance in case of death;
- Law No. 90/063 of 19 December 1990 to amend and supplement certain provisions of laws No. 69/LF/18 of 10 November 1969 and No. 84/007 of 04 July 1984;
- 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/18 of 10 November 1969;
- Decree No. 74/759 of 26 August 1974 on the organization of civil pensions together with all the amendments thereto;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration of civil and military personnel of the Republic of Cameroon;
- Decree No. 77/41 of 03 February 1977 to lay down the attributions and organization of financial controls;
- Decree No. 78/484 of 9 November 1978 to lay down the common provisions applicable to State employees governed by the Labour Code, as amended and supplemented by Decree No. 82-100 of 3 March 1982;
- Decree No. 92/220 of 8 May 1992 laying down the procedures for the transfer to the State the management of old age, disability and death pensions of State employees under the Labour Code, as amended and supplemented by Decree No. 93/333 of 16 April 1993;
- Decree No. 92/221/PM of 8 May 1992 to fix the retirement age of State employees governed by the Labour Code, as amended and supplemented by Decree No. 93/334/PM of 16 April 1993;
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- Decree No. 2011/408 of 09 December 2011 to organize the Government, as amended and supplemented by Decree No. 2018/190 of 02 March 2018;
- Decree No. 2011/410 of 09 December 2011 to organize the Government;
- Decree No. 2012/079 of 09 March 2012 to lay down the regulations governing the devolution of the management of State personnel and salaries;
- Order No. 2353/CAB/MFPRA of 24 May 1993 laying down the procedures of the award and payment of old age, disability and death pension benefits to State employees governed by the Labour Code as amended and supplemented by Order No. 4718/MFPRA of 01 December 1993;

- Interministerial instruction No. 1969/MTPS/MINFI of 01 July 1992 to lay down the framework of collaboration between the State and the National Social Insurance Fund in managing old age, disability and death pension benefits of State employees governed by the Labour Code ;
- Circular No./MINFI/ ofon the Instructions relating to the implementation of the Finance Laws, the Monitoring and Control of the Execution of the Budgets of the State, Public Administrative Institutions, Regional and Local Authorities and other subsidized Entities, for the current financial year.

REQUIREMENTS:

- be a contract employee;
- be on active duty.

CONSTITUTION OF FILE:

*** Required documents:**

- stamped application at the current rate addressed to the Minister;
- life certificate.

NB : Documents marked “CNPS” are not subject to a stamp

*** Reference documents:**

- employment contract;
- employment contract amendments, where applicable;
- last three (03) decisions to grant advancement in incremental position.

DEADLINE: one hundred and twenty (120) days

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: notification

QUALITY SUPERVISOR: the Director of Administrative and Regulatory Affairs

PROCESSING : cf **CIRCUIT PROCEDURE No. 23/MINDEF/DAAR/PPC/ I**

GRANTING DEATH ALLOWANCE AND SURVIVOR’S ALLOWANCE TO RIGHTFUL CLAIMANTS OF A CONTRACT EMPLOYEE

**PENSIONS GRANTED TO EMPLOYEES
RECRUITED ON THE BASIS OF A
DECISION**

PROCEDURE No. 27/MINDEF/DAAR/PPC/ I
**GRANTING DEATH ALLOWANCE AND SURVIVOR'S ALLOWANCE
TO RIGHTFUL CLAIMANTS OF AN EMPLOYEE RECRUITED ON THE
BASIS OF A DECISION AND DECEASED IN ACTIVE DUTY**

TITLE OF THE INSTRUMENT: Decision to grant death allowance and survivor's allowance to rightful claimants of an employee recruited on the basis of a decision and deceased in active duty.

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Pensions Service

PLACE OF SUBMISSION OF FILE: Duty station

REFERENCE INSTRUMENTS:

- The Constitution;
- Law No. 84/007 of 4 July 1984 amending law No. 69/LF/18 of 10 November 1969 establishing an insurance regime, disablement pension and insurance in case of death;
- Law No. 90/063 of 19 December 1990 to amend and supplement certain provisions of laws No. 69/LF/18 of 10 November 1969 and No. 84/007 of 04 July 1984;
- 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/18 of 10 November 1969;
- Decree No. 74/759 of 26 August 1974 on the organization of civil pensions together with all the amendments thereto;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration of civil and military personnel of the Republic of Cameroon;
- Decree No. 77/41 of 03 February 1977 to lay down the attributions and organization of financial controls;
- Decree No. 78/484 of 9 November 1978 to lay down the common provisions applicable to State employees governed by the Labour Code, as amended and supplemented by Decree No. 82-100 of 3 March 1982;
- Decree No. 92/220 of 8 May 1992 laying down the procedures for the transfer to the State the management of old age, disability and death pensions of State employees under the Labour Code, as amended and supplemented by Decree No. 93/333 of 16 April 1993;
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- Decree No. 2011/408 of 09 December 2011 to organize the Government, as amended and supplemented by Decree No. 2018/190 of 02 March 2018;
- Decree No. 2011/410 of 09 December 2011 to organize the Government;
- Decree No. 2012/079 of 09 March 2012 to lay down the regulations governing the devolution of the management of State personnel and salaries;
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by the Labour Code as amended and supplemented by Order No. 4718/MFPRA of 01 December 1993;

- Interministerial instruction No. 1969/MTPS/MINFI of 01 July 1992 to lay down the framework of collaboration between the State and the National Social Insurance Fund in managing old age, disability and death pension benefits of State employees governed by the Labour Code ;
- Circular No./MINFI/ ofon the Instructions relating to the implementation of the Finance Laws, the Monitoring and Control of the Execution of the Budgets of the State, Public Administrative Institutions, Regional and Local Authorities and other subsidized Entities, for the current financial year.

REQUIREMENT: be a rightful claimant or legal custodian of the children of the deceased employee recruited on the basis of a decision

CONSTITUTION OF FILE:

** Required documents:*

- unstamped application addressed to the Minister;
- copy of death certificate;
- certificate of monogamy or polygamy stating the number of widows and mentioning their names;
- non-employment certificate of the widow, or her latest spay slip ;
- inheritance certificate;
- certificate of non-appeal;
- attestation of non-remarriage and non-notorious cohabitation;
- school attendance certificate of school age minor children or medical certificate for disabled children ;
- collective life certificate of minor children;
- certificate of individuality (where applicable) ;
- copy of birth certificate or certified copy of the national identity card of the ascendant, where the spouse and child are absent;
- applicant's certificate of residence;
- engrossed copy of guardianship judgement or certificate of children custody and care ;
- certificate of non-appeal.

Reference documents:

- acte d'engagement ;
- last promotion instrument, where applicable.

DEADLINE: sixty (60) days

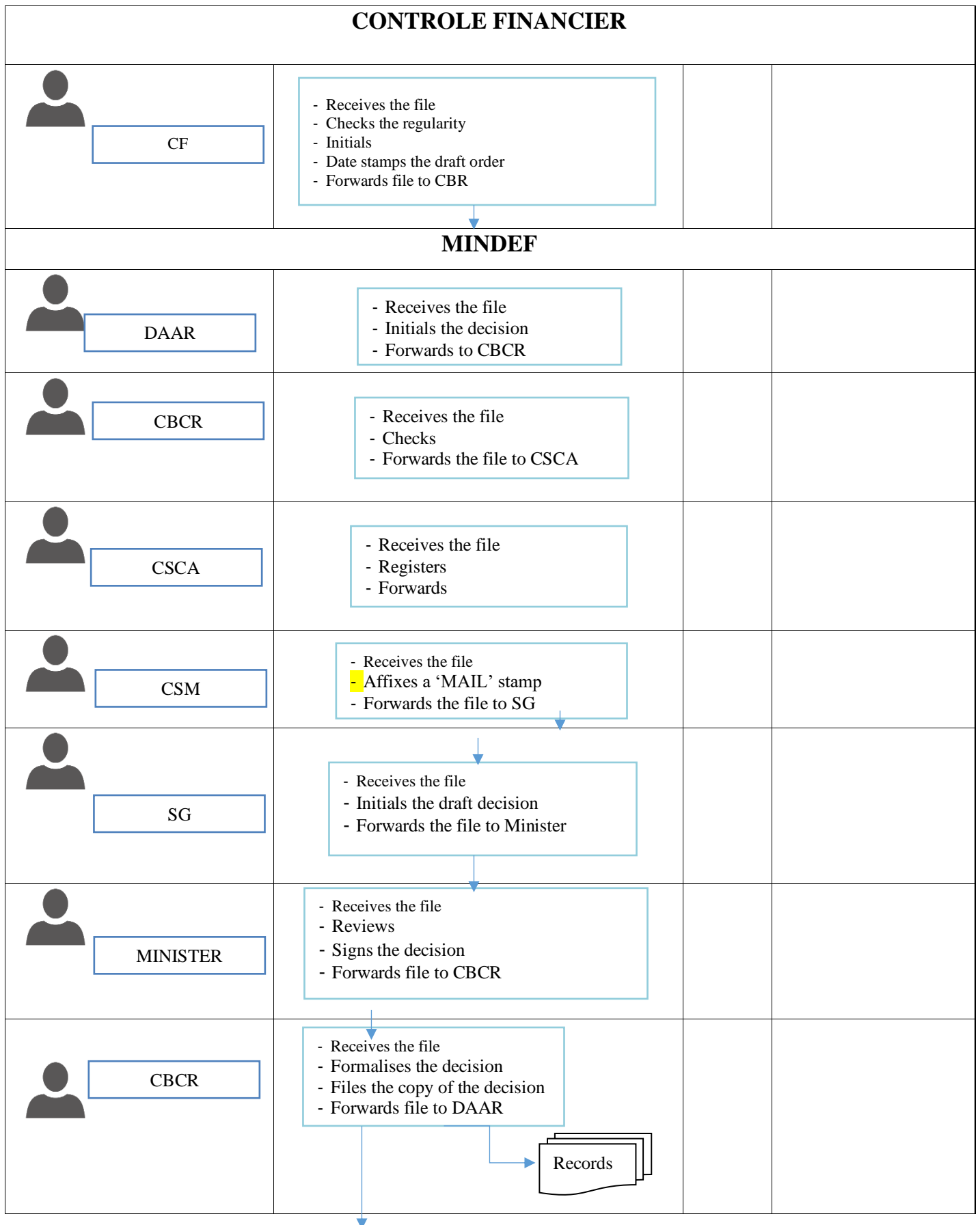
SIGNATORY OF THE DOCUMENT: the Minister

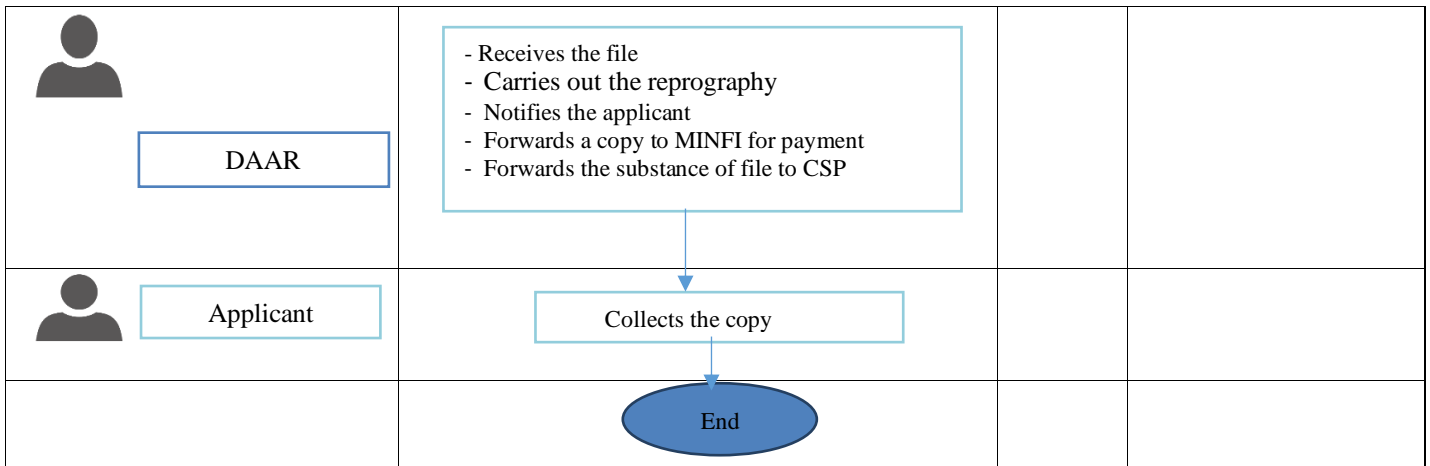
DELIVERY METHOD: notification

QUALITY SUPERVISOR: the Director of Administrative and Regulatory Affairs

PROCESSING :

DEPARTMENT OF ADMINISTRATIVE AND REGULATORY AFFAIRS	PROCEDURES No. 27/MINDEF/DAAR/PPC/I GRANTING DEATH ALLOWANCE AND SURVIVOR'S ALLOWANCE TO RIGHTFUL CLAIMANTS OF AN EMPLOYEE RECRUITED ON THE BASIS OF A DECISION AND DECEASED IN ACTIVE DUTY	Procedure start date: 2022	
		Procedure Version:	
		Deadline	Page
<i>Intervening parties</i>	<i>Stages</i>		<i>Handling rules</i>
			R1 : Check file's compliance
Applicant			R2 :Check the authenticity of information provided
Base unit			R3 : Ensure the procedure is lawful
DAAR			
CSP			
CBPS			
CSP			
DAAR			





PROCEDURE No. 28/MINDEF/DAAR/PPC/ I
**GRANTING DISABILITY PENSION TO AN EMPLOYEE
RECRUITED ON THE BASIS OF A DECISION**

TITLE OF THE INSTRUMENT: Decision to grant disability pension to an employee recruited on the basis of a decision

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Pensions Service

PLACE OF SUBMISSION OF FILE: Duty station

REFERENCE INSTRUMENTS:

- The Constitution;
- Law No. 84/007 of 4 July 1984 amending law No. 69/LF/18 of 10 November 1969 establishing an insurance regime, disablement pension and insurance in case of death;
- Law No. 90/063 of 19 December 1990 to amend and supplement certain provisions of laws No. 69/LF/18 of 10 November 1969 and No. 84/007 of 04 July 1984;
- 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/18 of 10 November 1969;
- Decree No. 74/759 of 26 August 1974 on the organization of civil pensions together with all the amendments thereto;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration of civil and military personnel of the Republic of Cameroon;
- Decree No. 77/41 of 03 February 1977 to lay down the attributions and organization of financial controls;
- Decree No. 78/484 of 9 November 1978 to lay down the common provisions applicable to State employees governed by the Labour Code, as amended and supplemented by Decree No. 82-100 of 3 March 1982;
- Decree No. 92/220 of 8 May 1992 laying down the procedures for the transfer to the State the management of old age, disability and death pensions of State employees under the Labour Code, as amended and supplemented by Decree No. 93/333 of 16 April 1993;
- Decree No. 92/221/PM of 8 May 1992 to fix the retirement age of State employees governed by the Labour Code, as amended and supplemented by Decree No. 93/334/PM of 16 April 1993;
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- Decree No. 2011/408 of 09 December 2011 to organize the Government, as amended and supplemented by Decree No. 2018/190 of 02 March 2018;
- Decree No. 2011/410 of 09 December 2011 to organize the Government;
- Decree No. 2012/079 of 09 March 2012 to lay down the regulations governing the devolution of the management of State personnel and salaries;
- Order No. 2353/CAB/MFPRA of 24 May 1993 laying down the procedures of the award and payment of old age, disability and death pension benefits to State employees governed by the Labour Code as amended and supplemented by Order No. 4718/MFPRA of 01 December 1993;

- Interministerial instruction No. 1969/MTPS/MINFI of 01 July 1992 to lay down the framework of collaboration between the State and the National Social Insurance Fund in managing old age, disability and death pension benefits of State employees governed by the Labour Code ;
- Circular No./MINFI/ ofon the Instructions relating to the implementation of the Finance Laws, the Monitoring and Control of the Execution of the Budgets of the State, Public Administrative Institutions, Regional and Local Authorities and other subsidized Entities, for the current financial year.

REQUIREMENT: be an employee recruited on the basis of a decision who has suffered an illness or accident while on duty and which has resulted in a permanent or partial disability rated at more than 66%;

CONSTITUTION OF FILE:

*** Required documents:**

- unstamped application addressed to the Minister;
- medical record.

NB: Documents marked “CNPS” are not subject to a stamp.

*** Reference documents:**

- last instrument granting advancement in incremental position;
- opinion of the National Medical Council.

DEADLINE: sixty (60) days after the opinion of the National Medical Council

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: notification

QUALITY SUPERVISOR: the Director of Administrative and Regulatory Affairs

PROCESSING : cf **CIRCUIT** : PROCEDURE No. 27/MINDEF/DAAR/PPC/ I

GRANTING DEATH ALLOWANCE AND SURVIVOR’S ALLOWANCE TO RIGHTFUL CLAIMANTS OF AN EMPLOYEE RECRUITED ON THE BASIS OF A DECISION AND DECEASED IN ACTIVE DUTY

PROCEDURE No. 29/MINDEF/DAAR/PPC/ I
**RESIGNATION AND REIMBURSEMENT OF PENSION
CONTRIBUTIONS FOR AN EMPLOYEE RECRUITED ON THE BASIS
OF A DECISION**

TITLE OF THE INSTRUMENT: Decision on the resignation of an employee recruited on the basis of a decision and reimbursement of pension contributions

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Pensions Service

PLACE OF SUBMISSION OF FILE: Duty station

REFERENCE INSTRUMENTS:

- The Constitution;
- Law No. 84/007 of 4 July 1984 amending law No. 69/LF/18 of 10 November 1969 establishing an insurance regime, disablement pension and insurance in case of death;
- Law No. 90/063 of 19 December 1990 to amend and supplement certain provisions of laws No. 69/LF/18 of 10 November 1969 and No. 84/007 of 04 July 1984;
- 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/18 of 10 November 1969;
- Decree No. 74/759 of 26 August 1974 on the organization of civil pensions together with all the amendments thereto;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration of civil and military personnel of the Republic of Cameroon;
- Decree No. 77/41 of 03 February 1977 to lay down the attributions and organization of financial controls;
- Decree No. 78/484 of 9 November 1978 to lay down the common provisions applicable to State employees governed by the Labour Code, as amended and supplemented by Decree No. 82-100 of 3 March 1982;
- Decree No. 92/220 of 8 May 1992 laying down the procedures for the transfer to the State the management of old age, disability and death pensions of State employees under the Labour Code, as amended and supplemented by Decree No. 93/333 of 16 April 1993;
- Decree No. 92/221/PM of 8 May 1992 to fix the retirement age of State employees governed by the Labour Code, as amended and supplemented by Decree No. 93/334/PM of 16 April 1993;
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- Decree No. 2011/408 of 09 December 2011 to organize the Government, as amended and supplemented by Decree No. 2018/190 of 02 March 2018;
- Decree No. 2011/410 of 09 December 2011 to organize the Government;
- Decree No. 2012/079 of 09 March 2012 to lay down the regulations governing the devolution of the management of State personnel and salaries;
- Order No. 2353/CAB/MFPRA of 24 May 1993 laying down the procedures of the award and payment of old age, disability and death pension benefits to State employees governed by the Labour Code as amended and supplemented by Order No. 4718/MFPRA of 01 December 1993;

- Interministerial instruction No. 1969/MTPS/MINFI of 01 July 1992 to lay down the framework of collaboration between the State and the National Social Insurance Fund in managing old age, disability and death pension benefits of State employees governed by the Labour Code ;
- Circular No./MINFI/ ofon the Instructions relating to the implementation of the Finance Laws, the Monitoring and Control of the Execution of the Budgets of the State, Public Administrative Institutions, Regional and Local Authorities and other subsidized Entities, for the current financial year.

REQUIREMENT: be an employee recruited on the basis of a decision and who has resigned.

CONSTITUTION OF FILE:

*** Required documents:**

- unstamped application addressed to the Minister;
certificate of assumption of duty;
- attestation of unused of leave, where applicable;
- bank certificate, where applicable.

NB : Documents marked “CNPS” are not subject to a stamp.

*** Reference documents:**

- recruitment decision ;
- last three (03) decisions granting advancement in incremental position ;
- last leave decision;
- last pay slip.

DEADLINE: sixty (60) days

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: notification

QUALITY SUPERVISOR: the Director of Administrative and Regulatory Affairs

PROCESSING : cf **CIRCUIT** : PROCEDURE No. 27/MINDEF/DAAR/PPC/ I

GRANTING DEATH ALLOWANCE AND SURVIVOR’S ALLOWANCE TO RIGHTFUL CLAIMANTS OF AN EMPLOYEE RECRUITED ON THE BASIS OF A DECISION AND DECEASED IN ACTIVE DUTY

PROCEDURE No. 30/MINDEF/DAAR/PPC/ I
**GRANTING DEATH ALLOWANCE AND SURVIVOR'S PENSION TO
RIGHTFUL CLAIMANTS OF AN EMPLOYEE RECRUITED ON THE
BASIS OF A DECISION**

TITLE OF THE INSTRUMENT: Decision to grant death allowance and survivor's pension to rightful claimants of an employee recruited on the basis of a decision

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Pensions Service

PLACE OF SUBMISSION OF FILE: Duty station

REFERENCE INSTRUMENTS:

- The Constitution;
- Law No. 84/007 of 4 July 1984 amending law No. 69/LF/18 of 10 November 1969 establishing an insurance regime, disablement pension and insurance in case of death;
- Law No. 90/063 of 19 December 1990 to amend and supplement certain provisions of laws No. 69/LF/18 of 10 November 1969 and No. 84/007 of 04 July 1984;
- 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/18 of 10 November 1969;
- Decree No. 74/759 of 26 August 1974 on the organization of civil pensions together with all the amendments thereto;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration of civil and military personnel of the Republic of Cameroon;
- Decree No. 77/41 of 03 February 1977 to lay down the attributions and organization of financial controls;
- Decree No. 78/484 of 9 November 1978 to lay down the common provisions applicable to State employees governed by the Labour Code, as amended and supplemented by Decree No. 82-100 of 3 March 1982;
- Decree No. 92/220 of 8 May 1992 laying down the procedures for the transfer to the State the management of old age, disability and death pensions of State employees under the Labour Code, as amended and supplemented by Decree No. 93/333 of 16 April 1993;
- Decree No. 92/221/PM of 8 May 1992 to fix the retirement age of State employees governed by the Labour Code, as amended and supplemented by Decree No. 93/334/PM of 16 April 1993;
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- Decree No. 2011/408 of 09 December 2011 to organize the Government, as amended and supplemented by Decree No. 2018/190 of 02 March 2018;
- Decree No. 2011/410 of 09 December 2011 to organize the Government;
- Decree No. 2012/079 of 09 March 2012 to lay down the regulations governing the devolution of the management of State personnel and salaries;
- Order No. 2353/CAB/MFPRA of 24 May 1993 laying down the procedures of the award and payment of old age, disability and death pension benefits to State employees governed by the Labour Code as amended and supplemented by Order No. 4718/MFPRA of 01 December 1993;

- Interministerial instruction No. 1969/MTPS/MINFI of 01 July 1992 to lay down the framework of collaboration between the State and the National Social Insurance Fund in managing old age, disability and death pension benefits of State employees governed by the Labour Code ;
- Circular No./MINFI/ ofon the Instructions relating to the implementation of the Finance Laws, the Monitoring and Control of the Execution of the Budgets of the State, Public Administrative Institutions, Regional and Local Authorities and other subsidized Entities, for the current financial year.

REQUIREMENT: be a rightful claimant of an employee recruited on the basis of a decision deceased after having completed one hundred and eighty (180) months of insurance.

CONSTITUTION OF FILE:

*** Required documents:**

- unstamped application addressed to the Minister;
- copy of death certificate;
- inheritance certificate ;
- certificate of non-appeal;
- certificate of individuality, where applicable ;
- copy of birth certificate or certified copy of the national identity card of the applicant ;
- applicant's residence certificate.

*** Reference documents:**

- recruitment decision, where applicable;
- last three (03) decisions granting advancement in incremental position before death.

DEADLINE: sixty (60) days

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: notification

QUALITY SUPERVISOR: the Director of Administrative and Regulatory Affairs

PROCESSING : cf **CIRCUIT** : PROCEDURE No. 27/MINDEF/DAAR/PPC/ I

GRANTING DEATH ALLOWANCE AND SURVIVOR'S ALLOWANCE TO RIGHTFUL CLAIMANTS OF AN EMPLOYEE RECRUITED ON THE BASIS OF A DECISION AND DECEASED IN ACTIVE DUTY

PROCEDURE No. 31/MINDEF/DAAR/PPC/ I
**GRANTING OLD-AGE PENSION TO AN EMPLOYEE RECRUITED ON
THE BASIS OF A DECISION**

TITLE OF THE INSTRUMENT: Decision to grant old-age pension to an employee recruited on the basis of a decision

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Pensions Service

PLACE OF SUBMISSION OF FILE: Duty station

REFERENCE INSTRUMENTS:

- The Constitution;
- Law No. 84/007 of 4 July 1984 amending law No. 69/LF/18 of 10 November 1969 establishing an insurance regime, disablement pension and insurance in case of death;
- Law No. 90/063 of 19 December 1990 to amend and supplement certain provisions of laws No. 69/LF/18 of 10 November 1969 and No. 84/007 of 04 July 1984;
- 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/18 of 10 November 1969;
- Decree No. 74/759 of 26 August 1974 on the organization of civil pensions together with all the amendments thereto;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration of civil and military personnel of the Republic of Cameroon;
- Decree No. 77/41 of 03 February 1977 to lay down the attributions and organization of financial controls;
- Decree No. 78/484 of 9 November 1978 to lay down the common provisions applicable to State employees governed by the Labour Code, as amended and supplemented by Decree No. 82-100 of 3 March 1982;
- Decree No. 92/220 of 8 May 1992 laying down the procedures for the transfer to the State the management of old age, disability and death pensions of State employees governed by the Labour Code , as amended and supplemented by Decree No. 93/333 of 16 April 1993;
- Decree No. 92/221/PM of 8 May 1992 to fix the retirement age of State employees governed by the Labour Code, as amended and supplemented by Decree No. 93/334/PM of 16 April 1993;
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- Decree No. 2011/408 of 09 December 2011 to organize the Government, as amended and supplemented by Decree No. 2018/190 of 02 March 2018;
- Decree No. 2011/410 of 09 December 2011 to organize the Government;
- Decree No. 2012/079 of 09 March 2012 to lay down the regulations governing the devolution of the management of State personnel and salaries;
- Order No. 2353/CAB/MFPRA of 24 May 1993 laying down the procedures of the award and payment of old age, disability and death pension benefits to State employees

governed by the Labour Code as amended and supplemented by Order No. 4718/MFPRA of 01 December 1993;

- Interministerial instruction No. 1969/MTPS/MINFI of 01 July 1992 to lay down the framework of collaboration between the State and the National Social Insurance Fund in managing old age, disability and death pension benefits of State employees governed by the Labour Code ;
- Circular No./MINFI/ ofon the Instructions relating to the implementation of the Finance Laws, the Monitoring and Control of the Execution of the Budgets of the State, Public Administrative Institutions, Regional and Local Authorities and other subsidized Entities, for the current financial year.

REQUIREMENT: be an employee recruited on the basis of a decision who has completed one hundred and eighty (180) months of insurance and placed on retirement.

CONSTITUTION OF FILE:

*** Required documents:**

- unstamped application addressed to the Minister;
- life certificate;
- attestation of unused of leave, where applicable;
- bank certificate, where applicable.

NB: Documents marked “CNPS” are not subject to a stamp.

*** Reference documents:**

- recruitment decision ;
- last three (03) decisions to grant advancement in incremental position ;
- last leave decision;
- certificate of assumption of duty;
- last pay slip.

DEADLINE: sixty (60) days

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: notification

QUALITY SUPERVISOR: the Director of Administrative and Regulatory Affairs

PROCESSING : cf **CIRCUIT** : PROCEDURE No. 27/MINDEF/DAAR/PPC/ I

GRANTING DEATH ALLOWANCE AND SURVIVOR’S ALLOWANCE TO RIGHTFUL CLAIMANTS OF AN EMPLOYEE RECRUITED ON THE BASIS OF A DECISION AND DECEASED IN ACTIVE DUTY

PROCEDURE No. 32/MINDEF/DAAR/PPC/ I
**GRANTING OLD-AGE PENSION TO AN EMPLOYEE RECRUITED ON
THE BASIS OF A DECISION**

TITLE OF THE INSTRUMENT: Decision to grant old-age pension to an employee recruited on the basis of a decision

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Pensions Service

PLACE OF SUBMISSION OF FILE: Duty station

REFERENCE INSTRUMENTS:

- The Constitution;
- Law No. 84/007 of 4 July 1984 amending law No. 69/LF/18 of 10 November 1969 establishing an insurance regime, disablement pension and insurance in case of death;
- Law No. 90/063 of 19 December 1990 to amend and supplement certain provisions of laws No. 69/LF/18 of 10 November 1969 and No. 84/007 of 04 July 1984;
- 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/18 of 10 November 1969;
- Decree No. 74/759 of 26 August 1974 on the organization of civil pensions together with all the amendments thereto;
- Decree No. 75/459 of 26 June 1975 to determine the remuneration of civil and military personnel of the Republic of Cameroon;
- Decree No. 77/41 of 03 February 1977 to lay down the attributions and organization of financial controls;
- Decree No. 78/484 of 9 November 1978 to lay down the common provisions applicable to State employees governed by the Labour Code, as amended and supplemented by Decree No. 82-100 of 3 March 1982;
- Decree No. 92/220 of 8 May 1992 laying down the procedures for the transfer to the State the management of old age, disability and death pensions of State employees governed by the Labour Code , as amended and supplemented by Decree No. 93/333 of 16 April 1993;
- Decree No. 92/221/PM of 8 May 1992 to fix the retirement age of State employees governed by the Labour Code, as amended and supplemented by Decree No. 93/334/PM of 16 April 1993;
- Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, together with all the amendments thereto;
- Decree No. 2011/408 of 09 December 2011 to organize the Government, as amended and supplemented by Decree No. 2018/190 of 02 March 2018;
- Decree No. 2011/410 of 09 December 2011 to organize the Government;
- Decree No. 2012/079 of 09 March 2012 to lay down the regulations governing the devolution of the management of State personnel and salaries;
- Order No. 2353/CAB/MFPRA of 24 May 1993 laying down the procedures of the award and payment of old age, disability and death pension benefits to State employees governed by the Labour Code as amended and supplemented by Order No. 4718/MFPRA of 01 December 1993;
- Interministerial instruction No. 1969/MTPS/MINFI of 01 July 1992 to lay down the framework of collaboration between the State and the National Social Insurance Fund in managing old age, disability and death pension benefits of State employees governed by the Labour Code ;

- Circular No./MINFI/ ofon the Instructions relating to the implementation of the Finance Laws, the Monitoring and Control of the Execution of the Budgets of the State, Public Administrative Institutions, Regional and Local Authorities and other subsidized Entities, for the current financial year.

REQUIREMENT: be employee recruited on the basis of a decision who has completed one hundred and eighty (180) months of insurance and has been placed on retirement.

CONSTITUTION OF FILE:

*** Required documents:**

- unstamped application addressed to the Minister;
- life certificate;
- attestation of unused of leave, where applicable;
- bank certificate, where applicable.

NB: Documents marked “CNPS” are not subject to a stamp.

*** Reference documents:**

- recruitment decision ;
- three (03) last decisions to grant advancement in incremental position ;
- last leave decision;
- certificate of assumption of duty;
- last payslip.

DEADLINE: sixty (60) days

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: notification

QUALITY SUPERVISOR: the Director of Administrative and Regulatory Affairs





PROCESSING : cf **CIRCUIT** : PROCEDURE No. 27/MINDEF/DAAR/PPC/ I

GRANTING DEATH ALLOWANCE AND SURVIVOR’S ALLOWANCE TO RIGHTFUL CLAIMANTS OF AN EMPLOYEE RECRUITED ON THE BASIS OF A DECISION AND DECEASED IN ACTIVE DUTY




PART TWO
STANDARD OPERATIONS IN THE
PROCESSING CHAIN AND STAFFS

I. PROCESSING FILES AT THE MAIL LEVEL




a. At the beginning of the process

<i>Intervening parties</i>	<i>Stages</i>	<i>Handling rule</i>
 Applicant  Head of the Incoming Bureau	<div style="text-align: center;">  </div> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> Submits the file </div> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <ul style="list-style-type: none"> - Receives the physical file - Reviews the physical file - Registers the physical file which automatically generates a mail number - Writes the generated number on the physical file - Issues an acknowledgement of receipt to the applicant - Prints the forwarding slip - Forwards the electronic data to the Head of the General Affairs Division - Returns the physical file to the Head of the General Affairs Division - Returns the physical file to the Secretary of the Sub-director for Reception, Mail and Liaison </div> <div style="text-align: center;">  </div>	<p>R1 : Check file's compliance</p> <p>R2 : Ensure the file is lawful</p>

b. Forwarding file to another service




<i>Intervening parties</i>	<i>Stages</i>	<i>Handling rules</i>
 Head of Mail Office	<div style="text-align: center;">  </div> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <ul style="list-style-type: none"> - Receives the physical file, forwarding slip to the concerned service against signature - Checks the conformity of the physical file 's data with electronic data - Receives the electronic data and prints the recipient slip - Formalises the signed - Registers the exit of the physical file - Forwards the electronic data to another service - Prints the forwarding slip - Takes the physical file with mail enclosure slip to the concerned services </div> <div style="text-align: center;">  </div>	<p>R1 : Ensure compliance of physical data with electronic data</p> <p>R2 : Ensure that the addressee has not been mistaken</p> <p>R3 : Ensure that the name of the addressee is correct</p>

c. End of process


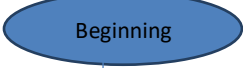

<i>Intervening parties</i>	<i>Stages</i>	<i>Handling rule</i>
 <div style="border: 1px solid black; padding: 5px; display: inline-block;"> Head of the Outgoing Mail </div>	<div style="text-align: center;">  <p>Beginning</p> </div> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <ul style="list-style-type: none"> - Receives the physical file and decision - Initials the forwarding slip - Registers the instrument - Carries out the reprography of the document - Formalises the instrument and photocopies - Registers and codifies the instrument - Registers exit of file - Files a copy of the instrument - Returns the substance of the file and a copy of the instrument and a copy to the concerned - Forwards the original instrument to the </div> <div style="text-align: center;">  <p>End</p> </div>	<p>R1 : Ensure that page numbering is respected</p> <p>R2 : Ensure that confidentiality is respected</p>

II. PROCESSING AT THE SECRETARIAT LEVEL




a) Reception of file

<i>Intervening parties</i>	<i>Stages</i>	<i>Handling rule</i>
 <div style="border: 1px solid black; padding: 5px; display: inline-block;"> Secretary </div>	<div style="text-align: center;">  <p>Beginning</p> </div> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <ul style="list-style-type: none"> - Receives the physical file and electronic data - Checks the conformity of the physical file's data with the electronic data - Registers the entry of the physical file - Initials the forwarding slip - Prints the acknowledgement receipt - Submits the physical file to hierarchy </div> <div style="text-align: center;">  <p>End</p> </div>	<p>R1: Ensure compliance of physical data with electronic data</p> <p>R2: Ensure that confidentiality is respected</p>



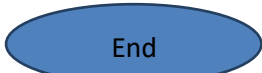
b) Exit of file

<i>Intervening parties</i>	<i>Stages</i>	<i>Handling rule</i>
 <div data-bbox="274 593 501 683" style="border: 1px solid black; padding: 5px; display: inline-block;">Secretary</div>	<div style="text-align: center;">  ↓ </div> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <ul style="list-style-type: none"> - Receives the physical file - Registers the exit of physical file - Prints the forwarding slip - Forwards the electronic data - Returns the physical file to the dispatch runner </div> <div style="text-align: center; margin-top: 10px;">  </div>	<p>R1: Ensure compliance of physical data with electronic data</p> <p>R2: Ensure that the addressee has not been mistaken</p> <p>R3 : Ensure that the name of the addressee is correct</p>

c) After the signing of the instrument


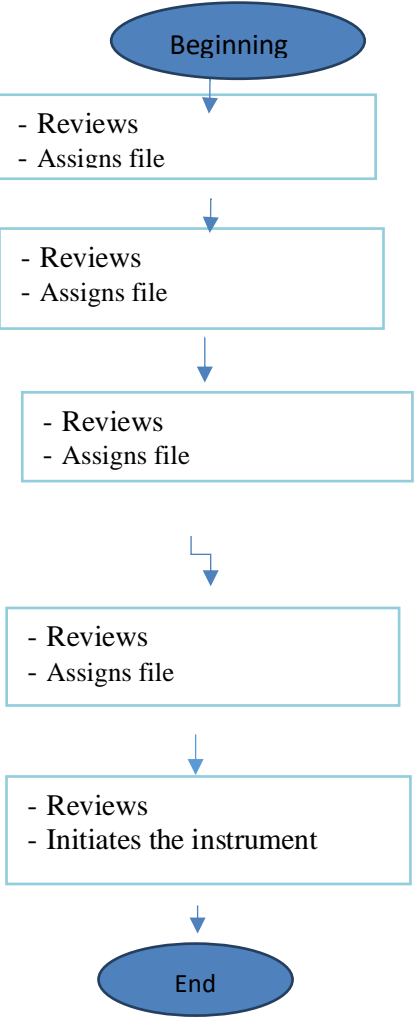
<i>Intervening parties</i>	<i>Stages</i>	<i>Handling rule</i>
 <div data-bbox="256 651 483 741" style="border: 1px solid black; padding: 2px;">Secretary</div>	<div style="text-align: center;">  <p>↓</p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <ul style="list-style-type: none"> - Receives the physical file and the signed decision - Forwards the decision to the Reprography Bureau Head - Prints the forwarding slip - Signs the electronic decision - Registers the exit of file - Returns the signed document to the Dispatch runner to forward to the Reprography Bureau Head </div> <p>↓</p>  </div>	<p>R1: Ensure compliance of physical data with electronic data</p> <p>R2: Ensure that the addressee has not been mistaken</p> <p>R3: Ensure that the name of the addressee is correct</p>

III. PROCESSING AT THE LEVEL OF A DISPATCH RUNNER/ ESTAFETE/ LIAISON AGENT

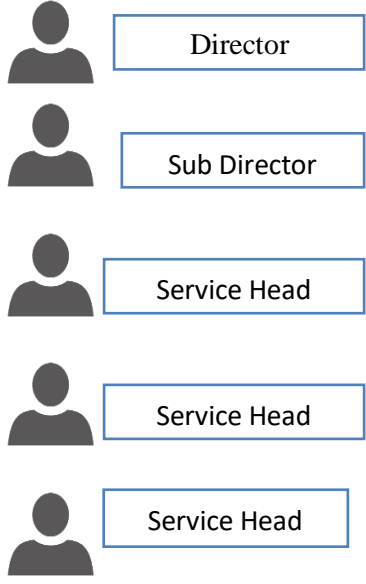
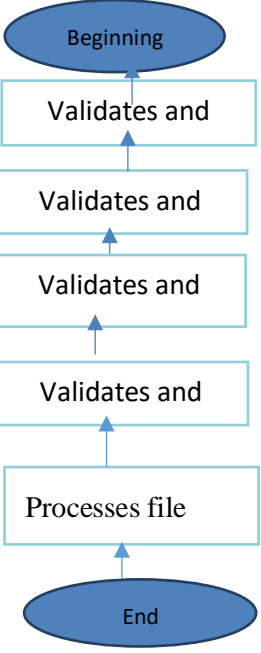
<i>Intervening parties</i>	<i>Stages</i>	<i>Handling rules</i>
 <div data-bbox="261 1664 488 1753" style="border: 1px solid black; padding: 2px;">Secretary</div>	<div style="text-align: center;">  <p>↓</p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <ul style="list-style-type: none"> - Receives the physical file against signature - Registers the physical file - Takes the file to the Head </div> <p>↓</p>  </div>	<p>R1: Ensure compliance of physical data with electronic data</p> <p>R2: Ensure that the addressee has not been mistaken</p> <p>R3: Ensure that the name of the addressee is correct</p>

IV. PROCESSING AT TECHNICAL STRUCTURE LEVEL









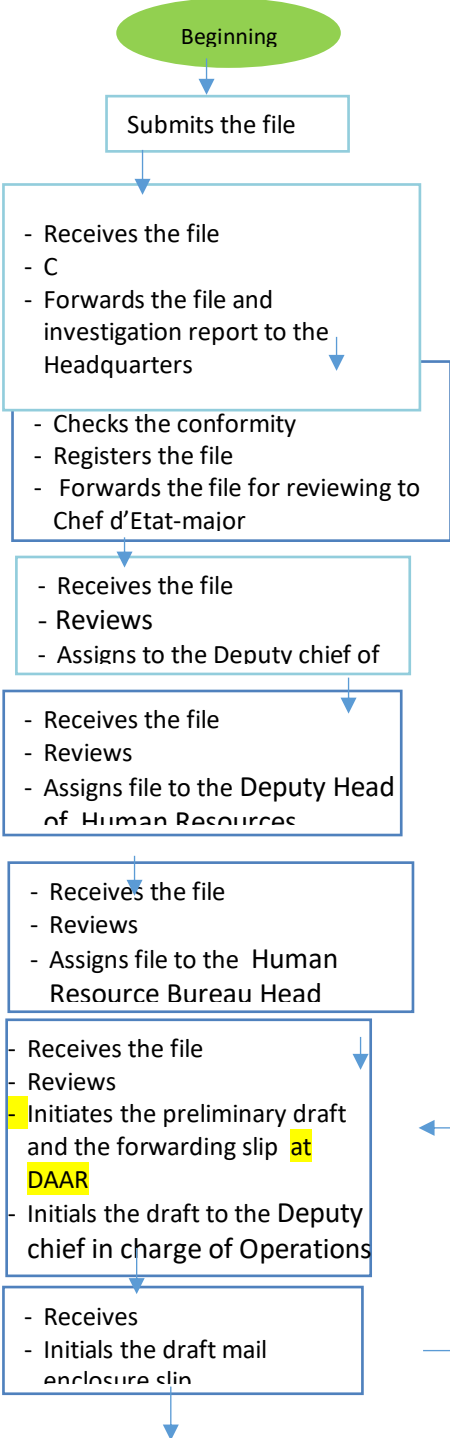
a) Entry of file

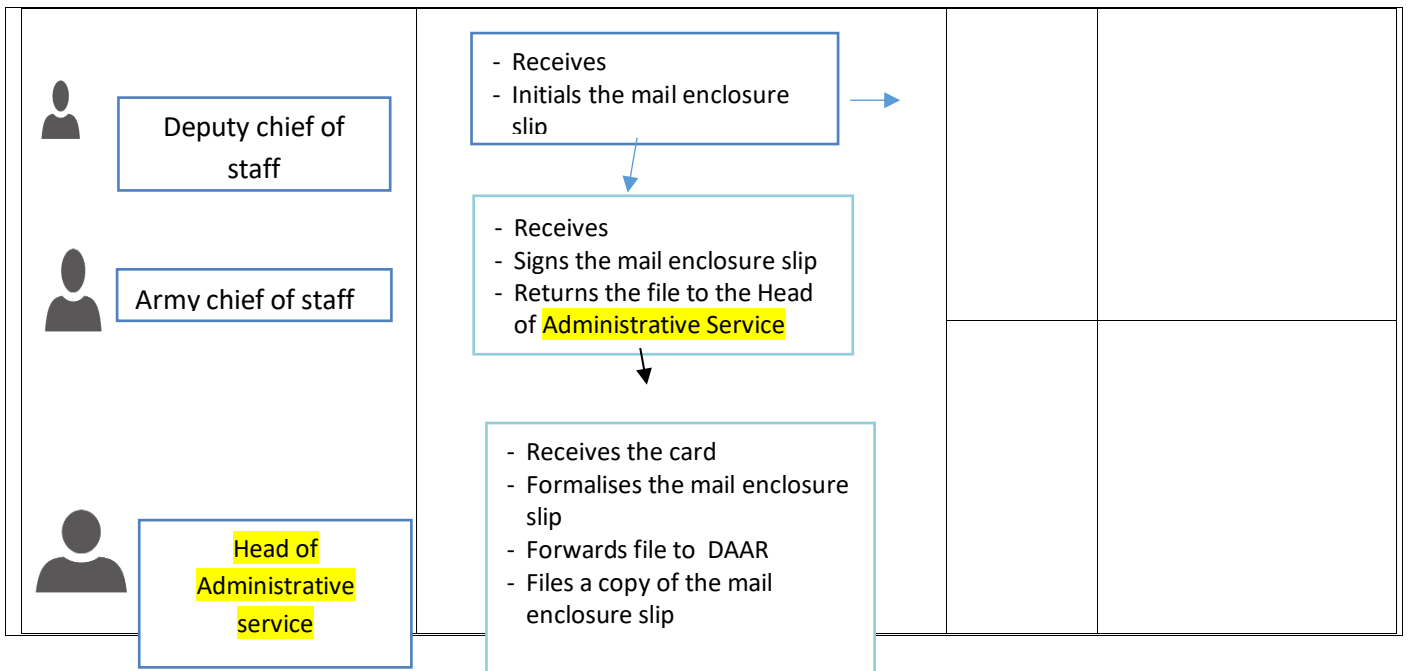
<i>Intervening parties</i>	<i>Stages</i>	<i>Handling rule</i>
 <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Directors and persons ranking</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Sub- Directors and persons ranking as such</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Service Heads and persons ranking</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Deputy Service Heads and persons ranking</div> <div style="border: 1px solid black; padding: 5px;">Bureau Head</div>	 <pre> graph TD Start([Beginning]) --> S1[- Reviews
- Assigns file] S1 --> S2[- Reviews
- Assigns file] S2 --> S3[- Reviews
- Assigns file] S3 --> S4[- Reviews
- Assigns file] S4 --> S5[- Reviews
- Initiates the instrument] S5 --> End([End]) </pre>	<p>R1:Ensure compliance of physical data with electronic data</p>











b) Exit of file

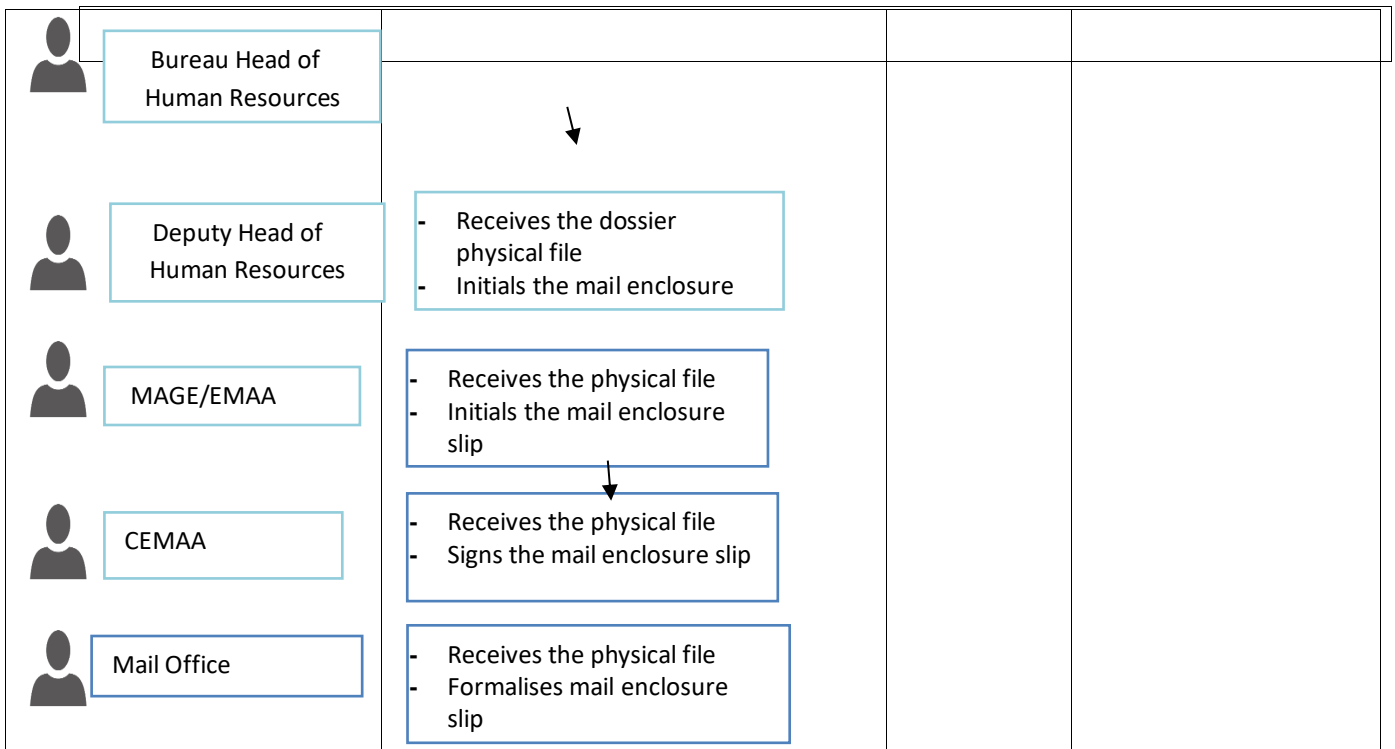
<i>Intervening parties</i>	<i>Stages</i>	<i>Handling rules</i>
 <p>Director</p> <p>Sub Director</p> <p>Service Head</p> <p>Service Head</p> <p>Service Head</p>	 <p>Beginning</p> <p>Validates and</p> <p>Validates and</p> <p>Validates and</p> <p>Validates and</p> <p>Processes file</p> <p>End</p>	<p>R1:Ensure compliance of physical data with electronic data</p> <p>R2 : Ensure requirements tally with the application</p> <p>R3 : Ensure compliance with the chain of command</p>

V. PROCESSING AT THE LEVEL OF STAFFS
a) EMAT

ARMY STAFF		Procedure start date: Avril 2021	
		Procedure Version: 1.0	
		DEADLINE	Page :
<i>Intervening parties</i>	<i>Stages</i>		<i>Handling rules</i>
 Applicant  Base unit  Mail Office  Army Chief of Staff  Deputy chief of staff  Deputy Head of Human Resources  Human Resource Bureau Head  Deputy chief in charge of	 <pre> graph TD Start([Beginning]) --> Submit[Submits the file] Submit --> BaseUnit[Base unit: - Receives the file, - C, - Forwards the file and investigation report to the Headquarters] BaseUnit --> MailOffice[Mail Office: - Checks the conformity, - Registers the file, - Forwards the file for reviewing to Chef d'Etat-major] MailOffice --> ArmyChief[Army Chief of Staff: - Receives the file, - Reviews, - Assigns to the Deputy chief of] ArmyChief --> DeputyChief[Deputy chief of staff: - Receives the file, - Reviews, - Assigns file to the Deputy Head of Human Resources] DeputyChief --> DeputyHead[Deputy Head of Human Resources: - Receives the file, - Reviews, - Assigns file to the Human Resource Bureau Head] DeputyHead --> BureauHead[Human Resource Bureau Head: - Receives the file, - Reviews, - Initiates the preliminary draft and the forwarding slip at DAAR, - Initials the draft to the Deputy chief in charge of Operations] BureauHead --> DeputyChiefInCharge[Deputy chief in charge of: - Receives, - Initials the draft mail enclosure slip] </pre>		<p>R1 Check file's compliance</p> <p>R2 : Check the applicant's status</p> <p>R3 : Check the administrative positions held by the spouses</p>



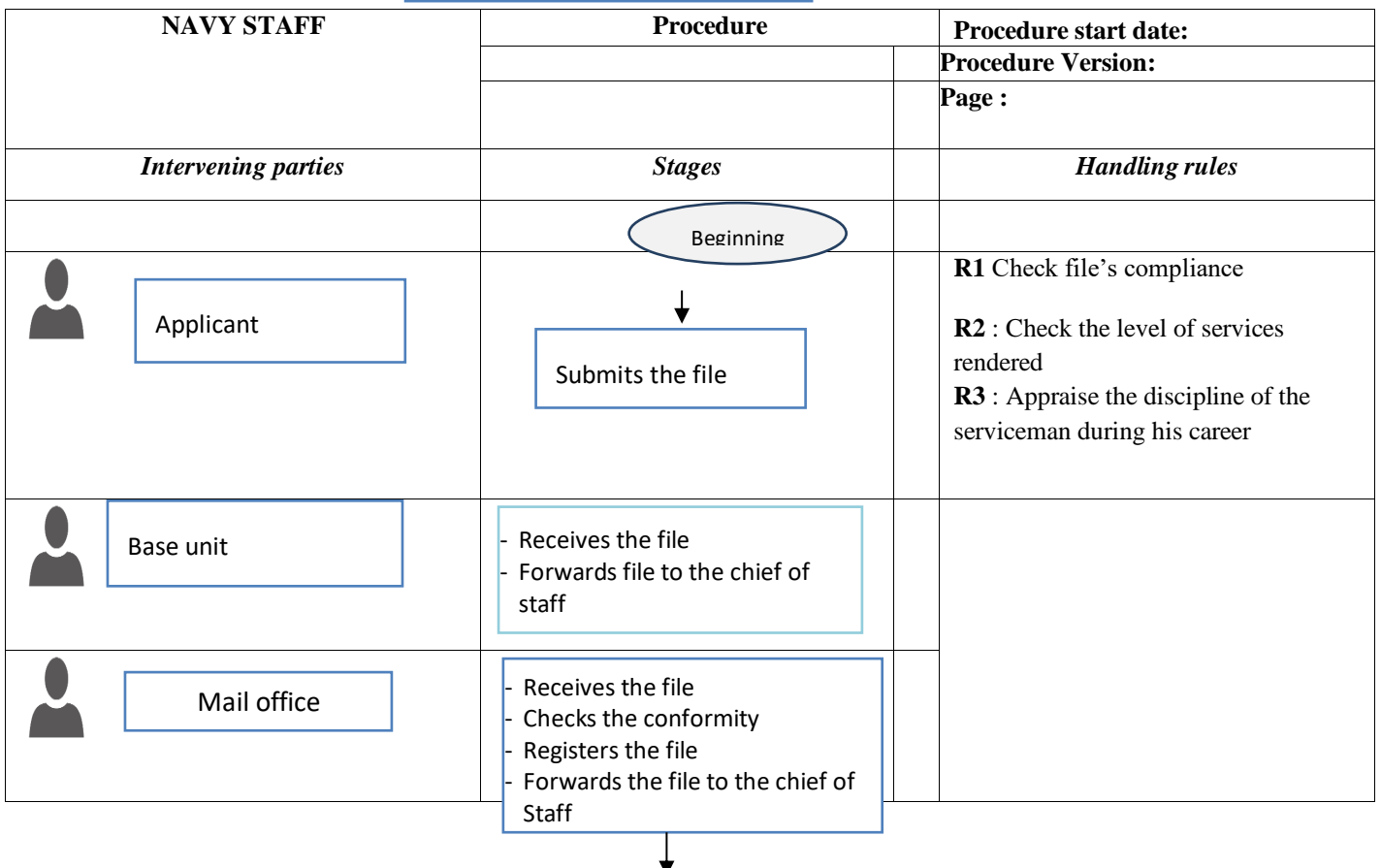
AIR FORCE STAFF		Procedure start date: 2022	
		DEADLINE	Procedure Version: 1.0
			Page
Intervening parties	Stages		Handling rules
 Applicant  Base unit Commander / Head of the User service  COCOM/ SERVICE HEAD  COM GPMT/ COM BAFUSAIR  CHEF SERCOM  COMBA  Mail Office  Head of Administrative Service  MAGE  Deputy Head of Human Resources	<p>Beginning</p> <p>Submits the file</p> <p>- Receives the physical file - Checks conformity - Forwards file to COCOM</p> <p>- Receives the physical file - Forwards to COM GPMT or COMBAFUSAIR</p> <p>- Receives the physical file - Forwards file to the secretary SERCOM Head</p> <p>- Receives file - Forwards the file to COMBA</p> <p>- Receives the physical file - Forwards the file to CEMAA</p> <p>- Receives the physical file - Forwards the file to CSA</p> <p>- Receives the physical file - Forwards the file to MAGE</p> <p>- Receives the physical file - Assigns file to SCRH</p> <p>- Receives the physical file - Assigns to CBR</p>		<p>R1 : Check compliance and completeness of the file</p> <p>R2 : Check the status and eligibility of applicants</p> <p>R3: Check authenticity of personal information provided and lawfulness of the procedure</p>












b) EMAA

c) EMM

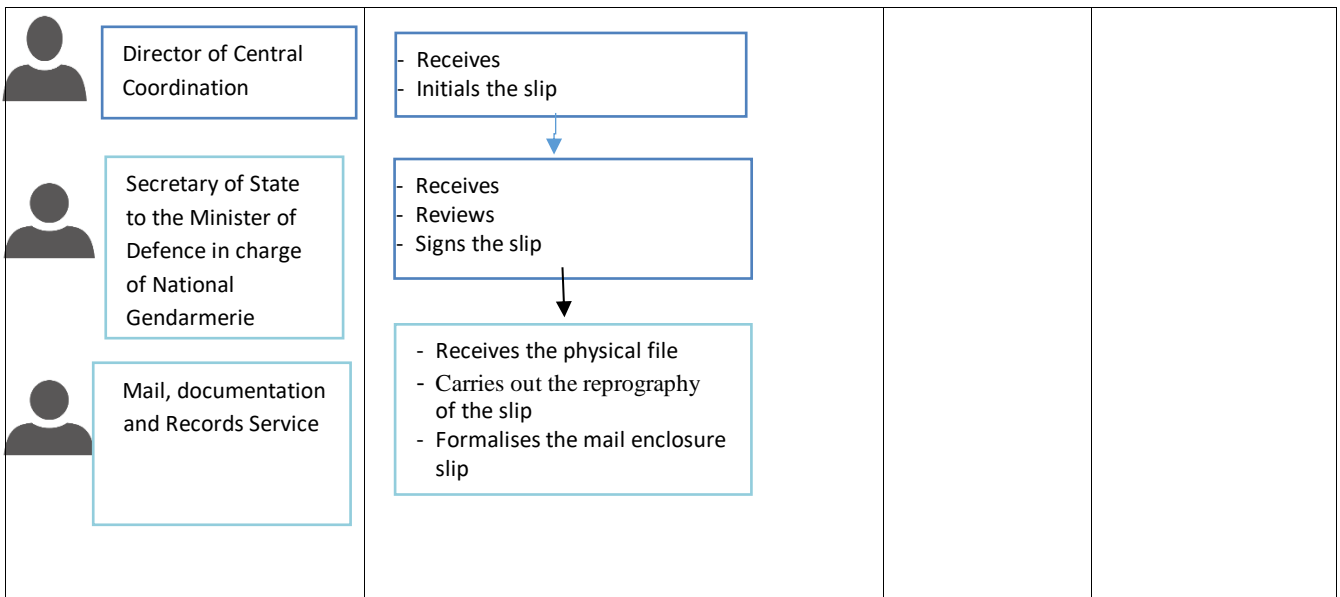
- Receives the file
- Initiates the preliminary draft instrument and the forwarding slip to DAAR



	Chief of Staff	<ul style="list-style-type: none"> - Receives the file - Reviews - Assigns to the Deputy chief of St 	
	Deputy chief of staff	<ul style="list-style-type: none"> - Receives the file - Reviews - Assigns to Deputy Head of Human Resources 	
	Deputy Bureau Head of Human Resource	<ul style="list-style-type: none"> - Receives the file - Reviews - Assigns to the Head of Human Resource Bureau 	
	Human Resource Bureau Head	<ul style="list-style-type: none"> - Receives the file - Reviews - Initiates the preliminary draft instrument - Initiates the mail enclosure slip draft to Forwards the file to the au Deputy Bureau, Head of Human Resource 	
	Deputy Bureau Head of Human Resource	<ul style="list-style-type: none"> - Receives - Initials the mail enclosure slip 	
	Deputy Head in charge of Operations	<ul style="list-style-type: none"> - Receives - Initials the mail enclosure 	
	Deputy chief of staff	<ul style="list-style-type: none"> - Receives - Initials the mail enclosure 	
	Navy chief of staff	<ul style="list-style-type: none"> - Receives - Signs the mail enclosure slip - Forwards file to CSA 	
	Head of Administrative Service	<ul style="list-style-type: none"> - Receives - Forwards the file to DAAR 	

d) NATIONAL GENDARMERIE

NATIONAL GENDARMERIE		Procedure start date:	
		Procedure Version:	
		Page	
Intervening parties	Stages	Deadline : six (06) months	Handling rules
<p>Applicant</p> <p>Base unit Head</p> <p>Mail, documentation and Records Service des</p> <p>Secretary of State to the Minister of Defence in charge of</p> <p>Bureau Head of the Mail, documentation and Records and DCC service</p> <p>Director of Central Coordination</p> <p>Director of Personnel</p> <p>Head of Chancellery Service</p> <p>Bureau Head of Civilian Personnel and Reserve</p> <p>Head of Chancellery Service</p> <p>Director of Personnel</p>	<p>Beginning</p> <p>Submits file</p> <p>- Receives - Reviews - Requests for a morality check - Issues his notice - Forwards the file to SED through hierarchy</p> <p>- Receives - Checks the conformity - Registers the file - Forwards to SED</p> <p>- Receives - Reviews - Assigns the file</p> <p>- Receives - Registers the file - Forwards the file</p> <p>- Receives - Assiens</p> <p>- Receives - Assigns</p> <p>- Receives - Assigns</p> <p>- Receives - Initiates the draft instrument - Initiates the forwarding slip for DAAR</p> <p>- Receives - Initials the mail enclosure slip</p> <p>- Receives - Initials the mail enclosure slip</p>		<p>R1 : Check file's lawfulness and compliance</p> <p>R2 : Check authenticity of documents</p>



APPENDIX

PRODUCTION TEAM

I- EQUIPE OPERATIONNELLE

❖ **Supervision :**

- M. SAID KAMSOULOU. Secrétaire Général / MINDEF
- M. TCHAGADICK NJILLA Yves Alain, Secrétaire Permanent à la Réforme Administrative/ MINFOPRA.

❖ **Coordination Administrative:** Colonel SONE AJANG Joseph SONE DAAR/MINDEF.

❖ **Coordination Technique :** M. TSIMI Serge, DAS / MINFOPRA.

❖ **Point focal MINDEF. :** Cdt ABANDA MINKANDA Jean J, Chef de la Cellule Organisation et Méthodes/MINDEF.

❖ **Chef d'Equipe :** Mme AFFANA Nicole, Conseiller Assistant en Organisation Administrative/ MINFOPRA.

❖ **Rapporteur :** M. BEKONO Bernard Armand, COA/SPRA/ MINFOPRA.

❖ **Membres :**

a) **EQUIPE OPERATIONNELLE**

- Mme EVOLA née NGAH Justine, COA/SPRA/ MINFOPRA ;
- M. EKOTTI Silas PALE, COA/SPRA/ MINFOPRA ;
- M. BEA Marc Claude, Cadre/SPRA/MINFOPRA.
- Mme EPASSI née AYOUNG Solange Rachel, SEC/SPRA/MINFOPRA.

b) **REPRESENTANTS DES STRUCTURES DU MINDEF**

- CO DZOZONG ALIENOU, GN/MINDEF;
- C/E DJOUNANG KAMDOUM, GN/MINDEF;
- CE NGAME NSILE HANS, GN/MINDEF;
- LT EBOGO ONDOUA, GB/MINDEF;
- Cdt MATAM Pie Claude, DAAR/MINDEF ;
- Cdt FOGUE Tala Alain, DRH/MINDEF ;
- CV ATANGANA, DIRCIA/MINDEF ;
- M. NKOUNDE Jean Paul, CF/MINFI ;
- LCL NANGA Myriam, DRH/MINDEF;
- SLT EVINA JEANINE, DRH/MINDEF;
- CE MESSOUGLA José s, DAAR/MINDEF ;
- Cne NVONDO Eric, DAAR/MINDEF;
- LV DAIPA YANDA M, DIRCIA/MINDEF ;
- AT TINGUIRA GERVAIS, GN/MINDEF;
- LT ESSIANE ESSIANE Cyrille, EMP/MINDEF ;
- CBA LEP Thomas, EMAT/MINDEF;
- SLY ABESOLO Julie, DRH/MINDEF;
- LT LIPOT Adrienne, DRH/MINDEF;
- M. EBEDE Ignace, DRH/MINDEF;
- LCL ZO'O NNA Guy, EMAA/MINDEF;
- Cne TCHISSA TCHEKAM, EMAA/MINDEF;
- LT Ange EVAN Evariste OWONA, SG/MINDEF;
- CB ATANGANA Roger, GN/MINDEF.