

Kingdom of Cambodia  
Nation Religion King

Royal government of Cambodia  
No. 34/ANK/BK

ANUKRET  
on  
the Organization and Functioning of the Ministry  
of Tourism

Royal Government of Cambodia

- Referring to the 1993 Constitution of the Kingdom of Cambodia;
- Referring to Reach Kret of September 24, 1993 on the Appointment of the First Prime Minister and the Second Prime Minister of the Royal Government of Cambodia;
- Referring to Reach Kret of November 1, 1993 on the formation of the Royal Government of Cambodia;
- Referring to Reach Kram No. 02/NS/RKM/94 of July 20, 1994 promulgating the Law on the Organization and Functioning of the Council of Ministers;
- Referring to Reach Kret No. NS/RKT/1 094/83 of October 24, 1994 on the Reorganization of the Composition of the Royal Government of Cambodia;
- Referring to Reach Kret No. NS/RKT/1094190 of October 31, 1994 on the Reorganization of the Composition of the Royal Government of Cambodia;
- Referring to Reach Kram No. NS/RKM/01 96/15 of January 24, 1996 promulgating the Law on the Establishment of Ministry of Tourism;
- Referring to Anukret No. 20/ANKIBK of April 13, 1996 on the Organization and Functioning of Ministries and State Secretariats;
- Pursuant to the Proposal of the Minister of Tourism;
- Pursuant to the approval of the Council of Ministers of May 7, 1997.

IT IS HEREBY DECIDED

Chapter 1  
GENERAL PROVISIONS

Article 1: The organization and functioning of the Ministry its department generals and other departments shall be determined by this Anukret.

Chapter 2  
MISSION AND STRUCTURE

Article 2: The Ministry of Tourism shall be mandated by the Royal Government of Cambodia to direct and manage the tourism sectors of the Kingdom of Cambodia.

Article 3: The Ministry of Tourism shall be responsible for:

- defining and developing tourism policies and the Tourism Development Plan;
- stimulating and encouraging investments in the tourism sector in accordance with national

development strategies;

- organizing and controlling the tourism industrial sector;
- organizing and supervising the provision of professional services in the tourism sector;
- organizing, supervising, and maintaining the natural and man-made tourism resorts and tourism development areas in the Kingdom of Cambodia;
- considering and supervising proposals to establish private schools and other vocational training centers serving the tourism sector;
- conducting advertising of tourism fields inside and outside of the country;
- organizing and establishing representatives in foreign countries in cooperation with the Ministry of Foreign Affairs and Cooperation;
- entering into contracts related to tourism, after an approval in principle from the Royal Government;
- issuing operation licenses to tourism companies, travel agencies, and tourism guides;
- supervising tourism services and other businesses related to the tourism sector;
- inspecting the tourism sector.

Article 4: To accomplish its missions, the Ministry of Tourism shall be endowed with the following organizational structure:

- The Cabinet of the Minister;
- The General Inspectorate;
- The Administration and Finance Department;
- The General Department of Tourism;
- Local Institutions.

The Structural chart of the Ministry of Tourism shall be attached as an annex to this Anukret.

### Chapter 3 CABINET OF THE MINISTER

Article 5: The Cabinet of the Minister shall be responsible for all missions defined by the provisions of Anukret No. 20/ANK/BK of April 30, 1996 on the Organization and Functioning of Ministries and State Secretariats.

### Chapter 4 GENERAL INSPECTORATE

Article 6: The General Inspectorate shall be responsible for:

- conducting regular inspections of institutions subjected to the jurisdiction of the Ministry;
- to reporting to the Minister on the functioning of these institutions and providing suggestion for their improvement;
- performing duties as directed by the Minister.

The General Inspectorate shall be administered by an inspector general assisted by one or more deputy inspector generals as necessary.

### Chapter 5 ADMINISTRATION AND FINANCIAL DEPARTMENT

Article 7:

The Administration and Finance Department shall be responsible for:

a) Administration:

- coordinating all activities between the centralized departments of the Ministry and institutions under its control;
- managing administrative documents and the Ministry's mail;
- ensuring administrative efficiency and safety;
- recapitulation and preparation of activity reports for the Ministry

b) Personnel Management:

- administrative management of civil servants and agents of the Ministry in collaboration with the State Secretariat for Civil Service;
- preparing administrative documentation for staff appointment;
- preparation of the program of the Ministry's technical appointments and human resources;
- evaluation of the training needs of personnel;
- conceptualizing and implementing training policies in collaboration with the State Secretariat for Civil Service;
- preparing statistics and production of decision making tools for personnel management;

c) Equipment and Material Management:

- preparing expenditure plans, and managing equipment and materials repairs of the Ministry;
- administering movable and immovable properties, assets, and preparing inventories;
- administering state garages and vehicles allocated to the Ministry as well as related expenses such as fuel, and spare part distribution;
- receiving and allocating equipment and materials to other entities under the Ministry;
- maintaining routine invoices and bookkeeping;
- computerizing financial and accounting activities;
- controlling on the technical operations of public procurement.

d) Accounting and Financial Management

- preparation of the draft budget of the Ministry and follow-up of its implementation;
- managing revenues and expenses pursuant to the Financial Law;
- centralization and coordination of budgetary expenses;
- monitoring the management of special accounts;
- centralization and coordination of the Ministry's expenses;
- controlling on the technical operations of public procurement.

Chapter 6  
GENERAL DEPARTMENT OF TOURISM

Article 8: The General Department shall be responsible for coordinating and managing educational training, marketing, and promotion of tourism development planning, tourism

development educational training, culture, and tourism industry.

The General Department shall be administered by a general director assisted by one or two deputy director generals as necessary. The General Department shall have the duty to direct and manage the 5 following departments:

- Marketing and Promotion Department;
- Planning Development Department;
- Education and Training Department;
- Cultural Tourism Department;
- Tourism Industry Department.

Article 9:

The Marketing and Promotion Department shall be responsible for:

- a) studying the tourist market and its promotion;
  - collecting information and statistics for analysis purpose;
  - compiling documents related to the tourism sector;
  - raising the awareness of tourists to important information;
  - welcoming tourists in the best, way possible;
  - collaborating with other transport companies to collect daily travel information and immediately notify tourists of schedule changes.
- b) promotion:
  - maintaining permanent contacts and relationships between departments and organizations in charge of tourist information dissemination abroad while preserving the national traditional culture;
  - contacting national newspapers, international press representatives in Cambodia, and the principal members of the foreigner media;
  - organizing and participating in international tourism exhibitions;
  - supervising tourism representatives outside of the country;
  - providing information to tourists;
  - producing different documents.

Article 10:

The Planning Development Department shall be responsible for:

- managing of information and statistics concerning the tourism sector;
- establishing data and defining programs of action and tourist projects;
- establishing studies for international cooperation;
- managing international aid.

Article 11:

The Department of Cultural Development shall be responsible for:

- cooperating with the Ministry of Culture and Fine Arts and other authorities on the development of the cultural tourism sector;
- cooperating with the Department of Development Planning to explore new tourism areas within the Kingdom of Cambodia;
- preserving the national identity and the value of national culture in the development of the tourism sector.

Article 12:

The Education and Training Department shall be responsible for:

- setting up objectives to provide vocational training in the tourism field and other services to serve the tourism field based on actual needs of the sector;
- supervising private schools that provide general knowledge of the tourism sector in collaboration with the Ministry of Education, Youth and Sport.

Article 13:

The Tourism Industry Department shall be responsible for:

- approving licenses of tourism companies, travel agencies, and tourism guides;
- cooperating with concerned departments, provincial and municipality tourism offices, and competent authorities to supervise any tourism related businesses and service providers.

#### Chapter 7 LOCAL INSTITUTIONS

Article 14: There are municipal/provincial tourism offices within each municipality and province and units at the district and commune levels which shall be charged with the implementation and facilitation of the Ministry's activities.

#### Chapter 8 FINANCIAL CONTROL UNIT

Article 15: The Financial Control Unit shall be established by the Minister of Economy and Finance pursuant to the conditions provided in Anukret 081/ANK/BK of November 16, 1995 on the financial control of budgeted expenditures within ministries.

#### Chapter 9 FINAL PROVISIONS

Article 16: The organization and functioning of the Ministry at the central administration levels lower than the department level shall be declared by a Prakas of the Ministry of Tourism.

Article 17: Any provision contrary to this Anukret shall be null and void.

Article 18: The Co-Ministers in charge of the Office of the Council of Ministers, the Minister of Tourism, and the State Secretariats concerned shall be in charge of implementing this Anukret from the date of its signature.

Phnom Penh, August 05, 1997

Signed and Seal

Hun Sen

Second Prime Minister

Has informed to Samdech Second Prime Minister

Thong Khon  
Secretary of State  
Ministry of Tourism