

Ministry of Social Affairs,
Labor, Vocational Training
and Youth Rehabilitation
NO: 013 skby

Phnom Penh, 02 September 1999

INSTRUCTION CIRCULAR
ON
**THE ADMINISTRATION OF ORPHANED CHILDREN
ORPHANED INFANTS TO A CENTER**

In the past time the State had the policy to rescue poor orphaned children/infants by admitting them to a state-run center.

After our nation has conforming with free market political regime, there are a number of local and international NGOs have been continuously conducting programs to take care of the children and infants.

Those activities had contributed to the implementation of the Royal Government Policy on social sphere, in particular orphaned infant and child affairs.

However, at the meantime the administration and the formality of the dossier of the target persons are not in agreement yet.

Thus, with a view to make the administration more effective, uniform and serious the Ministry would like to instruct inspectoriate of prov./mun. Social Affairs, Labor, Vocational Training and Youth Rehabilitation, local NGOs and international NGOs which open a Center for orphaned Children/Infants as follow:

a. State run center:

The State had determined the policy to admit orphaned children/infants of 0 to 18 years of age to a center. Each child shall have his/her personal dossier as below:

1. **Birth Certificate** (in case no birth certificate, it shall have personal history mentioning relevant child/infant's identity and accredited by competent authorities up to district or Khan level).
2. **Annual Report on the follow-up of the Child Activities**
3. **Table for daily follow-up of the Child Activity**
4. **Table of categories of children living in the center**
5. **Written promise (contract) by children living in the center**

b. Center run by local and international NGOs :

Criteria for the admission of orphaned children and infants are subjected to relevant organizations. As for child/infant personal files, the arrangement below shall be the pattern:

1. **Birth Certificate** (in case no birth certificate, it shall have personal history mentioning relevant child/infant's identity and accredited by competent authorities up to district or Khan level).
2. **Annual Report on the follow-up of the Child Activities**
3. **Table for daily follow-up of the Child Activity**
4. **Table of categories of children living in the center**
5. **Written promise (contract) by children living in the center**

c. Depository of the Dossier

All child/infant files shall be made into three copies. First copy shall be filed at a relevant center, second copy shall be filed at the inspectoriat of prov./mun DSALVY and third copy shall be forwarded to the Ministry (Child Welfare Dpt). Third copy shall be signed and acknowledged by the inspectoriat of prov./mun DSALVY.

Following the receipt of this Instruction Circular, the Ministry would like to ask chairpersons of the inspectoriat of prov./mun DSALVY to disseminate this information among the orphanages under the supervision and local and international NGOs within the relevant prov./mun. jurisdiction by pushing and following up for the effective implementation.

Minister
ITH SAMHENG

C.C:

- Office of the Council Ministers
“for information”
- Chronicles
- Document.