



**KINGDOM OF CAMBODIA  
NATION RELIGION KING**



**ROYAL GOVERNMENT  
No. 196 SD.E**

**SUB-DECREE  
ON  
ORGANIZATION AND FUNCTIONING  
OF THE NATIONAL SOCIAL SECURITY FUND (NSSF)**

**ROYAL GOVERNMENT**

- Having seen the Constitution of the Kingdom of Cambodia;
- Having seen Royal Kret No. NS/RKT/0918/925, dated 06 September 2018, concerning the Appointment of the Royal Government of the Kingdom of Cambodia;
- Having seen Royal Kret No. NS/RKT/0320/421, dated 30 March 2020, concerning the Appointment and Revision of the Royal Government Compositions of the Kingdom of Cambodia;
- Having seen Royal Kram No. NS/RKM/0618/012, dated 28 June 2018, promulgating the Law on the Organization and Functioning of the Council of Ministers;
- Having seen Royal Kram No. NS/RKM/0196/018, dated 24 January 1996, promulgating the Law on the Establishment of Ministry of Economy and Finance;
- Having seen Royal Kram No. NS/RKM/0105/003, dated 17 January 2005, promulgating the Law on the Establishment of Ministry of Labour and Vocational Training;
- Having seen Royal Kram No. NS/RKM/1119/018, dated 02 November 2019, promulgating the Law on Social Security Schemes;
- Having seen Royal Kram No. NS/RKM0508/016, dated 13 May 2008, promulgating the Law on Public Finance System;
- Have Royal Kram No. NS/RKM/0112/004, dated 14 January 2012, promulgating the Law on Public Procurement;
- Having seen Royal Kram No. NS/RKM/0297/03, dated 24 February 1997, promulgating the Law on Taxation;
- Having seen Royal Kram No. 06/NS/94, dated 30 October 1994, promulgating the Law on the Common Statutes of Civil Servants of the Kingdom of Cambodia;
- Having seen Royal Kret No. NS/RKT/0815/872, dated 08 August 2015, concerning the Judicial Statutes of the Public Entity;

- Having seen Royal Kret No. NS/RKT/0518/590, dated 28 May 2018, concerning the Revision of Some Articles of Royal Kret No. NS/RKT/0815/872, dated 08 August 2015, concerning the Judicial Statutes of the Public Entity;
- Having seen Royal Kret No. NS/RKT/0520/582, dated 30 May 2020, concerning the Establishment of National Social Security Fund as Public Entity;
- Having seen Sub-Decree No. 20 SD.E, dated 30 April 1996, concerning the Organization and Functioning of Ministries and State Secretariat;
- Having seen Sub-Decree No. 114 SD.E, dated 07 September 2015, concerning the Determination of Organizational Structure and Position in the Organizational Structure of Ministries, National Institutions, and Sub-National Institutions;
- Referring to the proposal of the Minister of Ministry of Economy and Finance and the Minister of Ministry of Labour and Vocational Training.

## **HEREBY DECIDED**

### **CHAPTER 1 GENERAL PROVISIONS**

#### **Article 1.—**

This sub-decree aims to determine the organization and functioning of the National Social Security Fund (NSSF) including the determination of mission, function, duty, and organizational structure of NSSF in a bid to ensure quality and effectiveness of providing social security services to the NSSF member.

#### **Article 2.—**

This sub-decree covers all units under NSSF at both headquarter and branches in province, city, district, and Khan.

### **CHAPTER 2 MISSION, FUNCTION, DUTY, AND ORGANIZATIONAL STRUCTURE**

#### **PART 1 MISSION, FUNCTION, AND DUTY**

#### **Article 3.—**

NSSF acts as social security operator with missions to lead, manage, and administrate social security schemes in a bid to ensure quality, accountability, and effectiveness of work of all units under NSSF at both headquarter and branches in province, city, district, and Khan.

#### **Article 4.—**

NSSF shall have the following duties to:

1. Manage and administrate all social security schemes as regulated by the Law on Social Security Schemes.
2. Ensure the benefit provision of social security schemes to the NSSF members in a bid to alleviate the hardship of their livelihood when encountering the contingent risks— old age, invalidity, death, occupational risk, unemployment, maternity, sickness, or injury and other contingencies.

3. Collect and administrate contributions of each social security scheme and other incomes.
4. Register and manage the identity code of the NSSF member.
5. Monitor the implementation of the provisions of the Law on Social Security Schemes to be performed by enterprises/establishments or relevant institutions under the competency of NSSF.
6. Educate, disseminate, and monitor the implementation of preventive measures to be taken for occupational risk and health prevention for the NSSF member.
7. Study, research, and investigate work injury.
8. Study, research, and prepare the legal instruments on the Determination of Occupational Disease Types.
9. Sign the agreement and monitor the agreement implementation of the contracted health facilities.
10. Study, analyse, and conduct the actuarial valuation of each social security scheme.
11. Implement the activities in relation to health and society involved with the benefits of the NSSF member.
12. Manage and administrate the investment of social security funds.

#### **Article 5.\_**

The Governing Body is the top leading organization of NSSF with the main compositions such as Minister of Labour and Vocational Training (president), representative of the Ministry of Economy and Finance (member), representative of the Ministry of Civil Service (member), representative of the Ministry of Health (member), representative of the Ministry of Social Affairs, Veterans, and Youth Rehabilitation (member), representative of Office of the Council of Ministers (member), 02 (two) representatives of employers (member), 02 (two) representatives of the NSSF members (member), and Director General of NSSF (permanent member).

Executive institution of NSSF led by 01 (one) Director General shall be appointed by Royal Kret and some Deputy Directors General as assistants not more than 05 (five) where necessary shall be appointed by Royal Kret.

Each department shall be led by 01 (one) director and appointed by sub-decree in compliance with the request of the NSSF Director General and the approval of the NSSF Governing Body and some deputy directors as assistants not more than 05 (five) where necessary in compliance with the regulations coming into force.

The provincial NSSF branch shall be led by 01 (one) director with equal rank to deputy director of department and have some deputy directors as assistants not more than 02 (two) with equal rank to head of division at the NSSF headquarter. The division of provincial NSSF branch shall be led by 01 (one) head with equal rank to deputy head of division at the NSSF headquarter.

NSSF shall have branches in city, district, and Khan where necessary. Each NSSF branch shall be led by 01 (one) head with equal rank to head of division at the NSSF headquarter and have some deputy head as assistants not more than 02 (two) with equal rank to deputy head of division at the NSSF headquarter.

The appointment of leaders in the subordinate units under the NSSF executive institution shall be done in compliance with the request of the NSSF Director General and the approval of the NSSF Governing Body.

The organization and functioning of NSSF's subordinate units whose level is lower than the one of department shall be regulated by Prakas of Minister of Labour and Vocational Training.

The NSSF personnel are civil servants or contract staff under the internal regulations and personnel statute of NSSF in compliance with the regulations coming into force.

Organizational structure of NSSF is appendix of this sub-decree.

## **PART 2 ORGANIZATIONAL STRUCTURE OF NSSF**

### **Article 6.\_**

Organizational structure of NSSF is as follows:

1. Governing Body
2. Executive institution including:
  - Department of Social Security Inspection
  - Department of Administration and Human Resource Management
  - Department of Budget Management, Finance, and Accounting
  - Department of Information Technology
  - Department of Social Security Policy
  - Department of Customer Services and Public Relations
  - Department of Registration and Contribution
  - Department of Social Security Benefits
  - Department of Health Facility Services
  - Department of Rehabilitation
  - Department of Social Security Funds Investment Management
  - NSSF Branches in Province, City, District, and Khan
  - Public Procurement Commission
  - State Inventory Commission
3. Social Security Trustee Council
4. Medical Council of NSSF
5. Internal Audit Unit.

NSSF shall establish other subordinate units where necessary in compliance with procedures and regulations coming into force.

NSSF shall recruit some advisors or assistants where necessary in compliance with procedures and regulations coming into force.

NSSF has its own logo and seal.

## **CHAPTER 3 GOVERNING BODY**

### **Article 7.\_**

Mission and duties of the NSSF Governing Body shall be regulated in Royal Kret No. NS/RKT/0520/582, dated 30 May 2020, concerning the Establishment of National Social Security Fund as Public Entity.

## **CHAPTER 4 EXECUTIVE INSTITUTION**

### **Article 8.—**

Department of Social Security Inspection has duties as follows:

- Monitor the reinforcement of Law on Social Security Schemes under the competency of NSSF;
- Prepare the annual inspection plans;
- Inspect enterprises/establishments or organizations in relation to the obligation of social security sector in compliance with Law on Social Security Schemes and regulations coming into force;
- Constrain and request for imposing the transitional penalty on owners or managers of enterprises/establishments or relevant organizations for not complying with the obligation in line with the provisions of law coming into force;
- Administrate other lawsuits;
- File lawsuits to the court in case the offender does not pay the transitional fine;
- Investigate every incident or other accidents in line with the request of victim, enterprise/establishment, or relevant organizations in a bid to determine implication of occupational risk;
- Compile the occupational risk data;
- Make report on other challenges in relation to the reinforcement of law and other regulations in a bid to better the law reinforcement;
- Search enterprise/establishment not registered in NSSF;
- Investigate the situation of survivors entitled to benefits;
- Comply with other duties in line with the order of the NSSF Director General.

Department of Social Security Inspection has 03 (three) divisions—1) Inspection 1 Division 2) Inspection 2 Division and 3) Inspection 3 Division.

### **Article 9.—**

Department of Administration and Human Resource Management has duties as follow:

- Manage data and human resource development of NSSF;
- Monitor and strengthen the implementation of internal regulation of NSSF;
- Request to recruit, appoint, promote position and rank, offer appreciation, penalize, or provide other benefits in compliance with the personnel statute of NSSF and regulations coming into force;
- Manage, administrate, and maintain tangible and intangible assets as well as make inventory list of NSSF;
- Be the secretariat of State Inventory Commission;
- Manage and prepare order, security, and hygiene;

- Manage, circulate, and retain documents;
- Manage and administrate the library of NSSF;
- Comply with other duties in line with the order of the NSSF Director General.

Department of Administration and Human Resource Management has 03 (three) divisions—1) Human Resource Development and Management Division 2) Administration and Protocol Division 3) State Property Management Division.

**Article 10.—**

Department of Budget Management, Finance, and Accounting has duties as follows:

- Prepare the budget strategic plan of NSSF;
- Prepare the budget planning and monitor the annual budget implementation of NSSF;
- Prepare the monthly, quarter, semester, nine-month and annual financial reports of NSSF;
- Manage the accounting affairs of NSSF;
- Reimburse the expenditure of all social security benefits to the members and stakeholders of NSSF;
- Coordinate and monitor the statement of the contracted banks or financial institutions of NSSF in relation to the collection of contribution or other incomes and other expenditures including benefit provision;
- Monitor and evaluate the investment of social security funds;
- Study and advise the contingent risks of investment;
- Conduct the actuarial valuation of social security;
- Comply with other duties in line with the orders of the NSSF Director General.

Department of Budget Management, Finance, and Accounting has 04 (four) divisions—1) Finance Division 2) Budget Division 3) Accounting Division and 4) Actuarial Valuation Division.

**Article 11.—**

Department of Information Technology has duties as follows:

- Prepare the plan of hardware, software, and network needs of NSSF;
- Manage data management center;
- Manage, maintain, and secure the data management system and the information technology equipment of NSSF;
- Advise technically the type, condition, and function of information technology equipment in line with the organization's need;
- Develop and improve the information technology program of NSSF;
- Monitor the contract implementation of company supplying the information technology equipment and materials;
- Urge the collaboration with other agencies to prepare the emergency center of computer system;
- Urge the development collaboration and improve the common standard on business flow through information technology;

- Support technically the information technology users of NSSF;
- Comply with other duties in line with the orders of the NSSF Director General.

Department of Information Technology has 03 (three) divisions—1) Program Development and Management Division, 2) Information Technology, Equipment, and Data Center Management Division and 3) Information Technology Security Division.

**Article 12.—**

Department of Social Security Policy has duties as follows:

- Administrate and prepare the NSSF Governing Body meeting;
- Retain all documents related to the Governing Body meeting and the decision of the NSSF Governing Body;
- Monitor the decision implementation of the Governing Body;
- Be the agency of Social Security Sub-Committee of Executive Committee of National Social Security Council;
- Study the coverage expansion of social security schemes;
- Make the long-and-medium term strategic plans for social security development and the development plans of NSSF;
- Study to develop the social security and provide other policy options to the Governing Body for approval;
- Prepare the monthly, quarter, semester, nine-month and annual reports of NSSF;
- Prepare and compile the social security statistics of NSSF;
- Facilitate and prepare the draft legal instruments in related to the social security sector;
- Study the feasibility of revising procedures of contribution payment;
- Comply with other duties in line with the orders of the NSSF Director General.

Department of Social Security Policy has 03 (three) divisions—1) Planning Division, 2) Statistics Division, and 3) Legal Affairs Division.

**Article 13.—**

Department of Customer Services and Public Relations has duties as follows:

- Manage the call center;
- Facilitate and hold relations with ministries and national and international institutions;
- Prepare the protocol works and the document for leaders in a bid to conduct official visits or convene meeting with the national and international guest;
- Collaborate with the ASEAN Social Security Association and other countries in relation to the memorandum of agreement on Protection for Migrant Workers;
- Collaborate and facilitate with the International Social Security Association;
- Educate and disseminate the policy on the Implementation of Social Security Schemes;
- Comply with other duties in line with the orders of the NSSF Director General.

Department of Customer Services and Public Relations has 04 (four) division—1) Customer Services Division, 2) Public Relations Division, 3) International Cooperation Division, and 4) Education and Dissemination Division.

**Article 14.—**

Department of Registration and Contribution has duties as follows:

- Study and advise the determination or revision of form, formalities, and procedures of registering employers in pursuance of the provisions of the Law on Social Security Schemes;
- Study and advise the determination or revision of form, formalities, and procedures of registering public employees, workers, and the self-employed in each social security scheme;
- Provide the consultation service for participating as the NSSF member;
- Prepare the plan of registering the employers and the NSSF members;
- Register the employers and the NSSF members;
- Study and advise the determination or revision of form, formalities, and procedures of collecting contributions of each social security scheme;
- Collect, monitor, archive, and update contributions of each social security scheme;
- Issue the contribution demanding letter and take measures on the late contribution payment;
- Manage the data consumption of registering the employers and the NSSF members;
- Comply with other duties in line with the orders of the NSSF Director General.

Department of Registration and Contribution has 03 (three) divisions—1) Registration Division, 2) Contribution Collection Division, and 3) Contribution Verification Division.

**Article 15.—**

Department of Social Security Benefits has duties as follows:

- Check and provide pension benefits including old-age pension, invalidity pension, survivors' benefit, and funeral grant;
- Check and provide health care benefits including daily allowance for treatment period, maternity allowance, and funeral grant;
- Check and provide occupational risk benefits including daily allowance for temporary disability, lump-sum and pension for permanent disability, funeral grant, and survivors' benefit as well as check and provide the daily allowance of the Royal Government to the postnatal workers;
- Study and advise the determination or revision of forms, formalities, and procedures of benefit claim and provision for each scheme;
- Study the possibility of collaboration with the relevant organization and the contracted bank in a bid to modernize the claim system and provide benefits by ensuring the effective and punctual disbursement;



- Prepare and compile the benefit data of each social security scheme for serving as the actuarial valuation of each social security scheme;
- Request the Medical Council of NSSF for renewing the evaluation of the invalidity and permanent disability;
- Check and revise benefits of each social security scheme in line with the official production consuming index;
- Comply with other duties in line with the orders of the NSSF Director General.

Department of Social Security Benefits has 04 (four) divisions—1) Maternity Division, 2) Daily Allowance Division, 3) Lump-Sum and Pension Division, and 4) Pension Division.

#### **Article 16.—**

Department of Health Facility Services has duties as follows:

- Manage the service provision mechanism of the health facility signed the agreement with NSSF;
- Reimburse the medical cost to the health facility signed the agreement with NSSF;
- Verify the reimbursement claim of emergency service, medical care services of non-contracted health facility in occupational risk scheme, and treatment period;
- Request the Medical Council for evaluating the criteria for health facility requesting to sign the agreement with NSSF;
- Be the NSSF Medical Council's agency responsible for requesting for monitoring the agreement implementation of health facility;
- Check and determine the service provision index of health facility signed the agreement with NSSF;
- Instruct the health facility signed the agreement with NSSF how to use services reimbursement system;
- Study the possibility of changing the provider payment method;
- Prepare the health prevention program for the NSSF member;
- Study, develop, and request for revising the provider payment method;
- Study the impact of health facility's service provision;
- Compile the data for the actuarial valuation of Health Care Scheme;
- Collaborate with the organizations related to development or revision of the services reimbursement system;
- Comply with other duties in line with the orders of the NSSF Director General.

Department of Health Facility Services has 05 (five) divisions—1) Medical Care Division, 2) Service Quality Monitoring Division, 3) Health Prevention Division, 4) Health Facility Agreement Management Division, and 5) Health Marketing Division.

#### **Article 17.—**

Department of Social Security Funds Investment Management has duties as follows:

- Be the NSSF Social Security Trustee Council's agency responsible for managing the social security funds investment;

- Collaborate and facilitate to prepare the draft long-and-short term investment plan in line with the investment program of department and Social Security Trustee Council;
- Monitor all investment operations of social security funds;
- Study the principles and policies of the Ministry of Labour and Vocational Training and the Royal Government in a bid to prepare the right investment plans;
- Prepare the principles of social security funds management;
- Prepare the plans of social security funds investment;
- Comply with other duties in line with the orders of the NSSF Director General.

Department of Social Security Funds Investment Management has 02 (two)—1) Social Security Funds Investment Division and 2) Investment Risk Management Division.

**Article 18.—**

Department of Rehabilitation has duties as follows:

- Determine, provide, and retain the rehabilitation services for persons with disability who are the NSSF members;
- Prepare formalities, procedures, and conditions of persons with disability for claiming and providing the rehabilitation services;
- Facilitate to provide the medical rehabilitation service;
- Prepare and manage the vocational rehabilitation program as well as assist persons with disability who are the NSSF member in finding employment;
- Provide consultation, orientation, and other necessary social rehabilitation services in a bid to ensure the social psychology better and enable persons with disability to receive ownership, need, and ability to sustain livelihood;
- Sign, retain, and terminate the contract with the Rehabilitation Center;
- Manage the NSSF Rehabilitation Center;
- Comply with other duties in line with the orders of the NSSF Director General.

Department of Rehabilitation has 03 (three)—1) Medical Rehabilitation Division, 2) Vocational Rehabilitation Division, and 3) Social Rehabilitation Division.

**Article 19.—**

The NSSF branches in province, city, district, and Khan has 03 (three) subordinate divisions—(1) Administration Division; (2) Registration and Contribution Division; (3) Benefit Division.

**Article 20.—**

Public Procurement Commission and State Inventory Commission shall be established and in pursuance of the legal instruments coming into force.

**CHAPTER 5**  
**SOCIAL SECURITY TRUSTEE COUNCIL OF NSSF**

**Article 21.\_**

The Social Security Trustee Council of NSSF has duties to prepare principles, manage funds and investment, and make investment plans for the NSSF Governing Body for check and approval in compliance with the guidelines of the Investment of Social Security Regulator.

Composition, qualification, organization, and functioning of the Social Security Trustee Council shall be regulated by sub-decree.

**CHAPTER 6  
MEDICAL COUNCIL OF NSSF**

**Article 22.\_**

The Medical Council of NSSF has duties to monitor the agreement implementation of health facility signed the agreement with NSSF.

Organization and functioning of the NSSF Medical Council shall be regulated by sub-decree.

**CHAPTER 7  
INTERNAL AUDIT UNIT**

**Article 23.\_**

NSSF shall have an internal audit unit that shall be established, appointed, changed, and terminated its duties by the technical tutelage in line with the request of the Governing Body.

**Article 24.\_**

Internal Audit Unit has duties as follows:

- Audit the compliance, finance, resource achievement, property, environment, information technology system, operations, plans, programs, and other projects of NSSF in line with the auditing standards and procedures as well as the privilege of necessary information as set forth in the relevant legal instrument published by Ministry of Economy and Finance;
- Prepare and comply with the auditing plans and activities of the Internal Audit Unit;
- Participate to prepare strategic plans of NSSF;
- Prepare database;
- Make the report of auditing and work activities to be submitted to Director General and Governing Body;
- Comply with other duties in line with the orders of the Director General and the Governing Body of NSSF.

**CHAPTER 8  
FINAL PROVISIONS**

**Article 25.\_**

Any regulations contrary to this sub-decree shall be abrogated.

**Article 26.\_**

Minister in charge of Office of the Council of Ministers, Minister of Economy and Finance, Minister of Labour and Vocational Training, Minister of Civil Service, and all minister and institutions involved shall comply with this sub-decree respectively as from the signed date.

Phnom Penh, 30 November 2018

**Prime Minister**

**Samdech Akka Moha Sena Padei Techo Hun Sen**

Present Their Compliments to  
**Samdech Akka Moha Sena Padei Techo Hun Sen** to Sign

**Deputy Prime Minister,  
Minister of Economy and Finance**

**Minister of Labour and Vocational Training**

**Academician General AUN Pornmoniroth**

**ITH Samheng**

**Receiving places:**

- Ministry of Royal Palace
- Secretariat General of the Council of Constitution
- Secretariat General of the Senate
- Secretariat General of the National Assembly
- Cabinet of Samdech Akka Moha Sena Padei Techo Prime Minister
- Cabinet of Samdech and His/Her Excellency Deputy Prime Minister
- Article 26
- Royal Gazette
- Documents and Archives