

**DECREE No. 2012/389 OF 18 SEPTEMBER 2012**

**THE PRESIDENT OF THE REPUBLIC,**

Mindful of the Constitution;  
Mindful of Decree No. 2011/408 of 9 December 2011 to organize the Government,

**HEREBY DECREES AS FOLLOWS:**

**PART I**  
**GENERAL PROVISIONS**

**ARTICLE 1:** (1) The Ministry of Justice shall be placed under the authority of a Minister.

(2) The Minister of Justice, Keeper of the Seals shall be responsible for:

- drafting legislative and statutory instruments relating to nationality, rules concerning conflicts of laws, rules and regulations governing Judicial and Legal Officers, the organization and functioning of the High Court of Justice, the Supreme Court, the Higher Judicial Council and to the judicial organization;
- drafting legislative and statutory instruments relating to the status of persons and property, rules governing contracts in civil and commercial matters (civil and commercial legislation), rules of procedure and competence before all civil courts, general and special criminal Law;
- drafting and implementing penitentiary policy;
- studying applications for clemency and conditional release;
- keeping and appending the seals of the Republic of Cameroon;
- monitoring the implementation of the criminal policy;

- organizing and following-up the functioning of detention centres and prisons, as well as managing the penitentiary administration staff;
- judicial cooperation, in coordination with the Ministry of External Relations;
- following-up OHADA files, in conjunction with the Ministry of Finance and the Ministries concerned;
- following-up human rights and the fight against torture, cruel, inhuman and degrading treatment;
- following-up of activities of the National Commission on Human Rights and Freedoms (NCHRF);
- following-up Advocates, Notaries, Bailiffs and Auxiliaries of Justice.

(3) The Minister of Justice shall be the Chairman of the Commissions of Legislative and Judicial Reform and shall ensure the functioning of Courts.

(4) He shall follow-up the training activities of Judicial and Legal Officers, Court Registrars, Advocates, Bailiffs, Notaries and other Auxiliaries of Justice, in coordination with the Administrations and Professional Institutions concerned.

(5) He shall ensure discipline of Judicial and Legal Officers, Court Registrars and Civil Servants under his authority.

(6) He shall ensure discipline of Advocates, Notaries, Bailiffs and Auxiliaries of Justice.

(7) He shall follow-up the activities of the International Court of Justice (ICJ), the International Criminal Court (ICC) and the United Nations High Commission for Human Rights (UNHCHR), in conjunction with the Ministry of External Relations.

(8) He shall be the Government's Counsel in legal matters.

(9) He shall supervise the National School of Penitentiary Administration.

(10) He shall be assisted by a Minister Delegate and a Secretary of State in charge of Penitentiary Administration.

**ARTICLE 2:** (1) For the discharge of his duties, the Minister of Justice, Keeper of the Seals shall have at his disposal:

- a (1) Private Secretariat;
- three (3) Technical Advisers;
- two (2) Inspectorates General ;
- a Central Administration;
- decentralized services.

(2) The Minister Delegate and the Secretary of State in charge of Penitentiary Administration shall each have a Private Secretariat.

## **PART II** **PRIVATE SECRETARIATS**

**ARTICLE 3:** Under the authority of a Head of Private Secretariat, each Private Secretariat shall be responsible for the private matters of the Minister, the Minister Delegate and the Secretary of State respectively.

## **PART III** **TECHNICAL ADVISERS**

**ARTICLE 4:** The Technical Advisers shall perform all duties assigned to them by the Minister, the Minister Delegate and the Secretary of State.

## **PART IV** **INSPECTORATE GENERAL OF JUDICIAL SERVICES**

**ARTICLE 5:** (1) Under the authority of an Inspector General, the Inspectorate General of Judicial Services shall be responsible for:

- the internal control and evaluation of the functioning of central services, judicial services and courts;
- informing the Minister, the Minister Delegate and the Secretary of State on the quality of the functioning and output of the judicial services;
- evaluating the application of organization techniques and methods and simplifying the administrative work in conjunction with the services in charge of the administrative reform;
- implementing the strategy for fight against corruption in the Ministry;
- examining disciplinary files of Judicial and Legal Officers.

(2) In addition to the Inspector General of Judicial Services, the Inspectorate General of Judicial Services shall comprise eight (8) Inspectors, six (6) Controllers and one (1) Secretary for Missions, all of them Judicial and Legal Officers.

## **PART V**

### **INSPECTORATE GENERAL OF PENITENTIARY ADMINISTRATION**

**ARTICLE 6:** Under the authority of an Inspector General, the Inspectorate General of Penitentiary Administration shall be responsible for:

- the internal monitoring and evaluation of the functioning of institutions under the authority and projects related to the Penitentiary Administration;
- informing the Minister, the Minister Delegate and the Secretary of State on the quality of the functioning and output of services related to the Penitentiary Administration;
- evaluating the application of organization techniques and methods and simplifying the administrative work in conjunction with the services in charge of the administrative reform;

- implementing the strategy for fight against corruption in the Penitentiary Administration;
- monitoring and evaluating the implementation of the penitentiary policy.

(2) In addition to the Inspector General of the Penitentiary Administration, the Inspectorate General of Penitentiary Administration shall comprise five (5) Inspectors, five (5) Controllers and one (1) Secretary for Missions, all of them Civil Servants of the Penitentiary Administration.

**ARTICLE 7:** (1) Under the authority of a Head of Secretariat, each Secretariat for Missions provided for in Articles 5 and 6 above shall be responsible for:

- the material and technical preparation of control and evaluation missions;
- preparing and keeping control and evaluation reports;
- preparation and follow-up of disciplinary files.

(2) A Secretariat for Mission shall comprise:

- a Card Index Office ;
- a Documentation and Records Office.

**ARTICLE 8:** (1) In the performance of their control and evaluation missions, Inspectors General, Inspectors and Controllers shall:

- have access to all the documents of the services inspected;
- carry out control of Court Registries and Legal Departments as well as investigations to improve the qualitative and quantitative output of courts, as concerns the Inspectorate General of Judicial Services;
- carry out control of Regional Delegations of the Penitentiary Administration and of Prisons, as well as investigations to improve the quantitative and qualitative output of the said services;

- request in writing, additional information, explanations or documents from the Officials in charge of the services inspected who shall be bound to reply within the time-limit stipulated;
- in case of need and upon authorization from the Minister of Justice, temporarily have at their disposal the necessary staff from other services of the Ministry.
- call upon the forces of law and order, if necessary, and upon the approval of the Minister to give them assistance so as to establish in writing that public funds have been embezzled;
- perform any other mission that may be entrusted to them by the Minister of Justice.

(2) A report shall be drawn up on each inspection or control mission and forwarded to the Minister. A copy of the said report shall be sent to the Secretary General of the Ministry.

(3) The Minister shall forward a copy of this report to the Minister in charge of Administrative Reform and to the Minister in charge of the Supreme State Audit.

(4) The Minister shall forward a bi-annual control report and an annual control report of the activities of the Inspectorate General to the Prime Minister, Head of Government.

(5) The Minister shall forward a copy of the annual control report of the activities of the Inspectorate General to the President of the Republic.

## **PART VI**

### **CENTRAL ADMINISTRATION**

**ARTICLE 9:** The Central Administration shall comprise:

- the Secretariat General;

- the Department of Legislation;
- the Department for Civil Matters and the Seal;
- the Department for Criminal Matters and Pardon;
- the Department for Judicial Professions;
- the Department for Human Rights and International Cooperation;
- the Department of Penitentiary Administration;
- the State Litigation Division;
- the Department of General Affairs.

## **CHAPTER I**

### **SECRETARIAT GENERAL**

**ARTICLE 10:** The Secretariat General shall be under the authority of a Secretary General who shall be the main assistant of the Minister. He shall administer the affairs of the Ministry. He shall receive the necessary delegations of signature from the Minister.

In this capacity, he shall:

- coordinate the activities of the services of the Central Administration and the decentralized services and shall, to this end, hold coordination meetings, the minutes of which he shall forward to the Minister;
- define and codify the internal procedures of the Ministry;
- ensure the in-service training of personnel and organize, under the authority of the Minister, seminars and refresher, further training or specialization courses;
- monitor the activities of related services, the action programmes of which he shall approve and receive progress reports thereof, under the authority of the Minister;
- ensure celerity in the processing of files, centralize records and manage documents.

(2) Where the Secretary General is absent or unable to perform his duties, the Minister shall designate the most senior Director in the higher scale to deputize for him.

**ARTICLE 11:** The Secretariat General shall comprise:

- the Division for Research and Planning ;
- the Information Systems, Networks and Statistics Unit;
- the Monitoring Unit;
- the Communication Unit;
- the Translation Unit;

- the Sub-Department for Reception, Mail and Liaison;
- the Documentation and Records Service.

## **SECTION I**

### **DIVISION FOR RESEARCH AND PLANNING**

**ARTICLE 12:** (1) Under the authority of a Division Head, the Division for Research and Planning shall be responsible for:

- drafting and monitoring the implementation of the Ministry's sector strategy;
- drafting of the Ministry's Medium-Term Expenditure Framework (MTEF) in collaboration with the other administrations concerned;
- assistance and advice in the planning of activities of the other services of the Ministry;
- monitoring and achieving research, as well as following-up programmes and projects' implementation, in coordination with the partners concerned;
- setting-up instruments of analysis, planning, follow-up, risk management control and projects' modification;
- ensuring coherence between the judicial, penitentiary and administrative maps;
- planning and follow-up concerning the construction of Court Houses and prisons;
- prospective research to enable efficient deployment of Judicial and Legal Officers, non-Judicial and Legal Officers and Penitentiary personnel;
- structuring and implementing partnership between the justice sectors and the penitentiary administration
- compiling and updating the projects and statistics bank in the judicial and penitentiary areas.

(2) The Division for Research and Planning shall comprise:

- the Research Unit;
- the Planning Unit.

**ARTICLE 13:** Under the authority of a Unit Head, the Research Unit shall be responsible for:



- drafting and implementing the Ministry's sector strategy;
- monitoring and achieving research and following-up programmes and projects' implementation, in coordination with the partners concerned;
- setting-up instruments of analysis, planning, follow-up, risk management control and projects' modification;
- ensuring coherence between the judicial, penitentiary and administrative maps;
- planning and following-up the construction of Court Houses;
- structuring and implementing the partnership between the justice sectors and the penitentiary administration;
- drafting the Ministry's Medium-Term Expenditure Framework (MTEF) with the other Administrations concerned;
- assistance and advice in the planning of activities of the other services of the Ministry.

(2) In addition to the Unit Head, the Research Unit shall comprise three (3) Assistant Research Officers.

**ARTICLE 14:** Under the authority of a Unit Head, the Planning Unit shall be responsible for:

- ensuring coherence between the judicial, penitentiary and administrative map;
- planning in order to enable an efficient deployment of Judicial and Legal Officers, Non Judicial and Legal Officers and Penitentiary Administration personnel;
- compiling and updating the projects and statistics bank in the judicial and penitentiary areas.

(2) In addition to the Unit Head, the Planning Unit shall comprise two (2) Assistant Research Officers.

## **SECTION II**

### **INFORMATION SYSTEMS, NETWORKS AND STATISTICS UNIT**

**ARTICLE 15:** (1) Under the authority of a Unit Head, the Information Systems, Networks and Statistics Unit shall be responsible for:

- implementing strategies set in the area of computer science and communication networks in the Ministry, Courts and prisons;
- collecting data and drafting statistical bulletins in accordance with the Government's recommendations thereto;
- coordinating computer activities in courts, decentralized services and prisons;
- the conception, realization, operation and maintenance of computer applications of the Ministry, courts, decentralized services of the Ministry and prisons;
- managing and monitoring communication networks of the Ministry, courts, decentralized services of the Ministry and prisons;
- the follow-up and use of softwares and applications of computerized procedures management;
- designing and implementing strategies of computer security maintenance;
- monitoring of computer applications use;
- magnetic material management;
- computer security management;
- production consumables management;
- data bases management;
- network management;
- setting-up, managing and administrating data bases;
- the technical management and maintenance of computers of the Ministry, courts, decentralized services of the Ministry and penitentiary institutions;
- drafting statistics of judicial and penitentiary activities;
- drafting of statistical overviews;
- technology watch.

(2) In addition to the Unit Head, the Information Systems, Networks and Statistics Unit shall comprise four (4) Assistant Research Officers.

### **SECTION III**

#### **MONITORING UNIT**

**ARTICLE 16:** (1) Under the authority of a Unit Head, the Monitoring Unit shall be responsible for:

- following-up of the activities of central, decentralized and judicial services, with the exception of court activities;

- making summaries of action programmes, memoranda on the economic situation and progress reports forwarded by the central and decentralized services of the Ministry and Courts;
- any research or mission entrusted by the hierarchy.

(2) In addition to the Unit Head, the Monitoring Unit shall comprise, two (2) Assistant Research Officers.

#### **SECTION IV**

#### **COMMUNICATION UNIT**

**ARTICLE 17:** Under the authority of a Unit Head, the Communication Unit shall be responsible for:

- implementing Government's communication strategy within the Ministry;
- preparing and drafting special messages of the Minister;
- collecting, keeping and analyzing newspaper articles and audiovisual documents for the Ministry;
- studying articles relating to the penitentiary administration and the Judiciary published in the national and foreign press;
- ensuring the permanent promotion of the Ministry's image;
- ensuring protocol and organizing ceremonies attended by the Minister, Minister Delegate or Secretary of State;
- producing specialized programmes for the Ministry in the media;
- organizing press conferences and other communication activities of the Minister, Minister Delegate Secretary of State;
- drafting and publishing news reports and any other publications concerning the Ministry.

(2) In addition to the Unit Head, the Communication Unit shall comprise two (2) Assistant Research Officers.

#### **SECTION V**

#### **TRANSLATION UNIT**

**ARTICLE 18:** (1) Under the authority of a Unit Head, the Translation Unit shall be responsible for:

- translating routine documents;
- controlling the quality of translation work;
- setting-up of a terminology data bank.

(2) In addition to the Unit Head, the Translation Unit shall comprise four (4) Assistant Research Officers among whom two (2) shall be responsible for translation into French and two (2) for translation into English.

## **SECTION VI**

### **SUB-DEPARTMENT FOR RECEPTION, MAIL AND LIAISON**

**ARTICLE 19:** (1) Under the authority of a sub-Director, the sub-Department for Reception, Mail and Liaison shall be responsible for:

- receiving, informing and guiding visitors;
- receiving, sorting, processing and distributing mails;
- filing and keeping signed documents;
- reproducing and notifying personal documents and distributing statutory instruments, as well as any other service documents;
- sending reminders to services on the processing of files.

(2) The Sub-Department for Reception, Mail and Liaison shall comprise:

- the Reception and Orientation Service;
- the Mail and Liaison Service;
- the Reminder Service.

**ARTICLE 20:** Under the authority of a Service Head, the Reception and Orientation Service shall be responsible for:

- receiving files;
- receiving petitions;
- receiving and informing the public;
- controlling the conformity of files.

(2) The Reception and Orientation Service shall comprise:

- the Information and Control Office;
- the Rejected Files Office

**ARTICLE 21:** (1) Under the authority of a Service Head, the Mail and Liaison Service shall be responsible for:

- registering and codifying files;

- distributing mail;
- filing and keeping signed documents;
- reproducing personal documents and all other service documents;
- notifying signed documents;
- opening-up virtual files.

(2) The Mail and Liaison Service shall comprise:

- the In-Coming Mail Office ;
- the Out-going Mail Office;
- the Reprography Office .

**ARTICLE 22:** Under the authority of a Service Head, the Reminder Service shall be responsible for:

- the registration of applications from the public;
- the automatic reminder of services in case the normal time-limits assigned for processing of files have not been respected;
- initiating reminders to other Ministries.

## **SECTION VII**

### **DOCUMENTATION AND RECORDS SERVICE**

**ARTICLE 23:** (1) Under the authority of a Service Head, the Documentation and Records Service shall be responsible for:

- acquiring and keeping law books, reviews and newspapers that are necessary to Judicial Services and the Penitentiary Administration;
- conceiving and setting-up a system for the filing of documents of the Ministry;
- collecting, centralizing, keeping and disseminating of documents relating to the Ministry;
- setting-up a library for the Ministry;
- subscribing to various reviews and publications concerning the Ministry;
- the keeping the Ministry's archives
- relations with the National Archives.

(2) The Documentation and Records Service shall comprise:

- the Library;

- the Documentation Office ;
- the Records Office .

## **CHAPTER II**

### **DEPARTMENT OF LEGISLATION**

**ARTICLE 24:** (1) Under the authority of a Director, the Department of Legislation shall be responsible for:

- drafting bills and statutory instruments in civil, commercial, labour, traditional, criminal, administrative and financial matters, judicial procedure and organization;
- giving legal opinion upon the request of Ministries and State organizations or institutions;
- collecting and exploiting international conventions, Community Law instruments, as well as their integration into national laws;
- collecting and exploiting jurisprudence
- verifying the legal conformity of the Ministry's commitments;
- contributing to actions and activities meant for improving staff's knowledge in matters of comparative law, in the Ministry's spheres of influence;
- carrying out all duties relating to comparative or foreign laws on behalf of the Ministry.

(2) The Department of Legislation shall comprise:

- the Sub-Department for Civil, Commercial, Labour and Traditional Legislation;
- the Sub-Department for Criminal Legislation;
- the Sub-Department for Administrative and Financial Legislation;
- the Card Index and Filing Office

## **SECTION I**

### **SUB-DEPARTMENT FOR CIVIL, COMMERCIAL, LABOUR AND TRADITIONAL LEGISLATION**

**ARTICLE 25:** (1) Under the authority of a Sub-Director, the Sub-Department for Civil, Commercial, Labour and Traditional Legislation shall be responsible for:

- drafting and updating bills and statutory instruments in civil, commercial, labour and traditional matters;

- collecting and exploiting international conventions, Community Law instruments, as well as ensuring their integration into national laws;
- collecting and exploiting jurisprudence in civil, commercial, labour and traditional matters;
- studying bills or statutory instruments in civil, commercial, labour and traditional matters drafted by other Ministries or Organizations and Institutions that are submitted to the Ministry's opinion;
- verifying the legal conformity of the Ministry's commitments.

(2) In addition to the Sub-Director, the Sub-Department for Civil, Commercial, Labour and Traditional Legislation shall comprise three (3) Assistant Research Officers.

## **SECTION II**

### **SUB-DEPARTMENT FOR CRIMINAL LEGISLATION**

**ARTICLE 26:** (1) Under the authority of a Sub-Director, the Sub-Department for Criminal Legislation shall be responsible for:

- drafting and updating bills and statutory instruments in criminal matters;
- collecting and exploiting international conventions, Community legal instruments and ensuring their integration into national laws;
- collecting and exploiting jurisprudence in criminal matters;
- studying bills and statutory instruments in criminal matters drafted by other Ministries or Organizations and Institutions and submitted for the Ministry's opinion;
- verifying the legal conformity of the Ministry's commitments.

(2) In addition to the Sub-Director, the Sub-Department for Criminal Legislation shall comprise three (3) Assistant Research Officers.

## **SECTION III**

### **SUB-DEPARTMENT FOR ADMINISTRATIVE AND FINANCIAL LEGISLATION**

**ARTICLE 27:** (1) Under the authority of a Sub-Director, the Sub-Department for Administrative and Financial Legislation shall be responsible for:

- drafting and updating bills and statutory instruments in administrative and financial matters;

- collecting and exploiting international conventions, Community Law instruments and ensuring their integration into national laws;
- collecting and exploiting jurisprudence in administrative and financial matters;
- studying bills and statutory instruments in administrative and financial matters drafted by other Ministries or Organizations and Institutions and submitted for the Ministry's of Justice for advice;
- verifying the legal conformity of the Ministry's commitments.

(2) In addition to the Sub-Director, the Sub-Department for Administrative and Financial Legislation shall comprise three (3) Assistant Research Officers.

### **CHAPTER III**

#### **DEPARTMENT FOR CIVIL MATTERS AND THE SEAL**

**ARTICLE 28:** (1) Under the authority of a Director, the Department for Civil Matters and the Seal shall be responsible for:

- following-up administrative, financial and audit disputes;
- following-up civil, commercial, labour and traditional matters pending before Courts;
- following-up the activities of Legal Departments in civil matters before courts;
- keeping and appending the State's Seal;
- ordering of dry stamps for all public services;
- studying applications for authorization to operate as engravers;
- studying files relating to nationality;
- studying application files for change of name;
- international judicial cooperation in civil matters.

(2) The Department for Civil Matters and the Seal shall comprise:

- the Sub-Department for Administrative, Financial and Audit Litigation;
- the Sub-Department for Other Civil Matters and the Seal;
- the Card Index and Filing Office.

### **SECTION I**

#### **SUB-DEPARTMENT FOR ADMINISTRATIVE, FINANCIAL AND AUDIT LITIGATION**



**ARTICLE 29:** (1) Under the authority of a Sub-Director, the Sub-Department for Administrative, Financial and Audit Litigation shall be responsible for following-up matters pending before Administrative and Audit Courts.

(2) In addition to the Sub-Director, the Sub-Department for Administrative, Financial and Audit Litigation shall comprise three (3) Assistant Research Officers.

## **SECTION II**

### **SUB-DEPARTMENT FOR OTHER CIVIL MATTERS AND THE SEAL**

**ARTICLE 30:** (1) Under the authority of a Sub-Director, the Sub-Department for Other Civil Matters and the Seal shall be responsible for:

- following-up civil, commercial, labour and traditional matters pending before courts;
- following-up the activities of Legal Departments activity in civil, commercial, labour and traditional matters;
- keeping and appending the State's Seal;
- ordering dry stamps for public services;
- studying application files for authorization to operate as engravers;
  
- studying files concerning the acquisition, loss, forfeiture of the Cameroonian nationality and following-up proceedings in these matters;
- studying applications for change of names, first names and nicknames and following-up proceedings in these matters;
- international judicial cooperation in civil, commercial and labour matters.

(2) The Sub-Department for Other Civil Matters and the Seal shall comprise:

- the Service for Civil, Commercial, Labour and Traditional Matters;
- the Service of the Seal, Nationality and Change of Name;
- the Service of International Judicial Cooperation in Civil Matters.

**ARTICLE 31:** Under the authority of a Service Head, the Service for Civil, Commercial, Labour and Traditional Matters shall be responsible for following-

up matters pending before courts in civil, commercial, labour and traditional matters.

**ARTICLE 32:** Under the authority of a Service Head, the Service of the Seal, Nationality and Change of Name shall be responsible for:

- keeping and appending the State's seal;
- ordering dry stamps;
- studying application files for authorization to operate as engravers;
- studying matters concerning the acquisition, loss or forfeiture of the Cameroonian nationality and any litigation thereto;
- studying applications for change of names, first names and nicknames and following-up of proceedings in these matters.

**ARTICLE 33:** Under the authority of a Service Head, the Service of International Judicial Cooperation in Civil Matters shall be responsible for following-up of relevant files in civil, commercial and labour matters to be sent to or received from foreign countries.

#### **CHAPTER IV:**

##### **DEPARTMENT FOR CRIMINAL MATTERS AND PARDON**

**ARTICLE 34:** (1) Under the authority of a Director, the Department for Criminal Matters and Pardon shall be responsible for:

- following-up the implementation of the criminal policy;
- following-up the activities Legal Departments in criminal matters;
- studying application files relating to clemency, rehabilitation and conditional release;
- international cooperation in areas of mutual criminal judicial assistance, extradition and following-up transfers;
- keeping the central file of the criminal record and drawing-up criminal records issued at the Ministry of Justice;
- drafting the biennial, quinquennial and decennial bulletin of criminal tendencies.

(2) The Department for Criminal Matters and Pardon shall comprise:

- the Sub-Department for International Judicial Cooperation;
- the Sub-Department for Criminal Matters ;
- the Sub-Department for the Central Criminal Record;
- the Card Index and Filing Office.

## **SECTION I**

### **SUB-DEPARTMENT FOR INTERNATIONAL JUDICIAL COOPERATION**

**ARTICLE 35:** (1) Under the authority of a Sub-Director, the Sub-Department for International Judicial Cooperation shall be responsible for:

- Enforcing international rogatory commissions in criminal matters;
- studying extradition, mutual criminal judicial assistance and following-up transfers.

(2) In addition to the Sub-Director, the Sub-Department for International Judicial Cooperation shall comprise two (2) Assistant Research Officers.

## **SECTION II**

### **SUB-DEPARTMENT FOR CRIMINAL MATTERS**

**ARTICLE 36:** (1) Under the authority of a Sub-Director, the Sub-Department of Criminal Matters shall be responsible for:

- following-up activities of Legal Departments in criminal matters;
- following-up the implementation of measures intended for reducing the number and the duration of remands in custody;
- following-up and controlling the enforcement of sentences passed by criminal courts;
- studying application files for clemency, rehabilitation and conditional release;
- drafting the biennial, quinquennial and decennial bulletin of criminal tendencies.

(2) In addition to the Sub-Director, the Sub-Department for Criminal Matters shall comprise three (3) Assistant Research Officers.

## **SECTION III**

### **SUB-DEPARTMENT FOR THE CENTRAL CRIMINAL RECORD**

**ARTICLE 37:** (1) Under the authority of a Sub-Director, the Sub-Department for the Central Criminal Record shall be responsible for:

- supervising the activities of Court Registries and Legal Departments concerning the drawing-up of Forms and Bulletins of the Criminal Record;

- centralizing and filing Criminal Record Forms received from national and foreign courts;
- disseminating Bulletins No.1 of the Criminal Record relating sentences passed against foreigners in Cameroon and sentences passed abroad against Cameroonians;
- appending on criminal record forms , after consultation with the Sub-Department for Criminal Matters, notes related to court decisions rendered after the drawing-up of forms;
- drawing up and issuing of Criminal Record Bulletins devolving on the Ministry of Justice;
- participating in the drafting of the biennial, quinquennial and decennial bulletin of criminal tendencies.

(2) In addition to the Sub-Director, the Sub-Department for the Central Criminal Record shall comprise three (3) Assistant Research Officers.

## **CHAPTER V**

### **DEPARTMENT FOR JUDICIAL PROFESSIONS**

**ARTICLE 38:** (1) Under the authority of a Director, the Department for Judicial Professions shall be responsible for following-up and controlling Judicial professions.

(2) The Department of Judicial Professions shall comprise:

- the Sub-Department for Advocates;
- the Sub-Department for Notaries, Bailiffs and other Auxiliaries of Justice;
- the Card Index and Filing Office.

### **SECTION I**

#### **SUB-DEPARTMENT FOR ADVOCATES**

**ARTICLE 39:** (1) Under the authority of a Sub-Director, the Sub-Department for Advocates shall be responsible for:

- following-up issues relating to the Bar Association;
- processing all files concerning;
- keeping of card index for Advocates and Advocates-in –training;
- following-up the training of Advocates.

(2) In addition to the Sub-Director, the Sub-Department for Advocates shall comprise two (2) Assistant Research Officers.

## **SECTION II**

### **SUB-DEPARTMENT FOR NOTARIES, BAILIFFS AND OTHER AUXILIARIES OF JUSTICE**

**ARTICLE 40:** (1) Under the authority of a Sub-Director, the Sub-Department for Notaries, Bailiffs and other Auxiliaries of Justice shall be responsible for:

- treating all matters relating to the professions of Notary and Bailiff;
- studying applications for admission to practise as Notary, Bailiff and Enforcement Agent;
- keeping the files of Notaries, Bailiffs and Enforcement Agents;
- studying issues relating to the service, deliverance and transmission of extrajudicial acts concerning persons living abroad and any act concerning the diplomatic corps accredited in Cameroon in coordination with the Ministry of External Relations;
- controlling the chambers of Notaries, Bailiffs and Enforcement Agents and ensuring discipline;
- following-up the training of Notaries, Bailiffs and other Auxiliaries of Justice.

(2) In addition to the Sub-Director, the Sub-Department for Notaries, Bailiffs and other Auxiliaries of Justice shall comprise two (2) Assistant Research Officers.

## **CHAPTER VI**

### **DEPARTMENT FOR HUMAN RIGHTS AND INTERNATIONAL COOPERATION**

**ARTICLE 41:** (1) Under the authority of a Director, the Department for Human Rights and International Cooperation shall be responsible for:

- following-up issues relating to human rights, the fight against torture, cruel, inhuman or degrading treatments and cooperation, especially with

international partners of the Ministry of Justice, in coordination with Administrations and Institutions concerned;

- following-up the implementation international conventions and bilateral agreements relating to human rights and concerning the prevention and repression of crime, the treatment of offenders, the repression of crimes against humanity, war crimes and genocide and other human rights violations in conjunction with Administrations and organizations concerned;
- following-up activities of the International Court of Justice, the International Criminal Court and United Nations High Commissioner for Human Rights, in conjunction with the Ministry of External Relations;
- following-up the activities of the National Commission for Human Rights and Freedoms.

(2) The Department of Human Rights and International Cooperation shall comprise:

- the Sub-Department for Human Rights;
- the Sub-Department for International Cooperation;
- the Card Index and Filing Office.

## **SECTION I**

### **SUB-DEPARTMENT FOR HUMAN RIGHTS**

**ARTICLE 42:** (1) Under the authority of a Sub-Director, the Sub-Department for Human Rights shall be responsible for:

- evaluating the situation of human rights in Cameroon;
- drafting the annual Report on Human Rights in Cameroon;
- monitoring and coordinating activities of the Ministry of Justice concerning the implementation of national and international rules relating to the promotion and protection of human rights;
- preparing and coordinating the State's defence before international Human Rights organizations, especially jurisdictional and non-jurisdictional mechanisms of the United Nations, the African Union, the International Criminal Court, in conjunction with the Administrations concerned;
- informing and sensitizing Administrations, public and private institutions, judicial and penitentiary administration personnel on standards of promotion and protection of Human Rights;

- acting in conjunction with the National Commission on Human Rights and Freedoms, the United Nations High Commissioner for Human Rights, all other international organizations, non-Governmental Organizations and national or international institutions concerned with the preservation of Human Rights implementation.

(2) In addition to the Sub-Director, the Sub-Department for Human Rights shall comprise two (2) Assistant Research Officers.

## **SECTION II**

### **SUB-DEPARTMENT FOR INTERNATIONAL COOPERATION**

**SECTION 43:** (1) Under the authority of a Sub-Director, the Sub-Department for International Cooperation shall be responsible for:

- drawing up cooperation policy and programmes with Cameroon's partners relating to the promotion and protection of human rights;
- following-up cooperation projects between Cameroon and development partners with regard to the promotion and protection of human rights;
- assessing cooperation between Cameroon and development partners with regard to the promotion and protection of human rights;
- following-up international negotiations and codification conferences in conjunctions with the Administrations concerned;
- following-up activities of the International Court of Justice and the International Criminal Court, in conjunction with the Administrations concerned.

(2) In addition to the Sub-Director, the Sub-Department for International Cooperation shall comprise two (2) Assistant Research Officers.

## **CHAPTER VII**

### **DEPARTMENT OF PENITENTIARY ADMINISTRATION**

**Article 44.-** (1) Under the authority of a Director, the Department of Penitentiary Administration shall be responsible for:

- organizing and following-up the functioning of the penitentiary administration services;

- following-up the implementation of the penitentiary system
- defining standards for the enforcement of sentences;
- following-up enforcement of imprisonment sentences, remands in police custody and remand measures;
- ensuring respect for the promotion and protection of Human Rights in prison;
- developing and following-up the implementation of work plans and programmes and production activities, within the framework of the enhancement of human potential in detention;
- developing and following-up the implementation of plans and programmes for the social rehabilitation and reintegration of detainees;
- designing and following-up the implementation of measures and plans to secure prisons;
- guaranteeing health, sanitation and disease prevention in prisons, in conjunction with the Ministry in charge of Health and relevant bodies;
- making projections on Penitentiary Administration human resources;
- implementing the special rules and regulations governing the Penitentiary Administration personnel;
- ensuring recruitment, training and retraining of penitentiary Administration personnel in conjunction with the Ministries of Public Service and Finance ;
- providing continuous training to the Penitentiary Administration personnel;
- managing the careers of Penitentiary Administration personnel in conjunction with the Ministries of Public Service and Finance;
- ensuring the discipline of penitentiary personnel and related staff;
- defining standards and following-up studies relating to the procurement of penitentiary equipment and materials;
- defining standards and following-up studies relating to the development and rehabilitation of penitentiary infrastructure;
- following-up construction and rehabilitation works of penitentiary infrastructure;



- following-up activities relating to schooling for minor detainees ,in conjunction with the Ministry in charge of Social affairs ;
- ensuring the cooperation with other countries to build the capacities of Penitentiary Administration in Cameroon;
- ensuring cooperation with national, regional and international organizations in penitentiary and misdemeanor matters.
- 

(2) The Department of Penitentiary Administration shall comprise:

- The Research and Cooperation Unit;
- The Sub-Department for Penitentiary Personnel;
- The Sub-Department for Infrastructure, Penitentiary Equipment and Budget;
- The Sub-Department for Enforcement of Sentences, Penitentiary Production and Social Rehabilitation of Detainees;
- The Sub-Department of Penitentiary Health;
- The Protocol Service ;
- The Documentation and Records Service.

## **SECTION I**

### **RESEARCH AND COOPERATION UNIT**

**Article 45.-**(1) Under the authority of a Unit Head, the Research and Cooperation Unit shall be responsible for:

- conducting studies relating to the setting up, classification, development and organization of prisons;

- conducting studies relating to the standards of penitentiary equipment and infrastructure , in conjunction with the Sub-Department for Infrastructure, Penitentiary Equipment and Budget;
- conducting studies relating to the standards of enforcement of sentences, in conjunction with the Sub-Department for Enforcement of Sentences, Penitentiary Production and Social Rehabilitation of Detainees;
- conducting studies relating to the development of detainees' plans and programmes of rehabilitation and social reintegration, in conjunction with the Sub-Department for Enforcement of Sentences, Penitentiary Production and Social Rehabilitation of Detainees;
- conducting studies relating to work plans and programmes and production activities, in connection with Sub-Department for Enforcement of Sentences, Penitentiary Production and Social Rehabilitation of Detainees;
- exploiting periodic progress reports of officials in charge of prisons and supervisory commissions of these prisons;
- keeping the card index of prisons;
- producing statistics of the prison population;
- conducting studies to improve detention conditions;
- conducting studies to seek solutions to the issues of penitentiary administration;
- centralizing records, managing and keeping;
- following-up cooperation with national, regional and international organizations working in the area of prisons and misdemeanor matters;
- following-up cooperation with other countries to build the capacities of Penitentiary Administration in Cameroon.

(2) In addition to the Unit Head, it shall comprise four (4) Assistant Research Officers.

## **SECTION II**

### **SUB-DEPARTMENT FOR PENITENTIARY PERSONNEL**

**ARTICLE 46. (1)** Under the authority of a Sub-Director, the Sub-Department for Penitentiary Personnel shall be responsible for:

- implementing the special rules and regulations governing penitentiary administration personnel;
- making projections on skills, employments and penitentiary administration personnel;
- ensuring recruitment, training and further training of Penitentiary Administration personnel, in conjunction with the Ministries in charge of Public Service and Finance;
- ensuring permanent training of Penitentiary Administration personnel (ENAP);
- liaising with the National School of Penitentiary Administration;
- managing the careers of Penitentiary Administration personnel, in conjunction with the Ministries in charge of Public Service and Finance;
- ensuring discipline of penitentiary personnel and related staff;
- keeping personnel card index;
- making projections on the personnel;
- keeping and updating the salary card-index, in conjunction with the Ministry of Justice SIGIPES Unit.

(2) It shall comprise:

- the service for Recruitment, Training and Refresher Courses;
- the Service for Management of Careers of Penitentiary Personnel;
- the Service for Personnel Discipline, Social Activities and Sports.

**ARTICLE 47.(1)** Under the authority of a service head, the service for Recruitment, Training and Refresher Courses shall be responsible for:

- making projection on the Penitentiary Administration human resources;
- monitoring recruitment files;
- training and further training of Penitentiary administration personnel;
- monitoring ongoing training of Penitentiary Administration personnel;
- monitoring files relating to the issuing of authorization for admission to training session and specialization training courses of Penitentiary administration personnel;

- monitoring activities of the National School of Penitentiary Administration (ENAP).

(2) It shall comprise:

- the Prospective Management Office;
- the Office for Training and Refresher Course.

**ARTICLE 48.** Under the authority of a Office Head, the Prospective Management Office shall be responsible for:

- identifying needs in terms of skills, employment and staff in Penitentiary Administration human resources and drawing up recruitment plans thereto;
- identifying needs in terms of Penitentiary Administration training and drawing up plans thereto;
- assessing needs of the Ministry concerning in Penitentiary Administration human resources.

**ARTICLE 49.** Under the authority of an Office Head, the Office for Training and Refresher Courses shall be responsible for:

- processing ongoing training files of Penitentiary Administration personnel;
- processing files relating to the issuing of authorization for admission to training session and specialization training courses of Penitentiary administration personnel;
- keeping the trainees card index;
- monitoring the activities of the National School of Penitentiary Administration (ENAP).

**ARTICLE 50.** (1) Under the authority of a Service Head, the Service for Management of Career of the Penitentiary Personnel shall be responsible for:

- monitoring all the files relating to the career of the Penitentiary personnel and other personnel working within the Penitentiary Administration;
- monitoring all family allowances files relating to and pensions;

- keeping the salary card-index;

(2) It shall comprise:

- the Office for Management of Administrators and Superintendents of Prisons;
- the Office for Management of Prisons Chief Warders and Warders;
- the Office for Management of other personnel.

**ARTICLE 51:** Under the authority of an Office Head, the Office for Management of Administrators and Superintendents of Prisons shall be responsible for:

- processing files relating to the career of Administrators and Superintendents of Prisons;
- keeping and updating physical and salary files of Administrators and Superintendents of Prisons.

**ARTICLE 52:** Under the authority of an Office Head, the Office for Management of Prisons Chief Warders and Warders shall be responsible for:

- processing files relating to the career of Prisons Chief Warders and Warders;
- keeping and updating physical and salary files of Prisons Chief Warders and Warders.

**ARTICLE 53:** Under the authority of an Office Head, the other staff Management Bureau shall be responsible for:

- handling files relating to the career of other personnel working within the Penitentiary Administration;
- keeping and updating physical and salary files of other personnel working within the Penitentiary Administration.

**ARTICLE 54:** (1) Under the authority of a Service Head for Staff Discipline, Social activities and Sports shall be responsible for:

- examining disciplinary files for penitentiary personnel and related staff;
- monitoring the application of disciplinary sanctions;
- monitoring the appeals;

- monitoring rehabilitation files;
- informing penitentiary personnel and related staff, on the assistance procedures relating to occupational diseases, industrial accident and healthcare, in conjunction with the Ministry in charge of Finance and the Ministry of Public Health;
- monitoring the improvement of working conditions within services;
- supporting associative and cultural life of penitentiary personnel and related staff.

(2) It shall comprise:

- the Discipline Office;
- the Social Activities and Sports Office.

**ARTICLE 55:** Under the authority of an Office Head, the Discipline Office shall be responsible for:

- processing disciplinary files of Administrators and Superintendents of Prisons, Prisons Chief Warders and Warders;
- processing appeals and rehabilitation files.

**ARTICLE 56:** Under the authority of an Office Head, the Social Activities and Sports Office shall be responsible for:

- informing the penitentiary personnel and related staff on the assistance procedures relating to occupational diseases, industrial accident and medical treatment, in conjunction with the Ministry in charge of Finances and the Ministry of Public Health;
- monitoring the improvement of working conditions within services;
- supporting associative and cultural life of penitentiary personnel and related staff.

### **SECTION III**

#### **SUB-DEPARTMENT FOR INFRASTRUCTURE, PENITENTIARY EQUIPMENT AND BUDGET**

**ARTICLE 57:(7)** Under the authority of a Sub-Director, the Sub-Department for Infrastructure, Penitentiary Equipment and Budget shall be responsible for:

- assessing and centralizing needs relating to the procurement of penitentiary equipment;
- assessing and centralizing needs relating to the maintenance of penitentiary equipment;
- monitoring the implementation and compliance with standards regarding penitentiary equipment, material and infrastructure;
- assessing and centralizing needs relating to maintenance and rehabilitation of penitentiary infrastructure;
- assessing and centralizing needs relating to the construction of penitentiary infrastructure;
- monitoring procedures for purchasing movable and immovable property intended for Penitentiary Administration;
- monitoring construction work of infrastructure intended for Penitentiary Administration;
- drawing up the Penitentiary Administration budget;
- monitoring the execution of the Penitentiary Administration budget;
- purchasing, apportioning and monitoring the use of material and equipment distributed in the Penitentiary Administration services;
- monitoring the execution of public contracts in the area of Penitentiary Administration.

(2) It shall comprise

- the Service for Development of Penitentiary Infrastructure;
- the Service for Penitentiary Equipment and Budget.

**ARTICLE 58:** (1) Under the authority of a Service Head, the Service for Development of Penitentiary Infrastructure shall be responsible for:

- assessing and centralizing needs in construction and maintenance of penitentiary infrastructure;
- monitoring procedures for purchasing movable and immovable property allocated to the Penitentiary Administration services;
- participating in the design and monitoring of infrastructure construction work intended for the Penitentiary Administration services;
- maintaining penitentiary infrastructure, in conjunction with the relevant authorities.

(2) It shall comprise:

- the Office for Construction and Penitentiary Lands;
- the Office for Rehabilitation and Maintenance of Penitentiary Infrastructure.

**ARTICLE 59:** Under the authority of a Service Head, the Office for Construction and Penitentiary Lands shall be responsible for:

- processing files relating to the assessment and centralization of needs in the construction and maintenance of penitentiary infrastructure;
- processing files relating to the monitoring of procedures for purchasing properties allocated to Penitentiary Administration services;
- processing files relating to the participation in the design and monitoring of infrastructure construction work intended for the Penitentiary Administration services;
- securing penitentiary lands.

**ARTICLE 60:** Under the authority of an Office Head, the Office for Rehabilitation and Maintenance of Penitentiary Infrastructure shall be responsible for:

- processing files relating to the assessment of needs with regard to the rehabilitation of penitentiary infrastructure;
- centralizing needs as regards rehabilitation and maintenance of penitentiary infrastructure;
- processing files relating to the monitoring of rehabilitation procedures of properties allocated to Penitentiary Administration services,
- processing files relating to the maintenance of penitentiary infrastructure, in conjunction with the relevant authorities.

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**ARTICLE 61:** (1) Under the authority of a Service Head, the Service for Penitentiary Equipment and Budget shall be responsible for:

- drawing up the Penitentiary Administration budget;
- monitoring the execution of the Penitentiary Administration budget;
- purchasing and apportioning materials and equipment in the Penitentiary Administration services;



- monitoring the use of materials and equipment in the Penitentiary Administration services;
- monitoring public contracts;
- maintaining equipment allocated to the Penitentiary Administration services.

(2) It shall comprise:

- the Office for Penitentiary Equipment;
- the Budget and Contracts Office.

**ARTICLE 62:** Under the authority of an Office Head, the Office for Penitentiary Equipment shall be responsible for:

- processing files relating to the purchase of materials and equipment distributed in Penitentiary Administration services;
- apportioning and monitoring the use of materials and equipment distributed in Penitentiary Administration services;
- maintaining equipment supplied in the Penitentiary Administration services.

**ARTICLE 63:** Under the authority of an Office Head, the Budget and Contracts Office shall be responsible for:

- drawing up the Penitentiary Administration Budget;
- monitoring the execution of the Penitentiary Administration Budget;
- monitoring public contracts.

#### **SECTION IV**

### **SUB-DEPARTMENT ENFORCEMENT OF SENTENCES, PENITENTIARY PRODUCTION AND SOCIAL REHABILITATION OF DETAINEES**

**ARTICLE 64:** (1) Under the authority of a Sub-Director, the Sub-Department for Enforcement of Sentences, Penitentiary Production and Social Rehabilitation of Detainees shall be responsible for:

- monitoring and supervising the enforcement of imprisonment sentences;

- developing, in conjunction with the Research and Cooperation Unit, training and civic education plans of detainees, and monitoring their implementation;
- developing, in conjunction with the Research and Cooperation Unit, vocational training programmes, socio-cultural and educational activities for detainees, and monitoring their implementation;
- developing, in conjunction with the Research and Cooperation Unit, vocational training programmes, socio-cultural and educational activities for the rehabilitation of detainees, and monitoring their implementation;
- developing, in conjunction with the Research and Cooperation Unit, work plans and programmes as well as production activities, and monitoring their implementation;
- transferring and placing detainees on secondment;
- ensuring discipline among detainees;
- developing, in conjunction with the Research and Cooperation Unit, methods and plans to use prison labour and prison production, and monitoring their implementation;
- examining petitions by detainees relating to release on licence;
- monitoring sentences adjustment measures.

(2) It shall comprise:

- the Service for Enforcement of Sentence;
- the Service for Penitentiary Production and Social Rehabilitation of Detainees.

**ARTICLE 65:** (1) Under the authority of a Service Head, the Service for Enforcement of Sentence shall be responsible for:

- monitoring the enforcement of imprisonment sentences, remands in police custody and detention measures;
- transferring and placing detainees on secondment;
- ensuring discipline among detainees;
- examining petitions by detainees relating to release on licence.

(2) It shall comprise

- the Office for Enforcement of Imprisonment Sentence;

- the Office for Statistics and Monitoring of Prison Registries;
- the Office for the Promotion of the Rights of Detainees.

**ARTICLE 66:** Under the authority of an Office Head, the Office for Enforcement of Imprisonment Sentence shall be responsible for:

- collecting and centralizing data on the enforcement of imprisonment sentences, remands in police custody and detention measures;
- processing files to transfer and place detainees on secondment;
- examining files relating to discipline of detainees;
- examining petitions by detainees relating to the release on licence.

**ARTICLE 67:** Under the authority of an Office Head, the Office for Statistics and Monitoring of Prison Registries shall be responsible for:

- statistical processing of data relating to the enforcement of imprisonment sentences, remands in police custody and detention measures;
- statistical processing and planning of files to transfer and place detainees on secondment;
- monitoring the activities of Prisons Registries;
- statistical processing of files relating to discipline of detainees;
- statistical processing of petitions by detainees relating to release on licence and remission of sentences.

**ARTICLE 68:** Under the authority of an Office Head, the Office for the Promotion of the Rights of Detainees shall be responsible for:

- ensuring the respect for detainees' rights;
- examining files relating to the violation of detainees' rights;
- facilitating the work of civil society organizations working for the promotion and protection of detainees' rights.

**ARTICLE 69:** (1) Under the authority of a Service Head, the Service for Penitentiary Production and Social Rehabilitation of Detainees shall be responsible for:

- monitoring the work of detainees and the development of production activities of prisons;

- examining petitions by detainees relating to release on licence;
- drawing up programmes for social rehabilitation of detainees;
- ensuring training, education, vocational training, socio-cultural and educational activities of detainees;
- transferring and placing detainees on secondment.

(2) It shall comprise:

- the Office for Education, Civic Education and Vocational Training of Detainees;
- the Office for Socio-cultural and Educational Activities of Detainees;
- the Office for Penitentiary Production and Management of Prison Labour;

**ARTICLE 70:** Under the authority of an Office Head, the Office for Education, Civic Education and Vocational Training of Detainees shall be responsible for monitoring training, education and vocational training programmes for detainees.

**ARTICLE 71:** Under the authority of an Office Head, the Office for Socio-cultural and Educational Activities of Detainees shall be responsible for monitoring socio-cultural and educational activities of detainees.

**ARTICLE 72:** Under the authority of an Office Head, the Office for Penitentiary Production and Management of Prison Labour shall be responsible for monitoring prison production activities and appropriate use of prison labour.

## **SECTION V**

### **SUB-DEPARTMENT FOR PENITENTIARY HEALTH**

**ARTICLE 73:** (1) Under the authority of a sub-Director, the Sub-Department for Penitentiary Health shall be responsible for:

- fighting against drug addiction;
- fighting against HIV/AIDS and opportunistic infections, in conjunction with the Ministry of Health;
- drawing up the Penitentiary Administration health map;
- drawing up national statistics and patients' card-index;

- contributing to planning needs of medical and paramedical staff;
- coordinating the activities of medical and paramedical staff;
- making systematic medical visits in prisons;
- monitoring health care to detainees and to staff;
- monitoring hygiene and disease prevention in prisons;
- monitoring health education in prisons;
- monitoring mother and child care in prisons;
- monitoring the implementation of the national public health policy in prisons, in conjunction with the Ministry of Public Health.

(2) It shall comprise:

- the Service for Disease Control;
- the Service for Health Facilities, Health Care, Medical Equipment and Pharmacy.

**ARTICLE 74:** Under the authority of a Service Head, the Service for Disease Control shall be responsible for:

- implementing hygiene and sanitation measures;
- sanitation measures of prison environment;
- detainees' feeding;
- implementing the national public health policy in prison, in conjunction with the Ministry of Public Health.

**ARTICLE 75:** (1) Under the authority of a Service Head, the Service for Health Facilities, Health Care, Medical Equipment and Pharmacy Service shall be responsible for:

- the functioning of health facilities and medical equipment;
- providing health care to detainees and to Penitentiary Administration personnel as well as drugs to health facilities.

(2) It shall comprise:

- the Office for Health Facilities, Medical Equipment and Pharmacy;
- the Office for Monitoring of Penitentiary Health Personnel and Further Training.

**ARTICLE 76:** Under the authority of an Office Head, the Office for Health Facilities, Medical Equipment and Pharmacy shall be responsible for:

- processing files relating to the functioning of health facilities and medical equipment,
- files relating to drugs.

**ARTICLE 77:** Under the authority of an Office Head, the Office for Monitoring of Penitentiary Health Personnel and Further Training shall be responsible for processing the files relating to:

- the training of penitentiary health personnel and their specialties;
- the deployment and redeployment of penitentiary health personnel;
- the admission of personnel to refresher courses.

**ARTICLE 78:** (1) Under the authority of an Office Head, the Service for Penitentiary Health and Further Training shall be responsible for monitoring:

- protocol against drug addiction;
- protocol against HIV/AIDS and opportunistic infections;
- health care provided to detainees and personnel;
- education programme for health in prisons;
- mother and child care in Prisons;
- implementation of annual public health programme within the Department of Penitentiary Administration;
- cooperation with civil society organizations and international organizations working in the area of health.

(2) It shall comprise:

- the Public Health Office;
- the Office for STD, HIV/AIDS, Tuberculosis and Malaria;
- the Office for Mental Disease;
- the Office for Integrated Surveillance of Diseases and Response.

**ARTICLE 79:** Under the authority of an Office Head, the Public Health Office shall be responsible for processing files relating to:

- the implementation of annual public health programme within the Department of Penitentiary Administration;

- cooperation with civil society organizations and international organizations working in the area of health.

**ARTICLE 80:** Under the authority of an Office Head, the STD, HIV/AIDS, Tuberculosis and Malaria Bureau shall be responsible for processing files relating to:

- STD, HIV and AIDS;
- Tuberculosis;
- malaria.

**ARTICLE 81:** Under the authority of an Office Head, the Office for Mental Disease shall be responsible for processing files relating to:

- prevention and treatment of mental disease;
- drug addiction;
- drug addiction prevention programme in prisons;
- mother and child care against consumption of narcotic drugs in prisons.

**ARTICLE 82:** Under the authority of an Office Head, the Integrated Surveillance of Disease and Response Bureau shall be responsible for:

- coordinating the activities of medical and paramedical staff;
- organizing systematic medical visits in prisons;
- alerting and responding in the event of an epidemic in prisons;
- executing the protocol implemented to save lives threatened.

## **SECTION VI** **PROTOCOL SERVICE**

**ARTICLE 83:** (1) Under the authority of a Service Head, the protocol service shall be responsible for:

- reception, information and orientation of users;
- receipt, sorting, processing and delivery of mail;
- reproduction and the distribution of individual and regulatory documents and other documents that are of concern to the Director;
- filing and storing of signed acts that are of concern to the Director;
- reminder of services.

(2) It shall comprise:

- the Reception Office;
- the Mail and Liaison Office;
- the Reprography Office.

## **SETION VII**

### **DOCUMENTATION AND RECORDS SERVICE**

**ARTICLE 84:** (1) Under the authority of a Service Head, the Documentation and Records Service shall be responsible for:

- creating and setting up a filing system of documentation for the Department of Penitentiary Administration;
- collecting, centralizing, keeping, duplicating and disseminating documents;
- keeping records.

(2) It shall comprise:

- The Documentation Bureau;
- The Card-index Bureau.

## **CHAPTER VIII**

### **THE STATE LITIGATION DIVISION**

**ARTICLE 85:** (1) Under the authority of a Division Head, the State Litigation Division shall be responsible for assisting administrations in the organization of the defence of State's interests, public institutions and other similar organizations before national and/or international courts and other similar institutions with the exception of matters of Human Rights.

(2) It shall comprise:

- two (2) Research Officers;
- eight (8) Assistant Research Officers;
- one (1) Card Index and Filing Office.

## **CHAPTER IX**



## **DEPARTMENT OF GENERAL AFFAIRS**

**ARTICLE 86:** (1) Under the authority of a Director, the Department of General Affairs shall be responsible for:

- designing and implementing human resources management policy necessary to the smooth functioning of the Ministry;
- coordinating and drawing up plans for training the judicial personnel in the Ministry;
- following-up the implementation of the State policy as concerns the training of judicial staff in the Ministry;
- putting at the disposal of various courts newly recruited personnel and graduates;
- making projection on the work force and competence of judicial staff;
- implementing legislative and statutory instruments with regard to staff expenditure;
- ensuring that documents relating to career management are valid and authentic;
- processing wages and allowances of the Ministry's personnel;
- managing pensions;
- processing and salary validation of various allowances and benefits;
- processing and salary validation of family allowances;
- updating the salary card-index;
- drawing up and liquidating instruments which grant pension rights and life annuities after approval by relevant services;
- drawing up and liquidating instruments which grant pension for industrial accident and occupational diseases after approval by relevant services;
- financial processing of files relating to diseases and financial risks;
- dealing with issues relating with discipline of the Ministry's personnel;
- monitoring the maintenance of the implementation of the Integrated System for the Computerized Management of State Personnel and Payroll(SIGIPES) in conjunction with the Ministry of Finance;
- evaluating systems adopted for the management of human resources;
- monitoring the improvement of working conditions for the Ministry's personnel;
- preparing legal instruments on personnel management;
- ensuring effective supervision of staff;

- monitoring the wage bill;
- preparing and executing the Ministry's budget;
- preparing and programming public contracts;
- managing and maintaining all the Ministry's movable and immovable property in conjunction with the Ministry of Land, State Property, Surveys and Land Tenure;
- setting up norms and specifications of the Ministry's heavy equipment, in conjunction with the relevant authorities;

(2) It shall comprise:

- the SIGIPES Management Unit;
- the Sub-Department for Judicial Personnel;
- the Sub-Department for Salary and Pensions;
- The Sub-Department for Budget and Equipment;
- The Sub-Department for Judicial Infrastructures.

## **SECTION I**

### **SIGIPES MANAGEMENT UNIT**

**ARTICLE 87:** (1) Under the authority of a Unit Head, the SIGIPES Management Unit shall be responsible for:

- centralizing and permanently updating the personnel's electronic card-index and salaries of the Ministry;
- issuing salary related documents;
- exploiting and maintaining the IT applications of the Sub-Department for Personnel, Salary and Pensions.

(2) In addition to the Unit Head, it shall comprise two (2) Assistant Research Officers.

## **SECTION II**

### **SUB-DEPARTMENT FOR JUDICIAL PERSONNEL**

**ARTICLE 88:** (1) Under the authority of a Sub-Director, the Sub-Department for Judicial personnel shall be responsible for:

- monitoring judicial personnel;
- studying measures for enhancing and improving the output of personnel;
- handling and updating the judicial personnel card-index;
- preparing retirement decisions;
- preparing disciplinary files;
- making projections on personnel to be recruited and programming needs;
- ensuring the social welfare of judicial personnel;
- disseminating methods and tools to draw up training programme;
- organizing further training sessions;
- monitoring activities carried out in national schools and training institutions under the responsibility of the Ministry;
- seeking and exploiting scholarship offers for training;
- managing refresher courses;
- keeping trainees 'card-index;
- participating in drawing up, evaluating and updating training programmes.

(2) It shall comprise:

- the Service for Judicial and Legal Officers;
- the Service for Non-Judicial and Legal Officers;
- the Service for Prospective Management of Personnel;
- the Social Policy Service;
- the Card Index Office.

**ARTICLE 89:** (1) Under the authority of a Service Head, the Service for Judicial and Legal Officers shall be responsible for:

- managing the careers of Judicial and Legal Officers;
- monitoring the number Judicial and Legal Officers;
- drawing up acts relating to Judicial and Legal Officers discipline;
- updating Judicial and Legal Officers card-index.

**ARTICLE 90:** (1) Under the authority of a Service Head, the Service for Non-Judicial and Legal Officers shall be responsible for:

- managing the careers of Non-Judicial and Legal Officers;

- monitoring the number of Non-Judicial and Legal Officers;
- drawing up acts relating to discipline of the said personnel;
- updating the card-index of the said personnel.

(2) It shall comprise:

- the Office for Civil Servants;
- the Non-Civil Servants Office.

**ARTICLE 91:** (1) Under the authority of a Service Head, the Service for Prospective Management of Personnel shall be responsible for:

- projecting on the number of persons to be recruited;
- programming human resources needs of the Ministry, in conjunction with the relevant authorities;
- organizing direct competitive examination for category "C";
- disseminating methods and tools to draw up training plans.

(2) It shall comprise:

- The Recruitment Office;
- The Office for Competitive Examination.

**ARTICLE 92:** (1) Under the authority of a Service Head, the Service for Training and Refresher Course shall be responsible for:

- organizing training sessions;
- monitoring activities carried out in national training schools under the responsibility of the Ministry;
- searching and exploiting scholarship offers for training;
- managing refresher courses;
- keeping trainees' card-index;
- participating in drawing-up, evaluating and updating training programmes.

(2) It shall comprise:

- the Training Office;
- the Refresher Course Office.

**ARTICLE 93:** Under the authority of a Service Head, the Social Policy Service shall be responsible for:

- informing staff on the assistance procedures relating to professional illness and industrial accidents and health care, in conjunction with the Ministry of Finance and Ministry of Health;
- monitoring the improvement on working conditions in services;
- supporting community and cultural life of in-house personnel.

### **SECTION III**

#### **SUB-DEPARTMENT FOR SALARY AND PENSION**

**ARTICLE 94:** (1) Under the authority of a Sub-Director, the Sub-Department for Salary and Pension shall be responsible for:

- processing acts relating to salary, pensions and accessories of the salary for all the staff of the Ministry;
- managing files relating to litigation on salary;
- salary documentation and archives;
- updating the salary card-index;
- processing and salary validation of handling recruitment, promotion, appointment, advancement in scale, grade and incremental position instruments.
- processing and salary validation of allowances and various benefits;
- processing and salary validation of family allowances;
- drawing up and liquidating instruments which grant pension rights and life annuities after approval by relevant services;
- drawing up and liquidating instruments which grant pensions for industrial accident and occupational diseases after approval by relevant services;
- financial processing of files relating to diseases and financial risks;

(2) It shall comprise:

- the Service for Salary and Pension of Judicial Personnel;
- the Service for Salary and Pensions of Penitentiary Administration Personnel;

**ARTICLE 95:** Under the authority of a Service Head, the Salary and Pension Services provided for by article 94 (2) above shall respectively be responsible for:

- preparing salary and payment acts;
- processing family allowances files;
- paying pension contributions;
- validating precarious services;
- financial processing of files relating to diseases and professional risks;
- salary documentation and archives;
- processing and salary validation of handling recruitment, promotion, appointment, advancement in scale and grade instruments.
- processing and salary validation of allowances and various benefits;
- processing and salary validation of family allowances;
- updating salary card-index;
- drawing up and liquidating instruments which grant pension rights and life annuities after approval by relevant services;
- drawing up and liquidating instruments which grant pension for industrial accident and occupational diseases after approval by relevant services;
- litigation on salary.

(2) The Service for Salary and Pension of Judicial Personnel shall comprise:

- the Office for Salary of Judicial Personnel;
- the Office for Pension of Judicial Personnel;
- the Office for Litigation on Salary and Pension of Judicial Personnel.

(3) The Service for Salary and Pension of Penitentiary Administration shall comprise:

- the Office for Salary of Penitentiary Administration;
- the Office for Pension of Judicial Administration;
- the Office for Salary and Pension Litigation of Penitentiary Administration Personnel.

## **SECTION VI**

### **SUB-DEPARTMENT FOR BUDGET AND EQUIPMENT**

**ARTICLE 96:** (1) Under the authority of a Sub-Director, the Sub-Department for Budget and Equipment shall be responsible for:

- preparing and monitoring execution of the budget of Ministry;

- supplying services with equipment;
- managing and maintaining the Ministry's movable property, in conjunction with the Ministry in charge of Land, State Property, Surveys and Land Tenure;
- carrying out inventory of movable assets;
- managing rolling stock;
- reforming the movable assets, in conjunction with the Ministry in charge of Land, State Property, Surveys and Land Tenure;

(2) It shall comprise:

- the Service for Budget;
- the Public Contracts Service;
- the Equipment and Maintenance Service.

**ARTICLE 97:** (1) Under the authority of a Service Head, the Service for Budget shall be responsible for:

- preparing and managing the budget;
- monitoring the execution of financial commitments of central services;
- counselling and assisting in the purchase of equipment.

(1) It shall comprise:

- the Budget Office;
- the Budget Commitment Office;
- the Equipment Office.

**ARTICLE 98:** (1) Under the authority of a Service Head, the Public Contracts Service shall be responsible for:

- preparing Tender or Consultation Files;
- complying with and monitoring procurement and control procedures of public contracts execution, in conjunction with the Ministry in charge of public contracts;
- keeping the card-index and statistics on the Ministry's public contracts;
- monitoring litigation relating to public contracts;
- keeping the Ministry's public contracts documents;

- forwarding all the documents relating to public procurement at the Ministry in charge of Public Contracts.

(2) It shall comprise:

- the Tenders Office;
- the Office for Monitoring and Control of Execution of Contracts .

**ARTICLE 99:** (1) Under the authority of a Service Head, the Maintenance Office shall be responsible for:

- maintaining buildings;
- maintaining equipment;
- cleaning the premises and their surroundings.

(2)It shall comprise:

- the Maintenance Office;
- the Hygiene and Sanitation Office.

## **SECTION V**

### **SUB-DEPARTMENT FOR JUDICIAL INFRASTRUCTURE**

**ARTICLE 100:** (1) Under the authority of a Sub-Director, the Sub-Department for Judicial Infrastructure shall be responsible for:

- assessing and centralizing needs for the construction and maintenance of Courts Houses;
- carrying out an inventory of immovables;
- monitoring the management and maintenance of immovables;
- monitoring procedures for purchasing buildings allocated to courts;
- participating in designing court infrastructures;
- monitoring the construction work of judicial infrastructures;
- monitoring the maintenance of Court Houses.

(2) It shall comprise:

- the Service for Procurement and New Works;
- the Maintenance Service.



**ARTICLE 101:** Under the authority of a Service Head, the Service for Procurement and New Works shall be responsible for:

- assessing and centralizing needs for the construction and maintenance of Courts Houses;
- monitoring procedures for purchasing buildings allocated to courts;
- participating in designing courts infrastructures;
- monitoring construction work of judicial infrastructures.

**ARTICLE 102:** Under the authority of a Service Head, the Maintenance Service shall be responsible for:

- making an inventory of immovables;
- monitoring the management and maintenance of immovables;
- monitoring the maintenance of Court Houses.

## **PART VII**

### **DECENTRALIZED SERVICES**

**ARTICLE 103:** Decentralized Services of the Ministry of Justice shall comprise:

- Regional Delegations of Penitentiary Administration;
- Prisons.

## **CHAPTER I**

### **REGIONAL DELEGATION OF PENITENTIARY ADMINISTRATION**

**ARTICLE 104:** (1) Under the authority of a Regional Delegate; the Regional Delegation shall be responsible for:

- monitoring, supervising and coordinating the activities of prisons in the region;
  - organizing regional further training seminars for personnel.

(2) It shall comprise:

- the Service for Monitoring of Enforcement of Sentence and Social Rehabilitation of Detainees;
- the Service for Follow-up of Prison Health;
- the Service for Economic Production, Equipment, Clothing and Infrastructure;
- the Service for General Affairs.

**ARTICLE 105:** (1) Under the authority of a Service Head, the Service for Monitoring of Enforcement of Sentence and Social Rehabilitation of Detainees Service shall be responsible for:

- monitoring and supervising the enforcement of imprisonment sentences;
- promoting and ensuring respect for Human Rights;
- monitoring the implementation of detention norms;
- ensuring transfers;
- ensuring discipline among detainees;
- examining petitions by detainees and applications for release on licence;
- re-educating, professional training and socio-cultural activities, in conjunction with the relevant authorities;
- authorizing visits.

(2) It shall comprise:

- the Statistics Office;
- the Office for Enforcement of Sentence;
- the Office for Social Rehabilitation of Detainees;
- the Office for Complaints by Detainees and Release on Licence.

**ARTICLE 106:** (1) Under the authority of a Service Head, the Service for Monitoring of Enforcement of Sentence and Social Rehabilitation of Detainees, in conjunction with the relevant authorities:

- monitoring health care to detainees and penitentiary staff;
- ensuring hygiene and disease prevention in prisons under the jurisdiction of command;
- monitoring health education in prisons;
- monitoring mother and child care in prisons under the jurisdiction of command;
- monitoring the fight against drug addiction in prisons;
- preparing statistics and a card-index for sick persons;
- managing medical and paramedical staff;
- coordinating the activities of nurses and organizing systematic visits to the prisons of the Region concerned;

- establishing relationships with local Non-Governmental Organizations dealing with health.

(2) It shall comprise:

- the Healthcare Office;
- the Healthcare Promotion Office.

**ARTICLE 107:** (1) Under the authority of a Service Head, Service for Economic Production, Equipment, Clothing and Infrastructure shall be responsible for:

- monitoring the execution of the budget of prisons;
- laying the terms and conditions for the use of prison labour and productivity of prisons;
- supervising income of prisons;
- monitoring activities to boost production;
- placing on secondment;
- identifying, following-up of acquisition and registration processes and controlling lands belonging to the penitentiary.

(2) It shall comprise:

- the Infrastructure Office;
- the Office for Prisoner Production and Reserve Fund;
- the Equipment Office;
- the Office for Penitentiary Lands.
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**ARTICLE 108:** (1) Under the authority of a Service Head, the Service for General Affairs shall be responsible for:

- managing personnel;
- ensuring discipline among personnel;
- maintaining staff card index;
- organizing regional training seminars;
- preparing criteria for staff assessment;
- running the funds;
- coordinating sporting activities and entertainment;
- organizing official ceremonies.

(3) It shall comprise:

- the Personnel Office;
- the Disciplinary Office;
- the Office for Sports, Entertainment and Organization of Official Ceremonies;
- the General Affairs Office.

## **CHAPTER II**

### **PRISONS**

**ARTICLE 109:** Prisons shall be governed by a special instrument

**ARTICLE 110:** (1) Prisons Super intendants shall send a copy of all their correspondences, as well as attached documents, intended for the Regional Delegate or the Minister of Justice, to the Procureur General of the jurisdiction.

(2) Regional Delegates shall send a copy of their correspondences, as well as documents attached, intended for the Minister of Justice to the Procureur General of the jurisdiction.

## **PART VIII**

### **MISCELLANEOUS AND FINAL PROVISIONS**

**ARTICLE 111:** The following shall have the ranks and prerogative of:

**Secretary General:**

- Inspectors General.

**Director of the Central Administration:**

- Technical Advisers;
- Inspectors;
- Divisions Heads.

### **Deputy Director of Central Administration**

- Regional Delegates.

### **Sub-Director of Central Administration:**

- Units Heads;
- Controllers;
- Research Officers.

### **Service Head in the Central Administration:**

- Heads of Mission Secretariats;
- Assistant Research Officers.

**ARTICLE 112:** Appointments to the positions of responsibility provided for by this Decree shall be made in accordance with the profiles laid down in the organization chart appended hereto.

**ARTICLE 113:** All previous provisions repugnant to this decree, in particular those of Decree No. 2005/122 of 15 April 2005 to organize the Ministry of Justice, and subsequent amendments thereto, are hereby repealed.

**ARTICLE 114:** This decree shall be registered, published according to the procedure of urgency and inserted in the Official Gazette in English and French.

Yaounde, 18 September 2012.

**PAUL BIYA**  
**PRESIDENT OF THE REPUBLIC.**