

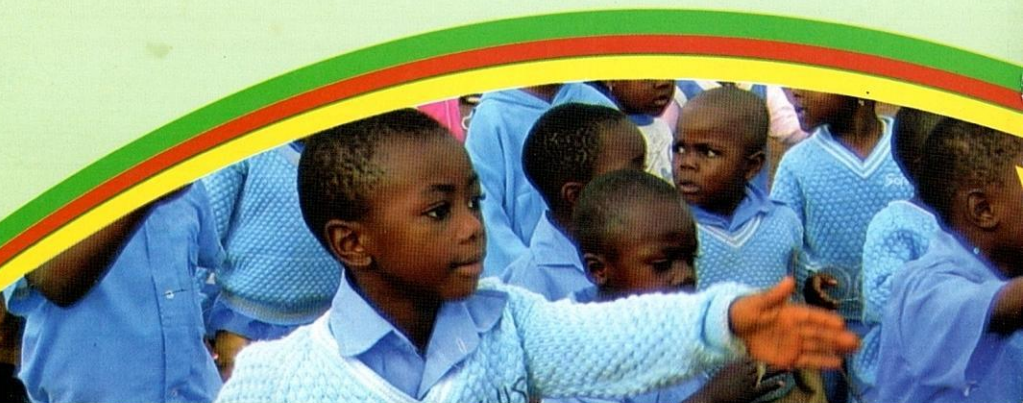
13	Request for mutation/ transfers for: -Family reunion -Health -Seniority at post	<ul style="list-style-type: none"> <li>• Simple application</li> <li>• Attestation of effective presence</li> <li>• Nomination/transfer decision of the spouse</li> <li>• Attestation of effective presence of the spouse</li> <li>• Certificate of residence of the spouse</li> <li>• Medical file</li> <li>• Any documentary evidence showing the need for the transfer/mutation</li> </ul>	07 jours	<ul style="list-style-type: none"> <li>-Transmission of the file with a favorable opinion to the Minister of Basic Education;</li> <li>-Refusal for non-conforming elements of the file</li> <li>-Incomplete file</li> </ul>
14	Transfer/ redeployment request	<ul style="list-style-type: none"> <li>• Simple application</li> <li>• Attestation of effective presence</li> <li>• Nomination/transfer decision of the spouse</li> <li>• Attestation of effective presence of the spouse</li> <li>• Certificate of residence of the spouse</li> <li>• Medical file</li> <li>• Any documentary evidence showing the need for the transfer/mutation</li> </ul>	07days	<ul style="list-style-type: none"> <li>-Transmission of the file with a favorable opinion to the Minister of Basic Education;</li> <li>-Refusal for non-conforming elements of the file</li> <li>-Incomplete file</li> </ul>
15	Any other file	<ul style="list-style-type: none"> <li>• Simple application</li> <li>• Any documentary evidence showing the need for the transfer/mutation</li> </ul>	07 days	
16	Request for reimbursement of medical expenses for professional illness or jobsite accidents	<ul style="list-style-type: none"> <li>• Stamped application</li> <li>• Attestation of effective presence</li> <li>• Verbal accident report drawn up by a competent police authority</li> <li>• Any documentary evidence showing the causal link between the accident or illness and the public service</li> <li>• Medical certificate(s)</li> <li>• Prescriptions, results of diagnoses and x-rays</li> <li>• Cash invoices or any other document relating to the cost borne by the public official</li> </ul>	10 days	<ul style="list-style-type: none"> <li>-Transmission of the file with a favorable opinion to the national counselor of health</li> <li>--Refusal for non-conforming elements of the file</li> <li>-Incomplete file</li> </ul>
17	Request for reimbursement of medical expenses for illness or accident not attributable to the service (for spouse, children, and the personnel himself)	<ul style="list-style-type: none"> <li>• -Stamped application indicating the centre where the patient was hospitalized;</li> <li>• -Attestation of effective presence</li> <li>• -Medical certificate(s)</li> <li>• -Prescriptions, results of diagnoses and x-rays</li> <li>• -Cash invoices or any other document relating to the cost borne for the treatment of the civil servant, spouse or legitimate or illegitimate and adopted children</li> <li>• -In the case of the illness of the spouse or child, attach all evidence proving the link between the patient and the personnel.</li> </ul>	10 days	<ul style="list-style-type: none"> <li>-Transmission of the file with a favorable opinion (indicating percentage) to the national counselor of health</li> <li>-Refusal for non-conforming elements of the file</li> <li>-Incomplete file</li> </ul>
18	Request for internal or external assistance (social assistance)	<ul style="list-style-type: none"> <li>• -Stamped application</li> <li>• --Any documentary evidence</li> </ul>	05 days	Accorded or rejected
19	Other files	<ul style="list-style-type: none"> <li>• -Stamped application</li> <li>• --Any documentary evidence</li> </ul>	05 days	Case by case study

REPUBLIQUE DU CAMEROUN  
PAIX-TRAVAIL-PATRIE  
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MINISTERE DE L'EDUCATION DE BASE  
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SECRETARIAT GENERAL  
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DIRECTION DES RESSOURCES HUMAINES  
-----  
SOUS-DIRECTION DU DEVELOPPEMENT  
DE RESSOURCES HUMAINES

REPUBLIC OF CAMEROON  
PEACE-WORK-FATHERLAND  
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MINISTRY OF BASIC EDUCATION  
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SECRETARIAT GENERAL  
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DEPARTMENT OF HUMAN RESOURCES  
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SUB-DEPARTMENT FOR THE DEVELOPMENT OF  
HUMAN RESOURCES



## USERS' GUIDE : LIST OF DOCUMENTS TO PROVIDE FOR TRAINING, INTERNSHIP, TRANSFERS AND SOCIAL ACTIONS FILES





No	NATURE OF FILE	DOCUMENTS REQUIRED	PROCESSING LIMIT	APPLIED ACTION
1	Authorization to compete for an exam	<ul style="list-style-type: none"> <li>• 1000frs stamped application</li> <li>• copy of integration decision</li> <li>• last advancement decision</li> <li>• Most recent pay slip (less than 03months)</li> <li>• Resumption of duty certificate (current year) or attestation of effective presence</li> <li>• copy of text that launched the exam</li> </ul>	05 days	<ul style="list-style-type: none"> <li>-Accorded</li> <li>- Pending</li> <li>-Convocation for additional information</li> <li>-Rejected</li> </ul>
2	Recommendation for Training	<ul style="list-style-type: none"> <li>• 1000frs stamped application</li> <li>• copy of integration decision</li> <li>• last advancement decision</li> <li>• Most recent payslip (less than 03months)</li> <li>• Resumption of duty certificate (current year) or attestation of effective presence</li> <li>• copy of the text that launched the exam</li> <li>• A copy of the required diploma</li> </ul>	05 days	<ul style="list-style-type: none"> <li>-Accorded</li> <li>-Pending</li> <li>-Convocation for additional information</li> <li>-Rejected</li> </ul>
3	Leaving the country for training	<ul style="list-style-type: none"> <li>• 1000frs stamped application</li> <li>• copy of integration decision</li> <li>• last advancement decision</li> <li>• Most recent pay slip (less than 03months)</li> <li>• Resumption of service</li> <li>• certificate (current year) or attestation of effective presence</li> <li>• - copy of the invitation letter and/or results of the selection</li> </ul>	05 days	<ul style="list-style-type: none"> <li>-Accorded</li> <li>-Pending</li> <li>-Convocation for additional information</li> <li>-Rejected</li> </ul>
4	Further training	<ul style="list-style-type: none"> <li>• 1000frs stamped application</li> <li>• copy of integration decision</li> <li>• last advancement decision</li> <li>• Most recent pay slip (less than 03months)</li> <li>• Resumption of duty certificate (current year) or attestation of effective presence</li> <li>• Authorization to compete for the exam or Attestation of enrollment in the School or copy of the invitation letter and /or the result of the selection</li> <li>• Two (02) information sheets with 4*4 passport size photograph duly signed by a competent authority</li> <li>• funding letter</li> </ul>	05 days	<ul style="list-style-type: none"> <li>-Accorded</li> <li>-Pending</li> <li>-Convocation for additional information</li> <li>-Rejected</li> </ul>
5	Layoff for training or Study leave	<ul style="list-style-type: none"> <li>• 1000frs stamped application</li> <li>• copy of integration decision</li> <li>• last advancement decision</li> <li>• Most recent pay slip (less than 03months)</li> <li>• Resumption of duty certificate (current year) or attestation of effective presence</li> <li>• Authorization to compete for the exam or Attestation of enrollment in the School or copy of the invitation letter and /or the result of the selection</li> <li>• Two (02) information sheets with 4*4 passport size photograph duly signed by a competent authority</li> </ul>	05 days	<ul style="list-style-type: none"> <li>-Accorded</li> <li>-Pending</li> <li>-Convocation for additional information</li> <li>-Rejected</li> </ul>

6	Academic internship or authorization for research	<ul style="list-style-type: none"> <li>• 1000frs stamped application</li> <li>• copy of integration decision</li> <li>• last advancement decision</li> <li>• Most recent pay slip (less than 03months)</li> <li>• Resumption of duty certificate (current year) or attestation of effective presence</li> <li>• Authorization to compete for the exam or Attestation of enrollment in the School or copy of the invitation letter and /or the result of the selection</li> <li>• Recommendation letter from the hierarchy of the institution or the supervisor</li> </ul>	05 days	<ul style="list-style-type: none"> <li>-Accorded</li> <li>-Pending</li> <li>-Convocation for additional information</li> <li>-Rejected</li> </ul>
7	Extension of internship	<ul style="list-style-type: none"> <li>• 1000frs stamped application</li> <li>• Initial decision of Internship</li> <li>• School attendance certificate</li> <li>• Mid-term Internship report</li> <li>• Funding extension letter</li> </ul>	05days	<ul style="list-style-type: none"> <li>-Accorded</li> <li>-Pending</li> <li>-Convocation for additional information</li> <li>-Rejected</li> </ul>
8	End of Training	<ul style="list-style-type: none"> <li>• 1000frs stamped application</li> <li>• copy of internship decision</li> <li>• copy of course result (Diploma)</li> <li>• attestation of presentation of original diploma</li> <li>• copy of the end of course report or dissertation</li> <li>• Copy of internship report</li> <li>• Extension letter of work or funding extension( if applicable)</li> </ul>	05 days	<ul style="list-style-type: none"> <li>-Accorded</li> <li>-Pending</li> <li>-Convocation for additional information</li> <li>-Rejected</li> </ul>
9	Training support	<ul style="list-style-type: none"> <li>• 1000frs stamped application</li> <li>• Copy of training decision</li> <li>• Financial implication statements related to the training</li> </ul>	05 days	<ul style="list-style-type: none"> <li>-Accorded</li> <li>-Pending</li> <li>-Convocation for additional information</li> <li>-Rejected</li> </ul>
10	Financial assistance for training	<ul style="list-style-type: none"> <li>• 1000frs stamped application</li> <li>• copy of integration decision</li> <li>• last advancement decision</li> <li>• Most recent pay slip (less than 03months)</li> <li>• Resumption of duty certificate (current year) or attestation of effective presence</li> <li>• All exhibits</li> </ul>	05 days	<ul style="list-style-type: none"> <li>-Accorded</li> <li>-Pending</li> <li>-Convocation for additional information</li> <li>-Rejected</li> </ul>
11	Reimbursement of funds after training	<ul style="list-style-type: none"> <li>• 1000frs stamped application</li> <li>• copy of integration decision</li> <li>• last advancement decision</li> <li>• Most recent pay slip (less than 03months)</li> <li>• Resumption of duty certificate (current year) or attestation of effective presence</li> <li>• -All exhibits</li> </ul>	05 days	<ul style="list-style-type: none"> <li>-Accorded</li> <li>-Pending</li> <li>-Convocation for additional information</li> <li>-Rejected</li> </ul>
12	Corrigendum for material error to the act issued after publication (request for amendment)	<ul style="list-style-type: none"> <li>• 1000frs stamped application</li> <li>• copy of the decision to be corrected</li> <li>• last advancement decision</li> <li>• All exhibits</li> </ul>	05days	<ul style="list-style-type: none"> <li>-Accorded</li> <li>-Pending</li> <li>-Convocation for additional information</li> <li>-Rejected</li> </ul>