

PRESIDENCE DE LA REPUBLIQUE
PRESIDENCY OF THE REPUBLIC
SECRETARIAT GENERAL
SERVICE DU FICHIER LEGISLATIF ET REGLEMENTAIRE
LEGISLATIVE AND STATUTORY AFFAIRS CARD INDEX SERVICE
COPIE CERTIFIEE CONFORME
CERTIFIED TRUE COPY

2023/421 OF 19 SEPT 2023
DECREE No. _____ OF _____
to lay down the system of remuneration and benefits
granted to secretaries-general and officials of regional and
local authorities

THE PRESIDENT OF THE REPUBLIC,

- Mindful of** the Constitution;
- Mindful of** Law No. 92/007 of 14 August 1992 on the Labour Code;
- Mindful of** Law No. 2018/011 of 11 July 2018 to lay down the Cameroon Code of Transparency and Good Governance in public finance management;
- Mindful of** Law No. 2018/012 of 11 July 2018 relating to the fiscal regime of the State and other public entities;
- Mindful of** Law No. 2019/024 of 24 December 2019 to institute the General Code of Regional and Local Authorities;
- Mindful of** Decree No. 75/459 of 26 June 1975 to lay down the system of remuneration of civilian and military personnel of the Republic of Cameroon;
- Mindful of** Decree No. 78/484 of 9 November 1978 to lay down the common provisions applicable to State employees governed by the Labour Code, as amended and supplemented by Decree No. 82/100 of 3 March 1982,

HEREBY DECREES AS FOLLOWS:

CHAPTER I GENERAL PROVISIONS

ARTICLE 1: This decree lays down the system of remuneration and the benefits of secretaries-general and officials of regional and local authorities, hereinafter referred to as "local authorities".

ARTICLE 2: It shall apply to Secretaries-General of:

- Regional Councils;
- City Councils;
- Councils and Divisional Councils; and local administration;
- Directors;
- Sub-Directors;
- Service Heads;
- Bureau Heads.

ARTICLE 3: The remuneration of secretaries-general and officials of local authorities shall consist of a gross monthly salary and allowances.

ARTICLE 4: The gross monthly salary shall be determined in accordance with the regulations in force.

ARTICLE 5: (1) The amount of the allowances and benefits provided for by this decree shall be determined by decision of the governing bodies of the local authorities concerned.

(2) The decision referred to in (1) above shall be subject to the prior approval of the Staterepresentative with territorial jurisdiction.

(3) A copy of the approved decision shall be forwarded to the Minister in charge of local authorities and to the Minister in charge of finance.

ARTICLE 6: (1) The payment of allowances and benefits shall be subject to approval by the competent authority.

(2) The Authorizing Officer and the Accounting Officer shall be liable for any payment made in violation of the provisions of (1) above.

ARTICLE 7: The salary, allowances and benefits provided for by this decree may not be combined with any other salary, allowance or benefit paid by a public, semi-public or private employer.

CHAPTER II

ALLOWANCES AND BENEFITS OF SECRETARIES-GENERAL OF REGIONAL AND LOCAL AUTHORITIES

ARTICLE 8: Secretaries-General shall be entitled to the following on a monthly basis:

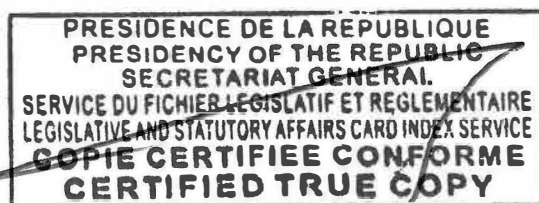
- a duty allowance;
- an entertainment allowance; and
- a housing allowance, where applicable.

ARTICLE 9: The amounts of the duty and entertainment allowances referred to in Article 8 above, for the Secretary-General of the Regional Council, shall be as follows:

- duty allowance: 100000 CFA francs;
- entertainment allowance: 75000 CFA francs.

ARTICLE 10: The total budget used as a basis for determining the duty and entertainment allowances of the City Council Secretary-General and the Council Secretary-General shall be the total amount of actual receipts shown in the last approved administrative accounts.

ARTICLE 11: For the purpose of determining the allowances referred to in Article 8 above, city councils and councils shall be classified according to the table below, in CFA francs:



Annual revenue amount shown in the last approved administrative account	Class
More than 5000000000	I
Between 2000000001 and 5000000000	II
Between 500000001 and 2000000000	III
Less than 500000000	IV

ARTICLE 12: The amount of the duty and entertainment allowances granted to the City Council Secretary-General and the Council Secretary-General shall be capped as follows, in CFA francs:

Class	Special Duty allowance	Entertainment allowance
Class I	75000	75000
Class II	50000	50000
Class III	40000	40000
Class IV	30000	30000

ARTICLE 13: (1) The Secretary-General of the Regional Council, the City Council and Council shall be entitled to a housing allowance.

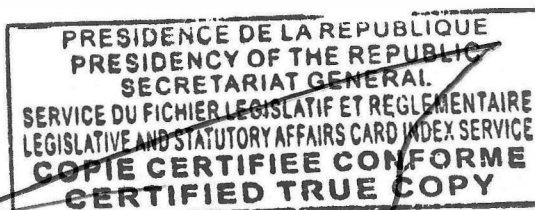
(2) The rate of the housing allowance shall be fixed at 20% of the gross salary of the beneficiary.

ARTICLE 14: (1) Secretaries-general of regional councils, city councils or councils granted official accommodation owned by the local authority and provided them by the Executive of the local authority concerned shall not be entitled to the allowance provided for in Article 13 above.

(2) Where the regional council, city council or council rents accommodation for its Secretary-General, the amount of the rent shall be fixed by decision of the governing body and approved by the State representative with territorial jurisdiction.

ARTICLE 15: Secretaries-general of regional councils, city councils and councils shall be entitled to allowances for the following:

- telephone;
- water;
- electricity allowance;
- fuel;
- vehicle maintenance.



ARTICLE 16: The monthly amounts of the benefits referred to in Article 15 above for Secretaries-General of regional councils shall be capped as follows, in CFA francs:

Position	Electricity	Water	Telephone	Fuel	Vehicle maintenance
Secretary-General	75000	50000	60000	60000	50000

ARTICLE 17: The monthly amounts of the benefits referred to in Article 15 above for Secretaries-General of city councils or councils shall be capped as follows, in CFA

francs:

Class	Electricity	Water	Telephone	Fuel	Vehicle Maintenance
Class I	60000	40000	50000	50000	50000
Class II	50000	30000	40000	40000	40000
Class III	40000	20000	25000	30000	30000
Class IV	30000	10000	15000	25000	30000

ARTICLE 18: Secretaries-General of regional councils and Secretaries-General of city councils shall be entitled to an official vehicle with a maximum taxable power of 11 (eleven) horsepower (hp).

CHAPTER III **ALLOWANCES AND BENEFITS OF OFFICIALS OF REGIONAL AND LOCAL AUTHORITIES**

Article 19: (1) Regional council, city council and council officials shall be entitled to a housing allowance.

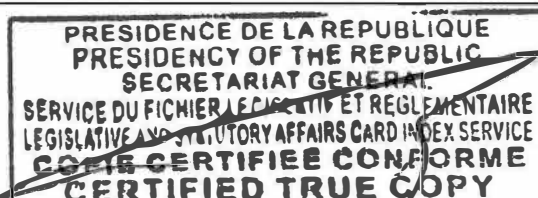
(2) The housing allowance rate shall be fixed at 20% of the basic salary of the beneficiary.

Article 20: Regional council officials shall be entitled to the following monthly allowances and benefits, capped as follows, in CFA francs:

Position	Special Duty Allowance	Telephone	Vehicle Maintenance
Director	50000	40000	40000
Sub-Director	30000	25000	30000
Service Head	20000	15000	20000
Bureau Head	10000	10000	10000

Article 21: City council and council officials shall be entitled to the following allowances and benefits, according to the classification provided for in Article 11 above and capped as follows, in CFA francs:

Position	Special Duty Allowance	Telephone	Vehicle Maintenance
Class I			
Director	40000	30000	30000
Sub-Director	25000	22500	22500
Service Head	17500	15000	20000
Bureau Head	10000	10000	10000
Class II			
Director	20000	20000	20000
Sub-Director	15000	15000	17500
Service Head	10000	12500	15000
Bureau Head	7500	7500	10000
Class III			



Director	12500	12500	15000
Sub-Director	8500	10000	12500
Service Head	6000	6000	8500
Class IV			
Service Head	7500	7500	10000
Bureau Head	5000	5000	7500

Article 22: Vehicle maintenance costs shall be paid only to local authority officials who own a vehicle that is used for official purposes.

CHAPTER IV

MISSION AND TRAVEL EXPENSES FOR SECRETARIES-GENERAL AND OFFICIALS OF REGIONAL AND LOCAL AUTHORITIES

Article 23: When secretaries-general and officials of local authorities carry out a mission within or outside the national territory on behalf of the local authority, they shall receive a daily mission allowance set as follows, in CFA francs:

Position	For missions within the country	For missions abroad		
		Zone I Africa, excluding South Africa, Angola and North Africa	Zone II South Africa, Angola, North Africa, Middle East, Europe, excluding Germany, Switzerland, and countries of the former USSR	Zone III America, Asia, Oceania, Pacific, Germany, Austria, Switzerland and countries of the former USSR
Secretary-General of Regional Council	50000	90000	100000	130000
Secretary-General of City Council and Council	40000	75000	90000	120000
Director	40000	75000	90000	120000
Sub-Director	35000	65000	80000	110000
Service Head	30000	60000	75000	105000
Bureau Head	25000	55000	75000	100000

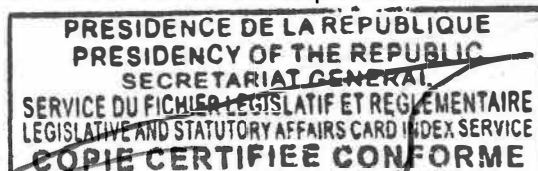
Article 24: (1) Travel within the national territory referred to in Article 23 above shall concern the Secretary-General or official who, in the course of a mission, stays outside the capital of the local authority for more than 12 (twelve) hours on official business.

(2) Missions within the national territory shall be authorized by the chief executives of local authorities.

(3) The mission warrant shall be issued in the name of the Secretary-General or official concerned. It shall indicate the purpose, duration and itinerary of the mission.

(4) The mission warrant referred to in (3) above shall entitle the holder to a travel authorization form and a travel voucher.

Article 25: (1) The local authority shall cover the travel expenses of secretaries-general



and officials on mission abroad.

(2) Air travel by secretaries-general and officials of regional and local authorities shall be economy class.

(3) Travel by train by secretaries-general and officials of regional and local authorities shall be as follows:

- 1st class for secretaries-general, directors and officials ranking as such;
- 2nd class for other officials of local authorities.

Article 26: (1) All travel on official business abroad must be authorized by:

- the Minister in charge of local authorities for the Secretary-General and Directors;
- the Staterepresentative for other officials.

(2) Once authorization to exit the national territory is granted, the executive of the local authority concerned shall issue a mission warrant for the officials concerned.

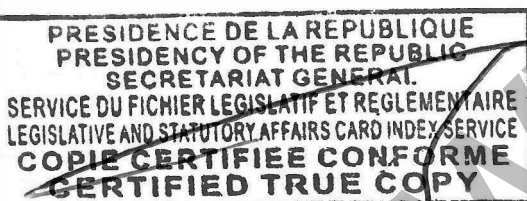
(3) The mission warrant referred to in (2) above shall entitle the officials concerned to a travel authorization form and a travel voucher.

CHAPTER V **FINAL PROVISIONS**

Article 27: All previous provisions repugnant hereto, in particular those of Decree No. 66/190 of 14 July 1966 to institute duty allowances for secretaries-general of councils, deputy secretaries-general and municipal service heads, are hereby repealed.

Article 28: This decree shall be registered, published according to the procedure of urgency and inserted in the Official Gazette in English and French.

Yaounde, 19 SEPT 2023



[Signature]
Paul Biya

President of the Republic