



Car allowance

- Stamped written application addressed to the minedub
- Recent effective service
- A certified decision of prove of ownership of a car signed by the general director of budget (DGB)
- A certified copy of appointment decision
- Certified copy of integration / contract decision
- A proof of non possession of an administrative car

Arrears of recently recruited 2nd batch of regional contract teachers

- Atamped written application addressed to the minedub
- Certified copy of contract decision
- Recent effective service
- Assumption of service
- First payslip without arrears

NB :

- All the applications addressed to the minedub should precise the following : grade, service number, place of work and telephone number
- The concern that had earlier benefitted from any calculated arrears is adviced to attache a copy to his/her file

CONTACTS MINEDUB



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REPUBLIQUE DU CAMEROUN
PAIX-TRAVAIL-PATRIE

MINISTERE DE L'EDUCATION DE BASE

SECRETARIAT GENERAL

DIRECTION DES RESSOURCES HUMAINES

SOUS-DIRECTION DE LA SOLDE ET
DES PENSIONS

REPUBLIC OF CAMEROON
PEACE-WORK-FATHERLAND

MINISTRY OF BASIC EDUCATION

SECRETARIAT GENERAL

DEPARTMENT OF HUMAN RESOURCES

SUB-DEPARTMENT OF SALARIES AND PENSIONS



REQUIRED DOCUMENTS FOR THE CONSTITUTION OF SALARY FILES IN THE MINISTRY OF BASIC EDUCATION



Re-instatement of salary : document required

- Stamped written application addressed to the minedub
- Recent assumption of duty (original)
- Payslip for the first month of suspension
- Last payslip before suspension
- Suspension decision
- Certified copy of contract/ integration decision
- Prefectoral order up lifting the suspension
- Resumption of duty
- Documents to justify your suspension
- Effective service

Appointments / nominations

- Stamped written application addressed to the minedub
- Recent assumption of duty (original)
- Resumption of duty in the new office
- Certified copy of appointment decision
- Recent payslip
- Effective service

Housing allowance

- Stamped written application addressed to the minedub
- An original of an attestation of housing allowance signed by the regional delegate for housing and land tenure
- An original of effective service not older than three months
- Re-assumption of duty for the current year
- Certified copy of contract / integration decision
- Recent payslip

NB : if the concern had earlier had some calculated arrears, he/she is advice to attache a duplicate (ampliation) to the above list teaching and evaluation allowance and documentation and reseach allowance

- Stamped written application addressed to the minedub
- An original of the effective service not older than three months
- Certified copy of contract / integration decision
- Payslip of previous arrears
- Recent payslip

Family allowance

- Stamped written application addressed to the minedub
- A recent assumption of duty (original)
- An original of a recent effective service
- An attestation of assumption and resumption for the academic year
- Prefectoral order authorising the payment of the family allowance
- Certified copy of contract / integration decision
- Certificate to prove that your spouse is not earning this allowance
- Collectif life certificate
- For civil servants a copy of authorisation is needed by the spouse
- Life certificate for each child included in the prefectoral order
- For contract teachers, a certificate of non payment to the spouse is needed
- Certified copy / copies of birth certificates
- Certified copy of marriage certificate
- Certificates of school attendance
- Recent payslip

Integration, reclassification, advancement

- Stamped written application addressed to the minedub
- An original of an effective service
- Certified copies of integration, advancement or reclassification decisions

NB : No stamps are needed on applications for advancent arrears

Matrimonial status

- Stamped written application addressed to the minedub
- Certified copy of marriage certificate
- Recent payslip