

- Garuda Emblem -

**Notification of the Office of the Administrative Courts  
on Internal Organisation of the Office of the Administrative Courts  
B.E. 2565 (2022)**

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The Judicial Administration Commission of the Administrative Courts (J.A.C.A.C.) issued the Notification on Internal Organisation, Powers, and Duties of Affiliates of the Office of the Administrative Courts, B.E. 2565 (2022), dated 4 March 2022, in order to restructure the responsibilities and organisational structure of the Office of the Administrative Courts in accordance with the current situation.

By virtue of Section 78, paragraph one of Act on Establishment of Administrative Courts and Administrative Court Procedure, B.E. 2542 (1999) and Clause 4 paragraph two of the Notification of J.A.C.A.C. on Internal Organisation, Powers, and Duties of Affiliates of the Office of the Administrative Courts, B.E. 2565 (2022), dated 4 March 2022, Secretary-General of the Office of the Administrative Courts hereby issues the following Notification to facilitate successful and efficient performance of duties and exercise of powers within the Office of the Administrative Courts:

Clause 1: This Notification shall repeal:

- (1) Notification of the Office of the Administrative Courts on Internal Organisation of the Office of the Administrative Courts, dated 26 July 2013;
- (2) Notification of the Office of the Administrative Courts on Internal Organisation of the Office of the Administrative Courts (No. 2), dated 1 April 2015;
- (3) Notification of the Office of the Administrative Courts on Internal Organisation of the Office of the Administrative Courts (No. 3), dated 17 November 2017;
- (4) Notification of the Office of the Administrative Courts on Internal Organisation of the Office of the Administrative Courts (No. 4), dated 9 November 2018;
- (5) Notification of the Office of the Administrative Courts on Internal Organisation of the Office of the Administrative Courts (No. 5), dated 28 September 2021; and
- (6) Notification of the Office of the Administrative Courts on Internal Organisation of the Office of the Administrative Courts (No. 6), dated 5 October 2021.

Clause 2: Internal offices, bureaus and institutes of the Office of the Administrative Courts shall be deemed to be categorised as follows:

- (1) **Bureau of the President of the Supreme Administrative Court** is divided into:
  - (a) General Administration Group;
  - (b) Judges of the Supreme Administrative Court Secretariat Group;
  - (c) Administrative Case Management Centre;
  - (d) Research and Comparative Studies of Judgement Group; and
  - (e) Technical Support Group.

- (2) **Office of the Supreme Administrative Court** is divided into:
- (a) General Administration Group;
  - (b) Reival of Petition and Consultancy Group;
  - (c) Case Docket Group; and
  - (d) Issuance of Writs Group.
- (3) **Bureau of the President of the Central Administrative Court** is divided into:
- (a) General Administration Group;
  - (b) Administrative Case Management Centre;
  - (c) Research and Comparative Studies of Judgement Group; and
  - (d) Technical Support Group.
- (4) **Office of the Central Administrative Court** is divided into:
- (a) General Administration Group;
  - (b) Technical Support and Consultancy Group;
  - (c) Reival of Petition Group;
  - (d) Case Docket Group; and
  - (e) Issuance of Writs Group.
- (5) **Office of the Regional Administrative Court** is divided into:
- (a) General Administration Group;
  - (b) Administrative Case Support Group; and
  - (c) Administrative Case Clerical Affairs and Execution Group.
- (6) **Bureau of Administrative Case Execution** is divided into:
- (a) General Administration Group;
  - (b) Administrative Case Execution Group I;
  - (c) Administrative Case Execution Group II;
  - (d) Administrative Case Execution Group III;
  - (5) Administrative Case Execution Support Group;
  - (6) Property Appraisal Group; and
  - (7) Technical Support Group.
- (7) **Bureau of Research and Legal Studies** is divided into:
- (a) General Administration Group;
  - (b) Technical Support of Administrative Case Group;
  - (c) Public Law Studies Group I;
  - (d) Public Law Studies Group II; and
  - (e) Public Law Studies Group III.

(8) **Bureau of Administrative Case Affairs Promotion** is divided into:

- (a) General Administration Group;
- (b) Administrative Case Affairs Development Group;
- (c) Course of Action Analysis Group;
- (d) Administrative Case Analysis Group I;
- (e) Administrative Case Analysis Group II; and
- (f) Administrative Case Analysis Group III.

(9) **Bureau of Public Law Library** is divided into:

- (a) General Administration Group;
- (b) Public Law Library System Development Group;
- (c) Information Resource Group;
- (d) Archives and Museum Group; and
- (e) Legal Information Group.

(10) **Bureau of Public Relations** is divided into:

- (a) General Administration Group;
- (b) Technical Support Group;
- (c) Public Services Centre;
- (d) Public Relations Network Group; and
- (e) Media Creation and Production Group.

(11) **Bureau of Foreign Affairs** is divided into:

- (a) General Administration Group;
- (b) International Cooperation Group I;
- (c) International Cooperation Group II;
- (d) International Cooperation Group III; and
- (e) Fellowship and Scholarship Administration Group.

(12) **Bureau of Strategic Management** is divided into:

- (a) General Administration Group;
- (b) Management System Development Group;
- (c) Policy and Strategy Group;
- (d) Budget Group;
- (e) Monitoring and Evaluation Group; and
- (f) Strategic Management Data and Secretariat to J.A.C.A.C.

(13) **Bureau of Administrative Judicial Personnel Administration** is divided into:

- (a) General Administration Group;
- (b) Administrative Judicial Personnel Administration in the Supreme Administrative Court Group;
- (c) Administrative Judicial Personnel Administration in the Administrative Courts of First Instance Group; and
- (d) Emolument, Benefits, and Secretariat to J.C.A.C. Group.

(14) **Bureau of Office of the Administrative Courts' Personnel Administration** is divided into:

- (a) General Administration Group;
- (b) Workforce Planning and Secretariat to C.O.A.C. Group;
- (c) Recruitment and Placement Group; and
- (d) Emolument, Benefits, and Personnel Data Group.

(15) **Bureau of Information Technology** is divided into:

- (a) General Administration Group;
- (b) Information Technology System Development for Organisational Management Group;
- (c) Information Technology System Development for Administrative Case Proceedings Group;
- (d) Digital Technology Enhancement and Promotion Group; and
- (e) Computer Operation and Network Management Group.

(16) **Bureau of Finance and Cost Administration** is divided into:

- (a) General Administration Group;
- (b) Cost Administration and System Development Group;
- (c) Emolument and Fringe Benefit Administration Group;
- (d) Organisational Operation Cost Administration Group;
- (e) Accounting Group; and
- (f) Fees and Cash Reserves Administration Group.

(17) **Bureau of Asset Administration** is divided into:

- (a) General Administration Group;
- (b) Procurement and Supply Group;
- (c) Supplies Administration Group;
- (d) Headquarters Premises Management Group; and
- (e) Regional Premises Management Group.

(18) **Bureau of Central Administration** is divided into:

- (a) General Administration Group;
- (b) Records of Correspondence Group;
- (c) Public Protocol and Cooperation Group; and
- (d) Welfare and Workplace Happiness Promotion Group.

(19) **Bureau of Legal Affairs** is divided into:

- (a) General Administration Group;
- (b) Legal Affairs Group I;
- (c) Legal Affairs Group II;
- (d) Case Affairs Group; and
- (e) Disciplines and Ethics Group.

(20) **Administrative Judge and Official Training Institute** is divided into:

- (a) General Administration Group;
- (b) Technical Support Group;
- (c) Administrative Judge Development Group;
- (d) Administrative Case Official Development Group;
- (e) Organisational Management Knowledge Management Group; and
- (f) Learning Technology Development Group.

(21) **Administrative Justice Institute** is divided into:

- (a) General Administration Group;
- (b) Technical Support Group;
- (c) Administrative Procedure Curriculum Development Group I; and
- (d) Administrative Procedure Curriculum Development Group II.

Clause 3: There shall be an Internal Audit Group directly affiliated with Inspection Commission of the Office of the Administrative Courts. General administration and management shall be under the supervision of Secretary-General of the Office of the Administrative Courts. There shall be Administrative Support for Secretary-General Group directly affiliated with Secretary-General of the Office of the Administrative Courts.

This notification shall be effective from 1 May B.E. 2565 (2022) onwards.

Given on 12 April B.E. 2565 (2022)

(signed)

(Mrs. Somridee Thanyasiri)

Secretary-General of the Office of the Administrative Courts

Certified True Copy

(signed)

(Acting Sub Lt. Poraprok Sirithavorn)

Director of Organisational Structure and Human Resource Management System Group

## Powers and Duties of Internal Organization of the Office of the Administrative Courts

(pursuant to the Notification of the Commission of Officials of the Secretariat General of the Administrative Court on Internal Organization of the Office of the Administrative Courts dated 12 July 2013)

### Bureau of the President of the Supreme Administrative Court

- (1) to study, analyze, collect and verify information on technical issues, legal matters and relevant regulations provided for strategic and operational planning considerations by the President of the Supreme Administrative Court and assist executives of the Supreme Administrative Court;
- (2) to study, analyze and issue guidance on case management system development of the Supreme Administrative Court and its performance of duties, formulate operational plans on case management of the Supreme Administrative Court judges, track progress on cases falling within the jurisdiction of the Supreme Administrative Court and conduct reports;
- (3) to analyze the grounds for the filing administrative cases in order to issue guidelines for the improvement of administrative procedure provided for relevant State agencies;
- (4) to assist Supreme Administrative Court judges in trying and adjudicating cases;
- (5) to give preliminary opinions on filing administrative cases and distribution of case files to the Chambers of the Supreme Administrative Court;
- (6) to study, research, compare judgments and submit views on draft orders and judgments for consideration by the Supreme Administrative Court, give summaries of Administrative Court decisions and implement case-tracking and public dissemination system;
- (7) to turn policies into concrete action, follow up and produce reports on policy outcome performance and carry out secretarial work of the Supreme Administrative Court's executives and judges; and
- (8) to arrange the Supreme Administrative Court's meetings on administrative cases and adjudication.

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# Powers and Duties of Internal Organization of the Office of the Administrative Courts

(pursuant to the Notification of the Commission of Officials of the Secretariat General of the Administrative Court on Internal Organization of the Office of the Administrative Courts dated 12 July 2013)



# Powers and Duties of Internal Organization of the Office of the Administrative Courts

(pursuant to the Notification of the Commission of Officials of the Secretariat General of the Administrative Court on Internal Organization of the Office of the Administrative Courts dated 12 July 2013)

## Office of the Supreme Administrative Court

- (1) to assist Supreme Administrative Court judges in trying and adjudicating cases;
- (2) to gather all information on case management to support the Supreme Administrative Court judges' performance of official duty, provide consultation and enquiry service for administrative case filing;
- (3) to handle complaints registry, docket system management, issue and service of summons, judicial notices, and other administrative tasks of the Supreme Administrative Court; and
- (4) to follow coordination procedure of decisions execution.

### General Administration Group

- Responsibilities:
- correspondence registry and general administration;
  - work plans, projects, budgets and performance agreements;
  - personnel administration;
  - tasks relating to finance, accounting and supplies;
  - general assistance and meeting arrangements;
  - public relations; and
  - supporting organization's performance.

### Judges Assistance Group

- Responsibilities:
- inquire into facts relating to case files;
  - provide technical information and other information in connection with case files;
  - summarize file cases and prepare relevant information for consideration in drafting judgments and orders; and
  - assist judge-commissioners of justice in preparing information for consideration in drafting statements.

### Receival of Petition and Consultancy Group

- Responsibilities:
- registration of complaints, appeals, appeals against orders, complaints, and requests lodged by parties to cases or relevant persons;
  - prepare case files and calculate court fees;
  - summarize complaints, appeals, and complaints against orders;
  - collect case statistics and record case information in the administrative case affairs system;
  - revise complaints and give relevant preliminary opinions;
  - give advice and suggestions in relation to filing administrative cases and administrative court procedure;
  - give suggestions on writing complaints, appeals, complaints, and requests; and
  - review, give opinions on, and provide answers to questions related to administrative cases.

### Case Docket Group

- Responsibilities:
- verify, track, and prepare reports on case file status;
  - prepare reports on writ / notice service replies for the Court;
  - present documents of parties to cases or relevant persons to the Court;
  - collection of case files and relevant documents, including document borrowing and lending service;
  - case file verification and photocopying services documents in case files;
  - take post-judgment/order actions;
  - answer case-related questions on the phone and questions related to case status; and
  - summarize judgments/orders.

### Issuance of Summons Group

- Responsibilities:
- prepare writs, orders, notifications, and notices under the Court orders;
  - take and serve relevant writs, orders, notifications, and notices;
  - inquire into, verify, follow up the service of writs, orders, and notifications by post;
  - collaborate in administrative case execution; and
  - court rooms and clerical work in court rooms.

# Powers and Duties of Internal Organization of the Office of the Administrative Courts

(pursuant to the Notification of the Commission of Officials of the Secretariat General of the Administrative Court on Internal Organization of the Office of the Administrative Courts dated 12 July 2013)

## Bureau of the President of the Central Administrative Court

- (1) to study, analyze, collect and verify information on technical issues, legal matters and relevant regulations to support decision before issuing order, determining policy on judicial management and assist the President of the Central Administrative Court's performance;
- (2) to study, analyze and issue guidance on the case management system of the Central Administrative Court and its performance of official duties, formulate operational plans on case management of the Central Administrative Court judges, track progress on cases falling within the jurisdiction of the Supreme Administrative Court and conduct reports;
- (3) to give preliminary opinions on administrative case filing and distribution of case files to the Chambers of the Central Administrative Court;
- (4) to study, research, compare judgments and submit views on draft orders and judgments to support decisions of the Central Administrative Court; and
- (5) to turn policy into concrete action, follow up and produce reports on policy outcome performance and carry out secretarial works of the Central Administrative Court's executives.

### General Administration Group

Responsibilities:

- correspondence registry and general administration;
- work plans, projects, budgets and performance agreements;
- personnel management;
- finance, accounting and supplies;
- general assistance and meeting arrangements;
- public relations;
- supporting the organization's performance;
- secretarial work and general assistance for the executives of the Central Administrative Court; and
- coordinate royal ceremonies, state ceremonies, and formal events attended by the executives of the Central Administrative Court and the Central Administrative Court judges.

### Administrative Case Management Center

Responsibilities:

- provide preliminary opinions in relation to filing administrative cases for the distribution of case files to chambers;
- designation of judge - commissioners of justice;
- summarize appeals, requests for retrial, and re-filed plaints;
- manage complaints and requests for fairness administration made to the President of the Central Administrative Court;
- track, collect, and analyze information on administrative case status and administrative-case related task performance of the Central Administrative Court judges for the consideration of the executives of the Central Administrative Court;
- study, analyze, and develop the case management system in the Central Administrative Court for the consideration of the executives of the Central Administrative Court;
- coordinate with the Central Administrative Court judges in planning the case management of the Central Administrative Court;
- prepare technical documents related to case management of the Central Administrative Court;
- to give preliminary opinions in relation to filing administrative environmental cases with the Central Administrative Court to chambers and executives of the Central Administrative Court;
- to summarize appeals, requests for retrial, and re-filed plaints;

### Research and Comparative Studies of Decisions Group

Responsibilities:

- research, compare, and support the preparation of judgments / orders of the Central Administrative Court; and
- provide opinions for the consideration of draft judgments, draft orders of the Central Administrative Court, memorandum of judge-rapporteurs (Tor. 14), and statements of judge-commissioners of justice (Tor. 15);

### Technical Support Group

Responsibilities:

- provide preliminary opinions for consideration in the determination of policies, coordinate and follow up the task performance of the President of the Central Administrative Court in relation to court and case management;
- provide technical information and other relevant information to executives of the Central Administrative Court;
- support, coordinate, and take actions in relation to the determination of powers and duties among Courts;
- support, coordinate, and take actions in relation to giving opinions on conflict of laws or conflict against the Constitution; and
- support technical committees/sub-committees in relation to duties and powers among Courts as assigned.

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## Powers and Duties of Internal Organization of the Office of the Administrative Courts

(pursuant to the Notification of the Commission of Officials of the Secretariat General of the Administrative Court on Internal Organization of the Office of the Administrative Courts dated 12 July 2013)

### Administrative Case Management Center (continued)

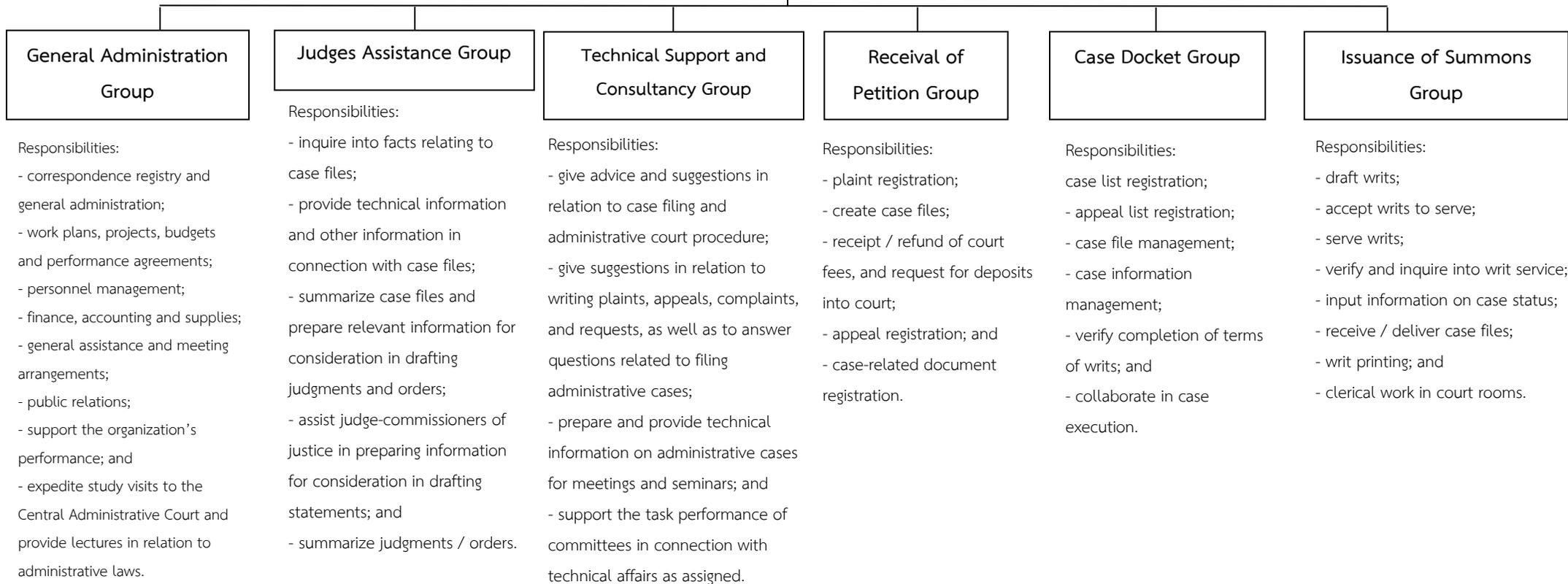
- manage complaints and requests for fairness administration made to the President of the Central Administrative Court in connection with administrative environmental cases filed with the Central Administrative Court;
- provide preliminary opinions in relation to filing personnel management cases with the Central Administrative Court to chambers and the executives of the Central Administrative Court;
- summarize appeals, requests for retrial, and re-filed plaints; and
- manage complaints and requests for fairness administration made to the President of the Central Administrative Court in connection with personnel management cases;

# Powers and Duties of Internal Organization of the Office of the Administrative Courts

(pursuant to the Notification of the Commission of Officials of the Secretariat General of the Administrative Court on Internal Organization of the Office of the Administrative Courts dated 12 July 2013)

## Office of the Central Administrative Court

- (1) to assist the Central Administrative Court judges in trying and adjudicating cases;
- (2) to gather all relevant information on case management and judicial documents to support duties of the Central Administrative Court judges, provide technical information for conferences, seminars, consultation and enquiry service for administrative case filing, as well as disseminate orders/judgments and judicial documents of the Central Administrative Court;
- (3) to handle complaints registry, docket system management, issue and service of summons, judicial notices, and other administrative tasks of the Central Administrative Court; and
- (4) to follow coordination procedure of decisions execution.



## Powers and Duties of Internal Organization of the Office of the Administrative Courts

(pursuant to the Notification of the Commission of Officials of the Secretariat General of the Administrative Court on Internal Organization of the Office of the Administrative Courts dated 12 July 2013)

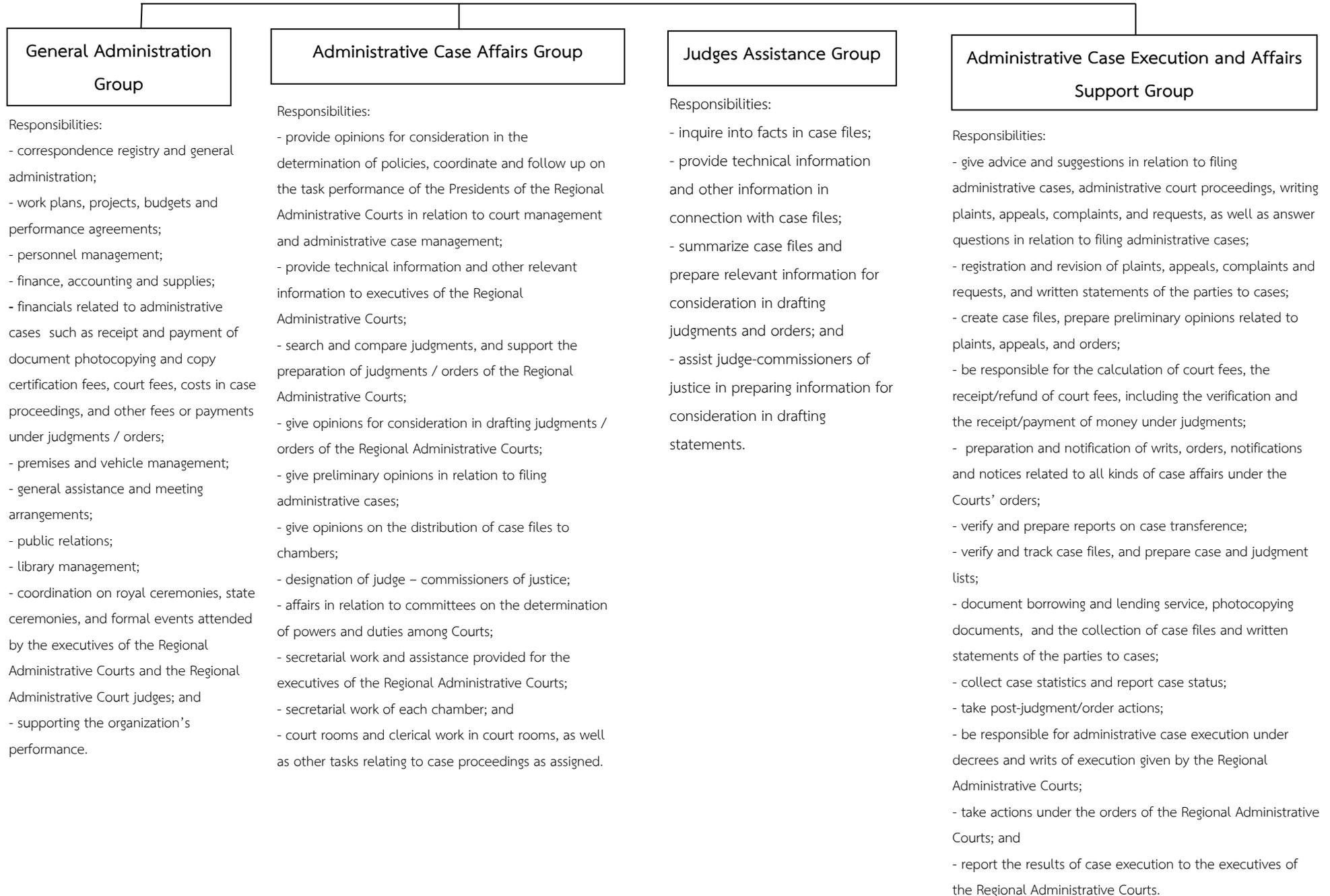
### Office of the Regional Administrative Courts

- (1) to assist the Regional Administrative Court judges in trying and adjudicating cases;
- (2) to study, analyze, collect and verify information on legal matters and relevant regulations in order to support the President of the Regional Administrative Court's decisions before issuing orders; to determine policy on judicial management and turn it into concrete action; to assist the President of the Regional Administrative Court and carry out secretarial works of the Regional Administrative Court's executives;
- (3) to study, research, compare judgments and present opinions on draft orders and judgments in order to support decision of the Regional Administrative Courts; track progress on case management, gather technical information to support official duties of the Regional Administrative Court judges; provide technical information for conferences, seminars, consultation and enquiry services for administrative case filing as well as disseminate orders/judgments and judicial documents of the Regional Administrative Court;
- (4) to handle complaints registry, docket system management, issue and service of summons, judicial notices, and other administrative tasks of the Regional Administrative Court; and
- (5) to carry out administrative case procedure concerning execution of orders, decrees and writs issued by the Regional Administrative Court.

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# Powers and Duties of Internal Organization of the Office of the Administrative Courts

(pursuant to the Notification of the Commission of Officials of the Secretariat General of the Administrative Court on Internal Organization of the Office of the Administrative Courts dated 12 July 2013)

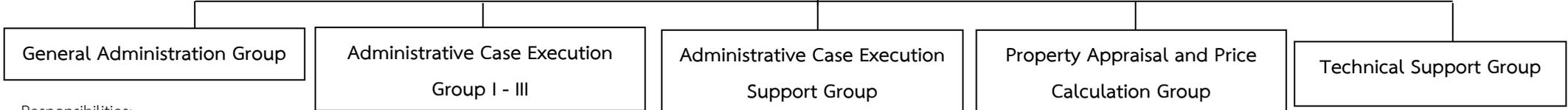


# Powers and Duties of Internal Organization of the Office of the Administrative Courts

(pursuant to the Notification of the Commission of Officials of the Secretariat General of the Administrative Court on Internal Organization of the Office of the Administrative Courts dated 12 July 2013)

## Bureau of Administrative Case Execution

- (1) to carry out administrative case procedure concerning execution of orders, decrees, and writs of execution issued by the Supreme Administrative Court and the Central Administrative Court;
- (2) to track execution and progress reports, produce reports thereon to the executives of the Administrative Court, and prepare technical information related to administrative case execution; and
- (3) to perform general administrative works related to administrative case execution, custody of property, property appraisal, and public auction.



- Responsibilities:
- correspondence registry and general administration;
  - work plans, projects, budget and performance agreements;
  - personnel management;
  - finance, accounting and supplies;
  - general assistance and meeting arrangements;
  - public relations; and
  - supporting the organization's performance.

- Responsibilities:
- execute decrees and writs of execution issued by the Central Administrative Court;
  - execute decrees issued by the Supreme Administrative Court;
  - take action under orders issued by the Supreme Administrative Court and the Central Administrative Court;
  - prepare reports on the results of case execution for the executives of the Supreme Administrative Court, the Central Administrative Court, and the Regional Administrative Courts; and
  - support case execution of the Offices of Regional Administrative Courts.

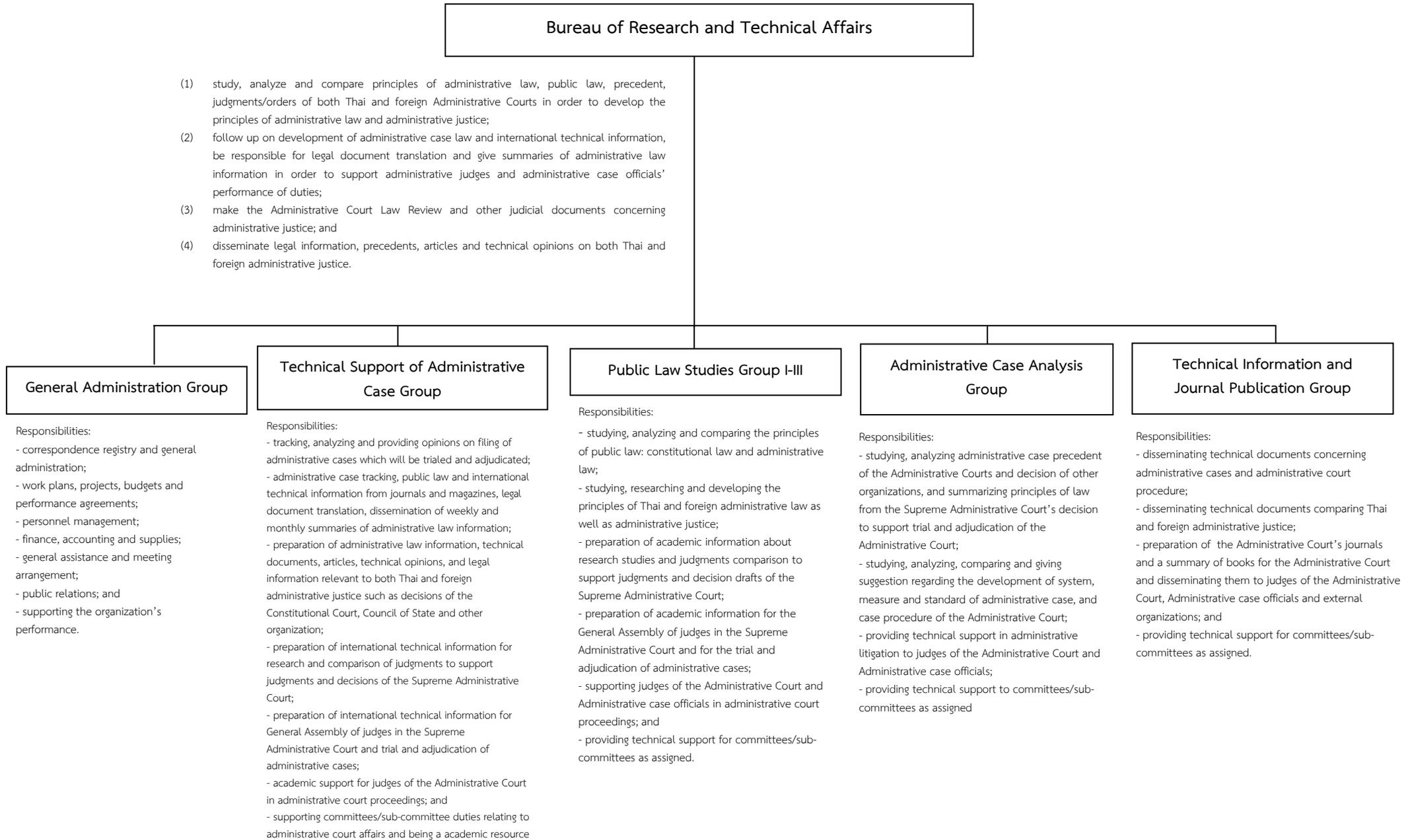
- Responsibilities:
- clerical work related to decision execution;
  - prepare decision execution lists;
  - monitor case execution files;
  - serve writs, notices, or notifications;
  - collect statistics on decision execution;
  - take custody of seized or attached properties, or properties handed to administrative legal execution officers by parties to cases; and
  - matters related to public auction.

- Responsibilities:
- calculation of debts under the writs of execution and the calculation of divisible shares and fees in case execution; and
  - property appraisal.

- Responsibilities:
- provide support and prepare technical information and other information related to administrative case execution; and
  - provide technical support to committees / sub-committees as assigned.

Powers and Duties of Bureau of Research and Technical Affairs

(attachment to the Notification of the Office of the Administrative Courts on Internal Organization of the Office of the Administrative Courts (No. 3) dated 17 November B.E. 2560 (2017))



**Bureau of Public Law Library**

(1) to study, analyze and develop systems and standards of administration of the public law library, archives and the Administrative Court's Museum and draw up strategic plans for development of the Public Law Library;

(2) to select and provide services on information resources as well as online information on public law and other relevant laws which help support the administrative law and administrative case adjudication;

(3) to collect and preserve documents and archives;

(4) to monitor, provide services and develop the Administrative Court's Museum; and

(5) to support and develop the libraries of the Office of the Regional Administrative Courts.

**General Administration Group**

Responsibilities:

- correspondence registry and general administration;
- work plans, projects, budgets and performance agreements;
- personnel management;
- finance, accounting and supplies;
- general assistance and meeting arrangement;
- public relations; and
- supporting the organization's performance.

**Public Law Library System Development Group**

Responsibilities:

- develop systems and standards of administration of the public law library and archives;
- draw up strategic plans aiming at developing the public law library;
- provide online information services concerning public law and other relevant laws; and
- evaluate and report on results of Public Law Library system development and give suggestions on how to develop the Public Law Library to be a knowledge center for public law.

**Information Resource Advice and Service Group**

Responsibilities:

- develop and manage the Public Law Library and libraries of the Office of the Regional Administrative Courts;
- collect information resources concerning public law and other laws relating to the principles of administrative law and administrative case adjudication;
- provide information resource services so that the Public Law Library is established as the national academic center for public law;
- support the provision of information resources to personnel of the Administrative Court and the Office of the Administrative Courts;
- develop the Public Law Library's information resource database;
- cooperate with other legal law libraries; and
- support training for enhancing skills in the area of library and information science.

**Archives and Museum Group**

Responsibilities:

- manage documents and archives;
- preserve archives;
- museum tasks;
- furnish documents and archives to the museum; and
- develop an information resource database for archives.

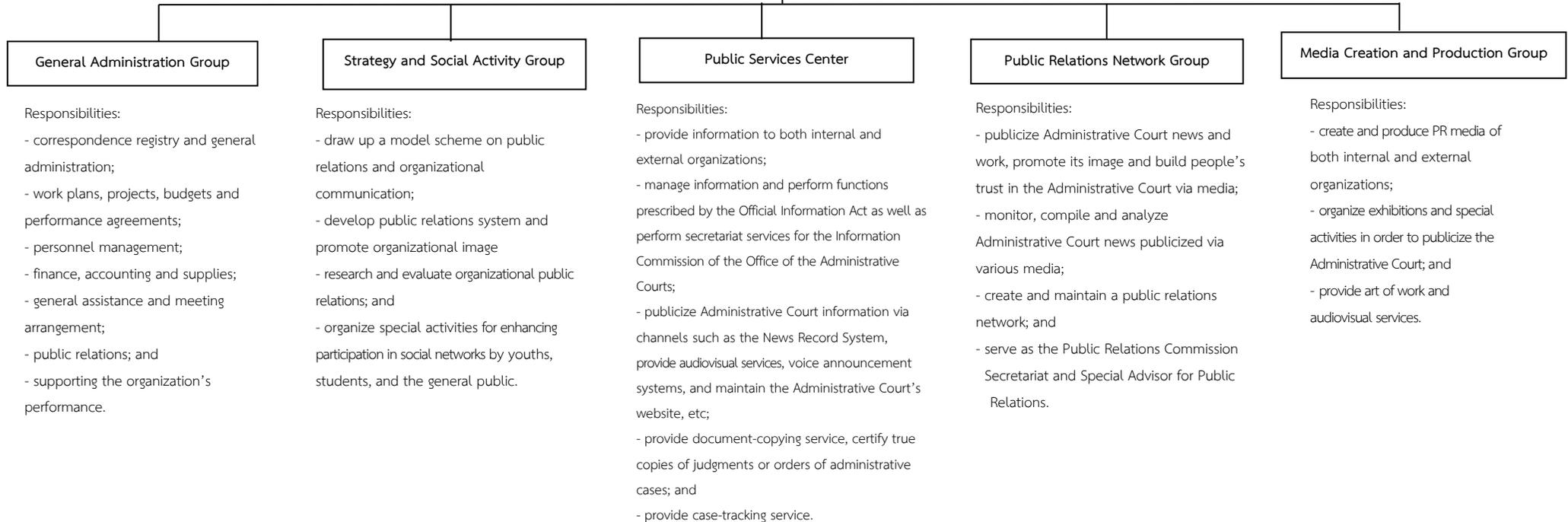
**Bureau of Public Relations**

(1) to conduct studies, research and assessments aimed at developing the public relations system and promoting the image of the organization, provide suggestion on public relations and organizational communication policies, as well as draw up strategic plans on public relations of the Administrative Court;

(2) to disseminate and publicize the work of the Administrative Court in order to promote its image and public trust via pictures and activities, to assess and analyze public information disseminated through various media and to serve as the Public Relations Commission Secretariat;

(3) to manage information and perform functions as prescribed by the Official Information Act and perform secretariat services on behalf of the Information Commission of the Office of the Administrative Courts; and

(4) to create and produce PR media; to organize exhibitions for public dissemination of knowledge about the Administrative Court and provide special activities to enhance social networking power and audiovisual services relevant to the performance of official duties to the Office of the Administrative Courts.



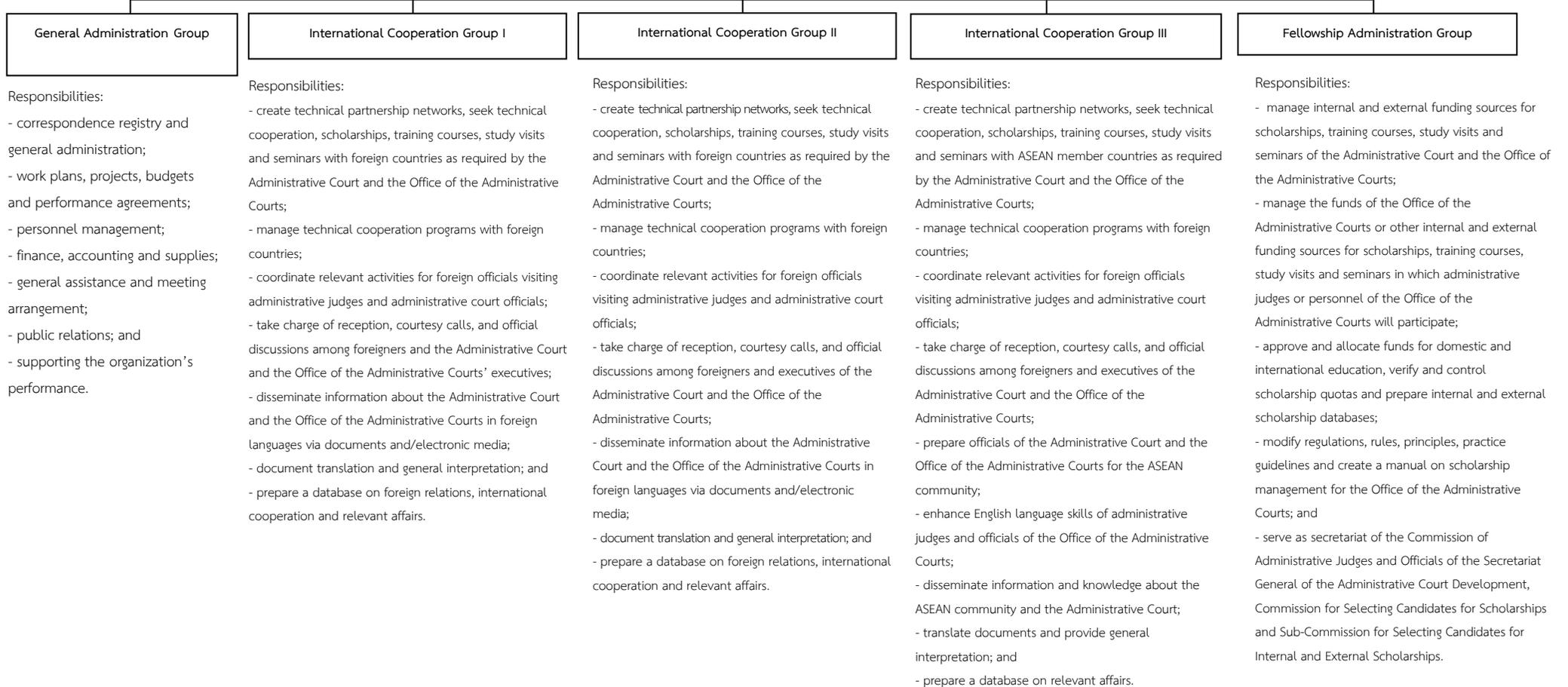
Powers and Duties of Internal Organization of the Office of the Administrative Courts

(pursuant to the Notification of the Commission of Officials of the Secretariat General of the Administrative Court on Internal Organization of the Office of the Administrative Courts dated 12 July 2013)

**Bureau of Foreign Affairs**

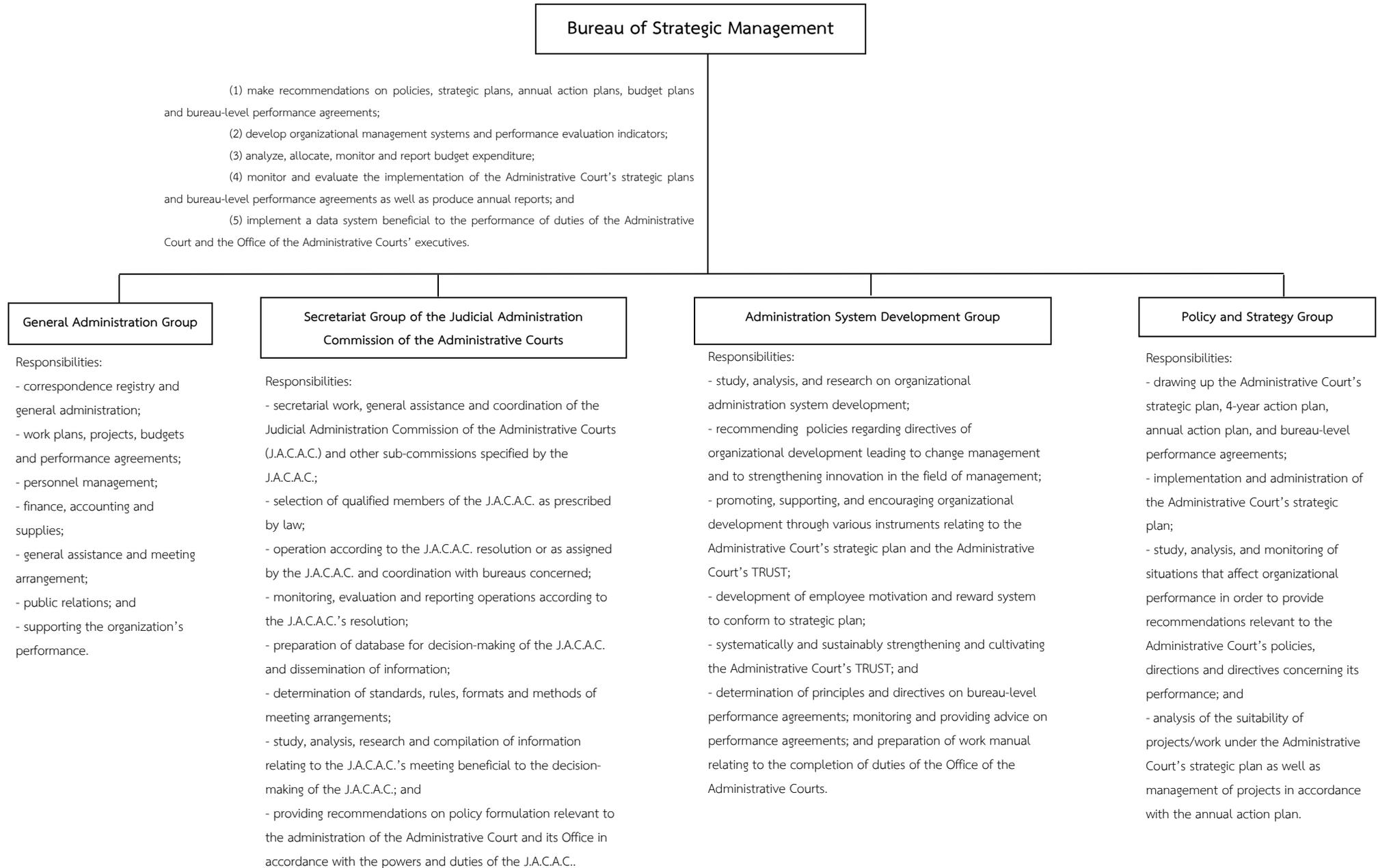
- (1) to study, analyze and draw up strategic plans on foreign affairs;
- (2) to initiate international cooperation networks with administrative jurisdiction communities, administrative tribunals, and the Association of Southeast Asian Nations and strengthen good relations among them;
- (3) to take charge of diplomatic protocol in relation to international cooperation;
- (4) to disseminate information on the Administrative Court and the Office of the Administrative Courts in foreign languages;
- (5) to take charge of foreign document translation and interpretation in seminars, conferences, lectures and other activities of the Administrative Court and the Office of the Administrative Courts;
- (6) to manage scholarships for both domestic and international education, trainings, study visits, and seminars for administrative judges and administrative court officials; and
- (7) to collaborate and assist other divisions in cooperating with international organizations.

International Cooperation Group I : AAT, Commonwealth of Australia /European Union (Thailand)/AusAID/ Federal Administrative Court of Germany/KAS/Australia and Oceania/European Continent  
 International Cooperation Group II: U.S.A/ENA/USAID/France/Toulouse University/Spain/Greece/IASAJ/ADB/ North America and South America/Africa  
 International Cooperation Group III: Asia Foundation/Japan Foundation/Laos, People’s Supreme Court of Lao People’s Democratic Republic/ASEAN Countries/Asia



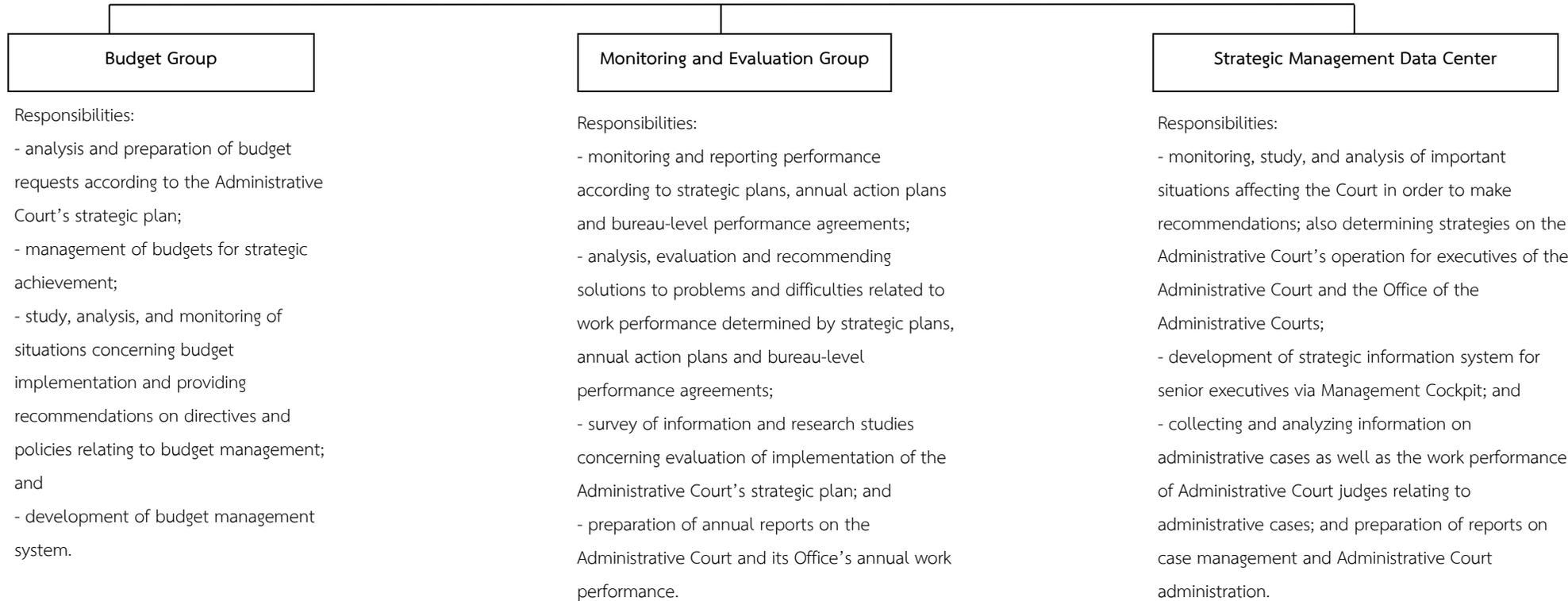
Powers and Duties of Internal Organization of the Office of the Administrative Courts

(pursuant to the Notification of the Commission of Officials of the Secretariat General of the Administrative Courts on Internal Organization, Powers and Duties of the Office of the Administrative Courts dated 12 July B.E. 2556 (2013), Notification of the Office of the Administrative Courts on Internal Organization of the Office of the Administrative Courts dated 26 July B.E. 2556 (2013), and Notification of the Office of the Administrative Courts on Internal Organization of the Office of the Administrative Courts (No. 4) dated 9 November B.E. 2561 (2018))



Powers and Duties of Internal Organization of the Office of the Administrative Courts

(pursuant to the Notification of the Commission of Officials of the Secretariat General of the Administrative Courts on Internal Organization, Powers and Duties of the Office of the Administrative Courts dated 12 July B.E. 2556 (2013), Notification of the Office of the Administrative Courts on Internal Organization of the Office of the Administrative Courts dated 26 July B.E. 2556 (2013), and Notification of the Office of the Administrative Courts on Internal Organization of the Office of the Administrative Courts (No. 4) dated 9 November B.E. 2561 (2018))



Powers and Duties of Internal Organization of the Office of the Administrative Courts

(pursuant to the Notification of the Commission of Officials of the Secretariat General of the Administrative Courts on Internal Organization, Powers and Duties of the Office of the Administrative Courts dated 12 July B.E. 2556 (2013), Notification of the Office of the Administrative Courts on Internal Organization of the Office of the Administrative Courts dated 26 July B.E. 2556 (2013), and Notification of the Office of the Administrative Courts on Internal Organization of the Office of the Administrative Courts (No. 4) dated 9 November B.E. 2561 (2018))

**Bureau of Human Resources Management**

- (1) study, analyze and develop systems, regulations, rules and standards of human resources management of the Administrative Court and its Office;
- (2) develop an organizational structure and determine position classification standards and manpower of the Administrative Court and its Office;
- (3) be responsible for personnel management and performance management of the Administrative Court and its Office; and
- (4) develop and implement a Human Resources Information System (HRIS) for personnel management.

**General Administration Group**

Responsibilities:

- correspondence registry and general administration;
- work plans, projects, budgets and performance agreements;
- personnel management;
- finance, accounting and supplies;
- general assistance and meeting arrangement;
- public relations; and
- supporting the organization's performance.

**Secretariat Group of the Judicial Commission of the Administrative Courts**

Responsibilities:

- secretarial work, general assistance and coordination of the Judicial Commission of the Administrative Courts (J.C.A.C.), other sub-commissions specified by the J.C.A.C., and secretarial work of the General Assembly of Judges of the Supreme Administrative Court on Administration;
- selection of qualified members of the J.C.A.C. as prescribed by law;
- operation according to the J.C.A.C. resolution or as assigned by the J.C.A.C. and coordination with bureaus concerned;
- monitoring, evaluation and reporting operations according to the J.C.A.C.'s resolution;
- preparation of database to support decision-making of the J.C.A.C. and dissemination of information;
- determination of standards, rules, formats and methods of meeting arrangement;
- study, analysis, research and compilation of information relating to the J.C.A.C. beneficial to decision-making of the J.C.A.C.; and
- providing recommendations on policy formulation relevant to personnel management for judges of the Administrative Court in accordance with the powers and duties of the J.C.A.C..

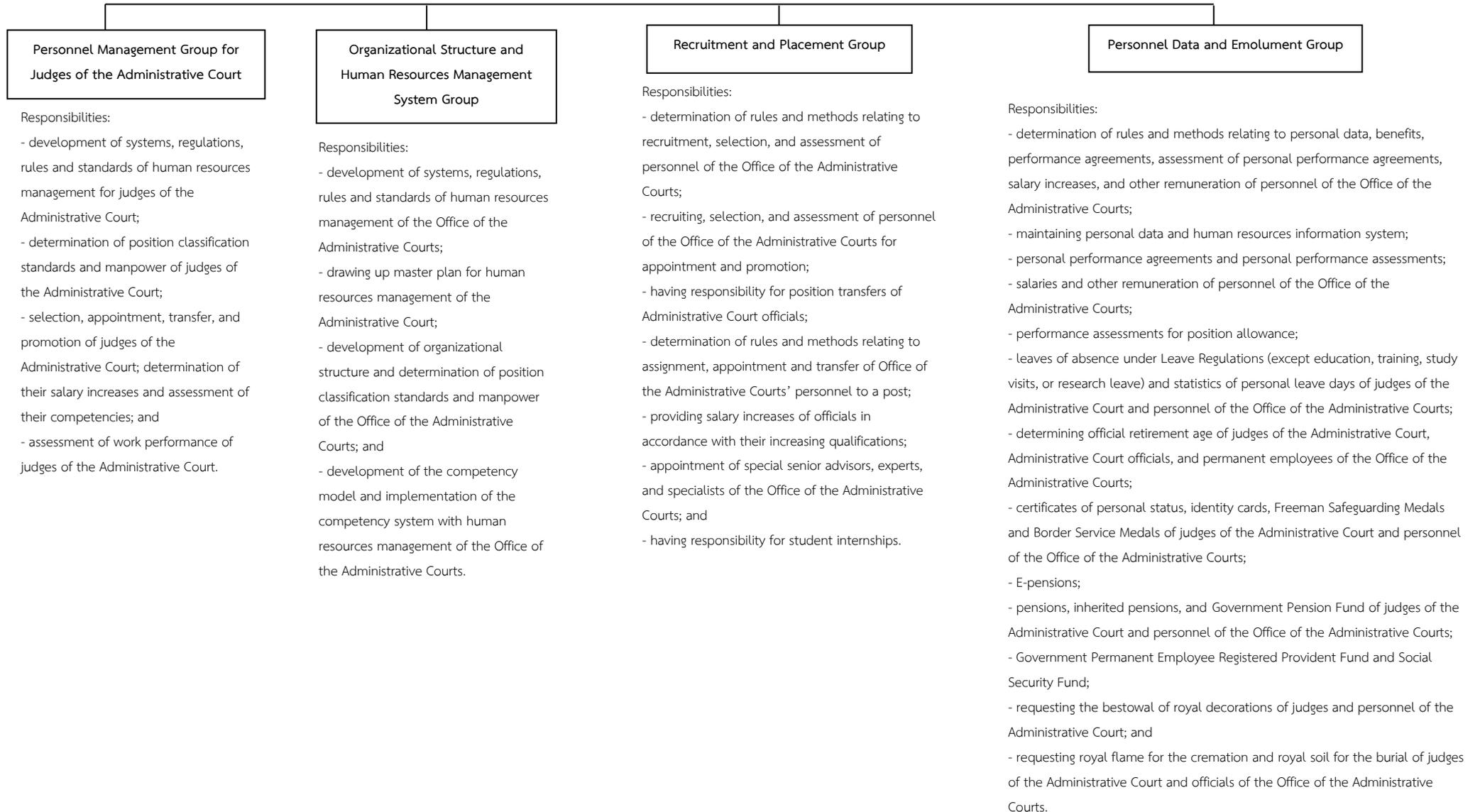
**Secretariat Group of the Commission of Officials of the Secretariat General of the Administrative Courts**

Responsibilities:

- secretarial work, general assistance and coordination of the Commission of Officials of the Secretariat General of the Administrative Courts (C.O.A.C.) and other sub-commissions specified by the C.O.A.C.;
- selection of qualified members of the C.O.A.C. as prescribed by law;
- operation according to the C.O.A.C. resolution or as assigned by the C.O.A.C. and coordination with bureaus concerned;
- monitoring, evaluation and reporting on operations according to the C.O.A.C.'s resolution;
- preparation of database to support decision-making of the C.O.A.C. and dissemination of information;
- determination of standards, rules, formats and methods of meeting arrangement;
- study, analysis, research and compilation of information relating to the C.O.A.C. beneficial to the decision-making of the C.O.A.C.; and
- providing recommendations on policy formulation relevant to the management of the Office of the Administrative Court's personnel in accordance with the powers and duties of the C.O.A.C..

Powers and Duties of Internal Organization of the Office of the Administrative Courts

(pursuant to the Notification of the Commission of Officials of the Secretariat General of the Administrative Courts on Internal Organization, Powers and Duties of the Office of the Administrative Courts dated 12 July B.E. 2556 (2013), Notification of the Office of the Administrative Courts on Internal Organization of the Office of the Administrative Courts dated 26 July B.E. 2556 (2013), and Notification of the Office of the Administrative Courts on Internal Organization of the Office of the Administrative Courts (No. 4) dated 9 November B.E. 2561 (2018))



Powers and Duties of Internal Organization of the Office of the Administrative Courts

(pursuant to the Notification of the Commission of Officials of the Secretariat General of the Administrative Court on Internal Organization of the Office of the Administrative Courts dated 12 July 2013)

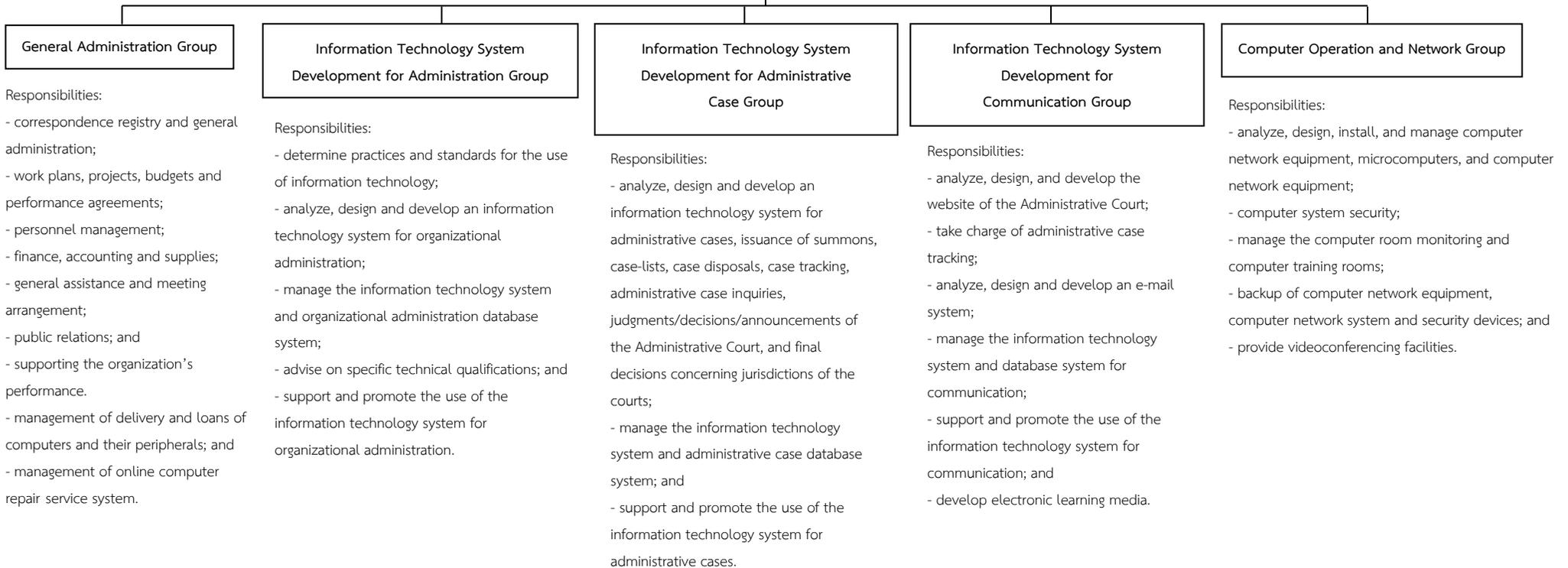
**Bureau of Information Technology**

(1) to study, analyze and implement development plans for the Office of the Administrative Courts' information technology system and draw up specifications of the information technology system, computer system and data communications & network system devices;

(2) to study, analyze and develop standards of information technology management and services, evaluate and conduct reports on IT use of the Office of the Administrative Courts;

(3) to study, analyze, design, install, supervise and maintain computer network equipment, computer server operating system, microcomputer and computer peripheral devices as well as control data and file entry of the Office of the Administrative Courts; and

(4) to support works, give advice on IT development and application to other divisions in the Office of the Administrative Courts, to share technology know-how and develop personnel's information technology knowledge.



Powers and Duties of Internal Organization of the Office of the Administrative Courts

(pursuant to the Notification of the Commission of Officials of the Secretariat General of the Administrative Court on Internal Organization of the Office of the Administrative Courts dated 12 July 2013)

**Bureau of Finance and Cost Administration**

- (1) to study, analyze and make recommendations of rules, directions and performance standards for developing management of activity-based costing system, input/output accounting, compensation, fringe benefits and organizational expense management of the Office of the Administrative Courts;
- (2) to monitor and verify disbursement of budget, salary, compensation and welfare allowance of administrative judges and personnel of the Office of the Administrative Courts;
- (3) to prepare, analyze and make accounting ledgers;
- (4) to carry out financial works relating administrative cases of the Supreme Administrative Court, the Central Administrative Court and decisions execution; and
- (5) to be responsible for information center on finance and input-output accounting and activity-based costing; to give advice, resolve problems and answer enquiries about financial and accounting practices.

**General Administration Group**

**Cost Administration and System Development Group**

**Emolument and Fringe Benefit Administration Group**

**Organizational Operation Cost Administration Group**

**Accounting Group**

**Fees and Cash Reserves Administration Group**

Responsibilities:

- correspondence registry and general administration;
- work plans, projects, budgets and performance agreements;
- personnel management;
- finance, accounting and supplies;
- general assistance and meeting arrangement;
- public relations; and
- supporting the organization's performance.

Responsibilities:

- manage the costing system, calculate and prepare reports on output costs/various activities;
- draw up a model scheme for finance, accounting and costs;
- study, analyze and make recommendations for developing the finance, accounting and costing systems of the Office of the Administrative Courts;
- provide advice, resolve problems and answer questions about cost system administration; and
- operate information center on finances and costs for administering the Administrative Court and the Office of the Administrative Court.

Responsibilities:

- monitor and verify disbursement of salaries, position allowances, special compensation, pension, welfare allowances and fringe benefits of administrative judges, State officials and employees of the Office of the Administrative Courts;
- monitor and verify disbursement of compensation and welfare allowances of administrative judges, State officials and employees of the Office of the Administrative Courts and be responsible for cash management;
- monitor and verify money transfers to Civil Servant's Pension and Retirement Benefits Fund and Government Permanent Employee Registered Provident Fund, social security, taxes and all types of personal debt;
- carry out personal expenses database of personnel of the Office of the Administrative Courts;
- prepare financial reports, analyze disbursements and create a database for disseminating and utilizing financial operations;
- performance standards and system development for compensation and fringe benefits;
- give advice, resolve problems and answer questions about disbursement of compensation, welfare allowances and fringe benefits; and
- take charge of financial work as assigned.

Responsibilities:

- prepare expense plans and budget disbursement plans and be responsible for the cash management of the Office of the Administrative Courts;
- monitor and verify disbursement of budgets, welfare funds, non-budget items and grants from foreign countries;
- prepare a financial report and analyze disbursement results;
- develop a performance system and standards for organizational expense management;
- advise, resolve problems and answer questions about organizational expense management;
- welfare and welfare funds; and
- financial work as assigned.

Responsibilities:

- determine an accounting plan, chart of accounts and financial reporting;
- accounting data processing and monthly, three monthly and annual accounting reports;
- analyze financial budget and reports;
- accounting of welfare fund, non-budget items, grants from foreign countries and others;
- create accounting data for government finance reports of share service organizations; central organization;
- develop performance system and standards for accounting;
- advise, resolve problems and answer questions about accounting; management; and
- financial work as assigned.

Responsibilities:

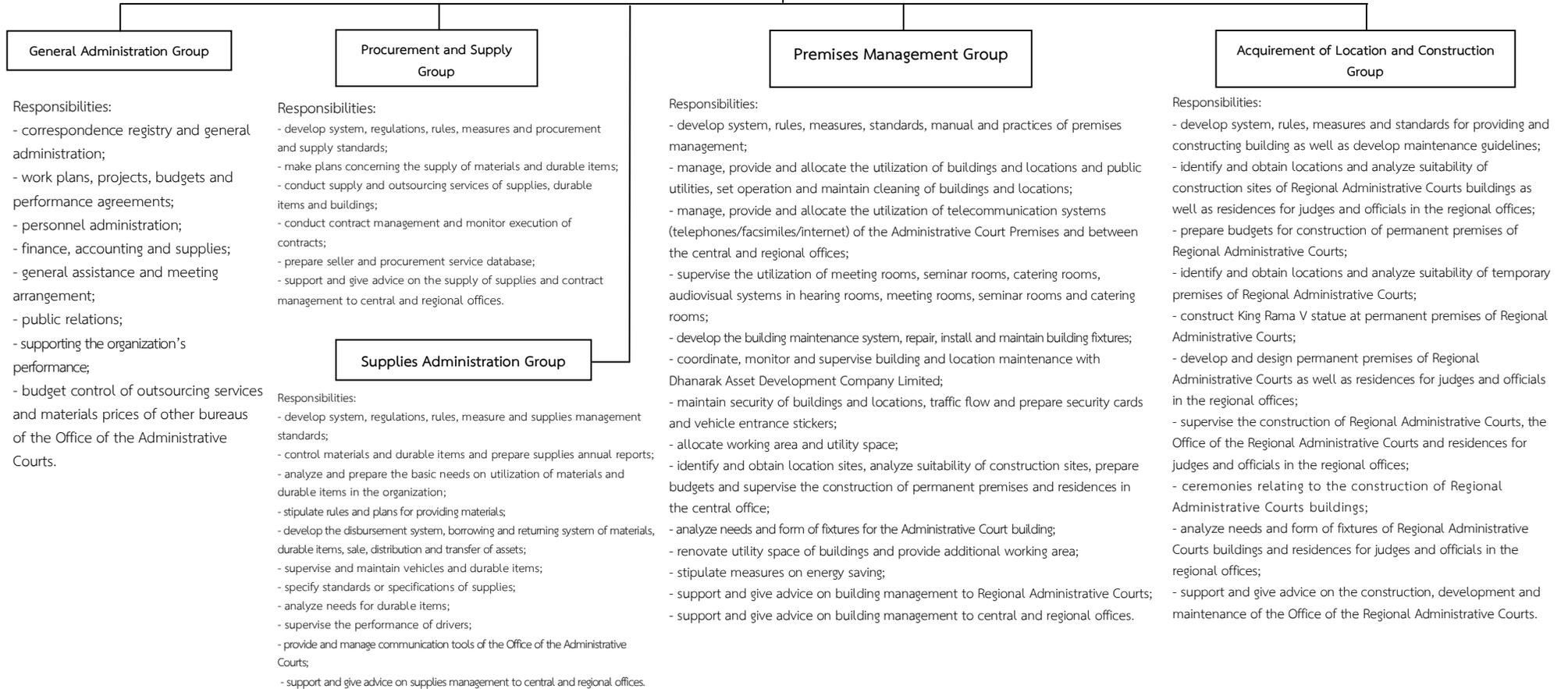
- expenses of administrative cases such as disbursement of court fees, cost of court proceedings, payments fixed by judgments/decisions, document copying and certifying fees transferred to governmental revenue, daily reports on case expenses; court fee ledgers, verifying transfer of court fees to government revenue, calculate interest rates for cost of case proceedings;
- financial work relating to decision execution such as receiving payment of seizure and attachment under a writ of execution; maintain ledgers of payment receipts for seizure and attachment under a writ of execution, financial reports, transfer of cost for decision execution, receiving payments and money transfers from auctions;
- give advice, resolve problems and answer questions about administrative cases to internal and external personnel of the Office of the Administrative Courts; and
- take charge of financial work as assigned.

Powers and Duties of Internal Organization of the Office of the Administrative Courts

(pursuant to the Notification of the Commission of Officials of the Secretariat General of the Administrative Court on Internal Organization of the Office of the Administrative Courts dated 12 July 2013)

**Bureau of Asset Administration**

- (1) to provide materials and durable items, supplies, procurement services, purchasing, hiring, outsourcing, contract management and monitor execution of contracts;
- (2) to supervise and maintain materials, durable items and vehicles as well as develop the disbursement system, borrowing and returning system of materials, durable items, selling, distributing and transferring assets;
- (3) to set up the system and carry out tasks concerning building and location management, support and give advice on building and location management to the Office of the Regional Administrative Courts; and
- (4) to explore and provide construction sites for permanent premises, residences and temporary premises of Regional Administrative Courts.



**Bureau of Central Administration**

- (1) to be responsible for official correspondence registry of the Office of the Administrative Courts;
- (2) to be responsible for the welfare of personnel of the Administrative Court and its Office, carry out secretarial works of the Welfare Commission and provide corporate activities and recreation for personnel; and
- (3) to organize meetings of the Administrative Court and its Office, to carry out general administration, official tasks and secretarial works for executives of the Office of the Administrative Courts and other general administrative tasks which are not designated to any other divisions.

**General Administration Group**

Responsibilities:

- correspondence registry and general administration;
- work plans, projects, budgets and performance agreements;
- personnel management;
- finance, accounting and supplies;
- general assistance and meeting arrangement;
- public relations;
- supporting the organization's performance; and
- budget control of outsourcing services and price of materials of other bureaus of the Office of the Administrative Courts.

**Records of Correspondence Group**

Responsibilities:

- correspondence registry of the Office of the Administrative Courts; and
- gather, collect, search and circulate laws, rules, regulations, notifications, orders and official regulations.

**General Affairs and Cooperation Group**

Responsibilities:

- organize meetings of executives of the Administrative Court and Office of the Administrative Courts and for general administration of the meetings;
- general administration and official tasks of the Administrative Court and its Office;
- royal ceremonies, state ceremonies and other ceremonies of the Administrative Court and its Office;
- secretarial work for executives of the Office of the Administrative Courts;
- prepare documents of the Office of the Administrative Courts;
- other general official tasks which are not designated to any other bureaus of the Office of the Administrative Courts; and
- manage and assist executives of the Administrative Court and its Office to conduct official inspections of Regional Administrative Courts.

**Welfare Group**

Responsibilities:

- welfare of judges, government officials and employees;
- secretarial work of the Welfare Commission;
- manage the Administrative Court store; and
- corporate activities and recreation.

**Bureau of Internal Audit**

- (1) to examine and evaluate the efficiency and effectiveness of the internal audit system and risk management of the Office of the Administrative Courts; and
- (2) to examine the accuracy of regulatory compliance, the worthiness of budget expenditures, the accuracy and accountability of financial reports and the achievement of goals in task performance as well as give advice on system development and risk management systems.

Powers and Duties of Internal Organization of the Office of the Administrative Courts

(pursuant to the Notification of the Commission of Officials of the Secretariat General of the Administrative Courts on Internal Organization, Powers and Duties of the Office of the Administrative Courts dated 12 July B.E. 2556 (2013), Notification of the Office of the Administrative Courts on Internal Organization of the Office of the Administrative Courts dated 26 July B.E. 2556 (2013), and Notification of the Office of the Administrative Courts on Internal Organization of the Office of the Administrative Courts (No. 4) dated 9 November B.E. 2561 (2018))

**Bureau of Legal Affairs**

- (1) work in relation to laws, rules, and regulations, as well as to give opinions, advice, and suggestions on practices in connection with actions under the law and within the responsibility of the Administrative Court and its Office and perform duties as the central administration division under the Law on the Determination of the Powers and Duties among Courts;
- (2) work in relation to legal transactions and contracts, including administrative case of the Administrative Court and its Office; and
- (3) strengthen discipline and ethics among personnel of the Office of the Administrative Courts.



Powers and Duties of the Administrative Judge and Official Training Institute

(attachment to the Notification of the Office of the Administrative Courts on Internal Organization of the Office of the Administrative Courts (No. 2) dated 1 April B.E. 2558 (2015))

Administrative Judge and Official Training Institute

- (1) develop the system, forms, and methods of strengthening professional expertise of the personnel of the Administrative Court and the Office of the Administrative Courts;
- (2) determine the direction, and strategic plans for personnel development for the Administrative Court and the Office of the Administrative Courts, as well as monitor and evaluate performance according to strategic plans;
- (3) design and manage training courses and seminars for the personnel of the Administrative Court and the Office of the Administrative Courts, as well as to evaluate and prepare reports on the outcome of trainings and seminars;
- (4) develop e-learning applications, as well as produce audio and visual media for the personnel of the Administrative Court and the Office of the Administrative Courts;
- (5) act as secretary of the Commission of Administrative Justice Procedure Institute.

General Administration Group

- Responsibilities:
- correspondence registry and general administration;
  - work plans, projects, budgets and performance agreements;
  - personnel management;
  - finance, accounting and supplies;
  - general assistance and meeting arrangement;
  - public relations;
  - supporting the organization's performance.

Technical Support Group

- Responsibilities:
- strategic plans for personnel development of the Administrative Court and the Office of the Administrative Courts, monitor, follow up and evaluate performance according to strategic plans;
  - development of the competency model in order to enhance knowledge and professional expertise of personnel of the Administrative Court and the Office of the Administrative Courts;
  - development of system, forms and methods of expertise enhancement for personnel of the Administrative Court and the Office of the Administrative Courts including monitoring and evaluating system development, and setting up database system on personnel development of the Administrative Court and the Office of the Administrative Courts;
  - arranging for judges of the Administrative Court to attend external training/seminar

Judges of the Administrative Court Development Group

- Responsibilities:
- preparation and development of curriculum/training and seminar projects for judges of the Administrative Court;
  - managing training and seminar projects for judges of the Administrative Court;
  - preparation of guidelines, rules, monitoring and evaluation methods, and reporting on outcomes of training/seminars of judges of the Administrative Court.

Administrative Case Official Development Group

- Responsibilities:
- preparation and development of curriculum/training and seminar projects for the Administrative case officials;
  - managing training and seminar projects for the Administrative case officials;
  - preparation of guidelines, rules, monitoring and evaluation methods, and reporting on outcomes of training/seminars of the Administrative case officials.

Administrative Court Personnel Development Group

- Responsibilities:
- preparation and development of curriculum/training and seminar projects for Administrative Court officials, employees and temporary employees;
  - managing training and seminar projects of Administrative Courts officials, employees and temporary employees;
  - preparation of guidelines, rules, monitoring and evaluation methods, and reporting on outcomes of training/seminars of the Administrative Court officials, employees and temporary employees;
  - arranging for judges of the Administrative Court to attend external trainings/seminars.

Learning Technology Development Group

- Responsibilities:
- developing forms of learning technology for personnel of the Administrative Court and the Office of the Administrative Courts;
  - producing and providing services on audiovisual media for personnel the development of the Administrative Court and the Office of the Administrative Courts;
  - enhance e-learning.

## Administrative Justice Institute

- (1) to prepare strategic plans for the development of executives in governmental services and other agencies and the development of State officials necessary for administrative justice, as well as to monitor and follow up the evaluation of the performance of tasks in accordance with the strategic plans;
- (2) to study and analyze to develop the system, forms, and methods of sharing knowledge on administrative justice and good governance;
- (3) to organize trainings and seminars in order to share knowledge on administrative justice and to promote learning of good governance among agencies and delegations, State officials, executives in governmental services, and other agencies involved in administrative justice; and
- (4) to perform as the secretary to the Commission of Administrative Justice Institute.

### General Administration Group

Responsibilities:

- correspondence, registry and general administration;
- work plans, projects, budgets and performance agreements;
- personnel management;
- finance, accounting and supplies;
- general assistance, general meetings and meetings of the Commission of Administrative Justice Institute;
- coordinate, support and enhance e-learning
- public relations; and
- supporting the organization's performance.

### Administrative Procedure Promotion Group

Responsibilities:

- study and analyze curriculum development, systems, forms and methods of disseminating knowledge on administrative justice and good governance;
- organize training and seminars, disseminate knowledge on administrative justice and good governance, monitor and evaluate performance;
- receive visitors and provide knowledge to agencies/delegations who pay study visits to the Administrative Court as well as coordinate with speakers as requested by other agencies; and
- secretarial work of the Commission of Administrative Justice Institute.

### Administrative Executive Curriculum Administration Group

Responsibilities:

- study and analyze curriculum development, systems, forms and methods of disseminating knowledge on administrative justice and good governance to administrators of government agencies or other agencies; and
- organize training and seminars; disseminate knowledge on administrative justice to administrators of government agencies or other agencies; monitor, evaluate and report on outcomes of training/seminars on administrative justice and good governance to administrators of government agencies or other agencies.

### Public Law Curriculum Administration Group

Responsibilities:

- study and analyze curriculum development, systems, forms and methods of disseminating knowledge on administrative justice and good governance to relevant officials;
- organize training and seminars, disseminate knowledge on administrative justice; monitor, evaluate and report on the outcomes of training/seminars as well as provide knowledge on administrative justice to relevant officials; and
- analyze and propose standards of public law curriculum submitted by agencies or educational institutions for the approval of the Judicial Commission of the Administrative Court.